

# Eumundi State School



# Parent Information Handbook

Address: 22 Caplick Way, Eumundi Qld 4562  
Student Absence SMS: 0427 269 529  
Email: [admin@eumundiss.eq.edu.au](mailto:admin@eumundiss.eq.edu.au)

Telephone (07) 5472 6333  
Absence Line open 24/7: (07) 5472 6360  
Web address: [www.eumundiss.eq.edu.au](http://www.eumundiss.eq.edu.au)

## Table of Contents

SCHOOL ROUTINE.....	4
ABOUT OUR SCHOOL .....	5
COMMUNICATION.....	6
COMMUNICATION BETWEEN HOME & SCHOOL .....	6
COMPLAINTS MANAGEMENT .....	6
NEWSLETTERS TO PARENTS .....	7
PAYMENTS TO SCHOOL .....	7
REPORTING STUDENT PROGRESS TO PARENTS .....	7
RESPONSIBLE BEHAVIOUR PLAN FOR STUDENTS.....	8
SMS 4 Schools.....	8
SCHOOL PROCEDURES .....	9
ATTENDANCE.....	9
Exemptions from Compulsory Schooling and Compulsory Participation .....	9
DROP-OFF & COLLECTION OF CHILDREN .....	10
ANIMALS .....	10
BRINGING OF TOYS & OTHER PERSONAL BELONGINGS TO SCHOOL.....	10
BICYCLES .....	10
BUS SERVICES.....	10
CARE OF SCHOOL PROPERTY.....	11
CHILDREN'S LUNCHESES.....	11
CLASS HELPERS.....	11
LATE ARRIVALS & EARLY DEPARTURES .....	12
LEAVING THE SCHOOL GROUNDS .....	12
LOST PROPERTY .....	12
MOBILE PHONES & ELECTRONIC EQUIPMENT .....	12
PARADE .....	12
SUPERVISION.....	13
STUDENT DRESS CODE.....	13
TRANSFERRING TO ANOTHER SCHOOL .....	14
HEALTH & SAFETY .....	14
HEALTH POLICY .....	14
ACCIDENTS & SICK CHILDREN.....	14
FIRST AID .....	15
HEADLICE .....	15
HEALTH & HYGIENE.....	15

DENTAL SERVICE .....	15
MEDICATION.....	15
General Medication.....	15
Anaphylaxis & Asthma.....	16
SUN SAFE .....	16
SUPERVISED SCHOOL CROSSINGS.....	16
EMERGENCY EVACUATION PROCEDURES.....	16
ENROLMENT .....	17
ENROLMENT PROCEDURES .....	17
RESOURCE FEES.....	17
EXTRA-CURRICULAR FEES .....	17
BOOKLISTS.....	17
Requirements for the First Day.....	18
PREP .....	18
PREP TRANSITION PROGRAM EVENTS .....	19
TRANSITION STATEMENTS FROM KINDY .....	19
PREP ARRIVALS & DEPARTURES .....	19
PREP OPTIONAL EARLY PICKUP.....	20
CURRICULUM.....	20
KEY LEARNING AREAS.....	20
COMPUTERS FOR LEARNING - ICT.....	20
EXCURSIONS & CULTURAL ACTIVITIES.....	20
EXTRA-CURRICULAR ACTIVITIES .....	21
ENVIRONMENT CENTRE / SCIENCE .....	21
HOMEWORK .....	21
Reading homework and routines – tips for parents and families .....	22
LEARNING & DISCOVERY CENTRE.....	23
MUSIC.....	23
PHYSICAL EDUCATION & SPORT.....	24
RELIGIOUS INSTRUCTION .....	24
SUPPORTING LEARNERS WITH DIVERSE NEEDS .....	24
P&C and COMMUNITY .....	25
P&C ASSOCIATION .....	25
EUMUNCHI CAFÉ – TUCKSHOP .....	25
UNIFORM SHOP.....	25
OUTSIDE SCHOOL HOURS CARE (OSHC).....	26

# SCHOOL ROUTINE

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

## **Suggested morning routine:**

- Children not to arrive at school prior to 8:00 am
- Rolls are marked electronically between 8:45 and 9:00 am
- If children arrive after 8:45 am they must come to the office for a 'Late Arrival' Slip as the roll may already have been marked by the time they reach the classroom.
- Classrooms generally open by 8:30. Students are encouraged to enter the classroom at this time and prepare themselves for the school day.

It is VERY IMPORTANT that Student contact information is kept up to date so parents can be contacted quickly **in an emergency situation** and you receive relevant communications.

## **Please advise our office staff of any changes to personal details, such as:**

- If you change your address
- If you change your telephone and or mobile number
- If you change your email
- If there is a change in other emergency contacts
- If any significant changes occur with your child's health
- If there are changes in your family situation
- Any other relevant changes regarding your child

# ABOUT OUR SCHOOL

Welcome to our school: a school renowned for its academic achievements, strong discipline and focus on the growth and development of every child. At Eumundi we see each child as an individual.

Eumundi State School is a State Primary School in the rolling hills of the Noosa Hinterland in the northern area of Queensland's Sunshine Coast. Our total school enrolment is approximately 670 students. Our students are drawn from areas around Eumundi as well as from the Eumundi Township itself.

At our school we endeavor to provide a positive, supportive and encouraging learning environment which will assist each child to develop to their fullest potential academically, physically, socially and emotionally, while also developing in each a recognition of the needs and rights of others.

As a school community we are committed to maximizing the potential of each individual child and to fostering an enthusiastic attitude towards lifelong learning. Our School Motto "*While We Live We Grow*" reinforces our belief that learning continues throughout life's journey. At Eumundi our school community is committed to providing an engaging and challenging curriculum to ensure that each child has the opportunity to fulfil his/her potential. The student body reflects a broad cross-section of the socio-economic community, with a focus on social development through our 'Eumundi Expects' code which focuses on rewarding positive behaviour and encourages students to focus on the values of 'Care, Common Sense, Courtesy and Co-operation'.

The school caters for students from Prep to Year 6 and offers a comprehensive and responsive curriculum based on an inquiry approach. This approach aims to stimulate each child's curiosity and creativity culminating in a love of learning, active citizenship and the development of responsibility and self-discipline which are integral to our school's supportive caring environment.

Parents are encouraged to visit the school frequently and to become involved where possible in the school's programs and activities. We welcome parents as educational partners and trust that children find their time at Eumundi rewarding and enjoyable.



# COMMUNICATION

## **COMMUNICATION BETWEEN HOME & SCHOOL**

Should parents require any information, or have any concerns, please do not hesitate to contact us at school, either by visiting, emailing or telephoning. We strongly recommend that parents make contact with their child's teacher if they have any questions or concerns about matters relating to their child.

Parents are encouraged to get to know their child's teacher, and if possible, try to take an active part in school activities. By taking an interest in what your child is doing at school you will help them to develop to their fullest potential.

Parent visits to the school to talk with the class teacher are encouraged after arranging a mutually convenient time, either before or after school. Contact can be made by emailing the teacher.

Except in an Emergency Situation, phone calls to teachers during teaching time will not be put through to the classroom - parents will be asked to leave a message and a convenient time for the teacher to return their call.

**It is important to keep your email information up to date as we utilize email as our main form of communication to parents.**

To contact the school or relay messages, please use the [admin@eumundiss.eq.edu.au](mailto:admin@eumundiss.eq.edu.au) email or phone 5472 6333.

## **COMPLAINTS MANAGEMENT**

During the course of your children's school years, you may have cause to make a complaint about an issue with your child's education. Education Queensland is committed to ensuring that all complaints are dealt with in a fair and equitable manner. There are processes and support structures in place to enable parents/carers and students to work through any issues they may have with Education Queensland provisions.

When making a complaint, it is in the best interest of complaint resolution to ensure that you:

- provide complete and factual information in a timely manner
- deliver your complaint in a non-threatening and non-abusive manner and
- do not make frivolous or vexatious complaints or include deliberately false or
- misleading information.

The following 5-step procedure may assist parents/carers, and school staff to reach an outcome that is in the best interests of the student.

1. Discuss your complaint with the class teacher
2. Make an appointment to discuss your complaint with the Principal or ask the Principal to assist by participating in informal conflict resolution
3. Contact District Office
4. Complaint still not resolved
5. Independent review

## NEWSLETTERS TO PARENTS

Our newsletter 'Newsmundi' is published regularly. Once subscribed, you will be sent an email with the link to the online newsletter. This can be read online, on the school website or you can download or print. A subscription consent form is signed at enrolment. **Parents are encouraged to read this informative newsletter as it helps to keep you informed of upcoming events and is an important means of communication between the school and home.**

## PAYMENTS TO SCHOOL

Eumundi School offers parents the opportunity to make payments in the following ways:

- BPoint – please see the details at the lower left hand corner of your invoice. You can click and follow the link or by calling: 1300 631 073 – again using the Invoice number & CRN number located in the lower left corner of the invoice.
- Direct Deposit to the school account is also available:
  - BSB: 064-440
  - Account: 00090095
  - Please quote students name or invoice number which is found on your invoice/statement
- **In person** – at Eumundi State School Administration Office, either by:
  - EFTPOS
  - Cash – preferably the correct money as we do not carry a float
- If students bring cash as payment for school activities or excursions, please secure in an envelope or zip lock bag marked with the child's name, class, amount, type of payment and the activity.

If you are experiencing financial difficulties in meeting the payment of accounts, please contact the Business Manager via email on [bsm@eumundiss.eq.edu.au](mailto:bsm@eumundiss.eq.edu.au) or phone on (07) 5472 6310 to arrange a suitable payment plan.

Refunds must be requested by completing the **“Request for Refund”** form. Refunds can only be made if the situation meets the policy requirements. Please ask for a copy of our Refund Policy available at the office or on our website.

## REPORTING STUDENT PROGRESS TO PARENTS

A written report on student progress is emailed to parents at the end of each Semester (mid-year and at the end of the year). Parents are also invited to attend parent-teacher interviews to discuss their child's report in Term 1.

At the end of Term 3 the class teacher conducts a 3 Way Interview. During this afternoon your child will be able to share and discuss with you work they have been completing this semester. You and your child will also have the opportunity to talk to the teacher about his/her achievements to date and any areas that may need to be worked on.

Parents are encouraged to make an effort to come along to interviews after and share in the learning and achievements of your child.

## STUDENT CODE OF CONDUCT

Eumundi School has a strong focus on discipline and expects that all children come to school to learn in an appropriate and safe manner. A copy of the Student Code of Conduct is available on the school website or by contacting the office.

Positive behavior choices are celebrated at Eumundi School with class 'Effort and Achievement' Award Certificates and 'Catch a C' awards for demonstrating one of our '4 C's'.

### EUMUNDI STATE SCHOOL CODE OF BEHAVIOUR

Eumundi Expects:

#### CARE

- Care for yourself
- Care for your learning
- Care for others
- Care for your school

#### COMMON-SENSE

##### STOP

- What is happening?
- How do I feel?
- What do you want to happen?

##### THINK

- What can I do?
- What might happen next?

##### DO

- Choose the best way to act
- Do it

#### COOPERATION

Working well together to reach our goals

#### COURTESY

Using our best manners and being polite

## SMS 4 Schools

A SMS (or text) system is used to send bulk reminders to parents and to notify parents of an unexplained absence as noted on the class roll in the morning. This helps to ensure students have arrived safely at school. If you have not notified the school of an absence earlier and you receive a text, please respond as soon as possible.

How you can help us to keep your child/ren safe:

- Provide the school with a current mobile phone number. If your mobile number changes, advise us immediately. In the event of an unexplained absence for a child, both parents will receive an SMS message.
- You are able to send a text to the SMS number - **0427 269 529** or phone the Student Absence Line on **5472 6360 before 9.15am** to advise of the **reason** and the dates



your child/ren will be away from school. The landline and the mobile are available **24 hours 7 days a week. We suggest you store both numbers in your phone.**

- If not reported by 9:15am a generic SMS message will be sent to parents advising of their child's absence and requesting an explanation. If/when you receive an SMS message, please reply to the text with the reason for the absence. N.B. Please do not use emoji's as this deletes the incoming text. If you believe your child is, or should be at school contact the school office immediately to notify us.

This text system is sometimes used for other alerts to parents, such as weather incidents.

## **SCHOOL PROCEDURES**

### **ATTENDANCE AND ABSENCES**

Good attendance, punctuality and success at school go hand-in-hand. Students should only be absent from school because of illness or emergent situations. Please notify the school of an absence by:

- SMS
- Website (there is a "Register Absence" link)
- Email – [admin@eumundiss.eq.edu.au](mailto:admin@eumundiss.eq.edu.au)
- QParents
- Phone

If a student is likely to be absent for 3 or more school days, please telephone the school and inform us of the circumstances of the absence. Parents will be contacted by the school to explain any absence. The absence can be reported either via the text system, via phone to our absence line, email or QParents.

**Rolls are marked electronically by 9.30am. If a student arrives after this time, they are required to sign in through the Admin Office to collect a 'Late Arrival' slip to pass to the teacher.**

**If it is necessary for you to collect your child/children prior to the end of the school day, an authorised adult report to the Administration Office and collect an 'Early Departure' slip before collecting the child from the classroom.**

If children are to be picked up during school hours by someone other than parent or caregiver, they must be listed on the student's emergency contact list or staff are unable to release them to this person.

**ABSENCE SMS 0427 269 529**

**ABSENCE LINE 5472 6360**

**QPARENTS**

### **Exemptions from Compulsory Schooling and Compulsory Participation**

Every parent of a child of compulsory school age, or a young person in the compulsory participation phase, has a legal obligation to ensure their child is enrolled and attending school, or participating in an eligible option.

Parents can apply for an exemption from this obligation when their child cannot attend or it would be unreasonable in all the circumstances for their child to attend school or participate in an eligible option for a period of more than 10 consecutive school days.

Situations where an application for exemption may be made include:

- Illness
- Family reasons
- Cultural or religious reasons

If your child is exempted from compulsory schooling, you are excused from your obligation in relation to compulsory schooling or compulsory participation.

The school Principal is not responsible for providing an educational program to your child, however they may provide advice on other educational options available.

## **DROP-OFF & COLLECTION OF CHILDREN**

It is preferred that parents park their cars in Napier Road, or in the bottom car park area off Napier Road beside the school hall, and not on Caplick Way when dropping children at school in the mornings or picking them up in the afternoons. Children should not enter or leave the school grounds through the vehicular entrances at car park areas.

***The staff car park near the school administration area must not be used by parents to drop-off or collect children due to safety concerns.***

Please set a good example to our students by using and encouraging students to use our safety crossings on Napier Road and Caplick Way.

## **ANIMALS**

Family pets - particularly dogs - are not permitted in school grounds, except under certain circumstances (eg. show and tell). If animals stray onto the school grounds the office will attempt to contact owners. Failing this, the council will be notified.

## **BRINGING OF TOYS & OTHER PERSONAL BELONGINGS TO SCHOOL**

Toys may be brought to school by negotiation with the Class Teacher only (toys should be given to the teacher or be returned to the child's bag immediately and remain the responsibility of the child). The school does not take any responsibility for the loss or damage of toys brought to school.

Skateboards and scooters, are permitted to be brought to school by students, but must be brought to the office on arrival for storage until home time. They should not be ridden in the school grounds.

From time to time we also find it necessary to place a temporary ban on items of lesser value which have become 'trendy' for children to collect (such as trading cards). This is done when these items cause problems among children. Parents will be advised of any such issues through email or the *Newsmundi* newsletter.

## **BICYCLES**

Only children who know their road safety rules should be permitted to ride bicycles to school. The law mandates children must wear helmets. During the day, bicycles are to be left in the bicycle racks and not accessed. The bicycle rack areas are out of bounds to all children until school finishes. The riding of bikes is not permitted in the school grounds.

## **BUS SERVICES**

Four free school bus services, operate to and from this school for eligible children. These services cover the following districts:

- Belli Park - Kenilworth Road are ... Belli Bus - 0407 687 742
- Sunrise Road area ..... Hinter-Coast Transport - 0410 602 632
- Greys Road & Noosa Valley area .. Noosa Valley Bus Lines - 0410 539 295
- Doonan area ..... Hinter-Coast Transport - 0410 602 632

The day to day management of each bus service is conducted by the operator in conjunction with a school bus conveyance committee made up of parents who have eligible children travelling on the buses.

Children are subject to Queensland Transport's Code of Conduct for School Bus Travel while travelling on school buses and misbehaviour should be reported initially to the bus driver. Persistent misbehaviour may result in a child being excluded from bus travel by the operator of the bus service.

The school office has contact information for bus operations who can provide information on the bus routes and times.

## **CARE OF SCHOOL PROPERTY**

School equipment has been provided for the educational, recreational and social development of all students.

It must be handled with care at all times. Destruction of such property disadvantages fellow students. The replacement / repair of such property will be the responsibility of the student and student's parents. (Lost library and classroom reading books will need to be replaced at the parents' expense).

## **CHILDREN'S LUNCHES**

It is recommended that children's lunches be placed in a sealed plastic container which has the child's name on the box and lid. Please consider the quantity of lunch provided. Children who are unable to eat all or part of their lunch should take the uneaten food home, rather than throw it away. Being an environmentally conscious school, we encourage parents to try and provide 'litter free' lunches (avoiding the use of disposable packaging).

## **CLASS HELPERS**

We encourage family and community members to become part of the education program. If you are a parent and volunteer in your child's class you do not require a Blue Card. If you would like to assist, please speak to your child's teacher. We do appreciate the help given to us in this regard. Individual teachers will ask for parent volunteers. If you are willing to assist we do ask that you sign-in at the office so that we have a record of all the people in the school for security / emergency reasons and wear a special "Volunteer" badge.

Volunteers are required to attend our annual induction sessions usually held at the start of each year. If you are unable to attend this session, please contact the office to discuss alternative training.

All Volunteers other than a parent are required to have a Blue Card.

Eumundi State School values and acknowledges the work undertaken by its many volunteers who support and extend our students learning and development.

Their roles are many and varied:

- classroom helpers;
- tutors of reading, writing and numbers;
- accompanying classes on excursions;
- sharing skills and talents in curriculum areas e.g. arts and crafts;
- working at fund raising events;
- supporting the Tuckshop;
- committees e.g. P& C, School Council;
- assisting with the special events or days.

## **LATE ARRIVALS & EARLY DEPARTURES**

On occasion, children may arrive late to school or may need to leave early for various reasons. Parents are asked to come to the office to collect a computer generated 'late arrival' or 'early departure' slip. This allows administration to account for missing children in the event of an emergency situation.

A persistent problem of lateness will be investigated by administration and letters detailing such absence will be sent home. It is vital that children are punctual to maximize learning and not hinder the lessons already started.

## **LEAVING THE SCHOOL GROUNDS**

Once students have arrived at school, they should not leave the school grounds until school finishes. It is our policy (for safety reasons) not to allow children to go unaccompanied to the Eumundi township for any reason.

If there are exceptional circumstances when parents wish their children to leave the school grounds (e.g. at lunchtime) then the school must be contacted and an explanation provided to why this should be permitted.

## **LOST PROPERTY**

Lost property is placed in the lost property box. Parents are welcome to check the lost property for items at any time. At the end of each term unclaimed items are donated to charity.

It is requested that all school clothing and other belongings be clearly named for easy identification. Marking of property with your child's name increases the chance that it will be returned. Items of significant value will be held at the office.

## **MOBILE PHONES & ELECTRONIC EQUIPMENT**

Electronic equipment such as iPods, MP3 Players, electronic games and mobile phones are not permitted at school due to their potential to cause distraction and disruption to classes and the risk of them becoming damaged or lost. If for any reason there is a need to bring such equipment to school it must be brought to the office at the beginning of the day for safekeeping and collected at the end of the day.

## **PARADE**

Parade is conducted every Monday afternoon at 2:00 pm in the Multi-Purpose Hall. Parents are most welcome to attend. Generally there is no Parade in the first or last week of term, and Prep to Year 2, Year 3 to 6 and Whole School parades are alternated throughout each term. Please check the Newsmundi for the Parade schedule.

## SUPERVISION

Children are supervised at school by teachers from 8:40am to 2:50pm every day. Children are not officially supervised prior to 8:40am or after 2:50pm. With this in mind, it is requested that children not be dropped at school early in the morning and that arrangements are made to have your children collected or travel home directly after the conclusion of the school day. All adventure playgrounds are out of bounds before and after school as there is no supervision.

## STUDENT DRESS CODE

Eumundi State School offers two styles of uniform shirt. A check button-through shirt or a cotton backed polo shirt with a feature side panel. Both shirts have the Eumundi State School emblem. These are worn with bottle green shorts. Two styles of shorts are available - full waist or half waist elastic. Crew neck t-shirts are also available in the school house colours for sports carnival days. Suitable covered footwear is to be worn at all times.

School House colours are the following

BUNYA- Blue

BANKSIA- Green

WATTLE-- Yellow

CEDAR- Red

Eumundi State School has a 'no hat, no play' policy. Years 1 to 6 students wear a bottle green wide brimmed hat and Prep students are required to wear a maroon hat. Two styles of jackets are available – a lined sports jacket and a green fleecy zip jumper, both have the Eumundi State School emblem embroidered on the front. They are available from the uniform shop all year round.

School backpacks and library bags with the school emblem are also available.

Unless otherwise negotiated children wear their uniforms:

- When attending or representing our school
- When travelling to and from school and
- Engaging in school activities out of school hours

Our Student dress code aims to provide clothing guidelines that aim to contribute to a safe and supportive teaching and learning environment through:

- Ready identification of students and non-students at school
- Fostering a sense of belonging
- Developing mutual respect among students by minimizing visible evidence of economic or social differences.
- 

Eumundi dress code reflects our school community's standards and is consistent with Occupational Health and Safety and anti-discrimination legislation.

Acceptable or reasonable dress refers to clothing or apparel that would be socially acceptable, although it might not conform to the school's student dress code. Inappropriate dress refers to clothing or apparel worn by students that is deemed to be:

- Offensive
- Likely to disrupt, or negatively influence normal school operation
- Unsafe for students or others; and
- Likely to result in a risk to health and safety of students or others

At Eumundi State School, we have the following explicit rules

- No jewellery except small studs or sleepers
- No thongs— children need to wear closed-in shoes
- No advertising/logos of inappropriate subjects - for example, alcohol
- No hair colour other than natural is acceptable.
- No finger nail polish

## **TRANSFERRING TO ANOTHER SCHOOL**

If your child is leaving our school please contact the office to advise of the final date of attendance and the school that they are moving to. If this is interstate, we require the parent/guardian to complete a consent form to transfer information. Also please organize with the teacher to collect all student work, return all library and resource books and settle any outstanding monies.

# **HEALTH & SAFETY**

## **HEALTH POLICY**

If your child is unwell please keep them at home. If your child is unwell 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. For regulations pertaining to common diseases listed below visit the Qld Health website [www.health.qld.gov.au](http://www.health.qld.gov.au)



Diarrhea	Whooping Cough
Hand, Foot and Mouth Disease	Chicken Pox
Influenza	Measles
Hepatitis A	Rubella (German Measles)
Mumps	Impetigo (School Sores)
Meningitis	Typhoid Fever
Ringworm	Scabies
Streptococcal infection	Conjunctivitis (acute infection)

## **ACCIDENTS & SICK CHILDREN**

When children become sick or injured and unable to participate in the school program, parents will be contacted and asked to collect their child. All head knocks/bumps 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.

With regard to serious injuries, school staff will determine when or if an ambulance is necessary and contact parents or emergency contacts as soon as possible.

## **FIRST AID**

Trained staff are on hand to administer basic first aid when necessary. Injuries sustained outside school should be treated before coming to school. If your child's illness or injury needs to be monitored throughout the day, please forward a message to the classroom teacher.

## **HEADLICE**

It is essential that your child's hair is checked on a weekly basis as part of a regular personal routine. Shoulder length hair or longer should be tied back at school.

If eggs or lice are found please treat your child's hair before they return to school. Notify the school office or your class teacher so that an email can be sent home to other class members to alert parents. This email has a fact sheet attached which contains useful information.

## **HEALTH & HYGIENE**

Good health habits are taught and encouraged at all times. There is enough evidence to suggest that a well-balanced diet and sufficient sleep go a long way towards physical and mental alertness. It is important that all children have a healthy breakfast and bring along a well-balanced lunch or order from the Tuckshop. Drinking lots of water is also important.

All classes at Eumundi State School have a fruit break at approximately 10:00am. Children bring in fruit or vegetables that are easy to eat in class.

Cleanliness (eg. care of fingernails, hands, hair) is also encouraged. Toileting, correct hygiene, use of toilets and correct behaviour in toilets is also essential. Please discuss these issues with your child. We seek your valued assistance in this regard. If there is a particular problem, please make your child's teacher aware and he/she will be able to instruct you in the appropriate procedures.

## **DENTAL SERVICE**

All State Primary School children are eligible to receive free regular dental treatment through the School Dental Service conducted by Queensland Health. Our school is visited regularly by the mobile dental clinic which is staffed by a dentist, dental therapists and dental assistants. No treatment is provided without parental consent. For general enquires please call 0409 493 028. Students are able to visit the dental van at other school sites as required.

## **MEDICATION**

### **General Medication**

If you require staff to administer medication to your child at school, please contact the school office in the first instance to discuss your child's requirements.

Please note, school staff will only administer medication that:

- has been prescribed by a qualified health practitioner (eg: doctor, dentist)

- is in its original container
- has an attached pharmacy label with the prescribing Doctor's name and child's name.

Office staff will ask you to complete and sign Section 1 of the ***Administration of medication at school record sheet***. NB: If your child requires more than one medication, you will need to complete a form for each medication.

School staff will not administer medication that you can buy over-the-counter at chemists and supermarkets (eg: paracetamol, eye drops, cough syrup) unless it has been prescribed by your child's qualified health practitioner (GP).

**For student safety, students should not be given any form of medication, other than Ventolin, to self-administer at school.**

**It is the responsibility of parents to notify the school of known health or medical conditions.**

### **Anaphylaxis & Asthma**

Anaphylaxis – if your child is at risk of anaphylaxis, it is important for you to provide the school with your child's emergency medication and their ASCIA Anaphylaxis Action Plan, completed and signed by your doctor. This needs to be updated annually.

Asthma – If your child requires assistance to administer their medication, it is important for you to provide the school with your child's emergency medication and their Asthma Action Plan, completed and signed by your doctor. If you believe your child is capable of self-administering their own medication at school, please let the school administration know. We will note/update your child's medical records to reflect your decision. This should also be updated annually.

Before you provide the school with your child's medication, check the expiry date to ensure it is in-date and there is enough for the agreed time period. It is also a good idea to take a note of the expiry date so that you can replace the medication before it expires.

### **SUN SAFE**

All children must wear a wide brimmed hat when playing in the school grounds. The use of sunscreen is also encouraged. The inclusion of children in outdoor activities may be dependent on the wearing of a hat. We support a "no hat, no play" policy.

### **SUPERVISED SCHOOL CROSSINGS**

Two supervised school crossings for use by students and parents operate in Napier Road and on Caplick Way each morning and afternoon. Persons using these crossings at the supervised times must strictly follow the directions of the school crossing supervisor on duty. Parents are requested to model correct behaviour when using the crossing, and to observe the conditions and restrictions for parking in the area near the crossing.

### **EMERGENCY EVACUATION PROCEDURES**

Fire drills and Lockdown drills are conducted regularly to familiarize students with the procedures to be followed. The alarms are distinctly different for each emergency. Officers from the fire brigade sometimes attend to ensure Fire Evacuation emergency procedures are correctly carried out. Visitors and Volunteers to the school should make themselves aware of these procedures when they sign in.



# **ENROLMENT**

## **ENROLMENT PROCEDURES**

Our school caters for children from Prep to Year 6. Sighting of a birth certificate is mandatory upon enrolment in a state school for the first time. To be eligible for Prep, children will need to have turned 5 (but not yet turned 6) by 30 June of that year. In special circumstances children who turn 5 by July 31 may also be accepted. Since 2017 it has been compulsory for all children to attend a year of Prep.

Parents seeking to enroll their child must contact the school to arrange an appointment. The enrolment, consent and permission forms required are available either from the school or on the school website.

Students transferring from interstate and overseas will need to discuss their child's prior education with the school administration to determine the most appropriate class placement. Please see our website for enrolment details.

## **RESOURCE FEES**

The purpose of the Student Resource 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**

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 ingredients, science materials and computer software
5. Online digital resources to support all areas of the curriculum eg. Reading Eggs, Study Ladder

Information and invoices are emailed to parents at the beginning of the year.

## **EXTRA-CURRICULAR FEES**

Other costs throughout the year will be for incursions, excursions, sport and camps (for Years 4-6). All costs are kept to a minimum. Information and invoices will be invoiced to parents as they occur.

## **BOOKLISTS**

A list of stationery and books that children require is provided to parents at the end of each year for the following year, or to new students upon enrolment. Parents are asked to note that replacement of many stationery items and books will be necessary during the year as the initial supply is used up, lost or damaged.

Booklists are available from the office or school website. Resources can be purchased at any supplier. Booklists can be accessed online at <https://eumundiss.eq.edu.au/>.

## FIRST DAY OF SCHOOL

After enrolment formalities are completed, parents are requested to come to the school office to be informed of the class the child is in and to be escorted to the classroom. Even though it may be a busy time for all, take the time to introduce yourself to your child's teacher. Leave your child with his/her teacher with as little fuss as possible as children usually settle down very quickly after their parents leave.

It is an important day in children's lives and we want to make it as enjoyable as possible for everyone.

### Requirements for the First Day

1. A school bag or case showing name and address, preferably also identified by a bright picture or sticker that is easily recognised by your child.
2. A broad brimmed hat should be worn and clearly named.
3. Closed-in shoes should be worn every day.
4. School uniform.
5. Children will need lunch for both breaks and fruit for 'Eumunchi'.

## PREP

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. Information about our mandatory curriculum can also be viewed in the Parent portals of both the ACARA (Australian Curriculum) and Department of Education Queensland websites. We share information about our school's curriculum during Parent Information Sessions held each year.
- Parents are encouraged to become involved so that they may share this stage of their child's education

## PREP TRANSITION PROGRAM EVENTS

Parents who have shared their email details with our Admin staff will be included in our email Bulletins with dates and times for the following events.

1. **Prep Information Day and School Tour** - Parents with their prospective Prep students are invited to come to our Information Day and School Tour. The session will begin with information presented by our Prep teachers and school leadership team. It will then be followed by a tour of the school and conclude with a brief morning tea.
2. **Prep 'Open Classrooms'** - Parents are invited to come and observe our Prep classes in action. During this time you will have the opportunity to speak with our Leadership Team. Additional school staff will be on duty in the Prep undercover area and playground to supervise your children if you would like to bring them along.
3. **Prep Orientation Sessions** - Parents with their prospective Prep students are requested to book their child to one of the orientation sessions. The sessions, led by our Prep teachers, will be in the Prep classrooms. Dates and times will be available on our website and bookings are required to manage our group numbers.
4. **Individual Student Transition Program** - For students with specific high learning needs, difficulties or disabilities to meet with our P-2 Deputy and Head of Special Education Services to discuss activities and plans to support successful transition for these students and their families.

## Interviews

These 15 minute meetings will be scheduled with parents once enrolment application has been completed and returned to the school office. The interview is an opportunity to share as much information as possible to assist children to make the most positive transition to school possible.

## TRANSITION STATEMENTS FROM KINDY

All Kindy's are required to provide parents with a 'Transition Statement' for each child enrolled in a Kindy program. Our school appreciates having access to these statements to help us understand children's strengths, needs and interests, and determine ways we can best support students as they start school. Your Kindy will ask you to sign a consent form to share the statement with us and for us to contact Kindy's to discuss the statement if needed.

## PREP ARRIVALS & 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.

## **PREP OPTIONAL EARLY PICKUP**

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 offer 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.

# **CURRICULUM**

## **KEY LEARNING AREAS**

Our school curriculum includes the following key learning areas and is structured to ensure focused teaching in the areas of English, Mathematics and Science.

- ***English***
- ***Health and Physical Education***
- ***Humanities and Social Sciences***
- ***LOTE - Italian***
- ***Mathematics***
- ***Science***
- ***Technologies: Design and Technologies, and Digital Technologies***
- ***The Arts***

Specialist teachers of Italian, Music and Physical Education also conduct lessons and to assist teachers in these subjects.

Our school curriculum programs are developed using the Australian Curriculum and Education Queensland's P-12 Curriculum Framework. Learning outcomes are described as what students know and what they can do, and are the result of genuine learning, in authentic contexts, over a period of time. Opportunities are provided for learners to demonstrate what they know and can do.

## **COMPUTERS FOR LEARNING - ICT**

Our school is well equipped with computers and digital technology. All of our class computers are connected to our school curriculum server which allows access to the internet. In addition, we have a multi-media facility located in our Learning and Discovery Centre.

At Eumundi the computer is viewed as a valuable learning tool, and students are instructed in how to make effective use of available hardware and software resources. A school-based program of skills and application of these skills has been developed and is implemented across the school from Prep to Year 6. Cyber safety is reinforced at the beginning of each year.

Parents are required to give formal permission for their children to use the Internet before access is allowed. This is done with the permission form at enrolment and is now required to be updated annually. Students also access a number of web-based resources to aid learning, therefore formal consent is also sought for access to these sites annually.

## **EXCURSIONS & CULTURAL ACTIVITIES**

From time-to-time during the year, the school may undertake educational excursions so that the students may acquire a variety of experiences outside the classroom. Students normally travel by bus or in some cases by private transport.

Information and consent forms regarding these activities are communicated to parents via email. Invoices are also generated electronically and sent via a separate email.

Students going on excursions must meet the school's requirements concerning appropriate dress. Students' inclusion in excursions is subject to acceptable behaviour up to and including the day of the outing.

Because of booking requirements for buses, the time and date for money to be returned to school for payment as stated on the information letter sent home cannot be extended and payment will not be accepted after the due date.

## **EXTRA-CURRICULAR ACTIVITIES**

The school provides additional activities throughout the year. These are subject to availability of personnel and expertise to conduct these activities. They are sometimes linked to major events in the wider community. Other activities are provided as focused programs with the aim of using teacher, parent and community expertise to offer activities that let students gain skills in various fields and areas of interest. The school newsletter and class notices will at various times provide information and seek support.

External providers offer a variety of after school activities. The school newsletter provides details of these to parents.

## **ENVIRONMENT CENTRE / SCIENCE**

Eumundi State School is fortunate to have its own Environmental Centre, situated at the bottom of the school to enable the outside gardens, chook pens and worm farms to be used as an integrated outside classroom. Mr Jon Gemmell, our passionate Science teacher, who also has Permaculture Design Certificate, is a keen gardener and integrates permaculture principles into the curriculum delivery.

Jon and the P-6 classroom teachers are able to use the facilities in the Enviro Centre as well as each class having a whole day to learn all things Environment! Parents are invited to join in on the rotation lessons and help out on working bees. On these days the students utilise the garden, kitchen, chicken coop and worm farm. This is all leading towards a STEAM/STEM (Science, Technology, Engineering, Art, Maths) program for the school.

## **HOMEWORK**

Eumundi State School's Homework Policy is aligned to Education Queensland's Policy Statement: [Homework](#).

Homework helps develop students' independence as a learner, and forms an important part of the learning process.

Our teachers aim to set homework that is of benefit to the student and reinforces basic reading, writing or numeracy skills that have previously been taught at school. Infrequently, students may be asked to undertake an additional project-based activity at home that will align to one of the class' key learning area units of learning (e.g. Science project). Teachers will inform parents if and when these projects are upcoming and what the requirements of the task might be.

Homework should not entail an excessive amount of time to complete. It should not be work with which the student is unfamiliar or with which the student will have difficulty in completing correctly and confidently. Homework is modified where needed to suit individual learning needs, including opportunities for extension.

## Year level expectations:

	Recommended nightly time limit	Strategies for monitoring and acknowledging homework completion
Prep	up to 10 mins	Celebrate successes; Reward students for completing homework by Thursday.
Yrs 1,2, 3	up to 15 mins	
Yrs 4	up to 20 mins	
Yr 5	up to 20 mins	Consequence for homework not returned. Warning given.
Yrs 6	up to 30 mins	Consequence for homework not returned. Warning given.

## Reading homework and routines – tips for parents and families

### For all students –

- Encourage your child and support them to select texts they are interested in reading.
- Encourage multiple reading of the same text – encourage focus on fluency and expression.
- Give them time to browse libraries and shops to consider choices they might make.
- Try and model reading aloud for your child every now and then. Demonstrate expression in reading, and express some thoughts about what you have read. (This might even include reading from the newspaper on the weekend!).
- Make reading part of a routine that is looked forward to, for example, it could be mum or dad’s special activity before bedtime.
- Discuss the conventions of print, such as which way to hold the book, the left to right arrangement of text and where you find the title; or navigating a website page; or referring to information in a magazine.
- When reading aloud to young learners, use animation in your voice - change your voice for different characters or make sound effects.

### Tips for parents of students who are still learning to read (decode words in texts):

- Repeat some sentences for children and ask them to repeat using similar expression as you.
- Read words for and to children who aren’t sure how to ‘sound it out’ (If your child hasn’t figured out the word, tell them the word. This can help avoid frustration).

### Tips for parents of students who are reading to learn (able to decode words in texts):

- Ask your child to complete a word or phrase. Completion prompts are often used in books that rhyme or books with repeated phrases. Ask the child to complete a phrase such as “Not by the hair of my .....
- Ask your child details about what happened in the story. Ask your child what the characters did.
- Ask your child to tell what is happening in the picture.

- Point to something in the book and ask your child a wh- question (what, where, when, why, how).
- Ask questions that relate something in the story to your child's life.

### **Researched strategies for you to try (Dialogic Reading) –**

- ▶ Dialogic reading is children and adults having a conversation about a book/text as they are read it together.
- ▶ The aim of dialogic reading is to encourage as much talking by the child about what they read/see/think as possible.
- ▶ An interaction sequence such as this (PEER) may help –
  - **Prompt** the child to say something about the book (P)
  - **Evaluate** the child's response (E)
  - **Expand** the child's response by rephrasing (E)
  - **Repeat** the prompts to make sure the child has learned from the expansion (R)
- ▶ Example of a PEER sequence. Adult and child looking at the front cover of a book with a fire engine on it;
  - **Adult:** What's this? *Pointing at fire truck* (the prompt)
  - **Child:** Truck
  - **Adult:** That's right (the evaluation)
  - **Adult:** It's a red fire truck (the expansion)
  - **Adult:** Can you say 'fire truck'? (the repetition)

You Tube example of Dialogic Reading - <http://youtu.be/eXmwfyxS1f8>

- ▶ Sometimes you can read the written words on the page and then prompt the child to say something.
- ▶ For many books, you should do less and less reading of the written words in the book each time you read it - leave more to the child!
- ▶ Children will enjoy dialogic reading more than traditional reading as long as you:
  - Mix up the prompts with straight reading.
  - Vary what you do reading to reading.
  - Follow the child's interest.
  - Don't push children with more prompts than they can happily handle.

## **LEARNING & DISCOVERY CENTRE**

Our school has a well-equipped Library Resource Centre. The school gives high priority to the development of resource based learning by students through the Learning and Discovery Centre. Students are also encouraged to borrow books for home reading.

## **MUSIC**

Our school is proud of the achievements and participation of our students in music. A music teacher conducts a weekly lesson with each class as part of the regular school curriculum. Keyboard skills are a component of the playing, singing, listening and creating elements within the Education Queensland Arts Syllabus.

An Instrumental Music Teacher visits the school each week to instruct selected students from Years 4 to 6 in the playing of brass, woodwind and percussion instruments leading to ensemble playing and acceptance into the school band which plays regularly for their peers and parents.

## **PHYSICAL EDUCATION & SPORT**

A Physical Education Teacher conducts weekly lessons with each class as part of the regular school curriculum. In Term 4 students in Years 1-3 participate in swimming lessons at the Eumundi Aquatic Centre. Students in Years 5 and 6 also participate in a Surf Awareness Program at Noosa Main Beach during Term 4.

A range of sports are offered to students throughout the year. All students participate in our school inter-house swimming, cross-country and athletics carnivals. Many of our students are then selected to represent the school at district, regional and state levels in a variety of athletic and sporting events. Years 5 and 6 students participate in Interschool Sport and Year 3-6 students are encouraged to participate in Inter-house sport activities throughout the year.

## **RELIGIOUS INSTRUCTION**

Government policy allows for accredited representatives from local churches to attend the school to conduct weekly Religious Instruction (RI) lessons with students. At Eumundi we operate an ecumenical co-operative (combined religions) program for Year 2-6 students for a half-hour weekly RI lesson. The lessons are conducted by volunteer representatives from local churches and follow a prescribed program. Students who do not participate in RI will work in an adjoining classroom under the supervision of a class teacher. Any change in participation, must be advised by completing a form available from the office. Prep and Year 1 classes do not participate in religious instruction.

## **SUPPORTING LEARNERS WITH DIVERSE NEEDS**

We recognise and provide additional support for three broad groups of students: those with learning difficulties, those with low incidence disabilities (e.g. vision impaired, hearing impaired, physically impaired, speech/language impaired, intellectually impaired), and extension learners.

The school is resourced with Learning Support Teachers and Disability Support Teachers. These teachers assist children who are experiencing learning disabilities and difficulties. The Learning Support Teachers also co-ordinate support programs such as Mini-Lit. Children experiencing social or behavioural problems may be referred to the School Chaplain, our Guidance Officer or other appropriate special services visiting staff who will be able to provide assistance.

Extension for identified students is catered for by the provision of enrichment programs within their own class, or within specially organised programs in the Learning Areas of English and Mathematics. Identified children also have opportunities to participate in activities and competitions conducted both on and off campus.

Our Student Support Services Team manage referrals to our Special Services Staff such as Guidance Officer (GO), Head of Special Education Services (HOSSES), Speech Language Pathologists (SLP), English as an Additional Language or Dialect (EALD), Occupational Therapists (OT), Learning Support Teacher (LST).

Class Teachers will discuss referral needs with parents. Signed consent forms are required to proceed to the Support Services Team.



# P&C and COMMUNITY

## **P&C ASSOCIATION**

**EMAIL:** [esspandc@outlook.com](mailto:esspandc@outlook.com)

We would like to extend an invitation to all new parents of the school to join our Parents & Citizens (P&C) Association. Our objective is for families, our school and the community to work together to ensure positive educational, emotional and social outcomes for all Eumundi State School children. The P&C is the major fundraising group for our school. It provides funding for valuable projects and initiatives within our school.

The P&C manages The Eumunchi Café and Uniform Shop, along with our coveted market carparking. Come along to our meetings throughout the year to meet members of the school community.

Our P&C meets three times per Semester. Times and days are rotated to allow all families the opportunity to attend. Details of upcoming meetings are published in the school newsletter and school calendar.

## **EUMUNCHI CAFÉ – TUCKSHOP**

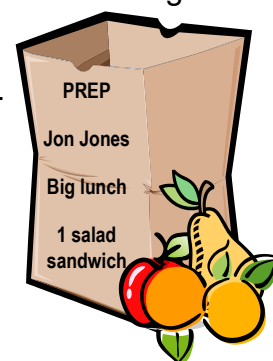
**EMAIL:** [eumunchicafe@outlook.com](mailto:eumunchicafe@outlook.com) **Phone: 5472 6332**

Our school café operates on Mondays, Wednesdays and Fridays at both first and second break. The menu including prices is available on the school website and in hard copy version at the Eumunchi Café. Be sure to look out for our Daily Specials. Parents you are most welcome to order for yourself should you be volunteering at school close to break times.

Menu items can be ordered using the MunchMonitor system. Visit [munchmonitor.com](http://munchmonitor.com) to register. Orders can be completed in advance on a repeat option or daily before 9am. Using MunchMonitor gives you the opportunity to decide what special treat or healthy options your child has available to them.

MunchMonitor also has the capability to advise Eumundi Café staff if our child/children have any allergies or intolerances, so please remember to enter this information when you register. The Eumunchi Café staff appreciate having this information when menu items are being selected or need to be substituted.

**Please Remember** to pack a fruit/vege Eumunchi snack if ordering Tuckshop.



## **UNIFORM SHOP**

**EMAIL:** [eumunchicafe@outlook.com](mailto:eumunchicafe@outlook.com) **Phone: 5472 6332**

Eumundi State School uniform shop is located at the Eumunchi Café. Over the counter sales of uniforms are available on Thursdays from 8.30am to 9.00am. Uniforms can also be ordered using the MunchMonitor system. Uniforms ordered on MunchMonitor will be delivered to your child/children's class room. Price Lists are available on the MunchMonitor website or at the Uniform Shop.

## **OUTSIDE SCHOOL HOURS CARE (OSHC)**

**Helping Hands 0478 066 382 or 5472 6355**

Within our school is a fully licensed and accredited Child Care Service. Before School Care is from 6:50am and includes breakfast. After School Care operates until 6:00pm. Vacation Care is also available. Please contact the OSHC Coordinator on the above mentioned number/s for further information.

## HOW PARENTS CAN MAKE A GOOD SCHOOL BETTER

*Make an effort to understand what the school is trying to do. If possible, express your support for our aims and the values we express.*

*If at all possible, participate on committees and in discussion groups that consider educational issues and other school community activities.*

*See the school as ‘**your**’ school. Encourage your children to see it in the same way.*

*By all means offer constructive criticism and suggestions, but direct your comments to the right people at the school. If you tell us about your concerns, we will be able to talk with you about how we can address them.*

*If you can, go to school activities - open days, concerts, class activities, sports days celebrations, etc. **Take a friend.***

*Join the school’s Parents and Citizens association and look after the school’s interests.*

*Welcome new parents. Help them feel that they belong. Build their confidence in the school.*

*Encourage your child to cooperate fully, to join in all school activities, and to take pride in the fact that they attend the school.*

*Let the Principal and staff know that you support them all the way, even if sometimes you have to be a friendly critic or a critical friend.*

*Most importantly, get to know your child’s teacher. Be considerate, however, of the fact that the teacher’s core role is the teaching and management of the children in the class, and that there are busy times when it may not be suitable to spend time talking to the teacher.*

