



PARENT HANDBOOK



STRIVE FOR EXCELLENCE

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WELCOME

Welcome to Tallebudgera State School, an Independent Public School.

Our commitment is to provide the highest quality education, care and school experiences for all of our students.

Tallebudgera State School is the heart of the local community, situated in a picturesque rural setting while being close to the coast. Our school is known for welcoming and helpful staff and an involved community. Parents, carers, community members and school staff work closely together to help children to succeed.

Our dedicated, expert professional team maintain high expectations of student behaviour and effort, resulting in a safe, respectful and supportive learning environment. Teachers implement the Australian National Curriculum using highly effective teaching methods and provide additional help and extension opportunities to children when needed.

Our students are proud of their school and especially appreciate feeling cared for and having the opportunity to access to a wide range of extra-curricular opportunities (e.g. sport, music, clubs) throughout their primary schooling.

Further information about our school is available from this website. Please do not hesitate to contact us if you have any further questions.

Kind regards

Zoe Harlow
Principal

Our Mission

To ensure all students are successful learners, inspired individuals and engaged citizens.

Our Vision

To lead world-class, innovative education within a nurturing school community.

SCHOOL CONTACTS

Phone: (07) 5568 5222

Email: admin@tallebudgerass.eq.edu.au

Website: <http://tallebudss.eq.edu.au>

Facebook: Tallebudgera State School

Facebook: Tallebudgera P&C

Email for Absences: absences@tallebudgerass.eq.edu.au



SCHOOL ADMINISTRATION

ENROLMENT PROCESS

Upon application for enrolment you will receive a student enrolment form to be completed before the enrolment interview with the deputy principal or principal. Please make an appointment through the school office and bring the following information to the interview:

- Identification (birth certificate or passport if applicable)
- Proof of residence
- Previous school reports
- Any other information about the child's education and development
- Details of medication prescribed by medical personnel

Students usually start school the day after the enrolment interview to allow sufficient time to complete the enrolment processes including allocation of classes. This also allows families time to purchase essential items such as school uniforms. Students are expected to wear full school uniform from the first day of their attendance at the school.

SCHOOL FEES

Parents at Tallebudgera participate in our student resource scheme service which provides excellent value and convenience. The advantage of our resource scheme service is that parents do not have to purchase any additional stationery, books or equipment throughout the year as teachers monitor usage and replace items as needed. All textbooks and additional art and craft supplies are included, as well as online learning program subscriptions for use at home and school. We also have a voluntary levy to support our chaplaincy program, our air conditioning replacement program and our Parents and Citizens Association. Information regarding the student resource scheme and school levies is sent home each year and is included in the enrolment pack. Parents have the option of purchasing their child's school materials and textbooks themselves.

PAYMENT OF SCHOOL & EXCURSION FEES

The school has an account for each student, which can be paid into at any time throughout the year. A receipt will be issued for all payments made. Parents may leave their account in credit and utilise these funds for payment of the student resource scheme, excursions or other school activities as they arise. If you experience any difficulty with payment, please discuss the matter with the Principal or Business Manager.

PAYMENT OPTIONS

- QParents
- Internet Banking – including BPOINT
- Phone payment by BPOINT 1300 631 073

(See flyer in Enrolment Pack for more information on our payments options)

STUDENT TRANSFERS

As much notice as possible is to be given of the intention to transfer a student and details of which school they will be attending. All relevant information will be forwarded to the next school upon their request.

SCHOOL LEADERSHIP AND MANAGEMENT

LEADERSHIP TEAM

The Principal, Deputy Principals, Head of Personalised Learning, Teaching and Learning Co-ordinators and Business Manager lead and manage the school. This group forms the leadership team and takes responsibility for the implementation of our strategic direction as well as the day to day management of school operations and the school site. Members of the leadership team are available on an appointment basis throughout the year for interviews regarding student related issues and community matters. Tallebudgera State School has a commitment to community involvement in the life and direction of the school and welcome input through the Parents & Citizens Association and other community forums held in the school.

PARENTS AND CITIZENS ASSOCIATION

An active Parents and Citizens Association supports the school in many ways and meets formally in week 5 and week 9 each term. All parents, caregivers and interested citizens are welcome to attend. The meeting is an important forum for decision making and consultation within the school. The P&C organises fundraising activities to benefit the school community and plays a strategic role by having input into the School Plan.

The hardworking P&C team also organises fundraising activities on behalf of the school community. The funds raised benefit the students directly through the purchase of a range of teaching and learning resources as well as improvements to our school facilities and grounds. As well as asking parents to donate time and to support fundraisers and raffles, the P&C also invites parents to pay a levy if this is a better option. We know that all families will support the P&C in ways that suit their own situation and this is greatly appreciated.

CURRICULUM PROGRAMS

CURRICULUM

At Tallebudgera State School, the curriculum is aligned to the Australian Curriculum Content and Standards. Teachers within each year level plan together and implement programs that challenge students to reach their full potential.

Our curriculum subjects are English, Maths, Science, Humanities and Social Sciences, Health and Physical Education (HPE), Languages Other Than English (Japanese), The Arts and Digital Technology. Each term, units of study are planned to provide students with a meaningful context for learning. School based assessment tasks provide students with the opportunity to demonstrate their learning and provide teachers with information for future planning and reporting to parents.

COMPUTER ACCESS

All classrooms have computers, laptops and tablets that are used by teachers and students throughout the day. This is in addition to the bank of computers in the resource centre for student access during class time and at breaks. All students have access to email and internet for their classroom activities.

BRING YOUR OWN DEVICE PROGRAM (BYOD)

This program allows students to bring an IT device (within specifications) to our school that best supports their learning needs. Families will have control over the choice of IT device to bring to school as their primary device (within specifications). This includes devices you may already have at home.

As part of this program students may bring existing devices or purchase a device to bring to school. We work with a range of vendors to give families an easy way to choose the right device for their child. These purchasing options are non-compulsory and families can purchase a device through any other supplier of choice. More information along with the forms can be found on our website.

HOMEWORK

Homework provides students with the opportunity to revise and reinforce classroom learning. It helps students develop good study habits and organise their time. Homework also services to give parents an insight into what children are learning at school and difficulties they may be experiencing.

Parents should inform teachers of any difficulties experienced by students doing their homework so the issue can be addressed. The parent's role is seen as encouraging and supporting the child. Parents can help by ensuring children have a time and place in which they can work quietly. Parents who do homework or projects for their children are doing them a disservice.

CLASSROOM MUSIC

Specialist music teachers plan and implement the classroom music program. Children gradually learn to develop an appreciation for musical styles and discover variations in rhythm, tempo, dynamics and instrumentation. Much of the music program is practical using singing, movement, listening and playing untuned and tuned percussion instruments. The recorder is introduced in Year 4 as a means of learning to read and play simple melodies. Students in Year 6 build on this knowledge by learning to play the guitar.

PHYSICAL EDUCATION

All classes receive at least one lesson per week in physical education from a specialist PE teacher. The students also participate in physical activity each day as part of their regular classroom program. Our PE program helps children develop physical and social skills as well as knowledge about health and wellbeing.

MONITORING STUDENTS' PROGRESS

All students from Prep to Year 6 receive a school-based report at the end of each semester. Children's progress is reported for each Key Learning Area.

We expect all parents to attend a formal interview with the teacher in term 1 and term 3 to discuss their child's learning progress. Teachers will provide advice about how parents can support the child's learning.

Students in Years 3 and 5 take part in compulsory national literacy and numeracy testing each May. These tests are conducted throughout Australia and parents receive a copy of their child's report.

SUPPORTING CHILDREN WITH SPECIAL NEEDS

Children with special needs may be eligible for additional support and advisory services from school and regional specialist teachers. Parents concerned about their children's progress or wellbeing should approach the classroom teacher with their concerns. The school can consult with a range of personnel including a Guidance Officer, Speech Language Pathologist, Physiotherapist and Occupational Therapist.

TARGETED TEACHING, ENRICHMENT AND EXTENSION

Each year level uses data to form targeted teaching groups across the cohort in Reading, Spelling and Maths. Monitoring data is used to track individual student progress and students are moved to different levels according to their specific needs.

The curriculum is extended and enriched in all subject areas through a broad range of activities:

- Performances at school (Arts Council, Science Shows)
- Accelerated learning programs in conjunction with local high schools
- Participation in a range of competitions (chess, art, mathematics and public speaking)
- A wide range of extra-curricular activities that are offered by external providers and our talented teaching staff
- Eisteddfods

EXCURSIONS, CAMPS AND SPECIAL EVENTS

Excursions and special events enhance the teaching program and give children new experiences. When a class is scheduled for such an activity, details of the excursion along with a permission slip will be sent home. An invoice for the amount owing for the excursion will be emailed home with your payment options. These activities are to be paid by the due date, otherwise your child will not be allowed to participate.

Children in Years 4, 5 and 6 are also given the opportunity to attend a camp. Along with normal school subjects, students learn initiative, co-operation and self-reliance. Camps are an enjoyable way of learning important life skills and we encourage all students to attend.

RELIGIOUS INSTRUCTION

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

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

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

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

Students are allocated to RI based on information provided by parents on the completed Application for student enrolment unless other written instructions have been provided to the school.

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

A description of the RI available is provided below.

Christian Religious Instruction

Authorised program: Godspace

Aims and goals: Sharing Christian values inspired by God.

Lesson structure: 45 minutes each fortnight

For further information, including module and/or lesson descriptors visit:
www.godspace.org.au

Bahai Education for Children

Authorised program: Bahai

Aims and goals: To teach children the moral virtues and unity oneness of religion and humanity.

Lesson structure: 45 minutes each fortnight

For further information, including module and/or lesson descriptors visit:
www.bahai.org.au

Parents/carers of students participating in these programs will be advised if a faith group requires funds to cover the expense of materials used in RI.

Other Instruction

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

- personal research and/or assignments
- revision of class work such as creative writing or literacy and/or numeracy activities which could include online programs currently accessed by the students of that school (e.g. [Mathletics](#))
- wider reading such as independent reading appropriate to the student

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

PARENTAL INVOLVEMENT

Being involved in the life of the school is an expectation for all families at Tallebudgera. There are many ways that parents can participate in school activities and support their child's education. These include assisting with:-

- Classroom activities such as Reading, Art and Craft, Science or Maths
- The Ready Reader program
- Book covering in the Library
- Tuckshop
- Excursions
- Working bees to help with specific projects and general upkeep of the school grounds
- Fundraising through the P&C

CO-CURRICULAR PROGRAMS

STUDENT LEADERSHIP

School Captains

Each year the school community elects two school captains and two vice captains. House captains and vice house captains are also elected. These students form the core of our student leadership team.

CHOIRS

We have a developmental choral program consisting of two choirs. Each choir rehearses weekly and performs within the school and local community. Junior Choir is a voluntary undertaking for students in Years 2 and 3. Senior Choir is for children in Years 4, 5 and 6 who have a passion for singing. These students audition and make a commitment to further develop their singing skills throughout the year.

INSTRUMENTAL MUSIC

Specialist instrumental teachers offer selected students the opportunity to learn to play a musical instrument. From Year 3, children may be considered for the string program, in which they receive free tuition and play in string ensembles. From Year 5, children learn brass, woodwind or percussion instruments. Students may hire a school instrument or use their own. A levy applies to the Instrumental Music Program. As children develop their skills they are invited to join the school band. Children can also take advantage of keyboard or guitar lessons at school from visiting teachers (at parent's expense).

SCHOOL ROCK BAND

Our school is fortunate to have some talented musicians on staff who also enjoy teaching children to play and enjoy contemporary music. Our school rock band practises weekly and performs at both school and community events.

PHYSICAL EDUCATION

Student fitness is highly valued and regular daily exercise is a feature of the curriculum. The school provides the following additional fitness and sporting opportunities:-

- Interschool sporting competitions are keenly supported by students and the school has produced some fine athletes who have reached representative level. Students in the upper school have the opportunity

to participate in competitive intraschool and interschool sports. These sports may include hockey, rugby league, tennis, soccer, touch football, netball, basketball, softball and baseball. .

- All students participate in inter-house junior and senior sporting carnivals and cross country.
- Learn to Swim lessons are offered to students in Prep to Year 2. Swimming Carnival for Year 3 to 6.
- Students in Prep to Year 2 participate in a gross motor skills program.
- Sporting Schools Programs – Tuesday and Thursday.
- Tennis lessons are available before school and students play tennis during breaks.
- A variety of afterschool sports programs are offered by our PE specialist teacher including a running club and team sports activities.
- After school programs such as Auskick, Soccer, Basketball, Martial Arts and Aerobic Gymnastics are offered by external sporting organisations.
- School dance teams participate in competitions and perform at school and community events under the supervision of our very talented teachers.

SPORTING HOUSE SYSTEM

Children are assigned to Houses on enrolment and they stay in those Houses for the whole of their primary schooling. Siblings are assigned to the same house. The houses are named after the Founding School Committee members from 1877. Students participate as House members in junior and senior inter-house sporting carnivals.

HOUSE NAME	HOUSE COLOUR
Tobin	Green
Dwyer	Red
Andrews	Blue

BEHAVIOUR MANAGEMENT

The school respects the basic values of the home and promotes socially acceptable behaviour based on the fundamental principles of:-

- The right to learn/teach without disruption
- Care and consideration for each other
- Care of the environment and property

- The right to feel happy and safe at all times

Program Achieve (“You Can Do It”) is implemented in every classroom and focuses on social and emotional learning. Students are expected to:-

- Speak respectfully to their peers, teachers and adults
- Respect and care for themselves and other people – their feelings, goals, ideas and needs
- Respect and care for property
- Try to solve problems without fighting. If you cannot work it out together, ask a teacher or other staff member for help.
- Take responsibility for ensuring that the environment is a clean and safe one

We enforce a zero tolerance level of:-

- Distribution and/or use of prohibited substances
- Smoking
- Teasing
- Ridiculing and name calling
- Fighting and bullying

Every child has the right to learn and every teacher has the right to teach in a socially just, non-violent and non-discriminatory school environment. No child has the right to interfere with or inhibit the learning of another child.

SCHOOL RULES

- Respect, Safety, Learning
- Work hard on all your learning activities
- Show respect for others
- Act safely – body contact games are not allowed
- Hats and shoes must be worn for play
- Sit down to eat and wait until the teacher says you may go to play
- Place all rubbish in the bins
- Walk on the concrete paths, not on the grass
- Sticks and stones stay on the ground
- Bikes and scooters are to be walked in the school grounds and skateboards and rollerblades are not to be ridden in the school grounds
- Illegal substances or dangerous objects like knives are not to be brought to school
- Mobile phones are not to be used at school. Mobile phones are to be handed in to the office each morning and collected before going home.
- No student is to have a social media account unless they are 13 years old

The school has a Behaviour Management Plan in place that details the rights and responsibilities of all members of the school community. School staff assists the children to learn to express themselves in appropriate ways and make positive behavioural choices.

Students in need of direction are encouraged and given opportunities to be more responsible for their actions. Classroom and playground plans outline the steps that the teachers are to take to assist children in the control of their behaviour and the disciplinary actions that can be taken.

A Guidance Officer, Chaplain and Behaviour Teacher help children learn to understand and manage their behaviour and emotions.

Communication with parents is made when the child's behaviour indicates that this is necessary. Parents are requested to inform the teacher or principal when a child's school work or behaviour might be affected in some way by circumstances not known to the school e.g. serious illness in family or separation.

ATTENDANCE

EXPLANATION OF ABSENCES

Each parent of a child who is of compulsory school age has the legal obligation to ensure their child is enrolled and attends a school, on every school day for the educational program in which the child is enrolled, unless the parent has a reasonable excuse. Your child's absence from school must be explained. When children are absent from school without explanation, parents will receive an SMS text. You can explain your child's absences by:

- QParents
- Responding to the SMS text
- Email – absences@tallebuderass.eq.edu.au
- Phone – 5568 5222 press 1 and leave absence message

If your child is going to be absent for more than 10 consecutive school days (family holiday etc) please contact our office to complete an Exemption from Compulsory Schooling form.

LATE ARRIVALS AND EARLY DEPARTURES

Students who arrive late to school must sign in at the school office. Students departing early from school must be collected and signed out from the school office. This will ensure your child's lateness/early departure has been explained and they are marked accordingly on the roll.

SCHOOL COMMUNICATION

NEWSLETTERS

Newsletters and notes are a valuable and important means of communication between school and home. The school newsletter is available online fortnightly. It includes information on school activities and achievements, upcoming events and student work.

WEBSITE

The school website is <http://tallebuderass.eq.edu.au>. The website contains information about the school, calendar of events, staffing, P&C and sub-committee meetings and activities and other information of interest to parents.

FACEBOOK

<https://www.facebook.com/Tallebudgera.State.School/>

ASSEMBLY

We hold a school assembly for students on a weekly rotation, one week senior students (Years 4 to 6) and the next week junior students (Year 1 to Year 3). Prep classes have their own assembly each fortnight. Assembly is used as an opportunity to communicate current events or concerns, to recognise special achievements of students (including Stars of the Week), to foster school pride and to provide an avenue for student performance. Parents are most welcome to attend and enjoy our weekly celebrations of student achievement.

MESSAGES

Teachers can only take calls outside of class learning time and children cannot be brought to the phone. Please make sure your child is reminded of afternoon travel and pick up arrangements before they arrive at school. It is difficult for office staff to pass on messages to children at the end of the day, while also doing their regular office work. Children are permitted to phone parents on the school phone in cases considered to be urgent, such as changes of plans at school (e.g. sports being cancelled due to wet weather) that affect transportation arrangements.

COMMUNICATION WITH PARENTS

Close and effective two-way communication between the school and home is vital to the education process. Parents are encouraged to share information and communicate regularly with the class teacher in the classroom, via email or phone. If you wish to have a detailed conversation please make an appointment with the teacher for a mutually convenient time.

We work hard to keep parents informed about events, issues and developments in the school. The main forms of communication from school to home include:-

- The school newsletter
- Class Dojo

- Our Facebook page
- The school website
- Parent/teacher interviews
- Information sessions
- Formal written reports for each student
- P&C meetings and functions
- Text messages

CONCERNS AND COMPLAINTS

During the course of your child's education you will no doubt have a range of questions and also some concerns. It is our expectation that parents and teachers are on a first name basis and that parents feel comfortable about raising their concerns directly with the teacher. Children often share information that is only part of the picture so please call the teacher and ask for clarification if you are concerned.

Parents are reminded that teachers must be treated with respect at all times and that it is not appropriate to make negative comments about teachers to other parents. If you do not feel that you can talk to the teacher about a specific concern please contact the office to arrange a meeting with a deputy principal or the principal.

QPARENTS

The QParents web and mobile application provides a more convenient, easier way for parents and legal guardians of Queensland state school students to interact with their child's school. Parents will have secure, online access to their child's student information, anytime, anywhere, through a smartphone, tablet or computer. QParents allows parents to connect instantly with their child's school to access and manage their child's student information including:

- Attendance and absence details as well as the ability to notify the school of an absence
- Academic report cards
- Viewing unpaid invoice details, payment history and making payments online
- Viewing and updating personal student details, including medical conditions and address
- Enrolment details

QParents will assist both staff and parents in sharing and responding to information in an efficient and effective way. QParents does not replace the traditional ways you communicate with our school, but it will provide another way to communicate with us. More information about QParents can be found at <https://qparents.qld.edu.au/#/about>

FACILITIES

RESOURCE CENTRE

The Resource Centre provides quality resources to meet the curricular, co-curricular and recreational needs and interests of our students. It also provides teachers with quality educational resources to support the implementation of curriculum. Internet access is available to students for research purposes.

Children are encouraged to borrow books during class library time, lunch hours and before and after school. Depending on the year level of the student, books may be borrowed for one or two weeks but then must be returned or reissued. Parents are also welcome to make use of the library.

Students are expected to take the utmost care of these books. A library bag helps to ensure that books taken from the library are protected from damage. It is the responsibility of the parents to replace any resource that is lost or damaged by the student.

PERFORMING ARTS BLOCK

Our Instrumental Music lessons and small performances are held in this block.

SCHOOL HALL

Our hall was established in 2010 and is used for a variety of activities including assemblies, performances, sports, afterschool activities, discos and trivia nights.

ADDITIONAL SERVICES

OSHC – Outside School Hours Care

An Outside School Hours Care service operates on site providing before school care, after school care and vacation care for our children. Staff members liaise with school personnel to ensure a consistent approach for children. The activities programs include games, craft, homework time and a healthy menu is provided. For more information go to the YMCA website – <https://www.ymcachildcare.com.au/outside-school-hours-care/tallebudgera> or visit the OSHC and speak to the friendly staff.

BOOK CLUB

The school participates in the Scholastic Book Club which makes books available for purchase by students at a reduced cost. Twice each term, catalogues are issued. Orders are to be placed online via Loop Orders. The school receives bonus points based on the students' orders which provide some free resources for the school library.

TUCKSHOP

The aim of our tuckshop is to provide children with a choice of healthy and nutritious food. The tuckshop is open five days a week at both meal breaks. To order, please register with Qkr and complete your order for each break. Download the Qkr app on your smartphone to register. More information can be found in our fortnightly newsletter and on our website.

Lunches will be prepared and delivered back to the classroom at the beginning of each break.

Children from Years 1 to 6 are allowed to purchase items over the counter.

Tuckshop volunteering is very rewarding and fun as well as a great way to meet other parents and members of the school community. Please contact the tuckshop convenor with dates you are available to help or with any queries you may have.

SCHOOL PROCEDURES AND POLICIES

USE OF SCHOOL GROUNDS AND FACILITIES OUT OF SCHOOL HOURS

Whilst the use of school resources by community groups is encouraged, such use is subject to conditions which are obtainable from the principal. Permission must be sought in all instances. Unauthorised use by the public or students may result in police intervention.

LEAVING SCHOOL GROUNDS

Once arriving at school, students are not permitted to leave the school grounds for any reason unless the class teacher has received written or verbal permission from the parent/guardian. Children are to be collected from the office and signed out. Without parental permission, the child will not be permitted to leave the school.

EMERGENCY DRILLS AND PROCEDURES

Fire Drills and Emergency Lock Down procedures are regularly practised at the school and children are constantly reminded of the processes to ensure safety. Lock Down is a signal for all children and staff to move immediately to the nearest classroom. Teachers then secure doors and wait for further instructions. If there is a whole school evacuation due to poisonous gases or some other cause and the children need to be taken away from the school for safety, they will be escorted to the nearby Coplicks Family Sports Park and will be assembled on the playing fields for parents to collect. Messages to this effect will be broadcast on local radio stations. SMS messages will also be sent to the primary parent/s. This is a highly unlikely situation but the plan is in place to minimise anxiety and confusion.

VOLUNTEERS AND VISITORS

Volunteer parents are to sign in at the office before proceeding to the area in which they are assisting. Mandatory Training must be completed annually for all contractors, volunteers and visitors. Once the Mandatory Training is completed parents/carers will receive their name badge with a lanyard.

STUDENT PROPERTY

All school and children's property is to be kept neat and well cared for. All personal property should be marked with the child's name to assist in the return of lost items.

Valuables should be left at home. Children are not permitted to bring swap cards and they are discouraged from bringing toys or anything of value (including money) to school unless it is for a specific purpose.

Children are responsible for any property including earrings or watches worn to school.

MOBILE TELEPHONES

If mobile phones are brought to school they must be brought to the office before school, signed in and then collected at the end of the school day.

If a student uses a mobile telephone on school premises without permission from staff, the telephone will be confiscated. It will be stored securely in the school office until the end of the school day and it may then be collected by the student. If the student repeats the offence, the telephone will be confiscated and stored securely in the school office. Parents will then be requested to collect the telephone at their convenience.

LOST AND FOUND

The school assumes no responsibility for lost articles. Articles that are found are kept in the lost property room next to the Uniform Shop. Unclaimed items are donated to charities at the end of each term.

SCHOOL TIMES

The school day operates in the following manner:

6.30am	-	Before School Care (OSHC) available from
8.50am	-	First Bell (children should be at school)
8.55am	-	Starting bell – morning session begins
10.55am	-	First Break – supervised eating
11.05am	-	Play Bell
11.30am	-	End of play bell
11.35am	-	Middle Session Begins
1.35pm	-	Second break – supervised eating
1.45pm	-	Play Bell
2.00pm	-	End of Play Bell
2.05pm	-	Afternoon session begins
2.55pm	-	End of school day
6.00 pm	-	After School Care (OSHC) closes

Children are discouraged from arriving at school before 8.30am and are expected to be on their way home by 3.15pm unless they are under the supervision of a parent or participating in an after school sports program.

Punctuality is a habit that we value and strongly encourage in our students. Please try to have your child at school by 8.40 am. It is disruptive to your child's learning and the class routine allows your child to arrive after the classroom program has commenced. Children who arrive late for school are expected to bring a note of explanation from a parent or guardian.

STUDENT SUPERVISION

Parents must be aware that there is no formal supervision of students before school. Children are to sit and wait in the covered areas or outside their classrooms. During lunch breaks, children have 10 minutes eating time under the supervision of teachers and then are dismissed for play. Teachers are rostered to provide playground supervision of school grounds during the two breaks.

After school, supervision is provided at the car park until all children have been collected. If they have not been collected before 3.30pm they are walked to the office where a parent or guardian is contacted.

Our school has a school crossing that must be used by all persons crossing Connection Road. The crossing supervisors work every school day from 8.00am to 9.00am and from 2.50pm to 3.20pm regardless of weather conditions. The side gate near the school office in Guineas Creek Road is not supervised as this is not a designated collection point.

There is very limited parking in this area and we ask that parents do not use this area to drop off or collect their children.

UNIFORMS

DRESS CODE

Tallebudgera State School has high standards associated with dress. We believe that the way our students are presented reflects the ethos and tone of the school. We want our students take pride in their uniform. The wearing of uniforms in Queensland schools is compulsory and the P&C Association and the Student Representative Council have endorsed our uniform policy and dress code. It is an expectation that the school uniform will be worn everyday including excursions and special event days.

The following applies:-

- All student need to wear 5 uniform items every day – hat, shirt, shorts or skort, white socks and black shoes. We teach students that they need to score 5/5 for their uniform every day.
- The checked shirt is our formal shirt.

- Jewellery is to be limited to one pair of earrings (sleepers or basic studs only) and a watch. Necklaces can only be worn for medical or religious reasons and must not be visible.

HATS are compulsory. Students in Year 1 to 6 are to wear either the school navy blue brimmed hat or the navy cap. Prep students wear a turquoise blue hat to allow staff on playground duty to distinguish them from other students and provide additional support when necessary.



SUMMER UNIFORM

- Blue checked shirt/blouse or a school polo shirt
- Navy blue school shorts (formal or sport)
- Navy blue school skorts (no pleated netball skirts)
- Blue checked school dress



Winter Uniform

The summer uniform may be worn all year with the addition of:-

- Navy blue school microfiber track pants
- School microfiber track jacket or fleece jacket



House T-Shirts can be purchased to wear at sports carnivals



Footwear

Uniform footwear includes white socks and black leather shoes or black sneakers with black laces. Coloured laces or trims are not allowed.

Hair

For Workplace Health and Safety reasons, including the possibility of coming into contact with head lice, long hair (just past shoulder length) are required to wear their hair tied back or plaited.

Cosmetics

Nail polish and cosmetics are inappropriate for our school situation and must not be worn.

How to Purchase Your Student Uniforms

For convenience, Tallebudgera State School offers a number of ways in which parents can purchase items from our uniform shop:

Directly from the School Locker Uniform Shop

Located next to the Tuckshop.

Opening Hours: Wednesday 8:15am – 9:15am and Friday 8:15am – 9:15am

It will also be open the last week of the summer vacation before the beginning of the year.

Online purchases

Uniforms can be purchased online using the School Locker website at www.schoollocker.com.au

Orders can be delivered to your residential address for a small fee or delivered to your child's classroom.

STUDENT HEALTH AND WELLBEING

ACCIDENT, FIRST AID AND SICKNESS

Information on a child's health should be provided at enrolment. Notification of serious illnesses such as epilepsy, diabetes or allergies is essential. If this information needs updating due to changed circumstances, it is most important that the new information is provided to the school.

For their own comfort, as well as the comfort of other children, sick children should be kept at home. Should a child become ill at school or has an accident he/she will be cared for and parents will be contacted to make arrangements for the child to go home. If this is not possible, the child will be supervised in the Health Room. If the child's symptoms are serious or continue for a long period and the parents cannot be contacted, the office personnel will phone the emergency contacts.

If a child suffers a serious accident necessitating emergency medical care, parents will be contacted and the child may be transported by ambulance to hospital or taken to a doctor. A staff member with first aid qualifications will render initial first aid treatment.

MEDICATION

All medications (except asthma sprays and epipens, if the child is capable of self administration) are to be kept at the office. The office should be informed in writing if your child is using asthma inhalers or epipens. Emergency plans are to be completed by the child's doctor detailing symptoms and treatment. Medicines to be taken at school are to be administered by staff and stored in the school office. An "Administration of Medication Form" must be completed at the office. Without this form medication cannot be administered. Written advice from a medical practitioner, with the medication in the original labelled container stating the student's name, dosage, instruction of when to be administered and the medical practitioner's name must accompany all medication, including non prescription medication (e.g Panadol).

DENTAL CLINIC

Queensland Health provides a School Dental Service in a mobile dental clinic each year. Parents will be periodically invited by letter to use this free service for their children. Depending on the dental problem, treatment may be provided by a dentist or school dental therapist. Dental therapists working under the direction of a dentist will carry out most of the dental procedures. Emergency or toothache treatment is available by contacting the service directly. School Dental Service – 1300 300 850

HEAD LICE

Head lice are a common problem in all schools. A head lice alert notice is sent as a Class Dojo to parents/carers of the class when one of the children is discovered to have head lice. Parents are asked to check their child hair that night and treat immediately if lice or eggs are found. Students with head lice may attend school after treatment. To minimise the spread of head lice, please notify the office immediately if your child contracts head lice so we can ask all parents to check their children that night. If we all work together we have a much greater chance of managing the problem.

STUDENT HEALTH PROCEDURES

- Please keep your emergency contact numbers current
- Please advise the office of any changes in your child's medical condition including allergies

TRANSPORTATION OPTIONS

BICYCLES

Children must wear helmets to and from school and walk their bikes in and out of the school grounds. Bicycles must be stored in the bicycle racks.

SCOOTERS, SKATEBOARDS AND ROLLER BLADES

It is recommended that scooters, skateboards and roller blades not be brought to school. Children riding these devices should wear protective equipment e.g. helmet, knee pads, elbow pads. If scooters are brought to school they must be placed in bicycle racks or with teacher permission in the classroom.

BUSES

If your child will be travelling to school on a bus, please phone the relevant bus company Koala Koaches 5535 2711 or Surfside 5536 7666 for information and/or an application form for a bus pass (if eligible). Children are escorted onto the bus from the school grounds. Unsafe behaviour on the bus may result in suspension of the bus pass.

CAR PARKING

There are two parking areas used by the school community. The car park inside the school grounds (off Guineas Creek Road) is for staff only. In extraordinary circumstances, such as a disability, please contact the principal to request access to the staff car park.

All parents are asked to use care and adhere to the parking regulations in the parking area on Connection Road. Parents park only in designated parking spaces. Double parking and stopping on the crossing is not acceptable. Not only does it endanger our children's lives but it also impedes traffic flow. As this area is supervised until 3.30pm there is plenty of time to collect your children without having to tackle the peak time of 3.00pm. The bus zone is not for parents to park in to collect their children. Council traffic supervisors and police patrol this area to enforce parking regulations and ensure the safety of our children.



Thank you for taking the time to read our Parent Handbook. We hope you are able to participate fully in our school community. The children will love seeing you at school and you are sure to meet new friends. Coming to the school, reading our updates, talking to teachers and other parents also enables you to keep in touch with what is happening at the school. If you have any questions or concerns about any issue, please do not hesitate to contact the principal or your child's teacher.