



# **EIMEO ROAD STATE SCHOOL**

## **Information Booklet**

# Contact Us

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**Office hours** 8:00am – 3:45pm Monday – Friday

**Phone hours** 8:00am – 3.30pm Monday – Friday

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**Street address** 21 Old Eimeo Road, Rural View QLD 4740 (Mackay)

**Postal address** PO Box 425, Rural View QLD 4740

**Telephone** (07) 4969 7111

**Student absences** (07) 4969 7177 or SMS only: 0437 265 024 or [absence@eimeoroadss.eq.edu.au](mailto:absence@eimeoroadss.eq.edu.au)

**Email** [principal@eimeoroadss.eq.edu.au](mailto:principal@eimeoroadss.eq.edu.au)

**Website** <http://eimeoroadss.eq.edu.au>

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**Principal** Mrs Rae Lee Cox

**Deputy Principals** Mrs Jacinta Wimmer; Mrs Kristine Fettell; Mr Cameron Brown

**Head of Special Education Services** Miss Regan Kopelke

**Guidance Officer** Mrs Pam Rogal

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## Hello and Welcome to Eimeo Road State School

*The Department of Education acknowledges the Traditional Owners of the lands from across Queensland. We pay our respects to the Elders past, present and emerging, for they hold the memories, the traditions, the culture and hopes of Aboriginal and Torres Strait Islander peoples across the state. The traditional owners of the land on which Eimeo Road State School is built are the Yuibera People.*

Dear Parents and Carers

We are delighted to welcome you to Eimeo Road State School!

We envisage a school where every student is realising their potential in a positive, caring environment. Our mission is for students to be good at learning and good at life. Our vision and values are embedded in everyday school life.

A collaborative approach to curriculum planning across the school ensures the curriculum is aligned to the Australian Curriculum, and simultaneously adapted to meet the learning needs of the students and local school context.

The school's Deep Learning Framework focuses on integrating High Impact Teaching strategies, learning partnerships, leveraging digital and flexible learning environments using collaborative guided inquiries. Through this approach students are empowered to learn to think, self-manage, collaborate, communicate, research and contribute as they engage with the Australian Curriculum. A key priority within our daily curriculum is the explicit teaching and consolidation of literacy and numeracy skills.

At Eimeo Road SS we care about the wellbeing of students and staff and strive to provide a welcoming, positive and respectful place for all. The school has an accredited Student Code of Conduct based on the principles of Positive Behaviour for Learning. Our three school behaviour expectations are: Be Safe, Be Respectful and Be Responsible. All members of our school community are asked to take personal responsibility and accountability for learning and wellbeing outcomes. Students are offered a range of sporting, cultural and leadership opportunities to develop their interests and talents.

We recognise the importance of parents and carers as our partners in all aspects of our school.

We look forward to working with you to enable your child to learn, improve, succeed and flourish.

Mrs Rae Lee Cox

Principal

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# 1.0 Attending School

## 1.1 Enrolment

Eimeo Road SS is enrolment managed, however out-of-catchment enrolments are currently being considered. At the time of enrolment, you will need to produce your child's birth certificate or proof of birth, and proof of residency eg driver's licence, utilities bill, proof of house purchase etc.

Prep is a compulsory, full time, five day per week program.

- ✓ Children must be 5 by 30 June in the year they start Prep
- ✓ Children must be 6 by 30 June in the year they start Year 1

For further information regarding Prep eligibility, please see the following link:  
<http://www.qld.gov.au/education/earlychildhood/prep/pages/enrolments.html>

## 1.2 Attendance - Every Day Counts

Children are required to attend school every day. Families are required to advise the school by either telephoning the office, writing in child's communication diary or speaking directly to the teacher if their child will be absent from school. Absences which are frequent, unexplained, or without a reasonable excuse may lead to prosecution for failure to attend.

Attendance every day:

- ✓ ensures your child gets the most out of school
- ✓ builds a positive mindset to learning
- ✓ strengthens your child's independence and confidence

Department of Education, Training and Employment

## Every day counts

### MOST STUDENTS ATTEND SCHOOL EVERY DAY

It's important that children are at school all day, every day

**OK reasons to stay home from school**

sick natural disasters

**It's NOT OK to skip school to** shop, sleep in, finish an assignment, go on holidays

### EVERY DAY AT SCHOOL COUNTS

Missing even 1 day can make a difference

1 day off school each fortnight = Missing more than a year of learning over 12 years

Each day's learning builds on what has been learnt before

Good attendance begins in Prep

It's where good habits begin

### ATTEND ALL DAY, EVERY DAY

Each 1% increase in student attendance may relate to 2-3 NAPLAN scale score points \*

\*Based on historical data.

**What parents can do**

- Promote the importance of school
- Get to know the teacher
- Go to school events
- Read the school newsletter
- Be organised at home
- Supervise homework
- Ask about your child's day
- Volunteer to help at school

Get involved in your child's school

For more information Go to the Every day counts website: <http://education.qld.gov.au/everydaycounts/>

Great state. Great opportunity.

March 2014

Queensland Government

### 1.3 Dress Code

Our students are expected to wear our distinctive uniform each school day. The P&C endorsed School Dress Code is intended to support the provision of a safe and supportive teaching and learning environment by:

- ✓ Fostering a sense of belonging
- ✓ Ready identification of students and non-students at school
- ✓ Promoting a positive mindset for learning
- ✓ Eliminating distraction of competition in dress and fashion at school
- ✓ Developing mutual respect by minimising visible evidence of economic or social differences

The school allows 'shirts out' at school, with 'shirts in' for excursions and school representation. We aim for our student dress code and uniform to be SunSmart and gender neutral. The school has a bank of donated/pre-loved items at the office (shorts, skorts, shirts etc). Parents are encouraged to donate any items in good condition to the school if no longer needed. This clothing bank may be accessed at the discretion of administration staff for families/students.

In the event of inappropriate dress (offensive, unsafe for student or others, health and safety risk, negative influence on normal school operations), the student will be asked to change by accessing the school's bank of clothing. Eimeo Road SS Code of Conduct also has information with regards to expectations and consequences. At all times, including on "Free Dress" days, dress and footwear must be safe and appropriate. No short shorts, no-sleeve singlet tops or thongs/sandals are permitted.

#### Other Considerations for dress code

- Jewellery is limited to a watch (with no phone or data application), sleepers and studs, and a signet ring. Consideration for any jewellery to be worn for cultural or religious beliefs; will be given after a written application from the parent to the principal.
- Below collar length or long hair (female and male) must be tied back at all times. Any hair ties or headbands should be of plain design (ie plain band, no floral/art adornment) and of school colours.
- Hair should be of consistent cut (eg no mohawks) and colour (natural colours only).
- No nail polish.
- Body adornments (permanent or temporary) should not be visible.

All year levels wear the same uniform. The **school uniform** is a bottle green polo shirt with the school logo, red collar and red/gold vertical panels, green shorts or skorts and plain white socks. Hats should be Red for Prep students and Green hats for students in Years 1 to Year 6.

Footwear needs to be closed in, black sports shoes or joggers (suitable for physical activity), with black shoe laces. Laces need to be tied securely. Students not wearing enclosed shoes will not be able to play in the open play areas or participate in Physical Education lessons. Full school uniform is to be worn when representing the school in any onsite or off campus activity.

Students are able to wear green or black tracksuit pants and jumper over their school uniform during colder weather. Layer dressing allows for the removal of warmer clothes due to weather conditions or physical activity. Jeans and/or hoodies, multi-coloured jackets/pullovers are not to be worn.

Recommended Library Bags are red and waterproof. Recommended Communication Bags are green and waterproof. Both bags are available from the Uniform Shop.

## 1.4 Uniform Shop

Uniforms are available for purchase or collection from the school uniform shop at Eimeo Road SS on Monday mornings 8.15am-9.30am and Wednesday afternoons between 2.30pm-5pm and can also be ordered online via Flexischools at [www.flexischools.com.au](http://www.flexischools.com.au).

Uniform samples are available at the school admin office outside shop opening hours to assist with sizing for online orders. Extended trading times and days during peak periods in Terms 1 and 4 are offered.

**We accept Eftpos & Cash**



**We accept:**



OR



**Lay-by available** (start in-store, then make payments online or in-store).

**ONLINE** orders/purchases available via [\*\*www.flexischools.com.au\*\*](http://www.flexischools.com.au)

**Our order form/price list can be found on the school website, at the school office and on our P&C Facebook Group.**

For all Uniform Shop queries, please contact our convenor via [\*\*Email: erssuniformshop@gmail.com\*\*](mailto:erssuniformshop@gmail.com) or message the P&C Facebook page.



## 1.5 Before School

Arrival of students on the school site is to be NO earlier than 8.15am for children in Years 1 to 6 and from 8.30am onwards for Prep children. Children will assemble in designated areas to sit, and be supervised (voluntary), until classrooms open at 8.45am.

Outside school hours care can be arranged with the provider if care is needed before 8.15am or after 3.00pm each day (depending on availability). Contact PCYC on 4942 3296.

Please note that for health and safety reasons the playground equipment is **not to be used by students or their siblings before or after school**.

## 1.6 After School

School concludes at 3pm each day. Children should be collected promptly.

## 1.7 Stop Drop Go

Students in Prep and Year 1 (with older siblings) are to be 'dropped off' and 'picked up' at the Cahill Cr Stop, Drop, Go. We recommend Prep children not be at school before 8.30am each morning. Students in Years 2 to 6 without younger siblings are to use the Old Eimeo Road Stop, Drop and Go or Arana Drive exits.

## 1.8 Supervised Crossings

There are two supervised crossings which are located on Old Eimeo Road and Mackay-Bucasia Road. Students need to follow supervisors' instructions at all times.

## 1.9 Arriving Late / Leaving Early

When children arrive late to school they can be anxious and miss orientation to daily routines. We ask, out of respect for the teacher and the other students, that you make every effort to arrive at school on time. If

you are not able to arrive at school on time, the following procedure is in place to ensure minimum disruption to your child's class and teacher.

- ✓ All students must be signed in and out of the school via the school office if arriving or departing outside of normal school hours
- ✓ Children arriving **after 9.00am** need to collect a late slip from the office before presenting at class
- ✓ Students departing **before 3.00pm** need to be signed out by an authorised adult through the office before departing (including visits to the Dental Van)

Please note that students will not be released to parents / carers without an appropriate slip from the office.

### *1.10 School Entry by Parents/Guardians/Carers*

All visitors, including parents/guardians/carers who are entering the school grounds, are required to sign in at the office before attending classrooms, and must also sign out upon leaving.

### *1.11 Parking*

No parking by parents / carers is permitted in the staff carpark or in the Stop, Drop and Go bays at any time. Please note that the **Disabled Parking Bay is to be kept clear at all times**, excepting those with an official permit.

There are three points of access to the school:

1. **Arana Drive**, which backs onto the school ovals
2. **Cahill Crescent** (Prep gate), which runs off Keim Street
3. **Old Eimeo Road**, at the front of the school

**Arana Drive** allows for parking on both sides of the road. There are 25 designated car parks with those on the school side of the street having a 15 minute parking limit. There is no time limit on parking on the Porters side of the street. There is no parking allowed in C&K Kindergarten or Marlins Swim School.

**Cahill Crescent** is a one-way residential street with 28 designated car parks on the left hand side of the road which includes space for 3 vehicles in a 10 minute 'Loading Zone' outside Prep. This street has a 10km speed limit. It is important vehicle flow continues ensuring resident drive ways remain clear and traffic flow is continuous.

**Old Eimeo Road** has 12 designated car parks, but not in the Bus Zone. There is no parking in the child care centre, medical centre or the cul-de-sac as this is a bus turn around area and a clearway.

Parking is also available in:

1. **Keim Street** (use the shared roadway along Cahill Crescent to access school grounds)
2. **Wallmans Road** (use Supervised crossing on Mackay-Bucasia Road)
3. **Driftwood Court** (use walkway to Supervised Crossing on Old Eimeo Road)
4. **Adair Court** (roadside parking)



### 1.12 Bus Transport

All primary school students who live more than 3.2 kilometres from their nearest State Primary School will be eligible for free transport by bus to that State Primary School (providing there is a school bus available).

Children who are eligible for free bus transport are issued with a bus pass by the bus proprietor for presentation when boarding the bus. It is a good idea to have the bus pass securely fastened to the child's bag. If a pass is lost or accidentally destroyed, a new one will be issued. The actual distance between home and the school is checked by the bus proprietor.

Queensland Department of Transport and Main Roads has developed The Code of Conduct for School Students Travelling on Buses to support responsible and safe bus travel. The guidelines encourage and support appropriate school student behaviour on buses, highlight the importance of collaboration between all stakeholders in managing student behaviour on buses, and assist bus operators to manage school student behaviour in an appropriate and consistent manner.

### 1.13 Outside School Hours Care – PCYC

We are pleased to offer Before School Care, After School Care and Vacation Care programs for parents who are in need of extended hours care for their children. Please contact PCYC on 4942 3296 or [www.pcyc.org.au](http://www.pcyc.org.au) for further details.

### 1.14 School Map



## 2.0 Communication

It is of utmost importance that parents and teachers have the best possible communication.

Effective communication between families and schools will help to foster and enhance the learning experience of all students. At Eimeo Road SS we encourage you to speak with teachers to discuss your child's learning and progress. It is also important to discuss and share information with the teacher that may have an impact on your child and influence their behaviours. Events like family visits, moving house, accidents etc need to be communicated to teachers so that we can work together to support your child.

### 2.1 *Communication Diary*

The communication diary is used by the teacher, administration staff and parent/carer for information concerning your child's daily progress at school. Please **check this diary every day**, initial any messages, and return it to school the next morning. Please feel welcome to write messages in this book to let us know of upcoming events or issues of concern. All students are issued with a communication diary; however, a replacement diary can be purchased from the school at a cost of \$11.

### 2.2 *Facebook*

This group is aimed at being a helpful noticeboard only. It is a great source of handy information, reminders of what is happening at school and celebrations of students' learning and successes. This site is an information site only; please contact the school directly if you have any questions as school responses via Facebook are not available.

### 2.3 *Media Coverage*

At times, the school may wish for activities to be covered by the media eg submit information and photographs to various community/business newspapers or magazines. A State School Consent Form is required to be completed upon enrolment, indicating whether parent permission has been given for a child's personal image/voice to be released (print, radio, television etc). Please inform the office if your circumstances change.

### 2.4 *Newsletter*

Our publication of upcoming events and achievements is emailed home fortnightly. The newsletter is intended to keep parents up to date with current and future happenings at school. Please ensure that you keep the newsletter to check for reminders. You can also view the newsletter on the QSchools app.

### 2.5 *QSchools*

Make sure you have the QSchools app on your smart device to gain instant access to school news whenever we update our website. The app is a convenient way to receive up-to-the-minute information from us. Download free from the App Store or Google Play. Find out more at the DOE website [www.det.qld.gov.au/about-us/det-apps/qschools](http://www.det.qld.gov.au/about-us/det-apps/qschools) .

### 2.6 *QParents*

The QParents web and mobile application provides a more convenient, easier way for parents to interact with our school. Parents will have secure, online access to their child's student information, anytime, anywhere, through a smartphone, tablet or computer. QParents allows parents to connect instantly with their child's school to access and manage their child's student information, including:

- Attendance and absence details, as well as the ability to notify the school of an absence
- Behaviour information
- Academic report cards
- Viewing unpaid invoice details, payment history, and making payments online

QParents will assist both staff and parents in sharing and responding to information in an efficient and effective way. QParents won't replace the traditional ways you communicate with our school, but it will provide another way to communicate with us. An invitation to register will be issued by Eimeo Road SS. More information about QParents can be found at <https://qparents.qld.edu.au/#/about>.

## 3.0 Curriculum, Assessment and Reporting

### 3.1 Core Curriculum

At Eimeo Road SS we strive to create through our Deep Learning Framework;

***"Integrated, meaningful learning experiences that link to the six global competencies for Deep Learning".***

Our Deep Learning Framework adopts four key elements of learning design – ***High Impact Teaching Strategies, Leveraging Digital, Learning Partnerships*** with parents, experts and the community and ***Learning Environments*** that cultivate energy, creativity, curiosity, imagination and innovation.

Through our Deep Learning Framework, Eimeo Road SS embeds the Australian Curriculum which is designed to teach students what it takes to be confident and creative individuals and become active and informed young people who are ready to take their place in society. It sets the goal for what all students should learn as they progress through their school life. From Prep to Year 6, students develop knowledge and skills in eight learning areas: English, Maths, Health and PE, Science, The Arts, Humanities (HASS), Languages and Technologies. Languages are taught at Eimeo Road SS from Year 4. In the early years, priority is given to literacy and numeracy development as the foundations for further learning. As students make their way through the primary years of schooling, they focus more on the knowledge, understanding and skills of all eight learning areas. Teachers encourage Deep Learning through Collaborative Guided Inquiry in the classroom and school community.

In their ***first years of school***, students learn through teaching interactions with others, experimentation and inquiry and practice and play. Opportunities to develop literacy and numeracy are found in all subjects but particularly in English and Mathematics. We have explicit literacy and numeracy practices within our Early Years Curriculum, with targeted resources provided to monitor students' literacy and numeracy progress. Learning in a classroom and belonging to a school community are key in our first years of school at Eimeo Road SS.

In the ***middle years***, students at Eimeo Road SS become more independent and they communicate with others more effectively. English, Mathematics and Science continue to be a priority with literacy and numeracy developed across all learning areas. The curriculum further builds the essential knowledge and skills in literacy, consolidating 'learning to read and write'.

In Years 5 and 6, students develop an ability to take positive actions for their wellbeing; they relate to others and communicate well with others, they ask challenging questions and seek answers and they make informed decisions and act responsibly. The development of information and communication technology skills increases across the curriculum at this level.

We design our ***teaching and learning*** to be flexible so that teachers can plan the learning for all their students, whilst also taking into account our local school community. We acknowledge that every student is unique, with different needs and interests. Teachers use the curriculum to plan in ways that respond to those needs and interests. Assessment of students' learning is ongoing and takes place throughout the year.

Teachers will provide the opportunity to have a **formal interview with parents** during Term 1 and 3. **Report cards** are emailed to parents in Term 2 and 4. In addition, parents are always welcome to discuss any learning concerns with teachers at any time throughout the year. Students are given learning goals each term that inform their "next steps". Learning Goals are communicated to parents each term. To find out more information about the Australian Curriculum, you can visit the 'Parents' section of the Australian Curriculum website: [www.australiancurriculum.edu.au](http://www.australiancurriculum.edu.au). The school will also run "Parent Information sessions" throughout the year and send home "Curriculum Brochures" each term.

### 3.2 Extra-Curricular Activities

Our school offers a wide range of activities extending students learning & development beyond the classroom. The list below provides an indication, but is not exhaustive. Students are encouraged to be part of all the school has to offer. Parents/Carers please note, staff work above and beyond when offering these activities – it is always appreciated when people remember to say ‘thanks’.

Academic		
<ul style="list-style-type: none"><li>• Year Level Excursions</li><li>• Learning Expos</li><li>• Life Education</li></ul>	<ul style="list-style-type: none"><li>• ICAS competitions</li><li>• Premier’s Reading Challenge</li><li>• Fire Education</li><li>• Deadly Choices Program</li></ul>	<ul style="list-style-type: none"><li>• Opti-Minds</li><li>• Bike Education (Year 4)</li><li>• McDonald’s Math’s Competition</li><li>• Readers Cup Competition</li></ul>
Sporting		
<ul style="list-style-type: none"><li>• Swimming</li><li>• Inter School Sport</li></ul>	<ul style="list-style-type: none"><li>• Sports Carnival</li><li>• Representative Sport</li></ul>	<ul style="list-style-type: none"><li>• Gala Days</li><li>• House Spirit Days</li></ul>
Cultural		
<ul style="list-style-type: none"><li>• Instrumental Music</li><li>• Concert Band</li><li>• Strings Ensemble</li></ul>	<ul style="list-style-type: none"><li>• Choirs</li><li>• African &amp; Steel Drummers</li><li>• Mackay Orchestra &amp; Band</li></ul>	<ul style="list-style-type: none"><li>• Big Sing</li><li>• Choral Fest</li><li>• Eisteddfod</li></ul>
Additional		
<ul style="list-style-type: none"><li>• Celebration Days</li><li>• Chess Club</li><li>• Art Club</li><li>• Chicken Club</li></ul>	<ul style="list-style-type: none"><li>• Grandparents Day</li><li>• Whitsunday Voices Literacy Festival</li></ul>	<ul style="list-style-type: none"><li>• Year 4 Camp</li><li>• Year 5 Camp</li><li>• Year 6 Camp</li></ul>

## 4.0 Parent Involvement

We value and encourage parent involvement at Eimeo Road SS. Please join the P&C, volunteer in your child's classroom or the tuckshop, support our fundraising ventures, sports days and school excursions. Most importantly, we encourage you to take an interest in your child's learning.

### 4.1 *Parents' and Citizens' Association (P&C)*

The school's P&C Association meets at 6.00pm on the third Tuesday of each month at the school and are always keen for new members. Eimeo Road P&C provide generous support to the school via a number of fundraising enterprises, including the tuckshop and uniform shop. Please consider becoming a registered member to help raise money and become involved in our school community.



### 4.2 *Visitors and Volunteers*

All visitors and volunteers are to sign in at the office upon arrival on school grounds. Visitors and volunteers are required to have a 'Blue Card' (Working with Children). Parents/legal carers are not required to have a Blue Card when working in their child's classroom/activities. However, we strongly encourage all members of our school community to seek Blue Card registration.

### 4.3 *Community Use of Facility*

School facilities can be used after school and on weekends for sporting or other activities upon application to the school and approval of the P&C. The riding of skateboards, bicycles or motorbikes is not allowed in the school grounds. Dogs are not permitted (unless registered as an Assistance Dog). For more information please contact the school.

## 5.0 Personal Health

### 5.1 *Head Lice*

Head lice infestation can occur from time to time. Parents should regularly inspect their child's hair to detect the presence of lice or eggs (nits), notify the school if your child is infected and advise that treatment has begun. On detection or notification of lice or eggs, all parents in the class will be advised via letter to check everyone in the family and treat if necessary. Checking should continue every two days for 10 days.

## 5.2 Health Plans

**Individual health plans** and **Emergency health plans** for specific medical conditions must be current and regularly reviewed by the State School Nurse. Please ensure that you sign relevant forms promptly to ensure that plans can be distributed to relevant staff. **Action Plans** are required for students who have a diagnosis of **asthma, anaphylaxis** or other condition that requires immediate medical attention. Parents must ensure that current plans are provided to the school annually. In the absence of a current Action Plan, an ambulance will be called for your child should a medical emergency arise. Any change in treatment must be notified to the school.

## 5.3 Injury or Illness

In the event of a child becoming ill or injured, a parent or guardian will be contacted promptly. It is important to always keep the teacher and the office informed of changes to telephone, address, email and emergency contact.

In the event of a serious accident, the procedure is as follows:

- ✓ Contact ambulance
- ✓ Contact parents. The nominated emergency contact from the Student Enrolment form will be called if the parent/carer is unable to be contacted.
- ✓ Notify doctor/hospital as indicated on Student Enrolment Form

Children are not insured against accidents either by Department of Education or the P&C Association. Insurance is available from a number of private companies and it is the parents' responsibility to insure their own child if they so desire.

## 5.4 Infection Control / Diseases

The spread of infection can be limited through effective hygiene practices. Personal hygiene information is shared with students, and parents should assist with these precautions. It is important for the health of the school community that children are kept away from school whilst they have an infectious disease. We ask you to immediately notify the school and to keep your children at home whilst during the period of their infection. Please refer to the Queensland Health "Time Out" poster for exclusion timelines:

[https://www.health.qld.gov.au/\\_data/assets/pdf\\_file/0022/426820/timeout\\_poster.pdf](https://www.health.qld.gov.au/_data/assets/pdf_file/0022/426820/timeout_poster.pdf).

## 5.5 Medication

The Department of Education recognises that all medications, including over-the-counter (OTC) medications, eg paracetamol or alternative medicines, may be drugs or poisons and may cause side effects. As such, schools are required to receive medical authorisation from a prescribing health practitioner (eg doctor, dentist, optometrist, but **not** a pharmacist) to administer **any** medication to students, including those bought over-the-counter.

If a child is receiving medication and is well enough to attend school, medication can be administered by administration staff (students cannot self administer), only if the following conditions are met:

- ✓ Consent to Administer Medication form and Record of Medication Administration form (available from office) MUST be completed and signed prior to any medication being dispensed to a student
- ✓ Medication must have the child's name, contents, dispensary date, and must have the name of the doctor included on the label
- ✓ Only medicine prescribed by a doctor specifically for the child will be administered at school. Pharmacy labelled medication is no longer acceptable.

Please note:

- The school does not administer natural remedies
- All medication is stored securely at the office and administered by administrative staff

## 5.6 *SunSmart School*

Eimeo Road SS recognises the need for children and staff to be safe whilst in the sun and is a registered SunSmart school. The SunSmart policy applies during all seasons and temperatures, during sunny and cloudy weather. Therefore:

- ✓ All children must wear the school bucket hat whilst playing outside. Prep students wear a reversible red bucket hat. Students in Years 1 to 6 wear a green bucket hat.
- ✓ No caps are permitted.
- ✓ Students without hats will not be permitted to play outside – NO HAT, NO PLAY policy.

We ask that each parent puts sunscreen on their child before school. In addition, sunscreen will be available and at the office for use by students at any time.

## 5.7 *Evacuation and Lockdown*

All students and adults attending the school must become familiar with the evacuation and lockdown procedures. We have a practice drill once per term. For an evacuation, an alert will be broadcast automatically with a continuous siren sound. Evacuation maps are located in each building and classroom. Maps show exit path and an alternate route to the evacuation site on the main oval. For a lockdown, students, staff and visitors to the school are to remain in their classroom or nearest building.

## 5.8 *Workplace Health and Safety*

Our school has a Health and Safety Committee to meet legislative and departmental requirements for providing and maintaining a safe workplace. If you have a safety issue please contact the school.

# 6.0 Classroom Practices and Routines

## 6.1 *Classroom Supplies*

Each year parents are provided with a Booklist. Parents can purchase the entire list from most stores. It is important to note that some of the items may be pooled and used by the whole class group. Throughout the year there may be times when certain individual items have depleted and the class teacher may request the purchase of additional items.

## 6.2 *Homework*

Each class teacher will outline the school homework policy at the beginning of the school year at the initial parent-teacher meeting and/or via communication diary. Homework expectations can be located in the students' diary.

## 6.3 *Library*

The Library is open for students at break times during the week. During scheduled instruction time students will go to the library for borrowing once per week. Please ensure your child has a waterproof library bag (available from the Uniform Shop) as they are unable to take their library books home without it.

## 6.4 Lost Property

Please ensure that all your child's personal items including clothing, hat, lunch box, drink bottle and school bag are all clearly labelled with their name. If an item is not appropriately labelled the item will be placed in a lost property box (Prep and Year 1 in the Prep UCA and Year 2 to 6 in the Hall). Any unclaimed articles will be given to a charitable organisation at the end of each semester. Students are welcome to peruse the lost property at break times for their belongings.

## 6.5 Lunches and Snacks

Each day children require a snack (Prep to Year 6), morning tea, lunch and a water bottle. Fridges are not available for student use so please include an ice brick if foods need to stay cool.

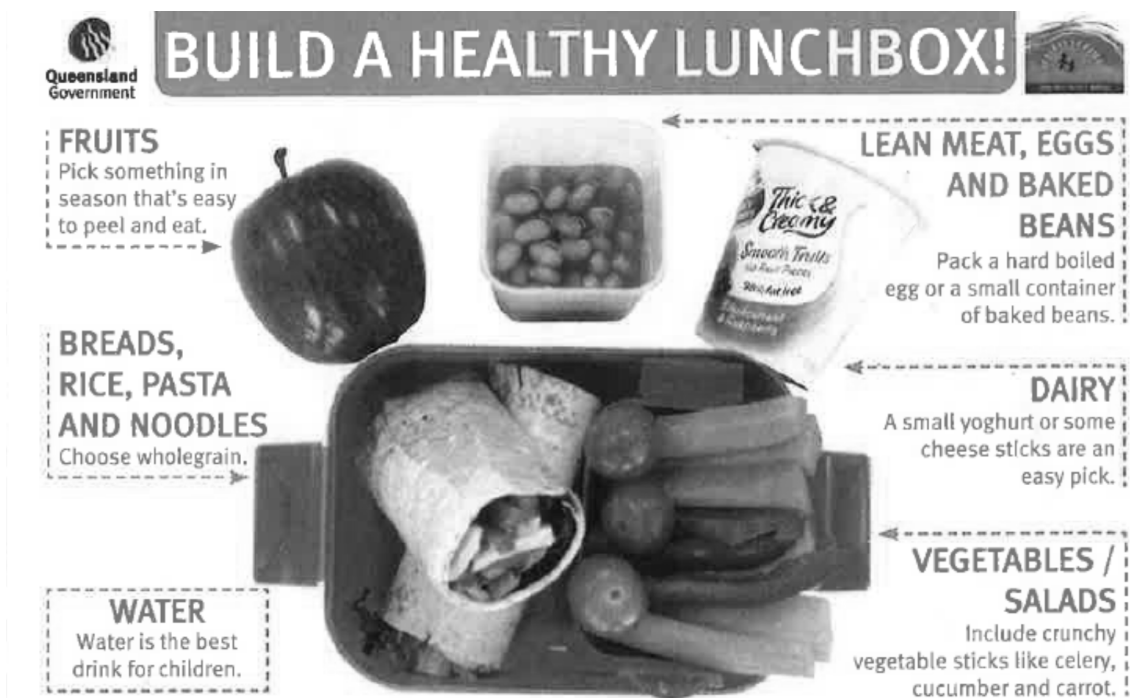
Classes have a short mid-morning break around 10am for children to boost their energy levels with a healthy snack of fruit or vegetables. This is very brief so please ensure this snack is small and ready for your child to eat. Suggested snacks include small apples, mandarins, strawberries, bananas or sultanas as they are not messy to eat. Please do not provide yoghurt or sweet treats for this snack.

Students eat between 11.30am – 11.45am and 1.30pm – 1.45pm.

We ask that students order all tuckshop items using the bag system or Flexischools.

Please carefully consider the foods included in your child's lunch box as we **encourage children to eat healthy choices** first and leave 'one treat' for later. Ensure your child knows what food has been packed and when to eat it. Supplying lunch in labelled, easy to open packages and containers will help to encourage your child's independence.

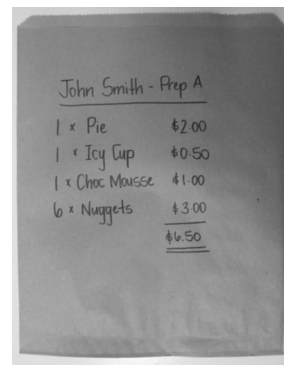
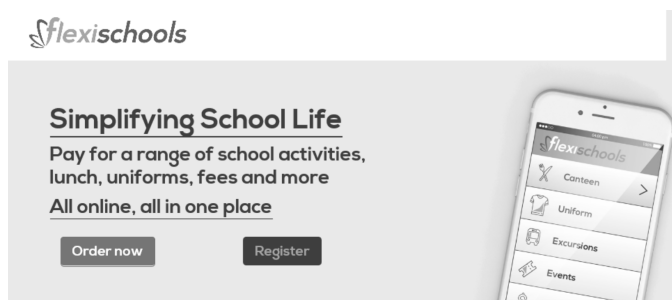
We explicitly teach children not to share, swap, give away or take other students' lunches to alleviate any issues related to allergies and dietary requirements. We appreciate your support in this matter.





## 6.6 Tuckshop

Tuckshop is available from Monday to Friday. Flexischools [www.flexischools.com.au](http://www.flexischools.com.au) is a great way to place your child's tuckshop order. Alternatively, students can order tuckshop by placing their name, class and order on the front of a paper bag. Please use and label a separate bag for each break time. Money is to be placed in the bag and handed into the tuckshop before 9am.



## 6.7 Parade

Parades are conducted on Monday afternoons (Prep to Year 2 – even weeks of term. Year 3 to Year 6 – odd weeks of term.) During parades certificates and/or awards are presented. Students also sing 'Advance Australia Fair' and participate in an Acknowledgement of Country. Whole of school parades are held for special occasions and events.

## 6.8 Playtimes

Students play between 11.00am – 11.30am and 1.15pm – 1.30pm. Children have access to playground equipment, oval, library or a designated undercover area. All locations are fully supervised by staff. Some students may require support by staff during play time. This support is focused on teaching students' skills for socialising with their peers through appropriate play.

## 6.9 Toys/Treasures/Costume Jewellery at School

Although children may be excited by new or special toys/treasures/costume jewellery they have at home, at school they can often become lost or broken. Due to this the school rule is that **personal items stay at home**. This rule saves heartache and time for all involved.

## 6.10 Sports Houses

For the purpose of sport and some other school activities the school is divided into three houses: Keim, Principal 1959-72 (Red); Edmonds, farmers of the land where the school is today (Gold); and McColl, founding principal (Green). It is our custom to have members of the same family in the same house. Students are asked to have a T-Shirt the colour of the house to which they belong.

## 6.11 Religious Instruction

Eimeo Road SS offers a 30 minute non-denominational Religious Instruction lesson to all students in Years 1 to 6 where available. Accredited volunteers from our local religious communities visit each week. Children remain in their classroom with his/her usual class group. Parents/Carers who do not want their children to participate in the religious instruction program should fill in the withdrawal from Religious Instruction section of the enrolment form and Religious Instruction permission form.

## 7.0 School Events

As the year progresses there will be several whole school events or year level activities for students to participate in, eg Junior Sports Carnival, Book Week Parade, Under 8's Day, Grandparents Day and other in-school activities. As each event approaches information will be provided to parents via the newsletter and/or class letters. It is vital that parents read these notes to ensure children are fully prepared for every activity.

## 8.0 Student Safety

At Eimeo Road SS we are committed to providing a safe, respectful and responsible learning environment for students and staff, where students have opportunities to engage in purposeful and meaningful learning experiences and acquire values and dispositions supportive of their lifelong wellbeing.

### 8.1 *Student Code of Conduct*

The Student Code of Conduct is designed to facilitate high standards of behaviour so that learning and teaching in our school can be effective and students participate positively within our school community. It outlines our system for promoting positive behaviour, preventing problem behaviour and responding to unacceptable behaviours. Our school rules are aligned with the values, principles and expected standards outlined in Education Queensland's Code of Conduct, and have been endorsed by all staff and P&C.

The school community has identified the following school expectations to teach and promote high standards of responsible behaviour:

- ✓ Be safe
- ✓ Be respectful
- ✓ Be responsible

Our main focus is positive reinforcement of desirable behaviour—descriptive praise and encouragement, rewards systems, public acknowledgement and through the school celebrations. The use of **Bee-utes**, **Bee Certificates** and **Happygrams** recognise students who meet the expectations.

- ✓ **Bee-utes** recognise high frequency on task behaviour and reinforce our fortnightly behaviour focus. In Prep, this may take the form of tick/tally or sticker charts
- ✓ **Bee– Certificates** are awarded to students when they have obtained 20 Bee-utes or in recognition of great behaviour
- ✓ **Happygrams** are presented to students when they have received 10 Bee Certificates
- ✓ **Student of the Week** awards are presented on parade and come with extra privileges unique to each class

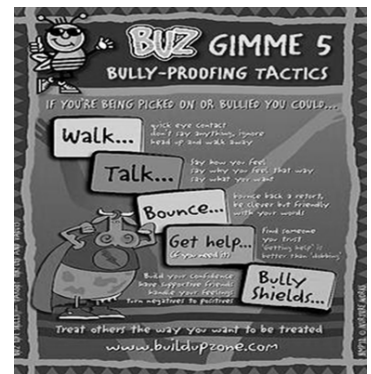
Eimeo Road SS makes systematic efforts to prevent challenging student behaviour by teaching and reinforcing expected behaviours on an ongoing basis. When unacceptable behaviour occurs, students experience predictable consequences. Our school seeks to ensure responses to unacceptable behaviour are consistent and proportionate to the nature of the behaviour.

For further information please refer to Eimeo Road SS Student Code of Conduct.

## 8.2 Bullying Prevention

At Eimeo Road SS students are encouraged to use the following 'Gimme 5' strategies:

- ✓ **WALK** quick eye contact, head up, ignore and walk away in a cool manner
- ✓ **TALK** say how you feel, say why you feel that way, and say what you want
- ✓ **BOUNCE** back a retort, be clever but friendly with your words
- ✓ **GET HELP** from someone you trust
- ✓ **BULLY SHIELD** be confident, build yourself up, don't bottle up your feelings



## 8.3 Safe and Responsible Online Behaviour

Upon enrolment, the parent/carer gives permission for their child to use internet/emailing through the Department of Education (DOE) and signs an agreement to adhere to DOE regulations. Students have a username and password. Any emails containing inappropriate content/swearing are forwarded to our system administrator. This occurs when the child is using their DOE username and password at school or at home. Students breaking the DOE regulations will receive a ban from the internet and email use for a stipulated period of time (minimum two weeks). Further consequences may be given as required in accordance with the Student Code of Conduct (eg misuse, cyber bullying).

## 8.4 Parent and Community Code of Conduct

The Parent and Community Code of Conduct identifies the expectations of how parents, cares and other visitors to our school should conduct themselves on school premises and at school events. It aims to ensure that everyone on our school site, or at a school activity, can have a very clear understanding of what is expected of them. We appreciate parent and school community members ongoing support with making our school a respectful and safe workplace and modelling acceptable behaviours to our students.




# Parent and Community Code of Conduct

Supporting learning, wellbeing and safety in our school

We welcome parents<sup>1</sup> and other members of our diverse community into our school.

Working together with the school community<sup>2</sup>, school staff support the learning and wellbeing of every student, and are entitled to a safe work environment.

Parents and other visitors to our school support safety by ensuring their communications and conduct at the school and school activities is respectful.

<b>ELEMENTS OF ENGAGEMENT</b>	<b>It is expected that parents and visitors to our school will:</b>	<b>Parents and visitors to our school demonstrate this by:</b>
 <b>Communication</b>	<ul style="list-style-type: none"> <li>• be polite to others</li> <li>• act as positive role models</li> <li>• recognise and respect personal differences</li> <li>• use the school's communication process to address concerns</li> </ul>	<ul style="list-style-type: none"> <li>• using polite spoken and written language</li> <li>• speaking and behaving respectfully at all times</li> <li>• being compassionate when interacting with others</li> <li>• informing staff if the behaviour of others is negatively impacting them or their family</li> <li>• respecting staff time by accepting they will respond to appropriate communication when they are able</li> <li>• requesting a meeting to discuss any concerns about their child's education – allowing staff time to prepare and appreciating their time may be limited</li> </ul>
 <b>Collaboration</b>	<ul style="list-style-type: none"> <li>• (parents) ensure their child attends school ready to learn</li> <li>• support the Student Code of Conduct</li> </ul>	<ul style="list-style-type: none"> <li>• taking responsibility for their child arriving and departing school safely on time every day</li> <li>• reading and encouraging their child to understand and follow the Student Code of Conduct</li> </ul>
 <b>School Culture</b>	<ul style="list-style-type: none"> <li>• recognise every student is important to us</li> <li>• contribute to a positive school culture</li> <li>• work together with staff to resolve issues or concerns</li> <li>• respect people's privacy</li> </ul>	<ul style="list-style-type: none"> <li>• valuing each child's education</li> <li>• acknowledging staff are responsible for supporting the whole school community</li> <li>• speaking positively about the school and its staff</li> <li>• not making negative comments or gossiping about other school community members, including students – in person, in writing or on social media</li> <li>• understanding, at times, compromises may be necessary</li> <li>• considering the privacy of all school community members at all times, and understanding that the school cannot share confidential information.</li> </ul>

<sup>1</sup> The term 'parent' refers to parents, carers, guardians and people who exercise parental responsibility for a child.

<sup>2</sup> The term 'school community' refers to staff, students, parents, local business and community organisations and visitors to the school.

## 9.0 Student Support Services

At Eimeo Road SS, our Student Support Services committee works in collaboration with families, teachers and other agencies to identify and address the range of learning, developmental, social, emotional and behavioural needs of our students. At your child's enrolment interview it is vital to provide detailed and comprehensive information that will help us to identify your child's needs and provide appropriate support as soon as possible.

### 9.1 *Teaching and Learning*

Your child's classroom teacher identifies strengths and barriers to learning of all students in relation to curriculum access and participation in the classroom program. This information is used to plan explicit and differentiated learning experiences targeted at the specific needs of all students.

Additional focused and intensive levels of support are integrated into the teaching and learning process to address small group and individual learning need. Co-teachers (Support Teachers Literacy and Numeracy and Special Education Teachers) work with classroom teachers to plan and implement targeted intervention.

### 9.2 *Student Wellbeing Professionals*

Guidance Officers are specialist teachers who deliver a broad range of services to school community members. Support offered by our guidance officer at Eimeo Road SS includes providing advice and counselling on educational, behavioural, and wellbeing issues. The Guidance Officer also assists in monitoring students' progress and appropriateness of placement and recommends appropriate pathways for students with learning needs or talents.

### 9.3 *Social Worker*

The purpose of the Social Worker role is to provide individual and group-based supports to students with mild to moderate mental health concerns. At Eimeo Road State School, our Social Worker works with students, families, and the wider school community to support student wellbeing and welfare. Our Social Worker is at school every Tuesday and Friday, and alternate Mondays. A consent form must be completed and signed by parents for Wellbeing support.

### 9.4 *Inclusive Education Staff*

Led by our Head of Special Education Services (HoSES), our team of Special Education teachers and teacher aides embed a fully inclusive special education program which supports students to access and participate in all learning experiences with their peers. In addition, co-teachers work very closely with classroom teachers to differentiate instruction.

### 9.5 *Department Therapists*

An Education Queensland Speech Language Pathologist and Occupational Therapist visit our school to work with teachers to support students. Therapists do not provide individual therapy to students.

## 10.0 Administration

### 10.1 Absence Notification

If your child is absent from school, please notify the school via one of the below options before 9am on the day of their absence. Please state the day/date, student name, class, reason for absence and expected return day/date.

- Phone the **school absence hotline 4969 7177**
- Text message **0437 265 024**
- Email **[absence@eimeoroadss.eq.edu.au](mailto:absence@eimeoroadss.eq.edu.au)**

Alternatively, please send a note to your child's teacher the following day explaining the reason for their absence.

### 10.2 Access to Students

In the course of the school day, Eimeo Road SS does not permit any person who is not known to be the parent/guardian/emergency contacts of a child to remove a child from the school. The parent or care giver enrolling the student must inform the school of any residency arrangements due to changes in family circumstances. The school must be provided with a copy of court or legal documents to verify such arrangements.

### 10.3 Change of Details

Please advise our office staff as soon as possible:

- ✓ If you change your address
- ✓ If you change your telephone number
- ✓ If there is a change in your emergency contact number
- ✓ If any significant changes occur with your child's health
- ✓ If you feel we should know of any other changes which concern your child
- ✓ When your child is absent
- ✓ If there are Legal or Custody Orders for your child

### 10.4 Parent Concerns

At Eimeo Road SS we view communication as an important aspect to creating a safe and harmonious space for children to learn and play. For this reason, everyone needs to be clear on their responsibilities, where they can go and what they can expect to happen if they have a concern or complaint. The school also recognises a need for concerns to be dealt with quickly and in a professional manner. To achieve this, we need the support of the community in following the most appropriate channels for addressing and responding to concerns.

Parents are responsible for communicating their concerns in an appropriate, respectful way. All concerns and complaints will be responded to as soon as possible. It is extremely important to maintain confidentiality and whilst it might be tempting for a parent to gather opinions of other parents on a matter of concern, it is fair and courteous to raise the matter with the teacher and school. Some concerns may be based on a misunderstanding and can be quickly resolved through respectful conversation.

For matters concerning the classroom, playground or education of your child, please contact the Class Teacher, in the first instance, to organise a meeting time or to seek advice. Please remember that in the time before school and during school the teacher's focus is with the children so they will be unable to help at this time.

For further discussion or concerns about school decisions, the Principal or Deputy Principals can be contacted. Please contact the office for an appointment. Another forum for raising concerns of a whole school nature is through the monthly Parents' and Citizens' Association Meeting.

## 10.5 Important Times

### Bell times and breaks

Prior to 8.15am	Children are to be under the care of a parent/carer. Our school opens at 8.15am.
8.15am -8.45am	Voluntary supervision provided for students in Years 1 to 6
8.30am- 8.45am	Prep children are to arrive at school from 8.30am and will be supervised in the Prep UCA until 8.45am
8:45am	Classroom doors open
8.55am	1 <sup>st</sup> session commences
10.00am	Super snack
11:00am	First Break – Play
11.30am	First Break - Eating
11:45am	2 <sup>nd</sup> session commences
1:15pm	Second Break – Play
1:30pm	Second Break - Eating
1.45pm	3 <sup>rd</sup> session commences
3:00pm	School concludes

## 10.6 Queensland Term Dates

For Term Dates and Calendar visit <https://education.qld.gov.au/about-us/calendar/term-dates> .

## 10.7 Payments

On occasion, children are asked to bring money for specific purposes. Money brought to school by children must be in a sealed envelope with the child's name, year level, amount of money and purpose written on the front and given to the class teacher (not the school office).

Alternatively, parents may make payments via EFTPOS, BPoint, QParents, Direct Debit or Centrepay.

Please view our 'Payment Options' information sheet in the documents section of the school website:

<https://eimeoroadss.eq.edu.au/support-and-resources/forms-and-documents/documents> for more info.

Our Refund Policy is available on our school website: <https://eimeoroadss.eq.edu.au/support-and-resources/forms-and-documents/documents#>

## 10.8 Resource Hire Scheme

Eimeo Road SS offers parents a Resource Hire Scheme to alleviate the rising cost of resources. This fee supplements materials for non-curricula activities conducted as part of classroom programs. It also contributes to the photocopying costs in place of set texts in specific subject areas. The cost also contributes to our annual subscription to online learning programs such as Mathletics and Reading Eggs, and school supplied textbooks such as Handwriting, Soundwaves, Mental Maths, Home Readers and school diary.

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***Thank you for joining our school community.  
Please contact us if you have any questions or concerns.***

