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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 operations. We encourage you to become involved in our school community and especially welcome your feedback. I hope that you find this booklet useful in answering aspects particular to our school. Thank you for choosing Noosaville State School as the place of learning for your child.

Sharyn Rieger
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
- Noosaville State School A.C.E students are Accomplished, Compassionate, Empowered, To Be The Best They Can Be.
- Responsive, effective listeners and communicators.

School Values

The school operates with 4 core values. These values form the basis of our Positive Behaviour for all learning.

| Care for Self | Care for Others | Care for Learning | Care for School |

Our Mission

Noosaville State School will provide a caring and supportive environment to allow students to learn and achieve their personal best – ‘To Be The Best You Can Be’.

School Contact Details:

| Office: 5440 3222 | ECDC: 5440 3258 |
| Absence Line: 5440 3266 | Canteen: 5440 3264 |
| Fax: 5440 3200 | Buslink: 5474 4733 |
| E-Mail: admin@noosavilless.eq.edu.au | Dental Van: 0409 493 028 |
| Website: www.noosavilless.eq.edu.au/wcms | |
| Address: 75 Beckmans Rd, Noosaville QLD 4566 | PO Box 1079 Noosaville DC QLD 4566 |

Please ensure you provide the school with your current e-mail address and phone details, and keep these up to date.
Active After School Community Program (Sporting Schools Program)

Our school has an Active After School Community Program with various activities available for children to participate in throughout the year, before, during 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. An extra-curricular activities program operates each term. Families and students are informed of these activities through the school newsletter and on the website.

After School Care (OSHC)

The Helping Hands Company is contracted to run Outside School Hours Care on the school premises. Noosaville State School offers 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 on 0458 008 297 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 emergency situations.

Please contact the office on the Absence Line (5440 3266), by email admin@noosaville.eq.edu.au or in person at the office to provide an explanation on the day.

If a student is likely to be absent for one or more school days, please inform us of the circumstances of the absence. A written note should still be sent with the student when he/she returns to school. As per education legislation every day counts with student learning and each term letters to families with children who have a record of poor attendance may be issued for a meeting with the guidance officer for support and explanation.

Same Day Student Absent Notification

Queensland State Schools are required to advise families when their child is absent without explanation as soon as practicable on the day allowing time for families to respond before the end of the school day.

In primary schools, when all class rolls have been marked at the beginning of the school day and prior to the beginning of the afternoon session, all known student absence information needs to be cross checked. Only students with an unexplained absence are listed for family’s notification via a text message. Parents will then receive a text advising as soon as practicable on the day of the student’s absence. The school can be notified via by phone by calling the Absence Line 5440 3266, email or in person by visiting the school.

Families will be contacted by the school via text message should their child be absent without explanation.
If your child has to leave the school before 2:35pm, they must be collected from the Office. An authorised adult MUST sign them out via the office. (Children cannot be collected elsewhere).

**Exemptions from Compulsory Schooling and Compulsory Participation**

Every parent of a child of compulsory school age or a young person in the compulsory participation phase has a legal obligation to ensure their child is enrolled and attending school or participating in an eligible option.

Parents can apply for an exemption from this obligation when their child cannot attend or it would be unreasonable in all the circumstances for their child to attend school or participate in an eligible option for a period of more than 10 consecutive school days.

Situations where an application for exemption may be made include:

- Illness
- Family reasons
- Cultural or religious reasons

If your child is exempted from compulsory schooling, you are excused from your obligation in relation to compulsory schooling or compulsory participation.

The school principal is not responsible for providing an educational program to your child, however they may provide advice on other educational options available.

**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. Families 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".

A Gotcha system operates with positive behavior acknowledgements for ‘catching’ students who are adhering to our 4Cs – Care for Self, Others, Learning and School. Gotchas accumulate for postcards and letters sent home and acknowledgement of ‘A’ standard behavior is recognized with letters home with report cards each semester and caring badges at the end of the year.
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. (Please refer to the Behaviour Matrix at the end of this handbook).

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

Bell Times

Monday to Friday

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 am</td>
<td>Enter school grounds</td>
</tr>
<tr>
<td>8:35 am</td>
<td>Move to classrooms – Roll marking</td>
</tr>
<tr>
<td>8:40 am</td>
<td>Commencement of teaching</td>
</tr>
<tr>
<td>10:40 am</td>
<td>Class eating time</td>
</tr>
<tr>
<td>10:50am</td>
<td>Play time</td>
</tr>
<tr>
<td>11:15am</td>
<td>End of morning tea - move to class</td>
</tr>
<tr>
<td>12:35pm</td>
<td>Class eating time</td>
</tr>
<tr>
<td>12:45pm</td>
<td>Play time</td>
</tr>
<tr>
<td>1:10pm</td>
<td>End of lunch - move to class</td>
</tr>
<tr>
<td>1:15pm</td>
<td>End of Home room and roll marking</td>
</tr>
<tr>
<td>2:35pm</td>
<td>End of school day</td>
</tr>
<tr>
<td>3:00pm</td>
<td>Final time to leave school grounds</td>
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</tbody>
</table>

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 under 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—3:30pm

Bicycles and Scooters

Bicycles and scooters must be housed in the school's bike racks at either end of the school. Bikes and scooters are to be wheeled (not rode) inside the grounds. They must then be chained and locked securely in bicycle rack area. Bicycle helmets must be worn and when not in use kept with child’s school bag or in the classroom.

No skateboarding, rollerblades or roller shoes are permitted.
Book Lists and Materials

Book lists are available from the office or school website. While resources can be purchased at any supplier, Noosa Office Choice, Tewantin is currently the preferred supplier. A percentage of sales through the agency generally goes to the school’s P&C. Booklists can be accessed online at www.noosavilless.eq.edu.au.

Bus Travel

A Teacher and Aides are on bus duty each afternoon. The bus and end of school bell rings at 2:35pm.

NB. The office needs to be contacted before 2:00pm to ensure your child receives a message if there are any change of arrangements.

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

Bus Travel Code of Conduct

To keep other passengers and bus drivers safe and comfortable, all school students are required to comply with the Bus Travel Code of Conduct for students. The code sets out the expected behavior of students while travelling on the bus and the consequences of student misconduct. The guiding principles reinforce the roles and responsibilities of bus operators, parents and travel of school students. They encourage stakeholders to collaborate to ensure students are educated on issues as the arise.

Bus Timetables and passes can be obtained by phoning Buslink on 5474 4733, via the website www.buslinkqld.com.au or email noosa@buslinkqld.com.au

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 educational program. (You may need a Blue Card). If you are a parent in your child’s class you do not require a Blue Card. If you would like to assist, please speak to your child’s teacher. We do appreciate the support given to us in this regard. Individual teachers may 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 or emergency evacuation purposes.
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 enquiries please call 0409 493 028

Emergency Procedures

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

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

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

During the course of the year these procedures are practised 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.

Excursion Policy

Parents are reminded that full payment and permission forms must be received by the nominated closing date, which is seven (7) full days prior to the event, to avoid disappointment of non-participation. The closing date is clearly identified on each permission form. Please remember our “No-Pay No-Go” policy exists if you have any outstanding accounts.

No-Pay No-Go Policy

Our “No-Pay No-Go” policy requires either full payment or a genuine payment plan to be in place prior to participation or acceptance towards any activities such as camps, trips and excursions, or sporting activities. You may notice on your statement, activities (current or past) that your child has not participated in. Please note that these will be removed from your statement once the activity has been finalised.
Refund Policy

Parents are asked to complete a refund form within 30 days of the activity if they are seeking the return of funds. Eligible refunds will be processed within 28 days.

Financial Hardship

Families experiencing financial hardship are encouraged to contact the Business Manager on 5440 3222 to discuss how their financial obligations can be met throughout the school year, or to negotiate alternative arrangements that may be available to accommodate their individual circumstances. All discussions will be held in the strictest confidence.

Parental permission and medical information is required for all excursions. A system called QParents may also be used when fully implemented for this purpose.

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 cannot be extended.

Extra-Curricular Activities

The school provides additional student activities each term 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 website provides additional information of these.

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

An example of a term’s activities is below.

### Noosaville SS - Term 4 - Extra Curricular Activities

<table>
<thead>
<tr>
<th>Days</th>
<th>Monitors</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
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Activities will be added to this calendar and should be limited strictly to the students. Extra Curricular Program will be administered by the School’s Technical Committee for the benefit of all the students.
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 families 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

Healthy 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 and encouraged and children should bring a water bottle to school for classroom use.

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 6 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.

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.

In the early phase of learning (Prep to year 2) many activities at home or in play can assist children to develop literacy, numeracy and problem-solving skills.

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

In the Prep Year, student homework will generally consist of reading and related activities.

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

In the middle phase (Year 4 to Year 6) some homework can be completed daily or over a weekly or fortnightly period and may:
• Include daily independent reading
• Be coordinated across different subject areas
• Include extension of class work, projects and research

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

Homework in Year 6 could be up to but generally not more than 3-4 hours per week.

House System for Sports

Your child will be placed into a House when they enrol at school. Children from the same family will be placed into the same sports group.

The Houses are by surname:

A-E Cooloola (blue) M-R Laguna (yellow)
F-L Elanda (green) S-Z Weyba (red)
Indigenous Education

Our school embeds Indigenous studies throughout the curriculum. Indigenous programs also enhance the education of students of Aboriginal and Torres Strait Islander descent. Families should indicate their eligibility for ATSI 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)

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.

Nooaville has a laptop program in operation within the upper primary years and an iPad program in the lower school. STEM lessons are also taught. Banks of computers and labs also operate throughout classrooms and the school.

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. 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 and once a standard is reached they join our school band. Students 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 beginner students.

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 Barney Rodway from Sage Academy, in the hall each Friday.

Contact sagemusicacademy@hotmail.com or phone 0419 872 306
Late for Class

When a student arrives late for school (for any reason) they must 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 so 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 curriculum areas.

To support this we also offer morning tutoring, literacy and numeracy intervention and extension, as well as many other opportunities for enrichment, including participation in events such as Reader’s Cup, Maths Olympiad, Public Speaking, Debating, Voices on the Coast Literature Festival, Sunshine Coast Maths Tournament, ICAS, and a variety of computed based programs.

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 and care for their belongings.
Medication

Certain information and documentation needs to be provided to the school in situations where students need medication administered. These 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 non-prescribed, should not be left in school bags and pockets.

Medication Administration 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 form, 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 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 are part of modern, everyday life. Whilst accepting this, it is also recognising 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.

Families 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, practical and theory and include the enjoyment of music. A specialist music teacher conducts these lessons each week.

Parents and Citizens Association

The P and C Association usually meet on the second Monday of each month at 2:45pm. Generally meetings are held in the Training Room in the Resource Centre. All parents and supporters of the school are most welcome to attend these meetings. Child care is provided through a booking service with our Outside Hours Care Provider.

The P and C Association is a great way to become involved in the school. The group focuses on running special events and fundraising to support learning in the school. New policies and directions are often discussed at this forum and parent input is sought.
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 “Meet the Teacher” events 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 at any time of the year. Please do not hesitate to contact the school if you have a question or a concern.

Parent Contact Details

From time to time personal contact details may change. Families are asked to please update details when this occurs. Up to date and current school records enable us to send you messages, contact you when your student is something to celebrate or discuss.

If you are moving house, changed jobs, emails or mobile phone numbers, please inform the school office via Email to admin@noosavilless.edu.au

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 focused learning episodes. The Prep teachers use the Australian Curriculum like all other year levels.

Pre-Prep

A pre Prep transition officer works within the school and liaises with child care centres for transition of Preps to our school. A playgroup for before school students also operates in our school, providing weekly fun and educational opportunities for these young children.
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 and speak to our learning support teacher or head of curriculum.

Religion Classes

Religious Education is undertaken by visiting volunteers from a variety of religious groups, for 30 minutes per week. Parent requests determine the group the student who undertake these classes. The school offers only a co-operative program. Students in Year 1 to 6 are offered this program depending on the volunteers in any given year.

School Assembly

Assembly is held on Fridays starting at 8:40am and usually concluding by 9:20am. Parents are most welcome to attend. A whole school assembly is held at the end of each term to celebrate student achievements and showcase talent. Year 5&6 students can become members of an AV club, who help to co-ordinate the assembly sound systems.

School Banking

Banking Day with the Commonwealth Bank is Wednesday. All banking is done by the school's banking officers and should be handed in to the office by early Wednesday morning. Application forms for Prep are distributed with Prep Information Pack. Bendigo Bank also operates from the school with student accounts coming in to our tuckshop on Fridays.

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. Books misplaced or not returned may incur a standard replacement fee to families.
Sickroom and First Aid

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

If a student becomes ill at school, they will be cared for and every effort will be made to contact parents with a view to having the student taken home. Students may also 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 responsibility of the family to arrange for the child to be collected from school. School staff cannot drive students home. Parents should inform the school of serious allergies or physical limitations or disabilities, both temporary and permanent, so children can be cared for in the best possible way.

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.

Students with Disabilities

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.

Support for students with disabilities is provided through an inclusive model. All students are fully integrated into our regular classrooms. Eligible students are supported with an Individual Education Plan and additional teacher/teacher aide time. Ongoing parent involvement is an important aspect of our support.

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

Early Childhood Development Program (ECDP)

The role of the ECDP is to provide early intervention programs for children with significant educational support needs, from birth to Prep age. The ECDP is a district resource and as such, supports children from surrounding areas, as well as those who live locally. It is staffed by teachers and teacher aides. Our ECDP staff offer a comprehensive range of individualized programs for these children with special needs.

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 attention. In this case a referral form is submitted to the Student Support Committee for prioritisation and support 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. For further information phone: 5440 3222 and ask to speak to the HOSES – Head of Special Education Services.
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. Hats are also reversible in the colour of each student’s sports house.

Surf Skills

Students in Years 6 have the opportunity to participate in the Surf Skills program. This program is designed to promote surf awareness.

Surf skills are held at Noosa Main Beach and students participate in a series of activities overseen by lifeguards. Further information about the program will be sent home with your child, closer to term 4 each year.

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. As there is no school supervision, 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. Year 6 students participate in the Surf Skills program.

Tuckshop

The Tuckshop is open each day of the week at morning tea and lunch. Volunteer helpers are most welcome and we encourage your participation. Menus and lunch orders are available at the Tuckshop.

A price list and procedures for ordering are available from the Tuckshop. Online orders are taken through School24.

Lunches must be ordered through the bag system or via School24. Drinks, ice blocks and healthy 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.

Uniform Requirements

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.

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 that 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 bucket hat for outdoor activities is compulsory.

Valuing School Dress Code

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 reversible house colour bucket 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 or velcro.

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

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></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>YES can use this carpark</strong></td>
<td><strong>NO cannot use this carpark</strong></td>
</tr>
<tr>
<td>School administration</td>
<td>Parents</td>
</tr>
<tr>
<td>Department of Education Visitors</td>
<td>Other staff members</td>
</tr>
<tr>
<td>Staff/Parents requiring disabled parking bays</td>
<td></td>
</tr>
<tr>
<td>Parents of disabled students in Prep (drop-off and pick-up only)</td>
<td></td>
</tr>
<tr>
<td>Delivery trucks</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STAFF CARPARK (Boom Gate)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>YES can use this carpark</strong></td>
<td><strong>NO cannot use this carpark</strong></td>
</tr>
<tr>
<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></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>YES can use this carpark</strong></td>
<td><strong>NO cannot use this carpark</strong></td>
</tr>
<tr>
<td>Visiting Specialists Staff</td>
<td>Parents wishing to pick up or drop off students or park</td>
</tr>
</tbody>
</table>
Parents of ECDC students (must request access)
Parents picking up or dropping off disabled students in Year 1, 2 and 3. Authorisation may be requested at the Special Education Unit.
Other Parents of students with a disability with special permission.

PARENT CARPARK WEST - Top of School (Off Beckman’s Rd)

<table>
<thead>
<tr>
<th>YES can use this carpark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parents, Cleaners, Visitors</td>
</tr>
</tbody>
</table>

NO cannot use this carpark
Other school staff may not park here.

PARENT CARPARK NORTH

<table>
<thead>
<tr>
<th>YES can use this carpark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parents picking up/ dropping off students</td>
</tr>
<tr>
<td>Parent volunteers/ visitors</td>
</tr>
<tr>
<td>Parent picking up/ dropping off disabled students Yr 4 - 7</td>
</tr>
<tr>
<td>Staff and parents requiring disabled parking.</td>
</tr>
</tbody>
</table>

NO cannot use this carpark
Other school staff may not park here.

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.

PICK-UP POINT

If being picked up by car in the 2 minute drop off/pick up zone, students wait at the bus shelter then move to their car waiting for it to stop then walking between grass verge with concrete walkway. when it is in the drop-off/pick-up bay. Students are supervised at the bus shelter from 2:35pm until 3:00pm, and should be picked up by 3:00pm. At 3:00pm they are taken to the office for supervision until they are picked up. If you time your arrival until after 2:45pm you will find the traffic has cleared and you will have a smooth and quick pick-up.

Visitors

Visitors to our school should 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
- 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. In this way issues 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 resolve, so that we can improve our school and enhance our students' learning.

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 or staff member. Issues you think are serious should be raised with the administration (ask to see the Principal or the 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.**
### Noosaville State School Expectation Matrix

<table>
<thead>
<tr>
<th>Whole School</th>
<th>Classroom Entering/leaving school</th>
<th>Play Areas</th>
<th>Eating Areas</th>
<th>Toilets</th>
<th>Transition/Lining Up</th>
<th>Tuckshop</th>
<th>Excursions/Off Campus</th>
</tr>
</thead>
</table>
| **Care for yourself** | *I keep my hands and feet myself*  
* I walk when moving around school  
* I wait at the bus shelter before 8.00am  
* I solve problems with my words  
* I use Stop, Think, Do strategies  
* I report any concerns  
* I model sensible behaviour | *I walk around the room*  
*I use the gates*  
*I use scissors and equipment safely*  
*I use furniture properly*  
*I ask permission to leave the room*  
*I am only in the classroom when a teacher is present* | *I wear shoes and a broad brimmed hat*  
*I use the crossing*  
*I obey crossing supervisors*  
*I follow Road Rules*  
*I follow Bus Code of Conduct*  
*I walk*  
*I have written permission when leaving the school grounds early* | *I sit while eating*  
*I eat my own food*  
*I use my own drink bottle*  
*I follow eating etiquette* | *I wash hands*  
*I use toilets properly*  
*I walk*  
*I take a buddy during class time*  
*I return to class promptly* | *I walk when moving around school*  
*I sit quietly in lines*  
*I visit the toilet and have a drink before lining up*  
*I stay with the group* | *I follow adult directions*  
*I follow Bus Code of Conduct*  
*I stay with the group*  
*I look after my buddy*  
*I stay alert* |
| **Care for others** | *I follow adult directions*  
* I use polite language*  
* I use manners when entering other classes/speaking to others*  
*I treat others the way I want to be treated*  
*I am a good friend*  
*I encourage and support others* | *I follow adult directions*  
*I raise my hand to speak*  
*I listen to others when they speak*  
*I use positive language* | *I invite others to join in*  
*I share equipment*  
*I use positive language*  
*I consider others*  
*I report injuries* | *I ask for permission to leave*  
*I keep eating areas clean & tidy* | *I respect privacy of others*  
*I clean up after myself*  
*I ask for permission during class time* | *I walk quietly and appropriately*  
*I follow instructions* | *I use manners*  
*I line up quietly*  
*I follow instructions*  
*I use polite language*  
*I treat others the way I want to be treated*  
*I care for others* |
| **I am honest** | *I am responsible for...* | *I keep the classroom tidy*  
*I sign in if arriving late & tell teacher* | *I look after equipment*  
*I put rubbish in the bins* | *I use water responsibly*  
*I return tuckshop boxes* | *I order lunch before school*  
*I look after equipment and my...* | *I follow adult directions*  
*I follow Bus Code of Conduct*  
*I stay with the group*  
*I look after my buddy*  
*I stay alert* |
| **Care for your learning** | *I am a listener*  
*I know the 4 C's*  
*I am on time*  
*I ask for help*  
*I try my best*  
*I am the best participant that I can be* | *I participate fully*  
*I look after my own belongings*  
*I am responsible for my learning*  
*I am organised* | *I learn Road Rules*  
*I learn Bus Rules*  
*I learn Bike Safety*  
*I learn new games and activities*  
*I develop social skills*  
*I make healthy choices*  
*I use hygienic practices*  
*I dress myself appropriately*  
*I use the toilet before school and at break times*  
*I am on time*  
*I look after my belongings*  
*I make healthy choices*  | *I make healthy choices*  
*I am a reflective thinker*  
*I am organised*  
*I involve myself in the learning experience* | *I am the best thinker*  
*I am the best*  
*I am the best participant that I can be* | *I am a listener*  
*I am a reflective thinker*  
*I am organised*  
*I involve myself in the learning experience* |

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*Be the best you can be....*

Noosaville State School | Beckmans Road | PO Box 1079 | Noosaville QLD 4565
P 07 5440 3222 | F 07 5440 3200 | E admin@noosavilless.eq.edu.au  
www.noosavilless.eq.edu.au