

# Warwick Central State School



## Welcome to Warwick Central State School

Welcome to Warwick Central State School. I hope your association with our school will be a happy one.

Although primary school is but one part of the total education of any individual, it is very special in the sense that the stages of development through which your child passes whilst at Warwick Central State School will set the scene for future lifelong learning.

I know that you will wish to share with your child and your child's teachers the excitement of achievement at each of these stages of growth. You can do this by getting to know and keeping in touch with your child's teachers, and by showing your child you are interested in all that is happening at school.

Education is a partnership between parent and school, and is best fostered by two-way communication. Feel free to contact us immediately you have any questions, concerns or positive perceptions.

Once again welcome to Warwick Central State School.

### Administration Information

Official Name                      Warwick Central  
State School  
Location                              Corner Guy &  
Percy Streets  
Postal Address                      PO Box 217, WARWICK  
Q 4370  
Email Address  
[the.principal@warwcentss.qld.edu.au](mailto:the.principal@warwcentss.qld.edu.au)  
Web site  
[www.warwcentss.eq.edu.au](http://www.warwcentss.eq.edu.au)

Telephone:  
Primary                              4660 4333  
Absentee line                      4660 4366

Fax                                      4661 1012  
Office Hours                      8:15 – 3:30

### School Day

School commences at 8.50am and finishes at 3:00pm. Bell times are as follows:

8:50am - children to move to classroom area  
9:00am - morning session begins  
11:00am - lunch  
11:45am – middle session  
1:15pm - afternoon break  
1:40pm - afternoon session begins  
3:00 pm – dismissal

Note: The above timetable can alter at any time due to unforeseen circumstances

### THE SCHOOL CALENDAR 2018

Term	Term dates	Duration
Term 1	Monday 22 <sup>nd</sup> January – Friday 29 <sup>th</sup> March	10 weeks
Term 2	Tuesday 17 <sup>th</sup> April - Friday 29 <sup>th</sup> June	11 weeks
Term 3	Monday 16 <sup>th</sup> July - Friday 21 <sup>st</sup> September	10 weeks
Term 4	Tuesday 9 <sup>th</sup> October – Friday 14 <sup>th</sup> December	10 weeks

1875



## WARWICK CENTRAL FACTS

### OUR STATEMENT OF PURPOSE

Every day, in every classroom, every student is learning and achieving.

Motto: Striving to Excel

### ENROLMENT

Anyone wishing to enroll new students should contact the Principal and will be required to complete an enrolment package. A birth certificate is mandatory when enrolling a Prep Child. When enrolling new students parents will be issued with an enrolment agreement. The agreement outlines the responsibilities of students, parents and the school. A number of policies/procedures will be provided to the parent at the time of enrolment. Some of these are attached to the enrolment form and some are included in this handbook.

Birth date:	Eligible for Prep Year in:	Eligible for Year 1 in:
Child born 1 July 2011 to 30 June 2012	2017	2018
Child born 1 July 2012 to 30 June 2013	2018	2019
Child born 1 July 2013 to 30 Jun 2014	2019	2020
Child born 1 July 2014 to 30 June 2015	2020	2021

### SCHOOL ATTENDANCE

#### Everyday counts at our school

Our school encourage all parents and members of our school community to support Education Queensland's initiative to improve student attendance.

This program –EVERY DAY COUNTS –has four key messages;

- All children of school age should be enrolled and attend school on every school day.
- Schools should monitor and create ways to improve attendance in schools.
- Attendance is the responsibility of everyone in the community.
- Children may find themselves in unsafe situations if they choose not to attend or skip school.

While most children attend school consistently, there is a small number of students who are absent from school without an acceptable reason and this may harm their education.

**Going shopping, staying up late and being tired or extending school holidays are not acceptable reasons to be away from school.**

Research shows that if your child has a record of good attendance they are more likely to achieve high results in the future.

If your child is away you need to let the school know the reasons beforehand or within two days of returning to school.

All absences must be explained and it is the parent/carers responsibility to provide the information to the school. Please call 4660 4366

For more information or if you need support regarding your child's attendance please make an appointment to see the principal and download the guide for parents at;[www.education.qld.gov.au/everydaycounts/](http://www.education.qld.gov.au/everydaycounts/)

## **LATE ARRIVALS AND EARLY DEPARTURES**

Children should arrive for school at approximately 8.30am to be ready for the first bell at 8.50am. Children should not arrive before 8.30 am due to the issue of safety. Students are dismissed at 3pm.

Occasionally parents have to collect children early (e.g. for a doctor's appointment). Please organise this with the school prior to your arrival. Ensure that your child has been signed out before departing. The same procedure should be followed for students arriving late. Children are to be collected from the administration office only, not the classroom.

**DURING CLASS TIME PARENTS ARE NOT PERMITTED TO GO TO A CLASSROOM WITHOUT CHECKING IN AT THE ADMINISTRATION BLOCK FIRST.**

## **ABSENCES**

All student absences need to be explained and recorded on all rolls each day. Continued unexplained absences will result in formal written requests to parents to supply the necessary information. Please supply a medical certificate for 3 or more consecutive days of illness.

## **CONTACT DETAILS**

Please contact the school office to update any changes to your family details, in particular changes to telephone numbers, address, emergency contacts, health information and work details.

## **BUSES /PICK-UP and DROP-OFF OF STUDENTS**

Haidley's and Crisps Coaches transport children to school. Details of bus routes are available from the respective bus companies by phoning Hadley's on 4661 2816 and Crisps Coaches on 4661 8333. Both bus operators adhere to 'Queensland Transports Code of Conduct for Safe Bus Travel'. Students who are traveling on the bus must wait on the verandah outside the library where a staff member will supervise them.

## **BICYCLE RIDING**

Wearing of a helmet is mandatory. Children must lock their bikes to the bike racks daily. The bike shed is locked at 9:10 each morning and opened prior to 3:00. For safety reasons, children must walk their bikes inside the school grounds.

## **ASSEMBLY**

Daily parades are held in the new COLA (covered outdoor learning area)

## **BOOK LIST**

A booklist is issued towards the end of each school year. Please endeavour to purchase all items before the beginning of Term 1 as we do commence work on the first day of the school year.

## **CAMPS and EXCURSIONS**

Environments external to our school are very useful resources that provide real-life experiences for our students. From time to time, classes go on excursions that have specific relevance to their classroom programs. Care is always taken to keep costs at a minimum. Permission notes and information regarding the excursions are always provided to parents. A Year 6 Camp to Tallebudgera Camp School (conducted by Education Queensland) is held every year in the second last week of Term Four.

## **PROJECT CLUB**

The Project Club allows the children in senior classes to be involved in formal decision making. Issues of concern for the pupils are discussed at class meetings, and these are then brought to the Project Club where they are debated, resolved and the decisions implemented. In previous years, students were involved in a variety of successful fundraising initiatives such as free dress days and sausage sizzles. All funds raised are directly invested back into our students.

## **RELIGIOUS EDUCATION**

A variety of religious denominations provide instruction to the children and all children are encouraged to attend. Classes are held on most Mondays during the year.

## **CHAPLAINCY**

Through our link with Scripture Union, a chaplain provides pastoral care to our students each Monday and Tuesday.

## **MONEY PAYMENTS**

Periodically, money needs to be brought to school for such things as swimming and excursions. Please ensure that all monies are brought to school in a sealed envelope with the child's name, amount and purpose clearly written on it. This is then placed in the post box at the office. If payment isn't received by the date of the event, we can only assume that you do not wish your child/ren to attend.

## **STUDENT BANKING**

Student banking is conducted with the Commonwealth Bank each Tuesday. Bank books can be deposited in the white mail box located next to the office window.



## **TELEPHONE MESSAGES**

As school personnel are busy with their every day duties, telephone messages to students can be an unreliable source of communication. Therefore, where possible, please communicate either by letter or in person to the class teacher before school. Good intentions by Admin staff to relay a telephone message can suffer because of interruption to train of thought or an unsuccessful attempt to contact the class teacher at that moment. Whilst every effort will always be made to relay messages, given staffing and the volume of messages on some days, no guarantees can be made.

## **AIR-CONDITIONED CLASSROOMS**

All classrooms in the school, including the library, are air conditioned providing students with optimum learning environments.

## **TUCKSHOP**

The tuckshop currently operates on Friday each week and provides healthy choices of a wide variety of foods for students to purchase. Menus will be sent out at the beginning of the term. Our Tuckshop adheres to the "Smart Choices" policy for healthy nutrition.

## **LIBRARY**

Our school has a growing, well selected collection of books. Your child will be permitted to use the library for study, leisure and borrowing. Children are encouraged to borrow books on a regular basis. This is often done in a set class time. Library books should be returned after one week, unless a prior arrangement has been made. Damaged books must be replaced and the cost covered by the parent. An invoice will be issued to parents to cover the cost of purchasing new books if they are not returned within two months.

## **EMERGENCY EVACUATION AND RETENTION PROCEDURES**

We adhere to strict procedures for fire drills and lockdowns. These procedures are practiced at regular intervals

## **FORBIDDEN ARTICLES AND VALUABLE ITEMS**

Items that are potentially dangerous will be confiscated and returned to the parent/carer. Such items include lasers, toy guns, matches, pocket knives etc. Students should not bring along toys or valuable items. The school accepts **no responsibility** for toys or valuables which are lost or stolen.

## **GUIDELINES FOR THE USE OF ELECTRONIC DEVICES**

There are guidelines around the use of the internet and email for school students. Teachers regularly remind students of these. Parents are required to complete an internet agreement form for their child. The internet can be a wonderful educational resource and it is to be used for educational purposes only.

It is unacceptable for students to:

- download, distribute or publish offensive messages or pictures;
- use obscene or abusive language or harass, insult or attack others;
- deliberately waste printing and internet resources;
- damage computers, printers or the network equipment;
- violate copyright laws which include plagiarism;
- use unsupervised internet chat;
- and use online email services (e.g. a student should not give their fellow students their username and password).

Students can not use another student or staff member's username or password to access the school's network, including not trespassing in another person's files, home drive or email. Additionally, students should not divulge personal information (e.g. name, parent's name, address), via the internet or email, to unknown entities or for reasons other than to fulfil the education program requirements of the school.

## **MOBILE PHONES**

A number of children for various reasons have mobile phones. Students are to hand their phone into the office in the morning and collect it in the afternoon. Phones are not to be kept in school bags or desks. We take no responsibility at all if the phone is lost or stolen. If the student uses the phone or if it rings the phone will be given to the principal and a parent must come and request its return.

## **HOME - SCHOOL LIASON**

Communication between teacher and parents is seen as a positive aspect of effective education. Teachers will communicate with parents as the need arises and obviously may not wait until formal reporting times. Similarly, it is appreciated when parents contact teachers to address concerns or positive perceptions. Should you wish to see a teacher or the principal, it is vital that you make an appointment, as staff members may not always be immediately available.

## **NEWSLETTER**

These are sent home every Tuesday through the youngest child in each family. They are meant to inform you of the wide-ranging activities in our school. Classes also send out their own letters for a variety of purposes during the year.

## **CLASSROOM ASSISTANCE**

The school welcomes the involvement of parents. Class teachers frequently issue requests for volunteers. Please let us know if you are available. All parents and friends have a standing invitation to attend all our school functions. You are always most welcome and your children benefit from your attendance. Community members who are not parents and wish to donate some of their time must be current holders of a 'Blue Card' (Working with Children Check issued by the Commission for Children and Young People and Child Guardians). Volunteers will be provided with a badge that identifies them.

## **P & C ASSOCIATION**

Although many informal links have been forged with the community, the formal organization is by way of our Parents and Citizens Association. Our P & C meets on the third Wednesday of each month at 5.30pm in the Library. The meetings provide a forum for discussion of educational issues. All parents are welcome and are urged to attend the meetings. The evening is a means of involvement for parents whose work commitments hinder their daytime participation.

Please advise the school administration promptly

- *If you change your address*
- *If there is a change in your emergency contact number*
- *If any significant changes occur with regard to your child's health*
- *If you feel we should know of any other changes which concern your child*
- *If you are intending to relocate to another area*
- *If there are changes concerning who has access to your children*

## LEARNING AT WARWICK CENTRAL

### CURRICULUM

Seven key learning areas are taught at Warwick Central State School. These include: English, Mathematics, Science, History, Geography, Health and Physical Education (C2C/ACARA), Technology and The Arts. Our major emphasis is on the development of Literacy and Numeracy as well as thinking, social and communication skills. We provide our students with explicit teaching episodes to enhance their literacy and numeracy development.

Our Early Years Curriculum is based on active learning, which includes real-life situations, investigations and play. It recognizes the importance of children's brain development through learning using all 5 senses, and the role of adults in facilitating, scaffolding and monitoring learning.

Across our school we integrate a number of Key Learning Areas. We may for example integrate some aspects of English with History/Geography, or with Science and/or Technology. An emphasis is placed on real life learning experiences with a problem solving focus.

We are also able to successfully integrate ICT into all our key learning areas for all students. Each day, (as mandated by Education Queensland's iAIM Program) we complete some form of physical activity. Our dedicated team of professionals works hard to provide quality learning experiences for all the students.

### HOMEWORK

Homework provides students with opportunities to consolidate their classroom learning, pattern behaviour for lifelong learning beyond the classroom and involve family members in their learning. The setting of homework takes into account the need for students to have a balanced lifestyle. This includes sufficient time for family, recreation and cultural pursuits. Warwick Central Homework Policy reflects the *Queensland Government Homework in State Schools Policy*. This policy sets out guidelines for homework, including the amount of time students should spend on homework each week.

The policy recommends the following maximum homework hours over a week

- Prep–Year 3: could be up to but generally not more than 1 hour per week.
- Years 4-5: could be up to but generally not more than 2-3 hours per week.
- Years 6: could be up to but generally not more than 3-4 hours per week.

### CHILDREN WITH SPECIAL NEEDS

Children with **educational problems** are of course, initially assisted by their classroom teachers. Should a higher level of help be needed, the child may receive instruction from the **Learning Support Team**. Our Learning Support Team consists of a Learning Support Teacher, Special Needs Teacher, teacher aides as well as visiting Specialists which include Guidance Officers, Speech Language Pathologists and Advisory Visiting Teachers. These resources are time limited and often parents may be given home programs.

All students who require assistance from our Learning Support Team are discussed at a Learning Support Team Meeting. At this meeting, the most appropriate form of intervention is discussed and a plan is developed. Parents are informed as soon as their child has been identified and are encouraged to meet with the Support Team.

### MUSIC

Students in all year levels participate in a classroom music program with a specialist music teacher.



## PROGRAM

Warwick Central also offers an extensive choral program to students in Prep to Year 6. Throughout the year, our students are invited to perform at various occasions, e.g. fetes, senior citizen groups, etc.

Warwick Central offers a variety of musical activities. Our Instrumental program operates in the Music Room with participating children from Years 4 to 6 receiving free tuition in brass, woodwind and percussion instruments. Strings tuition is offered from Year 3 upwards. Entry to the Instrumental program depends on student suitability, availability of instruments and teaching time. Each year our choir, instrumental and string students participate in the various events.

## PHYSICAL EDUCATION AND SPORT

Physical Education is offered to all students from Prep to Year Six. Swimming is offered to students in Term Four (Years 1 to 6). In addition to the classroom programs, Warwick Central State School conducts an Athletics Carnival and Ball Games Carnival each year.

The school is divided into three Sport Houses

- Lyndhurst (purple and green)
- Risdon (black, green and white)
- Canning (pink and black).

Students from Years 4 to 6 are involved in the interschool sport program. This involves traveling by bus to different venues around Warwick and competing against other schools in such sports as Cricket, Netball, Rugby League, Hockey, Soccer and Softball



## PIPPAS

Pippas which stands for

**P** – parents  
**I** – involved with  
**P** – pre  
**P** – preps  
**A** – at  
**S** - school

The purpose of this group is to ensure an easy transition from home to Prep for parents and their children. It is also to encourage parents in their role of their child's first and most important teacher. We will sing songs, tell stories and have visiting speakers to share their expertise regarding the development of children and their learning.



## PLAYGROUP

Every Monday, members of our community attend Warwick Central State School's Playgroup. We encourage interaction through play, and provide a welcoming environment which reflects our school as a whole.

## ASSESSMENT & REPORTING

### OVERVIEW

The assessment of your child's learning is undertaken on a continual basis. We have a school based internal monitoring program that ensures regular and timely monitoring of children's learning in key areas throughout the year. Students in Yrs. 3 and 5 will participate in a national testing program in Literacy and Numeracy. These tests will be conducted in the middle of May. Assessment data is collected, analyzed and reported to parents.

### NATIONAL CURRICULUM

We enact the National Curriculum through Education Queensland's C2C (Curriculum to Classrooms) in Mathematics, English, Science, History, Technology, Geography, Geography HPE and Music

### ACHIEVEMENT STANDARDS

Standards are integral to the alignment of curriculum, assessment and reporting. For teachers, parents and students, they provide a shared language for describing the quality of student achievement. The Standards are achievement standards linked to the Australian Curriculum. Using a 5-point scale, the Standards describe how well a student has demonstrated their learning based on a collection of evidence. They can also be used to report student progress and achievement.

### REPORTING

School reports are issued at the end of each semester. A common reporting format is issued for all students in Queensland State Schools from Year 1 to 10. The achievement code and effort code for each learning area will be reported in a five point scale. Behaviour will be reported for each student against an A – E rating.

## DRESS CODE AND UNIFORMS

### UNIFORMS

It is expected that the students of Warwick Central State School will wear their uniform and hat on a daily basis. Warwick Central P & C endorse the wearing of the school uniform.

<b><i>Girls - Summer</i></b>	A choice of maroon shorts, skirts or maroon skirt with blue and maroon shirt embroidered with school logo
<b><i>Boys - Summer</i></b>	Maroon shorts with blue and maroon shirt embroidered with school logo
<b><i>Girls and Boys – Winter</i></b>	Maroon track pants and top screen printed with school logo Hoodies screen printed with school logo
<b><i>Hats</i></b>	Choice of legionnaire or bucket hat
<b><i>Footwear</i></b>	White sport socks and joggers
<b><i>Miscellaneous</i></b>	Library bags and school bags

All of the above items with the exception of the maroon skirt, socks and joggers can be purchased through the school office between the hours of 8:15am and 3:30pm for new students to our school. Otherwise uniforms can be purchased after 2pm.

### INAPPROPRIATE DRESS

Inappropriate Dress is not permitted at the school or at any school related excursions & functions.

Inappropriate dress refers to clothing or apparel the student wears that is, or could be deemed to be:

- Offensive: e.g. displaying offensive language, signs, images or symbols, etc
- Likely to disrupt, or negatively influence, the normal operation of the school
- Unsafe for the student or others; e.g. large earrings, necklaces etc
- Likely to result in a risk to the health of the student or others e.g. Lack of hat, shoes, dirty clothing etc

### JEWELLERY

- Any items of jewellery must be kept to a minimum and must not detract from the overall neat presentation of students, otherwise the student will be asked to remove the jewellery.
- Students may be required to remove jewellery in any classes where injury may be a concern e.g. for sport, all jewellery may have to be removed.
- Teachers may also direct students to remove jewellery where it is felt the wearing of jewellery may hinder education activities.
- Some examples of approved jewellery include: watch, signet ring, a maximum of two studs or sleepers in each ear lobe
- Some examples of jewellery which should not be worn include: chains, necklaces, anklets, bangles

### BODY PIERCING

Due to workplace health and safety concerns, body piercing is not permitted other than as mentioned above – a maximum of two studs or sleepers in each ear lobe.

## HAIR

Hair style and colour are an integral part of the neat presentation of a student. As such, hair styles and colouring should be appropriate for school, in that they do not distract from the core functions of teaching and learning. Hair accessories should be simple and as close as possible to the colours of the school uniform.

## MAKE-UP

The wearing of make-up is not encouraged

- Some examples of make-up which should not be worn include: coloured nail polish, coloured face make-up, coloured lipstick, coloured sunscreen, glitter, mascara, tattoos etc.

## EXEMPTIONS FROM THE DRESS CODE

The objective is to have all students uphold the dress code. However the school is aware of circumstances where temporary exemptions may be required e.g.

- For new students to the school
- While students await the purchase of a replacement lost or stolen item e.g. a hat
- Where inclement weather makes uniforms unavailable.

Permanent exemptions may be granted in exceptional circumstances for example certain items may be exempt for students:

- With a physical impairment
- Due to religious beliefs or cultural grounds

## CONSEQUENCES FOR NON-COMPLIANCE

For cases of non-compliance with the Dress Code, a variety of steps may be taken such as:

- Advising the student s/he is not following the dress code and seeking their support
- Advising the parents and seeking their support
- For families who suffer economic hardship; the school, at its discretion may offer assistance to assist students to comply with the dress code.
- The school may choose to impose sanctions for non-compliance and are limited to one of the following:
  - Imposing a detention for a student during lunch or after school (if after school, parents are informed before detention occurs).
  - Preventing the student from attending, or participating in, any activity for which the student is representing the school;

Preventing the student from attending or participating in any school activity that is not an essential school educational program

## LOST PROPERTY

All items found on the school grounds are placed in a large container on the verandah outside the office. Please name all personal items including clothing, lunchboxes etc. Every attempt to return named items will occur during the term. All items remaining at the end of each term, will be washed and donated to a charitable organisation.



## BEHAVIOUR MANAGEMENT

### RESPONSIBLE BEHAVIOUR PLAN

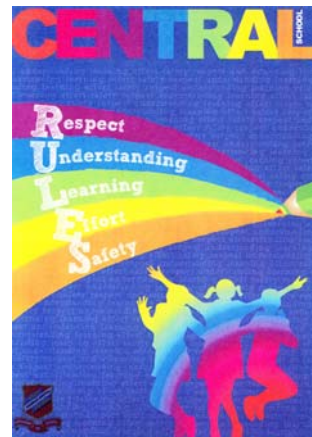
The establishment of suitable behaviour management practices in schools is a priority of Education Queensland. Please take time to read our Responsible Behaviour Plan because we are all bound to work with it. Children and our staff all have responsibilities and rights in our school. We believe that children are responsible for their learning and behaviour. We also believe that children have the right to be safe and have the right to learn. Children are encouraged to make appropriate choices to behave in a way that will allow other children to learn, teachers to teach and all in the school community to be safe. In cases where children do not act responsibly, they give up their right to be part of the class or to be part of the playground group.

Teachers encourage better behaviour by employing best practice teaching approaches and by being positive with children at all times. Where children choose poor behaviour, they work through a series of steps including rule reminders, the offering of choices, in-room isolation, Responsible Thinking Room (No Play Room) out of room isolation, parent conference leading to withdrawal from class and finally suspension. Students who are suspended or attend the Responsible Thinking Room twice in a term are not eligible to attend our 'Fun Day' at the end of each term. This day rewards students who have achieved our behaviour expectations for the term. Approximately 90% of all children attend this day.

At Warwick Central a great deal of effort goes into giving children strategies to help with their choice making along the way. Further, we teach children to be assertive in appropriate situations to help them to stand up to various peer pressures. These processes exist so that we can be proud of children taking their responsibilities in developing the strategies to act responsibly in a democratic society.

As a PBL (Positive Behaviour for Learning) School, we have all developed our Central RULES, the code by which our school operates. RULES stand for

**R**      **Respect**  
**U**      **Understanding**  
**L**      **Learning**  
**E**      **Effort**  
**S**      **Safety.**



## CENTRAL RULES

We proudly recite our Central RULES war cry each day on parade

### Central Rules War Cry

Central, Central, Hear our cry,  
Respect ourselves, our school, our pride  
Understand each other, help us learn,  
We put in effort at every turn  
Success is the reward when we try our best  
Around every corner safety is our quest  
We know at Central we're the best.  
Warwick, Warwick hear our cry  
We all rule when we try  
C-E-N-T-R-A-L R-U-L-E-S Central!!!

OR

There's respect and understanding  
Learning, effort, safety  
You'll see these in each classroom  
When you come to Central School

CENTRAL RULES (click, click) CENTRAL RULES (click, click)  
CENTRAL RULES, CENTRAL RULES, CENTRAL RULES, (click, click)

We also sing our Central Song, composed with Small Town Culture and Josh Arnold.

## BULLYING

Bullying is not acceptable behaviour. Bullying refers to deliberately hurtful behaviour, repeated over a period of time, where it is difficult for those being bullied to defend themselves. There are three main types of bullying;

- Physical bullying (hitting, kicking, inappropriate touching, pushing, tripping, breaking or defacing possessions)
- Verbal bullying (name calling, racist comments, offensive remarks, ridicule)
- Emotional bullying (spreading rumours, exclusion from play or from groups, whispering or passing notes about someone, imitating someone, demanding money)

### A Bully's Usual Excuses

We were just kidding  
I didn't say/do anything  
We were only joking

He/she hit me first  
It was an accident  
We were just having fun

Warwick Central Sate School has a Zero Tolerance for bullying of every kind. Bullying breaks all of our Central RULES. We work hard to prevent and stop bullying.

### Students are taught positive strategies to help them to deal with bullying

There are many processes and programs to help children understand and deal with bullying. One of these taught to the students at Warwick Central is strategies from the Hi5 program. The strategies use the fingers of the hand as a reminder. They are;

1. Talk friendly
2. Talk firmly
- 3/4 Ignore/walk away
- 5 Report

This program also instructs children;

1. how to talk friendly and how to be a good friend

2. how to talk firmly without using putdowns
3. how to seek adult support without 'dobbing'

There may be occasions when disciplinary steps need to be taken if students engage in bullying behaviour.

The PBL (Positive Behaviour for Learning) program helps us to create positive learning environments by developing proactive whole-school systems to define, teach, and support appropriate student behaviours. Through the program, we implement evidence-based approaches to managing student behaviour support issues at the local community level.

With an emphasis on data-based decision-making, the program is evaluated regularly and practices are adjusted to make sure the process is achieving effective results for us. Many of the systems we use will stay in place but others may change.



## HEALTH CONSIDERATIONS

### MEDICATION

Strict procedures have been developed by the Queensland Government regarding prescription and over-the-counter medication in schools. Our school is committed to working closely with parents and students to highlight the risk of students misusing these medications. All parents/caregivers must:

- Notify our school in writing of a health condition requiring medication at school.
- Request in writing if school staff are to administer medication or assist in the management of a health condition.
- Notify our school writing of any requests and / or guidelines from medical practioners including potential side effects or adverse reactions.
- Provide the medication in the original labeled container to the nominated staff member.
- Ensure the medication is not out of date and has an original pharmacy label with the students name, dosage and time to be taken.
- Notify our school in writing when a change of dosage is required (this instruction must be accompanied by a letter from a medical practitioner).
- Advise our school in writing and collect the medication when it is no longer required at school.

**(NOTE: NO UNPRESCRIBED MEDICATION IS ALLOWED)**

### HEAD LICE

Parents' Responsibilities;

- regularly inspect their child's head to detect the presence of lice or lice eggs;
- ensure that their children do not attend school with untreated head lice; and
- notify the school if their child is affected, and advise when treatment has begun.

If an outbreak of head lice occurs in a class, parents will be advised.

### ACCIDENT AND ILLNESS POLICY

Should an accident occur, first aid will be administered. If necessary, the parent will be notified immediately.

In the case of illness, parents or alternative contacts will be called to collect the child. The Student will be located in the Health Room in the Administration Block. Children should not be sent to school if they are feeling unwell.

**Please inform the office immediately of any change of address or contact telephone number. In case of serious injury or illness, an ambulance will be called.**

### SUN SAFETY

Wearing of a legionnaire or a broad-brim hat by all students, staff and volunteer helpers for any activity conducted outside is compulsory. Students who do not wear appropriate headwear must sit on the 'No Hat' seat. Students are encouraged to wear sun screen.

### INFECTIOUS DISEASES

For more information the following infectious diseases table is included:



<b>Condition</b>	<b>Exclusion of cases</b>	<b>Exclusion of contacts</b>
<b>Amoebiasis (Entamoeba histolytica)</b>	Exclude until diarrhoea ceases.	Not excluded.
<b>Campylobacter</b>	Exclude until diarrhoea has ceased.	Not excluded.
<b>Chicken pox</b>	Exclude for at least 5 days AND until all blisters have dried	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded.
<b>Conjunctivitis</b>	Exclude until discharge from eyes has ceased.	Not excluded.
<b>Cytomegalovirus Infection</b>	Exclusion not necessary.	Not excluded.
<b>Diarrhoea</b>	Exclude until diarrhoea has ceased.	Not excluded.
<b>Diphtheria</b>	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later.	Exclude family/household contacts until cleared to return by an appropriate health authority.
<b>Glandular fever (mononucleosis)</b>	Exclusion is not necessary.	Not excluded.
<b>Hand, Foot and Mouth disease</b>	Until all blisters have dried.	Not excluded.
<b>Haemophilus type b (Hib)</b>	Exclude until medical certificate of recovery is received.	Not excluded.
<b>Hepatitis A</b>	Exclude until a medical certificate of recovery is received, but not before seven days after the onset of jaundice or illness.	Not excluded.
<b>Hepatitis B</b>	Exclusion is not necessary.	Not excluded.
<b>Hepatitis C</b>	Exclusion is not necessary.	Not excluded.
<b>Herpes ("cold sores")</b>	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible.	Not excluded.
<b>Hookworm</b>	Exclusion not necessary.	Not excluded.
<b>Human immunodeficiency virus infection (HIV AIDS virus)</b>	Exclusion is not necessary unless the child has a secondary infection.	Not excluded.
<b>Impetigo</b>	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.	Not excluded.
<b>Influenza and influenza like illnesses</b>	Exclusion is not necessary.	Not excluded.
<b>Leprosy</b>	Exclude until approval to return has been given by an appropriate health authority.	Not excluded.
<b>Measles</b>	Exclude for at least four days after onset of rash.	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case they may return to school.
<b>Meningitis (bacterial)</b>	Exclude until well.	Not excluded.
<b>Meningococcal infection</b>	Exclude until adequate carrier eradication therapy has been completed.	Not excluded if receiving rifampicin.
<b>Molluscum contagiosum</b>	Exclusion not necessary.	Not excluded.

<b>Mumps</b>	Exclude for nine days or until swelling goes down (whichever is sooner).	Not excluded.
<b>Parvovirus (erythema infectiosum fifth disease)</b>	Exclusion not necessary.	Not excluded.
<b>Poliomyelitis</b>	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery.	Not excluded.
<b>Ringworm, scabies, pediculosis (lice), trachoma</b>	Re-admit the day after appropriate treatment has commenced.	Not excluded.
<b>Rubella (German measles)</b>	Exclude until fully recovered or for at least four days after the onset of rash.	Not excluded.
<b>Salmonella, Shigella</b>	Exclude until diarrhoea ceases.	Not excluded.
<b>Streptococcal infection (including scarlet fever)</b>	Exclude until the child has received antibiotic treatment for at least 24 hours and the person feels well.	Not excluded.
<b>Tuberculosis</b>	Exclude until a medical certificate from an appropriate health authority is received.	Not excluded.
<b>Typhoid fever (including paratyphoid fever)</b>	Exclude until approval to return has been given by an appropriate health authority.	Not excluded unless considered necessary by public health authorities.
<b>Whooping cough</b>	Exclude the child for five days after starting antibiotic treatment.	Exclude unimmunised household contacts aged less than 7 years for 14 days after the last exposure to infection or until they have taken five days of a 10-day course of antibiotics. (Exclude close child care contacts until they have commenced antibiotics).
<b>Worms (intestinal)</b>	Exclude if diarrhoea present.	Not excluded.

