



2018 School Handbook



Geebung
State School

Each and every member of our school community,
believes that each and every child can and will achieve.



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believes that each and every child can and will achieve.

250 Newman Road, Geebung QLD 4034
PO Box 134, Geebung QLD 4034
P: 3623 8777 F: 3623 8700
E: info@geebungss.eq.edu.au

Dear Parents/Carers

Welcome to Geebung State School. We are proud of our school and are pleased to have you as new members of our community.

Geebung State School provides education for students from Prep to Year Six and has a Special Education Program supporting Students with Disabilities. The education programs offered aims to develop in students the enthusiasm and motivation to be a life long learner and focus on academic as well as social, emotional and physical development. Students are encouraged to be responsible and active members of the school community, learning skills which they can transfer to the next stages in their lives as responsible and active members of society. We encourage each child to be proud of their efforts and to reflect on their learning, behaviour, efforts and future goals.

Parents have provided feedback that highly commends our staff and school in the following areas:

- their child works well at this school
- school is developing their child's literacy skills
- their child is learning at this school
- usefulness of what their child is learning at school
- school keeps them well informed on how their child is progressing
- interest the teacher takes in their child
- behaviour of students
- their child is safe at school
- school staff are approachable when parents want to talk about their child
- the opportunities for parents to participate in school decision making
- this is a good school.

The experience, skills and expertise of our staff members provides opportunities for each student to have fun as they learn and play. The quality education programs offered to students include integration with Information and Communication Technologies. Students have access to ICT's in their classrooms, in the Computer Lab, and in the library.

Opportunities for students to learn outside the classroom environment are also included in the educational experiences offered. Excursions and Camps are organised to support and enhance learning activities, and students also have the opportunity to be involved in extra-curricular activities such as:

- Choir – Girls, Boys, Junior and Community
- Instrumental Music Program
- Sports Skill Development Programs
- Swimming Club
- Learn to Swim classes
- Outside School Hours Care
- Tennis Coaching

The 'Geebung State School Community Responsible Behaviour Plan strengthens our beliefs that social skilling is an integral part of a child's development. We encourage all members of our school community – students, parents and staff to show respect and tolerance for one another.

We encourage the involvement of parents / carers in school life and are fortunate in that we have a very supportive P and C Association and community whose assistance is greatly appreciated.

Thank you for choosing to send your child to Geebung State School. We look forward to working with you to achieve the best possible learning outcomes for your child.

Please contact me if you have any further queries.

Matthew Meharg
Principal



Geebung State School

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IMPORTANT INFORMATION & CONTACT NUMBERS

Administration Office
Student Absence Line
After School Care
Tuckshop
P & C Administration

Ph: 3623 8777
Ph: 3623 8760
Ph: 3865 8971
Ph: 0409391822
Ph: 0417497775

School Hours: 8:50am – 3:00pm

Email address: info@geebungss.eq.edu.au
Webpage: <http://www.geebungss.ed.edu.au>



ABSENCES

In the event of a child being absent, please telephone the Administration Office, phone the Student Absence Line on Ph 3623 8760 to leave a message or send a note to the class teacher stating the reason, on your child's return to school. This prevents any misunderstanding and ensures the safety of your child.

Children are required legally to regularly attend school. If your child is to be absent for a length of time, please advise the teacher or Administration Officers in advance.

The school is required to record reasons for non-attendance.

Refer ALSO: Early Departures & Medical Exclusions.

ACCIDENTS

In case of accident, every effort will be made to contact parents/carers or your nominated 'emergency contact'. Staff will administer First Aid for minor injuries. In more serious cases the Ambulance will be called to administer urgent treatment or provide transport. The school reserves the right to seek immediate medical aid for a child if this is considered necessary.

Parents/Carers are requested to ensure that our school records of telephone numbers and addresses are always up to date.

Accident Insurance

The following information has been provided by Education Queensland.

'INSURANCE COVER FOR STUDENTS UNDERTAKING PHYSICAL ACTIVITIES'

'Accident insurance cover for students'

'Some school activities and physical education, particularly contact sports, carry inherent risks of injury.'

Parents are advised that the Department of Education and Training does not have Student Accident Insurance cover for students. Therefore, if your child is injured at school as a result of an accident or incident, all costs associated with the injury, including medical costs, are the responsibility of the child, parent or caregiver. Some incidental medical costs may be covered by

Medicare. If parents have private health insurance, some costs may also be covered through the private health insurance. Any other costs would be borne by the parents.

Student Accident Insurance is an insurance policy that pays certain benefits in certain circumstances should your child have an accident.

It is a personal decision for parents as to the types and levels of private insurance they arrange to cover their child for any accidental injury that may occur. Parents should contact their insurer or an approved Australian insurance broker if they choose to take out student personal accident insurance cover for their child.'

ACTIVE SCHOOL TRAVEL

Geebung State School participates in the Active School Travel program. Teachers supervise a walk from 7th Brigade Park most Wednesday's. Always check the calendar.

ADDRESS (Change)

Please advise the school office staff of any changes in address, telephone numbers, or other information which you feel that we should be aware of.

APPOINTMENTS

Parents/Carers seeking interviews with members of our staff should contact the Administration Office to arrange an appointment. This practice allows us to plan a time suitable to the personnel required. Please do not approach teaching staff during teaching sessions, unless the matter is of an urgent nature.

ARRIVAL AT SCHOOL

We request that children do not arrive at school before 8:30 am at the earliest, unless they have an organised specialist lesson or activity.

Please note: There is no official playground supervision before school.

Parents/Carers of students required to arrive before this time are encouraged to organise attendance at our **Outside School Hours Care**.

On arrival at school students are required to sit quietly in their class waiting area until the first bell sounds. Teachers meet students in



these areas and walk them to their classrooms by the second bell.

To help develop a sense of independence, Year 1 students should be encouraged to walk from a school gate to their class waiting area. This could be commenced during Term 1. Children should have become familiar with the school environment by this time.

Late arrivals must report to Administration for a late slip.

Also refer Daily Routines.

ASSEMBLY

School assemblies are held each **Wednesday commencing at 2:30pm**. We welcome the attendance of Parents / Carers, relatives and school community friends.

The school assembly is taken by the Student Leaders. We endeavour to create a close, friendly atmosphere among students and teachers to help build school spirit and morale. Individual classes prepare Assembly Items to present at different times during the year.

ASSESSMENT & REPORTING

We encourage regular contact between teachers and Parents / Carers regarding the progress of each student.

Annually we organise:

- Parent Information Evenings and events
- Written Student Progress Reports, twice yearly

Parents are formally invited twice yearly, in Terms One and Three, to meet with the teacher(s) to discuss student progress. Students are often invited to participate in these discussions.

Students are encouraged to share their learning with Parents / Carers and family members throughout the year.

AWARDS & INCENTIVES

Students are encouraged to develop personal habits to monitor their own efforts and achievements. Staff informally acknowledge students as they work and play appropriately in the school and record their names on raffle tickets, called 'Strong Decision' awards.

Student names are selected weekly during Assembly for acknowledgement.

Weekly 'Student Achievement Awards' are presented to students during Assembly.

At the end of Term 4, the School Annual Awards Assembly for students in Years 4 – 6 is held where the successes and achievements of particular students are acknowledged.

- Academic Achievement – students who have demonstrated outstanding performance in the key learning areas.
- Personal Achievement – students who have an excellent record of behaviour, exemplary social and work habits, are self motivated, self disciplined and cooperative, and contribute to the goals of the school.

BANKING

The school offers students the opportunity to bank weekly through the Commonwealth Bank Student Banking Program. Information is available at the office for students wishing to register to operate a Youthsaver account.

Once a Youthsaver account is set up for your child with the Commonwealth Bank your child is issued with a deposit book and bank book holder for deposits.

Parents / Carers can arrange for regular contributions to be made into the child's Youthsaver account by automatic debit.

Each Tuesday morning students holding a bank account should give their deposit book to their class teacher in the morning. This will be delivered to the school office where it is processed by a P and C representative.

The processed books will be returned to the respective teachers' pigeon holes in the staff room before 3.00 pm the same day.

No responsibility is accepted by the school for loss of these documents or the enclosed money.

RESPONSIBLE BEHAVIOUR PROGRAM

At Geebung State School everyone has the right to work and learn in a safe, supportive and disciplined environment. All members of the Geebung State School community have a responsibility to assist and co-operate in



maintaining a safe environment for themselves and others.

On enrolment all students and their Parents / Carers will be provided with and asked to sign an agreement which acknowledges their understanding of, and responsibilities in relation to, the school's **Community Responsible Behaviour Plan**.

Essential to effective learning is a safe, supportive and disciplined environment that respects the following:

- *the rights of all students to learn*
- *the rights of all teachers to teach*
- *the rights of all to be safe*
- *the rights of all to be treated with respect*
- *the rights of all to be treated honestly and fairly.*

All people in our school community, in order to uphold these rights, must 'strive to achieve' the school rules.

Our School Rules are:

- Be safe
- Be a learner
- Be respectful
- Be responsible

The **Geebung State School Community Responsible Behaviour Plan** outlines these rules in more detail, and also includes the expected behaviours of staff, students and parents and processes for managing behaviour throughout the school community.

The Community Responsible Behaviour Plan is accessible on the school website or in hard copy from the office.

The program is delivered through a series of cooperative and physically interactive games from Play is the Way and Friendly Schools.

BICYCLES & BIKE SAFETY

It is compulsory for all bicycle riders in Queensland to wear an approved helmet.

All students riding or pushing a bicycle to and from the school must wear an approved helmet in the correct manner.

Bicycles are to be walked within the school grounds and on footpaths in and

around the school grounds, at all times.

Students are asked to securely lock their bicycle when parking it in the bike racks provided. (Bike racks are situated in front of the Administration building).

Scooters and skateboards are not acceptable forms of transport to and from school.

BOOK CLUB

The Ashton Scholastic Book Club aims to encourage students to read and to foster a love of literature. The Library coordinates Book Club.

Brochures are distributed to classes several times every year. Please encourage students to read the brochure and discuss the range of materials available.

If you wish to order books please complete the order form, place in an envelope and return with payment to the school office by the due date. Please ensure that students write their full name and class on the order form.

Please encourage your child's participation in Book Club. If you require additional brochures please contact the Book Club Coordinator through the Library.

BOOK LISTS

An order form for a Year Level Pack of stationery, activity books and materials, is distributed to students in Term 4 each year to order equipment necessary for the next school year.

Order forms can be obtained from the school office.

Completed orders and payment can be returned to the school office by the advised due date.

Parents are provided with a choice of options for payment, collection and or delivery of goods.

At other times orders can be made directly to the school supplier:

Edsco
50 Yiada Street, Kedron QLD 4031
Telephone: 3350-2677.



BUS TRAVEL & SAFETY

Students catching Council or private buses to or from school are not supervised by school staff.

Students are expected to follow safety practices as expected by the providers.

CAMPS

During the year students in Years 5 and 6 have the opportunity of attending school camps organised for each year level. A music camp is also undertaken, offering participation to students who are in the school Instrumental Music Program. These camps have always been a highlight of the year for those students and staff involved. Further information on these activities is provided through letters to parents and information evenings prior to the event.

DAILY SCHOOL PROCEDURES

School commences daily at 8:50 am. It is recommended that students arrive just prior to this time.

Before School

Early arrivals are encouraged to enrol in the school's Outside School Hours Care Program.

On arrival at school before 8:50 students are to sit with their belongings in their class waiting area. Students are not allowed on verandas or in classrooms unless they are with their class teacher or a member of staff. Students are not to play on the oval, play handball or play between buildings before school.

Parents remaining with their child and/ or younger siblings until the bell goes are responsible for their children. All children are expected to sit in their class areas before 8:50am.

First Break

At 11:00am daily, teachers escort students to their class eating area.

Students accessing tuckshop can walk to the school tuckshop. Students eat in the eating area assigned to their class. At 11:12am a bell sounds to indicate time to put rubbish in bins and clean up class eating areas. A bell sounds at 11:15am. Students leave their lunch box and water bottle in their class eating area. Students are invited to

walk to play by the teacher on duty, once the area is clean.

A bell rings at 11.27am to indicate time to visit the toilet, wash hands, have a drink and wait for the class teacher to take students to class by 11:30am.

Second Break

At 1:00pm daily, teachers escort students to their class eating and waiting area.

Students accessing tuckshop can walk to the school tuckshop. Students eat in the eating area assigned to their class. At 1:12pm a bell sounds to indicate time to put rubbish in bins and clean up class eating areas. A bell sounds at 1:15pm. Students leave their lunch box and water bottle in their class eating area. Students are invited to walk to play by the teacher on duty, once the area is clean.

A bell sounds at 1.42pm to indicate time to visit the toilet, wash hands, have a drink and wait for the class teacher to take students to class by 1:45pm.

End of Day

Staff do not dismiss any student before 3:00pm (refer **Early Departures**).

Teachers supervise students packing up, cleaning up class areas, packing of ports, wearing of hats and moving off verandas from classrooms.

Children must be sensible and safe whilst waiting for parents to collect them. There is no official playground supervision in the grounds after school. Children who are not collected by 3:15 should come to the school office.

See also **Stop - Drop & Go**.

School Hours

* Entry to class :	8:50 – 8.55 am
* School Commences:	8.55 am
* First Break:	11:00 - 11:30 am
* Second Break:	1:00 pm - 1:45 pm
* End of school day:	3:00 pm

SCHOOL DISCOS

School discos are a great fun and raise money for the school. 4:00 - 5:30pm for prep – year 3 and 6:00pm – 7:30pm for years 4-6.



Appropriate behaviour is a pre-requisite for students to be invited to participate in the discos. Students must wear shoes and appropriate clothing.

Students must be met by a Parent / Carer at the conclusion of each disco, at the entrance to the school hall

EARLY DEPARTURES

Parents/Carers who need their children to leave school early should make prior arrangements either personally or in writing. The authorised collecting adult must sign the Early Departures Register at the school office.

ENROLMENTS

From 2012 the Preparatory Year will be the first year of school for a child. Children enrolling in Prep must turn 5 by June 30 of the year they start in Prep.

Education Queensland requires parents / carers to complete a detailed enrolment form before the student can attend school and when enrolling in prep a Birth Certificate must be provided before enrolment is accepted.

Please telephone the school administration to arrange an enrolment interview.

Details of parents / carers and emergency contact personnel (3 names if possible) are required e.g. address, telephone, mobile numbers. The name of a doctor and contact details and Medicare number are also required.

EXCURSIONS & EXTRA CURRICULA ACTIVITIES

All students will be invited to participate in excursions and extra curricula activities at various times throughout the year. Excursions are an integral part of school life and geared towards enhancing student's learning experiences. Appropriate behaviour is a pre-requisite for students to be invited to participate in these activities.

Parents / Carers will be given early notification in writing, of forth-coming excursions and activities.

FREE DRESS DAYS

Free Dress Days are usually held on a day in the last week of each term as advertised.

Students are able to wear free

dress and bring a gold coin donation. Clothing must be appropriate and in the interests of sun safety i.e. no strappy or singlet tops, tank tops or controversially illustrated T shirts. Shoes must be worn.

Donations collected go to the purchase of resources for student use or 'point in time' charities e.g. Steve Irwin's Wildlife Warriors, Premier's Flood Appeal, Plan Sponsor child or other current local or world wide appeals.

GUIDANCE OFFICER

The school Guidance Officer visits weekly on Thursday. The Guidance Officer assesses children who are experiencing educational difficulties and/or problems of emotional or behavioural adjustment. The Guidance Officer meets with teaching staff and arranges appointments with Parents / Carers. If you require assistance or wish to make contact, please see your child's teacher, the Principal or telephone the school Administration Office to make an appointment.

HOT WEATHER PROCEDURES

An announcement is made to advise students and staff of Hot Weather Procedures.

- All students and staff members are reminded to drink water regularly.
- Students are to remain under buildings before school.
- Students are to remain under buildings during play times. Books, board games, cards, etc can be borrowed from classrooms to play with under the buildings.
- Classes may work outside in a shady area if cooler than in the classroom, access air conditioned areas of the school, or access the school pool, keeping in mind time of day and sun safety.
- Students will be asked to take lunch boxes and/or drink bottles from port racks into the classroom.

HOMEWORK

Teachers will discuss homework procedures with students early in Term 1.

Please show an interest in your child's home studies and in other work done at school. Talk about your child's school work and encourage efforts made. Your participation is of great



importance and will assist in the development of positive and confident study habits and attitudes.

SPORTS HOUSES

House teams for sports and general competitions are organised. Once enrolled, your child is placed in one of these three houses:

- Moreton - yellow
- Stradbroke - red
- Bribie – blue

INTERNET ACCESS FOR STUDENTS

The use of school computers and internet access is for educational purposes.

Students and their Parents/Carers sign an **Internet Access Agreement Form** stating that s/he will not look for or send anything that is illegal, dangerous or offensive.

Students also agree:

- that they will notify their teacher immediately if they come across offensive pictures or information on the computer screen.
- to not use the internet or email to harass or offend anyone else.
- to not reveal email or home addresses or phone numbers - personal and those of others.

School office staff provide teachers annually with a list of students whose Parents / Carers have granted permission for internet access at school.

INTERVIEWS WITH PARENTS / CARERS

Parents / Carers requiring an interview with a teacher are encouraged to enquire beforehand as to a time suitable to both teacher and Parent / Carer.

As far as possible, such interviews should not be conducted when teachers are teaching a class.

Parents/Carers are asked to contact the administration office to leave a message for the class teacher.

Interviews are an excellent means of improving Parent/Teacher /Student relationships and understanding.

Parents/Carers will be invited twice annually, in Terms One and Three to formally meet to discuss the student's progress and ongoing learning goals. Parents have the opportunity to indicate a preferred time for an interview on a note sent home by the class teacher.

LEARNING AND BEHAVIOUR SUPPORT

From the time your child starts at school their class teacher will be closely monitoring their learning and development. At times children may need support with their learning or behaviour and we have access to a number of specialist teachers to assist with this. Referrals can be made to our Learning Support Teacher, Guidance office or Speech Language Pathologist should there be a need to assist with learning problems or extension / enrichment programs. Children with disabilities are supported by the staff in our Special Education Program. We are also able to access support for behaviour concerns. Information can also be provided to parents on a range of services available to them which are outside the school e.g. Triple P Parenting Program, MYCP (Managing Young Children program), Child Development Unit etc.

If you have any concerns or questions about your child's progress at school please contact your class teacher.

LIBRARY

The Library is located in a new, air-conditioned, purpose-built centre. The centre includes a large area for classes, a reading corner, a hub of computers for student use, two interactive whiteboard areas, a room for teacher resources and a planning/meeting room.

The Library is open daily for student borrowing and activities in the second break and after school on Monday to Thursday afternoons until 3:30 pm.

Prep - Year 1 students may borrow one book at a time.

Years 2 - 6 students may borrow 2 resources at a time.

Staff liaise with the Teacher-Librarian to arrange class time and use of the library for



class borrowing, cooperative teaching, and resource access.

Students in Years 6 can volunteer to work as a Library Monitor. The students volunteer to work one day per week during lunchtimes. They assist with the lunchtime activities, shelving and processing loans.

Parents / Carers are welcome to visit the library to assist their children in selecting resources.

LIBRARY BAG

Students in Prep – Year 3 require a library bag in order to borrow resources from the school library. The purpose of this bag is to protect the library book(s) and resources during transit to and from school.

Please ensure that your child's name is displayed prominently on the bag.

LOST PROPERTY

PLEASE MARK ALL ITEMS OF CLOTHING, INCLUDING HATS, AND STUDENT EQUIPMENT WITH YOUR CHILD'S NAME AND FAMILY NAME.

Lost property is put out outside the bottom of stairs of the art room on Fridays.

MEDICAL EXCLUSIONS FROM SCHOOL

Education Queensland outlines regulations regarding student exclusion from attendance at school because of infectious/ contagious diseases.

Chicken Pox: Exclude for at least 5 days AND until all blisters have dried.

Conjunctivitis: Exclude until discharge from eyes has ceased.

Diarrhoea: Exclude until diarrhoea has ceased.

Rubella (German measles): Exclude until fully recovered or for at least four days after the onset of the rash.

Impetigo (School Sores): Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.

Ringworm, Scabies: Re-admit the day after appropriate treatment has commenced.

Measles: Exclude for at least four days after onset of rash.

Please note: Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of the appearance of rash in the last case identified. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case they may return to school.

Mumps: Exclude for nine days or until swelling goes down (whichever is sooner).

Streptococcal Infection (including Scarlet Fever): Exclude until the child has received antibiotic treatment for at least 24 hours and the person feels well.

Whooping Cough: Exclude the child for 5 days after starting antibiotic treatment.

Please note: Exclude unimmunised household contacts less than 7 years for 14 days after the last exposure to infection or until they have taken five days of a 10 day course of antibiotics. (Exclude close child care contacts until they have commenced antibiotics).

ADMINISTERING MEDICATION AT SCHOOL

The following information has been taken from Education Queensland's Policy and Procedures for the Administration of Routine and Emergency Medication.

'This procedure applies to medication prescribed by a medical practitioner, and which is considered essential to be administered at school for a student to achieve optimum health and to participate fully in school life.'

'School staff can assist a student with medication under the carer provisions of the Health Regulation (1996) provided that a written request is received from the student's parent/caregiver and that the medication includes an original pharmacy label detailing the name of the person authorised to take the medication, dosage, time to be taken and medical practitioner's name. Staff must



follow the directions on the original label attached to the medication container.'

'The administration of over-the-counter medications, including analgesics and homeopathic medications, are subject to the same accountabilities as prescription medications. However, as many over-the-counter medications will not have an original pharmacy label detailing the name of the person authorised to take the medication, dosage, time to be taken and medical practitioner's name, a letter from a medical practitioner will need to be provided to authorise administration of this medication.'

If staff members are required to administer medication a form giving us permission to do so will need to be completed at the office. Medication is to be kept in the office.

MOBILE PHONES & ELECTRONIC DEVICES

Following Education Queensland guidelines the school does not encourage nor take responsibility for mobile phones, MP3 players, iPods etc at school.

Should a student bring a mobile phone or electronic device to school it must be turned off and stored at the school office on arrival at school. An application form is to be completed by parents / carers if there is a valid reason for a student to have an electronic device at school.

Students must not use phones to take or transmit pictures of other students or to send offensive text messages to other students. Appropriate action will be taken against any student who photographs or films other individuals without their consent or who sends harassing or threatening messages.

It is the student's responsibility to collect his/her mobile phone from the office at the end of the school day.

MONEY COLLECTIONS

Your child will, at various times during the year, bring money for payments to school. Correct money should be placed in an envelope, or the school's pre-printed envelope, and taken to the locked collections box in the school office before the commencement of the school day.

Once money has been processed a receipt is sent home with your child.

Please ensure that the student's name, class, the name of the activity, and total amount enclosed is written clearly on the envelope.

Payments by EFTPOS can be made in person at the school office, via telephone or completing a Credit Card Details Form, available from the office.

No money is left on school property overnight.

MUSIC (Instrumental and Choral)

Our school is involved in instrumental and class Music Programs. Students apply to be part of the Instrumental Music program and successful applicants can receive instruction in Strings from Year 3, and Brass, Woodwind and Percussion from Years 4 or 5.

Year Prep - 6 students are able to participate in Choir and rehearsals are on Thursdays at 2nd break in the music room. Students interested are able to join but must adhere to the set expectations of student's behaviour and effort. Parents will need to sign a permission form.

NEWSLETTER

A school newsletter is forwarded fortnightly on Thursday, by email. The newsletter is also placed on the school website: www.geebungss.eq.edu.au.

Please download the free app called QSchools where parents can access information such as school events, news items, and copies of letters and documents that have been sent home.

OUTSIDE SCHOOL HOURS CARE

Telephone: 3865 8971 or 0451 143 308

During the school term Outside School Hours Care operates at the following times:

Before School Care: Monday to Friday 7:00 – 9:00 am

After School Care: Monday to Friday, 3.00 – 6:00 pm.

Vacation Care: Monday to Friday, from 7:00 am – 6:00 pm during each vacation period.



The services are closed on weekends, public holidays, Show Holiday, and for two weeks during the Christmas/ New Year period.

The School office or OSHC staff provide a "Family Handbook" that outlines fees, procedures and information.

P & C ASSOCIATION

Our school is most fortunate in having a very active P & C Association providing support for the many needs of the school. We are proud of the work which has been done by many people in a number of sub-committees of the P & C Association.

The P & C Association meets on the second Tuesday of each month in the Library from 7:00 pm. We encourage your support of the P & C during the school year.

PARKING

There is no provision in the school grounds for parents/carers to park on a long term basis. Our main car park, on the northern end of the school grounds, is for staff car parking and is **not** to be used as a "drop off" or "pick up" area for students. Parents/Carers may wish to use the lower car park, below the Hall, for "picking up" or "setting down".

Refer also: **Stop- Drop- Go**

Queensland Transport requires driving around schools to be 40 km/ hour. Please drive carefully when entering or leaving school grounds.

PERSONAL POSSESSIONS

Students are requested to leave personal possessions e.g. toys, including trading cards, sporting equipment, electronic equipment etc, at home please. This request safeguards against personal possessions being lost, stolen or broken. Please note, sporting equipment is assigned to classes for students to borrow at break times.

PHOTOGRAPHS

Parents / Carers are asked annually to provide permission for their child to participate in photographic, audiovisual and recording activities associated with class teaching and learning activities and school activities which may be published in school and class newsletters, school photos, local papers, school promotion or on the

school website. Parents / Carers are informed of the purpose for which the photographs are being taken.

Parents / Carers grant or do not grant permission for the child's work to be published and the child's name to be used in conjunction with photographs taken by the school and with media coverage of school events.

Please note the following photographs which are taken annually:

- Class photos.
- A group photo of all Year 6 students with their class teachers.
- A group photo of student leaders with the Principal and Deputy Principal.

Parents / Carers may request that their child / children are not included in or photographed during school activities eg class photos, sporting activities or other school related activities. Parents are requested to refrain from taking photographs of students during these activities.

This request must be respected by other members of the school community.

RELIGIOUS INSTRUCTION (RI)

Religious instruction (RI) is offered at the school and is conducted on Monday afternoons for 30 minute lessons.

The faith groups that provide religious instructors to deliver an authorised program are listed below:

Arrangements for programs	Participating faith group/s	Name of authorised program
Cooperative program	<ul style="list-style-type: none"> • Placed, a Wesleyan Methodist Church • Wavell Heights Christian Chapel 	<ul style="list-style-type: none"> • Connect (by Christian Education Publications)

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



Note: This information remains operational unless the parent informs the school otherwise in writing.

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

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

REPORTING TO PARENTS/CAREGIVERS

Class Information Evenings are held early in Term One to provide Parents / Carers with the opportunity to meet the student's class teacher and to find out about class routines and student learning overviews.

Individual Parent / Carer and teacher interviews are offered twice each year in Terms One and Three. Parents / Carers may also request an interview during the term by phoning the Administration Office to leave a message for the class teacher so a suitable time can be arranged.

Written Student Progress Reports will be forwarded to students, Parents / Carers at the end of Terms Two and Four.

SAFETY PROCEDURES

Staff, visitors to the school and volunteers are asked to wear an identification badge or sticker at all times.

Students are not released to anyone during the school day unless authority has been received from the Parents / Carers by the office. Identification can be requested if the person collecting a child is not known to office or teaching staff.

SCHOOL HEALTH SERVICES & DENTAL CLINIC

Qualified Dental staff from the Department of Health examine Prep –Year 6 students and other children referred during the course of the school year.

Dental staff visit our school each year, and all children qualify for free dental treatment.

SCHOOL WATCH

Our school encourages parents and members of the community to keep an eye on the school. If you notice any suspicious activity that is likely to result in damage to our school please telephone:

SCHOOL WATCH 13 1788

SPECIAL EDUCATION PROGRAM

A Special Education Program (SEP) supports students with special needs, specifically students with Intellectual Impairment, Autistic Spectrum Disorder or Speech Language Impairment.

Each student has an Individual Curriculum Plan (ICP) that is delivered in the classroom, the SEP and through programs on campus. Parents / Carers are involved in the development of the ICP. Geebung State School follows an inclusive model.

SPECIALIST TEACHERS

Our school has the services of the following Specialist Teachers who conduct lessons for students each week – Physical Education, Teacher Librarian, Music and LOTE (Languages Other Than English - Japanese). Currently LOTE is taught in Years 5,6 and 7.

SPORT AND PHYSICAL EDUCATION

Every Friday, our students participate in a school-wide sporting program that focuses on skill development and game play. Each term, students choose the activity that they would like to participate in, such as: soccer, netball, basketball, water polo, CrossFit Kids, Dance and many more.

During Semester 1, in Physical Education, students focus on the development of swimming and athletics skills in preparation for the school Swimming and Athletics Carnivals. The Swimming Carnival is held in Term 4, while the date of the athletics carnival is dependent upon the state championships. For the remainder of the year, PE lessons focus on the Teaching Games for Understanding (TGfU) approach where students learn a variety of skills through participation in a wide variety of modified games. In the early years, particular focus is placed upon the development of fundamental



movement skills. Prep students participate in a Perceptual Motor Program (PMP) to help develop their gross motor skills.

All students who show interest and/or potential in particular sporting activities will be nominated through the school to participate in District Trials which may result in their selection in the Bramble Bay District Team. We also support student nominations in Metropolitan Regional teams.

Classes are provided with kits of sporting equipment. This is for students to use during daily break times. It is not necessary for students to bring sporting equipment from home.

STOP! DROP! GO! ZONE

In front of the school hall is a turning circle where students can be dropped off and collected.

This is a 'Stop! Drop! Go!' zone at all times. Parents are requested to not leave their car unattended or park in this area at any time.

To maintain the flow of traffic, if a student has not arrived, please continue out of the school grounds and enter again. For safety reasons there is no right hand turn out of the school grounds from this entrance onto Newman Road from 3.00 - 3.30pm.

STUDENT LEADERS PROGRAM

Students in Year 5 are invited to participate in a Leadership Program designed to prepare them to be School Leaders while in Year 6.

To be eligible to apply for a leadership position in Year 6 students are required to nominate themselves for the Leadership positions they are interested in. Students are then supported in their nomination by a staff member and their Parents / Carers. Teachers report on the student's demonstration of leadership skills which includes:

- adherence to school rules
- responsibility and initiative
- communication and people skills
- personal presentation
- commitment and participation in school activities
- attendance at school
- community service.

Towards the end of each year Years 4 - 5 students vote to short list the School Leader nominations for the following year. The short listed students are then interviewed by a panel comprising the Principal, Deputy Principal, a Teacher Representative and the P and C President. The selection of student leaders is made by the panel with the Principal having a casting vote if necessary.

School, Sport, Cultural Captains and School Vice Captains are presented with their Student Leader badges during Assembly early in the school year.

The Principal or Deputy Principal may terminate a student's role as a student leader at any time where a student fails to carry out the leadership and school responsibilities in a satisfactory manner.

SWIMMING

Swimming instruction in our swimming pool is undertaken in Terms 1 and 4 annually. Classes are timetabled for lessons which are conducted by our Specialist Physical Education Teacher.

Swimming is part of the curriculum and therefore all students are expected to participate. Children must have valid medical reasons if not participating. This must be supported by a note from parents/carers.

Please ensure that swimming togs, sun-safe shirt, towels and swimming caps are all named. All children must wear a swimming cap. Please send all of the above in a separate waterproof bag.

PLEASE NOTE: From 2008 it is mandatory for students attending Education Queensland schools to wear a sun shirt / T shirt when swimming for school activities.

To protect your child against skin cancer, sunscreen should be applied before school (preferably at home) and again during the day.

SWIMMING CLUB

Geebung State School Amateur Swimming Club is a sub-committee of our P & C Association. The Club conducts swimming lessons, ranging from beginners to squad. Further information can be obtained from our school office.



Club nights are held each Friday night during the season.

MULTI PURPOSE COURT HIRE

School multi-purpose courts are available for hire. Please contact 3623 8777 for information and bookings.

TRANSFERS

When children are transferring from the school, early notice in writing or a telephone call is appreciated so that the necessary transfer form can be completed and other information can be drawn up for the next school.

It would be appreciated if all library books are returned prior to transferring.

TRAIN TRAVEL

Some students travel by train to school each day. Class excursions may also involve students travelling by train to venues.

We remind students of the following information from Queensland Rail:

- Trains travel very fast and take a long time to stop.
- Do not go onto tracks.
- Do not play on station platforms.
- Stand behind the yellow line when waiting for a train. **Remember: Behind the line is fine!**

TUCKSHOP

The tuckshop operates 3 days a week, Wednesday to Friday and provides a range of healthy foods and drinks for first and second breaks.

Orders can be placed online at www.ouronlinecanteen.com.au or by writing the required items on a brown paper bag and leaving in the collection box with payment at the tuckshop. The tuckshop can provide bags at a cost of 10c per bag. Please also write the student's name, class and which break it is for (first or second) on the bag. Students may purchase other items at both breaks after eating time has ended and the teacher on duty has let the class leave their eating area.

Payment can be made online, by cash or eftpos. Our eftpos facility has a \$10 minimum.

The current tuckshop menu is available from the tuckshop, the school office, or on the school website.

UNIFORMS

Students are encouraged to wear the school uniform on a daily basis. Our school uniforms are available from the Geebung State School Uniform Shop (open on Wednesdays 8:15am to 9:15am). The formal check uniform is also available from:

- Lowes at Chermside Shopping Centre
Phone: 3350 6460

The School Dress Code is supported by the P&C Association and recommended through the school's Responsible Behaviour Plan. A copy of the code can be obtained from the office or on the school's website.

Second Hand Uniforms

Second hand uniforms are sold through the Geebung State School Uniform Shop on a commission basis, located under A Block and beside the P&C Office. Opening hours are 8:15am to 9:15am every Wednesday.

Hats and Sunscreen

Children must wear a broad brimmed hat, bucket hat or a legionnaires hat when outside at school. Caps are not permitted.

Parents / Carers are responsible for providing a hat/s for their child/ren.

The school endorses and reinforces the **'No Hat! No Play!'** rule.

Students without a hat may access the school library or play quiet games under the buildings at break times.

It is recommended that sunscreen is applied before students leave home each day. Staff advise students to reapply sunscreen before going outside. Sunscreen is to be provided by parents / carers.

Footwear

Students are encouraged to wear black



enclosed shoes or joggers. For safety reasons sandals are not recommended and thongs are not permitted.

The school endorses and reinforces the **'No Shoes! No Play!'** rule.

Jewellery

Students are not permitted to wear certain jewellery to school. Students may choose to wear a watch. Students are able to wear a medical alert bracelet or necklace if appropriate.

Sleeper earrings, rings, necklaces and bangles should not be worn. Stud earrings are recommended for pierced ears.

Please note that we endorse a no jewellery rule in the interests of safety. The school will not accept responsibility for lost jewellery or injury caused by jewellery.

Make Up

It is unnecessary for students to wear make-up of any kind at school, while in school uniform or involved in any school related activity.

VISITOR/VOLUNTEER REGISTER

Staff encourage the involvement of parent and community volunteers in the classroom and at school events and activities.

Volunteers and Visitors are asked to wear an identification badge / sticker at all times when working in the school, and are required to sign the register at the office on arrival and when departing the school. This is a Workplace Health and Safety requirement.

Volunteers may be required to hold a current Blue Card. Please contact the office for further information.

VOLUNTARY CONTRIBUTIONS

The Voluntary Contribution is \$10 per term / \$40 per year per student and is used to purchase student learning items for classroom use to support learning programs and is included in the school budgeting process.

We appreciate the P and C Association's support of the Voluntary Contribution Scheme.

WEBSITE

The Geebung State School website is:
www.geebungss.eq.edu.au.

