Information Booklet for Parents 2014

Be the best you can be....
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Welcome

It is with great pleasure that I extend a warm welcome to your family. At Noosaville State School we are committed to putting the interests of your child first in our everyday operation. We encourage you to become involved in the development of our school community and especially welcome your comments. I hope that you find this booklet extremely useful in answering most aspects concerning our school. Please feel free to call the administration if any other issues arise. Once again we are delighted and feel privileged that you have chosen our school as the place of learning for your child.

Mary McMahon
Principal

Student Exit Outcomes

After receiving a primary education at Noosaville State School, we aim that all students will be:

- Knowledgeable, complex thinkers and creative problem solvers
- Self-directed, reflective investigators and life long learners
- Responsible, caring environmental contributors, consumers and citizens
- Contented, empathetic leaders and collaborators
- Responsive, effective listeners and communicators.

School Values

The school operates with 4 core values. These values form the basis of our learning processes.

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Our Mission

"Noosaville State School will provide access to broad and comprehensive educational opportunities in a supportive environment enhanced by the promotion of open communication, mutual respect and self discipline.

We will focus on the development of students' fullest potential across all Key Learning Areas recognising effort, achievement and celebrating success".

School Contact Details:

Office: 5440 3222
Absence Line: 5440 3266
Fax: 5440 3200
E-Mail: admin@noosavilless.eq.edu.au
Website: www.noosavilless.eq.edu.au/wcms

ECDC: 5440 3258
Canteen: 5440 3264
Buslink: 5474 4733
Dental Van: 0409 493 028

Please ensure you provide the school with your current e-mail address and phone details.
Active After School Community Program

Our school has an Active After School Community Program with various activities available for children to participate in throughout the year, before and after school. Numbers for these activities are limited and students need to register. Registration forms and details of these activities are printed in the school newsletter.

After School Care (OSHC)

The Helping Hands Company is contracted to run Outside School Hours Care on the school premises. Noosaville State School will offer Before and After School Care along with Vacation Care. Programs are monitored and evaluated regularly to ensure our students receive a broad variety of interesting activities that are fun, engaging and tailored to the students attending. Current costs and programs are located on the school website. Further information can be obtained by contacting Helping Hands or the OSHC Coordinator at the school.

Attendance

Good attendance, punctuality and success at school go hand-in-hand. It is expected that students who are absent from school will catch up on work they have missed. Students should only be absent from school because of illness or emergent situations.

Please contact the office by phone to provide an explanation on the day. You may receive an absent text to remind you when your child is absent.

If a student is likely to be absent for 3 or more school days, please telephone the school and inform us of the circumstances of the absence. A written note should still be sent with the student when he/she returns to school. Parents will be contacted by the school should their child be absent without explanation.

If your child / children have to leave the school before 2.35pm, they must be collected from the Office. The "pickup" (authorised) adult MUST sign them out via the office. (Children cannot be collected from the front gate).

If schoolwork is required please make prior arrangements with the teacher giving suitable notice. Appointments should be made out of school time.

ABSENCE LINE 5440 3266

Awards

Student and other encouragement awards for scholastic achievement, sporting achievement and citizenship are presented to children from time to time. These are normally presented on school assembly. Parents are invited to attend assembly ceremonies so they can share these events with their child.

An Awards Presentation is held each November with the theme “Be the Best You Can Be”.
Behaviour "The Noosaville Way"

Noosaville State School follows the School-wide Positive Behaviour Support philosophy. We have clear systems and processes to acknowledge appropriate behaviour and respond to inappropriate or unacceptable behaviour.

Our school has a Responsible Behaviour Plan for students that is available on our website. If you have any concerns about behaviour please contact your child’s classroom teacher.

Bell Times

Monday to Friday

8.00 am  Enter school grounds
8.30 am  Move to classrooms
8.35 am  Commencement of teaching
10.45am  Class eating time
10.55am  Play time
11.15am  End of morning tea - move to class
11.20am  Recomencement of teaching
12.40pm  Class eating time
12.50pm  Play time
1.10pm  End of lunch - move to class
1.15pm  Recomencement of teaching
2.35pm  End of school day
3.00pm  Final time to leave school grounds

Once students arrive at school they are not permitted to leave the school grounds.

Students should leave the school grounds by the 3:00pm bell. Playground duty is not taken before or after school. After school supervision is provided for students waiting in the bus shelter until the 3:00pm bell. If students have not been collected by then they must go the Administration Block and arrangements will be made for their collection.

SCHOOL OFFICE HOURS  8:00am—3:45pm

Bicycles and Scooters

Bicycles and scooters must be housed in the School's bike racks. Bikes are to be wheeled inside the grounds. Scooters are to be carried. They must then be chained and locked securely in bicycle rack area. Bicycle helmets must be worn.

No skateboarding or rollerblades are permitted.
Book Lists and Materials

Book lists are available from the office or school website. While resources can be purchased at any supplier, the Tewantin Newsagency is the preferred supplier. Booklists can be accessed online at www.noosavilless.eq.edu.au or via the Tewantin Newsagency website.

Bus Travel

A Teacher and Aides are on bus duty each afternoon. The Bus and end of school bell rings at 2:35pm. If your child is NOT going home on the bus (as per usual), please make sure that your child understands the changed arrangements and write either a note or contact the child’s teacher / school.

NB. The office needs to be contacted before 2.15pm to ensure your child receives the message.

The school has high expectations for appropriate bus behaviour. Children continually breaching travel rules will be banned from travel by the Bus Company.

Bus Timetables and passes can be obtained by phoning Buslink on 5474 4733.

Care of School Property

School equipment has been provided for the educational, recreational and social development of all students. It must be handled with care at all times. Destruction of such property disadvantages fellow students. The replacement / repair of such property will be the responsibility of the student and student's parents. (Lost library and classroom reading books will need to be replaced at the parents expense).

Class Helpers

Many teachers encourage family and community members to become part of the education program. (You may need a Blue Card). If you would like to assist, please speak to your child’s teacher. We do appreciate the help given to us in this regard. Individual teachers will ask for parent volunteers. If you are willing to assist we do ask that you sign-in at the office or the classroom and wear a special "Volunteer" badge so that we have a record of all the people in the school for security / emergency reasons.
Dental Clinic

The Department of Health Dental Unit visits our school at a selected time throughout the year. Prior notification of the visit will be given so as to allow you to give permission for your son/daughter to be checked and any dental work to be carried out.

Your child will bring home the necessary information from the dental therapist as the visit time approaches.

For general enquires please call 0409 493 028

Emergency Procedures

Noosaville State School has an effective Emergency Procedures Policy aimed at ensuring the safety of students, staff and visitors.

The emergency procedures outlined and practiced by all personnel of the school fall into 3 broad areas:

1. Evacuation of the school during class time
2. Evacuation of the school during break time, before and after school
3. Lockdown – where all personnel are required to remain in their locked rooms.

During the course of the year these procedures are practiced and reviewed to ensure high standards are achieved.

Excursions and Cultural Activities

From time-to-time during the year, the school may undertake educational excursions so that the students may acquire a variety of experiences outside the classroom. Students normally travel by bus or in some cases by private transport.

Payment is to be made between 8:00am and 3:00pm at the office. EFTPOS facilities are available. Please make cheques payable to Noosaville State School. When paying cash, please enclose correct money as the office does not carry change.

Parental Permission and Medical Information is required for all excursions. Permission notes are to be given directly to class teachers - not the office.

Students going on excursions must meet the school's requirements concerning appropriate dress and grooming, safety and standards of conduct. Students’ inclusion in excursions is subject to acceptable behaviour.
up to and including the day of the outing. Parents may be required to meet costs associated with excursions where applicable.

Because of booking requirements for buses, the time and date for money to be returned to school for payment as stated on the information letter sent home can not be extended.

Extra-Curricular Activities

The school provides additional activities throughout the year. These are subject to availability of personnel and expertise to conduct these activities. They are sometimes linked to major events in the wider community. Other activities are provided as focused programs with the aim of using teacher, parent and community expertise to offer activities that let students gain skills in various fields and areas of interest. The school newsletter and class notices will at various times provide information and seek support.

External providers offer a variety of after school activities. The school newsletter provides details of these to parents.

Headlice

It is essential that your child’s hair is checked on a weekly basis as part of a regular personal routine.

If eggs or lice are found please treat your child’s hair before they return to school. Notify the school or your class teacher so that a note can go home with other class members to alert parents to be extra vigilant. If this note is sent home it asks caregivers to check your child’s head for headlice and tick the appropriate box and return the tear off slip to school as soon as possible. Shoulder length hair or longer should be tied back.

Further information on headlice eradication methods can be found on the Internet at www.health.qld.gov.au/headlice

Health and Hygiene

Good health habits are taught and encouraged at all times. There is enough evidence to suggest that a well balanced diet and sufficient sleep go a long way towards physical and mental alertness. It is important that all children have a healthy breakfast and bring along a well-balanced lunch or order from the Tuckshop. Drinking lots of water is also important.

Cleanliness (eg. care of fingernails, hands, hair) is also encouraged. Toileting, correct hygiene, use of toilets and behaviour in toilets is also essential. Please discuss these issues with your child. We seek your valued assistance in this regard. If there is a particular problem, please make your child’s teacher aware and he/she will be able to instruct you in the appropriate procedures.
Health and Physical Education

All students from Prep to Year 7 have 40 minute per week lessons, with the specialist HPE teacher. Skills and knowledge are developed in accordance with the HPE curriculum. Children develop skills in ball handling, athletics, team and individual sports. This program is supported by our swimming and surf skills programs and our SunSmart policy.

In addition classroom teachers plan integrated units of work that also incorporate concepts and understandings about health, safety and relationships.

Smart Moves

This initiative will involve all students participating in 30 minutes of moderate intensity activity every school day.

Homework

Regular Homework plays a significant role in the teaching/learning process.

It serves a range of purposes including:

- Provides an opportunity for consolidation of the content, processes and skills experienced in class.
- Creates a tangible link between the school and the home by familiarising parents with and encouraging active participation in the student's learning.
- Fosters a methodical, organised approach to work and develops good study habits.

Our school expects students will do some home-work on a regular basis. The amount of homework is determined by, in most instances, the year level.

Homework may take the form of completing a class project, weekly worksheets, reading, spelling and/or number work.

If your child appears to be doing too little/too much homework, please contact the appropriate teacher.

House System for Sports

Your child will be placed into a House when he/she enrols at school. Children from the same family will be placed into the same House.

The Houses are by surname:

**A-E Cooloola** (blue)  **M-R Laguna** (yellow)

**F-L Elanda** (green)  **S-Z Weyba** (red)
Indigenous Education

Our curriculum embeds indigenous studies throughout the school. Indigenous programs also enhance the education of students of Aboriginal and Torres Straight Islander descent. Families should indicate their eligibility on the school enrolment form.

Infectious Diseases

If your child contracts an infectious disease (eg. chicken pox, measles, school sores) please contact the school immediately.

In certain cases children will be required to be kept at home until the disease is no longer infectious.

Information Communication and Technology (ICT)

Our school has two computer laboratories. All classes are timetabled to access the lab with their class teacher to use the computers to support and enhance their curriculum program. Students in some years levels also have a lesson with our specialist ICT teacher each week. This program involves the development of skills and knowledge of computer programs and functions as well as Internet access.

Each class has up to 4 computers and an Interactive SmartBoard to integrate use of ICT's in their learning.

Students sign an "Internet Access Agreement" whereby students agree to follow the school's code of conduct regarding Internet use which is for educational purposes only. Breach of this agreement results in loss of computer and Internet access for the student.

The school has electronic SmartBoards placed in all classrooms to support innovative teaching practices. Teachers all use these to enrich student learning.

Instrumental Music

STRINGS - Children have the opportunity to join the strings program in Year 3. They receive a half-hour weekly lesson on Violin, Viola, Cello or Double Bass for strings. When they have reached a certain standard they are required to join the school's String Ensemble.

CONCERT BAND - This program is available for children from Year 4 onwards providing an opportunity for children to learn a Wind, Brass or Percussion instrument. This works on the same organisation as the String program. Children receive a half-hour free lesson and have band rehearsal each week.

A maintenance fee is charged when students access a school instrument. The school has a limited number of instruments available for loan to students and priority for lending instruments is given to year 5 new beginners. Presently the Lions Club is helping to support the school's program.

ROCK ACADEMY - The school has a unique school based guitar, keyboard and drums program with a focus on personal empowerment. Details about this program may be obtained from Mr Rodway who works in the Hall.
**Intervention for English as a Second Language**

An ESL program is provided through Nambour North District Education Office for students from non-English speaking backgrounds who qualify under the established criteria. When enrolling, families will be informed if they qualify.

**Late for Class**

When a student arrives late for school (for any reason) he/she is to report to the school office for a Late Slip. This will then be recorded on the roll.

A persistent problem of lateness will be investigated by administration and letters detailing such absence will be sent home. It is vital that children are punctual to maximize learning and not hinder the lessons already started.

**Learning Support and Extension**

At Noosaville we recognise that students come to school with varied life experiences and backgrounds, have different levels of school readiness, learn at different rates, and have different learning styles.

We offer a 'differentiated' curriculum in every classroom such that every student is learning and achieving success. This is realised through individualised reading, maths and spelling programs for all students, and tiered planning, teaching and learning in all key learning areas.

To support this we also offer literacy and numeracy intervention and extension, as well as many other opportunities for enrichment, including participation in Reader’s Cup, Tournament of Minds, Maths Olympiad, Public Speaking, Debating, Voices on the Coast Literature Festival, Sunshine Coast Maths Tournament, ICAS, Courier Mail Spelling Bee and the Noosa Tri 5km Fun Run.

We encourage all students to be the best they can be!

**Lost Property**

Classroom lost property is kept in year level boxes. All other property found is kept at the Admin block. Any lost valuables are stored in the school’s office.

Please name ALL belongings - pencils, books, clothing, lunch boxes etc.

Please encourage your child to be responsible for their belongings.
Medication

Although it is an onerous task for parents, certain information and documentation needs to be provided to the school in situations where the school agrees to administer medication. The guidelines must be complied with. All medication brought to school should be handed to the Administration Office at the front desk along with appropriate documentation. The guidelines also apply when students are off campus during such activities as excursions and school camps. No other medication than that prescribed should be sent to school at any time for safety reasons. Medication of any description, prescribed or unprescribed, should not be left in school bags and pockets. This practice presents a danger, as it is accessible to other students. The practice may be especially dangerous where other students are allergic to that particular medication.

Medication to Students

It is important that medication be prescribed for administration during school hours only when it is absolutely necessary.

The following guidelines should be observed:

- Should medication prescribed by the student's medical practitioner be required to be administered while the student is at school or involved in school approved activities, a parent/legal guardian must, in the first instance fill out a medication proforma, available from the school's office.
- Specific times at which medication is to be administered, as well as the quantity to be administered must be provided.
- It is the student's responsibility to come to the office at the appropriate time to receive their medication. When medication is given it is recorded in the school's Medical Register.
- Medication will be kept in a secure place in the office.
- All unused medication will be returned to the parent/legal guardian of the student.

Please remember that non-prescribed oral medication (such as analgesics, cough mixture and over-the-counter medications) cannot be administered by school staff.

Medical Injections

Injections other than intravenous injections may be given ONLY following a written request from a parent/legal guardian to the Principal and ONLY administered by authorised persons who are experienced in the procedure of giving such injections and are willing to give such injections. Injections may then only be given in circumstances where:

- There are full written instructions from the medical practitioner on the giving of such injections;
- An explanation is given by the medical practitioner of possible complications arising from the giving of such injections.
Mobile Phones and Other Electrical Devices

It is recognised that mobile phones and other similar electronic devices (pagers, portable CD and MP3 players, Personal Digital Assistants etc) are part of modern, everyday life. Whilst accepting this it also recognises that indiscriminate use of such devices in the school could cause disruption to the teaching and learning process and harm the smooth running of the school.

The school recognises that in some circumstances such devices can be appropriately incorporated into the learning program.

The school also recognises that there are times when it is genuinely appropriate and beneficial because of family emergencies or circumstances, for students to have access to mobile phones and other electronic devices.

Hence the use of such devices needs to be regulated with a definite set of procedures and guidelines to be followed.

Parents/caregivers who wish their child to have a mobile phone or similar device at school must make an application in writing to the principal. Application forms are available from the school office and need to be submitted annually.

Music and Performing Arts

Students participate in one 40 minute music lesson every week. Lessons cover all the areas of music including the enjoyment of music.

Parents and Citizens Association

The P and C Association meet on the second Thursday of each month at 3pm. Generally meetings are held in the Library. All parents and supporters of the school are most welcome at these meetings. For further information regarding the P and C contact the school.

The P and C Association is a great way to become involved in the school. The group focuses on running special events and raising funds to support learning in the school. It also helps to guide decision making at the school. Often new policies and directions will be discussed at this forum to allow for parent input.

Support your child’s education by being an active P and C Association member!

Parent and Teacher Contact

Our school believes that if positive parent/teacher partnerships are formed, the education progress of our students is greatly enhanced. The school holds open days and nights early in the year and parent/
teacher/student conferences at various times throughout the year. This provides the opportunity for parents and teachers to meet each other and ask questions concerning their child’s education.

A parent may however make an appointment with the class teacher at a mutually convenient time to discuss their child’s progress. Do not hesitate to contact the school as soon as you feel there is a need.

**Prep Information**

The Prep year is designed to give all young students the very best start to school by providing a smooth transition to Year 1 and setting them on the path to lifelong learning. It provides the foundation children need by developing:

- a positive approach to learning
- independence and confidence
- thinking and problem solving skills
- language skills
- early literacy and numeracy
- physical abilities, including gross and fine motor skills

Prep classes are fully integrated into the rest of the school allowing children to feel part of the whole school community. A key feature of Prep is that it makes connections between children’s prior experiences at home, kindy or day care and what they do at school. Children are involved in an active learning program with opportunities to learn in a variety of different ways such as through play, investigation, routines and transitions and focussed learning episodes. The Prep teachers will use the National Curriculum like other Year Levels.

**Reading**

Reading to your child and allowing your child to read to you is a very important sharing time. We encourage this activity on a daily basis. If you would like any tips on how to make this work better for you, please contact the school or look out for Support-A-Reader Workshops.

**Religion Classes**

Religious Education is undertaken by visiting clergy or lay teachers for 30 minutes per week. Parent requests determine the group the student will be enrolled in. The school offers only a co-operative program. Students in Yr 1, 3, 5 and 7 are offered this program.
School Assembly

Each cohort has its own assembly (P to 3 each Wednesday; Yr 4 to 7 alternate Thursdays). At the time of publication a trial of a joint P to 7 parade was being considered so click the newsletter for updates.

School Banking

Banking Day is Monday. All banking is done by the school's banking officers and should be handed in to the office by early Monday morning. Application forms for Prep/Year 1 children will be distributed soon after school starts.

School Resource Centre

The Resource Centre is a key learning place within the school. Students are encouraged to use this facility as often as possible and to borrow books on a regular basis. Children in Prep to Grade 4 must use a library bag for borrowing. While we encourage children to borrow books, we also expect children to take care of these books.

School Support for Early Childhood Development

This is a centre that provides programs for children from birth to six years who have been referred by their paediatrician or therapy group as having a suspected disability such as: intellectual impairment, physical impairment, hearing impairment, vision impairment, speech / language impairment, or autistic spectrum disorder.

Programs include:

- On campus playgroup (0-3 years)
- Kindergarten (3-4 years)
- Prep (5 years)

Children have access to assistance from EQ physiotherapist, occupational therapist and speech and language pathologist. The ECDP is a district service and it is anticipated that children will enrol at their own local school for their educational journey.

Sickroom and First Aid

As a general rule, if a student is not well enough to do lessons, he/she should not be at school. This is not to say that students should stay away for trivial reasons.

If a student becomes ill at school, he/she will be cared for and every effort made to contact parents with a view to having the student taken home. Students will be admitted to the sickroom for minor injuries or illness by their class or supervising teacher. In cases of emergency, the ambulance and/or family doctor or the outpatients department of the hospital may be contacted.
It will be the parent/guardian’s responsibility to arrange for the child to be collected from school. The school staff cannot drive students home. Parents should inform the school of serious allergies or physical limitations or disabilities, both temporary and permanent.

Also, it is very important to inform the office of any changes to addresses, emergency contacts and phone details so that we have up-to-date contact records at all times.

**Special Education Unit**

Programs for school-aged children are designed to assist students who have a verified diagnosis of intellectual impairment, hearing impairment, physical impairment, multiple impairments, vision impairment, speech and language impairment or autistic spectrum disorder.

The school operates all programs with a combination of integration in the student’s regular class and specialised lessons conducted by special education teachers. Each child has an Individual Education Plan that is collaboratively organised by his/her educational team. Parents are essential members of this team. This plan is reviewed every six months.

The school seeks to support local students so parents can be actively involved in their child’s school. Other local school (Tewantin, Sunshine Beach, Eumundi and Cooroy State schools have the same services and resources).

**Special Needs**

If you have concerns about your child’s learning or behaviour at any time, please see your child’s teacher in the first instance. They may be referred for specialist attention. In this case a referral form is submitted to the Student Support Committee for prioritisation and placement in a support program that best meets the student’s needs. e.g. Learning Support Teacher, Guidance Officer, Speech/Communication Teacher, etc.

A Special Education Service is located at our school as is the case for other local schools. For further information phone: 5440 3222

**Sport - Interschool**

Students in selected upper school year levels are involved in Interschool Sport exchanges in Term 3 each year. This involves travelling to different venues and competing against other schools in such sports as Netball, Basketball, Cricket, Rugby League, Touch Football, Soccer, Hockey, Teeball, and Softball.

Students will be advised on up and coming Interschool sporting events as well as costs, venues and other relevant information.

**Sun Safety**

Noosaville State School is a Sun Smart School. Students are required to wear their broad brimmed hat for all outdoor activities and to and from school. There is a "no hat, no play" policy.

Hats are available for purchase from the canteen and are an integral part of the school uniform.
**Surf Skills**

Students in Years 6 and 7 have the opportunity to participate in the Surf Skills program. This program is designed to promote the student’s surf awareness.

The students travel to Main Beach to participate in a series of activities overseen by lifeguards. Further information about the program will be sent home with your child.

**Swimming**

Prep to year 5 participate in the school’s swimming program. Students must bring bathers, sunscreen, towel and swimming caps (for long hair). Students will change into their swimming gear before they leave the school to go to the pool.

Permission and medical forms need to be handed into the class teacher before swimming starts. Payment must also be made before the swimming program starts.

Students are required to bring a note if they are unable to swim. Students not swimming will need to be supervised at the pool by their class teacher.

Further information will appear in the newsletter and permission notes will be sent home. Yrs 6 and 7 participate in the Surf Skills program.

**Tuckshop**

The Tuckshop is open 4 days a week (Monday, Wednesday, Thursday and Friday) at morning tea and lunch. We are always looking for helpers to help run this important facility and we encourage your participation. Menus and lunch orders are available at the Tuckshop or from the school Website.

A price list and procedures for ordering are available from the Tuckshop.

Lunches must be ordered through the bag system. Drinks, ice blocks and snack food is available over the counter at lunchtime only.

**Tuckshop Helpers**

The tuckshop is a very busy place and is always looking for volunteer helpers.

If you are interested and are able to help, please contact the tuckshop on 5440 3264.
Valuing Personal Appearance

Pride in appearance is a must! Students will wear their school uniform EVERY SCHOOL DAY. Students are not to wear make up. For safety and security reasons the wearing of jewellery is limited to one sleeper or stud per ear and one wristwatch on the arm.

Children may be asked to remove studs or wrist watch for some sport and other activities. Hair longer than shoulder length needs to be tied back. Underwear (including boxer shorts and t-shirts worn under school shirt) must not be visible.

No responsibility will be taken should jewellery or other valuables be lost or damaged.

Valuing School Dress Code

Noosaville State School is a 'Uniform School'. All students are required to wear the full school uniform each day. The parent committee has designed a uniform, which is practical, economical and attractive. We seek the co-operation of all parents in ensuring that their children always wear the school uniform and in a manner which reflects pride in the school and in one's own appearance.

The tone of the school is enhanced considerably when all students wear the uniform. It engenders school spirit and gives individuals a feeling of identity and belonging to our school community.

The wearing of the school's navy broad brimmed hat for outdoor activities is compulsory.

Uniform Requirements

Girls and Boys: Jade polo shirt contrasted by navy blue front button panel and collar (with two white stripes across collar) and school emblem in white at top left hand side of shirt.

Enclosed shoes (see below) and white or grey socks

School navy blue broad brimmed hat.

Boys: Navy blue shorts (polyester/cotton)

Girls: Navy blue culottes (polyester/cotton)

WINTER UNIFORMS are only worn in winter. Other jackets are not acceptable.

Boys and Girls: Navy fleecy lined jacket with school emblem and navy blue track pants.

Shoes and socks are to be worn at all times. Covered shoes of a sporting type (joggers) with tie up laces/velcro are preferred.

Unacceptable shoes include - Skate shoes or similar (loose fitting shoes); slip-on or ballet style shoes.

Shorts are to be no longer than knee length. The shorts as specified in the standard above must be worn and other designs such as board shorts and cargo shorts are not acceptable. The standard of colour and material must also be adhered to.
Vehicle Access and Parking

Noosaville State School is committed to providing a safe environment for students, staff and community members. A part of this commitment includes a policy to manage vehicle access and parking within the school grounds and the carparks surrounding the school.

There is no doubt that there is insufficient parking at this school, however we cannot allow frustration over this to endanger the lives of students and others.

Below please find a summary of our Vehicle Access and Parking Policy. This policy outlines who can and cannot use each of our carparks. Your adherence to this policy will keep our students safe - your cooperation is appreciated.

<table>
<thead>
<tr>
<th>ADMINISTRATON CARPARK</th>
<th>YES can use this carpark</th>
<th>NO cannot use this carpark</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>School administration team</td>
<td>Staff - Teaching and ancillary</td>
</tr>
<tr>
<td></td>
<td>E.Q. Visitors</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Staff/Parents requiring disabled parking bays</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Parents of disabled students in Prep (drop-off and pick-up only)</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>STAFF CARPARK (cable gate with code)</th>
<th>YES can use this carpark</th>
<th>NO cannot use this carpark</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Teaching &amp; Ancillary staff of the school</td>
<td>Parents wishing to pick up or drop off students or park</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ECDC CARPARK</th>
<th>YES can use this carpark</th>
<th>NO cannot use this carpark</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Head of Special Ed. Services Visiting Specialists eg. Physio</td>
<td>Parents wishing to pick up or drop off students or park</td>
</tr>
<tr>
<td></td>
<td>Parents of ECDC students (may request access to the unit via the cable gate.)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Parents picking up or dropping off disabled students in Year 1, 2 and 3. Authorisation may be requested at the Special Education Unit.</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>PARENT CARPARK WEST (old preschool carpark)</th>
<th>YES can use this carpark</th>
<th>NO cannot use this carpark</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Parents, Cleaners, Visitors</td>
<td>Other school staff may not park here.</td>
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</tbody>
</table>
### PARENT CARPARK NORTH

<table>
<thead>
<tr>
<th>YES can use this carpark</th>
<th>NO cannot use this carpark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parents picking up/ dropping off students</td>
<td>Other school staff may not park here.</td>
</tr>
<tr>
<td>Parent volunteers/ visitors</td>
<td></td>
</tr>
<tr>
<td>Parent picking up/ dropping off disabled students Yr 4 - 7</td>
<td></td>
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<tr>
<td>Staff and parents requiring disabled parking.</td>
<td></td>
</tr>
</tbody>
</table>

### TEDFORD DRIVE

There are no "school carparks" here. The usual rules of the road dictate parking in this street. Parents are asked to adhere to these and not park on footpaths, across driveways and in gardens.

### Visitors

We welcome visitors to our school. We would ask that you first introduce yourselves at the Administration Office so that they can record your presence at our school and issue you with a "Visitor's Badge".

This is a security measure and students have been made aware to notify a teacher/staff member if there is anyone in the school grounds who is not wearing identification of some kind.

### Volunteers

Noosaville State School values and acknowledges the work undertaken, by its many volunteers who support and extend our students learning and development.

Their roles are many and varied:

- classroom helpers;
- tutors of reading, writing and numbers;
- accompanying classes on excursions;
- sharing skills and talents in curriculum areas e.g. arts and crafts;
- working at fund raising events;
- supporting the Tuckshop;
- committees e.g. P and C, School Council;
- assisting with the special events or days.
"Putting Things Right": Our commitment to Positive Complaint Management (Part A)

We believe that positive relationships with home are fundamental to the effective performance of our students. From time to time you may have a concern about a school-related matter or there may be a decision you may not understand.

This is a timely reminder that, if you have a concern about any matter, for example your child’s performance, our performance, school decisions or procedures - we invite you to make an appointment to come and talk the matter over with us. It is better to get the matter off your chest and endeavour to resolve it quickly than allowing it to simmer and grow into a big issue that is more difficult to resolve at a later date.

We need to know about the matter quickly so that it can be resolved quickly. We are committed to listening to you positively and to working with you to resolve matters in a way that all parties can accept, so that we can improve our school and enhance our students' learning.

Introduction

Effective partnerships between parents, students and our school are important to educational success. One part of that partnership is trust and openness. We need to be able to talk to each other when we have concerns, so that those issues can be worked out.

From time to time you may have concerns or complaints relating to our school. It is important that you share these with us. Perhaps we haven't explained something very well. We need to know so that we can put things right. Perhaps you don't agree with a decision. We need to talk the issues through.

As a result, you could gain a better understanding of why we made the decision. Or we may need to reconsider our decision. Your contribution can help us improve.

How to make a complaint

We want to hear your concerns. We aim to provide a service that can be improved through your feedback.

You can raise a concern with any member of our staff. Contact the school to make an appointment to see the teacher. Issues you think are serious should be raised with the administration (ask to see the Principal or a Deputy).

Our staff is encouraged to deal positively and sincerely with your concerns. They will listen. They will ask questions to make sure they understand. They may take notes to help in following up your concern. They will help you to take your concern to the right place.

What you can expect (Part B)

There are usually four phases in handling a concern. In many instances these can all be worked through quickly in one process.
Phase 1 – Reception

Try to state your concern calmly, clearly and courteously. Being aggressive will not help resolve the issue. Someone will listen to your concern and make sure they understand it. The teacher/administrator will summarise the main points. He or she will usually explain the school policy or procedure on the issue.

He or she will work out an action plan with you: what he or she will do, what you should do, what your child should do and when you will talk again. He or she may deal with the complaint or refer it to another person.

In many cases they should be able to resolve your concern straight away.

Phase 2 - Deciding how to handle the matter

Some matters must not be handled at a local school level, because they are so serious. They must be referred to Education Queensland’s central office or the local district office.

Other matters will need further investigation. In this phase a decision will be made about how a complaint will be handled.

Phase 3 - Finding out about the matter

In this phase the person handling the complaint will try to find out all about your concern. They will try to understand the context and causes. You should help by providing all the information you can.

They may need to talk to people to get a complete picture. As they do this they may begin to explore options to resolve the matter.

You can help by focusing on a positive resolution of the matter. Your information will be treated confidentially (but where the matter must be investigated by an external agency it will need to be passed on).

You will need to be aware that the person who is being complained about usually has the right to be made aware of the complaint.

Phase 4 - Resolution

The person who is handling your complaint will use the facts that have been gathered to make a decision that is fair to all concerned.

He or she will work to put things right for you and would appreciate your help to do this. He or she wants to make sure that you accept the resolution.

Our school's commitment to parents and caregivers is that we will deal with concerns. It helps us to learn how we can do things better for you.

We will try to make sure that your complaint is resolved quickly. Sometimes a complex matter will take time. We will always make sure you know what we are doing and why.

Parents/caregivers are requested to retain this document for future reference.
## 2013 School Calendar
### Queensland State Schools

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<tr>
<th>December 2012</th>
<th>January</th>
<th>February</th>
<th>March</th>
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<th>April</th>
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<th>August</th>
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<tr>
<th>December 2014</th>
<th>January 2014</th>
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<td>1 2 3 4 5</td>
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### Final Dates for Student Attendance
November 15 is the final date for Year 12 attendance for receipt of a Senior Statement. November 29 is the final date for student attendance in Years 10 and 11.

Some schools in regional, rural and remote areas will close for the Summer holidays on December 6.

All other state primary, secondary and special schools will close on December 13.

In 2014, all state schools will re-open for students on January 28.

The information in this calendar was correct at the time of publication (Nov 2012) but may be subject to change.

For more information and the latest version of this calendar, visit [www.education.qld.gov.au](http://www.education.qld.gov.au)

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**Queensland Government**

*Be the best you can be...*