

# Seville Road State School

*Cnr Oates Avenue & Roscoe Streets, Holland Park*

*Phone: 3347 6111*

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



## Parent Information Handbook

In the spirit of reconciliation, Seville Road State School acknowledges the Traditional Custodians of country throughout Australia and their connections to land, sea and community. We pay our respect to their Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples today.



## **PRINCIPAL'S WELCOME**

On behalf of the Seville Road State School community, we extend a special welcome to your family and look forward to your involvement in our school.

Seville Road State School opened in 1956. We are a small school providing a safe, supportive community – pursuing equity and excellence to realise the potential of all students. We are very proud of diverse community and the harmonious way in which we learn, work and play is embraced as a model for future successful interaction for the whole community, beyond our fence line.

Our staff and community work hard as a team to ensure that all students are given every opportunity to achieve academically, culturally and socially to their full potential. We are proud of our academic standards, high standard of behaviour and the pride that all have for our school.

Our school has expansive grounds with plenty of room for students to run and play. Our classrooms are large, equipped with computers and interactive televisions and have modern and attractive furniture. Our students are friendly, our staff dedicated and our parent community very supportive of our school.

We believe that our school functions more dynamically with the full cooperation and assistance of parents/carers and that a positive parent/carer-school partnership has a major role in the successful education of your child.

*Corinne Bushell*  
Principal

## CONTACT DETAILS

Address	Cnr Roscoe & Oates Avenue, Holland Park, Queensland, 4121
Office Telephone	07 33476111
Office Email	<a href="mailto:admin@sevilleroadss.eq.edu.au">admin@sevilleroadss.eq.edu.au</a>
Email	<a href="mailto:principal@sevilleroadss.eq.edu.au">principal@sevilleroadss.eq.edu.au</a>
Absence Email	<a href="mailto:absence@sevilleroadss.eq.edu.au">absence@sevilleroadss.eq.edu.au</a>
Website	<a href="http://www.sevilleroadss.eq.edu.au">www.sevilleroadss.eq.edu.au</a>
Facebook	<a href="http://www.facebook.com/SevilleRoadStateSchool">www.facebook.com/SevilleRoadStateSchool</a>

## ADMINISTRATION

Principal	Corinne Bushell
Guidance Officer	Sharon Wilson
Business Manager	Nic Gross

## OPERATING HOURS

School Hours	8:50am - 3:00pm
Office Hours	8:15am – 3:30pm

## OUR SCHOOL

Seville Road State School is a small school with a big heart. We celebrate the values and traditions of the past while being forward thinking with a clear vision for the future in a global economy and society.

Our staff and community work hard as a team to ensure that all students are given every opportunity to achieve academically, socially and emotionally. We are proud of our high academic and behaviour standards and the pride that we have for our school.

## OUR VISION

A small school providing a safe supportive community, celebrating every child's diversity and successes. Our students become courageous, creative and compassionate global citizens.

## OUR PURPOSE

Every day, in every lesson, in every classroom – every child is engaged, learning and succeeding.

# Being the Best Me I Can Be

What are we doing at Seville Road State School to improve the LEARNING OUTCOMES for all our Students?

At Seville Road State School:

- ❖ We, as a schooling community, STAY FOCUSSED and POSITIVE!
  
- ❖ Our Teaching staff work hard to keep abreast of the developing Australian Curriculum (ACARA) and strive for a unified schooling approach for an Inclusive Education for all our students.
  
- ❖ We collect and discuss our student data within the school to see how we can continually improve students and teaching Practices through:
  - Moderation Practices
  - Focus on Student Engagement/Attendance
  - Support and Extension opportunities
  - Professional Development of Staff
  
- ❖ We encourage school attendance through the concept of 'every day counts', and follow up with families and their carers, with reference to absenteeism.
  
- ❖ We promote our Behaviour and Relationship building programs in our Schooling Community:
  - Advising parents on Community Assist Groups
  - Positive Behaviours 4 Learning (PBL)
  - Discussing Safety in and out of the School grounds
  
- ❖ We create learning support for our students where parents/carers are eager volunteers to assist.
  
- ❖ Our School, in conjunction with the P&C strive to improve student outcomes including helping families with uniforms and books if they are in financial hardship.
  
- ❖ We show WE CARE and are willing to do WHATEVER IT TAKES for our school to give every student the best learning and working environment possible.

**Updated:** 10/06/2023

## Code of School Behaviour

At Seville Road State School – we believe having high expectations in developing strong relationships in and out of the schooling community, including parents, volunteers, visitors, staff and students, is essential to an overall high achieving schooling performance. Below are our school's values and beliefs in our school community that constitute our roles and responsibilities for all involved in the development of students. These roles and responsibilities pertain to Education Queensland – Student Code of Conduct:

### ROLES AND RESPONSIBILITIES

#### ALL SCHOOL COMMUNITY MEMBERS

- conduct themselves in a lawful, ethical, safe and responsible manner that recognises and respects the rights of others

#### STUDENTS

- behave in a responsible manner
- take responsibility for their own behaviour and learning
- learn to the best of their ability and actively participate in the school's education program
- cooperate with staff and others in authority
- strive for personal success
- value and respect all school community members including themselves, as well as school property

#### TEACHERS

- teach and evaluate students
- provide programs suitable to the needs of individual students in a safe and supportive learning environment
- contribute to a supportive school environment
- value and respect all school community members
- strengthen self-confidence and self-worth amongst students and promote positive choice making
- reflect and implement the values and beliefs of the school community
- initiate and maintain constructive communication and relationships with students and parents/carers
- encourage parents to take an active interest in the progress of their child
- exchange ideas on quality teaching practices regularly and openly
- implement positive behaviour management strategies

#### ADMINISTRATIVE SUPPORT STAFF

- support classroom teachers in the location and allocation of resources
- complete tasks as directed by the Principal
- contribute to a supportive school environment
- value and respect all school community members

#### LEADERSHIP

- lead and model a supportive, inclusive school environment
- value and respect all school community members
- reflect and implement the values and beliefs of the school community
- encourage parents to take an active interest in the progress of their child
- provide skills which assist students to make responsible choices
- play a strong leadership role in implementing and communicating *The Code* in the school community
- ensure consistency and fairness in implementing the school's *Responsible Behaviour Plan for Students*
- communicate high expectations for individual achievement and behaviour
- review and monitor the effectiveness of school practices and their impact on student learning
- support staff in ensuring compliance with *The Code* and facilitate professional development to improve the skills of staff to promote responsible behaviour

#### TEACHER AIDES

- reflect and implement the values and beliefs of the school community
- value and respect all school community members
- contribute to a supportive school environment
- implement behaviour management strategies
- prepare and supervise student work areas, e.g. small group activities, playground duty
- support classroom teachers in the implementation of programs
- complete tasks as directed by classroom teachers or Principal e.g. record keeping, preparing resources

#### PARENTS/COMMUNITY

- value and respect all school community members
- ensure children are equipped for school, arrive and depart punctually
- ensure children attend school daily unless ill
- 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 students
- 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








# 2023

## School calendar

### Queensland state schools

DECEMBER 2022	JANUARY	FEBRUARY	MARCH	APRIL
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1 2 3	1 2 3 4 5 6 7	1 2 3 4	1 2 3 4	30 1
4 5 6 7 8 9 10	8 9 10 11 12 13 14	5 6 7 8 9 10 11	5 6 7 8 9 10 11	2 3 4 5 6 7 8
11 12 13 14 15 16 17	15 16 17 18 19 20 21	12 13 14 15 16 17 18	12 13 14 15 16 17 18	9 10 11 12 13 14 15
18 19 20 21 22 23 24	22 23 24 25 26 27 28	19 20 21 22 23 24 25	19 20 21 22 23 24 25	16 17 18 19 20 21 22
25 26 27 28 29 30 31	29 30 31	26 27 28	26 27 28 29 30 31	23 24 25 26 27 28 29
MAY	JUNE	JULY	AUGUST	SEPTEMBER
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5 6	1 2 3	30 31 1	1 2 3 4 5	1 2
7 8 9 10 11 12 13	4 5 6 7 8 9 10	2 3 4 5 6 7 8	6 7 8 9 10 11 12	3 4 5 6 7 8 9
14 15 16 17 18 19 20	11 12 13 14 15 16 17	9 10 11 12 13 14 15	13 14 15 16 17 18 19	10 11 12 13 14 15 16
21 22 23 24 25 26 27	18 19 20 21 22 23 24	16 17 18 19 20 21 22	20 21 22 23 24 25 26	17 18 19 20 21 22 23
28 29 30 31	25 26 27 28 29 30	23 24 25 26 27 28 29	27 28 29 30 31	24 25 26 27 28 29 30
OCTOBER	NOVEMBER	DECEMBER	JANUARY 2024	FEBRUARY 2024
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5 6 7	1 2 3 4	31 1 2	1 2 3 4 5 6	1 2 3
8 9 10 11 12 13 14	5 6 7 8 9 10 11	3 4 5 6 7 8 9	7 8 9 10 11 12 13	4 5 6 7 8 9 10
15 16 17 18 19 20 21	12 13 14 15 16 17 18	10 11 12 13 14 15 16	14 15 16 17 18 19 20	11 12 13 14 15 16 17
22 23 24 25 26 27 28	19 20 21 22 23 24 25	17 18 19 20 21 22 23	21 22 23 24 25 26 27	18 19 20 21 22 23 24
29 30 31	26 27 28 29 30	24 25 26 27 28 29 30	28 29 30 31	25 26 27 28 29

 School terms	 School holidays	 Public holidays	 Staff professional development/student free days
 Part public holiday after 6 pm			

There are 195 school days in 2023.

Semester 1, 2023 commences for teachers on 19 January and for students on 23 January 2023.

#### STAFF PROFESSIONAL DEVELOPMENT DAYS

Staff professional development days for teachers are 19 and 20 January, 13 and 14 April and 1 September 2023. Schools are able to decide when they undertake the required hours for professional development for the flexible days, as long as they are on the flexible days, in the school holidays or out of school hours.

#### PUBLIC HOLIDAYS

Queensland public holidays are set by the Industrial Relations Minister.

Public holidays for local show days are not shown due to diversity of dates across the state.

#### FINAL DATES FOR STUDENT ATTENDANCE

17 November is the final date for Year 12 attendance for receipt of a Senior Statement. 24 November is the final date for student attendance in Years 10 and 11.

Some schools in regional, rural and remote areas will close for the summer holidays on 1 December.

*The information in this calendar was correct at the time of publication but may be subject to change.*

For more information and the latest version of this calendar, visit

[www.education.qld.gov.au](http://www.education.qld.gov.au)



## **ENROLMENT INFORMATION**

Seville Road State School is a co-educational school that offers classes from Prep-Year 6.

The following guidelines are for parents wishing to enrol their child at Seville Road State School:

- Complete the Application for Enrolment Form (available on school website or from school office)
- Contact the school office to make an appointment for an interview
- Bring your child's original birth certificate or passport and proof of residency to the interview for verification
- Prepare any questions you have in readiness
- Bring your child along to the interview
- Read the SRSS Information Handbook and contact the Principal if you have any questions

**Children born 1<sup>st</sup> July 2018 – 30<sup>th</sup> June 2019 are eligible for Prep in 2024.**

## **TRANSFER OF STUDENTS**

A Transfer Certificate is required when a child transfers from a non-State school in Queensland. Students arriving from another school should present transfer documents from their previous school at the time of enrolment. All new students will be interviewed by the Principal or delegate before joining their new class. If you are leaving SRSS, please advise the school office as we will be required to ensure that you are enrolled at the next school. Parents are asked to advise SRSS of the name of their child's intended new school.

Students intending to transfer from our school are expected to return all school property including class materials issued, reading books, library resources, musical instruments provided, on or before their last day at this school. Final payment owing of all monies is also required.

Transition to High School: Orientation days and parent information sessions are held by all local high schools. For further information, contact the high school of choice.

## **HOUSE SYSTEM**

Students are assigned to one of three 'Sporting Houses', mainly for sports competitions. Students from the same family are typically placed in the same 'House'. Students may wear their coloured 'House' polo shirts to school on days when they have inter-house sports competitions.

The Houses are:

Echidna	Blue
Possum	Red
Koala	Yellow

## **STAFF**

Seville Road State School's staff are competent and professional, comprised of a number of classroom teachers, specialist teachers and other support personnel. The number of staff varies according to school enrolment trends. The full staff list will be published in a school newsletter early in Term One each year.

**Updated:** 10/06/2023

## **FACILITIES**

### ***Library/Resource Centre***

The library is used for a wide range of school activities from school assemblies, library borrowing, lunch time chill out/clubs, before school Homework Hub and playgroup. Some community groups also make use of this facility by hiring during out-of-school hours.

### ***Undercover Area***

A large undercover artificial grass area is well used by Seville Road State School children. With line markings for handball, this area provides a shaded space for physical education activities during school time, or for supervised access during playtimes. This is also the area years 3-6 eat their lunches.

### ***Playgrounds, Tennis Courts & Oval***

The *Prep Playground* is located near Oates Avenue. The *Junior Playground* and sandpit near the Roscoe Street entrance is designed for younger children and is open **only** to *Prep – Year 1 students*. The *Senior Playground* caters for *Year 2 – 6 students* and is designed to develop children's strength and skill. We have a large oval, tennis courts, sensory garden and fruit forest that are for all students.

### ***Use of School Facilities Permission***

Any school or community members who wish to use the school facilities out of school hours must have permission from the Seville Road State School Principal or their delegate.

## **SCHOOL ANNUAL REPORTING**

The Queensland Government requires schools to report on the performance of the students and the school. This policy ensures that Queensland parents can access the information they need to make informed choices about schools and help their children throughout their schooling. All schools must publish a minimum set of information.

The SRSS website contains the following documents:

- School Annual Report (SAR)
- School Audit & Review Report Executive Summaries
- Investing For Schools Agreement (I4S)

## **RESOURCE LEVY**

Each year, SRSS parents are invited to pay a resource levy of \$60 per child. This contribution is common in most state schools in Queensland and is used to supplement the funding provided to the school by Department of Education (DoE), the P&C Association and grant applications. The contribution funds are used by the school to provide an enhanced educational service and to provide additional resources available for student learning, recreation and comfort. The contributions go to cover classroom costs, e.g. online subscriptions for computer and iPad programs/apps and classroom materials.



## **MONEY COLLECTION & ACTIVITY PERMISSION**

All money is collected in the school office operating at 8:15 each day. Money should be placed in a sealed envelope which should be clearly marked with the child's name, year, amount and activity/purpose. Correct change is always appreciated. All cheques should be made payable to Seville Road State School. EFT is not available. Money envelopes should not be left with the class teacher. A receipt will be sent home with your child.

### ***Refund Guidelines***

Non-attendance: Students who have paid for an activity and do not attend **may** be eligible for a refund. Enquiries can be made at the school office for eligibility. All requests must be made within two weeks from the date of the activity.

When class excursions/activities are planned which require payment and permission from parents or carers, teachers will send letters home to parents providing information about these activities. As the school budget cannot meet any shortfalls in funding for an excursion or camp due to the subsequent non-participation of a student who had previously indicated attendance at 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. Bus expenses are typically not refunded.

Seville Road State School P & C Association supports that Seville Road State School will not automatically issue refunds to paid participants when an activity has a surplus of less than \$10 per student. These surplus funds will be used to offset activities which fall short of cost or additional school resources. In circumstances where funds exceed the cost of an activity to an amount of \$10 or more, the school is not required to issue an automatic refund. In this case the school will credit each student who has paid for the activity the surplus relates to.

## **VISITORS AND VOLUNTEERS**

To assist with maintaining a secure and safe environment at Seville Road State School, all visitors to the school must first go to the office to sign in and receive a **Visitor's Pass** to wear for security. Similarly, parents and carers who are volunteering to assist on the school grounds (e.g. classroom activities) must sign in at the office. This is required for security as well as in the event of an emergency. The Department of Education also requires mandatory induction to occur. This will need to be completed prior to assisting in classroom activities.

## **PARENT INVOLVEMENT IN SRSS**

Parents are the first educators of their children, and we value and encourage the ongoing participation of parents in their child's education. Parents at Seville Road State School are involved in a variety of ways including as members of the P&C Association, helpers in the classroom, tuckshop and on school excursions.

**Updated:** 10/06/2023

## DAILY PROGRAM

**7.30am** Monday – Friday: limited before school supervision available for working families only approval required from Principal:

**7:30am** Tuesday – Thursday: 'Homework Hub' available for registered students only

**8.15am** School office opens

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**8.30am** Breakfast club is available from the tuckshop at this time Monday – Friday.

**8.30am** Students may arrive at school, and are required to be seated in undercover area

- no parents or students are permitted to wait on verandas or outside classrooms unless with a staff member

**8.50am** Morning session commences

- arrival after this bell requires a 'late slip' from the school office

Munch and Crunch

- precise time and routine varies

**11 – 11.45am** First Break

- eating 15mins and play 45mins

**11:45 – 1:15pm** Middle session

**1.15 – 2pm** Second break

- eating 15mins and play 45 mins

**2 – 3pm** Afternoon session

**3.00pm** Bell – end of school

- parents/Carers may collect students from Oates Avenue or Roscoe St gates
- Prep students – parents/carers are required to collect them from the classroom at 3pm and are asked to wait outside the gates on Roscoe Street

Children who have not been collected by 3.05pm are directed to wait in the office and parents are contacted. Families requiring after school care are transported to PCYC OSHCS located at Mt Gravatt SS. [www.pyc.org.au/outside-school-hours-care](http://www.pyc.org.au/outside-school-hours-care)

**3:30pm** School office closes

- School Office is open from 8.15am to 3:30pm Monday to Friday.
- If a child is ill or will not be attending school, please notify the school office via: telephone 07 33476111 or email [absence@sevilleroadss.eq.edu.au](mailto:absence@sevilleroadss.eq.edu.au).
- Please arrange a meeting place to collect your child/children away from classrooms. Waiting outside classrooms can be distracting for the class.
- All children are dismissed no later than 3.05pm, unless weather e.g. serious storms or other conditions require students to remain in classrooms or other areas for safety.
- Children may be kept for a maximum of twenty minutes after school, with prior notification, or during break times after they have eaten their lunch for behaviour that affects the good order and management of the school.

## **CURRICULUM**

### ***The Australian Curriculum***

The Australian Curriculum sets out the core knowledge, understanding, skills and general capabilities that are important for all Australian students. It describes the learning entitlement of students as a foundation for their future learning, growth and active participation in the Australian community. It makes clear what all young Australians should learn as they progress through schooling. It is the foundation for high quality teaching to meet the needs of all Australian students.

The Australian Curriculum has 8 learning areas – English, Mathematics, Science, Humanities and Social Sciences (HASS), Health and Physical Education, The Arts, Technologies (Digital & Design) and Languages. Some areas include more than one subject e.g. History and Geography are part of the Humanities and Social Sciences area.

Our Prep to Year 6 teaching staff implement the Australian Curriculum. We strive to provide a balanced education and a broad range of relevant and engaging learning experiences, challenging our students to discover their unique potential and individual strengths; as per our school vision '*A small school providing a safe supportive community, celebrating every child's diversity and successes. Our students become courageous, creative and compassionate global citizens.*' We also continue to be inspired by our motto '*Being the best me I can be*'.

**At the beginning of each term, teachers will outline to parents how the curriculum will be delivered in their classrooms. This will occur at Parent Information Sessions and via Term Curriculum Overviews.**

### ***Assessment and Monitoring***

In all areas of the curriculum, teachers will use the Achievement Standards, ensuring alignment with the Australian Curriculum Assessment and Reporting Authority (ACARA) to determine student progress and report to the Principal. Teachers in all year levels use the assessment data and classroom observations to monitor student achievement growth.

Students in Years 3 and 5 in all Australian schools participate in a National Assessment Program – Literacy and Numeracy (NAPLAN) each year. Our Year 3 & 5 students complete NAPLAN tests online.

### ***Digital Technologies***

Our school is committed to enhancing the learning outcomes of all students through the use of technology:

- all classrooms are connected to the internet
- children are introduced to educationally sound uses of the Internet, and lessons are integrated into the class programs
- students have access to laptops and iPads in all classrooms
- Interactive Digital TVs are installed in all classrooms bringing the multimedia interactive experience of technology alive to the learning process.

All students (younger students with parent help) are required to sign an Internet Access Agreement prior to accessing the Internet at school.

**Updated: 10/06/2023**

## ***Language – Japanese***

The Language at Seville Road State School is Japanese. It is part of the school program in Years 5 and 6. According to Education Queensland policy – it is mandatory for students in Years 5 and 6 to be engaged and assessed in Language studies. Students in Years 5 and 6 receive 1 hour of instruction each week which follow the Australian curriculum. This is facilitated by School of Distance Education. **The inclusion of Years Prep, 1, 2, 3 and 4 students in the language program may vary from year to year.**

The aim of the program is to introduce and expose students to the Japanese language and culture.

## **RESOURCE CENTRE – LIBRARY**

Our school library contains a wide selection of materials. The library is a key section within the school environment and provides a range of resources to be distributed throughout the school to enhance the teaching/learning process. Children are encouraged to borrow books regularly from the library. Each class will have a scheduled time for book borrowing which will be communicated at the beginning of the school year. A book bag, approximately 33cm by 25cm, is required by students to carry borrowed books. Should a book be damaged or lost, it is usual for parents/carers to plan for replacement.

## **MUSIC**

Music is provided in two components: classroom music and instrumental music. Classroom music is delivered by a specialist music teacher.

### ***Instrumental Music Program***

The program caters for students with ability and keenness to participate in learning an instrument from either the woodwind or brass and percussion families. Based on observation and assessment, our Music Teacher recommends participation for suitable applicants in Year 4. Parents/carers of recommended applicants will be advised of the program and its requirements at an advertised meeting early in the following school year. It is recommended that an early decision to purchase an instrument not be made without referral to either an Instrumental Music Teacher or our Music Teacher. A limited supply of school instruments is available for hire by beginners.

## **HEALTH & PHYSICAL EDUCATION AND SPORT**

The development of physical skills is considered an essential element in your child's education. The physical education specialist teacher develops a program for each year level that caters for a wide variety of skills.

Swimming is an essential element within the PE learning area, and all students are expected to participate.

Throughout the school year, outside organisations provide tuition at a cost to parents/carers. In previous years this has included tennis and soccer. Details are shared with families when these become available.

**Updated: 10/06/2023**

## **LUNCHTIME CLUBS**

A range of lunch time activities and clubs are provided for our students. In 2023 these include:

- Yoga
- Science
- Dance
- Board Games
- Sport
- Singing
- Construction and Colouring
- Pokémon

## **SUN SMART POLICY**

At Seville Road State School, we believe that children should be protected from the sun. We enact this by ensuring sun protective clothing and school sun safe hats are worn when children are working or playing in direct or filtered sunlight. Children must wear protective swim shirts while attending Swimming lessons. Students are encouraged to apply sunscreen (SPF 30+ to 50+) before coming to school each day. Sunscreen is available in classrooms for reapplication throughout the day.

Teachers and parents provide good role models for the children at our school. Teachers are required to wear sun safe hats while on playground duty. Children are encouraged to play in shaded areas such as the under covered areas and under the shade of trees. Other areas such as the Junior playground and the Senior Playground have protective shade shelters constructed over the playing area. Children are still required to wear sun-safe hats in these areas of filtered sunlight. Sun smart activities held at our school may include the following:

- using shade covers for sports days, etc.
- conducting educational programs on Sun Safety
- providing sunscreen for students and encouraging students to re-hydrate
- planning activities to minimise time spent in the sun
- conducting HPE lessons in the covered play/shaded areas
- ensuring parents are informed of the policy when enrolling their child
- wearing school uniforms that are Sun Smart compliant
- wearing Sun Smart clothing on Free Dress Days

### ***What Parents Can Do:***

Parents and care-providers can participate in Sun Safety by:

- being a positive role model
- providing children with appropriate broad-brimmed hats, clothing, and 30+ or higher broad-spectrum sunscreen, including school camps
- reminding children about drinking water as they can dehydrate easily during hot weather
- purchasing and equipping children with appropriate swim shirts for swimming lessons

**Updated:** 10/06/2023

- supporting the school's Sun Smart Policy

## **BOOK CLUB**

Students are encouraged to read regularly and widely. The school operates a 'Scholastic Bookclub' that provides the opportunity for parents to purchase books suitable for students at reasonable prices. Order forms are distributed to the students on a regular basis by the Office.

## **LEADERSHIP PROGRAM**

A student leadership program operates at the school. It encourages the senior students to play a role in the daily activities of the school and offers opportunities to assist in the future planning for the school. Leaders are appointed to the positions of School Captains, House Captains, Student Council Leaders and Student Council Members. Other students play an important role in school events.

A leadership framework has been developed which caters for all levels of leadership across the school.

During Term 4:

- Year 5 students participate in Leadership sessions
- Leadership applications are completed by interested students
- Leadership statements written and presented to Year 3 – 6

Selected students constitute our student council which meet every fortnight, and provides the major student voice in the organisation of our school. They facilitate parades, lunch time activities and represent our school on occasions. The Student Council has also been responsible for organising fund-raising activities.

## **STUDENT SUPPORT SERVICES**

If parents require an external support service (medical specialist, therapists etc.) to communicate with staff or to visit the school, you will need to submit a request to Principal for approval.

### ***Guidance Officer***

Our Guidance Officer is Sharon Wilson. The school has the services of a Guidance Officer on a part-time basis. The Guidance Officer can provide academic, emotional or behavioural support to students. Referrals for Guidance Officer support can be made via the Student Support Team. Parental permission must be obtained on the appropriate consent forms. These forms are available from the Principal or you may request a referral to Student Support Team via the class teacher.

### ***School Chaplain***

Our school Chaplain is Joshua Mills. A chaplaincy program is an optional service introduced into a state school to provide students, staff and parents with support, and provides an additional adult role model in schools. All activities and events provided within a chaplaincy program are non-discriminatory and equitably available to students of all beliefs who choose to participate in the program. Religious instruction is not part of the chaplaincy service. Our chaplain does not refer to external agencies, rather they report issues of concern to the Principal and the Principal is responsible for external referral processes.

The School Chaplain is available half day Mondays, as well as Thursdays and Fridays. This service is voluntary. Should you wish to make an appointment with the Chaplain, fill out a permission slip which is available from the office. This service is funded by Department of Education, Employment and Workplace Relations and State Government of Queensland.

**Updated:** 10/06/2023



### ***Dental Clinic – Child and Adolescent Oral Health Services***

All Queensland Resident children four years of age or older who have not completed Year 10 of secondary school are eligible for publicly funded oral health care via Queensland Health's Child and Adolescent Oral Health Services (previously referred to as the School Dental Service Program). All dental examination and emergency appointments will be made by calling the Oral Health Hub on 1300 300 850, and families can make appointments at any of the school dental clinics in Metro South Health. Students who do not attend a school with a dental clinic on site can receive care at an alternative school location.

### **COMMUNICATION**

As a part of our school's approach towards the way we communicate with you, we provide electronic newsletters to all our parents. With our eNews service, the distance between the school and the parents will be further shortened as the parents will be able to experience firsthand what activities the school is currently undertaking and the latest information on Academic, Health, Sport or other areas that may be of interest to you. This way the whole family can share the success stories of your children as these eNewsletters. To sign up for our eNewsletter please inform the office of your email address. Newsletters are emailed home three times per term and are available on our school website.

Our website [www.sevilleroadss.eq.edu.au](http://www.sevilleroadss.eq.edu.au) provides a wide range of information about SRSS, including School Annual Reports, Student Code of Conduct and curriculum. You are also welcome to find us on Facebook where we will often share reminders for events.

Seville Road State School uses Class Dojo for sharing learning with parents. This is a tool for school staff to communicate with families. It is not intended to replace email and phone which is the preferred way to contact class teachers.

**It is particularly important that the school is advised of the implementation of parental custody and access orders, or any changes to existing orders.**

It should be noted that whilst the School, in good faith, has a duty to the enrolling parent/carer in relation to custody of a child, it must comply with existing Court Orders relevant to the rights of the non-custodial parent. Such orders affect not only access to the child but also access to records and reports pertaining to the child.

### **ORIENTATION AND PARENT INFORMATION SESSIONS**

SRSS organises orientation days for students commencing Prep which are designed to help your child and you feel comfortable with the school environment. Each class teacher will organise a Parent Information Session during the beginning of Term One. Parents and carers should attend in order to meet the teacher and learn about their child's curriculum and activities during the year.

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## **ASSEMBLIES**

Assemblies are conducted each Monday afternoon at 2.30pm in the library for Junior classes. Senior classes have brief assemblies every morning in the undercover area, with an extended assembly each Friday morning.

## **SMS TEXTS**

Daily SMS text messages are sent to parents at 10:30am if your child is not at school and the school has not been notified of the absence. To inform the school on the day of your child's absence, submit the absence through phoning the office (our preferred method of absence notification) (07) 3347 6111, or email [absence@sevilleroadss.eq.edu.au](mailto:absence@sevilleroadss.eq.edu.au) .

In the event of a more urgent update to parents, the school is able to send a text to parents. Please ensure that your contact details are always current.

## **PARENT / TEACHER COMMUNICATION**

Teachers at SRSS are always willing to discuss student progress with parents. In order to ensure that the teacher can provide optimal attention to the discussion, please ensure that you make an appointment by contacting the teacher via their email or phoning the office to arrange a mutually suitable time.

First preference with communicating with your child's teacher is email. Second preference is to phone the office and the teacher can return the phone call when they are not teaching.

If using email as a means of contact with your child's class teacher, it is important to remember that teachers, due to the nature of teaching, may not be able to respond immediately to your communication. Teachers will respond to parent communication as soon as it is practical for them to do so. If you need to immediately notify your child's teacher of something, please phone the office and a message will be relayed to them. Please be assured that SRSS staff will contact parents / carers immediately if they perceive the need to discuss a child's progress or behaviour.

Parents / carers should feel free to contact the Principal to discuss matters of concern. Similarly, it is essential that you contact the office to make an appointment for a mutually suitable time. It should be noted that parents should always discuss educational matters with the relevant classroom teacher or specialist teacher prior to making an appointment with the Principal.

## **ACADEMIC REPORTING**

Students will receive an electronic Report Card via their parent's email at the end of Semester 1 and Semester 2. Our teachers will offer parents the opportunity to formally meet with them to discuss their

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child's progress at the end of Term 1 and early Term 3, or more often if required. Please do not hesitate to contact your child's teacher/s if you wish to discuss a matter at a mutually convenient time.

## **COMPLAINTS MANAGEMENT**

During the course of your child's school years, you may have cause to make a complaint about an issue or concern you have with their education. The Department of Education (DoE) is committed to ensuring that all complaints are dealt with in a fair and equitable manner. There are processes and support networks in place to enable you and your child to work through any issues or concerns.

To achieve an effective resolution for all parties, when making your complaint, you should ensure you:

- provide complete and factual information in a timely manner
- deliver your complaint in a calm and reasoned manner
- avoid making frivolous or vexatious complaints
- or using deliberately false or misleading information.

You should be aware that if you are making a complaint about a staff member that, in most instances, the staff member will be told of the complaint and offered the right of reply. You also have the right to have a support person participate throughout the process.

The following four-step procedure is in place to assist parents/carers and school staff to reach an outcome that is in the best interest of the student.

### **1. Discuss your complaint with the class teacher**

If your complaint is with your child's teacher or relates to an issue concerning your child's experience at school, make an appointment with that teacher as soon as possible through the school administration. Discuss your complaint with the teacher and give the teacher an opportunity to suggest a solution. The teacher will make a record of your complaint and report your meeting and any outcomes to the school Principal. Together, both you and your child's teacher should be able to resolve the problem at this level.

### **2. Discuss your complaint with the Principal**

If after approaching your child's teacher your complaint remains unresolved, make an appointment to see the school Principal to discuss the issue further. Alternatively, you and the teacher may agree to ask the Principal to act as a go between in informal conflict resolution in an attempt to resolve the problem.

If your complaint relates to more general school matters, including issues of school policy and issues of compliance or non-compliance, you should raise your complaint directly with the Principal. The staff member will make a record of your complaint and work with you to come to a resolution.

Complaints to the Principal may be lodged in person, by telephone, writing or via email:

*principal@sevilleroadss.eq.edu.au*

### **3. Contact your local Education Office**

If you have discussed your complaint with the Principal and still feel that you have not reached a resolution, you have the right to contact your local Department of Education office. Complaints may be lodged by

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telephone or in writing. Your complaint should be specific in detail and outline the steps you have taken to resolve the issue. Ensure your complaint includes your full name and address and that you have signed and dated it. It is also a good idea to keep a copy for your own records. Anonymous complaints will only be acted upon if enough information has been provided to allow for follow-up with the relevant school Principal. When you contact your local Education Office a record will be made of your complaint. You will also be advised that your name and the nature of your complaint will be reported back to the Principal of your school. Local office staff will then work with you and your school to seek a resolution.

Addresses and telephone numbers for the Department of Education offices are available through the Schools Directory at [www.education.qld.gov.au/directory/](http://www.education.qld.gov.au/directory/)

#### **4. Independent review**

If you have not been able to resolve your complaint through these formal processes, you can lodge your complaint with the Queensland Ombudsman. The Ombudsman may be contacted at:

##### **Office of the Ombudsman**

GPO Box 3314, Brisbane, Qld 4001

Email: [ombudsman@ombudsman.qld.gov.au](mailto:ombudsman@ombudsman.qld.gov.au)

Telephone (07) 3005 7000 or Toll Free 1800 068 908 Fax (07) 3005 7067

#### **\*Parents and Citizens' Associations (P&Cs)**

Complaints about services that are run or managed by the P&C Association at your school, for example the tuckshop, should be directed to the P&C Association in the first instance.

#### **ANNUAL EVENTS**

A school calendar is prepared which highlights the major events of the school year. This information is transmitted to parents through the school newsletter, Class Dojo and on Facebook. Regular annual events include:

- School Photographs
- Swimming Carnival & Sports Athletics Carnivals
- Participation in local events such as the ANZAC Day services
- Participation of school groups in cultural activities such as NAIDOC Week
- Excursions and camps eg. Under Eights Day

#### **DUTY OF CARE BY THE SCHOOL AND PARENTS / GUARDIANS / CARERS**

It is well established law that schools and teachers have a duty of care to pupils whenever the school is exercising control of the pupils' actions. Courts in Australia have made it clear that once the school asserts authority over pupils, such as setting supervision times, then the duty of care arises.

A parent/guardian/carer is responsible for the supervision of their child outside school hours. The collection of students at the end of the school day by parents/guardians/carers will result in those parents/guardians/carers assuming responsibility for supervising those students while on the school premises. Parents who are waiting with younger children must supervise these children and be responsible

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for their safety while they are on school grounds. Dogs are not allowed inside the school grounds – if parents and carers wish to bring dogs to school, they must remain outside the school grounds.

## **STUDENT ARRIVALS & DEPARTURES**

### ***Early Arrivals***

Unless prior approval from Principal to attend before school supervision or Homework Hub, **children must not be left at school before 8.30am** and if at school from this time students **must** be seated in the undercover eating area and directly supervised by parents or carers.

### ***Late Arrivals***

Children who arrive at school after the morning session start bell at 8.50am must be accompanied by their parent to the school office to explain and/or document a reason for their child's late arrival. They will be issued a late slip to present to their teacher. Consistent late arrivals at school is discouraged.

### ***Early Departure***

Children who are departing from school before 3:00pm must be signed out by a parent/guardian at the school office with an explanation and/or document a reason for the child's departure. They will be issued an early departure slip that must be presented to the teacher before the teacher is able to release the child from their care.

### ***Late Departure***

If you are unable to collect your child from school at 3:00pm, please contact the school office. Students are not to wait unsupervised in the school grounds after 3:00pm. Children requiring after school care are transported to PCYC OSHCS located at Mt Gravatt SS. [www.pyc.org.au/outside-school-hours-care](http://www.pyc.org.au/outside-school-hours-care).

## **SCHOOL ATTENDANCE EXEMPTION**

Every parent of a child of compulsory school age or a young person in the compulsory participation phase has a legal obligation to ensure their child is enrolled and attending school or participating in an eligible option. Parents can apply for an exemption from this obligation when their child cannot attend or it would be unreasonable in all the circumstances for their child to attend school or participate in an eligible option for a period of *more than 10 consecutive school days*.


Situations where an application for an exemption may be made include:

- Illness
- Family reasons
- Cultural or religious reasons

If your child is exempted from compulsory schooling, you are excused from your obligation in relation to compulsory schooling or compulsory participation. *Application for exemption for a child or young person enrolled in a Queensland State School* form is to be completed and Principal permission is required.

# Every day counts

## MOST STUDENTS ATTEND SCHOOL EVERY DAY

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



OK reasons to stay home from school



sick



natural disasters



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

## EVERY DAY AT SCHOOL COUNTS

Missing even 1 day can make a difference

1 day off school each fortnight

= Missing more than a year of learning over 12 years



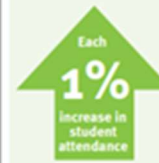
Each day's learning builds on what has been learnt before

Good attendance begins in Prep



It's where good habits begin

## ATTEND ALL DAY, EVERY DAY



\*Based on historical data.

### What parents can do

Promote the importance of school

Get to know the teacher

Go to school events

Read the school newsletter

Be organised at home

Supervise homework

Ask about your child's day

Volunteer to help at school

Get involved in your child's school

For more information

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

Great state. Great opportunity.

March 2014



## PARKING

The car park is out of bounds to students at all times. Students are not to be dropped off in car park unless prior permission from Principal has been given. Only valid reasons will be considered and all decisions at the discretion of the Principal. All parents/carers are requested to park outside the school grounds. Please be considerate of local residents and do not impede their access by parking too close to driveways.

## WALKING TO SCHOOL – PEDESTRIAN CROSSING

A pedestrian crossing with a School Crossing Supervisor operates outside the school entrance on Oates Avenue before and after school. In the interests of child safety, all students who walk or cycle to school should use this crossing.

## CYCLING / SCOOTERING TO SCHOOL

Children are encouraged to ride and scooter safely to school. Cyclists must stay on the left-hand side of all pathways, and dismount when using the designated pedestrian crossing in Oates Avenue, on footpaths around the school and upon entering the school. **Riding/scootering is not permitted in the school grounds.** Bicycles/scooters are to be locked to the racks under A Block. Ensure that these and helmets are clearly **named**. Responsibility for the care of bicycles/scooters will not be accepted by school staff.

### **Bicycle Helmet Policy**

It is compulsory for all bicycle and scooter riders in Queensland to wear an Australian Standard-approved safety helmet. SRSS enforces the following policy for students:

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- All students riding or pushing a bicycle to and/or from SRSS must wear an Australian Standard-approved safety helmet in the correct manner
- Parents of cyclists not complying with this policy will be informed immediately by a member of staff of the event and the school's policy

## **OUTSIDE SCHOOL HOURS CARE**

We are pleased to be able to offer supervision for before school.

7:30 – 8:30: Resource Centre (Library) for working families

- Registration and prior Principal approval required

8:30 – 8:50: Undercover area for all students

\*Registered students can attend Homework Hub from 7:45am Tuesday – Thursday.

Families requiring after school care are transported to PCYC OSHC located at Mt Gravatt SS.

<https://www.pcy.org.au/outside-school-hours-care/>

## **UNIFORMS**

Children are encouraged to take pride in wearing their school uniform in a way that positively reflects our school's standards, achievements and reputation within the community. The uniform is available for purchase from the office. It is an expectation that children attending this school wear the uniform which has been selected by our Uniform Committee and endorsed by our Parents and Citizens Association. It is considered that the wearing of a school uniform allows our students to exhibit both a sense of identity and sense of unity. The wearing of school uniform at school and community functions enhances the public's perception of our school and of our students. The manner in which our uniform is worn to present a neat and tidy appearance is an indication of individual pride in our school.

- it is a requirement that children participating in excursions wear the school uniform as this allows ready identification of our students.

## **SCHOOL DRESS CODE – POLICY STATEMENT**

### **Rationale:**

The School Dress Code aims to contribute to a safe and supportive teaching and learning environment through:

- ready identification of students and non-students at school
- fostering a sense of belonging, and
- developing mutual respect among students by minimizing visible evidence of economic or social differences

### **Outcomes:**

1. There is a high level of support for the wearing of the official school uniform to enhance the ready identification of students and non-students in the school.
2. Families support a practical, economical yet attractive uniform which meets the needs of children and government policies regarding sun protection, equal opportunity and workplace health and safety.

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3. The children have the opportunity to feel part of their school, identifying with its principles of inclusion and productive citizenship by minimizing evidence of economic, class or social differences.
4. The learning environment is enhanced by eliminating the distraction of competition in dress and fashion.

**Implementation:**

1. The school community, represented by the Parents and Citizens Association and the school staff, supports an appropriate student dress code which is set out in this policy statement.
2. The school dress code is well publicised especially during the face-to-face enrolment interviews.
3. The Principal will engage in particular discussions with families where the student dress code is not being observed. The discussions would include:-
  1. Any bona fide religious, cultural or medical factors influencing their child's school wear
  2. Any economic considerations with which the school could assist the family
3. The Principal will record any agreement or any variation to the school uniform negotiated with individual families by official correspondence.
4. A pool of quality second hand uniforms will be held at the Office for sale. The school may assist families with uniforms in emergency situations.
5. Official school events will require compliance with the school uniform.
6. Any child not able to wear the school uniform due to emergent situations (e.g. wet weather) should at least be dressed in school colours (blue) and bring a note to the classroom teacher.
7. The school expects that children will wear the school uniform daily.

**All items must be the same style and colour as those sold from the School Uniform shop.**

***Uniform Shop***

The Uniform Shop is located in the Office and is open mornings from 8.30 – 9.00am. All summer uniform requirements are available at the Uniform Shop.

**Unisex Shorts** Royal blue shorts with elastic waist

**Skorts** Royal blue, skirt at front/shorts at back

**Unisex Polo Shirt** Royal blue, sky blue and white polo shirt with school logo – short and long sleeved

**Socks** Black or white

**Hats** Royal blue broad-brimmed/bucket sun safe with school logo (or any sun safe hat)

**Footwear** Leather shoes or joggers. Shoes must be velcro or lace up

**Scarf** White or blue

**Swimming:** Bikinis are not acceptable wear for swimming or swimming related activities. A one-piece swimming costume is acceptable. U.V. Protective swimwear is recommended. Sun shirt is essential.

***Winter Uniform***

In the winter months the school uniform may be complemented by:

- Royal blue track suit pants/long pants

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- Royal blue fleecy jumper

### **NOTE:**

- Bike pants are not acceptable wear for school.
- Thongs, boots, slip on, open or high heeled shoes are not acceptable.
- Baggy/long style shorts that extend beyond the knee, board shorts, basketball or cargo style shorts are unacceptable.
- Undershirts, jeans and non-school uniform jumpers are unacceptable. NOTE: Children without a sun safe hat will be restricted to shaded areas during recesses and will not be permitted to participate in outdoor activities. The high UV rating of our uniform materials is also a relevant sun-safe factor.

### ***Hair:***

Hair should be worn neatly in a style and colour appropriate to primary school aged children. Staff will provide guidance to children whose hair style and/or colour detracts from their learning (e.g. hair over the eyes). Students will be encouraged to tie back long hair.

### ***Jewellery:***

Jewellery is restricted under Workplace Health and Safety legislation to:

- a watch
- a signet ring
- a medical bracelet or chain
- one set of small ear studs or sleepers
- religious medallion worn inside clothing

The wearing of inappropriate jewellery will result in a restriction of participation in some school activities where student safety is compromised. All jewellery must be removed to allow participation in Sport. Failure to follow the policy will result in non-participation. Students wearing other jewellery will be asked to remove the item and if necessary give it to the teacher for safekeeping for the remainder of the day. Students must request the item upon departure at the end of the school day.

### ***Make-Up and Nail Polish***

Make-up is restricted to medical or cultural needs. Only clear nail polish is to be worn. Students wearing coloured nail polish may be asked to remove it at the office.

### **LOST PROPERTY**

Lost property is collected and stored in a basket placed outside the office. Several times each term the lost property is checked and every endeavour is made to identify owners. Any unclaimed lost property is then donated to a suitable charity.

### **MOBILE PHONES, SMART WATCHES, IPADS, MONEY AND VALUABLES**

We discourage children from bringing valuable items (including toys and trading cards) and large amounts of money to school. They do so at their own risk. Teachers will not be held responsible for any items lost at school. The following items must not be brought to school:

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- Chewing/bubble gum;
- Matches, lighters;
- Explosive caps;
- Toy weapons (particularly those which fire projectiles);
- Toys;
- Knives, pocket knives;
- Illicit substances including alcohol, tobacco and drugs are prohibited

Our School has a policy that equipment for certain sports (e.g. cricket balls, softball bats) are only to be used under direct teacher supervision when all protective gear is available. Such equipment is only issued for coaching sessions. Children are NOT to bring their own equipment to school to contravene this policy.

***Certain Personal Technology Devices are Banned or Restricted at School***

Students must not bring valuable personal technology devices like smart watches, cameras, digital video cameras or MP3 players to school as there is a risk of damage or theft. Bringing personal technology devices e.g. mobile phones and smart watches to school is not encouraged because of the potential for theft and general distraction and/or disruption to good order and management of the school.

However, in special circumstances, such as for safety reasons, mobile phones may be permitted.

- Students bringing mobile phones and smart watches to school are required to hand them in to the school office prior to 8.45am and collect them at 3.00pm. Breaches of this prohibition may result in disciplinary action. The Principal also has the right to discipline inappropriate use of devices in the home if it has an impact at the school level.

**POSITIVE BEHAVIOUR FOR LEARNING**

SRSS takes a positive approach to behaviour management. Our school prides itself on creating a positive and nurturing environment in which all students can feel safe and supported at SRSS. The students of Seville Road State School are expected to behave appropriately at all times whilst at school, school functions and whilst travelling to and from school.

The school’s Student Code of Conduct outlines school processes, rules and expectations. All new enrolments are given a copy of the school’s Student Code of Conduct. It is also available for viewing on our school website. We recommend that parents and carers go through this document with their children to ensure that all parties understand the school’s expectations for behaviour. Our school has adopted a Positive Behaviour for Learning (PBL) approach in order to optimise both social and academic learning. Some key information follows, and refer to our Student Code of Conduct for further information. It has been developed by the whole community as a shared approach to discipline and an agreed set of positive behaviour expectations which we explicitly teach to students, then acknowledge and reward.

School Rules – Be safe, Be responsible, Be respectful

School Values – Kind Creative Honest

It is expected that all students are aware of these rules.



**Updated: 10/06/2023**

Whole School Rewards – students receive ‘Buzzies’ in recognition for following our school rules or exhibiting our school values. Buzzies are recorded in ‘Class Dojo’ and are acknowledged at a whole school level.

Classroom Rewards – rewards such as certificates, recognition in school newsletter, phone calls to parents, bookmarks, pencils, stickers, free time etc. are encouraged

Each classroom has defined consequences for inappropriate behaviour:

Rule reminder → Rule reminder 2 → Thinking Time → Office Referral

Students who misbehave during class and/or break times may have a playtime reflection time or play plan.

Repeated inappropriate behaviour may result in the parent being contacted for a meeting, a support program developed, suspension and/or expulsion.

## **ANTI-BULLYING POLICY**

SRSS does not tolerate bullying or harassment. All members of the school community are committed to ensuring a safe and supportive environment based on the *Student Code of Conduct*.

It is also important to be aware that behaviour that is detrimental to the ‘good order and management of the school’ that occurs out of the school grounds and hours can result in follow-up by the Principal and result in consequence e.g. on the way to or from school or online bullying.

## **HOMEWORK POLICY**

Homework provides students with opportunities to consolidate their classroom learning, develop behaviours for lifelong learning beyond the classroom and involve family members in their learning. The setting of homework considers the need for students to have a balanced lifestyle. This involves sufficient time for family, recreation and cultural activities.

Homework guidelines for our school are:

- Prep Year: this would be approx. 30mins/week and would consist of reading
- Years 1 – 3: up to but generally no more than 1 hour per week, and would consist of reading each day
- Years 4 – 5: up to but generally no more than 2 – 3 hours per week, and would consist of reading each day and learning number facts
- Year 6: up to but generally no more than 3 – 4 hours per week, and would consist of reading each day and learning number facts

Each year level will also participate in a matrix of activities in addition to reading and number facts that will encourage the growth of the whole child while also strengthening family relationships.

Teachers use their professional expertise when setting homework for their class, so that it is specifically targeted on areas for development related to learning in that class. A classroom focus on neatness and presentation will continue to be expected in homework.

## **BOOKS & STATIONERY**

Book lists are prepared in Term 4 each year by the teachers of each year level and approved by the Principal/Leadership team. Parents are given a list of requirements that can be purchased from a supplier

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of their choice. Prep parents have the option for school to purchase book list items and have ready for collection. All books and materials should be clearly named. Teachers will inform parents if items such as pencils, glue etc need to be replaced during the year.

## **HEALTH AND SAFETY POLICY**

### ***Emergency Procedures***

Unfortunately, accidents and emergencies do occur. In the case of minor accidents or sickness at school, we contact the parent and seek further instructions.

If an accident is serious, an ambulance is called immediately and parents are advised accordingly. In either case, it is imperative that an up to date record of emergency telephone numbers are stored at school.

- please ensure that the office always has the correct contact numbers for you and your designated emergency contacts. Notify the office if you change your address, telephone numbers or place of employment. Similarly, notify the office of any changes in contact details for your emergency contacts.

### ***Activity Risks & Insurance***

Please note that the Department of Education does not have personal accident insurance cover for students. If your child is injured as a result of an accident or incident while participating in an activity, all costs associated with the injury, including medical costs are the responsibility of the parent/carer. Some incidental medical costs may be covered by Medicare. If you have private health insurance, some costs may also be covered by your provider. Any other costs must be covered by parents/carers. It is up to all parents/carers to decide what types and what level of private insurance they wish to arrange to cover their child.

### ***Illness Procedures***

Sick Bay is situated at the office and administrative staff assist children who attend. Parents are contacted if a child presents during the day and it is determined the condition is of an ongoing and serious nature and cannot be managed at school satisfactorily. If this occurs, parents are expected to collect their child or make other arrangements.

It is essential that the school be advised of any medical information which could affect a child, so that staff might be advised to allow preventative action or appropriate treatment. Children with severe or chronic conditions require an Individual Health Plan.

Children with certain contagious diseases are to be excluded from school in accordance with regulations. Parents and caregivers should check with the school for details of the period of exclusion particular to each contagion. Children who are physically unwell should stay home from school until they have fully recovered. Please refer to following period of exclusion guidelines provided by Qld Health:

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

### ***Medication Procedures***

Please find below an excerpt from the *Education, Policy and Procedures Register – HLS-PR-009*:

School staff can assist a student with medication under the carer provisions of the Health (Drugs and Poisons) Regulation (1996) provided that a written request is received from the student's parent/caregiver and that the medication includes an original pharmacy label detailing the name of

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the person authorised to take the medication, dosage, time to be taken and medical practitioner's name. Staff must follow the directions on the original label attached to the medication container.

Office staff at Seville Road State School will only administer medication to students if the school's medication form is completed by the parent and/or medical practitioner and the medication is labelled according to policy. Medication Forms are available upon request from the school office.

### ***Ventolin***

Asthma sprays such as non-prescribed Ventolin does not fall within the above requirements. Students may bring asthma sprays and spacers to school and use them when the need arises. An initial letter from the parents advising of their need to use asthma sprays must be supplied to the school. Students are responsible for their own asthma sprays and spacers. Prep or Year 1 students who require assistance to take Ventolin will need to provide a parent/doctor letter that advises their teacher of the need for Ventolin, where it is kept and how often it needs to be administered.

### ***Evacuation/Lock Down Drills***

Drills are conducted at the school at regular intervals to ensure the quick and safe evacuation from all buildings or the effective lock down of the school during a real emergency. All persons in the school are expected to follow the drill. Each classroom and work area in the school has both an Evacuation Plan and Emergency Procedure document to assist people to follow correct procedures.

## **SCHOOL SAFETY AND SECURITY PROCEDURES**

Our school must be seen as a sanctuary for our children. It is a purposeful place with a focus on the growth, development and learning of our children both as students and as citizens of our society. To make schools even safer, legislation has given Principals, department officers and the governing bodies of non-state schools, legal power to deal with parents/carers and visitors who do not conduct themselves appropriately while on the school premises. These powers assist the Principal, or the person in charge of the school, to ensure the safety and wellbeing of the people at the premises, the security of the premises and the good order and management of the school.

The powers allow Principals to direct a person to:

- leave the school premises and not return for 24 hours
- cease certain conduct and desist in that conduct for up to 30 days
- only access the school according to the Principal's instructions for up to 30 days

The Principal will give these 'directions' in writing, which apply from that time onwards. They relate to school premises, including sporting fields etc., under the school's full-time control. When exercising these powers, the Principal may require a person to provide their name and residential address. It is an offence not to provide these details. A breach of a direction may result in an infringement notice and a penalty of \$150.00. It may also be dealt with by the police, in which case the maximum penalty is \$1500.00.

For more information please contact the school Principal.

## SCHOOL WATCH

**You can help! Your eyes and ears are our security - LOOK, LISTEN, REPORT.**

(Do not intervene or place yourself at risk.)



LOOK • LISTEN • REPORT

PHONE  
**13 17 88**

Phone 13 17 88 or contact your nearest Police Station.

**If you see a crime in progress, call Triple Zero (000).**

## FOOD RECOMMENDATIONS – HEALTHY LUNCHBOXES

SRSS promotes healthy eating practices for our students. For ideas about healthy school lunches and snacks, visit the Queensland Government's Safe and Healthy Schools website at

[www.education.qld.gov.au/schools/healthy/healthy](http://www.education.qld.gov.au/schools/healthy/healthy) and click on *Smart Choices*

Importantly for children in the junior years, please do not send packaged food which the children will not be able to open themselves. This only causes frustration, potential spills (and may cause potential injury) for the child.

### Healthy suggestions for Munch and Crunch:

#### Vegetables

- All fresh vegetables are permitted (e.g. celery, carrot sticks, broccoli bits etc.)

#### Fruit

- All fresh fruit (e.g. whole fruits, chopped melon etc.)
- Fruit canned in water, juice or no added sugar (e.g. peach slices). Don't forget a spoon!
- Dried fruit (e.g. sultanas) is permitted, although fresh fruit or vegetables are the first choice as dried fruit contains high concentration of natural sugar and tends to cling to teeth, increasing risk of tooth decay

#### Drinks

- A clean, clear water bottle filled with plain water. Only plain water is to be consumed in the classroom

### All other food and drinks are not permitted including:

- Any drinks other than plain water including fruit or vegetable juice, fruit juice drink, fruit cordial, mineral waters, carbonated water, water with added vitamins and minerals
- 'Fruit' products (e.g. fruit leather, fruit roll-ups, fruit bars or similar)
- Fruit jams, jellies, pies or cakes
- Fruit canned in syrup or jelly or with artificial sweeteners
- Dips, including those that are vegetable based
- Canned or processed vegetables (e.g. olives)
- Vegetable or potato crisps, hot potato chips
- Vegetable pastries (pies, pasties, sausage rolls)
- Vegetable cakes, fritters, quiches, breads or similar
- Popcorn

## P&C ASSOCIATION

Our active and supportive Parents and Citizens (P&C) Association provides the school with invaluable funds and resources. The P&C Association is a statutory organisation given responsibilities by Department of Education to administer the many voluntary services that are vital to the well-being of schools. The P&C Association, plays a major role in fundraising for the school.

General Meetings are held on the **first Monday of each month 5:30pm** in the school library or online. All parents are welcome to join the P&C Association and attend meetings.

### Tuckshop

The SRSS tuckshop is operated by the P&C Association and require volunteer helpers on Tuesdays and Fridays. Menus and price lists are issued during the year and shared on Facebook and in newsletters. The

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tuckshop has fully implemented the recommendations in the State Government's "Healthy Food and Drink Supply Strategy for Queensland Schools".

### ***Fundraising***

The P&C Association have made a strong commitment to the school over many years to provide a variety of resources. This is done through a varied number of events and projects run within the school community and outside in the broader community. These events, while earning extra dollars for the school, provide many opportunities for families to join together and form life-long friendships.

## **PRIVACY STATEMENT**

### ***Enrolment***

The Department of Education is collecting the information on this form for the purpose of school enrolment and student management. Personal information collected by the Department is protected by the Queensland Government's Information Standard 42 – Information Privacy. However, in accordance with Information Sharing Protocols and Memoranda of Understanding, some of this information may be passed on to government agencies. Some of these state government agencies include Queensland Health, Queensland Transport, Queensland Police Service and Department of Child Safety. The Commonwealth government, through Centrelink may require information for matching purpose in relation to the payment of study assistance benefits to some students. Personal information on the enrolment form can be disclosed to other third parties without the individual's consent where authorised or required by law.

### ***Attendance, Achievement and Behaviour***

While students are enrolled in and attend state schools, school staff will collect personal information about their academic performance, attendance and behaviour for the purpose of monitoring their educational progress and providing educational programs to suit the needs of the student. Year 3 and 5 student names are passed on to the Queensland Curriculum and Assessment Authority for the purpose of issuing individual reports in relation to the assessment of numeracy and literacy skills of students. The personal information can be disclosed to other third parties without the individual's consent where authorised or required by law.

### ***Wellbeing, Protection and Safety***

During a student's attendance, the Department of Education may also collect personal information relating to the wellbeing, protection and safety of the student. This personal information may be passed on to agencies such as Queensland Health, Queensland Police Service and Department of Child Safety in accordance with Education Queensland's Student Protection Policy and other policies relating to student behaviour. This personal information can be disclosed to other third parties without the individual's consent where authorised or required by law.

### ***Children and Young People In the Care of the State – Data-Matching***

The Department of Education and Department of Families conduct a data-matching program to improve school achievement outcomes for children and young people in care. The data-matching program involves a comparison, through a unique identifier, of certain personal information of children and young people in

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care and those children of similar age in the general schools student population, including those who have specific needs. This personal information may include:

- Achievement levels, Retention rates, Age, School year levels, School disciplinary absences, Student movement between schools

You may obtain further information about the Queensland Government's privacy regime contained in Information Standard 42 – Information Privacy at <http://www.iej.gov.au/informationstandards>

If you have any questions about privacy or access to information, you may contact Education Queensland's Privacy Contact Officer on telephone 3237 0546.

## Welcome to our school!

