

# Richmond State School Parent Handbook 2018



**Principal: Kris Mills**

**To Parents of all new students**

We are pleased to welcome you and your children to our school community and hope your stay with us is a rewarding and enjoyable one.

# Richmond State School

As the principal of Richmond State School I would like to take this opportunity to welcome you as a new or continuing member of our school community. Our community is enhanced by your membership and we look forward to getting to know your family and share with you the many aspects of life at our school.

This information booklet identifies many facets of our school but please feel free to contact us if you need more information. The enrolment document you complete is detailed and is treated with the highest level of confidentiality. This information you provide is used in those rare cases of emergency so the details need to be constantly updated to ensure that we have your current telephone and address, together with emergency contact details.

We attempt to make our school as open as we can with parents invited to join with us in educating your children. Your support with class reading activities, class and school events, and any special activities throughout the year will do much to show your child that you are interested and involved. You are all very welcome and we hope you become involved as much as you can. Do give some thought to assisting when appeals are made for help, as it is often an important step to meeting other families and interacting with your child at our school.

We look forward to working with you in your child's learning. We hope you will become as proud as we are of our school and students.

This booklet is to help you, in part, to keep in touch with the school, its administration and its aims. Please read it carefully as it will give you a greater understanding of the environment in which your child is taught.

Regards

Kris Mills  
Principal



## STATEMENT OF PURPOSE

### **Our Motto:**

Deeds Not Words

### **Our Vision:**

Our Vision at Richmond State School is to provide a quality education, allowing each child to reach his/her potential academically, socially and emotionally through partnerships within the school and wider community. We will achieve this by exhibiting:

- A passionate sense of school pride
- A learning environment that is safe and supportive
- Quality teaching and learning that meets student needs provided by a committed, accountable and professional staff
- A diverse and inclusive education delivered through a stimulating and challenging curriculum
- Students who are empowered to be lifelong learners capable of contributing to a global society
- Collaborative decision making through open and honest, two way communication
- Responsible and accountable school management and leadership
- All school and community members acting with respect and dignity

### **Our Values:**

Seek Knowledge	We learn and let others learn.
Care and Compassion	We care for self and others.
Respect	We treat others with consideration and regard, respect another person's point of view.
Personal Responsibility	We are accountable for one's own actions.
Tolerance	We will be included and include others and accepting of others individual differences.
Honesty	We will be honest, sincere and seek the truth.
Optimism	We will think positively and achieve to one's full potential.

### **Our Students:**

We want our students to develop the following traits whilst enrolled at Richmond State School.

***Tactfulness, Determination, Self-Management Skills, Punctuality, Flexibility, Resilience, Generosity, Diplomacy, Reliability, Sensitivity, Commitment, Honesty, Organisational Skills, Independence, Initiative, Resourcefulness and Responsibility.***

We implement a number of learning processes and wellbeing programs and with the support of parents aim to make each student a lifelong learner.

### **Our Goals:**

#### ***Quality Curriculum***

- Consistent curriculum, planning and implementation to improve learning.

#### ***Teaching and Learning***

- High quality teaching focused on the achievement of every student with a focus on high expectations.

#### ***High Performing Professional Learning Community***

- Attract, retain and develop a high quality, skilled and professional workforce.

#### ***School and Community Partnerships***

- High levels of student, parent, staff and community confidence in the school's performance and achievement.

## Staff List for 2018

### Administration

Principal Ms Kristine Mills  
Head of Curriculum Mrs Janice Rowlands

### Teaching Staff

Primary Mr Andrew Gray  
Ms Tessa O'Neil  
Mrs Cheryle Stainkey  
Miss Jasmine Allen

Secondary Mr Tom Caldow  
Mr Anthony Edwards  
Mrs Janice Rowlands  
Mr Ross Theodore  
Mr Duncan McLeod

### Support Teacher

Literacy & Numeracy Mrs Bethea Pattel  
Mrs Jacinta Buick

### Non Teaching Staff

Business Services Manager Megan Thorncroft  
Teacher Aides Barbara Dempsey  
Debbie Lawson  
Robyn McMaster  
Verona Reynolds  
Julie Rogerson

Cleaners Kerri McMunn  
Aroha Ratima  
Jenny Henry

Schools Officer Benny Smith  
(Grounds & Facilities)

School Chaplain Caleb Baker



# School Details

**School Address:** 88 Crawford Street  
RICHMOND Qld 4822

**Postal Address:** Richmond State School  
PO Box 11  
Richmond Qld 4822

**Telephone:** 07 4768 6333

**Facsimile:** 07 4768 6300

**E-mail:** [admin@richmondss.eq.edu.au](mailto:admin@richmondss.eq.edu.au)  
[principal@richmondss.eq.edu.au](mailto:principal@richmondss.eq.edu.au)

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

**The School Colours are:**  
Maroon and Black

## **School Hours**

Morning Session	8.30am	-	10.40am
First Break	10.40am	-	11.20am
Middle Session	11.20am	-	1:00pm
Second Break	1.00pm	-	1.20pm
Afternoon Session	1.20pm	-	2.30pm

## **Office Days & Hours**

Monday	7.45am	-	3.30pm
Tuesday	7.45am	-	3.30pm
Wednesday	7.45am	-	3.30pm
Thursday	7.45am	-	3.00pm
Friday	7.45am	-	3.00pm

## **School Parade Day**

Monday 8.30am

## **Tuckshop Days**

Monday, Tuesday, Wednesday, Thursday & Friday

## **Newsletter**

Every second Wednesday.

## Vacation Periods

	<b>Commence Vacation</b>	<b>Return to School</b>
Summer Vacation	Saturday: 2 <sup>nd</sup> December 2017	Monday: 22 <sup>nd</sup> January 2018
Autumn Vacation	Friday 30 <sup>th</sup> March 2018	Tuesday: 17 <sup>th</sup> April 2018
Winter Vacation	Saturday: 30 <sup>th</sup> June 2018	Monday: 16 <sup>th</sup> July 2018
Spring Vacation	Saturday: 22 <sup>nd</sup> September 2018	Monday: 8 <sup>th</sup> October 2018
Summer Vacation	Saturday: 8 <sup>th</sup> December 2018	Tuesday: 29 <sup>th</sup> January 2019

## 2018 Public Holidays

Australia Day Holiday	Friday	26 <sup>th</sup> January
Good Friday Holiday	Friday	30 <sup>th</sup> March
Easter Monday Holiday	Monday	2 <sup>nd</sup> April
Anzac Day Holiday	Wednesday	25 <sup>th</sup> April
Labour Day Holiday	Monday	7 <sup>th</sup> May
Richmond Field Day Holiday	Friday	15 <sup>th</sup> June
Queens Birthday Holiday	Monday	1 <sup>st</sup> October

## 2018 Pupil Free Days

These days are for staff to undertake professional development activities.

Thursday	18 <sup>th</sup> January
Friday	19 <sup>th</sup> January
Monday	16 <sup>th</sup> April
Monday	22 <sup>nd</sup> October

## 2018 School Term Dates

Semester 1	Term 1	Monday 22 <sup>nd</sup> January	to	Thursday 29 <sup>th</sup> March	10 weeks
	Term 2	Tuesday 17 <sup>th</sup> April	to	Friday 29 <sup>th</sup> June	11 weeks
Semester 2	Term 3	Monday 16 <sup>th</sup> July	to	Friday 21 <sup>st</sup> September	10 weeks
	Term 4	Monday 8 <sup>th</sup> October	to	Friday 7 <sup>th</sup> December	9 weeks

**School re-opens in 2019 on Monday, 22<sup>nd</sup> January**

# A – Z of Richmond State School

Please note that some information contained in this booklet may change from time to time throughout the school year. Parents should check the fortnightly newsletters for more up to date details. If the booklet does not contain the information you require please contact the school office on 47686333.

## Absences

In the event of your child being absent from school either:-

- a) Contact the school by phone 47686333
- b) Email: [admin@richmondss.eq.edu.au](mailto:admin@richmondss.eq.edu.au)
- c) Send a note with your child before the day of absence if it is a planned absence

For your own protection please do us this small courtesy. The regulations state that the only condition under which a child may be absent from school is when the child is under expert tuition, (eg music, a visit to the doctor or dentist) or when the child is ill in bed.

Children who do not present at school without explanation are recorded as absent without reason. Mandatory same day notification is a legal requirement. If you have not informed the school of your child's absence you will receive a phone call or SMS informing you of their absence and seeking an explanation as to the reason. For students who are absent for three consecutive days without notification a letter will be generated requesting an explanation.

Under s176(1) of the *Education (General Provisions Act) 2006* each parent of a child who is of compulsory school age must ensure that the child is enrolled and attends school on every school day for the educational program in which the child is enrolled unless the parent has a reasonable excuse.

Student absences that are prolonged and without a reasonable excuse may result in notification of prosecution of the parent under this act.

Students who are going to be on a planned absence of greater than ten school days are required to apply for an exemption from schooling. Should this situation apply to your child at any time please contact the school office for an appointment with the principal to discuss the required process.

## Accidents

In the event of your child sustaining an injury, which we feel necessitates expert attention, both the parent and the ambulance will be called. Parents are contacted as a matter of normal practice when injuries occur.

It is essential that the school is notified of all medical conditions on your enrolment form eg, any heart condition, likelihood of fits or convulsions or any serious disability of children. This information will be updated on your child's enrolment profile as soon as information is supplied to the school. Correct emergency contact details **MUST BE KEPT UP TO DATE AT ALL TIMES.**

## Admissions

Regulation 23 of the State Education Act states:

<b>Birth Date:</b>	<b>Eligible for Prep in:</b>	<b>Eligible for Year 1 in:</b>
Child born 1 July 2011 to 30 June 2012	2017	2018
Child born 1 July 2012 to 30 June 2013	2018	2019
Child born 1 July 2013 to 30 June 2014	2019	2020
Child Born 1 July 2014 to 30 June 2015	2020	2021
Child Born 1 July 2015 to 30 June 2016	2021	2022
Child Born 1 July 2016 to 30 June 2017	2022	2023

## ARRIVAL/DEPARTURES

Students are encouraged to attend school no earlier than 8am. If your child needs to arrive at school prior to 8am they are to remain seated under the school building until the 8am bell rings and a staff member begins morning duty. This procedure is to ensure the safety of every child and we encourage all parents to adhere to this time frame.

School finishes at 2.30pm and students should be collected as close as possible to this time. If someone other than a parent is collecting your child please take a few moments to call the school and inform us of this change. This ensures the safety of your child and avoids any concerns that can arise when the school is not aware of altered arrangements.

## Assemblies - Parades

School assemblies are held in the Resource Centre each Monday commencing at 8:30am. Parents and community members are most welcome to attend to help our school community celebrate the achievements of our students. Each week a different class or student group run the assembly where we endeavour to create a close, friendly atmosphere among students and teachers to help build school spirit and morale. Our assemblies are designed to be positive and a celebration of achievement.

## Banking

School banking is also available should you wish to open a deposit account. When students arrive at school they should hand their deposit book into the school office where it will be collected and processed by a person external to the school. New accounts can be opened at any time by completing a new account request envelope. This is a great way to encourage students to save.

## Behaviour

The staff at Richmond State School believe that successful learning takes place when all members of the school community – students, staff, parents and visitors – behave in a respectful, responsible, co-operative and safe manner.

At Richmond School we believe in:

- Respect for all people, self, property and environment.
- Courtesy towards all members of the school community.
- Access to and participation in a safe and clean environment for all members of the school community.
- Commitment to providing and participating in a quality learning environment.

We believe that developing our students' ability to use positive behavior requires these behaviours to be clearly taught. In order to teach these expected behaviours, we need to also promote and encourage ways of thinking, that enable students to get along with each other in a **socially responsible** manner.

Our expectations apply to all students, but we also understand that (a) students learn in different ways and that (b) some students will require extra support and management to help them learn the skills necessary for them to participate successfully. This is why our plan is divided into various sections – the procedures we have developed to support all students at a **whole-school level** and the procedures in place to provide **targeted** and **intensive** intervention for those who require extra support.

Each year the school reviews the Responsible Behaviour Plan for Students. This policy outlines the Richmond State School's beliefs about learning and behaviour. The Policy is adopted annually at the first P&C Meeting and is reviewed regularly.



## Bell Times

Bell Time	Prep-Year 6	Year 7-10
8.00 am	Before School Play Time	
8.25 am	Prepare for school	
8.30 am	Session 1	Period 1
9.30 am		Period 2
10.30 am		Form Meeting Secondary
10.40 am	First Break-Eating Time	
10.55 am	First Break-Play Time	
11.15 am	Prepare for class	
11.20 am	Session 2	Period 3
12.20 pm		Period 4
1.00 pm	Second Break-Eating Time	
1.10 pm	Second Break-Play Time	
1.20 pm	Session 3	Period 5
2.30 pm	Finish School	

## Book Club

Several times throughout the year children are offered the chance to purchase books from the Scholastic Book Club. This allows the children to purchase good quality material at a cheap price. There is no obligation on parents to buy these and the school makes no profit. Order forms are sent out on promotional material from which children are asked to choose their books and return them with the money to cover the order. Please read this material carefully to prevent any inconvenience or disappointment. The books take some time to return.

## Book Fair

A Book Fair is held during 'Book Week' in Term 3 of each year. This provides families the opportunity to browse and purchase a selection of books for your home library. Your support of this event enables the school to purchase new books for the library. Dressing as a book character on one of the days during this week is also a much loved event on our school calendar.

## Booklists

Booklists are published each year and are available from the school office. They are also available on the school website, with new lists being uploaded in November each year. Consumables on the book list such as lead and coloured pencils, glue, erasers, and white board markers may need to be replenished each term. Your child's teacher will send home a note each term requesting these items, should your child require them.

## Child Protection

Education Queensland employees have mandatory reporting obligations to various authorities should a concern be raised/noticed with regards to a child's safety or welfare. Occasionally authorities such as representatives from the Queensland Police Service or the Department of Children's Services utilise the school facilities to conduct interviews of students or investigations. This can lawfully be undertaken without the knowledge of the parents/caregivers. Upon completion of such an event the relevant authorities will notify the parent/caregiver.

## Classroom Assistance

Classroom assistance is also sought for many aspects of the school. Having parents hear individual children read, and complete their reading log is of great assistance to teachers. Please see your child's teacher if you are able to help in this way.

Most teachers are very happy to involve parents with other aspects of the school day such as art, and other group activities. In doing this you will be supporting your child and also gaining more knowledge of the class activities.

When you come to the school to work within class rooms please ensure you go to the front office and sign in on the visitors register. This is a Workplace, Health and Safety requirement so that in an emergency we are aware of who is in the school, and that they have been accounted for.

## Communication with Teachers

We strongly urge parents to contact the school to discuss their children's work and talk over any problems which might arise, or pass on favourable comments, relating to your child at school. Showing an interest in your child's progress will strengthen their self-perception and level of development. Issues which arise regarding classroom matters are, in the vast majority of cases, best addressed by making an appointment with the classroom teacher. This is usually the most direct and productive way to tackle classroom issues. The best way to do this is to phone the school or see your child's teacher for an appointment. Making an appointment ensures that you are given the attention you deserve when having discussions otherwise teachers are focussed on preparing for the days instruction and may not be able to give you their full attention.

## Complaints Procedure

During the course of your children's school years, you may have cause to make a complaint about an issue with your child's education. Education Queensland is committed to ensuring that all complaints are dealt with in a fair and equitable manner. There are processes and support structures in place to enable parents/carers and students to work through any issues they may have with Education Queensland provisions.

## Curriculum Offerings

For students in Years Prep to Six curriculum delivery is provided in the Key Learning Areas of Mathematics, English, Science, Humanities and Social Studies (History, Geography), The Arts, Health and Physical Education, Technology and L.O.T.E. (Year 5 and 6 only)

For students in Years Seven to Ten the following elective subjects are also offered; Information Design and Technology, Home Economics, and Visual Arts. From time to time these elective subjects will change depending upon staff qualifications and experience.

Classes across the school are multi-age and the composition of these classes change from year to year with changes in student year level numbers.

Our clear pedagogical focus across the school is through the framework of Explicit Instruction. The majority of lessons are delivered within the framework of I Do, We Do, You Do. Children are taught the behavioural expectation of each part of the lesson along with the learning intention of each lesson being delivered. All students will engage in consolidation for Literacy and Numeracy on a daily basis.

## Disease Exclusion Table

This table is within your enrolment pack.

For the purpose of this table, a contact means a child of school age living in the same residence as the patient.

- *Chicken Pox* – Student should be excluded for seven days after the beginning of the illness or until the last lesion has healed. Contacts are not to be excluded.
- *Diphtheria* – Re-admit after at least two negative swabs. Exclusion for contacts varies.
- *Measles* – Should be excluded for at least seven days from the appearance of the Rask or until a medical certificate of recovery is furnished. Contacts should be not being excluded.
- *Rubella* – Should be excluded for at least seven days from the appearance of the rash or until a medical certificate of recovery is furnished. Contacts need not be excluded.
- *Ringworm and Impetigo* (School Sores) – If suitably covered they may attend school. Contacts need not be excluded.

These are the common infectious diseases. For diseases not listed, please see the table provided in you enrolment pack or contact the Principal.

## Emergency Procedures

The school has a plan to cater with an emergency (e.g. fire, severe storm, dangerous persons) should any arise. Children are taught how to respond in an emergency situation and throughout the year we will practice our evacuation or lockdown procedures.

Should you be present at the school in a time of an emergency drill or real emergency the following signals and actions are important to know.

Emergency	Signal and your response Please make yourself familiar with the emergency response actions on display in the room you are in
Evacuation	Repeated short blasts of the bell Immediately follow the directions of the staff in the room you are in Listen to all their instructions to provide a correct model for students
Lock Down	A continuous 30 sec blast of the bell Immediately follow the directions of the staff in the room you are in Place yourself in a position out of sight of the windows If you are out in the grounds please follow the directions of the staff member on duty

Please ensure that when you come to the school to work within class rooms you go to the front office on arrival and sign in on the visitors register. This is a Workplace, Health and Safety requirement so that in an emergency, we are aware of who is in the school, and that they have been accounted for.

## Enrolments

Enrolments will be taken any time in the school year. On enrolling your child you will be required to fill out a standard Education Queensland Enrolment Form giving details such as parents' names, address and emergency contact numbers. **If at any time these details change would you please advise the school.** This is especially important for home and work phone numbers, as we may need to contact you in an emergency.

Children transferring from other schools are asked to bring copies of report cards and any other relevant documents. We will contact your child's previous school to collect their academic profile to ensure the continuity of your child's learning program.

Parents enrolling in an Education Queensland School for the first time will need to provide a copy of their child's birth certificate. Prep students' birth certificates must be sighted before they can commence Prep.

Approximately a fortnight after your child has been enrolled please seek an interview with your child's teacher to see how he/she is adjusting to his/her new school.

## Excursions and Camps

An important part of a child's development is their involvement and exposure to a variety of activities as they grow up. The school participates in a range of extra curricula activities throughout the school year. All camps and excursions are organised by class teachers when appropriate and relevant to the context being developed within the curriculum program. Payment for these events is the responsibility of parents and caregivers and you are encouraged to ensure these payments are made on the date indicated on the permission form.

Please see information under '**insurance**' regarding liability in the event of accident or illness.

## Grounds and Facilities

The school offers a undercover multi-purpose sports court with basketball, netball and tennis markings, an oval, undercover climbing play area, cricket practice nets, landscaped gardens, vegetable garden, library, and air-conditioned classrooms.

We also have a School Officer who looks after the grounds and minor maintenance concerns. From time to time throughout the school year parents may be asked to participate in organised working bees or other tasks to help enhance the school facilities.

## Head Lice

Head lice are a common problem within all school communities. Head lice are not the result of poor personal hygiene. Head lice can't tell if hair is clean or dirty. They don't care if it's brown or blonde, long or short, straight or curly. Head lice are contagious, but they can't jump from head to head and they can't fly. The only way they can be transmitted is by direct contact (heads touching) or indirect contact (a hat passed around which has been worn by a person with head lice).

Your child's teacher should be notified if you have discovered your child has head lice as this will enable us to alert other families to check their children's hair and help prevent a major outbreak..

## Homework

Homework provides students with opportunities to consolidate their classroom learning, pattern behaviour for lifelong learning beyond the classroom and involve family members in their learning. The setting of homework takes into account the need for students to have a balanced lifestyle. This includes sufficient time for family, recreation, cultural pursuits and employment where appropriate.

Homework that enhances student learning:

- Is purposeful and relevant to student needs
- Is appropriate to the phase of learning (early, middle and senior)
- Is appropriate to the capability of the student
- Develops the student's independence as a learner
- Is varied, challenging and clearly related to class work
- Allows for student commitment to recreational, employment, family and cultural activities

Homework is given as a review of work usually taught that day or previous week. Please ensure that children do this work. We ask that you view written work and check oral learning. It will be of great assistance to your children if this work is well done. If your child is unable to do homework for some reason, we ask that you contact their teacher.

All primary classes pursue individual reading logs where books or pages are set to be read under parent supervision. We do ask your help here, to hear your child read and sign the reading logs daily for their return to the classroom teacher.

Education Queensland's homework policy recommends the following maximum homework hours over a week.

In the Prep Year, generally students will not be set homework. (Our school asks that home reading and sight words be done daily)

In Years 1, 2 and 3, set homework could be up to but generally not more than 1 hour per week.

In the *Early Phase of Learning* many activities at home or in play can assist children to develop literacy, numeracy and problem-solving skills.

Homework tasks may include:

- Daily reading to, with and by parents/caregivers or other family members
- Linking concepts with familiar activities such as shopping, preparation of food, local environment and family outings
- Conversations about what is happening at school
- Preparation for oral presentations
- Opportunities to write for meaningful purposes

In Year 4 and Year 5 homework could be up to but generally not more than 2-3 hours per week.

In Year 6 and Year 7 homework could be up to but generally not more than 3-4 hours per week.

In Years 8, 9 and 10 homework could be up to but generally not more than 5-7 hours per week with extra study being required around exam times. Secondary students are encouraged to keep and utilise a current Homework diary.

In the *Middle Phase of Learning* some homework can be completed daily or over a weekly or fortnightly period and may include

- Daily independent reading
- Be coordinated across different subject areas
- Include extension of class work, projects and research

A positive attitude to work is essential and homework should not become a task which causes concern between you and your child. Please discuss with your child's classroom teacher any issues or concerns you have regarding homework.

## Instrumental Music

Students can access instrumental music lessons through Mt Isa School of the Air. Students need to be in Year 4 or above to access this program. If your child is a beginner the fees are \$190 for the year and the instrument is supplied for your child. Should your child wish to continue with these lessons beyond the first year you are required to purchase an instrument. If your child is interested in participating in these lessons please let the school office know and we will put you in touch with Mt Isa School of the Air.

## Insurance

Department of Education and Training 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 activities, 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 parents/carers to decide what types and what level of private insurance you wish to arrange to cover your child/ren.

When signing a consent form for your child/ren to participate in a school excursion/event you are agreeing to the following

- You are aware that the Department of Education and Training does not have personal accident insurance cover for students
- You accept liability for all reasonable costs incurred by the Department of Education and Training in obtaining medical assistance or treatment
- You undertake to reimburse the Department of Education and Training the full amount of those costs

## Internet Use by Students

Parents and students need to complete an Internet Access Agreement before the student will be given permission to use the school internet facilities. All documentation for this agreement will be completed during the enrolment process and again at the beginning of each year.

## Learning Support

Children experiencing any learning difficulties are often referred to Guidance Support Services for testing and advice sought on improving the situation. Class teachers are advised of teaching strategies which may assist student learning progress, and school intervention programs are also accessed. Students from time to time may require the services of a Speech Pathologist and referrals are made through Education Queensland.

We also have a Support Teacher Literacy and Numeracy and a Students with Disability Support Teacher who works three days a week to assist in identifying students, managing programs and making referrals.

If ever you have concerns regarding your child's progress please do not hesitate to contact your child's teacher.

## Leaving School Grounds

Students are to remain on the school grounds at all times during the school day. Parents/caregivers are asked to notify the school by phone or by sending a note if they require their child to leave the school grounds for any reason. No child will be allowed to leave the grounds unless a consenting parent or guardian has notified the school beforehand. Parents are asked to deliver lunches to their children at their classroom or in their eating area.

Should your child have an appointment or you need to collect them during the day please come to the school office and sign your child out. This will ensure your child's safety and enable us to manage emergency situations.

## Levies

There are various subjects offered during the school year which may attract a levy so that materials and resources can be supplied to your child. Many subjects use consumables that are not practical to place on the book list and have parents supply. These can be provided more economically by having the school purchase them in bulk.

Separate levies are also charged for Secondary Textbook hire in Year 7-10. These are subject to variation each year and parents are issued an invoice appropriate to their children's year level.

## Library Borrowing

Our Library caters for all pupils, providing a wide range of books, including fiction, non-fiction and reference material. Students in Years 7-10 may borrow two books, two books for research and textbook hire books; students in Years 3-6 may borrow one book and two reference books at a time for up to two weeks; students in Years P-2 may borrow one book at a time for up to two weeks. Students have the opportunity to change their book once per week in school time.

It can be very expensive to replace resources so in order to protect them; P-3 students are required to use a library bag when borrowing. If books are lost whilst in the possession of your child, we ask you to accept responsibility for their replacement.

Students cannot borrow books until outstanding books are returned to the school library.

## Lost Property

A Lost Property Box is positioned near the student port racks. Any items found are placed inside this box and parents are encouraged to check this box regularly if their child is missing items such as hats, lunch boxes, clothing and shoes. At the end of each year, unclaimed lost property will be given to charity.

The best way to ensure that all of your child's possessions are easily identified, and so returned, is to clearly name them.

## Medication

Parents are requested to carefully note the following procedures when requesting medication to be administered to school during school hours.

1. Medication must be placed in a secure container which clearly shows:
  - a) The name of the medication
  - b) The dosage
  - c) The time/s for administering medication
  - d) Doctors'/pharmacist's direction
2. A written request signed and dated by the parent must accompany medication.
3. Medication must be brought to the school office

**Please note: Medication will only be administered when the above procedures are followed and written documentation is forwarded to Administration staff. Non-prescribed oral medication eg analgesics and over-the-counter preparations will only be administered by staff if accompanied by doctor's instructions.**

Should it be more convenient for parents, you may come to the school at the appropriate times to administer medication to your children.

We will go out of our way to help your children and ensure their well-being. We only ask that you view this matter with the appropriate degree of co-operation.

Should your child require an asthma inhaler he/she may retain this if they are old enough to manage their use. If your child is in the early years, children should give their inhaler to the teacher for safe keeping. Please ensure this information is entered onto your child's enrolment form.

If your child does require medication to control asthma they are required to have an asthma plan which is drawn up by your family medical doctor. This plan provides necessary details about your child's medical condition and how it is managed. A copy of this plan needs to be given to the school.

Should your child have an allergy which requires medical intervention to treat the response (eg epipen) then the school requires a response plan which is drawn up by your family medical doctor. A copy of this plan needs to be given to the school.

Please discuss the above situations with the school office.

### Mobile Phones:

While we understand parents might want to contact children before and after school and students might want the extra safety of having a phone while walking home, bringing mobile phones to school creates storage and usage issues. Acknowledging the previously mentioned points it should be noted that individuals using mobile phones and other electronic devices in the classroom for personal use will not be accepted. Please see the Responsible Behaviour Plan for Students.

It is to be noted that bringing electronic toys and valuables to school for playground use is not an acceptable practice. Mobile phones and other electronic equipment are used at their owner's risk. No liability will be accepted by the school in the event of loss, theft, or damage to any device unless it can be established that the loss, theft or damage resulted from the department's negligence.

With this in mind if your child needs to bring a mobile phone to school it is to be left at the school office, and retrieved after school.

Parents who wish to contact their child during school hours can do so by ringing the school office on 47686333.

### Money at School

Students will often need to bring money to school for various reasons. All money should be placed in an envelope marked with the child's name and the purpose for which the money is intended. It is recommended that all money be given to the Administration Officer at the office on arrival at school. Envelopes for this purpose are available at the office should you require them.

### Newsletters

We issue a fortnightly school newsletter on Wednesdays. Newsletters are handed to the youngest member of each family at school and placed at various business in the community. Be sure to read it – it often saves a lot of extra explanation and keeps you up to date of school events.

Items for the newsletter need to be received no later than Monday morning of publication week. Email address: [admin@richmondss.eq.edu.au](mailto:admin@richmondss.eq.edu.au) Phone 47 686 333, or Fax 47 686 300. COSTS FOR ADVERTISING are available by contacting the school office.

PUBLICATION DATES FOR 2018 NEWSLETTERS ARE BELOW.

<b>TERM 1</b> – 31/01/18, 14/02/18, 28/02/18, 14/03/18, 28/03/18,	<b>TERM 2</b> – 24/04/18, 09/05/18, 23/05/18, 06/06/18 & 20/06/18
<b>TERM 3</b> – 18/07/18, 01/08/18, 15/08/18, 29/08/18 & 12/09/18	<b>TERM 4</b> – 10/10/18, 24/10/18, 07/11/18 & 21/11/18, 05/12/18

### Student Laptops

Students in Year 7-10 are provided with a laptop to support their learning. The laptops can be used at school and (with prior arrangement) home for curriculum and school related tasks and students are able to access the same software at home as they do when at school. There is an annual cost involved and this must be paid before the device will be allowed home.

### Parents and Citizens Association

The Parents and Citizens Association is your voice in school community decision-making and support. It is a valued organization responsible for a number of areas including:-

1. Parent development and awareness of education
2. Discussion of Educational Issues
3. Organisation of school/community events
4. Fundraising
5. Educational excursions support

Every child in the school benefits from P&C efforts. Therefore every parent is invited and encouraged to participate in its activities and its meetings.

Meetings of the Association are held monthly on the second Monday of the month at 6pm in the school library.

### Parent Information Sessions

Early in Term One a Parent Information Evening is held to share details regarding classroom management, operation and teaching/learning practices.

The evening is a great opportunity for parents to:-

- Become familiar with classroom philosophy and operation
- Get to meet teachers and see their children's place of work
- Take an early opportunity to head-off any rising concerns on a variety of issues
- Monitor the settling-in phase of their child's learning progress

This is particularly beneficial to parents of Prep and Year 1 students.

Throughout the year Parent Information Sessions are held to assist parents and community members on school or learning issues. These sessions are determined by parent requests and perceived needs by the staff of the school.

### Parents/Teacher Interviews

Parent Teacher Interviews are arranged at the end of Term One and Term Three. These interviews offer you a time to discuss your child's academic progress with your child's teacher. You will take home a one page sheet (Prep – Year 6) or a booklet (Years 7 - 10) which provides you with information about how your child is progressing in relation to end of year bench marks in literacy and numeracy. This will help you and your child to work towards goals and provide you with simple ideas of how to support your child in their learning.

Parents are however encouraged to speak with their child's teacher on a regular basis to keep informed of their progress, to stay up to date with what their child is learning and to understand how they can best support their child.

### Photographs

Each year we engage the services of a commercial photographer to photograph class groups. There is also the opportunity for individual and sibling photographs. The date for school photographs is published in the school newsletter as soon as we are aware of the date. On advice from the photographer, parents are asked not to send their child with large, coloured hair adornments for photograph day. We seek your co-operation with this as children with such items in their hair are difficult to place in a balanced and visually pleasing photograph of a class group.

### Preparatory Year

Prep classes are five days a week from 8.30am to 2.30pm. Parents are required to attend with their child for drop off and collection. Prep children engage in learning experiences which provide the foundation of future learning so attendance every day is actively encouraged. From 2017 attendance at Prep is compulsory therefore non-attendance will be followed up as per 'attendance' information.

### Religious Education

There are no formal religious education lessons each week however from time to time in the school year students may engage in religious based activities. If parents do not wish their child to participate in such activities they are asked to submit a letter to the principal indicating their wishes.

### Reporting to Parents

We have oral reporting to parents at the end of terms one and three. A written report will be given at the end of terms two and four. However, as assessment is an ongoing process throughout the year, we encourage you to speak with your child's teacher regularly to keep informed of his or her continuous progress.



## School Facilities

The school has wonderful facilities which are available to be utilised by all members of our local community. This includes use of the school for meetings, adult education classes, weekend sport etc. Please contact the principal or administrative officer if you need to access school facilities so that the appropriate documentation and access can be arranged.

## School Policies

Our school has available for parent and community perusal many comprehensive state and school initiated policy statements regarding most areas of management, operation, curriculum and teaching. These documents are available upon request from our school office.

## Sport

We encourage sporting activities and are very proud of our commitment to improve our students' fitness and well-being. The emphasis in sport is on participation.

- *Swimming Carnival* - Each year students in the whole school have the opportunity to compete in the inter-house swimming carnival held in Term 1 towards the end of February.
- *Mid-West Swimming Carnival* – will be held in Term 1.
- *Athletics Carnival* - Each year students in the whole school have the opportunity to compete in the inter-house athletics carnival held in Term 2.
- *Cross Country* - Each year students in the whole school have the opportunity to compete in the inter-house cross country held in Term 2.
- *Mid-West Athletics Carnival* – will be held in Term 3.

There are a number of opportunities throughout the year in which students aged nine years and over are able to participate in the selection process for mid-west teams. Sports include netball, cricket, touch football, tennis, swimming, and athletics.

## Sports Houses

Children are allocated in either one of the two sports houses – Mitchell (Red) or Flinders (Green). Children participate in Inter-house Athletics during Term 2 and Inter-house Swimming during Term 1. Since ours is a small school the ability to place siblings in the same sports house is not always possible. We do endeavor to achieve this however ask for your understanding if we are unable to accommodate this for your family.

## Swimming

All pupils (Prep-Year 10) are involved in swimming lessons during Terms 1 and 4. We swim at the Richmond Swimming Pool. Students walk to and from the pool.

Swimming is part of the curriculum offerings of the school so attendance at swimming is compulsory for students; a parental consent form is required. From time to time students may experience illness or injury which prevents them from participating in swimming lessons. Parents are asked to inform the school in writing outlining the reason why your child is unable to participate. Should you wish to withdraw your child from swimming lessons entirely please come and discuss your concerns with the principal.

## Student Leadership

A range of leadership positions are available within the school, including School Captain and Vice School Captain, Sports House Captains and Vice Captains and various positions on the Student Council. Select positions are open to students in Years 4 – 10 and provide an opportunity for students to become involved in a range of school and community events and activities.

## Systemic Assessment Programs

In May, each Year 3, Year 5, Year 7 and Year 9 student sits for National Assessment Program-Literacy and Numeracy tests (NAPLAN). The tests are conducted over a three day period and represent a point in time look at students in action, and provide data for the school, and state and national education bodies. Parents/caregivers receive a report in Term 3 or 4 outlining how successfully the student attempted the test activities.

## Transfers

When a parent wishes to transfer a child to another school, please contact the school to this effect. A transfer process will be enacted to automatically hand over student data to the other state school. Transfer transactions will occur between state school and private schools both in Queensland and other states of Australia.

## Transport to School Activities outside the school – by parents

From time to time the school seeks parental support to transport students to events held outside the school. Each parent/guardian is required to provide a photocopy of, and complete a declaration that they have a current Queensland Drivers Licence and that their car is registered, of a roadworthy condition and that it is covered by comprehensive car insurance. This is mandatory for the transportation of students in private vehicles for school activities.

## Tuck-shop

Tuck-shop is operated on a daily bases through Moon Rock Café. A menu is provided in your enrolment package and may be updated from time to time.

Students who wish to order food through the tuck-shop are to:-

- Write the food order from the menu on an envelope or brown paper bag
- Place the money to cover the order inside a sealed envelope or in brown paper bag.
- Place order into the Tuck-shop box outside the admin office by 8.20am.
- Students can collect their orders directly from the tuck-shop.

## Uniform Policy

It is an expectation of the Richmond State School Community – the Parents and Citizens Association, the Principal and staff – that all students abide by the School Dress Code Policy. A parent/caregiver application to enrol at Richmond State School is taken as acceptance of this policy.

The Richmond State School student uniform will be worn by students when:

- Attending school on a day to day basis
- Representing their school
- Travelling to and from school
- Engaging in school activities outside of school hours

## **Uniform Details**

Boy's Uniform: Maroon Richmond State School Polo Shirt with Black Shorts

Girl's Uniform: Maroon Richmond State School Polo Shirt with Black Shorts / Skorts / Skirts

Short beach length shorts and bike pants/skins are inappropriate for school wear at any time.

School uniforms are on sale at the school every Thursday morning before school starts. The prices are shirts \$25.00, shorts \$15.00, and hats \$10.00. The current stock of skorts are available at a reduced price of \$7 each.

The school also has a sports shirt that students can wear on a Friday or to sporting events (not HPE lessons) throughout the year. These shirts are available through a special order that will be placed once a minimum quantity is reached. These must be paid for prior to an order being placed and are currently \$30 for a short-sleeved shirt. There is a limited number of long sleeved sport shirts available at a reduced price of \$25 as they will no longer be being ordered. Enquires should be made at the School Office.

Students are required to wear **wide brimmed hats** while in the sun, this includes break times and class lessons. The school has a 'No hat, no play policy'. Students who do not have a wide brimmed hat will be required to remain in the undercover areas during play time. A wide brimmed hat may be purchased from the school.

**Covered shoes** are also a school uniform requirement and must be worn at all times.

For Workplace Health and Safety reasons covered shoes are required for all lessons in the Manual Arts Workshop, Home Economics classroom and Science laboratory. Preference of covered shoes is (1)

Leather upper (2) Vinyl upper (3) Woven upper. Appropriate shoes must also be worn to play outdoors and for HPE lessons.

In colder months warmer items can be worn. Please consider keeping these items as close to school colours as possible.

### **Sunscreen and Swim Shirts**

Sunscreen must be worn while students are participating in lessons, or coaching activities. Swim shirts must be worn by students during all water-based activities including swimming lessons. The wearing of swim shirts will also be expected on camps and excursions where water based activities are involved.

### **Jewellery**

Due to Workplace Health and Safety issues jewellery is to be limited to:

- One watch
- One small discreet necklace worn for religious or medical alert purposes only and must be inside the school shirt
- Earrings – small sleepers or studs only

Rings, beads, shells, chains and/or facial adornment are not suitable for school. Students will be asked to remove inappropriate jewellery. This jewellery will be held for parent collection.

### **Make-up**

The wearing of make-up is not appropriate for school. This includes nail polish or false/acrylic nails.

### **Hair**

Hair accessories are to be minimal. Hair should be worn clean, and neatly groomed. Shoulder length or longer hair is to be tied back for all practical lessons and activities due to safety.

### **Vehicles in School Grounds**

Only vehicles belonging to people on official business are allowed in the grounds. This is for the safety of the students. Parents are encouraged to park in the spaces provided around the school. Please seek prior approval if you need to drive within the school grounds or on the school oval.

### **Volunteers**

We welcome parents and community members in our school. The school encourages and appreciates the support provided by parents and the active involvement of our parent body enhances the learning opportunities of our students.

It is recognized that not all parents have the time available or capacity to help in classrooms on a regular basis however support during the years at special functions or events is appreciated. Similarly other forms of help such as typing, covering books and cataloguing resources can be coordinated. Some of which can be done from home. Where parents are interested in being in classrooms they are as a matter of courtesy asked to arrange with classroom teachers appropriate times to be involved in classroom activities.

As a workplace health and safety requirement, all visitors to the school must sign in at the school office. Parents working in their child's classroom are not required to hold a blue card. All other visitors however must have a blue card to work with students. Parents wishing to gain a Blue Card can do so through the school. Please see the Administration Officer.