

EATONS HILL STATE SCHOOL



Parent/Carer Handbook

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PRINCIPAL'S WELCOME

Dear Parents,

On behalf of the staff, students and parents of Eatons Hill State School, I would like to welcome your family to our school.

The staff of Eatons Hill State School are committed to providing a quality education for our students and are proud to be part of a strong public education system.

Eatons Hill State School is a community of curious life-long learners committed to academic achievement, personal development and citizenship. The achievement of our students occurs through our daily classroom teaching programs and a school culture that emphasises excellence in Sport, The Arts, ICT and Global Citizenship.



Since establishment in 1998, our school has enjoyed wonderful support from the local community and has steadily gained a reputation as a great place to educate children.

This Parent/Carer Handbook has been prepared to assist you in becoming more familiar with our school by providing you with useful information to facilitate the enrolment of your child/children at Eatons Hill State School. We would invite you to contact us with any enquiries, as we are keen to provide quality educational services to all our families.

Jodie Watts

Principal

ENROLMENT IN OUR SCHOOL

ENROLMENT MANAGEMENT PLAN

Eatons Hill State School has an Enrolment Management Plan to ensure that student numbers are managed in accordance with the number of available classroom spaces and within the boundaries of targeted class sizes and to preserve sufficient places for families who reside within the school's catchment boundaries. Proof of residential address (e.g. utilities receipt, rates notice, rental receipt or contract for sale of property) is required upon the submission of enrolment documents.

Enrolment from outside the catchment is subject to the availability of places within each year level based on current or predicted enrolment and enquiries are welcome. Parents may request children's names to be added to a waiting list and to be advised should spaces become available. Please contact our school office for further information.

GENERAL ENROLMENT PROCESS

General enquiries about enrolment, obtaining an Enrolment Package and arranging an appointment with the relevant Deputy Principal can be undertaken by contacting our school office.

The forms within the Enrolment Pack should be completed prior to meeting with the Deputy Principal who will check the forms, provide an outline of key school policies, and collect summary information around each child's academic achievements and school behaviour. Previous report cards and assessments are useful to bring to the interview and assist in placing students in appropriate classes.

We request parents/carers enrol their child/children prior to their first day at our school to allow time for teacher consultation and class allocation to be organised and the purchase of uniforms and school requirements arranged before your child commences at our school. This helps new children quickly settle in and feel comfortable in their new school setting.

FORMS AND DOCUMENTS

On enrolment, parents/carers will be required to complete and sign the following forms:

- Student Enrolment Form
- Media Consent Form (State School Consent Form)
- Cyber Safety User Agreement for Student
- Enrolment Agreement Form
- BYOD Participation Agreement (Yrs 2-6 only)

Parents will also be able to access copies of the following documents:

- Student Code of Conduct for Students – policy document
- Complaints Management (Department of Education document)
- Parent Information Book on school routines, policies and procedures including School Uniform Policy, Homework Policy, Attendance and Absences Policy

Minimum Enrolment Ages

Birth Date	Eligible for Prep in:	Eligible for Year 1 in:
Child born 1 July 2016 to 30 June 2017	2022	2023
Child born 1 July 2017 to 30 June 2018	2023	2024
Child born 1 July 2018 to 30 June 2019	2024	2025
Child born 1 July 2019 to 30 June 2020	2025	2026

Children need to be 5 years old by 30 June in the year they start Prep and six by 30 June in the year they enrol in Year 1. Proof of date of birth is required for all children enrolling at this school. Showing the original or providing a certified copy, a birth certificate extract, or passport is considered appropriate evidence.

ENROLMENT PROCESS FOR PREP

Expressions of Interest for Prep enrolments for the following year can be made through our school office by submitting an Application for Enrolment and providing an original birth certificate. Any future Prep student residing within catchment will also be required to provide proof of residency documents. Parent/Carer email contact details will be recorded for the forwarding of further information on events and processes as the year progresses. Expressions of Interest from outside the catchment can be made, however acceptance of enrolment is subject to guidelines documented in the Enrolment Management Plan.

Our school offers information sessions, including school tours, in Semester 1, and group induction sessions for Prep are offered throughout Term 4 and are optional, however the school may request an interview if this is considered necessary.

Before the end of the school year, we offer an Orientation experience of about an hour in our Prep classrooms for our future year's Prep cohort.

THE FIRST DAY OF THE SCHOOL YEAR

If enrolment forms have already been completed and parents/guardians know where their child's classroom is, there is no necessity for parents and students to report to the office on the first day.

Student's allocated classes will be emailed to parents prior to Day 1 commencement. Teachers will be in attendance in the room to receive and welcome your child. If your child is upset, it is best that you say goodbye quickly and make your departure. Children generally settle more quickly if parents leave.

Finalisation of class lists and teachers and rooms will not be completed until immediately after the Day 8 of school each year as variations in enrolment numbers and staff changes prior to the start of the school year may result in some fine tuning of staffing and classes being necessary.

STUDENT TRANSFERS

Where children are transferring from another Queensland State School to our school and have notified the previous school of their intention, notification of the transfer and relevant student data will be automatically activated via the Department of Education's systemic database, OneSchool. In the case of children moving from interstate, overseas or a non-government school, copies of recent reports are helpful to us in establishing some previous school history and identified learning needs.

Where parents are transferring their child/children from our school to another school (a Queensland State School or non-government school, a school in another state or country), formal notification needs to be provided to the school office and details collected on the appropriate form. We welcome contact from the receiving school where additional information or communication is considered necessary to assist with the child's transition into their new setting.

SCHOOL POLICIES and PROCEDURES

SCHOOL DAILY ROUTINE

Before 8:20 am	In the interests of safety, we do not encourage students to be at school prior to 8:30. There is one designated assembly area and all students in Years 1 to 6 must go to the old gathering area upon arrival at school.
BELL TIMES	EXPECTATIONS
8:30 am	<p>Students are expected to sit quietly in the old gathering area until the bell rings. A member of the administration will be on duty here from 8.20am to 8.30am.</p> <p>When the bell rings at 8:30am, the staff member on duty will direct students to their designated play area.</p> <p>Students not wishing to play are able to sit in their lining up area.</p>
8:55 am	Students assemble waiting for collection by class teacher and are taken to the classroom in their line up areas.
<i>Note: Prep students remain with their parent or carer and wait in the areas adjacent to Prep classrooms until the classroom is opened at 8:50. OSHC deliver the Prep students to their classroom.</i>	
10:55	First break commences with 30 minutes play time. This is the main lunch break.
11:25	Students are dismissed from play areas at the discretion of the duty supervisors. Students walk to their eating areas and have 15 minutes eating time.
11:40	Session 2
1:30 pm	Second break commences with 15 minutes play time.
1:45 pm	Students are dismissed from play areas at the discretion of the duty supervisors. Students walk to their eating areas and have 15 minutes eating time.
2:00 pm	Session 3
3:00 pm	School day ends. Students depart from the school. Students travelling by school bus assemble in the Junior Courtyard.
<i>All parents who choose to stay with their children before school are asked to comply with our routines and to ensure their children adhere to the same expectations and rules for all other children.</i>	



SCHOOL ATTENDANCE AND ABSENCES POLICY

Every day at school counts!

“A parent of a child of compulsory school age is obliged to ensure that their child attends school on every school day for the educational program in which he/she is enrolled (Education General Provisions Act 2006).”

“Any time during which a student is not attending or participating in their educational program is considered an absence and requires explanation... (Education Procedures and Policy Register SMS-PR-029: Managing Student Absences)”

Regular attendance by each child is necessary for satisfactory progress to be made. Parents/carers must assume the responsibility for the regular attendance of their child/children under the Education General Provisions Act 2006.

Teachers mark rolls twice daily and are required to code the reasons for non- attendance at school.

Parents are required to advise the school of reasons for any absence by ringing the school Absence line - 3264 9260 on the day of the absence. A message service is available during out of office hours. Parents/Carers will receive a text message requesting an explanation for their child’s unexplained absence, if a notification of absence has not been received.

Since it is the school’s overarching aim to enhance learning outcomes, absenteeism is monitored carefully to ensure a student’s opportunities to learn are not impaired. Information relating to student attendance is included in the student report form issued at the end of each semester.

Absences for which a reason has not been provided are considered unexplained absences. When there are occurrences of unexplained absence or after three consecutive days of absence without explanation, class teachers will follow up by contacting parents requesting the reason for the child’s absence. Ongoing regular non-attendance at school will be referred to the relevant Deputy Principal and followed up by school administration.

Impact of Absence from School on the Student’s Access to Learning Time

Attendance during one school year – 40 school weeks	<i>Equates to days absent during one school year ...</i>	<i>Which means the number of hours learning missed is ...</i>
95%	10	50 hours
90%	20	100 hours
85%	30	150 hours
80%	40	200 hours
75%	50	250 hours

When families plan events that require a student to be **absent for more than 10 consecutive school days** for any reason, parents should comply with their obligations in respect to compulsory schooling or compulsory participation under policy guidelines. They need to contact the office to complete the required paperwork to be approved and signed by the principal. Options available to parents within the form allow them to:

- Seek an exemption from their obligation through the principal or
- Negotiate with the principal to make an alteration to a student’s educational program or
- Seek to make a flexible arrangement for the student through the principal.

If truancy is suspected, the matter will be reported to the parents and/or appropriate authorities.

ARRIVAL AT SCHOOL

Children have a better opportunity to perform well if they arrive at school on time and are able to prepare for the school day. Arriving late on a regular basis can impact significantly on a student's ability to engage in and follow the lesson and may influence perceptions of the value of school and punctuality. For this reason we ask all parents/carers to make continued efforts to ensure their children arrive by 8:55am.

Parents who remain with their children until students have access to their classroom (or who collect them from school in the afternoon) are asked to ensure that their children comply with the school rules and expectations that apply to all other children during these times. All children have designated areas in which to assemble before school (See School Routine) and should not be outside classrooms, on verandas or in the playgrounds. Compliance with these guidelines assists in maintaining consistency for all children and reinforcement of the school's expectations without exception. Our duty of care obligations may be compromised if adult supervision and compliance with school procedures does not occur.

EARLY ARRIVAL AT SCHOOL

Students should not arrive at school before 8:30am unless they, or their siblings, are involved in early morning extra-curricular activities. Siblings, not involved in the activities, must sit quietly in the old gathering area.

LATE ARRIVAL AT SCHOOL

If children are late arriving at school, they are required to report to the office and inform office staff who will record their late arrival and provide them with a late slip. Deputy Principals will monitor and contact the parents of students who are regularly late without adequate reason.

EARLY DEPARTURE FROM SCHOOL

Parents are requested to inform the class teacher by note, phone call or in person on the morning prior to the time early collection is to occur and need to be signed out at the office before leaving.

During school time, students will not be permitted to walk unaccompanied out of our care to make their own way home independently or to wait in car parks or at the front of the school for a parent to collect them. If a person other than a parent/carer is to collect a child from school during the school day, the person's details will need to be provided to the school by the parent and added to the child's file as an emergency contact.

SCHOOL DEPARTURE AT THE END OF THE DAY

Students are dismissed at 3pm. Once dismissed, students are to proceed home as directed by their parents/carers. **For safety reasons, children are not permitted to play on playground equipment after school: this includes the Prep Playgrounds.** Staff members are not rostered to supervise these areas after students have been dismissed from classrooms.

Parents/carers who collect students each afternoon are asked to ensure that their children are not left waiting for long periods after school. Where children have not been collected by parents/caregivers by 3:30pm, our school office will make contact by phone. Where delays in collection are extended, students may need to attend OSHC. Parents may be required to meet the associated costs.

MEDICAL MATTERS

MEDICAL CONDITIONS/MEDICATION

If your child has a medical condition which requires administration of medication or intervention in emergency circumstances, (e.g. severe allergies to food, bee stings, diabetes), parents are required to furnish the school with an individualised medical plan from the child's doctor outlining the appropriate response. Parents are responsible for providing and maintaining the required medication and permission for its administration. These procedures need to be discussed and in place before the student begins school.

Medication may be administered at school by personnel authorised by the Principal, however before this can occur, the school requires:

- The parent or caregiver completes the School Medication Form to request the administration of medication and to provide appropriate details;
- Administration instructions from the student's medical practitioner are provided in the form of a doctor's letter or a copy of the prescription or sighting of the medication container showing instructions printed by the pharmacist according to the doctor's prescription.
- Medication is to be clearly labelled with the student's name.
- Only medication prescribed by a medical practitioner and in its original package may be administered and only to the person to whom the doctor has prescribed it.

Unless under prescription, ANALGESICS (pain relievers such as panadol) will not be administered by any member of staff.

The school is required to maintain a record of all medication administered at school. All medication is kept in a secure area in our school office with the exception of asthma inhalers that may be held by students and EpiPens which are located in student classrooms for quick access in the event of an emergency. The school office has asthma puffers for emergency situations.

Self-Administration of Asthma Medication

As Asthma is a common childhood health condition requiring basic oral medication, many students are capable of self-administering their own medication without adult support or supervision. On enrolment or at time of diagnosis, a parent can advise the school that their child (older students) has the capacity to confidently, competently and safely administer the correct dose of their own Asthma medication at the right times and can store their medication securely.

Requests of class teachers or teacher aides to administer medication at school or for students to self-administer medications should not be made outside these guidelines.

SICK OR INJURED STUDENTS

Minor scratches and abrasions are attended to by the classroom teacher or supervisor on playground duty. Sick or injured students are usually escorted to the sick room in the administration area where they are treated and monitored. In some cases, it may be necessary to activate emergency services prior to contacting parents/carers. For all other types of sickness or injury not considered to be medical emergencies, and where it is deemed necessary or appropriate, parents/carers will be informed by phone and will be asked to collect their child from the sick room in the Administration Building as soon as possible. In the event of the parents/carers not being contactable, emergency contacts will be notified. Please advise the school if a person other than the parent/carer will be collecting your sick child from the school.

MEDICAL EMERGENCIES

In the event of a significant accident or medical incident, the ambulance will be called to attend to the child, and if necessary, convey that child to the nearest hospital or doctor. As it is our policy to make urgent contact with the parent/carer or nominee in such cases, it is essential that our files remain current and accurate and that parents are diligent in **providing the school administration with up to date contact phone numbers.**

In addition to your own contact numbers, we request the name and phone numbers of one or two emergency contacts who will be able to respond on your behalf, to an emergency situation involving your child.

ACCIDENT INSURANCE COVER FOR STUDENTS

Some school activities and physical education, particularly contact sports, carry inherent risks of injury.

Parents are advised that the Department of Education does not have Student Accident Insurance cover for students. Therefore, if your child is injured at school as a result of an accident or incident, all costs associated with the injury, including medical costs, are the responsibility of the child, parent or caregiver. Some incidental medical costs may be covered by Medicare. If parents have private health insurance, some costs may also be covered through the private health insurance. Any other costs would be borne by the parents.

Student Accident Insurance is an insurance policy that pays certain benefits in certain circumstances should your child have an accident. It is a personal decision for parents as to the types and levels of private insurance they arrange to cover their child for any accidental injury that may occur. Parents should contact their insurer or an approved Australian insurance broker if they choose to take out student personal accident insurance cover for their child.

ANAPHYLAXIS

It is important that the school is aware of all students with potentially life threatening allergies, commonly to peanuts, tree nuts, fish, shellfish, egg, cow's milk, sesame, soy, insect stings and certain medications. All students with known severe allergic reactions will have their photographs displayed in the school health room and will have an Emergency Action Plan for Anaphylaxis. This Action Plan must be signed by a medical practitioner and include information on signs and symptoms and the planned responses to an individual student's severe allergic reactions. If the action plan indicates the use of an adrenaline auto injector (EpiPen), staff are trained and able to administer the EpiPen should the need arise. The school has developed a policy for handling risk management of students who have been diagnosed with anaphylaxis.

INFECTIOUS DISEASES

Staff and students who have a contagious infectious disease should not attend school during the period when they can transmit the disease to others. Schools must follow prescribed Government policy and guidelines, in particular, the 'Contagious Conditions and Prescribed Period for a Child Suspected of having a Contagious Condition' (minimum periods of exclusion from school). Relevant contagious conditions include: chickenpox, measles, rubella, whooping cough, diphtheria, enterovirus neurological disease, hepatitis A, meningococcal infection, poliomyelitis, tuberculosis, and typhoid. Please notify the school office if your child contracts an infectious illness, or you suspect so. For further information, consult your doctor or refer to https://www.health.qld.gov.au/data/assets/pdf_file/0035/375497/fs-cont-cond.pdf

STUDENT CODE OF CONDUCT

Eatons Hill State School is committed to quality learning in an environment where children feel safe and enjoy coming to learn. Our Student Code of Conduct is based on the following beliefs.

Each individual:

- Makes choices about how he/she acts and treats others;
- Is responsible for his/her behaviour and the choice he/she makes;
- Should accept the consequences of his/her actions and understand the importance of making amends;
- Can choose to change his/her behaviour.

High expectations for respectful, responsible and safe behaviour and a focus on positive relationships underpin an effective teaching and learning environment in which all children can achieve and learn successfully. The school's Student Code of Conduct clearly articulates standards and expectations for student behaviour, outlines a framework of positive behaviour strategies across the school and identifies consequences for inappropriate behaviours. Positive behaviours are reinforced through school values and proactive education and a range of school and classroom incentives, recognition and rewards.

Central to our plan are three simple school rules: Be responsible; Be respectful; Be safe.

At the enrolment interview, the key aspects of the EHSS Student Code of Conduct will be shared with parents and attending students. A copy of the school's Student Code of Conduct is available from our school office and from the school's website <https://eatonshillss.eq.edu.au/>

SCHOOL UNIFORM POLICY

At Eatons Hill State School, the student dress code consists of a school uniform that students are expected to wear when attending or representing their school, travelling publicly to and from school and engaging in school activities out of school hours.

The P & C of Eatons Hill State School has endorsed the school's student dress code under the Education General Provisions Act 2006. In particular, the P & C supports the intention of a student dress code in providing a positive and supportive teaching and learning environment through:

- ready identification of students and non-students at school;
- eliminating the distraction of competition in dress and fashion at school;
- fostering a sense of belonging; and
- developing mutual respect among students through minimizing visible evidence of economic or social differences.

Our school has an attractive and serviceable uniform which students are required to wear to school each day. The school uniform consists of a range of items from which parents may select a combination that best suits their children's particular requirements. The wearing of black shoes with black laces is compulsory.

It is expected students will wear the school uniform which complies with the student dress code. The only variances permitted are the Year 6 senior shirt (where designated). Sports house t-shirts are only to be worn during organised house events/activities authorised by the school and sports representative shirts on interschool sport days only.

Students will be required to wear their formal uniform each Monday and on school days when special events are held, for example ANZAC Day, Remembrance Day, school Gatherings.

The P & C has a Uniform Shop selling new and used uniforms on Wednesday and Friday mornings at the school between 8:30am and 10.00am. These times can vary throughout the year, please see the school website for more information. Online uniform orders can be placed via Flexischools and will be delivered to your child's classroom. A current list of items and prices is available on the school website and from the Administration Office.

Children have the choice of a wide brimmed school hat or a reversible bucket hat with the house colour on the underside. Students are expected to wear these or hats with similar sun protection outdoors and to be able to engage in sporting activities, play or other events that require them to be in the sun. Outside activities are a necessary component of the school curriculum and are considered important for learning. Students who persistently do not comply with this requirement may have consequences imposed in accordance with the school's Student Code of Conduct.

In cases of hardship, the school will support parents and students by trying to provide suitable second-hand uniform clothing in reasonable condition.

The wearing of decorative jewellery such as necklaces, chains, bangles and bracelets, wristbands, anklets, and rings are not part of the school dress code. In reality, these items can be hazardous when children are moving about or playing. Acceptable items under the school's dress code are small wristwatches, small plain ear studs or small gold or silver sleepers, medical tags and school badges. Jewellery items of religious or cultural significance may only be worn if they are small and unobtrusive and a written and signed note has been received from the child's parent or carer. Discretionary approval may be granted by the Principal for students to wear "Defence Bracelets", provided the item has been issued by the respective Defence Services Unit and the child's parent/carer is on deployment. All jewellery items should be removed where possible (or covered) during sports or physical education activities.

Hairstyles are required to be 'neat and tidy'. Hair should be worn off the face and tied back if long. Ribbons should preferably be of school colours of navy, jade or white. Bandanas and highly decorative hair clips are not part of the school uniform. Unnatural hair colouring and the wearing of brightly coloured nail polish are not considered appropriate for school.

Occasionally, the school organizes "non uniform days" as fundraisers to support a variety of causes. Clothing students wear on these days should not be:

- offensive;
- likely to disrupt, or negatively influence normal school operations;
- contrary to sun safety guidelines in relation to skin coverage
- likely to result in a risk to health and safety of student or others.

SCHOOL HOMEWORK POLICY

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. At Eatons Hill, teachers homework focus is on work that:

- enhances student learning
- is purposeful and relevant to students needs
- is appropriate to the phase of learning (early, or middle)
- is appropriate to the capability of the student
- develops the student's independence as a learner
- is varied, challenging and clearly related to class work
- allows for student commitment to recreational, employment, family and cultural activities.

Homework activities may include

- revision eg. spelling, number facts, maths tasks, and critical reflection to consolidate learning (practising for mastery)
- applying knowledge and skills in new contexts
- pursuing knowledge individually and imaginatively (investigating, researching, writing, designing.)
- preparing for forthcoming classroom learning (collecting relevant materials, items, information)

All children are encouraged to read regularly. Many children will benefit from regular practice in spelling and basic number facts at home as recall in these areas assists in practical writing and computational activities in class. At times, this may be part of formal class homework. Arrangements for homework vary from class to class and throughout the year. Parents will be kept informed regarding specific set tasks through class homework notices or class newsletters.

The following schedule is a guide to the amount of time recommended for students to commit to homework tasks. If parents have any concerns about homework, direct communication with the class teacher is advised.

Year	Time
One	10 minutes - non written tasks
Two/Three	15 minutes - written and/or non written tasks
Four/Five	20 minutes – written and/or non written tasks
Six	30 minutes – written and/or non written tasks

Some classes are given homework on a daily basis (Monday, Tuesday, Wednesday and Thursday) while others are given a homework sheet for a week’s duration so that students can plan to complete the work over the week taking into account sporting and family commitments.

DIGITAL DEVICES

Digital devices, such as mobile phones, iPods, electronic games or cameras, smart watches, should not be brought to school due to the potential for loss or damage. If, for safety reasons, parents wish their child to bring a mobile phone to school the phone must remain either in the child’s school bag, with child’s teacher or handed to the school office for safe keeping. It is not expected that class teachers will take responsibility for student belongings although some may choose to do so. In accordance with the school’s Student Code of Conduct, inappropriate use of equipment may result in confiscation of the device and restrictions placed on its use and access.

A to Z of Other Parent Information

ADOPT-A-COP

This is a valuable program where a Police Officer familiar with our school, visits our school on a regular basis and is available to present instruction in a wide range of topics for the teachers, including road safety and self- protective behaviours.

BADGES – IDENTIFICATION

All school-based personnel have been issued with Eatons Hill State School identification badges. While at the school, visitors and volunteers are required to wear the visitor’s pass given to them when signing in. Children should be wary of approaching any adult on campus who is not wearing an Eatons Hill State School identification badge. Parents are requested to reinforce this safety practice with their children.

BICYCLES, SCOOTERS AND PEDESTRIANS

Before and after school, all riders and pedestrians are to enter and exit from the school grounds, using designated bike and pedestrian paths. Riders need to dismount from their bicycles or scooters when entering the school grounds and walk the bike or scooter to the bike racks for storage. Parents may wish to supply a lock for their child's bicycle/scooter.

BUSES

Children who use school buses in the afternoon wait beneath the Administration-Block and in the nearby main courtyard under the supervision of teachers. Students are not permitted to leave the grounds or to wait in front of the school during this time.

Complete information on services is available by phoning Thompson's Bus Services 3882 1122 / 3882 1200. Brisbane Bus Lines (3354 3633) operates a commercial service from the Brendale area.

CLASSROOM VOLUNTEERS

Many parents generously and willingly give of their time to come to the school on a regular basis to assist with the education of our students. Helpers can assist with art and craft, reading groups and other classroom activities. Please, don't hesitate to contact your child's teacher to see how you can help. Any visitors/volunteers are required to sign in at the office. Parents do not require a Blue Card but all other volunteers do require one.

Parents need to be aware that there are a number of protocols, which our parent helpers must observe in their role as parent helper. One of the most critical of these protocols is the need for confidentiality. As a matter of Workplace Health and Safety, all voluntary helpers are required to report to the office to sign our visitor book and obtain a badge upon arrival. They will also need to sign out when finished for the day.

COMMUNICATION BY PHONE OR EMAIL

Parents wishing to talk with class teachers or students are asked to ring before or after school to avoid interruptions to class learning time. Alternatively a message or a request for the teacher or administration team member to return the call can be left with office staff to pass on during breaks. Teachers can also be contacted via an email address which can be found on the school website in the Our School Menu under the Our Staff tab. Many teachers use online communication platforms such as "Class Dojo" to keep parents informed of class activities. While some topics are well suited to email, it is important to remember that email is not always read on the day it is sent and that some matters are more effectively dealt with using other forms of communication.

The school's website, www.eatonshillss.eq.edu.au provides comprehensive information on the school and its achievements, school policies and documents, curriculum offerings, updates and contacts. The school's Facebook page www.facebook.com/eatonshillstateschool also has regular news updates.

CROSSING SUPERVISORS

Pedestrian crossings in Marylin Terrace and Queen Elizabeth Drive are attended by Crossing Supervisors to provide safe access to and from school across these busy streets. The Supervisors are easily identified in their white and orange coats and are employed by the Queensland Department of Transport. All parents, teachers and children are expected to take heed of the Supervisors and to use the designated crossings. The supervisors are authorized to report regularly to the School Administration on areas of concern and can report directly to the Department of Transport regarding breaches of the Traffic Act by drivers in relation to the School crossings.

DENTAL CLINIC

The mobile dental clinic periodically visits the school. When on site, the van is situated next to the Gathering area. When the clinic is not in the school, emergency treatment can be obtained by phoning 1300 365 997.

DEFENCE SCHOOL MENTOR

Our school has a significant percentage of families with occupations in the Australian Defence Forces and there are well-established traditions around Anzac Day and Remembrance Day. A Defence School Mentor supports Defence Force families to make new connections and settle into the school and the local community. The role is one of active support within the school and extends to assistance when families relocate from our school to new school settings. Our Defence School Mentor is Karina McCoy kmcco215@eq.edu.au

DOGS ON SCHOOL PREMISES

For safety reasons, dogs are not permitted on school grounds before, during and after school. This rule is made in the interests of our duty of care responsibilities and the safety of the school grounds. If parents or children are accompanied by dog/s to school, the animal should not enter the school grounds and must remain under supervision, outside the school boundary. It is standard practice for stray dogs on school premises, or unsupervised tethered dogs outside the school grounds to be referred to the Council. The cooperation of our school community is sought in relation to this matter. (Please note that the only exceptions to this are dogs that have been specifically trained, or are being trained, as assistance dogs e.g. assistance or seeing-eye dogs). Appropriate letters of authorisation would need to be sighted in these circumstances.

EMERGENCY PROCEDURES

Each term, our school practices emergency evacuation and lockdown drills on a regular basis to ensure children and all staff are familiar with the procedures.

The school conducts fire drills periodically in accordance with Workplace Health and Safety requirements and to ensure everyone knows the procedure in the event of a real incident. The fire alarm is a continuously sounding bell or siren. An audio message via intercom may also be communicated to classrooms. Without exception, everyone on the premises is to move as directed in an orderly manner to evacuate the buildings. All visitors should report in person to the area coordinator at the nearest assembly point.

The school conducts lockdowns periodically in accordance with Workplace Health and Safety requirements and to ensure everyone knows the procedure in the event that such measures are needed. In situations due to dangers outside (e.g. violent storm, chemical spill, threatening situation), students, school staff and visitors are required to stay inside locked classrooms and buildings until advised otherwise. Phone intercom and/or an intermittent bell ring will be used to advise personnel in all rooms of the need for Lockdown. Without exception, everyone on the premises is to move as directed by staff in such situations for their own safety and wellbeing.

FAMILY CONTACT DETAILS

For timely communication of information related to children, parents are asked to advise the school office (office@eatonshillss.eq.edu.au) promptly of any changes to the following school records:

- parent/carer or student's name or address
- parents'/carers' places of employment
- home and work telephone numbers
- parent's/carers email addresses
- emergency contacts (name and phone number)
- medical conditions or information
- custodial arrangements

GATHERINGS/ASSEMBLIES

The student assembly is referred to as "Gathering" and is held in the School Community Hall as follows:

- Yrs 3-6 - Mondays fortnightly from 2:10 pm – 2.50 pm.
- Prep, Year 1 & 2 - Tuesdays fortnightly from 2.10-2.50pm.

Full school assemblies are held at times each term and at special gatherings arranged to celebrate events or conduct formal ceremonies. Parents are welcome to join us and we ask them to be seated behind the children and to leave strollers and prams outside.

HEAD LICE

At times you may receive a letter from your child's teachers notifying you that a case of head lice has been reported in the class. Please check your child's hair and treat if head lice or eggs (nits) are present. It is important that the school is informed of any discovery of head lice as they are easily spread if all those infected are not treated.

INCLUSION TEAM

The Department of Education is committed to ensuring that students have access to high-quality education services that meet their specific individual needs. *The EHSS Inclusion Team* works with class teachers across Prep to Yr 6 to assist them to adjust teaching and assessment to meet the needs of students. At EHSS we focus on supporting students within the classroom setting where students can be provided with direct links to the classroom curriculum, positive models of behaviour and social connections with peers.

The school is staffed with a Head of Special Education Services, Students with Disabilities (SWD) teachers, Support Teachers: Literacy and Numeracy, a Guidance Officer and is also supported by a Speech Language Pathologist and Visiting Advisory Teachers. Teachers refer students to the Inclusion Team with parent consultation through the EHSS Support Referral Process.

The Inclusion Team runs a structured play program in BASECLUB at lunchtime. Students can participate in supervised activities focussed on developing skills for play, making and keeping friends, and fine and gross motor. Access to these programs is negotiated with teachers, students and the inclusion team staff.

INSTRUMENTAL MUSIC PROGRAM

Eatons Hill State School has an active and growing Instrumental Music Program. This is an elective program. Students may learn a string instrument from Year 3 and a woodwind, percussion or brass instrument from Year 4. Small group lessons are offered during school time on the following instruments: flute, clarinet, saxophone, trumpet, trombone, French horn, euphonium, tuba, percussion, violin, viola, cello and double bass.

Parents will be asked to pay an annual music fee to help support their child's participation in the instrumental program. All students have the option to hire an instrument in their first year in the program. For those hiring an instrument, a fee will be invoiced at the end of each year, for the following year.

In many cases, parents will need to purchase an instrument for their child in their second year in the program. Students learning large more expensive instruments can hire for the duration they are on the program. Parents are required to cover the costs of tutor books and instrument accessories (such as neck straps, valve oil and rosin) as needed.

Not all instruments are offered each year, depending on availability of school/owned instruments and the need to form balanced performing groups. The number of children accepted into the program each year depends on the amount of instrumental music teacher time allocated to the school as well as the number of instrumental music students graduating from the school. Children not selected for the program are placed on a waiting list and may be offered a place if another child is unable to continue lessons.

All students who receive instrumental music lessons at school are expected to continue in the program for the duration of their time at the school. Students are required to commit to play in a band or ensemble. Out of school hours attendance at fetes, concerts and music camps and other special performances is compulsory. These groups rehearse before school or during lunch hours.

INTERSCHOOL SPORT

In Terms 2 and 4, students in Years 4 – 6 participate in the District Interschool Sport competitions. There are a great variety of sports on offer including Rugby League, AFL, Soccer, Netball, Volleyball, Basketball, Baseball, Beach Volleyball, Touch Football, Cricket, Gymnastics, Cheerleading, Ten Pin Bowling and Ice Skating. In Term 4, all Year 4 students participate in the multi-sport activity which has 8 different sports for them to try. We encourage all students to participate in sport and by offering a wide range of choices generally we are able to ensure most students are able to find a sport that they enjoy.

LIBRARY RESOURCE CENTRE

The Eatons Hill State School Library aims to assist students to achieve information literacy, help them become lifelong independent and interdependent learners, informed decision makers and effective communicators.

The Library includes:

- a wide range of appropriate print, multi-media and electronic resources selected to match the school's curriculum, the students' learning styles and abilities and their interests;
- teaching, learning and production areas suitable for individual, small and large group use to facilitate the development of information literacy skills;
- equipment and technologies to enable students to present their research assignments in a variety of modes.

The Library operates through a team of school community members and is staffed by trained teacher aides and student volunteers.

All students must have a library bag or a plastic document wallet to borrow books. Borrowing services are available every school day from 8.45am to 3.15pm. Borrowing limits are one book for one to two weeks for early years students and two books for up to two weeks for middle and upper years students. Students may borrow over the Easter, winter and spring vacations, but all resources must be returned for the long Christmas break.

Overdue notices are distributed regularly to remind students to change their books. If your child has a book overdue for an extended time, we will contact you to ask support in locating the book/s. If books are damaged or lost, you may be requested to donate towards replacements. We ask that families transferring out of our school ensure that borrowed books are returned.

The Library staff organise celebrations of children's books and reading by actively promoting events such as Children's Book Week, organising thematic displays and running competitions and events to promote reading within the school.

LOST PROPERTY

Students' personal property should be clearly marked with full name and class. Please make identification markings as clear as possible and renew when faded.

All lost property is sent to the Lost Property box outside the administration block. At the end of each term, items are displayed for classes and parents to inspect. Every effort is made to return named items.

Unmarked items of school clothing are washed and placed in the spare clothing pool or given to the Uniform Shop for resale as used clothing. Other items are delivered to a local clothing charity centre.

Students should not bring valuable items including electronic games, MP3 players and iPods to school for use at playtime. Supervision of such property is difficult and loss or damage may occur.

NAPLAN (National Assessment Program Literacy and Numeracy)

Students in Year 3 & 5 undertake NAPLAN tests in March each year in the areas of Literacy (Reading, Writing, Conventions of Language) and Numeracy. Prior to the assessments, teachers provide students with a range of activities to familiarise them with the question types and format of the assessments. Quality teaching based on sound knowledge of the curriculum and effective strategies that address students’ individual learning needs and goals are effective for all students’ growth and progress in learning including preparation for NAPLAN.

It is expected that all students participate in the NAPLAN tests. However, parents have the right to withdraw their child from the tests if they wish. A withdrawal form, available from the school, must be completed if this is to occur.

PARENT-TEACHER INTERVIEWS

All parents are encouraged to engage in parent-teacher interviews organised to provide a face-to-face oral report on the progress of students in Terms 1 and 3. From time to time, other parent/teacher meetings may be scheduled to discuss issues of concern to either the parent or the teacher. Towards the end of each semester, teachers will usually contact parents with whom they have not had an interview. In some cases, the Principal or Deputy Principal may formally request a parent/teacher meeting. Prep parents will have the opportunity to meet with their teacher for an oral interview each semester or more often if required.

PAYMENTS

During the school year it may become necessary to make payments for a variety of activities undertaken by your child/children. These include:

- Excursions
- In-School Performances by visiting performers
- Art & Craft activities not covered by school funding
- Swimming Lessons
- Sports – playing, attendance fees and bus costs
- Concerts
- Specialist Programs, eg Australian Schools Competitions

At the beginning of each term, invoices will be emailed to parents for each excursion/activity.

Eatons Hill State School - (0593)
 PO Box 324
 Albany Creek QLD 4035
 ABN 17 822 110 822
 Phone 07 3264 9222
 Fax 07 3264 9200



TAX INVOICE

Parent name + address

INVOICE NUMBER: 21874
 INVOICE DATE: 4-May-2016
 INVOICE REF.: 2016YR2RAWARTT2
 DEBTOR ID: 4838770
 ORDER NUMBER: 7500056

Student: EQ Id:6328308
 School Roll Class: 2F

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Item Description	Quantity	Item Price	Inv. Amount
Non Food component	1.00	8.00	8.00
GST TOTAL:			0.00
INVOICE TOTAL:			8.00

* Indicates Invoice Amount on Item row includes GST

YEAR 2 RAW ART

- Payment can be made by BPoint using the link on the bottom of the invoice, by the QParents App if you have registered, or in person at the school office via cash, EFTPOS or cheque.
- Payments will **NOT** be accepted after the due date.

It is important that payments for events are made by the due date. Due dates are set based on arrangements with the event's manager, resources required and school operations. For the good order and management of the school, families must abide by these time frames.

PLAYGROUND SUPERVISION

During both breaks in the school day, school staff members provide supervision of all eating and playing areas. Formal supervision is also provided before school from 8:30am. The morning assembly point is in the Old Gathering Area. Staff members are rostered to supervise children waiting for buses after school.

RELIGIOUS INSTRUCTION

Queensland state schools embrace a multitude of cultural, religious and non-religious beliefs and encourage students to grow and develop as a whole person, in particular, in beliefs, values and attitudes. State schools respect the background and beliefs of all students and staff by not promoting, or being perceived as promoting, any particular set of beliefs in preference to another.

Religious leaders approve the program of religious instruction to be used by their accredited representatives as religious instructors.

Religious instructors are required to maintain accreditation with their faith group, have a current and valid Blue Card and deliver only the authorised program of the faith group. As part of school-based induction, religious instructors are required to complete Student Protection and Code of Conduct training.

Commencing in Year 1, Religion Instruction classes are non-denominational and are conducted in year level groups. A school staff member is always present during the delivery of Religious Instruction lessons.

Students are allocated to RI based on information provided by parents. Participation in Religious Instruction is not compulsory. Any student (except Prep students) may participate in RI if a parent has provided written instructions to the school.

Note: *This consent remains in effect unless the parent informs the Principal otherwise in writing.*

Students who are not participating in RI will be provided with other instruction in a separate supervised location and are monitored by classroom teachers.

Parents will be advised of any changes to the RI program to ensure they are able to make an informed decision on their child's participation.

Parents may withdraw their child from religious instruction lessons by notifying the Principal in writing. If a parent wishes to change previous written instructions, or if they wish for their child to attend the religious instruction program, written advice must be provided to the school.

RESPECT OUR STAFF, RESPECT OUR SCHOOL

The Eatons Hill community demonstrates a high level of respect to staff members. However, minor frustrations have, at times, led to inappropriate language being used towards staff by some parents which is both unnecessary and inappropriate. Please let us model what we teach our children by consistently remaining calm and resolving issues with courtesy and respect. The Queensland Government has a policy to address issues of violence and provide a safe and supportive learning environment for students and school staff members.



Some of the key messages include:

- Violent or abusive behaviour will not be tolerated in our schools.
- It's not just a courtesy. It's the law.
- The safety of our students and staff is the number one priority and everyone in the community plays a part in ensuring learning environments are safe.
- All members of the community are encouraged to work together to prevent abuse and violence directed towards school staff.

SCHOOL NEWSLETTER

A school newsletter is issued in Week 2 of each term and provides an overview of events and activities scheduled for that term. Parents and community members who have provided an email address will receive an email when the newsletter has been uploaded.

SCHOOL PHOTOGRAPHS

Commercial photographers visit the school each year to take class, individual and sibling photographs. Parents will be given the opportunity to pre-order photographic packages. Detailed information on the purchasing process, products and pricing will be made available for staff, P&C and parents prior to the date for taking photos.

SCHOOL PROGRESS REPORTS

A written Student Report of a student's progress will be issued twice per year, usually at the end of each semester. The Department of Education requires all schools to use similar processes, formats and grades for reporting student achievement and effort to parents. The report is only one of a number of strategies used by the school to communicate with parents throughout the year and parent-teacher interviews will also be offered to discuss your child's performance and progress.

SECURITY AND ACCESS

A school wide security system is installed at the school, and is connected to the State Government Protection Service headquarters in Brisbane. Accessing any of the buildings outside of normal hours will activate alarms, and trigger a response from security officers and/or police officers. Persons authorized to enter the school buildings are issued with access codes to permit them to operate the security system.

To minimize damage to school property out of school hours, surveillance cameras monitor various sites around the buildings and grounds and record all activity within these areas. The cameras have the capacity to record incidents. Stored images may be passed onto police to assist with relevant investigations. Students are discouraged from lingering in the school grounds after they have been dismissed for the day. Parents/carers are asked to actively discourage children from playing in the school grounds after school and on weekends.

Anyone seeing suspicious activity in the school grounds after hours is encouraged to contact School Watch (13 1788), Albany Creek Police Station (3264 0599), PoliceLink (131 444) or State Government Security (3224 6666).

SELF-PROTECTIVE BEHAVIOURS

Messages about personal safety and self-protective behaviours are regularly reinforced at school in classrooms, on assemblies and on special days like “Day for Daniel”. To avoid unnecessary risk, please be punctual in collecting your children from school, or pre-arrange for somebody else to collect them if you are unavailable. Children should wait **inside** the school grounds for their own protection. It is advisable for parents to establish a backup plan and discuss with their children what to do should the pre-arranged afternoon pickup time be delayed. If children become anxious or have waited significantly longer than usual, it would be appropriate for children to report to the office. Refer also “School Departure at the End of the Day”.

Three simple questions can provide a framework to guide children in making decisions about keeping themselves safe in a range of situations:

- Do I know this person?
- Will mum and dad know where I am?
- Can I get help if I need it?

The response, “*One no Don’t go!*” gives a clear message for them upon which to act.

SMOKING

Smoking is not permitted in or within 5m of the school grounds at any time.

STUDENT BOOK LISTS

Years 1 to 6 book lists identify classroom materials parents will be required to provide for students in each year level. Items on the list can be purchased as a pre-ordered package that can be delivered to the home, or alternatively, parents may purchase the individual items from other retail outlets. Every effort is made to keep the materials to a minimum with a focus on durability and quality within a budget. If parents are purchasing items themselves, please note the size and descriptions of items in the booklist.

THE INDIVIDUAL PREP RESOURCES KIT is the Prep equivalent of the book list. This payment to the school allow us to use the benefits of bulk purchasing to equip each child with a full set of resources for the year instead of families purchasing individual items. Resources purchased will remain at school for ready use as required. More detailed information is included in a separate information sheet.

SUN PROTECTION

Eatons Hill is a sun safe school. Students are expected to wear hats at lunch-time, for physical education lessons and when playing outdoors. A ‘No hat: no outside play’ rule applies in the school. Children are encouraged to wear sunscreen when participating in outdoor excursions and swimming lessons.

SWIMMING

We are expanding our swimming program in 2023 to ensure all year levels have access to a learn-to-swim or water safety program. Further information will be provided to families early in 2023.

VEHICLE ACCESS TO SCHOOL GROUNDS

Only authorized persons and or vehicles are permitted to access the car parks inside the grounds during school hours. Parents are not permitted to use internal roadways in the grounds to deliver or collect children, unless accessing OSH club outside the hours of 7.30am to 4.00pm or if prior arrangements have

been made with administration. Parking inside the school grounds is limited to Department of Education staff, P&C staff, authorised persons and delivery vehicles.

Car parks are provided at the front of the school (Marylin Terrace entrance), and behind the school off Apex Grove (off Eatons Crossing Road). Parking spaces are at a premium at peak times and extreme care must be exercised at all times. The street parking areas are public spaces, and police patrol the areas from time to time. Access to parking areas, issues and driver conduct do not come under the management responsibilities of school personnel.

Parking on Yellow lines

Please be reminded that parking on yellow lines is illegal and will be enforced by the Queensland Police Service when they are in attendance at the school.

Disability Parking Zones

Parking spaces designated for people with a disability must be kept clear at all times by other drivers.

Effective Use of Drop-off Zones

The school has two drop off/pick-up zones, one at the end of the carpark near the community hall and the other on Marylin Tce near the school's main entrance.

When using the drop off zones the following advice is useful:

- **Park for only 2 minutes**- this is enough time for children to enter or leave the vehicle. If your child is not present to collect please move on, drive around the block and re-join the rear of the line-up.
- **Stay with your car**- Cars should not be left unattended. Drop off zones work most effectively when vehicles are continuously moving to the front of the parking zone. An unattended car causes unoccupied spaces to be created at the front of the zone. Find a different place to park if you need to walk into the school, even for a few minutes.
- **Keep moving forward**- The intention of a drop off zone is to maximise the space available for cars. Spaces at the front of the zone cannot be seen by the people waiting at the rear so the line of cars need to keep moving forward.
- **Collect children at the front of the zone**- when cars keep moving forward only the first 3 vehicles should be collecting students. This prevents cars in the middle of queue being stationary when the rest of the queue is moving forward. It also avoids the danger of cars re-entering traffic from the middle of the queue. This system only works if the cars at the front of the queue move on if their child is not present and rejoin the rear of the queue.

Bus zone

Drivers should not enter the bus zone on Marylin Terrace from 7-8am and 3.20-4pm, as stated on council signage, as this places students using the pedestrian crossing in danger.

P & C INFORMATION

PARENTS AND CITIZENS ASSOCIATION MEETINGS

The Parents and Citizens Association meet on the third Tuesday of the month. Meetings commence at 7:00pm and are held in the Conference Room in the Community Hall. The P&C is an important component of the school and parent attendance at meetings offers support and offers opportunities to present a range of views related to school community interests and fund raising endeavours.

P & C SUB COMMITTEES/SERVICES

Outside School Hours (OSH) Club

OSH Club is the Outside Hours School Care service at our school. All children who attend Eatons Hill State School are eligible to attend OSH Club. OSH Club provides a service from 6:30am – 8:45am and from 3:15pm – 6:00pm daily during the school terms. During school holidays, OSH offers a vacation care service. The OSH Club supervisor can be contacted by email at oshclub@eatonshillpandc.org or on 0488 698 611.

Tuckshop Services

The Tuckshop is a daily service provided and managed through the P & C Association. It relies heavily on parents and other volunteers for adequate staffing organised by the tuckshop convenors. Menus are updated during the year and are available at the office or the tuckshop.

Flexischool online ordering is the only method available for ordering tuckshop. Tuckshop can be ordered online taking just a few minutes to register by going to www.flexischools.com.au and selecting 'Register Now'. Instructions will be sent by email on how to complete the registration. Orders can then be placed. For further inquiries, the Flexischools helpdesk can be contacted 1300 361 769, or via their website.

Uniform Shop Sub-Committee

The uniform shop is situated next to the "old" Gathering area and is open on Wednesday and Friday mornings from 8:30 to 10.00 throughout the year. At the commencement of each year, there are extended hours of operation. Please contact the school for these days and times. A range of new and used uniforms is available for purchase. Payment can be made by cash, cheque or credit card.



Eatons Hill State School

Marylín Terrace, Eatons Hill 4037



Postal Address: PO Box 324, Albany Creek 4035

Phone: 3264 9222

Fax: 3264 9200

Office Hours: 8:00am – 3:45pm

Email: office@eatonshillss.eq.edu.au

School Website: www.eatonshillss.eq.edu.au