

Coorparoo State School

Independent Public School



Celebrating 147 Years



Handbook

2023

TABLE OF CONTENTS

- 1 **PRINCIPAL'S FOREWORD**
 - Statement of purpose
 - SOAR
 - Building Coorparoo Character
- 2 **SCHOOL CONTACT DETAILS**
- 3 **SCHOOL DATES 2023/2024**
- 4 **MAP OF THE SCHOOL**
- 5 **SCHOOL ADMINISTRATION**
 - 5.1 Early arrivals at school
 - 5.2 Early departures from school
 - 5.3 General arrival & departure
 - 5.4 Office hours
 - 5.5 Preps first week
- 6 **SCHOOL PROCEDURES & EXPECTATIONS**
 - 6.1 Absence from School – *SMS4Schools*
 - 6.2 Access to Students
 - 6.3 Accidents and Illness
 - 6.4 Assessment and Reporting
 - 6.5 Behaviour Management
 - 6.6 Bicycles and Scooters
 - 6.7 Consideration for Class Placement
 - 6.8 Communication – *News Items, QSchools, QParents, SMS4Schools, Facebook*
 - 6.9 Custody
 - 6.10 Day for Change
 - 6.11 Emergency Procedures/Contacts
 - 6.12 Enrolment Procedures
 - 6.13 Excursions and Special Events
 - 6.14 Exemption from Class Activities
 - 6.15 First Aid
 - 6.16 First Day
 - 6.17 Head Lice
 - 6.18 Homework
 - 6.19 Infectious Diseases
 - 6.20 Information Communication Technologies (ICT)
 - 6.21 Interviews
 - 6.22 Library
 - 6.23 Lost Property
 - 6.24 Medication
 - 6.25 Mobile Phones
 - 6.26 Money and Valuables
 - 6.27 Money Collection / Payments
 - 6.28 Outside School Hours Care (OSHC)
 - 6.29 Parking Facilities

- 6.30 Pupil Free Days
- 6.31 Religious Instruction (RI)
- 6.32 School Council
- 6.33 School Parade
- 6.34 School Photos
- 6.35 School Records/Student Information
- 6.36 School Resources and Book Requirements
- 6.37 School Uniforms
- 6.38 Sexual Harassment
- 6.39 Sports Carnivals and Sporting Houses
- 6.40 Sun Safety
- 6.41 Telephone Messages
- 6.42 Transfers Between Schools

7 SPECIALIST EDUCATIONAL SERVICES

- 7.1 Head of Student Support
- 7.2 Advisory Visiting Teachers (AVTs)
- 7.3 Guidance Services
- 7.4 Support Teacher – Literacy and Numeracy
- 7.5 National Assessment Program Literacy and Numeracy (NAPLAN)
- 7.6 Gifted and Talented Students
- 7.7 Speech/Language Pathologists
- 7.8 Health and Physical Education
- 7.9 Swimming
- 7.10 Music
- 7.11 Instrumental Music Program
- 7.12 Language – German

8 EXTRA-CURRICULAR ACTIVITIES & SERVICES

- 8.1 School Captains/Leaders
- 8.2 Student Council
- 8.3 School Camps
- 8.4 Other Activities

9 PARENT & COMMUNITY INVOLVEMENT

- 9.1 Parents & Citizens' Association (P&C)
- 9.2 School Community Liaison Officer (SCLO)
- 9.3 Hardship Fund
- 9.4 Swimming Club
- 9.5 Tuckshop – TramStop26
- 9.6 Uniform Shop
- 9.7 Music Sub Committee
- 9.8 Parents/Caregivers at Home

10 USEFUL INFORMATION AND LINKS

- 9.9 Links

1 PRINCIPAL'S FORWARD

Welcome to Coorparoo State School. Our school is a special place where students have opportunities to grow and learn in a safe and supportive environment; that has high expectations and values excellence in academic, cultural and social skills for every student. Our school has strong foundations built over 140 years; we continue to uphold these traditions, and position ourselves for the future.

Please take time to consider our Handbook as a starting point to see how our school operates. This Handbook will not tell you everything about our school, but it will be a handy reference point. Our school website also supports parents with information, policies and documents. If you have any queries then please feel free to contact the office for assistance.

We believe in and value the partnership between parents and the school, in assisting your child to reach their full potential. There are many ways in which parents and families can be involved in the school; I encourage you to do so.

I wish you every success in your child's education and wish your family the very best for 2023.

Dean Murphy

Principal

CREED

This free and beautiful country is our home

We represent our school with pride and joy

And proudly wear the black and gold

We respect our teachers and fellow students

And always strive to do our best

We stand together for Coorparoo

On the wings of wisdom, we fly

SOAR

Our School Wide Positive Behaviour Support framework is designed with key goals and actions committed to sustaining a positive learning environment where all students are able to learn to reach their full potential all day, every day at Coorparoo State School.

SOAR

We are **Safe**, we are **Organised**, we are **Active** learners and we are **Responsible**.



BUILDING COORPAROO CHARACTER

From our governance model which has long espoused characteristics of kind, curious and resilient children, a set of habits has emerged that articulate the type of learner we wish to 'grow' at CSS and a consistent learner profile for kind, curious and resilient learners have been created.

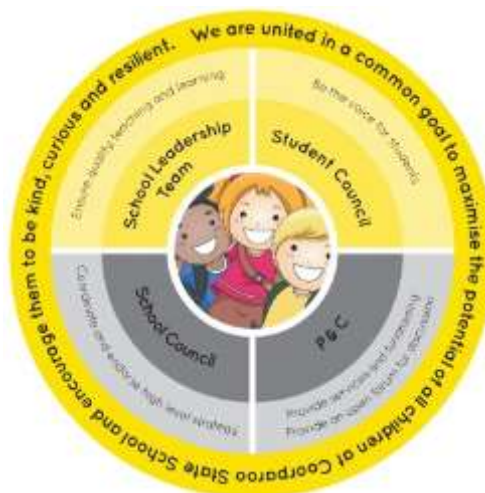
'Building Coorparoo Character' is a framework that defines these characteristics and demonstrates how these align within our existing SOAR expectations; that will remain as the core to what we all expect to see all day, every day.

What do we mean by kind, curious and resilient?

KINDNESS: We recognise that the needs and interests of others are as important as our own, and that treating everyone fairly and with dignity and respect is an expectation of all.

CURIOSITY: All learning is driven by curiosity and while curiosity is innate, it is an attribute that can be cultivated within every classroom. It is how we draw in new knowledge, how to use the known in unfamiliar situations, and how to challenge ambiguities and take risks.

RESILIENCE: We connect effort and achievement and acknowledge that setbacks and mistakes are new opportunities for learning. We are in charge of our own responses to feelings, and have confidence in our ability to solve problems that arise.



COORPAROO STATE SCHOOL COUNCIL

Chairperson	Amanda Frampton	Principal	Dean Murphy
Parent Member	NOT FILLED	P&C President	Mark Lauder
Non-Teaching Staff Member	Katie Lilley	Teaching Staff Member	Donna Grant-Mitchell

3 SCHOOL DATES 2023 – 2024

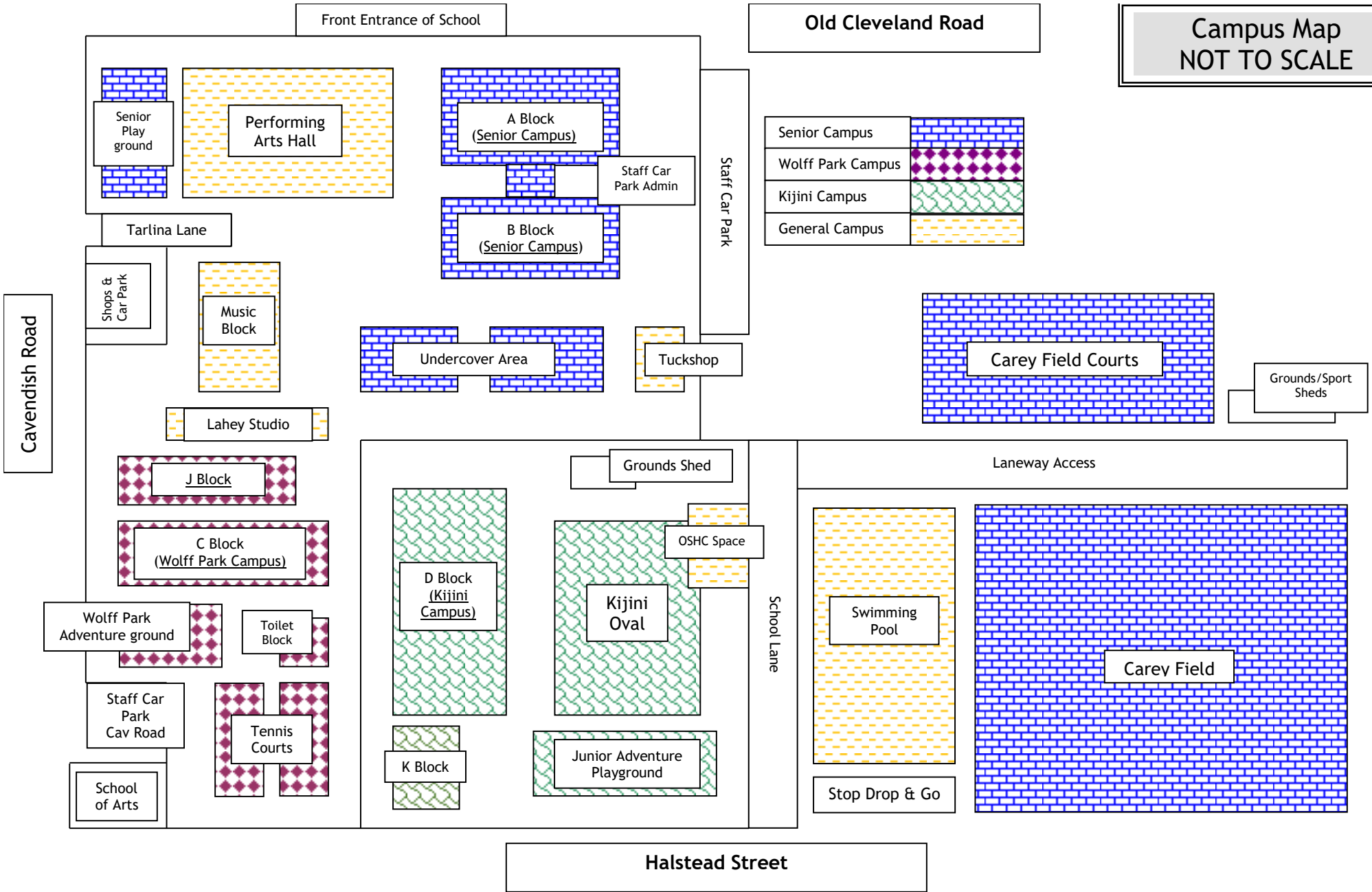
2023	
School Resumes	Monday 23 January
School Terms	
Term 1	Monday 23 January -
	Friday 31 March
Term 2	Tuesday 17 April -
	Friday 23 June
Term 3	Monday 10 July -
	Friday 15 September
Term 4	Tuesday 3 October
	Friday 8 December
Public Holidays	
New Year's Day	Monday 2 January
Australia Day	Thursday 26 January
Good Friday	Friday 7 April
Easter Monday	Monday 10 April
Anzac Day	Tuesday 25 April
Labour Day	Monday 1 May
Ekka People's Day	Wednesday 16 August
Queen's Birthday	Monday 2 October
Christmas Day	Monday 25 December
Boxing Day	Tuesday 26 December

2024	
School Resumes	Monday 22 January
School Terms	
Term 1	Monday 22 January –
	Thursday 28 March
Term 2	Monday 15 April –
	Friday 21 June
Term 3	Monday 8 July –
	Friday 13 September
Term 4	Monday 30 September –
	Friday 13 December
Public Holidays	
New Year's Day	Monday 1 January
Australia Day	Friday 26 January
Good Friday	Friday 29 March
Easter Monday	Monday 1 April
Anzac Day	Thursday 25 April
Labour Day	Monday 6 May
Ekka People's Day	Wednesday 14 August
Queen's Birthday	Monday 7 October
Christmas Day	Wednesday 25 December
Boxing Day	Thursday 26 December

P & C Meetings 2023

The Annual General Meeting is held by 31st March each year. The President's Annual Report and the Annual Financial Report are presented at this meeting. Elections also take place for positions on the Executive Committee for the following year. Notification of meetings and other events are through the school website and P&C Website www.csspandc.org.au.

**Campus Map
NOT TO SCALE**



5 SCHOOL ADMINISTRATION

School Hours: 8:50am – 2:55pm

DAILY TIMETABLE

8.30am	Play bell
8:45am	1st bell – get ready for class
8:50am	2nd bell – classes commence
8:55am – 10:55am	First Session
10:55am	Bell for First Break
FIRST BREAK	10:55am – 11:40am (meal and play break)
11:40am – 1:00pm	Second Session
1:00pm	Bell for Second Break
SECOND BREAK	1:00pm - 1:30pm (meal and play break)
1:30pm – 2:55pm	Third Session
2:55pm	Bell to end school day

NOTE: The “1st bell”, or “5-minute bell” is a signal to students to stop play, have a drink, go to the toilet, and proceed to class.

5.1 Early Arrivals at School

Unless specifically requested, it is desirable that children do not arrive at school before 8:30am. Supervision of children commences at 8:50am. No children to be in classrooms without teacher supervision.

If it is necessary for parents to drop their children at school before 8:30am please utilise the OSHC service for Before School Care (see also 6.28 Outside School Hours Care).

5.2 Late Arrivals / Early Departures from School – *Late Slip*

All students who ARRIVE LATE to school (after 8:50am) must be signed in at the office. Students will be issued with a *Late Slip* to be handed to the teacher.

If a child is late and not signed in you will receive an SMS to advise you that your child is not at school.

Students that need to DEPART EARLY must be signed out at the office. The parent/carer will be issued with a *Early Collection Slip*. This must be handed to the teacher to show that the child has been signed out.

5.3 General Arrival and Departure of Students

School Road Safety

The “Stop Drop & Go Zone” is located in front of the school pool in Halstead Street. There is no left turn from Halstead Street in to the drop-off zone. Between 8:00 - 9:00am and 2:30 - 3:30pm on school days parking is restricted in this zone to 2 minutes. The zone is used like a taxi rank. In the morning cars entering the driveway should proceed to the furthestmost vacant stopping point. Your child should be ready to exit your car, preferably from the driver’s side. The driver should not get out of the vehicle. Your vehicle should not move ahead until your child and any children exiting the vehicles ahead of yours have moved safely onto the concrete pathway leading to the school building. In the afternoon, the children watch for their ride and move promptly to their vehicle. Cars waiting in the line move forward as soon as a space becomes available. Passengers must load and unload only from the head of the line.

The pedestrian crossings in Halstead Street and Leicester Street are supervised each morning and afternoon by Crossing Supervisors. Please advise and encourage students who walk or cycle to school to use these crossings. Crossings are supervised from 8:05 - 8:50am, and from 2:50 - 3:20pm.

We are confident that if everyone using these areas adheres to these few simple rules, delays will be brief, congestion will be minimised and, most importantly, the children will be dropped off and collected in safety.

Once students have arrived at school, they must not leave the school grounds before the 2:55pm bell without permission.

At the end of the day, students should leave the school grounds promptly after dismissal from class. Children **are not permitted** to play on playground equipment outside school hours for safety reasons.

Families are encouraged to collect their children at 2:55pm. In the event of a parent not arriving by 3:15pm, the student should proceed to the Office at the Senior School and be collected from there. Parking in the school grounds is restricted to "authorised personnel only" and is available for staff and delivery vans only. Parents may not park in the school grounds to drop off or collect their children.

Parents who access our Stop, Drop and Go precinct on Halstead Street (adjacent to the swimming pool) are advised that Brisbane City Council traffic signage prohibits any vehicles turning left into Stop, Drop and Go from Halstead Street (driving down from Cavendish Road). This new signage is part of Brisbane City Council's traffic flow initiatives around our school. Please also note that there is now a 15 minute zone (8:00-9:00am and 2:30-3:30pm) running parallel to the Stop, Drop and Go with room for two cars only.

5.4 Office Hours

The school's Office is situated on Ground Level in "B Block", at the Senior School. Our Administration Officers are available from 8:00am – 3:30pm.

If you wish to talk with the Principal, Deputy Principal or a teacher, please make an appointment by phoning the Office in advance of the required meeting time (*see also 6.21 Interviews*).

5.5 Preps' First Week

For your child, the anticipation of starting school is exciting. Be very positive with your child and allay any fears. Discuss any concerns ensuring that you don't say anything that might cause a fear of school.

On the first day of school, deliver your child to his/her allotted classroom and introduce yourself and your child to the teacher. It is best that you leave your child as soon as possible as any delay often causes distress on the part of the child. A 'Tears & Tissues' will be waiting for you under Kijini. This is a great opportunity to meet the school administration, other new parents and find out any last-minute information you may need about the school day.

If at any time during your child's school years, you have concerns about their education, please make an appointment to see the teacher so that issues may be dealt with quickly.

6 SCHOOL ADMINISTRATION

6.1 Absence from School – SMS4Schools

If your child will be absent you are required to advise the school. A dedicated Absentee Line ([07 3421 0360](tel:0734210360)) should be called before 9:00am stating the child's name, class, reason for absence and your contact details. Once the roll has been marked an SMS will be generated and sent to all parents/carers where there is an Unexplained Absence. Please reply to the SMS to explain the absence. Unexplained Absences will appear on School Report Cards.

If the length of absence exceeds ten consecutive school days then an Exemption Form must be completed. This form can be obtained from the School Office.

Every Day Counts

Every day counts... because children achieve better when they go to school all day, every day

Every day counts... because going to school means getting a better chance at life

Every day counts... because school helps children make friends and be happier

Every day counts... because the law says children must go to school

What the law says

You must make sure your children go to school on all school days unless you have a reasonable excuse.

You must not keep your child away from school for minor reasons.

Schools must check to see that children are coming to school.

Schools must let you know if your child is not coming to school.

What the school will do

- Mark rolls at school to see who is there
- Let you know if your child is not at school
- Ask you why your child isn't at school
- Teach your child every day
- Help you to get your child to go to school

Support for families

If your child does not want to go to school, or is missing school without you knowing, contact your school straight away.

www.education.qld.gov.au/everydaycounts

6.2 Access to Students

Should you require access to your child/ren during school hours, it is policy that all inquiries must be made through our Administrative Officers in the school's Office. Parents/caregivers are not permitted to access classrooms directly during lesson times.

6.3 Accidents and Illness

In the case of an accident or sudden illness, every effort will be made to contact parents/caregivers. Therefore, please ensure that the school is notified of any changes to phone contacts or personal details.

In accordance with Education Queensland guidelines the school does not administer paracetamol or aspirin.

"For a school to administer any medication to students (including over-the-counter medications such as paracetamol or complementary/alternative medicines) during school activities (including camps and excursions), medical authorisation from a prescribing health practitioner is required."

A Consent to Administer Medication form must be completed by parents/caregivers and lodged at the Administration Office before any medication will be given. (see also 6.24 Medication).

In serious cases, the Ambulance will be called, and if necessary a staff member will escort your child to the nearest hospital or doctor.

6.4 Assessment and Reporting

We encourage ongoing discussion at home between students and their families about learning, success and difficulties at school. To keep parents/caregivers continually aware of the progress of students, we encourage close contact between teachers, students and parents/caregivers. Parent-Teacher Information Evenings are scheduled early in Term 1 each year. Three Way Conferences are offered in Term 1 & 3. Reports are available at the end of Semester 1 (June), and at the end of Semester 2 (December) through the QParents account (See also 6.8 – Communication).

Should you wish to speak at length with your child's teacher at any time, please arrange an interview by contacting the teacher concerned via note or email. Similarly, teachers are encouraged to contact you should they perceive the need to discuss your child's progress or behaviour.

6.5 Behaviour Management

Coorparoo State School, follows a positive behaviour reinforcement system, designed to increase the quantity and quality of positive interactions between students and staff. Acknowledgement of our schoolwide behaviour expectations are backed up through modelling, reinforcement, and feedback. A formal recognition and monitoring system has been developed. This system applies when students demonstrate expectations around being safe, organised, active learners and responsible (SOAR).

SOAR

Be **S**afe

Be **O**rganised

Be an **A**ctive Learner

Be **R**esponsible



Responding to positive behaviours

Students observed demonstrating schoolwide expectations in both classroom and non-classroom settings can be acknowledged by receiving a SOAR sticker. This reinforcement occurs continuously all day, every day. Students collect these stickers on their own SOAR postcard. Once a student has collected five stickers from each SOAR element, students are awarded a Bronze, Silver or Gold Certificate. These are presented to students to bring home.

Student Code of Conduct

The Student Code of Conduct (available from the school website) has been agreed upon and endorsed by all staff and our school P&C. They are aligned with the values, principles and expected standards outlined in Education Queensland's Code of School Behaviour.

1. Purpose

Coorparoo State School is committed to sustaining a positive learning environment for all students and staff - where all students are able to learn and to reach their full potential all day, every day.

This Student Code of Conduct is designed to facilitate high standards of behaviour so that the learning and teaching in our school can be effective and students can participate positively within our school community.

2. Consultation and Data Review

Regular and timely reviews of behaviour data inform the ongoing development of this plan and consultation with staff and key stakeholders, including regional support staff, ensure the currency and sustainability of this plan.

3. Learning and Behaviour Statement

All areas of Coorparoo State School are learning and teaching environments. We consider the Student Code of Conduct to be an integral framework for facilitating positive behaviours and responding to inappropriate and unacceptable behaviours. High expectations and authentic relationships remain at the core of this work and through our school plan, where ALL school community members have clear and consistent expectations and understandings of their role in the educational process, a positive and productive learning and teaching environment can be maintained.

To this end, the plan contains a matrix of expected behaviours and also expectations for the social and emotional wellbeing of all students. These expectations are characterised by an ongoing commitment to developing kind, curious and resilient young people.

The support process used at our school to respond to unacceptable behaviour is the 'Responsible Thinking (RT) Process'. This process is a discipline program that creates mutual respect. Its virtues are explained by Edward E Ford:

“For children to succeed they must believe that you care about them, that you have the confidence in their ability to solve problems, and they must experience mutual respect. The stronger the relationship, the easier it is to resolve differences. If done in a calm, respectful, environment, this responsible thinking process can help build that relationship. It also teaches self-discipline through responsible thinking.”

There are two Individual Management Plans, one for the classroom and another for the playground which is administered by the teachers on duty. These contain a number of steps, however, at the teacher's/administration's discretion some of these steps may be bypassed depending on the severity of the incident.

Classroom Management Plan

All teachers implement the school's Classroom Behaviour Management Plan as outlined below:-

Preventative Strategies (proactive)

Parallel praise - Simple directions - Rule restatement - When you have ... then you can ... Or ...

Responsive Steps (reactive) To be carried out over one week only.

Least Intrusive

- (1) Assertive Statement (Warning)
- (2) Choice
- (3) Time Out Seat
- (4) Buddy Class
- (5) Contact/referral to Leadership Team

Most Intrusive

- (1) Assertive Statement - "What are you doing? What are the expectations? Are you being safe, organised, an active learner, responsible?"
- (2) Choice - "Do you want to work at this or not?"
- (3) Time Out seat - (5 minutes).
- (4) Buddy Class - Child to stay in Buddy class for half an hour (or more if needed). Complete Responsible Thinking Plan and return to class teacher when dismissed by Buddy teacher. Teacher to discuss plan and re-entry to classroom.
- (5) Refer student to Leadership Team.

Playground Management Plan

The following steps are in place for Playground Behaviour Management: -

1. Warning

What are you doing?

What are the expectations?

Are you being safe, organised, an active learner, responsible?

2. Choice

Do you want to work at this or not?

STUDENT COMPLIES	STUDENT DOESN'T COMPLY
No further action	Action examples: Walk with teacher OR
	Pick up papers, Sit in shade OR Refer to leadership team

3. Refer student to Leadership Team.



Learning

We expect you to know more and be able to show you know more - every lesson, every day, every week.

Understanding

We expect you to understand the work, not just *do* the work. You must understand where the work fits in the world, why it matters and where it might lead.

Effort

We expect you to work hard to understand. Pay attention, discuss, question, challenge... **THINK!** The harder you work the smarter you become.

Questions

We expect you to answer questions thoughtfully and **ASK** questions so you can learn more.

Mistakes

We expect that you will make mistakes and get things "wrong" as you learn, and that will be **OK**.

Independence

We expect that you will become more responsible for and take more control of your learning over time.



6.6 Bicycles and Scooters

It is compulsory for all bicycle and scooter riders in Queensland to wear an approved safety helmet. All students riding or pushing a bicycle to or from Coorparoo State School **MUST** wear an approved safety helmet in the **CORRECT** manner.

Bicycles and scooters must not be ridden within the school grounds at any time – they must be walked to and from the bicycle parking area. The bicycle parking area is located behind TramStop 26. We encourage the use of a security lock when parking bikes and scooters.

Whilst all care will be taken, no responsibility is accepted for loss of scooters, bicycles or bicycle parts, whilst they are in the parking area. Helmets should be left in the bag racks with the student's bag, and are the responsibility of the student.

Skateboards are not permitted in the school grounds at any time.

6.7 Consideration for Class Placement

Parents and carers have the opportunity to complete a Consideration for Class Placement survey for Years 1-6 in Term 3. Prep requests are included in the Prep Information Packs emailed out to all incoming Prep families.

The survey allows families to request class placement based on the following reasons:

- Social - Retain existing friendship group / Separation from existing individual or group / Placement with or separate from sibling(s) or extended family members;
- Academic - Assessed learning needs;

The submission of this request will not guarantee a placement; however, it will be considered thoughtfully during the class placement process which includes consultation with teachers, support staff and the Leadership Team. Requests for specific teachers cannot be made. The survey is advertised on the school website.

6.8 Communication – News Items, QSchools, QParents, SMS4Schools, Facebook

News Items

The links between school and home are vital in helping us work together for the benefit of your child.

News Items are uploaded to the school website regularly. Every endeavour will be made to ensure that school events and information are thoroughly communicated. From time to time letters, surveys or other notes may be forwarded home.

QSchools

The **QSchools App** is a convenient way to receive up-to-the-minute information from the school.

The App allows users to see when news, events and Community Newsletters are posted to the school website. Users can also see other useful information provided by school, such as Uniform Shop information, class times and the department's social media feeds.

We send out Push Notifications to advise important school announcements and more. Make sure you choose Coorparoo State School as your '**Favourite**' so you don't miss out on important information.

To download the app visit the application store for your device.

QParents

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

QParents allows parents to connect instantly with their child's school to access and manage their child's student information, including:

- Academic Report Cards
- Attendance and absence details, as well as the ability to notify the school of an absence
- Viewing unpaid invoice details, payment history, and making payments online
- Viewing and updating personal student details, including medical conditions and address
- Enrolment details
- Upcoming events list showing school events, exam and assessment dates, and excursions.
- Consent Management is a new addition to QParents which allows parents/carers to complete consent via their QParents account. Consent Management covers the following;

- **Coorparoo State School Media Consent**
- **Coorparoo State School Online Services Consent (which covers online access)**
- **Coorparoo State School Student Resource Scheme (Participation Agreement)**
- **Coorparoo State School Excursions**

QParents will assist both staff and parents in sharing and responding to information in an efficient and effective way. QParents won't replace the traditional ways you communicate with our school, but it will provide another way to communicate with us.

More information about QParents can be found at <https://qparents.qld.edu.au/#/about>

SMS4Schools

Once the roll has been marked an SMS will be generated and sent to all parents/carers where there is an Unexplained Absence. You then reply to the SMS to explain the absence.

Parents and Carers need to ensure that their current contacts are up to date and if there has been a recent change in mobile number or street address, alert us immediately.

The system will automatically default to the first parent contact on the school's operating platform, OneSchool, and will only send to one contact per child. If you receive an SMS alert for an absence and it needed to go to the other parent/carer instead, please contact the Office to change the parent/carer contact preference.

If your child will be absent you are required to advise the school. A dedicated Absentee Line (07 3421 0360) should be called by 9:00am stating the child's name, class and reason for absence.

Facebook

We have an official school **Facebook** page to give parents another way of staying in touch with our school; make sure you "Like" our page and share <https://www.facebook.com/CoorparooSS/>

6.9 Custody

When students are subject to custody orders it is imperative that the Enrolments Officer be advised personally and in writing, with supporting documentation where available.

6.10 Day for Change

The Student Council can nominate certain dates when students are not required to wear a school uniform. On these days, members of the Student Council visit each classroom to collect a gold coin donation from each child who is not in uniform. The collected money is then passed on to a charity chosen by the Student Council. The school Website will communicate the date and details of when a Day for Change is due.

6.11 Emergency Procedures / Contacts

Whilst the care and protection of your child will receive every necessary attention, accidents and emergencies do occur. In cases of minor accidents or sickness, parents/caregivers will be contacted for instructions. If the accident is serious, an ambulance will be called and parents/caregivers advised accordingly. If necessary, a staff member will escort your child to the nearest hospital or doctor. (Please note that any ambulance expenses must be borne by the student's family as *the P&C does not pay an ambulance subscription.*)

In the event of a head injury we will follow departmental protocol and request that your child is collected from school and recommend that parents/carers seek medical advice. For more information please read the Department's protocol [First Aid Managing Head Injuries](#).

It is imperative that emergency telephone numbers and contacts are kept current by parents/caregivers with the school office. If at any time you change your address, place of employment or telephone numbers, please notify our Administration Office. (see also 6.3 Accidents & Illness, and 6.15 First Aid.)

6.12 Enrolment Procedures

All students who reside within the [local catchment area](#) (*Department of Education School Catchment Map is located on the school website*) are eligible for enrolment into the educational program offered by the school. The Principal will hold places for students who relocate to within the catchment boundary throughout the school year.

The school's [Enrolment Management Plan](#) does not replace other departmental policy; for example Safe, Supportive and Disciplined School Environment, nor does it override subsequent determinations regarding built school capacity.

To determine when your child can commence their preparatory year, use the [Prep Ready Reckoner](#) calculator.

Proof of Residency

Any student, whose principal place of residence is within the school's catchment area/s, is (subject to the Education (General Provisions) Act 2006) entitled to enroll at the school. The school Principal will reserve places for students who move into the catchment area throughout the school year.

Parents or legal guardians who wish to enroll their child at the school will need to demonstrate that the student's principal place of residence is within the catchment area. Current proof of residency at the address indicated can be provided by way of one of each of the following in person to the school office:

- One (1) primary source - a current lease agreement, or rates notice, or unconditional sale agreement

AND

- One (1) secondary source - a utility bill (e.g. electricity, gas) showing this same address and parent's/legal guardian's name

Enrolment Criteria

Coorparoo State School is governed by an [Enrolment Management Plan \(EMP\)](#). All students who reside within the local catchment area or currently have a sibling at school; and are eligible for enrolment in the educational program offered by the school are automatically entitled to enrolment in Prep and other Year levels.

To determine if you reside within the catchment please check the [Education Queensland School Catchment Map](#). Once you have determined your residency status please read the relevant heading and follow the steps listed. For any queries please contact the School Office on (07) 3421 0333 and speak with the Enrolment Officer.

Early Entry to Prep

Children who are younger than the prescribed age for Prep may be enrolled in Prep if:

- they turn 5 years by 31 July in the year of proposed attendance; and
- the Principal is satisfied the child is ready for education in Prep, having regard to their attributes (including ability, aptitude, social and emotional competence, physical development, and level of knowledge and understanding).

The Principal may also enrol a child in Prep who is younger than the prescribed age if the child:

- has previously started education that is equivalent to Prep in another state or country; and
- is considered ready for education in Prep, having regard to their attributes (including ability, aptitude, social and emotional competence, physical development, and level of knowledge and understanding).

A program is considered to be equivalent to Prep if it is full-time, school based, and has a defined curriculum delivered in the year prior to Year 1.

There are no exceptions to these requirements.

Review

All enrolment applications will be considered on merit in accordance with the enrolment criteria.

Parents wishing to have an unsuccessful enrolment application reviewed may seek clarification from the Principal. Parents may provide a written submission seeking a review of an unsuccessful enrolment application. This submission should present evidence to substantiate a claim that the stated criteria have not been applied fairly and equitably.

The Enrolment Management Committee will review written submissions and the reply should be in writing within 14 days of submission.

Enrolment Management Committee

The Enrolment Management Committee consists of Principal (Chair) / P&C or School Council Representative / Staff Representative.

The Coorparoo State School Enrolment Management Plan is operational from August 2009.

Please contact the Enrolment Officer at Coorparoo State School on (07) 3421 0333 should you wish to discuss, or need further assistance with enrolments.

Appeals for non-enrolment following committee application are made to the Principal of Coorparoo State School.

6.13 Excursions and Special Events

To enhance students' learning, some classes may take part in special activities, either at school or off campus. Every effort will be made to provide information about planned excursions through term overviews and via the School Website.

On each occasion, you will be notified and your permission will be sought for your child's participation. Students will be unable to attend these events if written permission from parents/caregivers is not received. If there is a cost, it is to be paid in full before final date for payment. If this payment is not received by the Due Date then the student will be unable to attend.

For some excursions, parent/caregiver's assistance will be requested to assist with supervision of students.

6.14 Exemption from Class Activities

If you require your child to be exempted from a particular school activity, you must forward a note to your child's teacher, stating the length of time for which this exemption is to be effective, and the reason (see also *7.6 Health & Physical Education*). We may sometimes need to discuss the matter with you.

6.15 First Aid

A staff member will provide immediate and temporary treatment to students who experience injury or accident. After the emergency has been met, responsibility will rest with the contacted parent/caregiver, ambulance officer or doctor.

In the event of a head injury we will follow departmental protocol and ask that your child is collected from school and recommend that parents/carers seek medical advice. For more information about please read the Department's protocol [First Aid Managing Head Injuries](#).

Minor injuries involving simple cuts and grazes will be dealt with at the classroom, in the playground or at the school Office. Detailed school procedures outline requirements for treatment and for documentation of serious occurrences. (see also *6.11 Emergency Procedures/Contacts*).

6.16 First Day

Both Class Lists and School Maps showing location of classrooms, will be made available on the school website during the Pupil Free Days the week prior to the start of the school year. These class lists and maps

will also be displayed on the glass doors of the School Hall. On Day One of the school year each classroom will display a class list of students.

On Day One students should proceed directly to their classrooms. Parents or caregivers of younger students are welcome to accompany their children to their classroom.

For new families to the school, there will be a collection of staff (wearing high vis vests) throughout the school able to assist with class lists and directions to each classroom. But, if required, new enrolments are welcome to report to the school's Office to seek assistance in locating classrooms.

6.17 Head Lice

Head lice is a very common problem throughout schools and institutions everywhere in the world. While they are not a threat to health and do not transmit disease, they do cause a lot of distress and anxiety for families and schools. Anyone can get head lice! They affect all socioeconomic groups and are not a sign of poor hygiene. They have no preference for ethnic background, hair colour, hair type or age.

Head lice are wingless insects that live only on human heads and are spread mainly by direct head to head contact. They breed by laying eggs.

Although you cannot totally prevent your child getting head lice, you can reduce your child's risk by:

- keeping long hair tied back or in plaits, especially at school.
- avoid head to head contact with other persons.
- do not share hats, brushes, combs or pillows.
- frequently wash combs and hair brushes after use (60 degrees celsius for 30 seconds).
- notify the school so that others can be alerted to the problem – upon notification complete discretion will be used. A departmental letter will be sent home to each student within the infected student's classroom. The slip at the bottom is to be completed and returned to the classroom teacher.

There are two methods of treatment:

1. Non-insecticidal treatment using the conditioner and combing technique.
2. Treatment with synthetic or natural insecticides or other chemicals.

Help and Assistance:

For more information, please contact your local health unit. Families can also seek help in managing head lice via public health nurses, child health clinics, pharmacists and family doctors.

6.18 Homework

It is an expectation of the Coorparoo State School community that all students abide by the following principles extracted from the Department of Education's policy on homework:

Our school Community believes that 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 and cultural pursuits.

Homework that enhances student learning:

- is purposeful and relevant to students 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.

Purpose

Homework can engage students in independent learning to complement work undertaken in class through:

- revision and critical reflection to consolidate learning (practising for mastery)
- applying knowledge and skills in new contexts (a topic of interest, an authentic local issue)
- pursuing knowledge individually and imaginatively (investigating, researching, writing, designing, making)
- preparing for forthcoming classroom learning (collecting relevant materials, items, information).

Homework Schedule

The amount of time students should spend on homework each week.

- In the Prep Year, generally students will not be set homework.
- Years 1-3: Could be up to but generally not more than 1 hour per week.
- Years 4-5: Could be up to but generally not more than 2-3 hours per week.
- Year 6: Could be up to but generally not more than 3-4 hours per week.

6.19 Infectious Diseases

Children who contract an infectious disease must be kept away from school for the prescribed periods of time. The school follows the minimum exclusion periods recommended by the National Health & Medical Research Council. Children with school sores (Impetigo) may attend school once sores are treated and covered, but may not swim in the school pool until sores have properly healed (see also *7.7 Swimming*). See Queensland Health TimeOut attachment at the end of this document.

6.20 Information and Communication Technologies (ICT)

Coorparoo State School is committed to the use of ICT by students to enhance curriculum delivery and facilitate effective teaching and learning which will:

- Support and improve student learning outcomes across the P-6 curriculum; and
- Take place in a flexible, responsive and challenging learning environment.

Our school program is based on the premise that the use of digital technology is not an end in itself. The quality of human interaction, the role of the teacher, attitudes to learning and the nature of the tasks will determine the impact of software on students far more than particular features of individual programs.

As we aim to offer a flexible, responsive and challenging learning environment, computer-based activities will be integrated with *off-the-computer* activities. Computer and device use will not be perceived as a substitute for human interaction or direct experience. Rather, we will use computers to enhance, reinforce, support and extend other learning experiences.

Our *ICT Program* provides opportunities for students:

- To use computers and associated devices for the attainment of curriculum goals in all key learning areas;
- To develop ICT skills and capabilities and an understanding of the role of computers in society; and
- To experience continuity in their learning with and about computers.

6.21 Interviews

The importance of communication between school and home is vital. Any parents/caregivers who wish to meet with the Principal, Deputy Principal or teachers, are asked to make an appointment through the school Office. It is not always possible to stop the work in hand for an immediate interview, so by making an appointment, you will avoid being kept waiting. You will also be assisting the school by helping to keep interruptions to a minimum.

Three Way Conferences are held towards the end of Term 1 and Term 3 to allow you to consult with your child's teacher. There are usually two sessions you can choose from either in the morning prior to school

starting or after school. Interviews are conducted in your child's classroom and are approximately 15 minutes duration.

To co-ordinate the interviews we have appointed a new system called '**School Interviews**' www.schoolinterviews.com.au, an online booking system, to assist parents in securing their preferred interview times.

We encourage your child to accompany you to the interview as this often assists the discussion and clarification of outcomes.

Information regarding the Three-Way Conferences are sent out via the School Website and Classroom Teacher.

6.22 Library

The Library is open at nominated lunchtimes from 11:10am – 11:40am for student access. The Library at lunchtime offers a variety of games, computer access, use of iPods and borrowing. Library Leaders are on hand to assist students visiting the Library at lunchtime.

Students receive one lesson each week in the Library.

All students are encouraged to borrow weekly in their class borrowing times as well as having the opportunity to borrow at lunchtimes. Prep students borrow 1 book. Students in Years 1 to 4 borrow up to two books (one fiction and one non-fiction) for a period of one week. Students in Years 5 and 6 borrow up to four books (two fiction and two non-fiction) for two weeks. Parents and caregivers are also able to be enrolled as external borrowers.

They are asked to encourage correct care and use of resources. Students should have a strong waterproof library bag to provide protection of books in transit. At home, please encourage storing library books in their library bags in a safe place (away from babies and pets), correct turning of pages with clean dry hands. This will help keep our books in good condition for all borrowers.

If a borrowed library book is damaged accidentally or found to need repair, please don't attempt to do this at home. Send the book back with a short explanation and the library staff will repair it properly. (If you use your sticky tape, we have to remove that before using special mending tape).

To ensure that library resources are available for all borrowers, we ask you to encourage your child to return their book on time. Books can be re-borrowed if they are not completed during that week.

Overdue notices are issued via class teachers. Families with extended overdue books will be sent a letter requesting the immediate return or a replacement cost. A replacement fee will be charged if a book is lost or damaged beyond repair.

Parent volunteers are always required to assist with tasks such as:

- covering books
- book repairs

Please contact the School Office or the Library staff if you are interested in assisting.

6.23 Lost Property

Many students, regardless of age, do not recognise their own property. Lost property boxes are located in the Library and under a stairwell in B Block of the Senior School, in Wolff Park (C Block), outside the Year 1 and 2 levels in Kijini campus (D Block), in the Music Room and at Outside School Hours Care. Students and parents are encouraged to look in these places for lost items.

Naming of all student articles will enable their return. Lost property will be retained in the lost property boxes throughout each school term. Unclaimed articles will be donated to charity at the end of each term.

6.24 Medication

As per Education Queensland policy ([Administration of Medications in Schools](#)) medication cannot be administered unless a **Consent to Administer Medication Form** has been lodged by parents/caregivers. Supplies of consent forms may be obtained from the school Office.

For medication to be administered at school or during school-related activities, there must be medical authorisation for the student to have that medication, and the medication must be in its original container with intact packaging.

Examples of medical authorisation include:

- a pharmacy label with both the student's and doctor's name on it;
- a signed letter from a doctor;
- a medication order from a dentist;
- an Action Plan signed by a doctor or nurse practitioner.

All such medication is retained during the day in a secure place in the Office, and will be administered from there. A record of all medication dispensed will be maintained at the Office.

The only exception made to this rule is for **inhaler therapy for asthma**. This particular medication can be administered directly by students themselves whenever deemed necessary by that student, provided that a Consent to Administer Medication, Section B: Details for Student Self Administration of Medication form has been previously lodged by a parent or guardian. Parents may wish to store a second inhaler in the Office at the Senior School in case of loss or for emergency purposes.

As per the [Managing student's health support needs at school procedure](#):

Parents:

- are primarily responsible for the health and wellbeing of their children, including costs associated with the student's health needs
- inform the principal of the school in writing of their child's health condition upon enrolment or as soon as possible after diagnosis and when there are changes to the student's health needs or procedures that would need the IHP, EHP or Action Plan to be revised by the qualified health practitioner
- complete and provide all relevant documents, equipment, medication and consumables to support the student's health needs prior to enrolment or as required, including:
 - Student Referral – Request for Nursing Services
 - Consent to Administer Medication form
 - Completed Action Plan signed by the qualified medical/health practitioner for students with Asthma or Anaphylaxis
 - Completed Diabetes Care Plan signed by the qualified medical/health practitioner for students with Diabetes
 - Completed IHP/EHP signed by the qualified medical/health practitioner if required
 - Consent to Release Health Information from Health Records
 - Medical Form for School Excursions and Sporting Events
 - Medical forms for school camps
 - Ensure that the equipment, medication and consumables provided are not out of date and are labelled clearly with the student's name, dosage and relevant instructions

- Ensure that equipment, medications or consumables requiring servicing, resupply or nearing expiry date are serviced and/or resupplied in a timely manner
- Where principal authorisation for self-management of the student's health need or health procedure is sought, discuss the matter with the school Principal and provide guidelines to the Principal to inform the decision
- Collect their child from school when too ill to participate in their educational program
- Provide medi-alert apparel when appropriate.

6.25 Mobile Phones

There are times when it is genuinely appropriate and beneficial for students to have access to a private mobile telephone. Students may, for example, need to contact parents in emergencies or to confirm or change a collection time after school. However, except in times of genuine emergency, mobile telephone use will be restricted at school. These guidelines have been developed in line with the Guidelines for the Use of Mobile Phones and Other Devices by Students as they appear in the Student Code of Conduct. These guidelines apply to students at school, during excursions, camps and extra-curricular activities.

Guidelines

- Students are encouraged to 'hand-in' their mobile telephone to the main office before the start of each day and collect these at the conclusion of the school day.
- Mobile telephones are used at their owners' risk and only brought to school with parent consent. The school in the event of the loss, theft or damage of any mobile telephone will accept no liability unless it can be established that the loss, theft or damage resulted from the school's negligence.
- Mobile telephones should not be used in any manner or place that is disruptive to normal school routine, including class times and nominated break times throughout the day.
- It is important that students display courtesy, consideration and respect for others whenever they are using a mobile telephone.
- In-phone cameras are not to be used anywhere a normal camera would be considered inappropriate and students should not photograph or film other individuals without their consent, or send harassing or threatening messages.

Endorsement

These guidelines have been developed in line with the 'Use of Mobile Phones and Other Devices by Students' as they appear in the Student Code of Conduct endorsed by the Principal, Coorparoo State School and President Coorparoo State School P&C Association.

6.26 Money and valuables

Please assist us by discouraging students from bringing valuable items or large sums of money to school. The wearing of jewellery, dangly ear-rings, rings and bracelets by any student is not permitted. Watches and studs for pierced ears are the only acceptable jewellery.

6.27 Money Collection / Payments

For all excursions and in-house activities organised by the school, two personally addressed forms will be sent home to families whose child is involved with the activity - an **Excursion Permission Form** and a **Tax Invoice**.

- The **Excursion Permission Form** must be completed, signed and returned to the teacher or appropriate specialist.
- The **Tax Invoice** for the activity must be paid by the due date.

- Once the **Due Date** has passed, the activity is removed from the system, so any payments made after the due date will automatically be transferred into a suspense account.
- If payment is not made by the **Due Date** **no late payment will be accepted** and your child will miss out on that activity.

BPOINT IS THE EDUCATION DEPARTMENT'S PREFERRED FORM OF PAYMENT

- BPoint DOES NOT incur any bank fees or charges.
- Points to remember when paying by BPoint:
 - Visit www.bpoint.com.au/payments/dete;
 - Every child has a unique CRN - Customer Reference Number;
 - Each Invoice is unique to the student and to the activity that the payment is for;
 - When paying for more than one child please use the CRN and Invoice unique to each child.



Example - A guest speaker comes to school to talk to all students. The cost is \$5.00 per student. If you have three children in your family then you will receive three separate invoices. You will have to refer to each individual invoice when making payment.

Please follow these steps or your child could miss out on an activity you believe you have paid for.

6.28 Outside School Hours Care (OSHC)

Helping Hands Outside School Hours Care (OSHC) service provides affordable, quality care to all school-age children.

A Helping Hands OSHC Information Brochure is available from the school office or you can contact the Coordinator on mobile 0458 038 769, email cooparoo@helpinghandsnetwork.com.au or visit the Helping Hands Network website at www.helpinghandsnetwork.com.au.

6.29 Parking Facilities

Car parking facilities in the school grounds are available only for staff, delivery trucks and disabled persons. Motorists delivering students to and collecting them from school are requested not to drive into the school grounds. For student safety, we strongly encourage parents to drop off and collect students in Halstead Street.

Please observe the parking restrictions in Talbot Street, Halstead Street, and Cavendish and Old Cleveland Roads. Police and Council parking inspectors regularly make spot checks and issue fines to offending drivers.

Parking for parents/caregivers when delivering children to OSHC in the mornings, or picking up in the afternoons, is NOT AVAILABLE on Old Cleveland Road at the front of the school between the hours of 9am and 3:15pm. It is recommended that Halstead Street be used. (see also 5.3 *General Arrival and Departure of Students*).

6.30 Pupil Free Days

There are three days in each school year known as Pupil Free Days. On these days, teachers and other staff attend sessions for Professional Development and planning purposes. No lessons take place on these days. Care is available from Outside School Hours Care (see also 6.28 *Outside School Hours Care*). Ring 0458 038 769 to book in your child. (see also 3 *School Dates* for more information regarding Pupil Free Days for 2023/2024).

6.31 Religious Instruction (RI)

Religious Instruction classes are available at school.

A co-operative religious instruction arrangement has been agreed between the clergy of participating Coorparoo Christian churches including St Stephen's Anglican Church, Baptist Church, Presbyterian Church, Mt Carmel Catholic Church and Uniting Church. Approved religious instruction teachers, nominated by the Churches, teach an agreed curriculum including *Beginning with God*, *Connect* and *Big Questions*. Details of these programs may be found at the Christian Education Publishing website <http://cep.youthworks.net/Category/71-primary-school.aspx>.

Students participate in religious instruction in their regular class groups. Materials required for religious instruction are included in the year level book/stationery list.

Parents may elect for their child not to participate. This is to be advised to your child's teacher in writing.

6.32 School Council

The CSS Council was established at the end of 2014. The role of the Council is to provide advice to the Principal in strategic matters impacting upon the school. This includes long and short-term planning, budgeting, performance targets and monitoring.

Council members are elected by the staff and community and serve either a one or two year term. The Council meets at least once per term.

6.33 School Parade

Our whole school Parade is normally scheduled throughout each term. Parents, caregivers and interested others are most welcome to join us for this important school event. These are held in McCahon Hall and are advertised on our website and facebook page.

6.34 School Photos

Photos are taken annually usually during Term 1. Please assist us by ensuring students wear the formal school uniform for photos. (see also 6.37 *School Uniforms* for details of formal uniform).

6.35 School Records/Student Information

Student enrolment information is maintained on the OneSchool computer database, as provided by Education Queensland. It contains vital information concerning telephone and emergency contacts, addresses, etc., and details and instructions from parents/caregivers regarding their children's health.

Students and parents/caregivers are encouraged to help us keep our records up to date, by advising our Administration Officers of any changes to details.

6.36 School Resources and Book Requirements

During Term 4, students are given a list of requirements for their next school year. We strongly encourage parents/caregivers to place orders and collect book packs before the end of the school year.

6.37 School Uniforms

Coorparoo State School's uniform policy is endorsed by the school's P&C. It requires that all students wear approved school uniform every day. A note from a parent is required when a student is not in correct or complete school uniform explaining why, and when this will be rectified. Coorparoo State School remains committed to providing a safe and inclusive environment for all students each day. We will consider individual circumstances and work with families to find a suitable alternative uniform item for cultural or medical reasons. Requests should be directed to the school leadership team via the school office.

Students attending school dressed with incomplete or incorrect uniforms may receive a notification letter to take home to be signed by a parent and returned to school.

Which uniform to wear when?

It is recommended that the **formal uniform** should be worn for:

- All school days other than those timetabled for swimming or physical education lessons, or inter-school sports days
- School photo days
- Public appearances, including visits to the school by official visitors
- School excursions, except when specifically advised otherwise by the teacher.

Children can safely and effectively participate in daily physical activities organised by classroom teachers wearing the formal uniform and footwear.

The **sports uniform** should be worn on days when physical education or swimming lessons are timetabled or inter-school sports days.

Uniform Supplies

The Uniform Shop is open Tuesdays and Thursdays from 8:00am to 9:00am. (See 9.6 *Uniform Shop* for more detail).

Labelling – ALL ITEMS belonging to students, including lunchboxes, drink bottles, and every item of clothing, must be clearly labelled with the child's FULL NAME.

School Hat – The black, broad-brimmed school hat is to be worn at all times when students are out of doors, including:

- travelling to and from school
- at Parade
- during morning tea and lunch breaks
- when running messages
- when away from school on excursions
- during sport or physical education activities.

The school hat is an integral part of the school uniform. Baseball caps or other hats without wide brims are unacceptable. The '**NO HAT, NO PLAY**' in the sun rule applies to all students.

Prep Uniform

- Gold and black sports shirt with Coorparoo crest
- Black shorts/ Black Culottes
- Grey socks with gold and black stripes/Plain Gold Socks
- Black enclosed footwear (trainers or leather school shoes)

Formal Uniform: Years 1 to 6

Summer –

- Grey shirt with gold and black stripes on pocket and sleeves
- Black shorts
- Dress made of grey Coorparoo check fabric OR
- Over blouse made of grey Coorparoo check fabric, worn with black culottes or black shorts
- Grey socks with gold and black stripes/ Plain gold socks
- Black or white enclosed sports footwear with matching laces. Minimal coloured trim is acceptable.

NOTE: Any items of clothing worn under the dress should be black, and should not protrude below the hem of the skirt. However, black tights may be worn with the formal uniform.

Sports Uniform:

- Gold and black sports shirt with Coorparoo crest or Senior shirt (Year 6 only)
- Black culottes or black shorts
- Grey socks with gold and black stripes or plain white/ Plain gold socks or plain white socks
- Black or white enclosed sports footwear with matching laces. Minimal coloured trim is acceptable.

Winter: Prep – Year 6

During colder weather, the above uniforms may be supplemented by the following:

- Full length black track pants or Black tights
- Grey track top with black trim
- Optional black and gold Coorparoo State School jacket
- Senior tour jacket (Year 6 only)

Personal Presentation

Hair

- Hair is worn up for safety and comfort.
- Hair style should be neat and tidy and reflect positively on school image.
- Hair accessories should be in school colours - (black, yellow and/or grey).
- Hijab worn should align with school colours – (black, yellow and/or grey).

Make-up/Nails

- Face and nails should be clean and make up/polish free.

Jewellery

- Plain studs and sleepers can be worn in ears only.
- Necklaces that are of religious/ cultural significance are to be worn beneath school shirts.
- Watches are allowed.

6.38 Sexual Harassment

The Department of Education maintains that all students and employees should be able to work in an environment free from sexual harassment and intimidation. The *Queensland Anti-Discrimination Act, 1991* and the *Federal Sex Discrimination Act, 1984* both make sexual harassment unlawful.

All staff, students and other adults working within our school setting are encouraged to ensure that our work and learning environments are free from sexual harassment and intimidation.

Sexual harassment is any unwelcome sexual attention that is offensive, humiliating or intimidating and may include:

- unwelcome comments about a person's sex life
- unnecessary familiarity, such as deliberately brushing against another person
- sexual propositions, or continual requests or invitations
- physical contact, such as touching, fondling or grabbing
- displays of sexually graphic material
- sexual assault
- being followed home
- offensive gestures.

All complaints of sexual harassment will be treated seriously and confidentially. Those witnessing or complaining of sexual harassment will not be victimised.

There is a range of options open to those subjected to sexual harassment:

- take no action (often ineffective)

- ask the offending person to stop
- take the complaint to the Principal for resolution
- lodge a formal written complaint with the District Director
- contact the Queensland Anti-Discrimination Commission on 3234 9823.

Do not ignore sexual harassment in the hope that it will go away. Silence can give the impression that sexual harassment is acceptable. Our school is committed to providing an environment which is safe for all people.

6.39 Sports Carnivals and Sporting Houses

Intra-school sporting competition presently operates through a house system. Students are assigned to one of three houses – Melba, Turner or Wentworth. Students from the one family are placed in the same house. Students cannot change houses of their own accord.

Students are encouraged to wear a t-shirt in their house colour to Sports Carnivals.

House colours are:

Melba: **BLUE**

Turner: **RED**

Wentworth: **GREEN**

Sports Carnivals are held throughout the year, including Cross Country, Track & Field and Swimming. Parents are encouraged to attend these Carnivals. Information will be included in the school Newsletter, on school social media and on the website in the weeks prior to each Sports Carnival.

6.40 Sun Safety

The school and Education Queensland are committed to providing a safe learning environment for students, and will complement the efforts of parents/caregivers in maintaining sun awareness education. We ask for your support in encouraging:

- the wearing of protective clothing
- the wearing of school hats to and from school, and during all outdoor activities
- the application of SPF 30+ broad spectrum sunscreen before morning tea, lunch and outdoor activities
- discussion about the importance of playing in shade areas
- drink plenty of water, particularly in the summer months.

Sunscreen is provided in all classrooms and at the school swimming pool for student and staff use.

The school enforces a **'No Hat, No Play'** in the sun policy. Hats must have a wide brim. (*see also 6.37 School Uniforms*).

6.41 Telephone Messages

Generally, staff in the Office will handle all telephone messages. The Principal and Deputy Principals will endeavor to return calls promptly to those who wish to speak to them directly. During teaching sessions, staff will not be called to the telephone, but messages will be passed on to them at the first opportunity (*see also 6.21 Interviews*).

6.42 Transfers between Schools

If you are moving your child to another school, please notify the school in writing a few days prior to your planned date of departure and provide the name of the destination school. All school-owned equipment and materials must be returned to the school and personal items taken home prior to leaving.

If a parent feels that their child needs extra support, the parent should, in the first instance, communicate with their child's teacher. A referral form is then completed by the teacher and/or the parent, which is presented to the weekly Student Support meeting. Decisions will then be made about the appropriate supports to be put into place, and parents will be advised accordingly.

7 SPECIALIST EDUCATIONAL SERVICE

Our school is able to function as well as it does because of the strong sense of partnership which exists between the administration, the teachers and the parents. This partnership depends upon the involvement of countless volunteers (parents and extended family) who give their time in many different ways.

7.1 Head of Student Support

The Head of Student Support co-ordinates intervention programs across the school. Student identification for extra support is based on assessment data and research-based programs are implemented to improve student outcomes. The 'whole school' approach to supporting student learning involves consultation with teachers, parents and students, the administration team and external agencies as required.

Programs that are co-ordinated by the Head of Student Support are: -

- Special Education Program (SEP) for students with a disability
- English another Language or Dialect (EAL/D) for students with minimal or no English
- Student Support Programs for students who require extra targeted support to reach set benchmarks
- Liaising with Advisory Visiting Teachers (AVT)

7.2 Advisory Visiting Teachers (AVTs)

As a State School, we have access to all Education Queensland services. We therefore have access to a number of specialist advisory visiting teachers. These specialists are able to provide guidance and support for students, teachers and parents; and to provide assistance in meeting student needs in relation to Hearing Impairment, Physical Impairment, Visual Impairment, behaviour management, English as an Additional Language or Dialect (EAL/D), Autism and Speech.

The services of these specialist teachers are accessed through our Student Support Team.

7.3 Guidance Services

The school Guidance Officer visits the school on a regular basis. The role of the Guidance Officer is to assist students who have learning, behavioural or emotional difficulties. This may involve consultation with class teachers, parents, learning support teachers and other relevant personnel. The Guidance Officer may work with students as individuals, in groups, in class or through consultation with teachers and parents. The Guidance Officer may offer services in the form of psychometric assessment, counselling, behaviour management, social skilling, parenting assistance, human relationship education and professional development for the school community, depending upon need. The Guidance Officer also may liaise with other professionals within Education Queensland or other agencies to support a child in the school.

Referrals to the Guidance Officer are made through the Student Support Team. The referral would involve the parents/caregivers and the teacher discussing the concern between themselves and considering a course of action. If this action does not lead to a satisfactory result, a referral can then be made to the Student Support Team. The Team can then request the Guidance Officer's involvement.

Parents may contact the Guidance Officer directly. However, it is suggested that parents discuss the matter first with the class teacher or if necessary the Principal or Deputy Principal.

7.4 Support Teachers

Literacy and Numeracy (STLaN)

In some cases, students will be supported by our Support Teacher – Literacy and Numeracy, or by other specialist teachers. Parents/caregivers will be informed if the Student Support Team decides to formally assess their child's level of need.

Special Education Program Teacher (SEP)

Students identified as having a disability are also provided additional in class support from the school's SEP teacher.

7.5 National Assessment Program Literacy and Numeracy (NAPLAN)

The National Assessment Program – Literacy and Numeracy (NAPLAN) is an annual assessment for students in Years 3, 5, 7 and 9. It has been an everyday part of the school calendar since 2008.

NAPLAN tests the sorts of skills that are essential for every child to progress through school and life, such as reading, writing, spelling and numeracy. The assessments are undertaken nationwide, every year, in the second full week in May.

NAPLAN is made up of tests in the four areas (or 'domains') of:

- Reading
- Writing
- Language Conventions (spelling, grammar and punctuation)
- Numeracy

NAPLAN tests skills in literacy and numeracy that are developed over time through the school curriculum.

For more information please visit the NAPLAN website: <http://www.nap.edu.au/naplan/naplan.html>.

7.6 Gifted and Talented Students

At Coorparoo State School, we have a "whole school" approach to the education of gifted students. This means we acknowledge gifted students have specific needs that require a consistent, school-wide response. Our school recognises that gifted students are not all the same and consequently we offer flexible approaches for those students who need to be extended in their learning. Higher order thinking skills are included in the planning of classroom lessons and students are encouraged to participate in opportunities such as like the University of NSW ICAS competitions.

Teachers are expected to 'Know the learner, know the intent and vary the pathway'. Our school approach is not to provide a separate "add on" or "withdrawal" approach, but rather integrate a differentiated pathway to the everyday workings of the classroom. Our model has been adopted as our way of providing learning situations that meet the needs of all learners, including the gifted.

7.7 Speech/Language Pathologists

Education Queensland employs speech/language pathologists to allow for the integration of speech/language therapy within a student's educational programs. Children at Coorparoo State School can be referred to the speech/language pathologist through the school's Student Support Team. Referred children may have problems in any of the following areas: language meaning, grammar use, meta-linguistics, social skills, speech sounds, fluency, and/or voice. The support provided is based on individual students' needs. The range of services provided includes: assessment, program development, classroom assistance, teacher consultation, individual or group programs, involvement in ascertainment and parent consultation.

7.8 Health and Physical Education (HPE)

Specialist physical education teachers are employed full-time at our school for specific teaching of physical education skills. All students take part in the physical education program which includes: ball skills, sport skills development, physical fitness, dance, athletics and swimming (excluding Prep).

The importance to a child's development of a healthy diet, rest and participation in physical activity cannot be underestimated. If your child is not able to participate in physical education activities for some reason, we require a letter from you to support your child's request for temporary exemption. (*see also 6.14 Exemption from Class Activities*).

7.9 Swimming

Currently swimming is a compulsory part of our physical education program, with lessons held during Terms 1 and 4 for Years 1 to 6 and Term 4 for Prep students.

Swimming Permission is captured upon enrolment at school. If your child suffers from any medical condition which might put them at risk in the water, written parental consent, supported by a Medical Certificate, must be obtained before the student can participate in the swimming program.

- Students suffering from infections or sores, e.g. school sores, must not participate in swimming activities. (see also 6.19 *Infectious Diseases*).
- Students must not wear jewellery or ornaments to the pool.
- Students must wear bathing caps and a protective sun safe swimming shirt.
- Sunscreen must be applied before each swimming lesson.

We strongly request that all items of clothing be labelled (including togs, towel and cap).

There is always a need for parents to assist with supervision during class swimming lessons. Should you be able to assist, please see your child's teacher.

7.10 Music

Specialist music lessons are held weekly for every class during which children create, sing, play, read and enjoy music.

Extra curricula music activities include:

- school choirs
- band and strings ensembles
- recorder ensemble
- percussion ensemble

Students involved in these ensembles perform at the Annual Autumn Concert, the End of Year Gala Concert, the School Carnival and other performance opportunities that arise throughout the year.

Please contact the Music Department for details about participating in any of these activities. The *Coorparoo State School Music Handbook* can be viewed on our website.

7.11 Instrumental Music Program

This school runs a very large and successful Instrumental Music Program, aided by the support of the Music Team (see 9.8 *Music Team*).

Strings lessons are available for selected students from Years 3 - 6. Brass, woodwind or percussion instruction is available to selected students from Years 4 - 6. Selection occurs towards the end of Year 2 for the String Program and towards the end of Year 4 for the Woodwind, Brass and Percussion Program. Information is sent home to parents at that time.

The students in these Programs receive weekly group lessons for their instrument, given by specialist teachers. Upon selection to a Program, a school instrument may be borrowed for the first twelve months of tuition (depending on demand). There is a levy payable per student to be included in the Program.

Students in the Program are offered the opportunity to play in the String Orchestra or Senior/Junior Concert Band. Students involved in these ensembles perform at the Annual Autumn Concert, the End of Year Gala Concert, MusicFest, Fanfare, the School Carnival and other performance opportunities that arise throughout the year.

We pride ourselves on our Instrumental Music Program and endeavour to give each child an insight into the world of music.

7.12 Language - German

At Coorparoo State School the study of German Language is offered to students in Years 5 and 6. German is the official language of Germany, Austria and Liechtenstein, the most widely used of Switzerland's four national languages and an official language of trilingual Luxembourg. There are also substantial German-speaking communities in other parts of western and Eastern Europe and North and South America. In all, over 120 million people speak German as their first language.

The educational rationale for learning a language includes the following aims:

- Learners achieve competence in a language other than English and they also learn how language works, thereby extending literacy skills
- Learners develop general knowledge about other cultures
- Learners develop transferable cognitive thinking skills.

8 EXTRA-CURRICULAR ACTIVITIES & SERVICES

8.1 School Captains/Leaders

At the end of each school year, all senior students are given the opportunity to apply for positions as School Leaders for the following year. Positions include School Captains, House Captains, Music Captains and Student Council Executive.

The roles to be performed by the students elected to all leadership positions are referenced on the school website. Other leadership opportunities are advertised within the first term of the school year and may include Student Mentor, Library, Art, STEM and German Monitors.

8.2 Student Council

Students from Years 3 to 6 are also eligible to be voted onto the Student Council. Each class votes to select a representative for their class.

8.3 School Camps / Study Tours / Excursions / Incursions

School camps are organised for students in Year 5 and Year 6. Details and consent will become available via QParents to complete. There is a cost involved for those children attending. Dates and estimate costs are available on the School Website.

8.4 Other Activities

Many other extra-curricular activities are offered at our school, currently including:

- Sport skills clinics;
- Tennis;
- Piano lessons;
- Guitar and Ukulele lessons;
- Chess Club;
- Dance lessons;
- Drama classes.

Information flyers about these activities are sent home from time to time and available via the school website under 'Extra-Curricular Activities'. These activities are run by private organisations, and inquiries, payments, etc. are handled directly by those organisations or individuals.

9 PARENT & COMMUNITY INVOLVEMENT

Our school is able to function as well as it does because of the strong sense of partnership which exists between the administration, the teachers and the parents. This partnership depends upon the involvement of countless volunteers (parents and extended family) who give their time in many different ways.

As parents, the school becomes a large part of our lives for several years. Involving ourselves in the school community and its activities makes us more a part of that community, as well as being of enormous benefit to our children. We understand that many people have little or no time available, but some school activities are brief and/or occasional. You should choose a level of commitment that feels comfortable for you.

Parents currently help the school through giving their time in many ways, including:

- **Classroom-based help** - Parents and caregivers are welcome to assist teachers in a variety of ways: reading, art and craft, swimming supervision, working with small groups, playing maths and reading games, listening to students read, etc.
- **Tuckshop and Uniform** - Volunteers are always needed to help provide these services to the school community.
- **Excursions** - Parents will sometimes be asked to volunteer their time to attend school excursions, in order to assist teachers with supervision at these events.
- **Membership of Teams** - See below for more details about the various Teams which require parent involvement.

A seminar for volunteers is held early in Term 1 each year, at which volunteers' rights and responsibilities, confidentiality, matters of insurance cover, etc. are discussed. All volunteers are asked to sign in on arrival and departure and to wear the printed identification sticker whilst at school. An iPad is located in the foyer of the Office at the Senior School. A **Visitors' and Helpers Register** is located at the swimming pool. It is necessary for you to sign in and out in order for you to be covered by the insurance policy taken out each year by the Parents' & Citizens' Association. The wearing of an identification sticker is required, so that the school has a means of identifying unauthorised persons within school grounds.

The school greatly values the contribution made by its many volunteers. Your ideas and talents are valuable assets, helping to ensure the quality education our school provides.

9.1 Parents & Citizens' Association (P&C)

Here at Coorparoo State School, we are fortunate in having a very active and supportive parent body. Our Parents & Citizens' Association works in partnership with our teaching staff, the Principal and Education Queensland, in order to give our children the best education possible.

The P&C aims to achieve this in a number of ways:

- We provide a forum for positive discussion of educational issues, school policies, long-term planning and budgeting.
- We welcome everyone's views, opinions, input and suggestions and aim to make decisions on behalf of the school community, representing a wide cross-section of our families.
- We organise fundraising events such as our biennial festival (Carnival), spell-a-thons, etc., which help the school to provide resources above and beyond those provided by Education Queensland.
- We organise events and functions to bring our teaching staff in closer contact with our parent body, to encourage better communication and understanding of each other's roles.
- We seek to represent all interest groups and specialty areas within the school. Groups and services sponsored by the P&C include the Swimming Club, the Music Team and the Services Team.

The Annual General Meeting is held by 31st March each year. The President's Annual Report and the Annual Financial Report are presented at this meeting. Elections also take place for positions on the Executive Committee for the following year. Notification of meetings and other events are through the P&C Website www.csspandc.org.au, the P&C Newsletters are uploaded to the School Website and on the QSchools App.

9.2 School Community Liaison Officer (SCLO)

The P&C fund the employment of a School Community Liaison Officer (SCLO). It is the job of the SCLO to work towards bringing all sections of the community together in order to facilitate strong working relationships across the community and assist in the development of a rich and inclusive learning environment for our children. These duties include promoting community building within the school, hosting social events, providing information to parents about the school and educational issues, fostering community networks, developing volunteer networks within the school and keeping lines of communication open between teaching staff, administration, students and parents.

9.3 Hardship Fund

P&C Hardship Fund has been established to help ensure students at Coorparoo State School have the necessary equipment for learning and a suitable school uniform.

The P&C will consider requests to provide the following items:

- Secondhand uniforms
- Stationery
- Text books
- Tuckshop

The P&C will provide 30% of the cost of the following:

- School excursions
- School workshops
- Artist-in-Residence program
- School camps

The P&C will provide \$100 per family per year from their Hardship Fund.

9.4 Swimming Club

The Coorparoo State School Amateur Swimming Club is managed by a Sub-Committee of the P&C and operates from the school pool.

The Club has open membership and welcomes swimmers from both Coorparoo State School and the wider community. The aim of the Club is to encourage and promote swimming confidence and competence in the water, with a focus on fitness, safety, technique and sportsmanship.

The Club enjoys the benefits of the 25-meter, 8 lane gas heated pool.

When a child registers as a member of the Club the parents/caregivers automatically receive membership. There is a registration fee for each child for the season. These fees are payable upon joining the Club.

Learn to Swim Lessons and Squad Training

Learn to Swim Lessons and Squad Training operates from the school swimming pool by an outside provider. For more information regarding swimming lessons and squad training please visit the website.

Swimming Club Nights

Friday nights are Club Nights, when all swimmers are encouraged to swim in all four strokes. Events range from 25 meters to 100-meter medley. Nominations may be made prior to the night; however, all nominations close at 6.15pm on the night. Races generally start around 6.35pm with a supervised little-uns race. Events are timed and recorded. Swimmers are graded according to their time, not their age. The aim is to improve on

your own best time. Points are awarded throughout the season for competing, for improvements in personal best time, and for elevation of distance. These points count towards Age Championships.

The Club's Age Championships are held towards the end of the season and swimmers must have competed in at least 60% of club nights and be financial members of the Club in order to be eligible to swim in championship events. All swimmers compete against their own age, based on year of birth. Trophies are awarded for first, second and third places for both boys and girls. Other special achievement trophies, including points (as earned on Club nights) are awarded.

The Club functions entirely on volunteer labour. Your assistance is required and is always welcomed. Our expectation of parent involvement is "realistic" and quite light when shared out fairly. A few positions require a weekly commitment and parents must take their turn if the Club is to function properly.

Club swimming togs, caps and swimming shirts are available for sale to Club members from the pool office. All swimmers must wear caps at carnivals and club nights.

Notices regarding sign-on dates, season commencement, sub-committee meetings, etc. can be found:

- On the Club website – www.coorparooswimclub.com

9.5 Tuckshop – TramStop 26

Our tuckshop, known as Tramstop 26, provides a variety of healthy, low fat meals. Tuckshop operates during first break on Mondays and during first and second breaks from Tuesday to Friday. Orders can be placed up until 8.00am on the day that they are required. We recommend placing your order the night before to avoid missing the cut off. Tuckshop is open from 8:30-14:30. Our menu has been designed to meet the Smart Choices - healthy food and drink supply strategy for Queensland schools.

The Tramstop 26 is run by The Parents and Citizens association and is staffed by a full-time convenor, two assistants and much appreciated volunteers. All profits made from the tuckshop benefit the school. Tramstop 26 accepts online lunch orders only. Orders can be placed for both first and second breaks using My Student Account.

How to Order Tuckshop

At Coorparoo State School we use an online ordering system for the Tuckshop called My Student Account (MSA). Visit: <https://coorparoos.mystudentaccount.com/> to register or sign in. Once you have registered, you will be able to add your student/s and top up your child's account.

Tuckshop Volunteers

TramStop 26 cannot exist without its volunteer helpers. We welcome help from Mums, Dads, grandparents, other caregivers, friends, etc. TramStop 26 *always* needs more helpers. If you can spare even 20 minutes of your valuable time please get in contact with tuckshop convenor. Help is required from 8:30am to 1:30pm each day. There are many advantages of volunteering to work at school. Parents have mentioned the following as reasons they choose to work at TramStop 26:

- it helps our children and the school
- it is good to meet other parents
- children enjoy seeing their parents at school
- it is a chance to get to know the children's friends and their teachers
- it is a way of making a worthwhile contribution to the children's nutrition education by supporting teachers in their health program
- you get a chance to talk to other people with similar interests (e.g. parents with children of similar ages and issues)

9.6 Uniform Shop

The Uniform Shop is a service managed by the Coorparoo State School P&C Association. Uniform items are able to be ordered online and items are delivered to students in their class rooms on Tuesdays and Thursdays. Winter uniform items are available to order online during a designated ordering period. Second

hand items are also available to purchase during the year for \$5/item. We welcome second hand uniform donations which can be dropped off to the school office any day so we can continue to have a good supply of second-hand uniform items to offer to our families.

How to Order Uniforms

Our Uniform Shop sells new and a small amount of second-hand uniforms. At Coorparoo State School we use an online ordering system called My Student Account (MSA). Visit: <https://coorparooss.mystudentaccount.com/> to register or sign in. Back to school uniform requirements are managed via an online appointment system. Families book a time to collect their order and to check sizing. During the school year exchanges are organised by contacting the Uniform Shop team via email. Documents to assist with sizing can be found on the uniform shop page on the school website.

9.7 Music Sub-Committee

The Music Sub-Committee is part of the P&C Association. The Sub-Committee aims to provide both financial and practical support for the school's Music Program. Meetings are held each term, with dates publicised through the school website. Interested parents are very welcome to attend.

9.8 Parents/Caregivers at Home

The role of parents in their children's education should never be underestimated. Children who see that their parents' value both education and the school are likely to achieve more highly. You can encourage your children at home by:

- talking and listening to what your child has to say
- showing an interest in your child's day at school
- demonstrating your own involvement with the school
- asking questions about school, friends, teacher, etc.
- reading the school Newsletter and any other notices which come home from school
- taking an interest in your child's schoolwork and activities
- setting up a quiet spot for completing homework
- checking homework tasks
- reading to/with your child
- praising your child's efforts
- asking your child to think and do, rather than doing for her/him
- providing a healthy diet
- ensuring students have adequate sleep.

10 USEFUL INFORMATION AND LINKS

10.1 Links

COORPAROO STATE SCHOOL

<https://coorparooss.eq.edu.au/>

MY STUDENT ACCOUNT – Uniform and Tuckshop Ordering

<https://coorparooss.mystudentaccount.com/>

BPOINT – School payments

<https://www.bpoint.com.au/payments/dete>

FACEBOOK

<https://www.facebook.com/CoorparooSS>

EQ ENROLMENT GUIDELINES:

<http://ppr.det.qld.gov.au/education/management/Pages/Enrolment-in-State-Primary,-Secondary-and-Special-Schools.aspx>

MEDICATION

<http://ppr.det.qld.gov.au/education/management/Pages/Administration-of-Medications-in-Schools.aspx>

TIME OUT POSTER

http://www.health.qld.gov.au/ph/documents/cdb/timeout_poster.pdf

AUSTRALIAN CURRICULUM

<http://www.australiancurriculum.edu.au/>

SUN SMART

<http://www.sunsmart.com.au/>

KIDSMATTER

<http://www.kidsmatter.edu.au/>

HEAD LICE

<http://www.health.qld.gov.au/headlice/>

SAFE, SUPPORTIVE AND DISCIPLINED SCHOOL ENVIRONMENT POLICY

<http://ppr.det.qld.gov.au/education/learning/Pages/Safe,-Supportive-and-Disciplined-School-Environment.aspx>

NAPLAN

<http://www.nap.edu.au/naplan/naplan.html>

SCHOOL INTERVIEWS

<http://www.schoolinterviews.com.au>