

Parent Handbook



We are pleased to welcome you and your family to the Richmond State School community.

Principal Welcome

I would like to take this opportunity to welcome you as a new or continuing member of our school. Our school community is enhanced by your family joining our community, we look forward to getting to know your family and sharing the many aspects of life at our school.



This handbook identifies a number of facets of our school to support you in being active in your child/children's education. Our school prides itself on ensuring multiple communication avenues including a fortnightly newsletter, notes/letters, Facebook page, website and emails to ensure all families are aware of key information. If you require any additional information, you are most welcome to contact us.

Our school staff are dedicated to providing excellence in education and prioritises wellbeing, inclusion and improvement for all. We enact the eight learning areas of the Australian Curriculum in a contextualised manner to ensure high engagement and the best possible outcomes for our students. We regularly invite parents to share in their child's learning journey through parent information evenings, parent and teacher interviews, our active P & C and weekly parades.

We promote a culture of learning and ensure that this is underpinned by safe and supportive relationships with our students. We are a Positive Behaviour for Learning (PBL) School that focusses on explicitly teaching pro-social behaviours and rewarding students for following our school rules. Students regularly receive 'Happy Vouchers' and associated recognition for enacting our 4 school rules of *Be Responsible, Be Respectful, Be Safe & Be a Learner*.

We look forward to partnering with you in your child's learning here at Richmond State School.

Kind Regards,

Mrs Elizabeth Mayo
Principal

About Our School

Our Motto

Deeds Not Words

Our Vision

Our Vision at Richmond State School is to provide a quality education, allowing each child to reach their 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
- High 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	<i>We learn and let others learn.</i>
Care and Compassion	<i>We care for self and others.</i>
Respect	<i>We treat others with consideration and regard, respect another person's point of view.</i>
Personal Responsibility	<i>We are accountable for one's own actions.</i>
Tolerance	<i>We will be included and include others and accepting of others individual differences.</i>
Honesty	<i>We will be honest, sincere and seek the truth.</i>
Optimism	<i>We will think positively and achieve to one's full potential.</i>

Our History

Richmond State School was established in 1889 and proudly celebrated its 125th year in 2014. We look forward to continuing to enact our values and vision within the Richmond Community.

Staff List

Administration

Principal	Mrs Elizabeth Mayo
Head of Department - Curriculum	Miss Tanya Sinden
Head of Department - Curriculum	Ms Cheryl Phillips

Teaching Staff

Mrs Hayley Ybema
Miss Lucie-Anne Kirk
Mrs Jacinta Buick
Miss Jessica Oliver
Miss Aleisha Grundy
Mrs Bethea Pattel
Miss Rose Murray
Ms Caroline Smith
Mr Ross Theodore
Mr Scott Marshall
Mrs Cheryle Stainkey

Support Staff

Business Manager	Mrs Megan Thorncroft
Teacher Aides	Miss Jana Grobler Mrs Julie Rogerson Mrs Vicki Pattel Mrs Nerina Hodgson Ms Rebecca Gunther Mrs Camille Carrigan
Cleaners	Ms Jenny Henry Mr Jack Graham
Schools Officer (Grounds & Facilities)	Ms Toni Shewring
School Chaplain	Mr Charlie Chamberlain

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 principal@richmondss.eq.edu.au			
Web:	www.richmondss.eq.edu.au			
School Colours	Maroon and Black			
Sport / House Colours	Flinders: Green Mitchell: Red			
School Hours				
	Period 1	8:30am	-	9:40am
	Fruit break/transition	9:40am	-	9:45am
	Period 2	9:45am	-	10:55am
	First Break	10:55am	-	11:40am
	Period 3	11:40am	-	12:50pm
	Second Break	12:50pm	-	1:20pm
	Period 4	1:20pm	-	2:30pm
Office Days & Hours				
	Monday	8:00am	-	3:00pm
	Tuesday	8:00am	-	3:00pm
	Wednesday	8:00am	-	3:00pm
	Thursday	8:00am	-	3:00pm
	Friday	8:00am	-	3:00pm
School Parade Day	Monday 8:30am (Library)			
Tuckshop Days	Daily Provided by local café – orders to be placed in tuckshop box by 8:30am daily			
Newsletter	Published twice termly Via Facebook & Schoolzine			

2023 Queensland term dates

Term	Date	Length
Term 1	Monday 23 January – Friday 31 March	10 weeks
Term 2	Monday 17 April – Friday 23 June	10 weeks
Term 3	Monday 10 July – Friday 15 September	10 weeks
Term 4	Tuesday 3 October – Friday 8 December <i>Rural and Remote Schools conclude 1st December 2023 (including Richmond)</i>	10 weeks *9 weeks

2024 Queensland term dates

Term	Date	Length
Term 1	Monday 22 January – Thursday 28 March	10 weeks
Term 2	Monday 15 April – Friday 21 June	10 weeks
Term 3	Monday 8 July – Friday 13 September	10 weeks
Term 4	Monday 30 September – Friday 13 December	11 weeks

Processes & Protocols Overview

Please note that some information contained in this booklet may change from time to time throughout the school year. If the booklet does not contain the information you require please contact the school office on 47 686 333.

Absences

In the event of your child being absent from school please ensure you communicate via:-

- a) School phone 47 686 333
 - a. Option 1 for absence line to leave a message
- b) Email: admin@richmondss.eq.edu.au
- c) Send a note with your child before the day of absence, if it is a planned absence
- d) For planned long term absence, please speak with admin staff

Children who do not present at school without explanation are recorded as 'unexplained absence'. 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.

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 administration building until the 8am bell rings and a staff member begins morning duty. This procedure is to ensure the safety of every child, we encourage all parents to adhere to this time frame.

School concludes at 2:30pm, students should be collected as close as possible to this time. If someone other than a parent is collecting your child please inform the school 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.

Students who attend Outside of Hours School Care (OHSC) will line up under A Block and will be escorted to the bus.

Assembly / Parade

School assemblies are held in the Resource Centre / Library each Monday commencing at 8:30am. Parents and community members are invited to attend to celebrate the achievements of our students. Each week a different class or student group run the parade where we endeavour to create a close, friendly atmosphere among students and teachers to continue strengthening our school spirit. Our assemblies are designed to be a celebration of improvement and achievement.

Award Overview

<u>Student of the Week</u>	<u>Principal Award</u>	<u>Adopt-a-Cop Award</u>	<u>Class Award</u>
Awarded to a student who has demonstrated improvement in and commitment to their learning.	Awarded to students at any time during the term for outstanding efforts and achievement in any area of school life.	Awarded to a student on parade for being active citizens and upholding the school rules.	Presented to a student for dedication to learning.

Behaviour

Our 4 School Rules:

- Be Responsible
- Be Respectful
- Be Safe
- Be a Learner



Be Respectful



Be Responsible



Be Safe



Be a Learner

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. Richmond State School proudly enacts Positive Behaviour for Learning (PBL) and has a range of measures to support our students in making pro-social choices to engage in school.

Explicit PBL Lessons occur each Monday following parade, the behaviour focus is selected based on school behaviour data to proactively support student needs. Copies of our PBL documents can be found throughout the school and in student diaries.

In conjunction with PBL, our school also enacts the Department of Education Student Code of Conduct and the Parent Code of Conduct. These documents outline the Richmond State School's beliefs about learning and behaviour. These documents are provided upon enrolment and can also be accessed on our school website.

PBL Award Overview

<u>Golden Ticket</u>	<u>Golden Duster</u>	<u>Officer T-Bear</u>
Awarded to individual students across the school with the highest happy voucher totals for the week.	Awarded to the cleanest classroom.	Class with the most Happy Vouchers.

Bell Times

Bell Times	
Drop Off	Students arrive from 8:00am
School begins	8:30am
Period 1 70mins	8:30-9:40am
Transition 1	9:40 – 9:45am <ul style="list-style-type: none">• Primary – Fruit Break• Secondary – Transition to Period 2
Period 2 70 mins	9:45 – 10:55am
1 st Break 40 mins	10:55-11:35am (10mins eating + 30mins play)
Transition 2	11:35-11:40am
Period 3 70 mins	11:40 – 12:50pm
2 nd Break 30 mins	12:50 – 1:20pm (10mins eating + 20mins play)
Period 4 70mins	1:20 - 2:30pm
School Concludes	2:30pm

Book Club

Several times throughout the year children are offered the chance to purchase books from Scholastic Book Club. Order forms are sent home with students and are to be returned with the applicable money if an order is to be placed. There is no obligation for families to purchase from the catalogues. Orders will be sent to the school and distributed.

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. Dates for costume parade and associated lunch time activities to celebrate book-week, will be advertised annually.

Booklists

Student year level booklists are reviewed by staff and published each year on our website, copies are also sent with the end of year report cards. 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 any additional items, should your child require them. School booklists are also provided to the local newsagent to support local.

Breakfast Club

Breakfast Club is currently offered to all students on Friday mornings from 8:00-8:30am at the Richmond State School Tuckshop. Staff volunteer their time to run the program. Funding is sort from community and P&C grants to allow this program to continue. Students have access to a range of healthy breakfast options. Community members are invited to attend and enjoy a coffee for a gold coin donation.

Chaplaincy

Our school works collaboratively with Scripture Union Queensland to employ a School Chaplain "Chappy" to support the social-emotional and spiritual needs of our students.

Our Chaplain work supports all students both virtually and during face-to-face visits. For individual sessions with students, parental consent is required.

The chaplaincy workplan is negotiated annually to align with school priorities and is regularly reviewed with the Local Chaplaincy Committee (LCC), we always welcome new members to this committee, please contact the school if you are interested in joining us.

Child Safety

Department of Education 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 Volunteers

Volunteers are welcomed at Richmond State School to support children in their learning. Please see your child's teacher or admin staff if you are able to volunteer. All volunteers are required to complete mandatory training and hold a current blue card, prior to volunteering.

When you come to the school to work within classrooms 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, 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 address queries or concerns.

Appointments can be made via the school office or by making direct contact with staff via email.

Complaints Procedure

Parents, carers and members of the wider community have the right to make a complaint or raise any concerns at any time about the decisions or actions of a school. They are also welcome to provide compliments about the performance of a school.

Richmond State School has developed a contextualized process for managing compliments and complaints in consultation with the school community and endorsed this in partnership with the Parents and Citizens' Association.

The Richmond State School Complaints Process can be accessed via our school website.

Contagious Conditions & First Aid

Your child's health and wellbeing is of great importance. In accordance with the Contagious Conditions Procedure, a period of removal from school could apply to either the person with the medical condition and/or a person exposed to someone with the medical condition. Detailed requirements for each contagious condition are specified at Schedule 4, Part 2 and Part 3 of the Regulation, and schools should refer to Queensland Health's Time Out poster. This poster specifies minimum periods of removal from school for some medical conditions including, but not limited to, contagious conditions as defined in this procedure.

Please see the table provided in your enrolment pack or contact the office for specific enquiries.

[QLD Health Time Out Poster](#)

On occasion, students may present at the office requiring first aid. A First Aid register is kept to record all first aid administered to students during the school day. If students are unwell or require more than basic first aid, parents/carers will be contacted.

In emergency situations, applicable policies and procedures will be followed to ensure the safety of all.

Curriculum

At Richmond State School we enact the Australian Curriculum and contextualise learning to support engagement and student improvement against year level achievement standards.

Our staff are dedicated to enacting evidence-based teaching practices to ensure the highest educational outcomes for all. Termly curriculum overviews are sent home to parents to outline classroom teaching, learning and assessment.

Our School staff regularly engage in internal and cluster-based moderation practices to support our judgement of student level of achievement.

[Australian Curriculum - Parent Information](#)



Critical Incident 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 during explicit instruction PBL lessons with their teacher. Each term staff and students practice our evacuation and or lockdown procedures.

Should you be present at the school in a time of an emergency, the following signals and actions are important to be aware of.

Evacuation	Repeated short blasts of the bell Immediately follow the directions of the staff in the room you are in Listen to all 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 visit the school, 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 on school site.



 **Richmond State School**

Let's stay in touch!

 **Phone:** 4768 6333

 **Email:** admin@richmondss.eq.edu.au
principal@richmondss.eq.edu.au

 **Website:** <https://richmondss.eq.edu.au/>

 **Facebook:** Richmond State School

 **Schoolzine App:** password 4822
Download from the app store (free)

Enrolments

The Department of Education (the department) provides access to state education to ensure all students can participate in and gain positive outcomes from schooling. All eligible children and young people are entitled to 26 semesters of state education (including Prep)* and may apply to enrol in any state primary and secondary school, unless there is an Enrolment management plan or Enrolment eligibility plan in place.

If a prospective student is currently enrolled at a state school and is seeking enrolment at another state school, a semi-populated Application for student enrolment form may be produced by the current school for that student before their enrolment ceases. The applicant should ensure the details on the form are updated if necessary, and that any questions which have not been pre-populated are completed before providing the form to the new school.

Enrolments will be taken any time in the school year at Richmond State School. Upon enrolling a child, an Application for student enrolment form will need to be completed. **If at any time these details change, you are required to advise the school.** You will then be invited to attend an enrolment interview with the Principal or a member of the leadership team.

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.

Events

We celebrate a wide range of events at Richmond State School to support and enhance the curriculum and the educational experiences for students. Events are revisited each year to ensure relevance and curriculum links:

- NAIDOC
- Day 4 Daniel
- White Ribbon Day
- Science Week

Excursions and Camps

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. Due to the inherent risk of these events, we encourage parents and carers to ensure they maintain regular communication with the camp facilitator and complete applicable paperwork in a timely manner.

Grounds and Facilities

The school offers undercover multi-purpose sports court with basketball, netball and tennis markings, an oval, undercover newly installed playground areas for Prep to Year 2 and Year 3 to Year 10, cricket practice nets, landscaped gardens, Ag Plot, library, and air-conditioned classrooms.

School grounds and facilities are available for use by our community for activities that do not interfere with the school's teaching and learning programs and provide benefits to the community. Prior approval from the Principal is required to utilise school grounds and facilities and a Hire Agreement Form must be lodged with the Business Manager.

Head Lice

Head lice are a common problem within all school communities. The school office or 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 with the class to check their children's hair and help prevent a major outbreak. We encourage all parents and carers to regularly check their child's hair and ensure hair that is shoulder length and longer is secured in a pony tail or the like, in accordance with our School Dress Code.

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

Details regarding homework can be found in our Homework Policy and within student diaries for those in Year 5 and above.

"Learning Beyond the Bell" (Homework Club) is currently offered each week for students however, spaces are limited. Students are required to sign up for a semester. Attendance is monitored closely, students who do not attend regularly may forfeit their position to allow for others to attend.

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 academic year.

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.

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 / Student Resource Scheme

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 ie: art supplies.

Within the High School, separate levies may be charged for items such as laptops, textbook hire, equipment utilized in Design & Technology or in Food and Fibre Production for years 7-10. These are subject to variation each year, information regarding payment will be communicated through our Student Resource Scheme.

Library Borrowing

Our Library caters for all students, 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 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 bag 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.

Lunches

Richmond State School strongly encourages the provision and consumption of healthy food choices as part of our curriculum program and also during lunch breaks. Students are able to enjoy fruit break in between period 1 and period 2. Students are encouraged to consume a healthy snack of either fruit or vegetables during this time.

During break times, students are encouraged to eat foods such as their wrap, sandwich, quiches, fruit etc prior to consuming any treats that may be sent in their lunchboxes.

All students have access to a fridge for their allocated class to ensure lunches remain fresh throughout the day. Please be mindful of this when purchasing a lunch box/bag.

Medication

The administration of medications to students is only to occur when necessary during school hours or school related activities, and when there is either medical authorisation for its administration or it is required as an emergency first aid response. Administering medications to students is a task that is voluntarily performed by staff. To satisfy their legislative obligations under the Medicines and Poisons (Medicines) Regulation 2021 (Qld), schools must have a substance management plan (SMP) in place (as outlined in this procedure) that shows how risks associated with buying, possessing, administering and disposing of medications held at the school are managed.

Information for parents/carers

1. For all medications

For medication to be administered during school hours and/or during school-related events, provide the school with:

- a completed [Consent to administer medication form](#).
- the medication with an attached pharmacy label, in its original container, with intact packaging.

2. Where no additional information is required from your practitioner

If your child requires medication at a routine time (e.g. 11am every day), the pharmacy label attached to the medication provides the school with the instructions from the doctor/dentist needed to safely administer the medication. Examples of routine medication include Ritalin, antibiotics, eye/ear drops, enzyme tablets and ointments.

No other written information from the prescribing health practitioner is required.

3. Where you will need additional written information from your practitioner

As well as using the pharmacy label instructions, the school will need additional written information from the prescribing health practitioner if your child:

- a. **requires medication as an emergency response.** Depending on your child's health condition, your doctor will need to complete:
 - an Asthma Action Plan and/or
 - an Anaphylaxis Action Plan and/or
 - written instructions if your child has more complex health needs.
- b. **requires insulin.** Your doctor will need to complete a medication order for insulin.
- c. **requires medication 'as-needed' (but not as an emergency response).** Your health practitioner will need to complete a *Medication order to administer 'as-needed' medication at school* (see page 3).

has their dosage changed from that on the pharmacy label. Your health practitioner will need to write a letter for the school explaining the changes. To assist the school in safely administering the medication to your child, you are encouraged to have your pharmacist update the pharmacy label attached to the medication with the new dosage as soon as possible.

Information for prescribing health practitioners

Queensland state schools administer medications authorised by a qualified health practitioner (registered with the Australian Health Practitioner Regulation Agency) to support students' health needs if it is deemed that the administration of this medication is essential during school hours or school-related activities.

No further information or medical authorisation is required by the school where prescription medications are to be administered at a routine time during the day, have been dispensed by a pharmacist, and there is sufficient information on the pharmacy label to enable safe administration.

However, if you are prescribing medication as described below, please complete the relevant documentation and provide it to the parent/carer (or to the student if they are 18 years of age or older).

1. Emergency medication

Where medication is to be taken as an emergency response for asthma or anaphylaxis, please complete:

- an Asthma Action Plan and/or
- an ASCIA Anaphylaxis Action Plan.

2. Insulin

Due to the complexity of diabetes management, the school will require:

- a medication order for insulin (which provides medical authorisation) and
- a diabetes management plan developed by yourself and/or the diabetes treating team.

3. As-needed medication

Where medication is to be taken as needed in response to a student's symptoms (e.g. toothache, migraine), the school requires clear instructions to enable non-medically trained school staff to safely administer the medication.

The school will require:

- specific written instructions e.g. where school staff are required to administer medication as part of a health procedure (e.g. administration of medication through a gastrostomy tube) or
- a completed *Medication order to administer as-needed medication at school* ([see page 3](#)).

If you make subsequent changes to the student's medication dosage, or if instructions change from that described in a [Medication order to administer 'as-needed' medication at school](#) you have completed, please:

- update this medication order, initial and date the changes (if they are minor) or
- complete a new medication order.

4. Over-riding pharmacy label instructions

Where a student has been prescribed medication, but the medication dosage requirements change from that printed on the pharmacy label (e.g. from 1 tablet of Ritalin to ½ tablet of Ritalin), the school needs additional written information that includes all of the following:

- the name of the student
- the name of the medication
- the dosage change and the date the change is to be implemented from
- the prescribing health practitioner's signature and date, and
- attached evidence of the medical practice i.e. on a letterhead or stamp/sticker.

Please encourage the parent/carer to have their pharmacist update the pharmacy label attached to the medication with the new dosage as soon as possible.

Mobile Phones & Devices (including watches / devices with cameras)

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.

Please refer to the **Student Code of Conduct** for further information relating to appropriate use of technology on school grounds.

It is to be noted that bringing electronic devices, toys or valuables to school is not recommended. No liability will be accepted by the school in the event of loss, theft, or damage to any device. Students who bring devices with camera function to school are strongly encouraged to deliver the item to the office for storage during the school day to avoid breach of privacy.

Parents who wish to contact their child during school hours can do so by ringing the school office on 0747 686 333.

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.

Newsletter

We issue a school newsletter throughout the year to highlight the progress and exceptional achievements of our students. Newsletters are published via Schoolzine and via our school Facebook page.

Outside of School Hours Care (OSHC)

We regularly liaise with the local OSHC provider and support students in their transition to the OSHC bus each afternoon however, parents are required to complete all applicable paperwork for enrolment directly and ensure they communicate with OSHC regarding attendance/absence.

Parents and Citizens Association (P&C)

The Parents and Citizens Association is your voice in school community decision-making and support. It is a valued organisation responsible for a number of areas including but not limited to:-

1. Consultation regarding school policies and procedures
2. Discussion of educational enhancements
3. Organisation of school/community events
4. Fundraising
5. Student welfare

Every child in the school benefits from P&C efforts. Therefore, all parents and community members are invited and encouraged to participate in its activities and its meetings.

Meetings of the Association are held twice termly. Meeting times are altered between 2:40pm and 5:30pm to allow for parents to attend.

Parent Information Sessions

Throughout the year Parent Information Sessions are held to support parents and community members to take an active role in their child's education. These sessions are determined by parent requests and perceived needs by the staff of the school.

Annual parent information sessions include:

- Welcome & book drop off → Student Free Day (SFD) prior to commencement of the year
 - In conjunction with P&C welcome BBQ and Uniform Shop Opening
- Pre-Prep Parent information session
- High School Information Evening

Parents and Teacher Interviews

Parent Teacher Interviews occur twice per year. These interviews offer you a time to discuss your child's academic progress with your child's teacher.

Parents are encouraged to speak with their child's teacher on a regular basis throughout the year in addition to these interview times to keep informed of their progress, 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 and on our school Facebook page as soon as we are aware of the date. Students must be in school uniform for photographs.

Religious Education

There are no formal religious education lessons within our weekly timetable however, from time to time in the school year, students may engage in religious based activities facilitated by either our school chaplain or by Outback Aerial Mission. If parents do not wish their child to participate in such activities they are asked to ensure this is reflected in applicable student enrolment paperwork.

Reporting to Parents / Report Cards

Written reports are provided at the conclusion of each semester of learning: term two and term 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 learning.

Reports relating to your individual child's learning development ie: cognitive assessment, speech language reports and NAPLAN reports, may also be provided throughout the academic year.

School Policies

Our school has a range of comprehensive state and school-initiated policy statements regarding most areas of management, operation, curriculum, teaching, learning and behaviour. These documents are available upon request from our school office and on our website for parent and community perusal. These documents are regularly reviewed in consultation with our P & C.

Sport

We encourage sporting activities and are very proud of our commitment to improve our students' health and well-being. The emphasis in sport is on participation. Richmond State School is part of the Mid-West Sporting Cluster. Some of our sporting events include (but are not limited to):

- *Inter-house Swimming Carnival* - Each year students in the whole school have the opportunity to compete in the inter-house swimming carnival held in Term 4.
- *Inter-house Athletics Carnival* - Each year students in the whole school have the opportunity to compete in the inter-house athletics carnival held in Term 2.
- *Inter-house Cross Country* - Each year students in the whole school have the opportunity to compete in the inter-house cross country held in Term 1.

There are a number of opportunities throughout the year in which students aged ten years and over are able to participate in the selection process for Mid-West sporting teams. Sports include netball, cricket, touch football, tennis, swimming, and athletics. Further information relating to Mid-West and North West representative sport can be found: <https://northwestschoolsport.eq.edu.au/>

Sporting Houses

Children are allocated in either one of the two sports houses – Mitchell (Red) or Flinders (Green). We do endeavor to ensure siblings are placed within the same sporting house and attempt to ensure family tradition are upheld, please ensure you speak with school staff upon enrolment if you have a specific request. We ask for your understanding if we are unable to accommodate this for your family.

Student Devices

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) at 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.

The school also provides a range of technological devices such as iPad's, coding and robotic equipment and drones. We expect that all students utilise these devices respectfully to enhance their learning outcomes.

Swimming

All students (Prep-Year 10) are involved in swimming lessons during Term 4 as part of the Physical Education Curriculum. 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 or Head of Department – Curriculum.

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. Selected positions are open to students in Years 3 – 10 and provide an opportunity for students to become involved in a range of school and community events and activities. Student Leadership applications are provided to all students in Semester 2 of each year.

Tuckshop

Tuckshop is operated on a daily basis through Moonrock 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 applicable money inside a sealed envelope or in brown paper bag
- Place order into the Tuckshop box outside the admin office by 8:30am
- Tuckshop is delivered to students daily
- Students are unable to order 'general' menu items from Moonrock Café, that are not present on the school tuckshop menu.

Student Dress Code

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 Student Dress Code. 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 unless specific sporting uniforms are required ie: Mid-West / North West
- Travelling to and from school
- Engaging in school activities outside of school hours

Uniform Details

**Visual overview of Richmond State School uniform below.*

Summer Uniform:	Richmond State School polo shirt with black shorts or black skirt
Winter Uniform:	Richmond State School polo shirt with tracksuit
Sport Uniform:	Flinders or Mitchell polo shirt with black shorts or black skirt or tracksuit
Hat:	Richmond State School broad brimmed hat
Shoes:	Enclosed footwear must be worn at all times on school site

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 a school uniform requirement and must be worn at all times on school site. 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.
- Sunscreen and Swimming: sunscreen must be worn while students are participating in outdoor lessons, or coaching activities. Swim shirts must be worn by students during all water-based activities including swimming lessons. The wearing of swim shirts is expected on school camps and excursions where water-based activities are involved. During Swimming lessons, one-piece swimmers/swim pants are to be worn with swim shirts. Hair must be constrained in a manner appropriate for health hygiene and safety.
- Jewellery: due to Workplace Health and Safety, 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 part of the Richmond State School Dress Code. Students will be asked to remove inappropriate jewellery to ensure their safety.
- Hair and Make Up: due to Workplace Health and Safety regulations all hair that is shoulder length or longer is required to be worn pulled back and secured. Hair is to be neatly groomed with hair accessories kept to a minimum. No nail polish or make up is to be worn at school

Uniform Sales: Richmond P&C facilitate the sales for our Richmond State School Uniform. Uniform ordering forms can be accessed via our school website or directly from the school office. The Uniform Shop stocks the items listed below (excluding shoes). There is a range of second-hand uniforms; all donations are gratefully received.

	<u>School Shirt</u>	<u>Sport Shirt</u>	<u>Winter Uniform</u>	
<u>Tops</u>				
<u>Bottoms</u> <i>Black bottoms (shorts or skorts) to be worn with school and sports shirt.</i>				
<u>Hat</u> <i>Mitchell OR Flinders Hat to be worn with all uniforms.</i>				
<u>Shoes</u> ✓				
<u>Shoes</u> ✗	 <i>(Steel Capped Boots)</i>			

- Out of Uniform Procedures: The following logical consequences may apply for non-compliance with the Student Dress Code:
 - Rule reminders
 - Access to appropriate uniform
 - Inability to play during break times without hat – in accordance with Sun Safe Policy
 - Parent contact

A student's non-compliance with the school's dress code requirements will not be grounds for suspension, exclusion or cancellation of enrolment. The school maintains a supply of uniform items for students who present without the full uniform and do not have an exemption, as well as for those students whose families are unable to provide the school uniform due to financial disadvantage and/or transience.

- Exemptions: an exemption from wearing the school uniform may be granted in individual circumstances upon consultation with the Principal. In such cases the parent or caregiver is to apply in writing to the principal for an exemption, stating the reason for the exemption. Should a student who does not have an approved exemption be repeatedly out of uniform, then the parent is requested to provide an explanation, either in writing or in person. The school will contact parents of students who are repeatedly out of uniform and without a note of satisfactory explanation.

Vehicles in School Grounds

Only vehicles belonging to people on official business are allowed within 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.

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 and complete mandatory volunteer training. Parents wishing to gain a Blue Card can do so through the school. Please see the Administration Officer.