OFFICE HOURS: 8:00am to 3:30pm Monday to Friday
FIRST BELL 8:40AM
SCHOOL STARTS: 8:45AM
MORNING TEA: 10:50am to 11:30 am
LUNCH: 12:50pm to 1:25 pm
SCHOOL FINISHES: 2:50PM

It is VERY IMPORTANT that Contact information is kept up to date so that parents can be contacted quickly in an emergency situation.

Please advise our office staff of any changes to personal details, such as:
- If you change your address
- If you change your telephone number
- If you change your email address
- If there is a change in other emergency contacts
- If any significant changes occur with your child’s health
- If you feel we should know of any other changes which concern your child

SCHOOL CALENDAR 2017

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
<th>Length</th>
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</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>Monday 23 January - Friday 31 March</td>
<td>10 weeks</td>
</tr>
<tr>
<td>Term 2</td>
<td>Tuesday 18 April - Friday 23 June</td>
<td>10 weeks</td>
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<tr>
<td>Term 3</td>
<td>Monday 10 July - Friday 15 September</td>
<td>10 weeks</td>
</tr>
<tr>
<td>Term 4</td>
<td>Tuesday 3 October - Friday 8 December</td>
<td>10 weeks</td>
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Australia Day Holiday Thursday 26 January
Anzac Day Tuesday 25 April
Labour Day Monday 1 May
Queen’s Birthday Monday 2 October
At Eumundi, we offer children a full time, Preparatory year of schooling before Year 1.

The Prep year provides a firm foundation for formal schooling. Children develop their independence and social skills, physical skills, oral language, literacy and numeracy understandings, creativity and curiosity about the world.

We take a progressive approach where we build an awareness of rules, routines and transitions in the early part of the year. Once children establish social patterns and are confident in their school environment, more focussed teaching and learning will be phased in.

**We strive to make school a place where:**

* Children are the focus, and each child is viewed as a valuable and contributing member of the learning community.

* Each child’s history and cultural background are valued and taken into account.

* Children can express their thinking in many ways including language, art, drama, music, movement and dance.

* Children interact with materials, each other and adults. They learn through active involvement with others in play situations.

* Children have time and opportunity to foster literacy and numeracy through play and planned group experiences.

* A flexible, supportive and challenging learning environment is provided.

* The Prep team plan a balanced program, challenging children’s thinking and scaffolding their learning. The program draws on the Australian Curriculum and offers quality early childhood experiences.

* Parents are encouraged to become involved so that they may share this stage of their child’s education.

**STUDENT RESOURCE SCHEME FOR 2017**

Eumundi State School has for many years chosen to operate a **Student Resource Scheme** to assist with the cost of purchasing additional educational resources to provide enhanced learning opportunities for all children. The scheme is supported and approved by the School’s Parents and Citizens Association and operates under the policy and guidelines of the Department of Education, Training & Employment (DETE). **The scheme is not used to raise funds for other purposes.**

The purpose of the scheme is to provide the parent/caregiver with a cost effective, more economical alternative to purchasing required resources and consumables through reduced prices gained from the school’s bulk purchasing processes. The provision of this scheme ensures that well-resourced learning by our students remains our key focus.

**PREP TO YEAR 6 –$70 per child** (or pro rata per start date in the term)

1. Equipment and resources to support literacy and numeracy activities
2. Reproduced worksheets and teacher prepared material which complement and/or substitute textbooks
3. Student material used for classroom projects
4. Student and subject resources where the core curriculum is extended through provision of practical learning experiences and materials eg: art and craft supplies, cooking materials, science materials and computer software
5. Online digital resources to support all areas of the curriculum eg. Reading Eggs

**EXTRA CURRICULAR ACTIVITIES** are invoiced separately and these may include:

- school excursions/camps, surf awareness, swimming, district sports, competitions etc.
WHAT DO WE NEED TO BRING?

To bring every day:

😊 School Uniform - available at the Uniform Shop
😊 Maroon School Hat - available at the Uniform Shop
😊 School Bag - big enough for a lunch box and drink bottle
😊 Morning tea, lunch, a drink and a piece of fresh fruit for Eumunchi - in a lunch box, easy to unwrap. Healthy foods are requested. We encourage limited packaged foods. We are unable to refrigerate children’s food/drinks due to limited fridge space. Please provide a spoon or fork if needed.
😊 A bottle of water
😊 Shoes - enclosed shoes that children can manage themselves eg: Velcro, buckles
😊 Spare underwear/clothes and wipes - in named plastic bag to be kept in school bag at all times
😊 A beach towel in a drawstring bag for Term 1 only
😊 Please label all items clearly with your child’s name

WHAT TO WEAR!

Uniforms are available at the school uniform shop which operates from the Tuckshop each morning from 8:00am-10:00am. Prep students will wear a maroon hat to allow easy identification in the playground. A green hat will need to be purchased for Year 1.

ARRIVALS AND DEPARTURES

Our school day begins at 8:40am and concludes at 2:50pm. Prep children must be accompanied by a responsible adult when arriving and departing each day. Please bring your child to their classroom by 8:40am, but no earlier than 8:30am. Before school care is available (with prior arrangement) at the school from 6:00am. The staff will deliver your child to us at 8:40am ready to begin their day.

Teachers are involved in daily preparation or meetings before school and may not necessarily be in the classroom to supervise children until the start of school so please remain with your child until the bell rings at 8:40am. You are welcome to share a quiet activity on the carpet. Please ensure that your child has put their backpack away and organised their belongings for the day. Please ensure that children are collected promptly at 2:50pm as they become anxious at the end of a long day if it seems that they have been forgotten.

ABSENCES - 5472 6360

Parents are required to advise the school by calling the above absence line 24/7 as soon as possible of the reason for their child being absent from school. Unexplained absences will always need to be explained, so if you have not advised the school of your child’s absence, you will receive a sms on your mobile to remind you.
OPTIONAL EARLY PICK UP
As Prep is a five day week, we are anticipating that early in the year, many children will find the program long and exhausting. In an endeavour to alleviate some of the tiredness, we will be offering early pick-ups for term 1. This will enable parents to collect their child at 12:30pm rather than 2:50pm. Early pick up is totally optional and we request that parents notify us in the morning if they intend to collect their child early. You must obtain an ‘early departure’ slip at the school office before collecting your child from Prep.

LATE ARRIVAL AT SCHOOL
If you arrive after the first bell (8:40am) you are required to obtain a ‘late slip’ from the school office before dropping off your child at Prep. Teachers aim to mark the roll before 9:00am.

LATE PICK UP
If you are unexpectedly detained at the end of a day, please inform the school as early as possible. If we do not hear from parents and are unable to contact you, children will be taken to the school office, where office staff will attempt to contact other emergency contacts if we are unable to make with parents.

FIRST AID and ACCIDENTS
Every effort is made to ensure the safety of our children. In the event of your child having an accident/injury at school that requires immediate medical attention, parents are contacted. If necessary, an ambulance will be called.

When children become sick and unable to participate in the school program, parents will be contacted and asked to collect the child. All head injuries will be reported to parents who will then be required to advise their preferred course of action. School staff are not permitted to issue Panadol or other over the counter analgesics to children for minor ailments.

MEDICATION AT SCHOOL
We are only permitted to administer medicine to your child if it is in the original pharmacy packaging with your child’s name and dosage instructions on the label. Forms need to be completed for our records and Staff are then required to record the dose and time to administer along with the name of the person who administered the medication. Please see the classroom teacher.
HEALTH POLICY
If your child is unwell please keep them at home. If your child gets sick during the day, or if there was an accident, staff will first try to contact the parents, but if not available the staff will contact your listed emergency contacts.

Education Regulations state that a child suffering from an infectious or contagious disease must be excluded from school for a defined time. Please notify us of any communicable illness such as Chicken Pox or Measles so that we may take the necessary precautions.

A list of conditions can be found on our school or health website:

If your child has head lice please complete treatment prior to your child returning to school. Also please inform the teacher or office staff so that other families from the class can be advised to check their children.

TUCKSHOP

Tuckshop is available for Prep students. Orders are to be placed at the tuckshop with correct money (as it is easy for change to be misplaced). No ice blocks are to be ordered. Sometimes items are not available so the tuckshop helpers will ring and organise a suitable alternative.

It is easy to over-order so please consider quantities carefully as we often see a lot of wasted tuckshop food.

Please remember to pack
A fruit/veg Eumunchi snack if ordering tuckshop.

PARENT INVOLVEMENT

Parent help is an essential part of school life. Parent involvement enhances opportunities for learning. Children will have the first few weeks to settle in and then we will offer parents the opportunity to join our parent involvement program.
REPORTS
Staff will always be available to speak to regarding the progress of individual children. Often we are able to do this informally whilst on other occasions it is necessary to make an appointment.

A report will be issued for Prep students year at the end of each Semester (Term 2 and Term 4). Please do not hesitate to come and speak with staff should you have any concerns. It is best to tackle issues when they first arise.

BUS TRAVEL
Children who reside more than 3.6 km from the school are eligible for free bus transport. Contact the bus companies regarding eligibility. Details are available at the school office.

Unless there are exceptional circumstances, we do not recommend that Prep students travel on the bus during Term 1. From Term 2, a reliable, older sibling (or bus buddy) may accompany the younger student on the bus, however they then need to stay with the Prep student until the first bell at 8.40am and collect them straight after school. We require written notification of these arrangements.

NEWSLETTERS TO PARENTS
Our fortnightly newsletter ‘Newsmundi’ is available via the school website. Our school newsletter helps keep parents informed of events and happenings at school. Parents who have an email address are encouraged to sign up on the website to receive this via email. For those who do not have access to a computer a hard copy is available at the office. Parents are encouraged to read this informative newsletter, as it is an important means of communication between school and home.

Website/subscription page: http://eumundiss.schoolzineplus.com
EUMUNCHI TIME
As part of the school Eumundi Healthy Eating Program we have “Eumunchi Brain Break”. Each child will be required to bring along 1 piece of fruit or vegetable already cut up or prepared ready to eat.

We will have Eumunchi Fruit Time mid-morning. We also have normal morning tea (10.50am) and big lunch (12.50pm) when we also encourage children to eat healthy food. Don’t forget to label all containers.

Children are encouraged to bring a water bottle each day.

LIBRARY
Children will be given an opportunity to visit the school library. Please send a library bag (with identifier) if they wish to borrow books. (If complete bookpack is purchased, a library bag is included).

CORRESPONDENCE & PAYMENTS
All teacher correspondence should be given directly to the teacher, absence notes and payments for excursions or activities must be handed directly to the school office. Please ensure envelopes are clearly labelled and no change is required.

Please refer to the Parent Handbook for further details about school procedures.