



INFORMATION HANDBOOK 2019

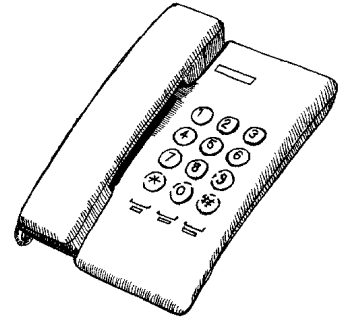


School Contact Details:

Postal Address: PO Box 1783, Emerald Q 4720
 Phone: (07) 4983 9666

Student Absence Line: (07) 4983 9688
 Student Absence Text: 0427 269 939
 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

8:00am Students can arrive at school
 8:20am Morning activity

Bell Times

8.30am Line up for class
 8.45am Class commences
 11.00am First Break
 11.45am Class recommences
 1.15pm Second Break
 1.45pm Class recommences
 2.50pm School finishes and students to have left school grounds by 3:00pm

Office Hours:

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

School Terms - Year 2019

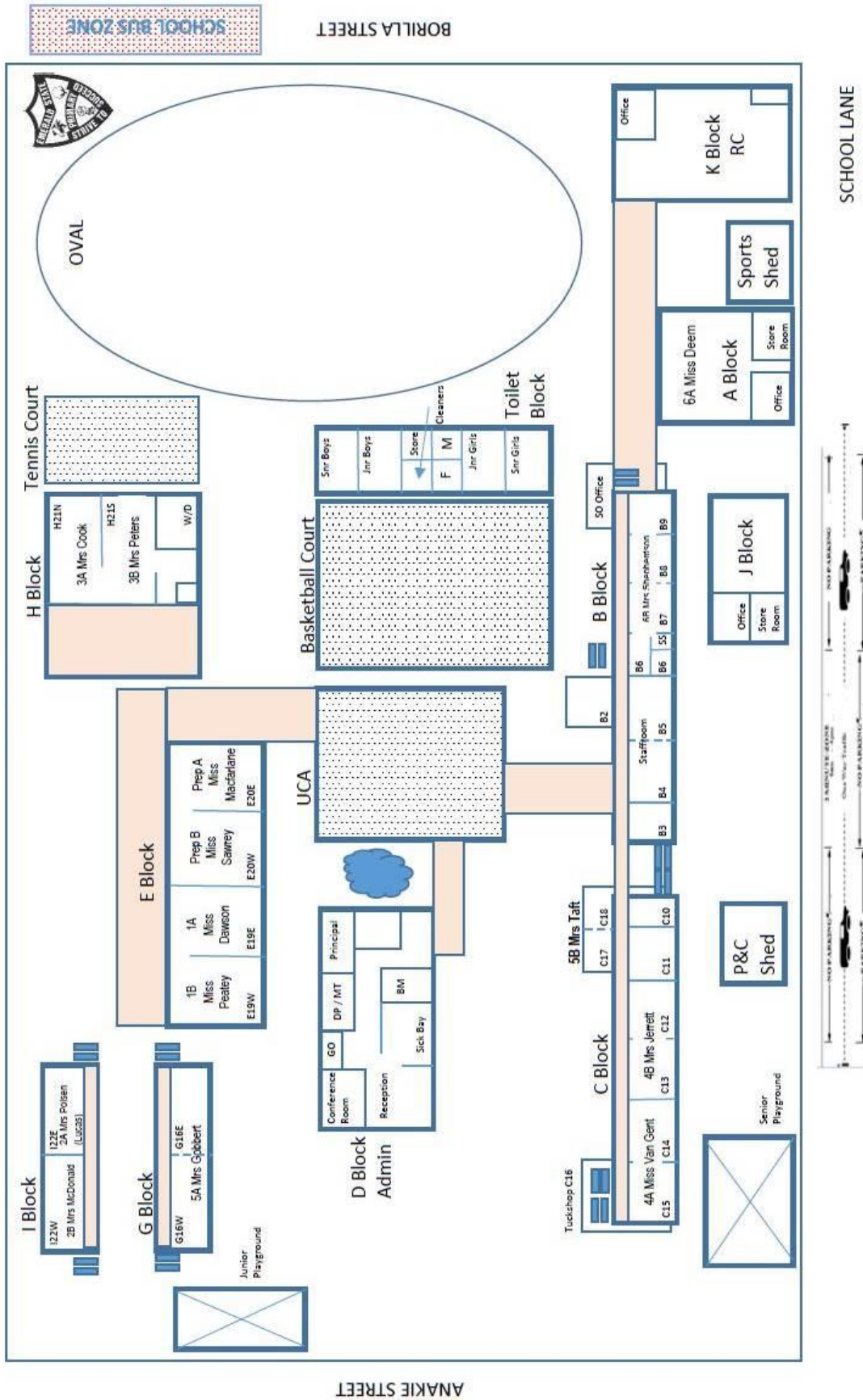
Term 1: 29 January – 5 April (10 weeks)
 Term 2: 23 April – 28 June (10 weeks)
 Term 3: 15 July – 20 September (10 weeks)
 Term 4: 8 October – 13 December (10 weeks)

Public Holidays

Monday 28 January (Australia Day)
 Friday 19 April (Good Friday)
 Monday 22 April (Easter Monday)
 Thursday 25 April (Anzac Day)
 Monday 6 May (Labour Day)
 Wednesday 5 June (Emerald Show)
 Monday 7 October (Queen's Birthday)

Student Free Day

24th - 25th January 2019
 8th – 10th April 2019
 21st October 2019



STAFF LIST - 2019

Administration

Principal	Mrs Rhonda Jones
Deputy Principal	Mrs Lisa Driscoll
Business Manager	Mrs Jaclyn Valler
Administration Officer	Mrs Celena Hudson
	Mrs Rikki James

Teaching

Prep A	Miss Megan Macfarlane
Prep B	Miss Lorena Sawrey
Year 1A	Miss Annie Dawson
Year 1B	Miss Simone Peatey
Year 2A	Mrs Jacqui Polsen
Year 2B	Mrs Louise McDonald
Year 3A	Mrs Clair Cook
Year 3B	Mrs Michelle Peters
Year 4A	Miss Jamie Van Gent
Year 4B	Mrs Joanne Jerrett
Year 5A	Mrs Tracy Gobbert
Year 5B	Mrs Kerry Taft
Year 6A	Miss Yasmin Deem
Year 6B	Mrs Catherine Shepherdson

Specialist Teaching

Physical Education	Mrs Jill Ryan
Teacher Librarian	Mrs Lisa Driscoll
LOTE	Mr Allan Joseph
Technology	Mrs Sandra Grant
2/3 Support & History	Mrs Robyn Cuskelly
Instrumental Music	Mrs Leanne Hilder
SWD Teacher	Mrs Christine Conway

Specialist Visiting Staff

Guidance Officer	Ms Jolie Hannah
HOSE	Mrs Sharon Morris

Teacher Aides:

Mrs Sue Fehlhaber	Mrs Leanne Jochim	Mrs Kylee Archer
Mrs Kerry Turner	Mrs Katrina Ridgway	Mrs Peta Maguire
Mrs Amanda Mckenzie	Mrs Inga Nyman	

Cleaning Staff:

Mrs Jasmin Lee	Mrs Widelyn Nicol	Mrs Therese Donnelly
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Schools Officer

Mr Robert Cox

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
- Responsible
- Safe

SCHOOL PROFILE

Our school is a Band 8 school with a teaching staff of 14 class teachers, Principal, Deputy Principal, HOC/MT & School Support Teachers, currently catering for 330 students in PREP to Year 6.

SCHOOL CURRICULUM & CURRICULUM DELIVERY

Emerald State School curriculum reflects the National Curriculum in Science, Maths, English, History & Geography, The Arts (including Instrumental Music Years 4-6), Technology, HPE & LOTE (Indonesian Years 4-6), with units of work designed to accommodate and extend student learning styles and abilities.

CURRICULUM SUPPORT – STUDENTS & TEACHERS

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 a variety of support teacher roles

- Teacher Librarian
- Support Teacher Literacy and Numeracy and
- SWD (Students with disabilities) Teacher

All of whom work with teachers and students to maximise learning outcomes in reading and writing.

SCHOOL FACILITIES

- Library / Resource Centre
 - 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 utilise technology such as computers.
- Computer Lab – Houses 28 classroom computers
- Technology
 - All classrooms have interactive whiteboards for use by teachers and students
 - Internet access for email & for internet usage appropriate to year level/ability
 - Specialist technology teacher
- Tennis Court, Basketball Court, Junior & Senior Playgrounds and turfed areas

BEFORE SCHOOL ACTIVITIES

To encourage a healthy and active lifestyle and to motivate our students for the day ahead, the following activities are conducted from 8:20am

- Fitness Circuit – Monday's
- Walkers Club every Wednesday & Friday
- Skipping Club every Tuesday & Thursday

SOCIAL & EMOTIONAL SKILLS & WELL-BEING

Social and emotional skills & well-being are fostered through our Positive Behaviour for Learning.

This is supported by the services of:

- Guidance Officer – 1 day per week
- outside agencies ie Bush Kids – conduct regular Fun Friends & Friends for Life sessions

Emerald SS has a very active and supportive school community which is integral to the opportunities available to, and success of, our students.

ADDITIONAL PROGRAMS

We provide innovative and inclusive education for children from Prep to Year 6 and strive for the success of every student.

Our school provides opportunities for children to develop their talents in the Arts, Debating, Chess and Sporting Fields ie:

- Junior & Senior Choir
- Instrumental Music program (Yr 4 – 6)
- Eisteddfod participation (choirs, band, verse-speaking & folk groups)
- CH Festival of Bands
- Sporting representation in Local, Regional & State-wide competitions
- Interschools Chess Competition
- Interschools Debating Competition
- Premiers Reading Challenge
- CBCA Readers Cup Challenge

LEADERSHIP PROGRAM

Each year, 2 school captains, 2 vice school captains and 2 captains for each sporting house form part of the Student Leaders group.

Our captains along with the Year 6 cohort represent Emerald SS in many programs within and outside of the school:

- Prep Buddies
- Parade
- Community Events ie ANZAC Day
- Year 5 Kindy visit / interactions part of preparation for Prep Buddies following year
- Attendance to CHRC Mayoral summit

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.

Positive Behaviour Recognition

- Thumbs Up – Classroom & playground
- Weekly Essie Award – Every Student Succeeding – awarded to individual students in each class based on our 3 rules: learner, safe & responsible.

The full version of the school's Responsible Behaviour Plan and our Positive Behaviour for Learning framework (PBL) is available on the school's website: www.emeraldss.eq.edu.au

COMMUNICATION

Emerald State School is an electronic communication school.

Various electronic communication tools are utilised to correspond with our school community. These are detailed as follows:



Email:

The following communication documents are emailed home:

- **Newsletter:** The school newsletter will be emailed home every second Friday starting on the second Friday after school resumes. The newsletter is also available on the school's website at www.emeraldss.eq.edu.au and on the QSchools App.
- **E-News Flash:** Utilised to convey messages/reminders of upcoming events at our school.
- **Cohort Newsletter:** Teachers 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.
- **Report Cards:** Term 2 & Term 4 report cards are emailed prior to the school holidays.



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



QSchools App: The **QSchools app** is a convenient way to receive up-to-the-minute information from and about Emerald State School. The **app** integrates with our school website and is automatically updated when our website is updated with the latest news, newsletters, events and information.



QPARENTS App: QParents is a secure portal that provides parents with a new and exciting way to connect with their school. With the QParents portal, you have access to everything you need to know via single, clear student dashboard, including:

- School attendance records
- Student behaviour records
- Invoices and payments
- School Report cards
- Student school photo

Use QParents to manage all of your children's details from one convenient location.



Facebook: Facebook is utilised to convey messages/reminders of upcoming events in and outside of the school, a communication tool for our P&C and pictures of happenings at our school.



SMS Text Messages: Unexplained student absences texts are sent at 9.30am daily. Parents can reply to the text automatically or alternatively text 0427 269 939 to advise of any absences.

School notifications/reminders, at times, are also sent to parents via our SMS Text Message system.



Parent/Teacher Interview bookings:

<https://eq.sobs.com.au/pt/parent.php?schoolid=70276>

Conducted at the end of Term 1 & Term 3



Tuckshop Online Ordering: www.quickcliq.com.au

Parade: Parade occurs every Wednesday @ 2:20pm
Undercover area



See Saw:

See Saw is a “two-way” electronic communication tool for use between class teacher and individual parents about their children. On the See Saw app teachers will post videos of the teacher giving concepts and have some questions at times to check for understanding.

This is an ‘opt-in’ program. Parents must also register for access to the site and class teachers can validate and authorise parent access. Each parent can ONLY see information pertaining directly to their child. Teachers will create an individual account for each student for the school year.



Flipped Learning: In the flipped classroom, students complete learning normally covered in the classroom in their own time (by watching videos and/or accessing resources), and classroom time is dedicated to hands-on activities and interactive, personalised learning, leading to deeper understanding.

Students use class time to apply the theory and concepts discussed in the videos, and to utilise techniques including group problem-solving and team building games, simulations, case study reviews, and group discussions.

ENROLMENT

The Principal is responsible for all decisions on enrolment.

Enrolment Management Plan

Emerald State School has an Enrolment Management Plan and enrolment is subject to eligibility under this plan. Please contact the school administration office or visit our school website: www.emeraldss.eq.edu.au for a copy of this plan.

Accepted student enrolments for out-of-catch, become part of the Emerald State School community, therefore, any subsequent residential siblings of an enrolled student are immediately eligible for enrolment.

Enrolment Requirements

Your child must be of the correct age for enrolment:

Child Born	2019	2020	2021	2022
1 July 2007 to 30 June 2008	Year 6	Year 7	Year 8	Year 9
1 July 2008 to 30 June 2009	Year 5	Year 6	Year 7	Year 8
1 July 2009 to 30 June 2010	Year 4	Year 5	Year 6	Year 7
1 July 2010 to 30 June 2011	Year 3	Year 4	Year 5	Year 6
1 July 2011 to 30 June 2012	Year 2	Year 3	Year 4	Year 5
1 July 2012 to 30 June 2013	Year 1	Year 2	Year 3	Year 4
1 July 2013 to 30 June 2014	Prep	Year 1	Year 2	Year 3
1 July 2014 to 30 June 2015	Kindy	Prep	Year 1	Year 2
1 July 2015 to 30 June 2016		Kindy	Prep	Year 1

Applicants should provide the following documentation to the school upon enrolment:

- Completed and signed Application for Enrolment Form
- Original Birth Certificate (copy will be taken by Administration Staff)
- If not an Australian Citizen, provide passport, visa details or other documents as requested by the school.
- Principal place of residency proof for in-catchment enrolments – ie lease agreement, driver's licence, utility bill.
- Details on any relevant Family Court or other court orders, if applicable
- Where relevant, details of any medical conditions, symptoms, management, medications or disabilities the child may have. Copies of Doctor completed Action Plans must be provided.
-
- If the child is in the care of the State, provide details to school of arrangements and/or order regarding the child's care;
- Copy of Transfer Note if received from previous school,

International Students

We recommend parents of International Students wanting to enrol their child should contact Education Queensland International first.

Phone: 1800 316 540

Website: www.eqj.com.au

ADMINISTERING MEDICATION AT SCHOOL

If your child requires staff to administer medication to your child at school, please contact the school office in the first instance to discuss your child's requirements.

Please note, school staff will only administer medication that:

- Has been prescribed by a qualified health practitioner (eg doctor, dentist)
- Is in its original container
- Has an attached pharmacy label.

Office staff will ask you to complete and sign Section 1 of the *Administration of medication at school record sheet*. A form will be required for each medication to be administered.

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 a Doctor's written prescription.

School staff are 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).

Anaphylaxis

If your child is at risk of anaphylaxis, it is important for you to provide the school with your child's emergency medication and their ASCIA Anaphylaxis Action Plan, completed by your doctor. This Anaphylaxis Action Plan provides the instructions for the school to administer your child's medication in an emergency, which is specific to respond to their health condition.

Asthma

If your child has asthma and requires assistance to administer their medication, it is important for you to provide the school with your child's emergency medication and their Asthma Action Plan, completed by your doctor. An Asthma Action Plan provides specific instructions for the school to administer your child's medication.

We recognise that some students are capable of managing their asthma without adult assistance. If you are confident that your child can confidently, competently and safely self-administer their asthma medication, let the school administration know. The school will record your decision and will not require your child's Asthma Action Plan. Please note that if your child requires assistance in an asthma emergency, staff will provide Asthma First Aid.

SCHOOL 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.

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

All uniform options must comply with the following:

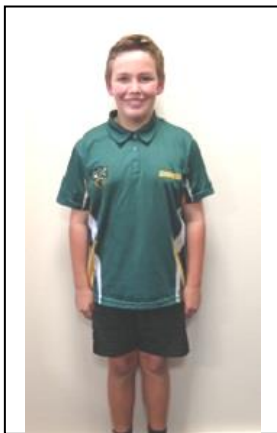
- Emerald State School bucket hat (purchase from the Uniform Shop)
- Black shorts (at least mid-thigh in length)
Girls have the option of wearing a black skirt or leggings (3/4 or full length)
- Closed in laced up or Velcro joggers
- White or black ankle socks
- Green or black pullover or jacket, tracksuit pants (winter)

Girls & Boys Uniform (this is also our Sports Uniform) – worn everyday



- Bottle Green Polo Shirt & Green and white check dress is optional (purchase from the Uniform Shop). Recommended that black boy leg shorts are worn underneath this dress.

Senior Uniform (Year 6 Students)



- uniform polo shirt (purchase from School Office) (purchase from the Administration Office)

Orders taken end of school year for Senior & Personalised Yr6 Senior Polo (Personalised to be worn on Friday's only) (purchase from the Admin Office)

CAMPS

A year level camp may form part of the yearly program for students in Year 4 – 6 and may involve overnight stays ranging from one to four nights at various locations including but not limited to: Camp Fairbairn Outdoor Education Centre, Carnarvon Gorge, Capricorn Caves and the Wanpa-rda Outback Education Centre at Longreach.

EXCURSIONS, CULTURAL PRESENTATIONS & PERFORMANCES

At times, excursions may be organised as part of the compulsory school program.

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

HOMEWORK

Independent home study is an essential part of every student's day as outlined in the Emerald SS Homework the schools website.

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.

RELIGIOUS INSTRUCTION

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 be held over 1 x 10 week block, generally in Term 3 of the school year.

Non-attendees will be supervised in a separate classroom completing catch-up tasks.

REPORTING TO PARENTS

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

Term	Reporting Event
1	Parent – Teacher Interview Oral Reporting
2	Written reports <i>emailed</i> prior to June holidays
3	Parent – Teacher Interview Oral Reporting
4	Written reports <i>emailed</i> prior to Christmas holidays

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 Acknowledgment of 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*



Acknowledgment of Country

“Acknowledgment of Country” is given by one of our indigenous students during parade each week after the singing of the National Anthem and the School Prayer.

P&C PROGRAMS

- Book Club
- Book Fair
- CBA Dollarmites School Banking Program – every Wednesday

Role of P&C: actively involved in:

- Taking an interest in and fostering discussions of educational matters.
- Bringing about closer co-operation 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 OPERATED FACILITIES

- **Tuckshop** – Tuesday to Friday – available 1st Break only
online ordering via www.quickcliq.com.au –
Cashless, payment via EFTPOS available at Tuckshop
- **Uniform Shop** – Tuesday to Friday – 8:30am – 11:30am
online ordering via www.quickcliq.com.au – CASHLESS
Cashless, payment via EFTPOS available at Tuckshop
- **Major Fundraising Events** – School Fete (Term 1)
& Christmas Craft Fair (Term 4)
- **Grant Applications & Funding**

VOLUNTARY PARENT HELPERS

There are many ways in which you can assist:

- Reading – assisting with reading groups, changing home readers
- Computer Lab – assisting students with computer/keyboarding skills
- Sporting or recreational activities
- Tuckshop
- P&C fundraising events / working bee's / special projects
- 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 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 you have.

All voluntary parent helpers must undertake the “Mandatory All-Staff Training Program” before commencing volunteering.

The “key messages guide” is located at our Administration Office. Please allow yourself 15mins 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.

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

BUSES

Local bus companies, Emerald Coaches (4982 4444) and Knight's buses (4982 2499) provide bus services in the area

Please contact these companies directly for information on these services.

Our school bus zone is along the Borilla Street boundary.