**Redland Bay**

**State School**



**INFORMATION**

**HANDBOOK**

**2023**

This handbook contains a range of information considered helpful in explaining

school procedures and policies. A more comprehensive explanation of some items

may be available from the school office. Policies and procedures are constantly revised.

So if you’re unsure of any, please check with the school staff. The newsletter will be

used to keep parents, carers and community members up to date with changes.

Statement of Purpose

Redland Bay is a caring school community commited to quality education for all. We aim to instill in

students the importance of learning for life, together leading us to be ‘Better by Learning’

Key Values

Our best today can be improved upon tomorrow

Everyone can learn and our goal is to maximise that learning

We can make a positive difference in the lives of our students, their families and our community

Positive relationships are the foundation of effective teaching

Student learning is maximised when parents, teachers and the community work together

Guiding Principles

Responding to children's needs in a socially just manner

Management/operation through consultation and collaboration

Partnership with and accountability to the community

Valuing people and their contributions

School Expectations

Be Safe Be Responsible Be Respectful

**SCHOOL DIRECTORY**

**Location:** 125-141 Gordon Rd, Redland Bay, 4165

**Phone:** 3479 4222

**Fax:** 3479 4200

**Email:** admin@redlandbayss.eq.edu.au

**Website:** [www.redlandbayss.eq.edu.au](http://www.redlandbayss.eq.edu.au)

**Facebook:** www.facebook.com/RedlandBayStateSchool

**Principal:** Mr Alan Bunce

**Deputy Principals: Years 5 - 6** Ms Deadman  
**Years 3 - 4** Mrs Rose Caswell

**Years Prep - 2** Mrs Kathy Lacey

**Guidance Officer:** Mrs Toni Ladd

**Head of Inclusion:** Mrs Donna Clausen

**Business Manager:** Mrs Tracy Baumann

**P & C Meetings:** The first Tuesday of every month 7.00pm

Email**:** [**pandc@redlandbayss.eq.edu.au**](mailto:pandc@redlandbayss.eq.edu.au)

**School Parade:** Parades are on held on Thursdays

Prep - Year 2 at 1.35 pm; Years3 – 6 at 2.10 pm

**Uniform Shop:** Tuesday 8:00am to 9:00am

Thursday 8:00am to 9:00am

Friday 8:00am to 9:00am

**School Newsletter:** EmailedThursday fortnightly

**School Tuckshop:** OpenTuesday - Friday 8:30am to 1:30pm

**Payment Window:** Open Wednesday – Friday 8:15am to 9:30am

**WELCOME**

*The Redland Bay State School community extends to you a warm welcome to our campus. Thank you for choosing Redland Bay State School for the education of your child.*

*Starting a new school is an important step in your child's life. Every child is different with individual needs, interests and characteristics. Your child is important to you and to us and we will work together to help him/her grow, learn and develop, both as an individual and as a caring member of our school community.*

*Our success in providing a quality education at Redland Bay State School depends upon all members of the school community supporting the vision, values and beliefs upon which the activities, policies and procedures of the school are based. Your membership of this school community means that you support the school’s vision, values and beliefs, thus working as a partnership with the staff and the rest of the community to ensure quality outcomes.*

*The following aspects are assumed to be common in this partnership:*

1. *The safety and education of all students is the core business of the school;*
2. *All members of our school community can make worthwhile contributions to support students and have a responsibility to do so;*
3. *Open, honest & respectful communication;*
4. *Support for the school’s values, policies and procedures.*

*When there is a strong commitment to this partnership by all members of the school community, student learning prospers.*

*As you commit to this partnership by your enrolment in this school community, you can be assured that the time you are involved in our school will be rewarding for both you and your child or children.*

*Please do not hesitate to contact me to arrange for an appointment should you have any queries.*

*Alan Bunce*

*Principal*

***Enrolment Checklist***

**All of the documents below MUST be completed and checked prior to the enrolment meeting being scheduled.**

* Enrolment Application
* Enrolment Agreement (to be signed Deputy conducting enrolment interview)
* Behaviour & Internet Use Agreement
* Anti-bullying Form
* Photo Consent Form
* Third Party Media Consent Form
* Original birth certificate to be sighted and details noted on front of enrolment application
* ***Proof of Residency – 2 sources*** (showing the same address and parent’s/guardian’s legal name)
  + one primary source – a current rental agreement, rates notice or contract of sale
  + one secondary source – a utility bill e.g. electricity, gas

***Proof of Residency – In addition to the documents listed above, students residing with a relative/other person within catchment must provide the following two Statutory Declarations:***

* *Properly sworn Statutory Declaration signed by a Justice of the Peace (JP)* ***from the enrolling parent or legal guardian*** *attesting that the student’s principle place of residence is the place nominated in the enrolment application.*
* *Properly sworn Statutory Declaration signed by a Justice of the peace (JP)* ***from the person(s) the student will be residing within catchment****, attesting that the student’s principle place of residence is the place nominated in the enrolment application.*
* *Applicants should note that a false statement/assertion about student’s principle place of residence may amount to an offence and may be reported to police. The Principal may repeal a decision to enrol a student in such circumstances. The Principal may also request additional pieces of proof of residency interview(s) with all parties to discuss the living arrangements.*

**No interview will take place without the above documentation**

**Other paperwork as required:**

* visa and passport documentation if the student is **not** an Australian citizen
* report card from previous school if from interstate or overseas
* transition statement ***(Pre-Prep students only)***
* other relevant documents e.g. medical documents, speech therapy reports

***Enrolment interview***

At the enrolment interview:

* Discuss the details on the enrolment application
* Discuss and organise uniforms and uniform expectations
* Discuss and organise stationary, books and readiness for learning
* Advise of class details
* Complete all paperwork

**Enrolment Officer to sign and date front page of enrolment application once entered into One School**

**SCHOOL HOURS**

* School operates from 8:40am – 2:50pm Monday to Friday with the first bell at 8.35am.
* First Break is 10:40am-11:20am and Second Break is 12:50pm-1:30pm.
* Arriving late to school can cause all sorts of problems as attendance rolls have been marked. Late arrival at school is often embarrassing and uncomfortable for the student, an interruption to the teacher and a disruption to the learning time of other students. Generally speaking, the first learning session is one of the most important in relation to children’s functioning ability (eg. Alertness) and is when we focus on literacy and numeracy development. These two areas are the foundation of academic success.
* At Redland Bay State School we expect all children to be at school by the first bell at 8:35am, classrooms are open then and the children are expected to organise their belongings for the day ahead. By 8:40am bell we expect everyone to be ready for the first teaching session The most important message here for parents is that every time your child is late for school it is costing your child a learning experience, as well as interrupting the learning time for others. We ask for parent support in ensuring that we have ‘on time’ starts to the school day.
* Late Arrival slips are to be collected from the office if a student arrives after 8:40am. Please line up at the Student Window at the Administration building.
* A parent/carer must come to the office for an Early Departure Slip if they wish to pick up their child before the end of school day.
* All students under the Education Act must be at school unless ill. Parents/Carers must inform the school if a child is absent. This can be done by phoning the absence line 3479 4266 and leaving a message. This answer service is available 24/7.

**BEFORE AND AFTER SCHOOL PROCEDURES**

**Before School**

Please wait quietly with your child/children:

* In the undercover areas near the tuckshop
* On the seats at the front of the school
* All other children without their parents are to sit in the undercover area

At 8:35am, the first bell of the day will ring. At this time, parents/guardians who are waiting at the front of the school may take their child/children to class.

Children waiting in the undercover area will be released by the teacher on duty after any messages are given. This is usually done by year level to assist the safe movement of children through the school.

Before 8:35am the classrooms will **not be open**. It is class preparation time and teachers may not be in their classrooms. They may be at meetings, preparing resources, and/or collecting equipment from other areas of the school so that they are ready for the school day.

**Prior to the end of the day**  
Once again, we ask parents to wait quietly:

* In the undercover areas near tuckshop
* On the seats at the front of the school

At 2:50pm, the bell will ring. Students will make their way to one of the parent waiting areas. Parents please ensure you let your children know where you will be waiting.

Please note that the seats outside of classrooms are not parent waiting areas as classes are still working and we find that it distracts students and interrupts their learning

**DRESS CODE (summary)**

Our school expects that our students will wear the school uniform in full, and that they will abide by this Dress Code, each day. These standards have been set by our school community i.e. our Parents and Citizens’ Association, our Principal, and our staff. Your application to enrol at Redland Bay State School is taken as your acceptance of this policy

Our school community believes that, in order to achieve high standards of appearance, we should define what should be worn by students, and specify other matters related to student presentation and general appearance. We accept that we should create these standards in consultation with our community, make them known to all families and students, encourage and support students to fulfil them, and address those who do not do so.

Through the implementation of the Dress Code we will:

(a) meet safety standards consistent with occupational health and safety requirements

(b) positively address anti-discrimination and equal opportunity legislation

(c) meet sun-safety requirements.

(d) cater for the full range of school activities (e.g. daily physical fitness activity, physical education and play)

(e) cater for both boys and girls, and for students of all ages.

|  |  |  |
| --- | --- | --- |
| **YEARS P – 6** | **GIRLS** | **BOYS** |
| **UNIFORM** | * Checked dress * Royal blue culottes / skirt * Checked blouse * Blue knit polo shirt with school logo * Black shoes * White socks * Royal Blue bucket or broadbrim hat. | * Blue knit polo shirt with school logo * Royal blue long legged cargo shorts or knit shorts * Black shoes * White socks * Royal Blue bucket or broadbrim hat. |
| **WINTER UNIFORM** | * Royal blue tracksuit ( jacket/pant), Royal blue jumper * Black shoes with white socks * Royal Blue bucket or broadbrim hat**.** | |
| **YEAR 6** | Year Six Students will have the option of wearing a senior shirt. | |
| **SWIMMING** | A rash shirt MUST be worn for all outside water activities A swimming cap is compulsory wearing as well. | |

**Jewellery**

* Sleepers or studs in the ear only can be worn. Other piercings will need to be removed for school. Fancy earrings or dangly earrings are not to be worn due to safety concerns, eliminating distraction of competition in dress and fashion at school;
* A watch can be worn
* Noncompliant jewellery shall be requested to be removed.
* No other items of jewellery can be worn unless the item is worn for health reasons e.g. medical alert or religious belief
* Rings and necklaces are not to be worn and shall be requested to be removed.

**Hair**

* Hair longer than the shoulders must be tied back with hair accessories limited to the colour of the uniform
* Fringe should be pinned back to keep clear of eyes
* Colouring of hair is not encouraged. Where hair is coloured then this must be within shades of natural hair colour.

**NOTE:**

a) Netball skirts are not to be worn

b) Bike pants and jeans are **NOT** to be worn.

c) Children will only be able to play outdoors if they are wearing an appropriate hat (see above)

d) Students wearing fake tattoos, nail polish and make –up will be requested to remove them.

e) If a student has a permanent tattoo, it must be covered.

**Casual Dress Days**

Our school has casual dress days to raise money for various projects. On these days there are some guidelines that must be followed:

1. Sun safe clothing- no singlet tops, sleeveless shirts, exposed midriffs, mini skirts or short shorts
2. Suitable footwear – no thongs or high heels
3. No make up, fingernail polish, jewellery
4. Appropriate messages on T-shirts – no offensive language, drawings or messages are acceptable.

A complete copy of our dress code is available on our website.



**GENERAL INFORMATION**

**ABSENCES**

It is an offence under the Education Act 2006 for your child to be absent from school without a legitimate reason. Therefore whenever your child is absent from school you should contact the school using one of several communication tools to explain their absence. These include phoning the absence line on 3479 4266 or speaking to our office staff on 3479 4222 to explain the reason for their absence. This helps identify truancy situations which occur on rare occasions and assists in ensuring childrens greater security. Where a prolonged absence is anticipated, notification to this effect is required. Student absences are recorded and investigated when legitimate reasons are not given. No child is permitted to leave the school grounds during school time without parental permission. A parent/carer must come to the office if they wish to pick up their child during school hours.

**ALLERGIES**

At Redland Bay State School, we have a number of children who have a very severe allergic reaction to some foods. The most common of these, is the reaction to nuts/peanuts.

[](https://www.google.com.au/imgres?imgurl=http%3A%2F%2Fwww.citylifemagazine.ca%2Fwp-content%2Fuploads%2F2010%2F08%2FNut-free.jpg&imgrefurl=http%3A%2F%2Fwww.citylifemagazine.ca%2F2010%2F08%2Fhealth%2Fpeanut-allergies-food-for-thought%2F&docid=ho8RjB_dzBNFzM&tbnid=zDCNn830A9iOgM%3A&vet=10ahUKEwiAy4rwkvXaAhXGULwKHZMhDBwQMwjDAShdMF0..i&w=220&h=260&safe=strict&bih=857&biw=1670&q=nut%20free&ved=0ahUKEwiAy4rwkvXaAhXGULwKHZMhDBwQMwjDAShdMF0&iact=mrc&uact=8)

Peanut allergens can become airborne. Everyday activities such as having lunch at school or playing on the same playground equipment as someone who has just eaten peanuts/nuts, can become life threatening for a student who has a severe allergy. Mild food allergies may cause eczema on the face and arms, and the cause and effect relationship with food may not be obvious. More marked reactions may cause an acute rash around the mouth, with redness and swelling of the face, and the child may break out in hives all over the body. Breathing difficulties and/or vomiting can follow. A severe reaction progresses rapidly and may develop into full-blown anaphylaxis – a potentially life-threatening situation requiring emergency treatment.

To limit the possibility of an anaphylaxis reaction occurring, we request that parents try not to send any peanut based products for lunches. This includes sandwiches with peanut butter or nutella, muesli bars with nuts or nut snacks such as almonds, cashews, trail mixes etc. Keep these as a special treat for after school. To further minimize the risk, as a school, we encourage everyone to eat their own lunch and not share them with other students. Good hygiene habits are reinforced as students are regularly reminded to wash their hands after eating. This reduces the risk of contamination to playground equipment and classroom resources.

**ALLOCATION OF SEMESTERS**

Each student is allocated 26 semesters of schooling by Education Queensland which allows progression through the 13 years of schooling Prep – 12. There are a further 2 semesters available at the discretion of the Principal to cater for the need of repetition of a grade level.

**APPOINTMENTS**

Parents/Carers are welcome to consult with teachers or the Principal/DeputyPrincipals **by appointment** regarding student progress or concerns at school.

Making an appointment is necessary to enable the teacher or Principal to

1. ensure that you receive quality time,
2. be prepared for the interview if certain information is needed,
3. be available, as there are regular meetings and other commitments which place a demand on teacher/Principal time.

Appointments with your child’s teacher can be arranged through making contact either by phone,email, letter or speaking with the teacher with suggested times you are available so that a mutually convenient time can be arranged. Appointments with the Principal or Deputy Principal can be made in the same way.

When requesting an appointment, please let us know of the nature of your request so that information can be gathered to assist.

**ATTENDANCE**

As stated in the **Education (General Provisions) Act 2006, S176, Compulsory schooling:**

(1) Each parent of a child of compulsory school age must

1. ensure the child is enrolled with in a year of schooling at a State School or non-State school; and
2. ensure the child attends the State school or non-State school, on every school day, for the educational program in which the child is enrolled; unless the parent has a reasonable excuse.

**When does my child have to attend school?**

As from 2017, the Preparatory Year of education is compulsory. Children will be five by 30 June in the year they intend to commence Prep. All children must attend Prep 5 days per week.

**What do I do if my child is away?**

From time to time, a student might be absent from school. Parents / carers must comply with their compulsory schooling or compulsory participation obligation by providing a **satisfactory reason** for these **absences**.

**All parents must contact the school prior to the commencement of the school day on the day they are absent**. Parents will be contacted by the school if a student is away and there is no contact made. If there is a pattern of absence and/or lateness, or for extended periods of time the school will make contact to seek an explanation for the absence. Please be aware that absences of over 3 weeks without contact from parents/carers to explain the absence will be taken as cancellation of enrolment.

Absences are recorded and regularly monitored. Parents and Carers can expect official letters from the Principal and a request for an interview to discuss needs and required support to meet the obligation of compulsory schooling. In accordance with legislation, regular absence with no improvement after the process of a number of letters may result in a fine after due process.

**What is a satisfactory reason for my child being away?**

*A reason will be considered satisfactory if it identifies the absence as an allowed absence. Allowed absences are absences from school for up to 10 days due to illness.* It is important that a parent/carer **state the reason** for the child’s absence. To merely state that the child was away is insufficient. Reasons for allowed absences may include such factors as:

* + medical or dental treatments or procedures
  + specialised training
  + sporting events other than those recognised by DET.
  + funerals
  + cultural reasons, or
  + family reasons

*Professional judgment is exercised when deciding whether other types of reasons offered to explain an absence are satisfactory and the following are taken into consideration:*

* *a student's past attendance record;*
* *the student's particular circumstances; and*
* *consultation with the school Principal regarding a child’s attendance.*

**What is the difference between an explained absence and an unexplained absence?**

*Absences for which a* ***satisfactory reason*** *has been provided are considered* ***explained absences****, and the student's enrolment in compulsory schooling or compulsory participation is viewed as continuous. An absence for which a satisfactory reason* ***has not*** *been provided is considered an* ***unexplained absence****.*

**What if my child is absent or plans to be absent for more than 10 consecutive days?**

When a student is absent, or plans to be absent, for more than 10 consecutive school days for any reason, the parent complies with their obligations in respect to compulsory schooling or compulsory participation by either:

* seeking an [exemption](http://education.qld.gov.au/strategic/eppr/students/smspr030/) from their obligation; or
* by negotiating with the Principal to make an [alteration to a student's educational program](http://education.qld.gov.au/strategic/eppr/students/smspr029/alteration.html); or
* by seeking to arrange a [flexible arrangement](http://education.qld.gov.au/strategic/eppr/students/smspr031/) for the student.

**What if my child needs to leave the school grounds, or other educational site, for a short period of time?**

Requests for permission for a student to leave the school grounds, or other educational site, for a short period of time can be made **in writing**. Students may not leave the school grounds or educational site if the reason provided is not considered satisfactory or if leaving the school grounds places the student at risk of harm. Considerations of the reason for leaving school grounds include:

* any risks that might be associated with the student leaving the school grounds or educational site,
* any potential impact on their learning program; and
* who will assume duty of care for the student during their absence
* **A late slip must be obtained from the office after 8.40am prior to attending class.**

**BEFORE AND AFTER SCHOOL CARE**

Before and After School Care for your children is available on the school site. It is run by PCYC. Inquiries can be made by phoning 0448 146 908.

**BEHAVIOUR MANAGEMENT**

All areas of Redland Bay State School are learning and teaching environments. We consider behaviour management to be an opportunity for valuable social learning as well as a means of maximising the success of academic education programs.

Our Student Code of Conduct outlines our system for facilitating positive behaviours, preventing problem behaviour and responding to unacceptable behaviours. Through our school plan, shared expectations for student behaviour are plain to everyone. This assists Redland Bay State School to create and maintain a positive and productive learning and teaching environment, where all school community members have clear and consistent expectations and an understanding of their role in the educational process. (see Schoolwide Expectations Matrix)

In establishing a Student Code of Conduct, our school community is committed to the following rights that underpin the Redland Bay State School Code of Conduct**:**

* **The right of all students to learn**
* **The right of all teachers to teach**
* **The right of all to be safe**

**All members of our school communities are expected to:**

* conduct themselves in a lawful, ethical, safe and responsible manner
* recognise and respect the rights of others
* communicate with and towards the school in a positive, respectful manner.

**Students are expected to:**

* participate actively in the school’s educational program
* take responsibility for their behaviour and learning
* demonstrate respect for themselves, for other members of the school community and for the school environment
* behave in a manner that respects the rights of others, including the right for them to learn
* co-operate with staff and others in authority.

**Parents/carers are expected to:**

* show an active interest in their child’s schooling and progress
* cooperate with the school to achieve the best outcomes for their child
* support school staff in maintaining a safe and respectful learning environment for all
* initiate and maintain positive, constructive communication
* contribute positively to behaviour support plans that concern their child.

**Schools are expected to:**

* provide safe and supportive learning environments
* provide inclusive and engaging curriculum
* provide inclusive and engaging teaching
* initiate and maintain positive, constructive communication and
* to build positive relationships with students and parents/ carers
* promote the skills of responsible self-management.

Upon enrolment, all parties are expected to sign an **Enrolment Agreement.** This agreement will require all parties to abide by the **Redland Bay** **State School Student Code of Conduct** as implemented throughout the school .

Our school community has identified the following school rules to teach and promote our high standards of responsible behaviour:

* **Be Safe**
* **Be Responsible**
* **Be Respectful**

Our school rules have been agreed upon and endorsed by all staff and our school P&C. They are aligned with the values, principles and expected standards outlined in Education Queensland’s Code of School Behaviour. This plan was reviewed in Semester 2, 2020.

A copy is available for perusal on the school website.

<https://redlandbayss.eq.edu.au/support-and-resources/behaviour-management>

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **SCHOOLWIDE EXPECTATIONS MATRIX** | | | | | | |
|  | **ALL AREAS**  **(Including on/off campus)** | **CLASSROOM** | **MOVEMENT AROUND SCHOOL** | **TOILETS** | **EATING AREAS** | **PLAYGROUND** | **TRAVEL ARRANGEMENTS**  **Bus Bike 2min Zone Walk** |
| **BE SAFE** | * Use equipment appropriately * Keep hands, feet and objects to yourself | * Walk * Sit sensibly on chairs * Enter and exit room in an orderly manner | * Ensure you have a buddy with you * Keep hands, feet and objects to yourself * Walk only * Enter and exit rooms in an orderly manner * Stay on paths | * Ask permission to leave classroom * Ensure you have a buddy with you * Respect privacy of others * Use toilets appropriately * Be hygienic – wash and dry hands after use * Use soap and water appropriately * Walk only | * Sit to eat food * Eat your food only * Keep food near you * Follow hygienic eating practices * Ask permission to go to the toilet | * No Hat, No Play for all areas * Wear shoes and socks at all times * Participate in school approved games * Use equipment appropriately * Play sensibly and calmly * Walk on concrete areas * Stay in approved areas * Report unacceptable behaviour to duty person immediately   **Covered Areas**   * Use hand-sized balls only * No bats or hard balls | * Use own bike/scooter only * Walk bike/scooter to the gate * Wear appropriate safely gear * Place bikes/scooters in correct area and secure   **Bus**   * Wait for teacher direction for bus arrangements * Follow transport and Bus Code of Conduct guidelines * Sit in seats   **2 min zone**   * Wait sensibly * Follow given directions |
| **BE RESPONSIBLE** | * Ask permission to leave the classroom * Be on time * Be in the right place at the right time * Follow instructions straight away * Take responsibility for your own actions | * Be prepared * Complete set tasks * Take an active role in classroom activities * Keep your work space tidy * Be honest | * Move quietly and sensibly from class to class * Make way for others – stay to the left on walkways * Place bags in port racks * Pick up your belongings * Use the stairs closest to your classroom | * Display sensible behaviour at all times – **no play** * Use water sensibly to conserve water * Leave the toilet area promptly and return to class/playground * Leave food/drinks outside of toilets | * Put lunch box in right place when finished * Eat in the correct area * Dispose of your litter appropriately * Clean up your own area – if you drop it pick it up * Do not waste food | * Play in approved areas for your Year level * Be a good role model * Inform an adult if animals or strangers are in school grounds * Return equipment to appropriate place at the bell * Return to class on time | * Leave school promptly * Assemble sensibly at meeting point for bus / 2-min zone * Follow transport and Bus Code of Conduct guidelines * Follow instruction of the driver (car,bus, ferry) |
| **BE RESPECTFUL** | * Conform to **all aspects** of School Dress Code * Respect others’ personal space, feelings and property * Care for equipment * Clean up after yourself * Use polite language * Wait your turn * Share and co-operate with others | * Raise your hand to speak * Respect others’ right to learn * Respect teacher’s right to teach * Talk in turns * Speak respectfully and kindly to others * Be a good and active listener | * Walk quietly and sensibly so that others are not disturbed | * Use toilet equipment properly * Allow for privacy * Clean up after yourself | * Hand up to leave when the bell rings – wait for instructions from teacher * Follow given directions | * Play fairly – take turns, invite others to join in * Follow rules of game * Keep hands, feet and objects to yourself * Care for the environment * Stay away from ‘Out of Bounds’ areas | * Show respect to others who use the walkways and road. * Wait your turn * Keep your belongings nearby * Have your bus pass ready |

**BRING YOUR OWN DEVICE POLICY (BYOD)**

Students in year levels 5 and 6 are able to bring to school personally owned digital devices to work with in their classrooms. This device may be an iPad or Windows based tablet. Devices are to be used for learning purposes ONLY as directed by the teacher.

**Students and Parents must sign an agreement to:**

* use it for learning purposes as directed by their teacher;
* act responsibly and not use the device to find, create or send information that might be harmful, inappropriate or hurtful to them or anyone else;
* respect others when they talk to, and work with them online, and never write or participate in online bullying;
* only use applications/games that have an appropriate age rating and that have been approved by their teacher;
* never access the internet through 3/4G, hotspots, or other independent network connection;
* never connect to another device via Bluetooth, Personal Hotspot or Pairing.
* only access the school wireless network for educational purposes;
* never download apps through the school network unless instructed by their teacher.
* never use their device to contact people during the school day unless permission is given;
* never photograph or video any incidents at school, including behavioural incidents such as fights; and to always leave their device in the locked classroom during break times
* act in a responsible and ethical manner,
* not use cloud based storage services eg. icloud or dropbox to store, send, access or share information
* protect the privacy of others, never sharing images or messages via Messaging, Chat, Emails, Facebook, Facetime or any other social media application.

**When using their device as a camera they will:**

* only take photos and record sound or video when it is part of a class or lesson as directed by their teacher;
* seek permission from individuals (as per ICT User agreement and Media Release Form) before publishing photos, recorded sound or video to anyone else or to any online space. This includes uploading materials to the Learning Place, edStudio/edAlbum, blogs or the school website;
* seek teacher permission (as per ICT User agreement and Media Release Form) before uploading any content to any websites;
* protect the privacy of others and never post private information about another person, at home or at school.

It is also the responsibility of parent/carer to ensure that explicit content is not brought in on devices from home**. If a student misuses their device a parent/carer MUST come to the School to collect the device. It will not be given back to the student.**

**BOOKLIST**

Booklists are compiled the year before the year of instruction therefore, additional items may be required. It is essential that all items listed on the Booklist are purchased, with particular attention to requested brands. Please purchase what has been requested, rather than cheaper brands as these do not last and may not suit the purpose for which the item is intended. Expendable items (pencils, erasers, exercise books etc) may need to be replenished regularly. The booklist is not designed to provide expendable items for a whole year. All supplies should be purchased ready for the first day of instruction.

**BULLYING – NO WAY**

At Redland Bay State School we aim to promote Behaviour Management in a Supportive School Environment where all members of the school community have the right to work and interact without disruption in a safe, supportive environment which promotes cooperation and learning.

**What is Bullying?**

Bullying is any type of **repeated behaviour**, intentionally or unintentionally towards a person/persons causing physical hurt or emotional pain.

**Bullying can be:-**

* **Physical -** e.g. pushing, hitting, kicking, tripping, crashing on purpose, property damage, throwing items to cause physical harm, stand over tactics.
* **Verbal -** e.g. threatening, verbal intimidation, rude remarks, ridicule, demanding money or services, using words that suggest weakness, ugliness, sexual reference or which attack ethnic or religious characteristics.
* **Emotional -**e.g. gestures, repeated whispering, exclusion, spreading nasty rumours or gossip, passing notes, manipulation of friends.
* **Cyber** (online) **–** by posting information or pictures online using social media or email

**“High Five” Process**

The High Five process is an effective strategy to develop problem solving strategies. It provides a consistent whole school approach that can be used to help students deal with inappropriate behaviour from others and address bullying issues.

**High Five Process**



* Make no eye contact and try to ignore

1. **Ignore**

* Treat everyone with respect. Ask them to ‘Stop’

1. **Talk Friendly**.

* Move away from them - Walk Away

1. **Walk Away**

* Make eye contact, talk firmly and tell them to ‘Stop’

1. **Talk Firmly**

* Report to a Teacher or Duty Person

1. **Report**

**Why do Bullies bully?**

An imbalance or abuse of power is at the heart of bullying and harassment. Power imbalance underpins all incidents of verbal, physical and emotional abuse as well as gender and racist violence. Bullies repeatedly use this power to oppress others less powerful than themselves on the basis of gender, racial background, religious or cultural beliefs, physical appearance, abilities and disability and socio-economic status.

**Parents/carers are expected to:**

* show an active interest in their child’s schooling and progress
* cooperate with the school to achieve the best outcomes for their child
* support school staff in maintaining a safe and respectful learning environment for all
* initiate and maintain constructive communication and relationships with school staff regarding their child’s learning, wellbeing and behaviour
* contribute positively to behaviour support plans that concern their child.

**What can we do about bullying?**

* Raise awareness– education about bullying.
* Survey to identify bullies and locations within the school where bullying happens.
* Ensure bullying is reported—encourage and promote reporting of bullying.
* Develop student social skills so that they can be assertive towards students who bully.
* Active duty of care by all school staff and parents/carers.
* Use the High Five.

**What are we doing at Redland Bay State School to prevent bullying from happening?**

* Share bullying information with the school community on awareness raising through the school newsletter, forums, assemblies and display.
* Continue to educate students by providing lessons that provide them with information about bullying, the different types of bullying and strategies to deal with bullying (e.g. conflict resolution, problem solving and using the high five process).
* Invite people into our school to share with students bullying scenarios e.g. Brain Storm Productions
* Promote the key values of our school - care, co-operation respect, responsibility, self-esteem and self-reliance.
* Provide a consistent school process for reporting and investigating any type of bullying with the school.
* Rewarding students who have been supportive and caring towards others within the school.
* Display resources around the school campus that reinforces positive actions against bullying and discuss on school assemblies bullying related issues.
* Promote an ongoing Protective Behaviours class program.
* Support target/victims - individuals/groups of students who have been bullied and teach them

assertive behaviours.

* Involvement of students in extra curricula activities (e.g. Inter School Sport, Chess Club, Choirs, Instrumental Music, Imaginary Play Program, Info Centre activities and Computer Lab. etc).
* Informal observations by all staff of students in and out of the classroom.

###### **BUS SERVICE TO THE SCHOOL**

Transdev runs a bus service taking in all catchment areas. For information on bus routes, times, and free travel bus passes, please phone the bus company direct on (07) 3248 6100

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. The school is informed about inappropriate behaviours that may be in breach of the Code of Conduct, with repeat offenders being cautioned and given a consequence at school in the effort to support safety of self and others travelling.

**CLASSROOM PROCEDURES AND MANAGEMENT**

The classroom is the teacher’s workplace. Management procedures and routines are as individual as the teacher in charge. Certain management procedures and routines are part of the whole school routine, such as the marking of the roll etc. However, most of the structures within the classroom are orchestrated by the teacher.

All classroom management procedures are in alignment to the Student Code of Conduct. Classroom procedures and teacher expectations are discussed initially at a *Meet the Teacher* evening session held early in the first term. It is very important that at least one parent comes to this meeting to understand the environment that their child will be working in so that you can work with the teacher as partners.

**CLUBS**

The school staff run a range of lunch time clubs to cater to the interests of students in all year levels. More information can be found at the school office.

**COMMUNICATION**

Open two way communication between the class teacher and parents/carers is the most valuable support you can give your child. Getting to know your child’s teacher and working with them in a positive way will benefit your child and it creates positive attitudes to school and learning.

If you have issues, **the class teacher should be your first contact**. Administration are always happy to meet with parents/carers about concerns should you require further support. A positive parent/carer school relationship benefits your child.

Communication between school and home occurs via email so please ensure your email contact details are kept up to date with the school. To contact your child’s teacher please email [admin@redlandbayss.eq.edu.au](mailto:admin@redlandbayss.eq.edu.au) and the request will be forwarded to the teacher.

**CONFIDENTIALITY**

***Guidelines for Confidentiality and Ethics***

Teachers, staff, and other adults working in the school setting will, at times, be privileged to confidential information as they work and spend time with children and their families. A strict code and policy of confidentiality is maintained and upheld at all times during school and after school hours to ensure the privacy of the children and families who are involved in any aspect of the elementary school program.

All members of the Redland Bay State School Community must protect and respect confidentiality. Redland Bay State School staff members do not discuss your child with unauthorised personnel outside of school. Parents, carers, visitors and workers must uphold and support our policy, which protects the confidentiality for all staff members and students. We ask that you refrain from commenting on, reporting about, or discussing any child in and out of the school. By supporting our policy of confidentiality, dignity and respect will be afforded to all members of the Redland Bay State School Community.

Values are actively taught at Redland Bay State School, the most important of which is respect of self and others. By adhering to the above policy, all members of the school community have an opportunity to model our school's values, most particularly the value of respect.

The recommended "best practice" for those involved in our school programming is to treat all information regarding children with complete confidentiality. These guidelines protecting student and family rights with respect to confidentiality and ethics will assist you:

* Never share a child's or family's issues with another family.
* Avoid talking about a particular child in the presence of other students or people who are not authorized to access information.
* Refrain from discussing personal issues with parents and families.
* Avoid judging families or imposing personal values on a child if there is a difference in belief systems.
* Avoid gossip at all times and refer direct questions and/or concerns to someone authorized to provide accurate information.
* Do not ask a person who works as a volunteer for a report about your child or any other child in the school, or about what happens in the classroom. All reporting is to be done by the class teacher. Any concerns should be taken up with the class teacher or the Principal

Be aware that written permission must be sought to take a photograph and/or to make video or audio records used for research, advertising, and/or publishing in a newspaper, or for any other purpose (including for memorabilia purposes).

**CONTACT DETAILS UPDATE**

If you have changed your address, phone number, emergency contact information, email address or any other information relevant to the school, please notify us immediately. It is imperative that the school has a range of current emergency contacts should your student become ill/injured at school. Please provide this information in writing so that office staff can process at an appropriate time. This can be done in person at the office, by email, or by using the link available on our website. <https://redlandbayss.eq.edu.au/support-and-resources/forms-and-documents/update-contact-details>

**CURRICULUM**

The students of Redland Bay State School are growing to be successful learners, confident and creative individuals, and active and informed citizens. To achieve this they are developing these skills:

* Literacy
* Numeracy
* Information and communication technology (ICT) capability
* Critical and creative thinking
* Personal and social capability
* Ethical understanding
* Intercultural understanding.

Our teachers work in year level teams to ensure a consistent curriculum and expectations throughout and between each year level.

Redland Bay State School uses the Australian Curriculum.

We currently teach and report on 8 different learning areas :

| **Australian Curriculum** | Link to curriculum |
| --- | --- |
| English | <https://www.acara.edu.au/curriculum/learning-areas-subjects/english-foundation-to-year-12> |
| Mathematics | <https://www.acara.edu.au/curriculum/learning-areas-subjects/mathematics> |
| Science | <https://www.acara.edu.au/curriculum/learning-areas-subjects/science> |
| Humanities and Social Sciences (History, Geography, Civics and Citizenship, Economics and Business) | <https://www.acara.edu.au/curriculum/learning-areas-subjects/humanities-and-social-sciences> |
| Health & Physical Education | <https://www.acara.edu.au/curriculum/learning-areas-subjects/health-and-physical-education> |
| Arts (visual arts, media, dance, drama, music) | <https://www.acara.edu.au/curriculum/learning-areas-subjects/the-arts> |
| Technologies – Digital and Design | <https://www.acara.edu.au/curriculum/learning-areas-subjects/technologies> |
| Languages - Japanese for Years 5 & 6 | <https://www.acara.edu.au/curriculum/learning-areas-subjects/languages-main> |

Our priority is the development of literacy and numeracy skills.

**Reading**

At RBSS we have created a literacy team to support classroom teachers develop the reading skills of their students. The team, made up of 1 teacher and 2 teacher aides, support classroom teachers by providing intensive reading instruction at the level of each student. We use the Close reading programs to develop reading comprehension.

**Writing**

The RBSS writing program has been designed to develop specific writing skills each term. Each student is assessed on their writing skills and learning pathways are designed to strengthen their writing ability. We also use the Seven Steps to Writing Success program to develop our students' ability to cater for and engage their audience.

**Numeracy**

The RBSS Mathematics program is designed using the Australian Curriculum. Students are provided with activities to develop their knowledge and understanding of number, algebra, measurement, geometry, statistics and probability. In addition, they develop their ability to perform mathematical skills fluently, apply their understanding to problem solving tasks and to be able to provide reasoning about their skills.

**Assessment and Reporting**

We use a variety of standardised and diagnostic assessments to identify the specific needs of each student. Teachers use this information to develop a curriculum that caters for these differences. Students are also assessed throughout and at the end of each unit of work with formative and summative assessment. Summative assessment determines the student’s overall performance at the end of each semester to determine their overall understanding of the concepts.

**CUSTODY OF CHILDREN**

We ask you to keep the school fully informed of any custody arrangements. If a court order is in force, the school must see the original order and have a photocopy of it for our records. We need to know who can and who cannot pick up your child/ren. This information must be kept up to date with the school. Please inform the school by making an appointment with the principal.

**DANCE**

The school provides opportunities for students to engage in various forms of dance. Classes regularly perform on parade. Practice may occur before school, at lunch or after school. Contact the office for more information.

**DENTAL SERVICE**

Parents can access the School Dental Health service by calling 1300 300 850

**DROPPING OFF AND PICKING UP STUDENTS**

Please observe the road signs and Crossing Supervisors. Keep calm, as the 20 minutes between 2:40pm and 3:00pm are very busy with buses, pedestrians and cars all converging around the school to pick up very precious cargo! Please keep alert at all times to ensure that the safety of children remains paramount.

Observe the **STOP DROP GO** at the front of the school by not parking in this area for more than 2 minutes. Please do not double park. Please do not park in the bus zone at the front of the school.

**EMERGENCY CONTACTS**

It is of utmost importance that our **records of emergency contacts are kept up to date**. We require two emergency contacts other than the parents (neighbour, relative - please let them know!) for those times when a parent may not be able to be contacted. Remember in an emergency, time is crucial. It is important that precious time is not wasted or others put under added stress because of out of date records.

**ENROLMENT MANAGEMENT PLAN**

[Redland Bay State School](https://redlandbayss.eq.edu.au/) recognises as its prime obligation, the provision of access to an appropriate educational service for students whose principal place of residence is within the school's catchment area. Because of enrolment capacity and growth, Redland Bay State School may be unable to meet this obligation in the future unless action is taken to manage enrolments. The Principal must restrict the enrolment of out-of-catchment students to ensure in-catchment students can enrol at their local state school without requiring additional facilities. Any family seeking to enrol at the school will be required to prove their current residential address.

**You can check if you reside in the catchment on the website below -** [**http://www.qgso.qld.gov.au/maps/edmap**](http://www.qgso.qld.gov.au/maps/edmap)

Families living out of catchment are welcome to apply for enrolment. Out of Catchment forms are available on our website or from the office. The decision to enrol an out of catchment enrolment lies with the principal.

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 rates notice, or unconditional sale agreement, and
* One secondary source – a utility bill (e.g. electricity, gas) showing this same address and parent’s/legal guardian’s name

To view the school’s Enrolment Management Plan please access the department’s website on the link below <https://education.qld.gov.au/parents-and-carers/enrolment/management-plans/>

**EXCURSIONS / INCURSIONS**

As part of our goal to make learning as meaningful as possible, children will be taken on educational excursions from time to time. The type, number and cost of excursions will be carefully planned so as not to burden parents unduly, financially.

There is a school policy on camps and excursions. These excursions are generally organised on a year level basis and supplement the work already being done in the classroom.

Prior to any excursion full information will be provided in writing and your consent sought. We request your assistance in returning permission forms and payment by the date requested. Our cash collection times are from 8:15am-9:30am Wednesdays, Thursdays and Fridays via a window at the back of the Administration Block. Payment can also be made on-line by BPoint and Bank Transfer. **Refunds:** Please refer to our ***Refund Policy*** in the “Finance” section.

**EVACUATION & LOCKDOWN PROCEDURES**

Our school has carefully developed evacuation and lockdown procedures to prepare for contingencies such as fires and bomb threats or intruder alert. Each building has a displayed sheet describing procedures to be followed and the evacuation route for that building. Students and staff are regularly trained in the procedures to ensure that all operates smoothly in the unlikely event of incidents occurring.

If you are providing assistance in any building within the school campus please familiarise yourself with our evacuation procedures and join in if we are having a practice.

A copy can be located in any school building.

**FACEBOOK**

Our school has a very active facebook page which is used to keep our families and community up to date with our school news. Please like us at <https://www.facebook.com/Redland-Bay-State-School-335599679794340/>

**FINANCE**

**Invoice Payments**

Electronic payments can be made via BPoint or Bank transfer.  Our Payment window (at the rear of the Administration block) is currently on **Wednesday, Thursday and Friday mornings only** from 8:15am—9:30am.

**Pay by BPoint**: *Credit Card ONLY*

BPoint is our preferred method of payment.  The invoice you receive for student activities will include BPoint details on the bottom left hand side of the page. Click on this and it will take you directly to a payment portal which will be prefilled with your student’s details. Complete credit card details and your payment will be automatically applied within our school receipting system. Alternatively visit the BPoint website and follow the prompts.

**Bank Transfer**:

Our bank account details are:  Commonwealth Bank  BSB  064 138  Account 00090078

Please include in the details , your student’s EQ ID number.  This number is found on your student’s invoice  Alternatively include your student’s name and excursion type.

**Pay in Person:** *Payment by Credit or Debit Card, Cash or Cheque*

Payment can be made at the Cash Collection window at the rear of the school administration block between 8:15am and 9.30am on Wednesday, Thursday or Friday ONLY.

**Payment Plans**

If you wish to take advantage of a payment plan for camp, etc, please discuss with the Business Manager.  Negotiating a Payment Plan will assist you in managing large student invoice payments.  You are also able to make regular advance payments throughout the year towards expenses for your student.

**Refund Policy**

As the school budget cannot meet any shortfalls in funding for an excursion or camp due to subsequent non-participation of a student who had previously indicated attendance of 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. Travel costs associated with camps and excursions are non-refundable.

If a parent/carer wishes to apply for a refund due to the 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. In the case of non-participation due to illness a medical certificate may also be required.

**Payment to P&C, Tuckshop or Uniform Shop**

All Payments to Parents’ and Citizens’ Association, Tuckshop or Uniform Shop need to be paid directly to them by cash or cheque only (credit card accepted at Uniform Shop only); but can be left at the school office. Munch Monitor is our preferred choice for online tuckshop ordering, register at [www.munchmonitor.com.au](http://www.munchmonitor.com.au)

**HOMEWORK**

**Why Set Homework?**

Most of us see homework as being valuable as it provides opportunities for students to practise skills and revise or reinforce work done in class. It helps students to develop study habits and time management skills, whilst promoting independence and self-discipline. Also, it helps parents/carers to be aware of classroom learning and promotes direct involvement in their children’s learning.

**What Sort of Homework is Set?**

*Home Reading* is an essential feature of homework for children in all year levels. Younger children (P-2) will bring a reading book home most nights to read to you and this may require checking off on a record sheet.

*Spelling* is likely to be set for all year levels, and the school’s spelling program requires words targeted to be suited to each child’s spelling developmental phase. This means that, whilst there may be a core of words for the class, students will vary in the number of words they are required to learn. Your child’s teacher will explain the process for checking spelling or sight words.

*Basic maths facts and computations* will often be set and need to be practised to ensure these important building blocks for learning are solid. Sometimes students will be required to prepare or practice a talk at home, or to complete a piece of writing. Other English activities could include a word building activity or a comprehension task. Homework may be a project or research activity with clearly set criteria and expectations of parental input. Home tasks in report writing might include proof-reading, rewriting, illustration and presentation details.

The policy of this school is to ensure a child’s homework expectations reflect learning abilities / needs.

**What if there’s No Homework?**

Sometimes students complete their contacted homework in a day or two, and would like to do more. Sometimes you find yourself with time to work with your child and their homework is completed. Also, due to short weeks, holidays and special excursions, a child might not be assigned homework.

*Here are some suggestions for informal homework activities:*

* Read library books with / to your child;
* Keep diaries and other forms of writing (letters, lists, etc);
* Learn some practical task about the house (gardening, cooking, sewing, etc);
* Discuss current affairs from radio, TV or newspaper;
* Older children may be encouraged to watch such shows each night;
* Join a local library, select books together;
* Participate in sporting or cultural activities;
* Conduct open-ended investigations;
* Encourage participation in a hobby.

**How Will I Know What My Child’s Teacher’s Homework Guidelines Are?**

Parents/carers will receive information from the class teacher, detailing the types of homework activities that will be expected to be done, the approximate time to be spent on homework and the teacher’s expectations and requirements for completion.

**How Can I Best Help With My Child’s Homework?**

Children work better once they’ve established routines, but they may need assistance in setting up those routines. You can help your child become better organised with the following suggestions:

* **Establish a homework place**: Encourage your child to work at the same place every day. It should be quiet and free from other distractions. Your child should come to expect this space to be available for homework activities.
* **Establish a homework time**: Encourage your child to work at the same time every day. Make sure this time doesn’t clash with other favourite activities and discourage rival activities at this time.
* **Provide support and encouragement for genuine effort:** None of us works at a maximum capacity 24 hours a day. And remember your child has put in a full day at school on a range of academic tasks. Avoid excessive correction, so your child sees you as an encourager, not a punisher.
* **Check for completion:** Yes, homework is your child’s responsibility. Checking to see that it is complete shows your interest, and setting up home structures to encourage completion builds responsibility.
* **Confer with Class Teacher when problems occur**: This communication will show your child that home and school are together in support of their education and will also help teachers *to ensure appropriate homework expectations are in place.*

**INDEPENDENT PUBLIC SCHOOL**

Redland Bay State School is an Independent Public School.

The Independent Public Schools (IPS) initiative empowers school principals in conjunction with staff, parents and the broader community to make important decisions regarding their school and respond directly to local needs and aspirations.

Since 2013, [250 schools have commenced as Independent Public Schools](https://education.qld.gov.au/schools-educators/independent-public-schools/list) https://intranet.qed.qld.gov.au/SiteCollectionImages/externallink.gif in Queensland.

All IPS remain part of the state school system and enact the same core values, beliefs and priorities as other state schools.

While IPS are not required to follow a number of operational procedures, they are required to:

* determine and manage their planning, review and reporting processes for the school
* participate in system audits and school reviews
* provide systemic data and use corporate systems, for example OneSchool and MyHR
* purchase IT products that are compatible with the department's managed operating environment.

**INSTRUMENTAL MUSIC PROGRAM**

An Instrumental Music Program, with qualified instructors, operates for brass, wind and percussion at the school for children in Years 4 to 6, and strings in Years 3 - 6.

A limited number of instruments are supplied by the school but parents/carers are encouraged to provide one for their child wherever possible.

Children on the program are withdrawn for 30 minutes instruction weekly whilst various ensembles operate to provide children with group music experience. These groups train out of school time usually during the lunch hour or before school. This Instrumental Music Program operates under a “user pays” system where an annual fee applies.

**INTERNET**

As part of the quality educational programs, Redland Bay State School provides computer facilities to allow students and staff to access the internet via the Department Wide Area Network. Access is conditional on users complying with existing rules and acceptable use policies. To enable your child to be a registered user of our computer facilities for these purposes, an internet user consent, included in the Permissions section of the enrolment application, is to be signed. Signed permission forms will remain current while your child attends Redland Bay State School unless documentation is received stating otherwise. A third party website permission form will also need to be completed if parents would like their child to access these websites.

**LOST PROPERTY**

Please mark each of your child's belongings (whether books, stationery items or clothing) with their name clearly. This not only assists us in returning found items to their rightful owners but can also avoid disputes. Lost property can be found in a 'lost property box' near the Canteen.

At the end of each term the lost property is sorted and the named articles are returned to the owners. It is also highly advised that students not bring toys or valuables from home unless for a specific purpose, as the school cannot be liable for loss, theft or breakage.

**MEDICINES AT SCHOOL**

Should your child require medication prescribed by a **medical practitioner** whilst at school Education Queensland requires that:

* the medication, with the pharmacist's written instruction and including the prescribing doctor’s name on the container, must be lodged with the school for security purposes.
* administering of the medication will be carried out by an adult staff member designated by the principal.
* non-prescribed medications such as analgesics, cough mixtures and the like should not be brought to school and *cannot be administered by school staff.*

Authority forms are available from the office and should be completed when leaving medication with the school administration.

**Asthma**

The school has a comprehensive Asthma Policy to facilitate quality care of asthmatic children. It is important that you advise the school office if you have a child with this condition. Information concerning the severity of your child's condition will then be placed upon our records to ensure appropriate care can be provided by the school.

Should your child require asthma medication at school you will need to supply the school with a current Asthma Management Plan from the prescribing doctor and follow the “Medicines at School” procedures above.

**MOBILE PHONES**

Students must lodge their mobile phone with the office each morning and collect in the afternoon after school. Students are responsible to remember to follow this procedure and to collect the phone each day. Students are not permitted to carry mobile phones around the grounds or to have them in classrooms or school bags. **The school is not liable for any phones that have not been lodged at the school office.**

**MUSIC PROGRAM**

All students participate in a classroom music lesson each week. Music is an integral part of life at Redland Bay State School. The aim of the Music Program is to develop music skills, creativity, music appreciation and knowledge. Our Classroom Music program features activity based learning. The children are taught the basic skills of music - beat, rhythm, pitch, singing, movement, listening, musical literacy, creating and playing. Great emphasis is placed on the playing and singing aspect.

Choral singing is a huge part of our school and they regularly perform at our parades. Our Senior and Junior choirs produce quality performances and most importantly, have fun. Choir is an extra-curricular activity and is held before school, along with guitar club. Please see our office staff for more information.

**NEWSLETTER**

The school newsletter is an electronic publication. It contains important information from administration, staff and the P&C, and school news of interest. The newsletter is emailed to parent and carers each fortnight on a Thursday. If you are interested in advertising your business in the school newsletter please call Austnews on 1800 245 077 or email [info@austnews.net.au](mailto:info@austnews.net.au).

**PARADE**

It is not the school's policy to conduct daily school parades as the school has other means of communication to impart daily messages to students and staff. Parade is held on a weekly basis in the Performing Arts Centre with senior parade at 1.40pm and junior parade at 2.15pm

During parade, the administration, other staff and children are involved in communicating information to the school at large, awards and other presentations are made. Visitors are welcomed and classes are encouraged to perform items. This is an important part of our school life and plays a key role in developing school identity and spirit. Parents/carers are invited to be part of the audience of our regular parades.

**PARENTS AND CITIZENS ASSOCIATION**

The association is open to all parents and citizens who have an interest in the school. Meetings are held monthly with dates and times advised on the P&C facebook page.

The function of the Association is to encourage community involvement in school activities as well as supporting the school through fundraising activities. It has been found to be of great benefit to children if parents/carers take an active interest in their school.

The Principal reports at every P & C meeting on major events that have happened in the school over the month, presents the budget and frequently invites input for school programs being developed. Programs are later presented to the P & C for ratification. Your participation in the P & C helps you to keep informed and join in on the consultative process that is part of the school culture. If you are interested in participating please contact the P&C executive on [pandc@redlandbayss.eq.edu.au](mailto:pandc@redlandbayss.eq.edu.au)

**PARENT – TEACHER INTERVIEWS**

Parent Teacher Interviews occur twice a year and are an important part of the communication process between school and home. These interviews occur towards the end of term one and term three to provide feedback about the student’s progress at school. It is at these points that any areas of concern can be raised and a plan to improve these can be implemented for the next term before the Report Card is produced. Teachers will send letters home with booking information as the interview timeslot draws closer.

**PARKING & STUDENT COLLECTION**

Parking for parents/carers plus student set down and collection areas have been provided outside the school. We ask that you take particular care in observing all traffic signs in our vicinity; parking should be in marked areas only and we request that you be alert for children.

***Please do not enter the school grounds in your vehicle unless a prior arrangement has been made with the Principal*.** The off street parking areas within the grounds are for staff only. Application forms for school parking permits to enable parents of students with limited mobility to park within the school grounds are available from the office on request.

*Motorists who do not observe all signs in the vicinity of the school are endangering the lives of our students.*

The “Drop and Go” is a designated area for the drop off and collection of your children in a safe manner. This will allow you to safely deliver your child/children to school and be on your way without having to leave your vehicle. Stopping in the “Drop and Go” area is limited to a **2 min stop**, this will allow the next person to do the same, assisting to ease congestion. Children are required to continue to use the pedestrian crossing, to both enter and leave the school grounds.

When you pull into the “drop and go” you MUST move to the front of the lane/queue, you cannot leave any gaps in the lane. You will then be able to collect your child/children and move off. If your children have not arrived in 2 mins, you must move off, do the loop and re-join the queue. If the lane is full you must not block Gordon Rd, but continue to loop or park elsewhere.

**PHYSICAL EDUCATION, SPORT & RECREATION**

Physical education provides a foundation for students to enhance their health and physical wellbeing, enabling students to adopt active living habits.

Students develop an understanding of:

* spatial awareness and how our bodies move
* physical performance through exercise and fitness
* tactics and strategies by participating in games
* decision making skills that refine teamwork and individual ability
* working, communicating and cooperating actively with each other

All students participate in school Physical Education lessons once a week, provided by our specialist HPE teacher. Sport is a valued part of Redland Bay State School and students are strongly encouraged to become involved. Sporting activities usually take place before or after school during the week or on occasion if involved in a carnival on a weekend. We expect that players who are on teams are committed to that team.

Students in Years 1-3 participate in school based sport. Students in Years 4-6 are eligible to participate in both school and district based sport. Age Groups are determined by the age students turn during the year.

A variety of sports are held throughout the year at Redland Bay State School for the different age groups.  Some sports are seasonal and may only be available at certain times of the year. Some of these involve training before and after school: before school 7:30am- 8:20am after school 3:00pm - 4:00pm.

Sports include: Cross Country Soccer AFL Touch Football Table Tennis Rugby League Athletics Netball Interschool Sports

Please see our office staff for more information.

**PREP**

At Redland Bay State School we have purpose built prep year facilities that provide the best possible learning environments for our prep students. Kindergartens and other childcare providers will continue to offer programs for children prior to the preparatory year. The Preparatory (Prep) year is the first year of school for your child. It is a full-time program that runs five days per week. Your child is expected to attend full-time in order to get the most from the Prep year. **Students need to be five by 30 June the year they start Prep.**

**Learning in Prep**

In Prep, children learn in many different ways including play, organised games, explicit instruction and investigation. They develop important life skills by working with other children and adults. Prep makes connections between school and what your child learns at home and in early childhood education and care.

During the course of the Prep year children will learn to develop:

• A positive approach to learning

• Independence and confidence

• Thinking and problem-solving skills

• Language skills

• Early literacy and numeracy

• Physical abilities

**RELIGIOUS INSTRUCTION**

Queensland state schools embrace a multitude of cultural, religious and non-religious beliefs. Under the *Education (General Provisions) Act 2006*, schools are to provide Religious Instruction (RI) if approached by a faith group seeking to provide RI and students of that faith attend the school.

RI informs students about the beliefs and values of a particular religion. It is delivered by volunteers of a faith group using instructional materials approved by that faith group. RI is required to be consistent with legislation and Department of Education policies and procedures.

All RI instructors must hold a blue card and participate in compulsory Student Protection and Code of Conduct training. RI instructors are only entitled to deliver the RI program outlined below. A school staff member will be present during the delivery of RI.

Participation in RI is not compulsory. Any student (except Prep students) may participate in RI if a parent has provided written instructions to the school.

Students are allocated to RI based on information provided by parents on the completed [*Application for student enrolment*](http://ppr.det.qld.gov.au/education/management/Pages/Enrolment-in-State-Primary,-Secondary-and-Special-Schools.aspx) unless other written instructions have been provided to the school*.*

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

A description of the RI available is provided below.

**Redland City Ministers Fellowship Religious Instruction**

**Authorised program**: CEP Publishers, Anglican Youthworks, Sydney NSW. Offered to Years 1- 6, in an age-appropriate format.

**Aims and goals**:

\* to encourage students to explore questions of faith & Bible concepts aligning with school values such as getting along, resilience, and persistance.

\* to provide an opportunity to discuss ideas about God & spirituality, fostering respect for others, promoting ethical decision making and positive behaviour choices

\* to encourage exploration of a Christian perspective of healthy self esteem, care of the environment, and other contemporary issues people face in today's world.

**Lesson structure**:

\* 30 minute lesson, once a fortnight engaging students in an interactive lesson

\* 15 minutes using stories, puzzle solving, music or drama and 10 - 15 minutes to work on activity books.

\* time is allocated for further exploration of specific  questions as they are raised by students

**For further information, including module and/or lesson descriptors visit**: [www.cepconnect.com.au](http://www.cepconnect.com.au) and search 'Curriculum'.

Parents of students participating in these programs will be advised if a faith group requires funds to cover the expense of materials used in RI. If required this will be part of the year level book list.

***Other Instruction***

Students who are not participating in RI will be provided with other instruction in a separate supervised location. Other instruction must relate to part of a subject area already covered in class and may include:

* personal research and/or assignments
* revision of class work such as creative writing or literacy and/or numeracy activities which could include online programs currently accessed by the students of that school
* wider reading such as independent reading appropriate to the student

Parents will be advised of any changes to the RI and other instruction programs to ensure they are able to make an informed decision on their child’s participation.

**REPORT CARDS**

Report Cards are a more formalised part of the communication process about your child’s achievement. These are emailed twice a year at the end of each semester in June and December. These reports outline each Key Learning Area (KLA) of the school curriculum and the academic achievement and effort attained by the student.

There is also reflection on their involvement, participation and attitude with class and school activities.

**Please keep your current email address up to date with the front office staff.**

**SCHOOL COUNCIL**

All Independent Public Schools (IPS) are required to establish a school council, as per the [School Council Handbook](https://education.qld.gov.au/parents-and-carers/parent-participation/school-council-handbook) https://intranet.qed.qld.gov.au/SiteCollectionImages/externallink.gif.

School councils enable greater involvement of the school community and other stakeholders, such as industry, in setting the strategic direction for the school. The school council must perform its role in accordance with legislation and in a way that achieves the best learning outcomes for the school's students.

The school council:

* monitors the school's strategic direction
* approves plans, policies and other strategic school documents including the annual estimate of revenue and expenditure
* monitors the implementation of the plans, policies and other strategic documents
* advises the school principal about strategic matters.

**SCHOOL GROUNDS SUPERVISION**

Teachers provide rostered supervision in the school grounds during recess and lunchtime as part of school policy. Children should not arrive at school before 8.15am for their own safety, however where both parents are working and find it impossible to comply with this request, before school care can be arranged through Helping Hands.

**SCHOOL WATCH**

You are encouraged to keep watch on the school both during and out of school hours, reporting anything suspicious or out of the ordinary to the Principal during school hours and to the School Watch hotline during out of school hours on **13 17 88.**

**SMOKING**

There is a NO SMOKING regulation applied to the school grounds and buildings **at all times.** This includes out of hours events held on school premises. No person is to smoke within 10 metres of the school boundary.

**SMS 4 SCHOOLS**

SMS4Schools is a text messaging service delivered directly to your phone to provide you with immediate notification that your child is absent from school when no explanation has been received. We may also send reminders and urgent information regarding school emergencies or closure.

**SNAKES**

Our school does have snakes in its grounds (as does any home in the area), which are more active at certain times of the year, such as the start & end of the school year, than at other times. Please support our instruction to your child as part of their class or assembly not to approach a snake and to report the sighting of one to the Groundsman or Office.

**SOCIAL MEDIA**

Parental and community feedback is important for schools. If you have a compliment, complaint or enquiry about an issue at school, the best approach is to speak directly to the school about the matter, rather than discussing it in a public forum.

Just as you would discourage your child from behaving inappropriately online, it’s important to remember that sometimes negative comments that parents/carers post about their school community have a greater impact than expected.

Reputations of teachers, schools, principals and even parents can be permanently damaged and in some cases, serious instances of inappropriate online behaviour are dealt with by the police and the court system.

**SPORTING HOUSES**

There are four sports houses in our school

Cunningham ***(Yellow)***

Oxley ***(Red)***

Logan ***(Green)***

Flinders ***(Blue)***

Your child will be allocated to one of these houses on enrolment.

**STUDENT COUNCIL**

Each class (Year 3 – 6) nominates a student to represent their class on the student council. The student council meets regularly to coordinate activities for the student body and to provide a student voice back to the school administration team and the council is supported by a nominated teacher.

**STUDENT LEADERSHIP**

As students approach the end of year 5, they will be asked to nominate for student leadership roles.

Students may nominate for a school captain role or nominate for area prefect roles.

**STUDENT’S PERSONAL MONEY**

The school encourages students at all times to hand in money payable to the school at the payment window on arrival at school. Our Payment window (at the rear of the Administration block) is currently on **Wednesday, Thursday and Friday mornings only** from 8:15am—9:30am.Students should not leave money in school bags, in tidy trays or on the desk for obvious reasons. To avoid the risk of loose money being lost from a pocket etc. please ensure it is secured in a purse or envelope clearly marked with the child’s name and class.

If a student is found to have more than $20.00 at school, their parent/carer will be notified to make them aware of the situation.

**SUN SAFETY POLICY STATEMENT**

**Rationale**

Queensland has the highest rate of skin cancer in the world. Of all new cancers diagnosed in Australia each year, 80 per cent are skin cancers. Given students are at school during peak ultraviolet radiation (UVR) times throughout the day, between 10am and 2pm, schools play a major role in both minimising a student’s UVR exposure and providing an environment where policies and procedures can positively influence student behaviour.

Skin damage, including skin cancer, is the result of cumulative exposure to the sun. Research shows severe sunburn contributes to skin cancer and other forms of skin damage such as sunspots, blemishes and premature ageing. Most skin damage and skin cancer is therefore preventable. With this in mind **Redland Bay State School** realises the need to protect students’ skin and educate them about SunSmart behaviour, thus reducing the risk of skin damage from exposure to the sun.

**Aims**

The policy aims to:

* Provide ongoing education that promotes personal responsibility for skin cancer prevention and early detection;
* Provide environments that support SunSmart practices
* Ensure all students practice sunsafe behaviours through the wearing of appropriate clothing and sunscreen
* Create an awareness of the need to reschedule work commitments and outdoor activities to support SunSmart practices where possible.

**Procedures**

The purpose of this SunSmart policy is to ensure all students and staff attending our establishment are protected from the harmful effects of the sun as much as possible throughout the year.

**Our Commitment**

**Redland Bay State School** will:

* Include the SunSmart policy statement on the school website;
* Increase the amount of shade in the school grounds, where possible, by building shelters and planting trees;
* Incorporate education programs that focus on skin cancer prevention into the school curriculum;
* Ensure Redland Bay State School hats (school logo on the front) is available for purchase from the uniform shop so that it can be worn on a daily basis and/or when engaging in outdoor activities.
* Promote the importance of parents, teachers, support staff and volunteers as role models for students in relation to sun safety strategies;
* Seek ongoing support from parents and the school community for the SunSmart policy and its implementation, through newsletters and parent meetings;
* Strongly encourage all students and staff to apply SPF 30+ broad-spectrum, water-resistant sunscreen particularly to the face and back of the hands, when involved in outdoor activities;
* Ensure students without adequate sun protection to use covered areas at recess and lunch times;
* Consider sun protection when determining or reviewing school uniform designs;
* Provide flexible planning of activities to reduce, as far as practicable, time spent by students in the sun between 10am and 2pm;
* Encourage students to wear swim shirts during all water-based activities with the exception of competitions and carnivals
* Ensure shade is provided at sporting carnivals and other outdoor events;
* Ensure SPF 30+ broad-spectrum, water-resistant sunscreen is included in the school sports kit;
* Make SPF 30+ broad spectrum water based sunscreen available for student and staff use on uncovered areas of skin such as the face and back of the hands for all outdoor activities in the event their personal supply is not available;
* Consider sun safety in relation to parent association projects and activities conducted throughout the school year

**Our Expectations**

**Students will:**

* Use shaded or covered areas when outdoors;
* Take responsibility for their own health and safety by being SunSmart;
* Wear school hats and clothing in accordance with the uniform guidelines;
* Apply SPF 30+ broad spectrum water based sunscreen to all uncovered parts of the skin such as the face and back of the hands for all outdoor activities
* Act as positive role models for other students in all aspects of SunSmart behaviour;
* Participate in initiatives to protect the school population from excessive exposure to the sun.
* Be encouraged to wear swim shirts during all water-based activities with the exception of competitions and carnivals

**Staff will:**

* Be aware of the school’s SunSmart policy;
* Take responsibility for their own health and safety by being SunSmart;
* Ensure students wear suitable hats, clothing and sunscreen in accordance with the uniform guidelines;
* Act as positive role models for students in all aspects of SunSmart behaviour;
* Participate in initiatives to protect the school population from excessive exposure to the sun.

**Parents/caregivers will be encouraged to:**

* Be aware of the school’s SunSmart policy;
* Ensure students wear suitable hats, clothing and sunscreen in accordance with the uniform guidelines;
* Act as positive role models for students in all aspects of SunSmart behaviour;
* Participate in initiatives to protect the school population from excessive exposure to the sun.

**Inclusive Education**

Students in our school initially receive support from their class teacher. Where a higher level of support is required the class teacher, with permission from the parents/carers, completes a referral for the Inclusion Committee. Support may be provided by the Support Teacher: literacy and numeracy, Guidance Officer, Speech Language Pathologist, Inclusion Teacher and Advisory Visiting Teacher, depending on the needs of the child.

Support takes place in many different forms, depending on the needs of the student and programs available. It may take place in the classroom, small group withdrawal, individual counselling and individual support. It can also vary from short term to long term and be provided by specialist teachers and/or teacher aides. Students experiencing learning difficulties are referred to the Inclusion Committee. Teachers in conjunction with support staff work together to address the needs of the student.

Students with disabilities who have been verified following Education Queensland guidelines are eligible for an Education Adjustment Profile. The school may develop an Individual Curriculum Plan (ICP) in partnership with parents/carers. These plans target specific needs of the child and provide a whole team approach to their education.

Students of exceptional ability are also catered for in our school with programs and resources being developed to assist them also towards their full potential. Academic, cultural, sporting and social/leadership opportunities are offered in order to nurture broad development of our students. Once again the support of our Enhancement teachers is accessed as necessary.

Students who may need assistance in a range of areas (academic through to behaviour) are prioritised through the Inclusion Committee. Where parents are concerned about their child's progress discussion should take place initially with teachers and other school staff such as the year level Deputy Principal. When it is felt that additional support is necessary the school then accesses appropriate itinerant support staff such as a Guidance Officer, Speech Language Pathologists and Advisory Visiting Teachers.

**TUCKSHOP**

Our tuckshop operates under the Smart Choices guidelines and provides a range of healthy foods for students. The tuckshop is run by a paid convenor, supported by school management and volunteer parents/carers. It operates for both breaks from Tuesday to Friday. We depend upon the support of parents/carers to continue operating at this level. Any help given benefits our school. Please ask our convenor to put your name on a roster.

Our school uses the Munch Monitor online ordering system for all school lunches. Parents and students are able to order their lunches from home up to a week in advance. Orders must be placed by 8.45am on the day you are having tuckshop. To access this service please visit [**www.munchmonitor.com**](http://www.munchmonitor.com)**.** Simply enter the following user name and password and follow the prompts. Please ensure you update your child’s class at the beginning of each school year.

**Username: redlandbay Password: munch4165**

**VISITORS TO THE SCHOOL**

ALL visitors to the school MUST report to the school office upon arrival and departure to sign in or out. This is necessary to ensure the safety of all persons at the school.

**VOLUNTARY CONTRIBUTION**

The voluntary contribution scheme is a scheme that is run by Redland Bay State School and endorsed by Redland Bay State School Parents & Citizens Association. Whilst the scheme is voluntary, the resources supplied through this scheme are of vital importance to the day to day learning processes in each and every classroom.

The scheme covers vital reprographics resources and art supplies. This includes consumable art supplies, booklets, handout materials etc. These items represent a large proportion of student’s every day access to the very basic requirements needed to facilitate their learning throughout the year. Reducing the number of textbooks on the booklist and providing photocopied workbooks/worksheets through this scheme allow our teachers to provide a more individual and focused learning experience for your child.

Where a parent decides not to make a voluntary financial contribution, the student will not suffer educational detriment by way of school action as a result of the decision. Parents who chose this option may like to donate in-kind contributions, for example a ream of photocopy paper, a box of tissues for the classroom. Payment forms will come home at the beginning of each school year.

VOLUNTEERS

The involvement of the volunteer workforce in our school provides a wider education which meets the needs of both the school community and the wider community giving a range of experiences which may not otherwise be available. There will be many opportunities for parents and other community members to provide support for the school through volunteer assistance.

Your contribution as a volunteer in the school will be highly valued as an essential part of the service provided by our school. Any volunteer in the school must be able to keep confidentiality and to speak of the school in a positive manner. Any concerns should be discussed with the teacher or Principal, who will have the information to assist. Any volunteer who is not a parent of a student in the school must have a Child Protection Card (Blue Card) before being able to work with children. Application forms are available through the school office.

All volunteer’s must complete a mandatory training guide which our office staff will provide for you. This guide has been implemented by Education Queensland to ensure volunteers are aware of their responsibilities when working with children.

**YOUTH SUPPORT WORKER / CHAPLAINCY**

At Redland Bay State School we are very fortunate to have a youth support worker. Our Youth Support Worker is a safe person for young people to connect with at school and provide a listening ear and caring presence. The work conducted by the support worker will support identified students across the school socially and emotionally. All programs will be implemented with parent permission.

**WEB SITE**

The school’s web site can be accessed on <http://www.redlandbayss.eq.edu.au>

****