



Emerald State School

STRIVE TO SUCCEED

INFORMATION HANDBOOK

School Contact Details

Administration Office: 4983 9666
Student Absence Text: 0427 269 939
Student Absence Line: 4983 9688

Office Hours: 8:15am to 3:15pm
Email: info@emeraldss.eq.edu.au
Website: www.emeraldss.eq.edu.au
Facebook: @ Emerald State School
Address: Anakie Street, Emerald Q 4720
Postal Address: PO Box 1783, Emerald Q 4720

School Hours: 8:45am - 2:50pm

8:30am Morning Activity

Bell Times

8:45am Line up for class

8:50am Class commences

10:50am First Break

11:30am Class recommences

1:30pm Second Break

2:00pm Class recommences

2:50pm School finishes and students to have left school grounds by 3:00pm

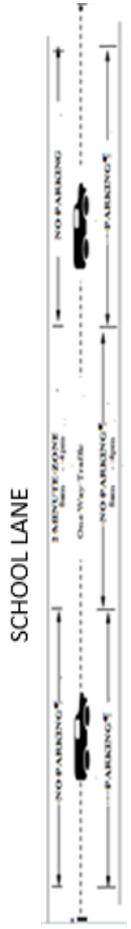
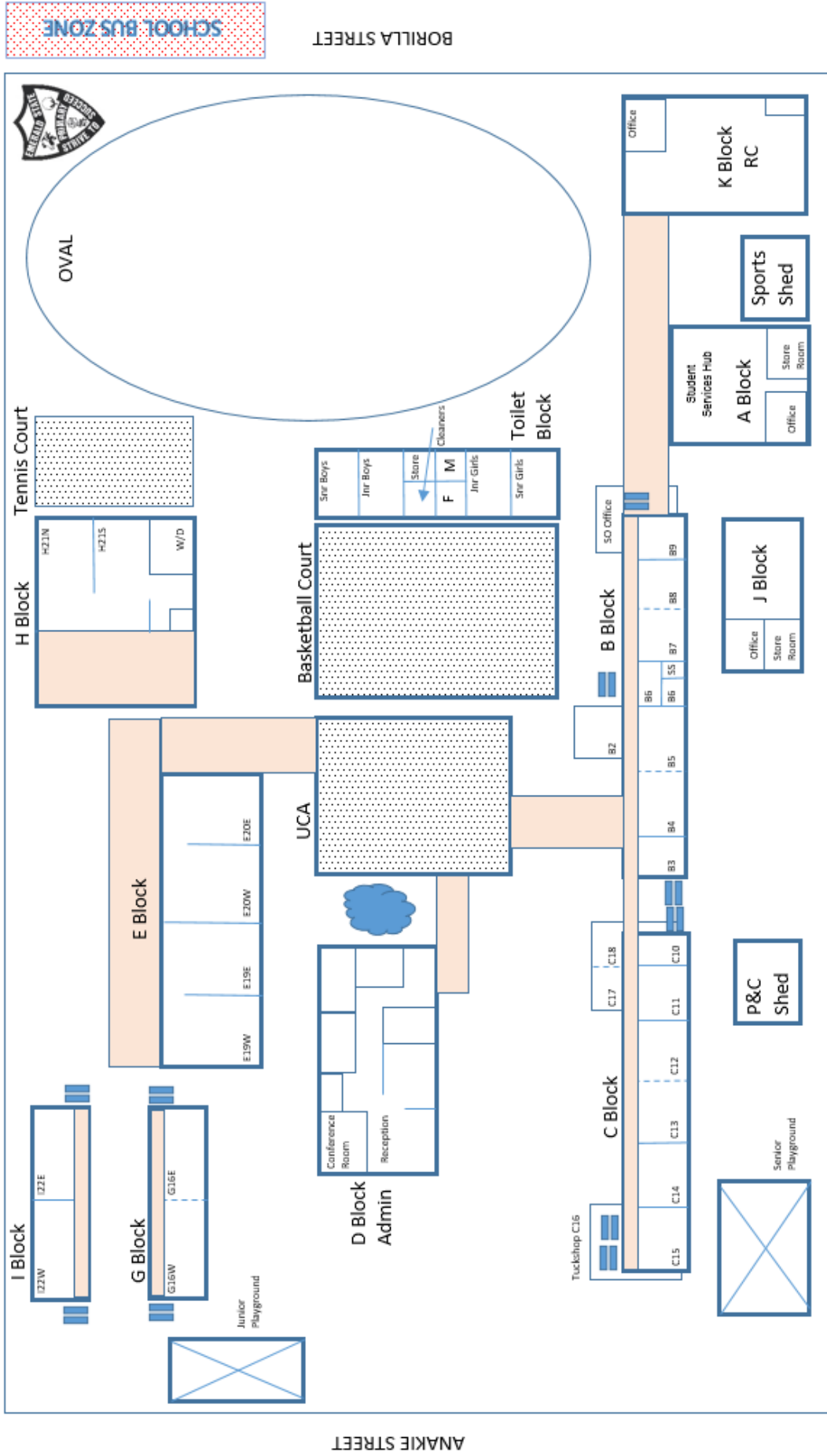
School Terms

<https://education.qld.gov.au/about-us/calendar>

Emerald State School Events Calendar

<https://emeraldss.eq.edu.au/calendar-and-news/events-calendar>

School Map



ANAKIE STREET

Principal's welcome

Welcome to Emerald State School.

It is my privilege to be Principal at Emerald State School. We are proud of the high levels of performance and expectations that are offered in our caring and supportive learning environment.

The staff here are skilled, dedicated, caring and motivated. We work collaboratively to ensure the very best educational experiences are provided. We have a strong focus on academics, alongside our focus on social, emotional and physical development of children.

We are committed to delivering an inclusive model of education, where all students are given every opportunity to 'Strive to Succeed'.

Thank you for trusting our expertise to care for your child and guide their success.

Mr Hayden Ryan

PRINCIPAL

Staff

- ◆ Principal
- ◆ Deputy Principal
- ◆ Head of Student Services
- ◆ Head of Department
- ◆ 14 full-time Classroom Teachers
- ◆ Health and Physical Education Teacher
- ◆ Humanities and Social Sciences Teacher
- ◆ Technologies Teacher
- ◆ Instrumental Music Teacher
- ◆ Playgroup Teacher
- ◆ Guidance Officer
- ◆ Speech Language Pathologist
- ◆ Visiting Head of Special Education (HOSE)
- ◆ Literacy and Numeracy Support Teacher
- ◆ Languages other than English (LOTE) Teacher
- ◆ 9 Teacher Aides
- ◆ Business Manager
- ◆ 2 Administration Officers
- ◆ 3 Cleaners and 1 Schools Officer (Grounds & Facilities)

Vision, Mission and Values

Our Vision

All students are given every opportunity to 'Strive to Succeed'.

Our Mission

Every student achieves at least a year's growth in a school year.

Our Values

Excellence - We have high expectations across our school. We all take pride in our achievements and efforts as we strive to do our best.

Respect - We are accepting and considerate of others' feelings and differences. We use good manners and care for others, the environment and ourselves.

Inclusivity - We include everyone in our school community, so we all have a sense of belonging. We work as a team. Every member of our school community has equitable access to school resources.

Curiosity - We think for ourselves and we value creative thinking and problem solving.

Resilience - We continue in the face of setbacks and challenges, and we try multiple ways to solve problems.



Teaching and Learning

Prep - Year 6 teaching and learning at Emerald State School is based on the Australian Curriculum.

The Australian Curriculum is designed to develop successful learners, confident and creative individuals and active and informed citizens. Presented as a development sequence of learning from Foundation - Year 10 that makes clear to teachers, parents, students and others in the wider community what is to be taught and the quality of learning expected of young people as they progress through school.

There are eight learning areas of the Australian Curriculum:

- English;
- Mathematics;
- Science;
- Health and Physical Education;
- Humanities and Social Sciences;
- The Arts;
- Technologies; and
- Languages



In each learning area or subject, content descriptions specify what students will learn and achievement standards describe the depth of understanding and the sophistication of knowledge and skill expected of students at the end of each year level or band of years in their schooling.

The three-dimensional design of the Foundation - Year 10 Australian Curriculum recognises the importance of disciplinary knowledge, skills and understanding alongside general capabilities and cross-curriculum priorities.

The Australian Curriculum provides seven general capabilities:

- Literacy, Numeracy, Information and Communication Technology Capability, Critical and Creative Thinking, Personal and Social Capability, Ethical Understanding and Intercultural Understanding.

The general capabilities comprise an integrated and interconnected set of knowledge, skills, behaviours and dispositions that apply across subject-based content and equip students to be lifelong learners and be able to operate with confidence in a complex, information-rich, globalised world.

The Australian Curriculum also includes three current cross-curriculum priorities that are to be developed, where relevant, through the learning areas. These are: Aboriginal and Torres Strait Islander Histories and Cultures; Asia and Australia's Engagement with Asia; and Sustainability. The priorities are not separate subjects in themselves; they are addressed through learning area content.

Emerald State School's plans for implementing (teaching, assessing and reporting) all eight Australian Curriculum learning areas in Prep to Year 6 are detailed using the three levels of planning detailed through the Whole School Curriculum Framework.

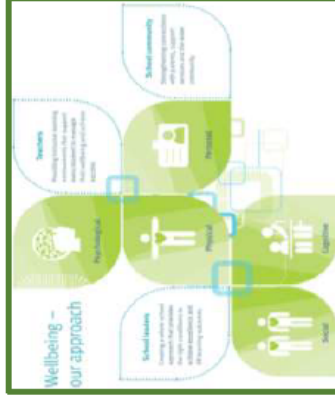
Student Learning & Wellbeing Framework

STUDENT LEARNING & WELLBEING FRAMEWORK



We create safe, supportive and inclusive environments by ...

- We are a Positive Behaviour for Learning (PBL) school, with a team that meets twice a term to review and analyse data trends that display a need for intervention or improvement.
- Explicitly teaching weekly PBL and Zones of Regulations lessons to establish clear expectations and self-regulation skills.
- Valuing strong partnerships between the school, the home and the wider community.
- Fostering open communication through respectful conversations and actions.
- Using Technology appropriately and safely.
- Wearing hats and following sun safety protocols.
- Making healthy food and drink choices.
- Demonstrating good sportsmanship qualities in play situations.



We will measure our success through.....

- Attendance rates
- School Opinion Survey data
- Behaviour data

We develop strong systems for early intervention by ...

- Providing a Student Support Services Hub.
- Planning and documenting school processes through our weekly Student Support Committee meetings and referral processes to support staff to respond appropriately to students at risk.
- Clearly articulating behaviour expectations by using our Classroom Management Plan.
- Providing additional supports through the Head of Student Services and Support Teacher Literacy and Numeracy.
- Working collaboratively through a coaching model, with regular cohort meetings, collegial engagement and allocated time to build capability.
- Supporting students and families through strong transitions.
- Supporting identified students with adjustments, including and emotional support.
- Engaging the community with a Playgroup that meets once a week.

We build the capability of staff, students and the school community by ...

- Promoting student wellbeing through the Student Leadership Council and lunch time clubs.
- Encouraging our students to 'Strive to Succeed' through the promotion of our school values such as, Excellence, Inclusivity, Respect, Resilience and Curiosity.
- Responding positively to the needs of individual students through the provision of a differentiated curriculum.
- Ensuring teachers cater for a range of student differences with consideration for learning styles, rates of learning, experiences, strengths and interest areas.
- Providing opportunities for parents and carers to participate in school life.
- Keeping parents and carers informed about supports available within the school – Guidance Officer, Learning Support, and externally through community agencies and specialist supports – BushKids, Occupational Therapists, GPs and Paediatricians.

Extra-Curricular

Academic

- Debating: Interschool debating between the primary schools in Emerald for students in Year 5 and 6.

Sports

- Intrасchool Athletics, Cross Country and Swimming Carnivals
- Interschool Netball and Touch Football (Year 3 to 6)
- Representative Sports Trials (students who are 10, 11 or 12 years of age with appropriate skills and experience)
Our levels are: Emerald State School, Emerald District, Central Highlands, Capricornia and State

Music

- The Emerald State School **Choir** is made up of students from Year 1 to 6. The Choir performs on school parade, at school fetes and compete in the Central Highlands Eisteddfod
- Instrumental Music is available for students in Year 4 to 6. Brass, Woodwind and Percussion lessons are held every Wednesday. The school band and individual students also have the opportunity to participate in the Central Highlands Eisteddfod and the annual Central Highlands Festival of the Bands and Fanfare as well as perform at parade and school ceremonies.

Religious Instruction

- Please refer to the school website for information (Extra-curricular, Religious Instruction)

Leadership Program

- Year 6 School Leaders (2 school captains, 2 vice school captains and 2 captains for each sporting house)
- Student Leadership Council is comprised of one student representative from each class in Year 2 to 6 per semester
- Year 6 School Leaders attendance at the Central Highlands Regional Council Mayoral Summit held annually
- Year 5 undertake leadership skills through the Term 4 curriculum
- Year 6 Leaders participate in annual Leaders introduction day in Term 1
- Student Leadership Council participate in leadership workshops in Term 1 and Term 3

Transitions

- Early Years to Prep
- Year 5/6 (Upper Primary) to High School
- Prep Buddies (Prep and Year 6 students)
- Year 5 kindy visit / interactions part of preparation for Prep Buddies following year

Extra-Curricular

Camps

A year level camp forms part of the yearly curriculum for students in Year 4 - 6 and involves camps ranging from one to four nights at Outdoor Education Centres or other similar venues within the CQ Region.

Excursions, Incursions, Cultural Presentations & Performances

At times, excursions may be organised as part of the curriculum. These may include off site trips, external visitors to the school, cultural or community activities or other educational events.

Lunch Time Clubs

- Art / Dance / Sport (Prep - 6)
- ICT (Year 3 - 6)
- Lego Club
- Choir
- Library
- Computer lab

Facilities

Classrooms

- Air-conditioned
- Equipped with interactive whiteboards
- 5-6 iPads assigned to each year level

Computers and Technology

- 2 1/2 fully equipped computer lab for class lessons. In addition to class access, one lab is open to students at first lunch.
- Technology specialist lessons
- BMA Bright Minds funding
- 1 full class set of laptops ; 1 full class set of ipads

Library

- Modern and spacious with computer facilities. Available for all classes
- All classes visit the library during class time to borrow books or use the library resources. In addition to class access, the Library is open to students at first lunch.

Facilities cont..

Student Services HUB

- Student Support Committee (SSC) focus on supporting staff to create opportunities for every learner to be successful and providing Tier 2 (Focused) and Tier 3 (Intensive) support as required that compliments and is in addition to the Universal Tier 1 (Differentiated) whole school teaching and learning
- The SSC includes State Schools registered nurses, chaplains, guidance officers, PBL coaches/team leaders, SS Support Services (Speech, OT, PI), teachers, HOSES, Support teachers (STLAN), Head of Student Services, Deputy Principal, Curriculum co ordinator and Principal and all other staff .

Sporting and Playgrounds

- Courts and Fields:
 - Undercover multipurpose basketball court where whole of school assembly is held weekly.
 - Open netball / tennis court
 - Main sporting field used for cross-country and HPE lessons. There is a permanent cricket wicket in the centre, long jump pit and soccer goals.
- Year level play equipment and areas
 - Prep - Year 2
 - Years 3 - 4
 - Years 5 - 6

Positive Behaviour for Learning



At Emerald State School we believe that the most effective discipline results from positive relationships between teachers and students. Our behaviour management is based on the encouragement of constructive and positive behaviour and the sensitive curbing of aspects of misbehaviour. Through reward, praise and encouragement we aim to enhance the development of self-discipline.

Emerald State School is a Positive Behaviour for Learning (PBL) School. This means that we explicitly teach, re-enforce and acknowledge the expectations of our students every day. Our three expectations are Be Safe, Be a learner and Be Responsible. These expectations are taught in class, supported on parades and shared in our daily interactions with students.

The full version of the school's Student Code of Conduct is available on the school's website: www.emeraldss.eq.edu.au

Zones of Regulation

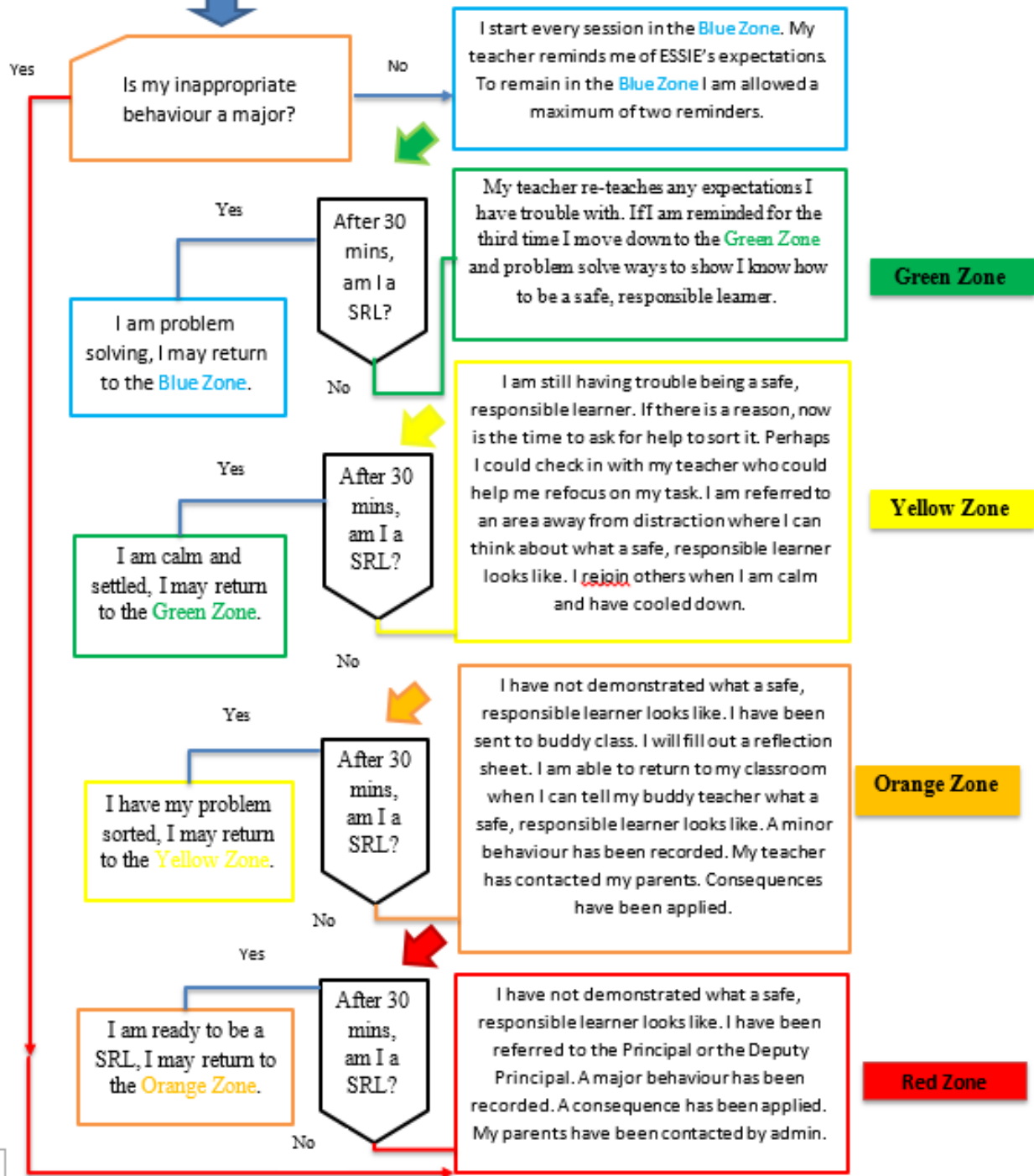
I am responsible for my own behaviour.
I start each day knowing what I need to do to be a safe, responsible learner.
At Emerald State School the blue zone is where an ESSIE eagle is expected to be.

Blue Zone



Sometimes I forget what it looks like to be an ESSIE eagle.

Blue Zone



Green Zone

Yellow Zone

Orange Zone

Red Zone



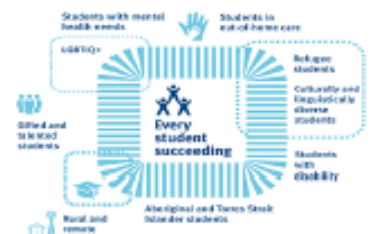
Emerald State School Inclusive Education

Our Commitment

At Emerald State School, we are committed to ensuring that all students fully participate in learning, alongside their similar-aged peers, supported by reasonable adjustments and teaching strategies tailored to meet their individual needs. Inclusion is embedded in all aspects of school life, and is supported by culture, policies and everyday practices. We address the different barriers experienced by students and develop strategies and plans to support Inclusive Education for our diverse student population.

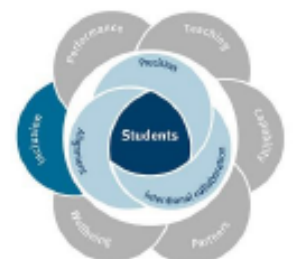


Every member of our school community, including teachers, support staff, volunteers, families and students, works collaboratively to ensure students can access and participate in all aspects of school life. We work with students, parents and caregivers and community organisations as respected and valued partners in Inclusive Education. We support students, parents, caregivers and families to have a voice and be heard. Their views are considered in decision making at all levels.



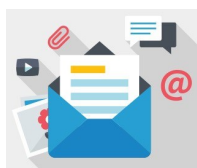
Our Priorities

At Emerald State School, we prioritise success and wellbeing for all children and students through each stage of learning. We strive for continuous improvement in teaching, learning and assessment of the Australian Curriculum.



Communication - predominantly digital

Email



- Newsletter - fortnightly
- Cohort newsletter
- Activity Information & consent forms
- Report cards (End Semester 1 & 2)

SMS



- Daily unexplained absences text for reply
- Reminders
- Event notifications

QSchools



- School newsletter
- Calendar
- Notifications
- Forms and documents

QParents



- Secure access to information about your child anytime, anywhere accessibility (smartphone, tablet or computer)
- Attendance details
- Report cards
- Invoices and payment history

Facebook



- Messages / reminders of upcoming events
- Information & pictures of happenings at our school
- Emerald SS P&C have a separate Facebook page

SOBS



- Parent/Teacher Interview bookings
- Conducted at the end of Term 1 & Term 3
- <https://eq.sobs.com.au/pt3/parent.php?schoolid=70276>

Website



- www.emeraldss.eq.edu.au

Parade



- Occurs every Monday @ 2:15pm (Undercover Area)

Enrolment

Enrolment at Emerald State School is subject to the School Enrolment Management Plan. A school's local catchment area is the geographical area from which the school is to have its core of intake students.

To see if you live within our catchment area and are guaranteed enrolment, contact the school's administration office on (07) 4983 9666 or search the Queensland Government's school catchment maps: <https://www.qgso.qld.gov.au/maps/edmap/> to confirm.

In-catchment

Any student, whose principal place of residence is within the school's catchment area/s, is (subject to the Education (General Provisions) Act 2006) eligible for enrolment at the school. The school Principal will hold places for students who relocate to within the catchment area throughout the school year.

Parents or legal guardians who wish to enrol their child at the school will need to demonstrate that the student's principal place of residence is within the catchment area. Current proof of residency at the address indicated can be provided by way of one of each of the following:

- One primary source - a current lease agreement, or driver's licence, or unconditional sale agreement, and
- One secondary source - a utility bill (e.g. electricity, gas), or rates notice showing this same address and parent's/legal guardian's name

Applicants should note that a false statement / assertion about the student's principal place of residence may amount to an offence and may be reported to police. The school Principal may repeal a decision to enrol a student in such circumstances.

Non-catchment

Families residing outside the school's catchment area, are able to submit an "Application for Enrolment" accompanied by original birth certificate. Other supporting documentation relating to court orders or medical conditions also required where relevant.

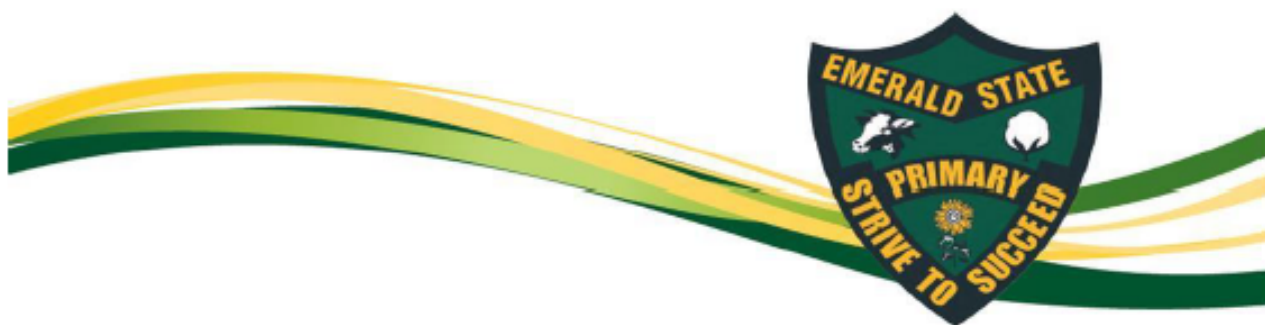
Assessment and Acceptance

Out of catchment enrolment applications will be recorded in order of receipt, by date and time. These applications will remain current only for the school year in which they are applying to enrol. Acceptance will be based on discussion between local Principals and availability of classes.

Decisions on Enrolment

The Principal is responsible for all decisions on enrolments.

Further information can be found on the Emerald State School webpage or contact the Administration Office on (07) 4983 9666.



Emerald State School

Attendance Policy

Rationale

All schools in Queensland are committed to providing safe and supportive learning environments for all students which address their educational needs. Regular attendance at school gives students the opportunity to optimise their learning potential which is supported by our approach to student attendance:

1. *Track* – student attendance is monitored closely at regular intervals by staff, but is primarily the responsibility of students and their parents/carers.
2. *Celebrate* – the attainment of attendance targets is celebrated by individuals, classes and the whole school.

Our Attendance Beliefs:

It is important that students, staff and parents/carers have a shared understanding of the importance of attending school. Our school:

- is committed to promoting the key messages of Every Day Counts
- believes all children should be enrolled at school and attend school all day, every school day
- monitors, communicates and implements strategies to improve regular school attendance
- believes truanting can place a student in unsafe situations and impact on their future employability and life choices and
- believes attendance at school is the responsibility of everyone in the community.

School Attendance Target:

The aim is to have individual students and the whole school average 95% attendance.

Why we aim for 95% attendance as a minimum expectation:

- Each session, or part thereof, and day absent from school quickly adds up.
- A 95% attendance rate equates to one day absent from school per month.
- Over a year, this equates to 10 days absent from school.
- Over the course of primary school (7 years), 10 days absent per year equates to 70 days absence overall. This is one and a half terms of school absence.

Alternatively:

- If a student has an attendance rate of 80%, then this equates to two full days absent from school per fortnight.
- Over a year this equates to 40 days absent from school. This is eight weeks of absence from school.
- Over the course of primary school (7 years), 40 days absent per year equates to 240 days' absence overall. This is more than a full year of school absence.
- Over the course of schooling (13 years), 40 days absent per year equates to 520 days overall. This is more than two and a half full years of school absence.

Responsibilities

Attendance is the responsibility of the whole school community.

Students will:

- Attend school, on time, every day.
- Complete the daily attendance tracker.

Parents will:

- Ensure that their child attends school, on time, on every school day.
- Provide a satisfactory explanation for all absences, that is, any time during which a student is not attending or participating in their educational program.
- Contact the school prior to any planned absence. Where this is not possible, parents must provide the reason for any absences as soon as possible. This may take the form of a medical certificate or a satisfactory explanation for the absence. Contact can be made by:
 - Phone: School Office- 07 4983 9666
 - Email: the class teacher or admin@emeraldss.eq.edu.au
 - QParents: update through the app
 - In Person: verbally or via a hand written letter by the parent or carer
- Contact the Principal if student absence is to be for an extended period of time (e.g. family reasons or illness) and request school work - at least 2 days' notice should be given to prepare work.
- Contact the Principal if a student is refusing to attend school. Initiate or attend meetings to seek support and discuss their child's attendance or participation in their educational program.
- Advise the school of any change of address or phone numbers to ensure school records are accurate.

Teachers will:

- Mark the roll twice a day at 9.00am and 1.50pm.
- Organise students to receive attendance rewards.
- Follow up on unexplained absences and record contact on OneSchool,
- Make contact with parent/carer when a student has been absent for three consecutive unexplained days.
- Monitor attendance patterns and refer students demonstrating poor patterns of attendance to the Principal.
- Make contact with students with attendance below 85%, as requested by the Principal.
- Email Principal when your class has 100% attendance.

Principal will:

- Monitor student attendance patterns.
- Organise celebrations and provide rewards for excellence – individual students, classes and whole school.
- Provide a weekly update to all staff regarding attendance, 'Spotlight on Attendance', including strategies and resources and data.
- Keep the school community informed about attendance via the fortnightly newsletter.
- Track students with attendance below 85% and liaise with parents and carers to help facilitate a resolution to the absentee issue.
- Collaborate with external agencies.
- Follow the Education Queensland Managing Student Absences and Enforcing Enrolment and Attendance at State Schools.

Further Information for Parents

Every Day Counts

<http://education.qld.gov.au/everydaycounts/index.html>

Departmental Policies and Procedures

[Managing Student Absences and Enforcing Enrolment and Attendance at State Schools](#)

[Roll Marking in State Schools](#)



Emerald State School Student Dress Code

The Emerald State School Dress Code Policy has been developed in consultation with the Emerald State School P&C Association and the Emerald State School staff. Our school uniform represents the most practical and appropriate clothing for students to wear to school. The uniform promotes a sense of pride and belonging.

Uniforms:

- Emerald State School bucket hat (purchase from the Uniform Shop)
- Emerald State School bottle green polo shirt with logo
- Black shorts (at least mid-thigh in length),
- Girls have the option of wearing a black skort or leggings (3/4 or full length)
- Closed in laced up or velcro joggers
- White or black ankle socks
- Green or black pullover or jacket, tracksuit pants (winter)
- Green and white check dress is optional. Recommended that black boy leg shorts are worn underneath this dress.
- Year 6 students can also wear a senior shirt or a personalised senior shirt.
- Representative shirts, shorts and hats can be worn on a Friday.

The Uniform Shop sells school polo shirts, dresses, hats and library bags.

Personal Appearance:

- Hair styles are to be neat and tidy.
- Hair below shoulder length should be tied back away from the face with plain green, white or black hair bands or clips
- Make-up is not to be worn
- No nail polish is permitted
- Only pierced ears accepted, no other body piercings
- Jewellery is permitted to be worn only if it complies with the following requirements;
 - a watch,
 - stud or sleeper earrings.
 - Medical alerts or bracelets
- For safety and security reasons, all other jewellery is discouraged.

To comply with Workplace Health & Safety Regulations, jewellery must be removed for Sport and PE lessons.



Emerald State School

Homework Policy

Homework is an important time when parents and carers can help with their child's schooling and also gain insight into their progress. This document outlines our whole school approach to homework and gives some useful suggestions when working with your child at home.

Why have homework?

- ✓ Homework can help improve reading (the basic building block for all schooling) – The quantity a child reads has been directly linked to improvements in reading ability. Take home reading gives children the opportunity to practice their reading skills. It is also a valuable opportunity for parents and carers to assist their child with learning new words and making meaning from a text. Working at home on high frequency words helps children to develop a bank of known words, which can increase fluency when reading.
- ✓ Homework helps improve spelling ability (another essential building block for schooling) – Learning spelling words at home will assist with writing and recent research has indicated the importance of learning to spell early as consolidating the incorrect spelling of words can be hard to break.
- ✓ Homework helps to revise concepts being learnt at school – Children will complete tasks that directly support what is being learnt in class.
- ✓ Homework strengthens the links between school and home – Parents and carers can see how their child is progressing and can communicate this with the class teacher.
- ✓ Regular homework promotes healthy study habits – It is important that primary school prepares children for high school. Children can become better prepared for high school by completing homework routines each night.

How long should homework take?

Based on feedback from parents, staff and students we have set recommended time limits, both for how long children should spend on homework each night and each week. These are in line with the Department of Education guidelines. Parental time assisting with homework should gradually decrease as children get older.

Year level	Recommended daily maximum time	Recommended weekly maximum time	Type of homework
Prep-2	15 minutes	1 hour	Reading, High Frequency Words, literacy activities
Year 3-4	20 minutes	1 hour 20 minutes	Reading, literacy activities, Maths activities
Year 5-6	30 minutes	2 hours	Reading, vocabulary/spelling, Maths fluency activities

What happens when we cannot fit homework in that week?

Parents and carers are encouraged to contact the class teacher if homework cannot be completed due to unforeseen circumstances. We understand that on some occasions it may not be possible to complete homework, for this reason homework will not be reported on. Parents and carers are asked to contact the class teacher to request a smaller amount of homework or if extra support is required. Opting out of homework tasks altogether will only be considered via email to the principal.

What can I do to make homework hassle free?

- ✓ Have a consistent time that homework is completed each day. Children respond well to routine and are more likely to do their homework if they know they have a consistent time and place to complete it.
- ✓ Ensure that the location where homework is being done is free of distractions, e.g. T.V. is turned off.
- ✓ Consider a small reward when homework is completed, e.g. watch 30 minutes of T.V. or play a game together.
- ✓ Be prepared to assist and monitor. Often when children are unsure how to complete their work they ponder rather than ask for help. By monitoring, you can quickly help your child to move on and get through their homework.
- ✓ Make homework a positive experience by highlighting improvements rather than difficulties.
- ✓ Don't exceed the time limits listed above particularly, if your child is reluctant to do homework.

P&C

The Emerald State School Parents and Citizens Association (ESS P&C) is an organisation for parents and citizens interested in the welfare of our School to help provide support for our students by:

- Consulting on school policies and procedures
- Fundraising and planning community events
- Managing the tuckshop, uniform shop and other in-school programs
- Grant Applications and Funding

The ESS P&C meets on the third Thursday of each month at 6:30pm in the Administration block conference room. All parents, carers and interested people are welcome and encouraged to attend.

The ESS P&C conduct two major fundraising events each year, the Easter Fete (Term 1) and Christmas Gift & Craft Fair (Term 4) as well as supporting in School programs like Scholastic Book Club and Dollarmites School Banking.

Each fundraising event conducted by the ESS P&C need many volunteers and hours to be a success. Volunteering at ESS P&C events is a great way to become involved in your child's school community, meet new friends and can be very rewarding.

Tuckshop

The ESS P&C operates our School Tuckshop and it is open each Wednesday, Thursday and Friday for first lunch by online order only. Orders must be submitted by 9am the day of the order.

Our Tuckshop is cashless, all orders need to be placed online via Quickcliq or, alternatively can be accepted in person and paid for via EFTPOS only, **not cash**.

If you need assistance with setting up online ordering please visit Quick Cliq at <https://quickcliq.com.au/> or call 1300 11 66 37 or see the friendly Tuckshop Convenors at the Tuckshop who are always happy to help.

Volunteers in our Tuckshop mean we are able to operate at a profit and able to contribute toward ESS P&C projects which support Emerald State School students. Volunteers are always welcomed and greatly appreciated. If you can spare some time and would like to help in some way, please stop into the Tuckshop and see one of our Tuckshop Convenors for more information.

Uniform Shop

The ESS P&C operates our Uniform Shop and is open each Wednesday, Thursday and Friday between 8:00am and 1:00pm.

You can place orders online via Quickcliq (same online order system as the Tuckshop) and they can be delivered to your child's classroom or alternatively you can visit the Uniform Shop in person during operating times. Payment is EFTPOS only, **not cash**.

Voluntary Parent Helpers

There are many ways in which parents can assist:

- Classroom Reading - assisting with reading programs, changing home readers
- Computer Lab—assisting students with computer / keyboarding skills during lessons
- Sporting or recreational activities
- Tuckshop
- P&C fundraising events / working bee's / special projects
- Keeping in touch with the school by reading newsletters, facebook, emails
- Art - collecting materials for use in collage and art work, and helping out with Art activities
- Offering to share hobbies, interests or expertise you may have
- Supporting excursions and special events
- Supporting us at home by talking about your child's day

All voluntary parent helpers must undertake the annual "Mandatory All-Staff Training Program - Key Messages Guide" before commencing volunteering.

This document is located at our Administration Office, or can be emailed in advance. Please arrive 15 minutes earlier to read through this document and complete the declaration.

Retain the verified Record of Completion section - it will be valid for 12 months from the date of issue.

Blue Cards

It is imperative that all volunteers and visitors to our school sign in and out at the Administration Office. Please ensure you undertake this process.

To ensure the safety of our students, all family or community members offering to assist, require a valid Blue Card prior to volunteering. Parents are generally exempt, however, may be required in some circumstances.

Buses

Local bus companies, Emerald Coaches (4982 4444) provide bus services in the area.

Please contact this company direct for information on this service.

Our school bus zone is along the Borilla Street boundary.

Please advise the school if your child will be catching the bus after school, as rolls are marked prior to boarding.

