EMERALD STATE SCHOOL

HANDBOOK
FOR
PARENTS
2017

Great state. Great opportunity.
School Contact Details
Postal Address:    PO Box 1783, Emerald Q 4720
Phone:    (07) 4983 9666
Fax:     (07) 4983 9600
Student Absence Line:  (07) 4983 9688
Student Absence Text:  0427 016 460
Tuckshop:    (07) 4983 9607
Email:  info@emeraldss.eq.edu.au
Website:  www.emeraldss.eq.edu.au
Facebook:  Emerald State School

School Hours:  8:45am – 2:50pm
Bell Times
8.30am  Line up for class
8.45am  Class commences
11.00am  First Break commences
11.45am  Class recommences
1.15pm  Second Break commences
1.45pm  Class Recommences
2.50pm  School Finishes

School Terms - Year 2017
Term 1:  23 January – 31 March  (10 weeks)
Term 2:  18 April – 23 June  (10 weeks)
Term 3:  10 July – 15 September  (10 weeks)
Term 4:  3 October – 8 December  (10 weeks)

Public Holidays
Tuesday 26 January  (Australia Day)
Friday 14 April  (Good Friday)
Monday 17 April  (Easter Monday)
Monday 25 April  (Anzac Day)
Monday 1 May  (Labour Day)
Wednesday 1 June  (Emerald Show)
Monday 2 October  (Queen’s Birthday)

Student Free Day
17th - 20th January 2017
16th October 2017

Office Hours:  are between 8:15am and 3:15pm.

Please advise our administration office:
• If you change your address, telephone number or email
• If there is a change in your emergency contact numbers
• If any significant changes occur with your child’s health
• If you feel we should know of any other changes which concern your child
Dear Parents,

On behalf of the school community – staff, students and parents – I welcome you to the Emerald State school community. We are proud of our school and I trust that it will not be long before you also feel the same pride and sense of belonging we enjoy.

We know you are interested in your child’s education and we will do our best to give opportunity for your involvement in school activities and be informed about the progress your child is making.

Please consider this school as the school where you are welcome to become involved on a regular or casual basis. Here, we are aware that everyone thrives on positive interaction, fun, continual learning and success, so we enjoy the opportunity to work with you in partnership in the education process.

Our school motto, Strive to Succeed, applies to your part in school life as well as to your child’s part in their learning. You will reap from the school what you put into it. There will be many opportunities for you to contribute one way or another. Your support of school policies, procedures and values is most appreciated. Whilst there may be times that we do not agree on certain issues, it is important that the lines of communication stay open in the spirit of support and understanding. Through open communication issues can be clarified and opinions expressed to the benefit of all, but most of all the students.

In choosing Emerald State School you have chosen a community that values the success of individuals – every student succeeding.

This booklet outlines some of the policies and procedures of our school for your information. It is impossible to cover all areas, so if you have any questions, please do not hesitate to make an appointment to see me or talk to me in the morning under the under covered area.

I wish you a close and rewarding association with our school and look forward to working with you and your child at Emerald State School.

Yours in Education

Rhonda Jones
PRINCIPAL
School Information

PURPOSE

Emerald State School is committed to providing a high quality of education to enable its students to become active citizens in a global society. Our purpose is to ensure that “Every Student is Succeeding”. Staff and parents are committed to supporting our students to do just this. We provide a range of learning opportunities aimed at developing student skills and attributes to support students in being prepared for a changing future.

VALUES

“STRIVE TO SUCCEED” is the school motto. Students are encouraged to strive to succeed with quality achievement through goal setting and self-evaluation.

The school values the individual, and through collaboration with parents and students, strives to ensure each child will achieve success.

Emerald State School's vision is supported by its values:

I am
  • A Learner
  • Safe
  • Responsible

SCHOOL PROFILE

Emerald State School was established in 1879 and has a proud and long history of education in our community. We have students who are third and fourth generation Emerald State Schoolers. Our history, combined with the newer members of our town, makes us a vibrant and varied school community who value our past and celebrate our current diversity.

Our school is a Band 8 school with a teaching staff of 13 class teachers to cater for 320 students in PREP to Year 6.

The school has very small grounds which the development and maintenance is largely catered for by a full time Schools Officer. The P & C take a very active role also in the development of our grounds to ensure our children have an excellent school environment.
Our students are from a range of socio-economic and cultural backgrounds. Our students with disabilities are integrated into classrooms with the support of specialist, school based staff. We have variety of our teacher roles (Teacher Librarian, Support Teacher Literacy and Numeracy and SWD teacher) who work with teachers to maximise learning outcomes in reading and writing.

We provide innovative and inclusive education for children from Prep to Year 6 and strive for the success of every student. Our curriculum currently embeds the Australian Curriculum, with units of work designed to accommodate and extend student learning styles and abilities. Our school provides opportunities for children to develop their talents in the arts through junior and senior choir, instrumental music program and Eisteddfod participation (choirs, band, verse speaking and folk groups). Our school has a very proud sporting representation through local, regional and state-wide competitions. Students’ social and emotional skills and well-being are fostered through our Positive Behaviour for Learning which is supported with the services of a Guidance Officer, Chaplain and outside agencies. Emerald State School has a very active and supportive school community which is integral to the opportunities available to, and success of, our students.

Vision
Staff and parents are dedicated to every student succeeding by providing opportunities which develop a range of skills and attributes to support our students to be prepared for a changing future.

Parent/Teacher Information sessions are held at the beginning of the year to inform parents of current teaching and learning program content so that they can be involved in their child’s education. These are followed up each term with the Cohort Newsletter that explains what is happening in that term. Other sessions are held throughout the year to train or assist parents with the needs of students in our school. Parent involvement is highly valued, encouraged and essential to provide the much needed support for our students.

Decision making in the school is collaborative and consultative as the Principal actively seeks input from the various forums representing the stakeholders of the school: Parents (P & C and volunteers), Students (School Leaders and Class discussions) and staff (staff meetings and surveys). The Strategic Plan, School Annual Report and annual Implementation Plan linked to the budget assist in decision making and direction of the school. These documents are available on our website.

Information technology is a part of all levels of schooling from Prep to year 6. We have a computer lab which houses 28 classroom computers. All classrooms, the Computer Lab and Library have interactive whiteboards for use by teachers and students.
Internet access is available to all students for email and for internet usage appropriate to the child’s year level and ability. All students who access the internet or our school intranet must have a completed Student Internet Access Agreement. This agreement must be signed off by the parent/carer.

All classes have access to iPods and class sets of iPads to enhance their learning.

Our school is supported by a very generous P& C Association and we encourage and invite all parents to become a member. Over the years the P & C has contributed much to the development of our school. We need parents to continue this tradition of support, therefore, we urge you to become involved in some way with our parent group.

Currently, this association meets on the THIRD THURSDAY of each month (January excluded), at 6:30pm in the Conference Room (Admin Block). All efforts are made to keep meetings to a 1 hour timeframe. All parents may attend these meetings and you are encouraged to do so whenever possible. The first P&C meeting will be the Annual General Meeting. It will be on Thursday 9th February 2017. Our first general meeting for 2017 will be held on the following Thursday (16th Feb).

Members of the P & C are actively involved in:

- Taking an interest in, and fostering discussion of, educational matters
- Bringing about closer cooperation between all members of the school community
- Providing advice and recommendations to the Principal upon issues and concerns in respect to students
- Providing advice in relation to plans and policies of a strategic nature eg Annual Operational Planning, Budget development and School Annual Reports
- Providing or assisting in the provision of resources and services for the benefit of students

P & C meetings generally provide a forum for the discussion of school issues and permit you to express your ideas and have an input into school decision making.

P & C Members are covered by an insurance scheme and should be registered so as to ensure cover by the scheme.
Accidents at School

Every effort is made to ensure the safety of children at school. Teachers and Teacher Aides are rostered on playground supervision during all recess breaks.

In the case of your child being involved in an accident at school, the following procedure will apply:

1. If the accident is of a minor nature, the relevant first aid will be applied (e.g. band-aid, ice).
2. If the accident is of a more serious nature:
   - first aid will be applied
   - you will be notified and/or the ambulance will be called.

If the ambulance is called and the bearer states that further medical attention is required, it is essential that we be able to contact you at home or at work to advise you of the situation. Please ensure that our records of your address, phone number, place of employment and its phone number are kept current.

NB: Generally doctors will not attend to a child without the parent’s approval.

In the case of accidents or extreme illness, an administration team member will call an ambulance to treat and/or transport an injured student. Every effort will be made to contact parents or emergency contacts prior to transporting.

When students show signs of illness before leaving for school, they should be kept at home.

Admission to School

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Children must be 5 by 30 June in the year they enrol. Proof of a child’s date of birth is required.

Children entering this school from another school should consult the Enrolment Management Plan. Details available on Emerald State School website, www.emeraldss.eq.edu.au, complete an enrolment form and book an appointment with the Principal. Previous schools data will automatically transfer to our school when enrolment is complete.

**Arrival and Departure**

Instruction commences at 8:45am when all students are required to be at school. Late arrivals disrupt the teaching/learning program for that student and the others.

Students should not arrive at school before 8.00am unless by arrangement with a teacher for example, choir, band, or catching a bus to an excursion. Officially teachers are not on duty until 8:45, the commencement of instruction time. No person –parent or child may enter a classroom when a teacher is not present. This is for the safety as well as the respect for the teacher’s and students” work space. Teachers are only available for interviews before school by prior arrangement, when an appointment has been made.

Children who arrive prior to 8:25 need to sit in the under covered area. Bags are not to be dropped to the classroom before the first bell. Parents if you are here with your child can you please model this procedure with them. **No students should be on the oval or playground equipment before or after school**

Each mornings all students at 8:25 participate in either “Walking Club “ (Monday, Wednesday and Friday ) and skipping (Tuesday and Thursday). On Tuesday and Thursday they may also go at this time to the Resource Centre.

- When the 8:30am old school bell goes, that informs the students to do toilet/ drink/ class and line up in the under cover area. Some staff may choice then to collect their class.
- At 8:40am when the bell goes, students will go to their classroom and get ready for learning by organising their brain break, handing in homework books, sharpening pencils.
- When the 8:45am bell goes, the teacher will commence learning time (this is usually when the roll is also marked).

**Please BE ON TIME to start Learning!**
Students are dismissed at 2.50pm. It is appreciated if parents and carers do not congregate around a classroom door or windows as this distracts the students during instruction and clean up time.

Supervision is provided for children who wait for the bus until 3:05pm. Children waiting for their parents at the drop off/pick up zone need to wait inside the fence.

Absences

To comply with Department of Education and Training (DET) guidelines, if your child has been, or is expected to be absent from school, parents/carers are required to let the school know the date and reason for the absence either by signed note, email or phone message to the student absence line (4983 9688). The student absence line is available 24 hours a day and messages are cleared from the message bank each day. Emerald State School also has a text messaging system for parents to advise absences. This system also alerts parents (via text message) if an absence has NOT been explained by 10am each morning. The number for this service is 0427 016 460.

If your child is expected to be absent for 10 consecutive school days or more, please contact the Principal PRIOR to the absence so that processes mandated by DET can be followed.

If a child has to leave school before the end of the school day, a written note or personal contact from the parent/carer explaining the circumstances is absolutely essential. No child will be allowed out of the school grounds unless the above is adhered to. If your child is to leave the school grounds before school finishes, please come to the office and sign the child out on the appropriate register.

Emerald State School expects students to attend school every day of the school year unless prevented by reasonable circumstances. A reasonable circumstance for absence is when it is deemed to be in the best interest of the health and or well-being of the child or school for a student not to attend, eg. illness. Our target is school overall attendance of 95%.

At the end of each term any student who has had 10 or more days absent receives a letter notifying this and advising parents we can help if this pattern continues.

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<td>20 mins per day</td>
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<td>Over 2.5 weeks per year</td>
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<td>30 mins per day</td>
<td>Half a day per week</td>
<td>4 weeks per year</td>
<td>Nearly 1 ½ years</td>
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<td>60 mins per day</td>
<td>1 day per week</td>
<td>8 weeks per year</td>
<td>Over 2 ½ years</td>
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Emerald State School Handbook 2016
**Allergies**

Be aware we currently have a number of children in our school who have severe allergic reactions to peanuts and peanut products, and tree nuts. We ask that you assist in maintaining a safe and healthy school by talking with your child about not sharing lunches with friends.

**Banking**

The P & C enables the school to offer the students the opportunity to bank through the school. You need to go to the Commonwealth Bank and open your child’s account. The P & C benefits as the bank pays the commission. (This is not taken from your child’s savings) Wednesdays are the nominated banking day. Your child puts their bank book in the relevant folder in their classroom on Wednesday morning and it is returned to them that afternoon.

**Behaviour Management**

Education Queensland is committed to provisions that ensure all young Queenslanders have a right to and receive a quality education.

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.

This requires all members of the school community to have a common understanding of the school’s Responsible Behaviour Plan and our Positive Behaviour for Learning framework (PBL). These plans serve to articulate the practices, procedures and virtues that underpin our approach to fostering a safe and supportive school environment. PBL is a decision making framework that guides selection, integration, and implementation of the best evidence-based academic and behavioural practices for improving important academic and behaviour outcomes for all students.
Bullying
Refer to our Responsible Behaviour Plan

BOOK CLUB
The P & C offers the Scholastic Book Club to students at least once a term. The P & C also organises a Bookfair in term 3.

BOOKLISTS
The booklist is either available from the school office or Emerald State School website.

Bicycles and Scooters
Children riding bicycles and scooters to school are requested to park them in the racks provided next to the toilet block... To prevent theft, it is advisable for riders to lock their bicycles/scooters in the racks.

- Children are permitted in the bike rack area only when going to or from their bicycle.
- While in the school grounds, children are not permitted to ride their bicycle or scooter. Children are not to allow other students to use their bicycle/scooter on school grounds.

*Children must wear an approved helmet when riding bicycles.*
**Buses**

For details of the bus services to our school you can contact Knight’s buses on 4982 2499 and Emerald Coaches on 4982 4444. All buses pick up and set down near the Borilla St entrance. Please advise the office if your child will be using the bus so his/her name can be added to the bus roll.

The Queensland Transport Code of Conduct for school students travelling by bus applies. Concerns or complaints about the bus service including behaviour of students on the bus, should be directed to the bus company, not the school, although the school would like to be informed. You can access a copy of this document from the internet: https://translink.com.au/sites/default/files/assets/resources/travel-with-us/school-travel/code-of-conduct-for-students-travelling-on-buses.pdf

**Camps**

A class camp may form part of the yearly program for students in Years 4 - 6 and may involve overnight stays ranging from one to four nights at various locations including Camp Fairbairn Outdoor Education Centre, Carnavon Gorge and the Wanpa-rda Outback Education Centre at Longreach. Full consideration is given to the educational benefits for students, cost for parents and student management and safety issues before decisions are made about a class camp. In 2017, it is planned that camps will be held in week starting 22nd May.

**Collection of Money**

All money sent to school for special school activities eg. excursions, performances etc, must be in a sealed envelope with the following clearly marked on the front:

NAME: 
YEAR LEVEL: 
ACTIVITY: 
AMOUNT ENCLOSED: 

*Please ensure the correct amount is enclosed. The school does not keep a cash float and so is unable to give change.*

- Unless otherwise stated, all cheques should be made payable to Emerald State School.
• **EFTPOS** facilities are also available – Emerald SS accepts Visa and MasterCard for payments of $10 or more. (American Express is not accepted)

• **BPoint** - a facility where accounts are paid by credit card, on-line via a secure site. Details for this transaction method are printed on all invoices.

Effort is made to give at least two weeks’ notice of a school activity, which requires a financial contribution from the parents. The note sent home will state if monies are to be handed to class teachers (smaller amounts – eg Arts Councils) or directly to the office (larger amounts - eg camps). Payments to the office must be made by **12 midday** or they will be unable to be receipted until the following day.

**Refund Policy**

At Emerald State School, we are committed to providing a safe and supportive learning environment for students, staff and volunteers. This commitment includes the health and safety of staff and students when conducting curriculum activities in the school or in other locations.

School excursions and camps enhance a student’s learning by providing opportunities for the student to participate in activities, both curriculum-related and recreational, outside the normal school routine. All planned school excursions are approved by the Principal and endorsed by the Parents and Citizens Association.

State schools are able to charge a fee for:

• An educational service including materials and consumables not defined as instruction, administration and facilities for the education of the student;

• An education service purchased from a provider other than the school where the provider charges the school; and

• A specialised educational program.

A school fee is directed to the purpose for which it is charged.

School fees for excursions and camps are calculated on a cost recovery only basis (cost neutral), according to the number of students who have indicated their attendance.

Participation of students in an excursion or camp is indicated through payment of the excursion or camp fee and provision of a permission form completed by the parent/carer.

As the school budget cannot meet any shortfalls in funding for an excursion or camp due to the non-participation of a student who had previously indicated attendance to the activity, fees already paid for an excursion or school camp may be refunded in full or in part or not at all, having regard to
the associated expenses incurred and the circumstances of the non-participation.

Cost neutral school activities may at times result in a surplus for an activity, i.e. total revenues exceed total expenses for the activity. Any surplus funds in cost neutral cost centres must be accounted for appropriately. If the surplus is significant a credit will be issued to students involved and applied against outstanding amounts or future invoices.

If a parent/carer wishes to apply for a refund due to their child’s non-participation in an excursion or camp activity, they may do so by completing a Request for Refund form available from the school office. Where possible, the request should include the original receipt relating to the payment for which a refund is being sought. A Request for Refund must be made within 20 working days of date of activity.

In the event that an activity is cancelled, all payments under $20.00 will be automatically credited to a student’s school account to be used against outstanding fees or a credit balance applied to students school account for future use. For payments over $20.00, parents will be given the option of:

1. to have monies transferred to outstanding debt or
2. if no outstanding debts exist, have a credit balance applied to their account for future use.
3. a refund cheque/a credit to a bank account.

Department of Education and Training policy references:

Education (General Provisions) Act 2006
SCM-PR-002: School Excursions
FNM-PR-019: State Education Fees

**Administration of Medication to Students**

**ONLY MEDICATION PRESCRIBED BY YOUR DOCTOR CAN BE ADMINISTERED BY SCHOOL STAFF (DET ruling)**

- Persons on staff (authorised by the Principal) may be responsible for administration of medication.

- Medication will be administered by staff provided it is strictly in accordance with written instructions from the student’s doctor, and is requested by the
parents in writing. Medication must be in its original packaging including the prescription label.

- A pharmacist’s label is NOT sufficient. The Doctor’s prescription label or Doctor’s letter indicates that your MD has examined the child and authorised the administration of the medication.

- Parents may apply for students to self administer asthma medication on provision of an Asthma Management Plan from their Doctor.

- Parents may apply for students to carry an epi-pen with them on provision of an Anaphylaxis Management Plan supported by their doctor.

- With the exception of asthma medication and epi-pens on an approved Management Plans, all medication must be kept in a secure place in the office. Medication and written dosage instructions must be taken to the office upon arrival at school.

- Where $\frac{1}{2}$ tablets are required to be administered, parents are requested to split the tablets prior to bringing to school and store in a suitable container with the original label.

- All unused medication is to be collected by the parents/guardians.

- **Non-prescribed** oral medications (eg cough medicine, topical creams, Panadol and other analgesics) will not be given by teachers or other persons on school staff without Doctor’s written prescription.

- School staff is not permitted to give intravenous injections.

- Please note that medications that require specialised training to administer will not be delivered without the express agreement of the staff member involved. (This includes medications that require dosages to be calculated at the time of delivery – eg insulin).

- A record will be kept of all occasions when medication is administered by the school.

- If another medication form is needed at any time, one may be obtained at the office.

Please refer to the following flowchart from Department of Education and Training outlining the procedures which are to be followed.
Administration of Routine and Emergency Medications in State Schools

**Prescription Medication**
Ensure Authority to Administer Medication form is completed for the long term medication e.g. medication for cystic fibrosis; or Letter from parent/s authorising administration of short term prescription medications e.g. antibiotics

**Over the Counter (OTC) Medication**
Including pharmacy dispensed medicines, naturopathic, homeopathic, vitamins, minerals, herbal preparations, cough and cold remedies, non-prescription anti-histamines, pain relief such as paracetamol, aspirin and non-steroidal anti-inflammatory medications such as Naproxen Advil

**Emergency Medication**
Including epilepsy, diabetes, asthma and anaphylaxis

**Authority to Administer Medication**

**Prescription medication**
Emergency Medication must be medically prescribed for specific students.
For students who are suspected of having an anaphylactic reaction and do not have a medical diagnosis, refer to the Anaphylaxis Guidelines for State Schools.
For students requiring emergency treatment for asthma who do not have an emergency health plan, follow asthma first aid.

**OTC Medication**
Ensure Authority to Administer Medication form is completed by the doctor.

**Authority to Administer Emergency Medication**

**Asthma**
Asthma therapy needs written approval. Parents whose children are capable of self administering their asthma medication can apply for approval for this to happen. Parents are encouraged to provide an asthma management plan approved and signed by their doctor and to apply for this approval from the Principal as it fosters independence and responsibility. The approval is readily given and will only be revoked in instances of misuse.
Your child will be expected to carry their puffer on them if this is included in your Asthma Management Plan. In this case, your child will be totally responsible for self-administration of asthma medication and no record will be kept by school staff of times and amounts of medication taken.
Awards

On a weekly basis ‘Student of the Week’ certificates are awarded to individual students in each class based on our 3 rules, safe, responsible, learner. Other awards may be made for achievement in academic, sporting and music areas. Weekly awards are presented at the Wednesday Parade held at 2.20pm.

Awards recipient’s names are also published in the school newsletter which is uploaded to our school website. Under DET’s web publishing guidelines, only the student’s first name and first initial of surname is included in the newsletter.

Brain Break

In the middle of first session, all classes (prep to year 6) take a short “brain break” at 10am for a 5 minute period. In line with research around maximising learning, students are encouraged to have a quick healthy snack to boost energy levels. Examples of “brain break” foods are; cheese, meat eggs, fruit (cut up), nuts, or a small sandwich.

Please ensure that younger children are able to open food packets independently. “Party Foods” like cakes and biscuits are not appropriate “brain break” foods. Please ensure it is something that can be eaten as students continue to work in the classroom.

Students are encouraged to have a water bottle for use in the classroom to prevent dehydration.

Curriculum and curriculum delivery

The school offers English, Mathematics, Health and Physical Education, Geography, History, The Arts, Science and Technology to all students in Prep to 6. Indonesian is taught to all students in Year 4, 5 and 6. Instrumental Music is offered to students in Years 4 to 6. Our curriculum reflects the National Curriculum in Science, Maths, English, History and Geography, HPE and LOTE and Education Queensland’s Essential Learnings in The Arts.

Specialist lessons are provided in HPE, The Arts and Languages Other Than English (LOTE).
**Daily Procedures**

8:00am Children are permitted to enter the school grounds. Children are to wait in the parade area until the bell goes signalling children are to move to their classroom.

8:20am Walkers Club (Mon, Wed, Fri), Skipping (Tues, Thurs)

8:30am Bell goes. Drink, toilet, fill water bottle, line up for class.

8:40am Enter the classroom and prepare for class

8:45am Class commences (Brain Break will be held during this session)

11:00am First break commences (15min Eating Time, 30min Play)

11:45am Class recommences

1:15pm Second break (15min Play, 15min Eating Time)

1:45pm Class recommences

2.50pm School finishes

**Eisteddfod**

Each year our school aims to participate in the group events offered at the Central Highlands Eisteddfod.

**Emergency Procedures**

Our school is involved in regular evacuation and lock down practices. All people (parents, children, teachers, school staff and visitors) within our school grounds at that particular time must participate by following instructions as set out below. Detailed instructions are also located near the sign-in register at the office and these should be read and understood, prior to your initial entry, as per our sign in procedures.

**FIRE DRILLS** are notified by:

1. **Sustained ringing of school bell.**
2. All people (including visitors to the school) must move to the designated ‘safe area’ which is on the oval.
3. Designated primary and secondary evacuation routes are posted at doorways of each building.
4. No movement back into the buildings area should occur until the ‘all clear’ has been given.
LOCK DOWNS are notified by:–
1) Intermittent ringing of the school bell. (short/long/short/long etc)
   People must move immediately to the closest supervised, lockable
   room.
   - Oval go to **LIBRARY** (K Block)
   - near Tuckshop, on Yr 4/5 adventure playground and between Admin (D
     Bloc) would go to **ADMIN** (D Block)
   - in the under covered area, basketball court and toilets would go to the
     **STAFFROOM** (B Block).
   - in the junior play areas outside Prep/Yr1 (E Block) and on grass east of
     Admin (D Block) go to **PREP/YEAR 1 ROOMS** (E Block)
   - All people should stay out of sight and quiet where possible keeping
     away from doors and windows. No movement out of rooms allowed until
     “all clear” is given by the Accountable Officer usually the Principal or
     Deputy Principal.

**Enrolment Management Plan**

Emerald State School has an Enrolment Management Plan
and enrolment is subject to eligibility under this plan. Please
contact the office for further details regarding the plan or visit
our school website. Details of school catchment areas are on
the Emerald SS website.

**Enrolment Requirements**

Your child must be of the correct age for enrolment and enrolment may not be
approved without enrolling staff sighting his/her **Birth Certificate**. An
alternative to birth certificate will be considered where it is not possible to
obtain a birth certificate (eg for a child born in country without a birth
registrations system, a passport or visa documents will suffice). This does not
include failure to register a birth or reluctance to order a birth certificate. For
international students approved for enrolment by EQI, a passport or visa will
be acceptable.
Excursions and Cultural Presentations

At times, excursions may be organised as part of the compulsory school program. Prior parental written approval is always required and costs may be incurred. On excursions, children are required to be in full school uniform to comply with Workplace Health and Safety Regulations.

In addition to tours of an educational nature, classes will also be able to participate in a range of cultural visits each year.

Head Lice

If evidence of head lice is suspected, parents will be notified. A note will be sent home to the class from the class teacher requesting parents check their students for head lice. If you are asked to inspect your child’s hair, please do so promptly and treat where necessary. Under Health Regulations, an infested child should be treated before returning to school. Further information can be obtained from the school.

Homework

Independent home study is an essential part of every student’s day as outlined in the Emerald SS Homework Policy 2015. In order to develop good home study habits and practice, review or complete a school learning task, homework is given out each Friday and returned on a Thursday to allow families flexibility when they complete the tasks.

Reading, either in the form of home readers in the lower grades or recreational reading for the more advanced readers, will be a part of every child’s home study. Learning some skills requires regular drill and practice. The home study time is an essential part of the process used to ensure your child acquires some important basic skills. Practising sight words, spelling and number facts are just a few examples where frequent practise at home may be needed.

The Assessment and Reporting Framework recommends the following times:
- Prep to 3 - up to 1 hour per week (approximately 15 minutes per night)
- Years 4 and 5 - up to 2 hours per week (approximately 30 minutes per night)
- Years 6 – up to 3-4 hours per week (approximately 1 hour per night)
Examples of homework:

- ‘Read with Me (Please note: Home readers that are sent home will be a level or two below their reading level as home reading should be enjoyable and focus on fluency and comprehension)
- Literacy/Numeracy activities (revision and critical reflection to consolidate learning (practising for mastery)
- Sight Words /Spelling
- Number facts
  - Addition and subtraction to and from 20
  - Year 3 - 1x, 2x, 3x, 4x, 5x, 6x, 9x, 10x
  - Year 4 - 6: consolidation of all tables.
  - Year 5 - 6: division facts.
- Keyboarding

Extra homework or absences that are not for the reason sick, school work or additional homework will not be given. Teachers’ priority is teaching and learning of students in school hours, and providing the homework as per the Emerald State School Homework Policy as outlined above. Please see below for suggestions.

**Extra Homework/Work during Absences (Suggestions for Parents)**

**Reading**
Take home 1-2 extra Home Readers or Library book (from school Library or local Library).
Read the Local Newspaper or age appropriate magazine
Purchase a ‘NAPLAN’ style reading comprehension textbook

**Writing**
Write a daily recount or diary of the days’ events. (Attention should be paid to – sentence structure, spelling, punctuation, paragraphing, vocabulary, ideas and text structure.)

**Spelling**
Using your child’s homework words (either from previous weeks or current weeks) Purchase a Spelling Textbook – relative to your child’s academic or year level.

**Handwriting**
Purchase a Handwriting Textbook
**Number**
Write out the Rainbow Facts (+ -) and/or Write out Times Tables Facts (x ÷). Write your child some operations (+ - x ÷) Include ‘Time’ of events and ‘Costs’ of days’ events with child’s diary or recount experiences. Purchase a Maths Textbook – relative to your child’s academic or year level.

**Internet Sites**

**Literacy/Numeracy** (there are usually fees involved for parents to sign up – but check with your child’s teacher – their class may already be registered with a Log In.)
Sunshine Online (funded by our P&C) - Prep
Study Ladder –
Spelling City –
Reading Eggs
Mathletics
Typing program - www.typingclub.com

**Iphone/Ipad apps**

**Literacy** (there may be a fee involved – if not search for ‘FREE’ apps/android programs)
Eggy 100 (Reading Eggs program)
Eggy Alphabet
Reading Raven
Super Why
Word Search programs

**Houses (Sport)**

All children of the school will belong to one of the two House Teams (colours listed below):

- **Leichhardt:** Orange
- **Mitchell:** Green

Children from the one family will be placed in the same house.
**Instrumental Music Program**

Instrumental Music is available for students in Years 4 to 6 who show genuine interest and capabilities. Instrumental instruction is offered in small groups for one half hour per week and is provided by the Instrumental Music Teacher. Students who learn a band instrument outside the school are also able to apply to join the school Concert Band.

There is an annual fee payable by ALL students in the program. In 2017, the fee of $50 per Instrumental Student will apply to cover such things as new arrangements, licensing fees, uniforms and photocopying of music. Information about this Student Resource Scheme will be sent home early in the year.

**Learning Support Programs**

Emerald State caters for the individual needs of students through flexible classroom programs, learning support and special needs programs and accesses the full range of visiting support personnel.

A Support Teacher (Literacy and Numeracy) is based at the school. She supports teachers to plan and implement programs for students with additional learning needs.

**Lost Property**

Each year a large amount of clothing is donated to charitable organisations because it remains unclaimed. In an attempt to overcome this problem, ALL ITEMS SHOULD BE NAMED. Parents are also asked to impress on children the importance of looking after their own property. Lost property can be found on the racks outside B6 in B Block.

Please note that ALL lost property is cleared and donated to a charitable organisation at the end of EVERY term.
Lunch Breaks

During lunch breaks, students sit in the parade area and are supervised by a rostered staff member. All children are required to be seated for the eating section of each break. When the second bell rings, the staff member on duty will check that the area is clean and tidy, and then release the children to play.

At playtime, children play in supervised, designated areas for their year level. A “No wide brimmed hat, no play” rule applies in the playground and children without a hat are required to remain under a covered area.

Meals at school

We encourage all parents/caregivers to support our school healthy eating philosophy by sending appropriate food for first and second lunch. With the support of the P&C, in 2017 all classrooms will have fridges for storage of student lunches. To maximise space, please send lunches in a named lunchbox. “Thermal” lunch bags and water bottles will not be kept in fridges. Lunch boxes will not be put back into fridges after first break. There are no microwave facilities in the school to warm up student lunches.

Medical Exclusions

For students suffering with some medical conditions, the latest directions from the Qld Government Department of Health must be followed. This list can be viewed on-line at http://www.health.qld.gov.au/cdcg/contacts.asp. Further information can be obtained by phoning the Population Health Unit in Rockhampton on 4920 6989.

Messages for students

Whilst we encourage parents to give clear instructions at home to their children as to changes in pick up times, appointments etc, we understand that on occasion circumstances change and you need to get a message to your child. We would appreciate you contacting the school prior to 2.20pm where possible as to avoid any last minute rushes and the possibility of missing the students before they leave the classroom when the bell rings at 2.50pm.
Communication

Newsletter
The school newsletter will be emailed home every second Friday starting on the second Friday after school resumes. Paper copies are available at the office, if needed.

The newsletter is also available on the school’s website at www.emeraldss.eq.edu.au and on the QSchools App.

Facebook
Emerald State School facebook page has messages from our P&C, pictures of happenings at our school.

Webpage
www.emeraldss.eq.edu.au

Text Messages
Absences
Urgent messages

Central Highlands School Sport facebook page updates about CH sporting trials.

Cohort Newsletters
Teachers will also send home a class newsletter at the beginning of each term to provide specific information about what students are learning, upcoming events and activities for that term. Usually, notes going home to parents will be issued on Fridays. Please remind your child to deliver any notes to you on the day they receive them.

Term Calendar
This will be given out at beginning of year and updates to this each term will be emailed out with cohort newsletters.

Parade
A whole school assembly is held every Wednesday afternoon at 2:20pm in the covered play area. This is the time when notices and announcements are made and student achievements are publicly acknowledged. School Leaders conduct the assembly and classes or groups may present items. Parents are invited to attend.
School Prayer

The school prayer is said after the singing of the National Anthem on parade each week and before the Welcome To Country. It is optional for students to join in.

*Into your hands O God*
*We commend ourselves this day*
*Let your presence be with us till its close*
*Help us to see that by doing our work, We're doing Your will. AMEN*

Welcome to Country

“Welcome to Country” is given by one of our indigenous students at the beginning of parade each week after the singing of the National Anthem and the School Prayer.

Religious Instruction (10 week block)

The Ministers of Religion within the Emerald Community have agreed on providing a co-operative approach to teaching Christian Religious Instruction.

The purpose of the co-operative program is for students to have the opportunity to receive and respond to the good news of Jesus Christ, reflect on and express their developing understanding of life and faith and to see the Bible’s relevance for their lives. The content of the program will be taken from the “Religion in Life” program.

Students will require parental permission to attend these 30 minute lessons which will held over 1 x 10 week block. Non-attenders will be supervised in the classroom completing catch-up tasks.

There is a small annual fee to cover the costs of teaching resources. This fee is collected by the school on behalf of the Emerald Churches Together group and is used for the production of workbooks completed by students within the program.
Reporting to Parents

Formal reporting to parents of students’ progress takes place as follows:

<table>
<thead>
<tr>
<th>Term</th>
<th>Reporting Event</th>
</tr>
</thead>
</table>
| 1    | Parent – Teacher Interview  
Oral Reporting |
| 2    | Written reports emailed prior to June holidays |
| 3    | Parent – Teacher Interview  
Oral Reporting |
| 4    | Written reports emailed prior to Christmas holidays |

You may ring the school at any other time for a mutually agreed appointment time to discuss your child’s progress with the Principal and/or teacher.

Representative School Sport

Full details of the Central Highlands School Sport Calendar can be found on the Emerald State School website under Our Community - Sports.

Resource Centre

The school has a new and well equipped resource centre to assist students in their reading skills and research projects. In addition to this, it is a focus point at lunchtimes for students who wish to read, participate in games or simply to escape the sun. We also endeavour to put on a supervised video for interested students at times. Parents should encourage children to borrow, read and care for the books from our library. Borrowing and returning days differ for each class. This information will be supplied at the beginning of the year by classroom teachers. Parents are welcome to use our library as well.

Road Safety

All parents are asked to take care when driving in the streets around our school, particularly when students are arriving and leaving. Please obey all parking signs and leave pedestrian crossings clear. Young children should be escorted across the street to centre parked vehicles.

The Department of Transport employs School Crossing Supervisors to control the Anakie Street and Yamala Street zebra crossings between 8.15am and
9.00am and 2.45pm and 3.15pm each day. Students must use these crossings.

Our designated bus zone is in Borilla Street on the school side of the road. Please keep this area free for the busses before school and from 2.40pm each afternoon.

There is a “pick up and drop off” zone in School Lane for parents and carers to use. It is not meant for longer parking. This zone contains three marked parking spots immediately outside the double gates and is a “2 minute parking zone”. Please ensure children wait inside the gates until your car is stationary.

To allow efficient usage of this area, you are requested to remain in your vehicle. Please remember this is a 2 minute parking facility.

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**PERMITTED PARKING ZONES IN SCHOOL LANE**

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**School Dental Service**

The School Dental Service provides oral health care universally to children from four years of age to those who have not yet completed year 10.

The school dentist now operates out of the Emerald Base Hospital. Emerald School Dental Service: 0409 598 738

**School Leaders**

The selection process for School Captains, Vice Captains and Sports House Captains is conducted in Term 4 each year. We have 2 school captains, 2 vice school captains and 2 captains for each sporting house.
School Photos

School photos for 2017 will be taken on Wednesday, 22nd February. Only students who have a signed photo release form will be included in the “class photo”. This photo includes the full name of each member of the class.

‘Netpix’ school photos online, is our new ordering system for 2017. Parents will deal directly with the photographers online and photo packages will be posted directly to your home address.

Details will be outlined in our school newsletter closer to photo day. A flyer will be handed out from the photography company prior to the day advising details of how to make payment as well as photo packs and inclusions available.

Transfers

If you intend leaving Emerald State School please advise the class teacher and the office as soon as possible so that necessary processes can be effected. Before leaving the school, children are requested to return all school property such as Library and class reading books. Please contact the school office giving the:

- Date of last day of attendance at Emerald State School
- The school to which the child or family is transferring

Once you have enrolled at your new school and after your child’s first day of attendance at that school, transfer papers and student files will be requested by your new school and these will be forwarded directly to your child’s next school by administration per Departmental Guidelines.

Personal belongings left behind will be held until the end of the current term for collection by parents/carers.
Uniform

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. It enables students to participate fully in the range of activities they may undertake in a school day with due regard for their health and safety. With a school uniform, the choice of what to wear each day is easy.

Some uniform items are available from the school tuckshop between 8.30am and 12.00pm each day. (Tuesday to Friday)
Senior shirts are available from the school office.

Guidelines
Items of uniform listed in this policy (shirt, dress and hat) must be purchased from the P & C uniform shop and the Senior shirt from the school office to avoid variations. Any variation from the items listed below must be approved by the Principal. Families who face financial hardship and are unable to purchase the uniform upfront are asked to contact the Principal or P & C President to discuss a payment plan.

Personal Appearance
Emerald State School requires all students to come to school with a clean and tidy appearance:

- Hair to be washed, combed/brushed.
- Clothes are to be clean
- Hair styles are to be neat and tidy. E.g., no mohawks,
- Hair below shoulder length should be tied back away from the face.
- 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.
Boys & Girls Uniform

This is also our Sports Uniform and students may wear this every day

- Bottle Green Polo Shirt (available from the Tuckshop)
- Black shorts (at least mid-thigh in length)
  Girls also have the option of wearing a black skort or Leggings (3/4 or full length) (shorts etc not available from the Tuckshop)
- Closed in laced up or Velcro joggers
- White or black ankle socks
- Green or black pullover or jacket, tracksuit pants (winter)
  (not available from the Tuckshop)

Senior Uniform (Year 6 students)

- Year 6 Senior uniform shirt available from the school office)
- Black shorts (at least mid-thigh in length)
  Girls also have the option of wearing a black skort or leggings (3/4 or full length) (shorts etc not available from the Tuckshop)
- Closed in laced up or Velcro joggers white or black ankle socks
- Green or black pullover or jacket, tracksuit pants (winter)
  (not available from the Tuckshop)

Girls Dress Uniform

The green and white check dress is optional, it is recommended that black boy leg shorts are worn underneath this dress.
- Material of green and white check in non-iron finish dress
- White collar, short sleeve, Zip front, Zip pocket in side seam Available from the Tuckshop
- Closed in laced up or Velcro joggers
- White or black ankle socks
- Green or black pullover or jacket, tracksuit pants (winter) (not available from the Tuckshop)

Free Dress Day Uniform

- Appropriate sun-safe clothing that includes collars, covered back, closed-in shoes and no inappropriate wording on clothes.
HATS

Must be worn for outside play. Green wide brim hats are suitable. Caps and bucket hats that are not the school bucket hat are not to be worn. Hats can be purchased from the tuckshop.

- It is essential that students wear hats when participating in outdoor activities. A green bucket hat is the school hat. Caps are not suitable in our climate as they offer no protection to the side of the face or neck areas. Children will not be permitted to play in the sun without an appropriate hat.

Friday – Representative Shirts
On Fridays, unless attending an excursion away from school, students may wear representative shirts, from school based activities they have earned in place of their normal school shirt (e.g. Emerald District Sports shirts, Personalized Year 6 shirts). Please note that this special permission does not include sports bucket hats.

Valuables at School

If it is necessary for students to have money at school, they should carry it in secure pockets in their clothing. Purses and loose coins are easily lost and unfortunately, not easily found.

Precious toys, personal sporting equipment and expensive items are best left at home. They can be lost or broken at school.

For safety and security reasons, jewellery should not be worn during the school day.

Please note: During contact sport or swimming, it is Departmental policy and Workplace Health & Safety Policy that no earrings or other jewellery be worn (including watches).

Voluntary Helpers

From time to time individual teachers may invite parents to assist with activities in the classroom or to go on excursions or camps. To work in the classroom, parents require the permission of the teacher and Principal and must be engaged in a worthwhile activity. Visitors must sign in and out in the Office and wear a “Parent Helper” or “Visitor” badge available near the sign in register.

There are many ways in which you can assist:

- Reading – assisting with reading groups, changing home readers,
- Keeping in touch with the school by reading newsletters and noticeboards
- 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
- Assisting with the maintenance of equipment
- Supporting excursions and special events
- Supporting us at home by talking about your child’s day
- Supporting our rules and any consequences involved
- Informing us of any problems or ideas that you have.

Volunteers, other than parents of students, must hold a valid Blue Card (Working with Children Check) which must be sighted, recorded in administration and have the ‘Blue Card Services’ notification update form completed at the office before they can volunteer in classrooms or tuckshop. This includes non-custodial grandparents.

Volunteers for Emerald State School can apply for a Volunteer Blue card via the office. Please note that these can take up to 6 weeks to be issued by the Public Safety Business Agency and volunteers cannot start until they have been issued with a valid blue card.

**Volunteer Blue Cards for parents at this school**

We are not able to certify applications from PARENTS of children at our school. The reason for this is that under the Blue Card system there are categories in which people become exempt and do not need a blue card namely: “A volunteer parent of a child attending the school”

An example of this is: “Parents volunteering in sporting or recreational activities at their own child’s school”

**Wet Weather Routine**

On school days when there is rain during either or both lunch breaks, routine is changed to ensure that, as far as possible, children are kept dry and safe from accidents that can occur in wet conditions.
**Tuckshop**

Our school tuckshop operates Tuesday to Friday every week. This is only possible with the assistance of voluntary parents in preparing and serving food.

This usually involves the period from 9.00am to 12.30pm. If you can help, please volunteer your name to either the school office or the tuckshop, and it will be placed in the roster. This roster will be drawn up following the third week of 2017 - we will operate on a temporary roster until then. Remember that all volunteers, other than parents and custodial grandparents, must hold a valid Working With Children Blue Card.

Over the counter sales (for snacks, ice creams, etc.) will be available in the first lunch break (only after eating time has finished) but all children are encouraged to place orders for first and second break. Over the counter sales are not available in the second break.

All main meals must be ordered. All tuckshop orders should be written on a paper bag clearly marked with the child’s name, class and their order with the correct money enclosed and placed in the ‘Tuckshop’ box located in their classroom.

**OR**

Emerald State School parents and carers now have access to online ordering for the Tuckshop. To register your child and order lunches, please access the website at [www.ouronlinecanteen.com.au](http://www.ouronlinecanteen.com.au). Payment can be made via credit card or direct debit. Further instructions are available from the Tuckshop.

Lunches are collected *just prior to first lunch* by class monitors and distributed to students who have ordered tuckshop. *Brain Break will be eaten in session one, well before Tuckshop is collected, and will therefore need to be provided separate from Tuckshop orders.*

If you still use a brown paper bag for your tuckshop orders and your child is to have an ice block, please note this order on the front of the bag and include the money in the total. Your child will then be issued with a VOUCHER which they take back to the tuckshop to collect their ice block after they have eaten their lunch.

Early in the New Year, your child will bring home a current Tuckshop Price List.