

Administration and Safety Procedures

Supervision Of Children

At both breaks staff members are rostered to supervise the children in the playground. Before school children are required to wait in the undercover games area.

Staff

All teaching and all ancillary staff at the school wear readily recognisable name badges. Children have been informed that they may seek urgent help from an adult with such a badge.

Visitors

All visitors to the school are required to report to the office.

Arriving At School

Preparation for school commences at 8:40 a.m. and all children should be at school at this time. Parents are asked to consider carefully the time children arrive at school as formal supervision commences at 8:15 a.m. Please consider that children arriving late cause disruption to the class.

Leaving School

At the end of the school day children should leave the school grounds as soon as practicable. Parents are asked to ensure children know how to go home each day. Parents are asked to ensure that their child is not left to wait unsupervised after school. Parents waiting for children at school are asked to wait in covered areas and in areas away from class outdoor activities.

Smoke Free Zone

Parents are reminded that all areas of the school grounds are smoke free zones by law.

Dog Free Zone

Parents are advised that all areas of the school grounds are a dog free zone.

Safety

The safety of our children in and around the school is a major concern. The school is bounded by very busy roads so that extreme care is needed in travelling to and from school. Unfortunately many parents fail to set a good example for their children and by their actions endanger the lives of themselves and others.

Other procedures in relation to attendance and leaving the school during the day are also related to your child's safety.

Cars In School Grounds

The safety of our children is a major concern, and parents are asked to be particularly careful at the end of the school day. Parents are asked not to park in the staff car park.

Bicycles

Bicycles are to be walked in the school grounds. A special area near the tennis courts is set aside for storage of bicycles. It is advisable for children to chain and lock their bicycles and helmets to the racks.

Leaving School During The Day

It is school policy not to allow children to leave the school grounds other than on school organised activities. Children who have left belongings at home will not be permitted to go home for them.

Parents who have a genuine need for their child to leave the school during the day are asked to inform the class teacher.

Parents must complete an early release form available at the office should they want to take their child home early from school. No child will be permitted to leave school without this form being completed.

Emergency Information

Information given on the enrolment form provides the school with details of physical and health problems about which the school should be aware. The enrolment form also provides information for contacts in cases of an emergency. It is important that these are accurate at all times. Please advise the school of any changes in these details.

Health Procedures

Where a child becomes ill at school, arrangements are made for the child to lie down in the sick room. If the child is not able to return to the classroom during the day parents (or emergency contacts) are contacted and it is expected that parents or nominated persons will collect the child promptly and take them home. If the illness is judged to be severe an ambulance will be called and the paramedics' advice followed.

Accidents

In minor cases simple treatment will be given by a staff member of the school. In cases where it is judged further treatment is required an ambulance will be called and the paramedics' advice followed.

Medical Attention

It is usual for an ambulance to transport patients to the nearest hospital where adequate medical attention is available. The immediate concern is the well-being of the child. Every reasonable attempt will be made to contact the parents. Should parents arrive at school while the ambulance is still present the parent/guardian will assume responsibility for the child. Parents/Guardians are responsible for expenses incurred in obtaining treatment for children.

Head Lice

From time to time infestations of head lice will occur. Should the school suspect your child has head lice you will be advised personally and discreetly. If you discover your child has head lice, please advise the school so others may be made aware of the problem. Children with head lice are requested not to attend school until the condition is treated. Effective preparations are available from your chemist which kill

both the lice and the eggs (nits). Further information is available from the school and will be addressed periodically through the regular school newsletter.

Sickness – Infectious Diseases

Many of the childhood illnesses are common causes of absenteeism from primary school.

Some infectious diseases require children who are suffering from the disease and children who are in contact with the disease to be excluded from school. Chicken pox; Diphtheria; Encephalitis; Viral Hepatitis; Hansen's Disease; Measles; Meningococcal Infection; Mumps; Ornithosis; Poliomyelitis; German Measles; Streptococcal Infection (including Scarlet Fever); Tuberculosis; Typhoid Fever; Whooping Cough; Smallpox; Hepatitis; Impetigo; Ringworm; Scabies.

Medicines And Tablets At School

If your child has a prescribed medication which must be taken during school hours DETE requires that the following procedures are followed:

- (a) All requests for medication to be administered are to be in writing and given in to the office with the medication.
- (b) Written instructions by the pharmacist at the doctor's direction are to be provided with the medication.
- (c) Specific times as well as quantity to be administered must be indicated.
- (d) The school does not supply analgesics. (e.g. aspirin, paracetamol, and will not administer injections or other similar specialist medications at any time.

If it is vital that your child carry medication on their person, a written request must be made to the principal. Such a request must name the medication and its purpose, and guarantee that the child knows how to use the medication correctly.

It is unwise and dangerous for children to have medicines or tablets with them.

School Health Services

During Year One, staff of the School Health Services screen all children for health problems such as sight, hearing and posture. During Years 2 to 7 cases are reviewed and new referrals examined.

School Dental Services

The School Dental Service provides regular care to all primary school children in Queensland. The treatment is provided by both dentists and school dental therapists. Specialist services are not available, but parents will be advised if any such treatment is considered advisable. Enquiries regarding dental treatment should be directed to the school dental clinic - Phone: 3849 2674.

Compulsory Attendance

The Queensland Education Act requires that children between the ages of six and fifteen years must attend school and shall be absent only when they have a valid excuse.

Teaching Staff

The school has a principal, 3 deputy principals, a HOC (Head of Curriculum), a HOSES (Head of Special Education Services) and usually forty classes. As the

number of students in year levels varies, it is necessary to create multi-age class groups at times.

Specialist Subject Teachers

The staff includes a teacher-librarian, music teacher/s and physical education teacher/s. Various year levels learn French in Language Other Than English (LOTE). Some teachers service our school on a part-time basis.

Ancillary Staff

The school office is staffed by an administration officer. The primary school has many part time teacher aides, who work primarily with the classroom teachers while one teacher aide works primarily in the school library. Teacher aides are also employed in the Prep classrooms and special education class for special needs students. Cleaners and a janitor-groundsman are employed to service the buildings and grounds.

Guidance and Special Education

Children who are observed by teachers or parents to have concerns such as learning difficulties or behavioural problems may be referred to the school's Student Support Committee which may recommend a variety of interventions including assessment by a guidance officer. This may involve a comprehensive examination of the child's development, abilities and learning. Other interventions may include referral to an outside specialist.

Progress Reporting

At the beginning of the year parents will be given information about requirements for their child and information about the year ahead.

At the end of term one parents are invited to attend their child's classroom to meet the teacher and find out about literacy and numeracy levels and social attitudes of their child. Written reports are forwarded home at the end of each semester for all classes and face to face reporting is conducted on a request basis.

Reporting to parents includes Years 3, 5 and 7 State Test results. Opportunities are given for parents to attend face to face interviews as part of this process and written reports are also provided for all subject areas.

Teachers and parents are encouraged to make contact with each other at any time a concern may arise.

Communication From School

Newsletter: The school newsletter is emailed home each Thursday. The newsletter is the formal channel for advising parents of school matters.

Notices: Other notices and information are forwarded home with children involved with the matters concerned.

Diary: Year 7 - Teachers will use the diary to communicate with parents about individual children and to organise homework.

Communication To School

Written notes are the most appropriate method of ensuring that teachers know what you want to tell them. Teachers should be contacted by way of a short courteous note:

- To excuse homework not completed.

- To inform reasons re absences and to excuse children from particular school activities.
- To advise of change of details for school records.

Telephone Calls To The School

It is policy that teachers do not come to the telephone during school time or when on other duty.

- Children do not have access to the telephone to make or receive calls. Should the need arise parents may be contacted on behalf of the children.
- Telephone calls to the school should only be made when a courteous note is not possible. Urgent messages will be conveyed to children. As children participate in many activities at many places in the school, parents are asked to ensure they give sufficient time for their child to be contacted before the end of the school day.

Homework

For most weeks, most classes will have set homework or required reading. Sharing this time with your child is very valuable. Reading for enjoyment (at least 15 minutes per night) by themselves or with a parent is encouraged. Children who regularly do not complete homework may be given a homework detention.

Mobile Phones

If it is necessary for a student to bring a mobile phone to school, he/she should take it to the school office during school periods.