Eungella State School

PARENT HANDBOOK

2014
Welcome to Eungella State School.

The purpose of this booklet is to inform parents of activities, facilities, procedures and services here at Eungella State School. Further information is available on the School website at www.eungelllass.eq.edu.au

Please take the time to read it and keep it handy for future reference. If there is any topic which requires further clarification or a topic you feel needs to be discussed which is not dealt with in this booklet, please do not hesitate to contact the school.

This school welcomes your support and interest. We will try to do the best for your child’s development, and this is best achieved through a team approach so we look forward to a positive working partnership with you for the benefit of your child and others too.

Sue Vonthien
Principal
EUNGELLA STATE SCHOOL

Eungella State School has two permanent classroom teachers and another teacher visiting for one day a week. The classes are arranged as Prep to 3 and 4 to 7.

Physical Education, Arts, LOTE (Japanese), Learning Support and Special Needs teachers visit the school each week with regular visits from the Speech Language Pathologist. A Guidance Officer is available on request. Four Teacher Aides and an Administrative Officer are employed by the School, as well as a permanent cleaner, and a casual Groundscare person. Religious Education is provided weekly and a Chaplain visits the school each week as well. Two school buses service the area, one from Dalrymple Heights and the other from Crediton. Parents and community members are involved on a voluntary basis in the life of the school. The educational activities of the school are also enhanced by visitors such as sports representatives, artists and cultural performers.

Learning takes place in a friendly and supportive environment. Children are encouraged to try their best in whatever they undertake – whether academic, sporting or cultural. By developing a positive school spirit, children become proud of their school and their achievements.

In 2011 the school became a Stephanie Alexander school. In this program, children grow, harvest, prepare and share delicious healthy food at school. Eungella State School is a healthy school and students are encouraged to drink water and bring healthy foods for lunches. Eungella students are active and energetic and enjoy their sport and play time.

In endeavouring to be “environmentally friendly”, Eungella State School takes a responsible attitude to rubbish. Students re-use waste paper, recycle cans, compost scraps and waste paper and use the yellow lid recycle bins as much as possible. A bank of solar panels is in operation.

The school was recognised with a North Queensland Green and Healthy School Award in 2006 and 2007. In 2008 it was the Regional Green & Healthy School as well as receiving the Queensland Young Legends Award in the Tidy Towns Competition. The school received the regional Waterwise, Low Carbon and Thinking Caps awards in 2009.

Eungella State School has a bank of African djembe drums which enables students to experience the pleasures of performance through drumming and dancing workshops and presentations. The whole school goes on camp every year and every second year, the 6/7 children are able to go on the Sydney/Canberra trip. In 2014, this will be offered to Year 5, 6 and 7.

Eungella State School endeavours to play a significant role in the community. Students assist in producing the community newsletter, The Eungella Regulla, which is distributed freely, through the contribution of advertisers, to the whole community.

Classrooms are air-conditioned with the option of heating in winter. A multi-purpose hall provides students with a dry area during the wet season for eating, playing and sports. It also provides a performance venue for the school and the community. Every second the school produces a whole school musical which includes every child. The
ratio of computers is one to three students. Interactive Whiteboards are used to aid learning in each classroom.

**SCHOOL HOURS**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>9.00am</td>
<td>School commences</td>
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<tr>
<td>11.00am – 11.40am</td>
<td>First Break</td>
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<tr>
<td>1.10pm – 1.30pm</td>
<td>Second Break</td>
</tr>
<tr>
<td>3.00pm</td>
<td>School concludes</td>
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**ENROLMENTS**

Families enrolling in 2014 will receive an Enrolment Package which outlines various responsibilities relating to their child’s enrolment. Documentary evidence of the date of birth is required. Birth certificates/extracts are most appropriate. Other forms are also distributed at the time of enrolling a student. Prep students who are enrolling must be born between 1st July 2008 and 30 June 2009, that is, a child must turn five before June 2014.

**COSTS**

So that money does not have to be collected for various activities during the year, parents are asked to pay $30 per child, per term to cover additional expenses such as:-

- Transport to excursions and activities
- A contribution to camp costs
- Swimming & other sporting activities
- End of Semester Activity
- PE levy
- School Representative Days

**This amount does not cover items such as:-**

- Special Workshops eg. Gifted & Talented arts/drama sessions
- Tuckshop
- All camp costs
- Uniforms
- Participation in Free Dress Days
- Fundraising drives eg. Lamington, Peach Ball etc.
- Class or individual photos

The levy is voluntary and parents may elect to pay for each activity as it occurs. Parents will be asked to sign an acceptance of the offer form.

We ask parents to pay this levy by the second week of each term so that:-

- Parents don’t have to continually find the funds throughout the term
- So that our administration load is lessened

Reimbursements can be made if a child is transferring out of school.

**SCHOOL UNIFORMS AND STUDENT DRESS CODE**

The wearing of the school uniform gives our students a sense of pride and identity. It is expected that students will display neatness, cleanliness and good grooming.
Eungella State School is a sun-safe school and all clothes worn to school, travelling to and from school and when on school activities, need to comply with sun safe standards, unless otherwise approved by the school.

The school uniform is a collared, gold and blue, UV approved, polyester shirt with the school logo printed on the front. Girls are to wear a royal blue wraparound skirt, skorts or shorts. The boys are to wear royal blue polyester/viscose (rayon) or cotton shorts. The school hat is a bucket hat with a brim measuring 6.5cm, Royal Blue in colour. Students must wear closed in shoes. On cooler days, students can wear the school zip-up warm up jacket or tracksuit pants and jumper in the school colours.

Students must wear a broad brimmed hat to play outside.

Hair is to be well groomed with long hair to be kept tidy and tied back from the face.

Jewellery: The wearing of jewellery, in particular earrings, bracelets and neck chains, is restricted by safety concerns as directed by the school staff. Students are encouraged to leave precious jewellery at home for safe-keeping.

Purchase of uniforms:-
Shirts, zip-up jackets and hats are available at the school.
Shorts, skirts and track suits are available at any retail outlet in Mackay.
Skorts are usually home made.

A second hand box of clothing is also available for parents to purchase some uniform items at a reduced price.

ABSENCES
Parents are asked to notify the school of a child’s absence either with a note, phone, email or in person, giving the reason for the child’s absence. The school is required by law to record the absence and reason. If a student has a planned absence of more than 10 days, parents need to make application to the Principal for leave for their child.

TRANSFER OF PUPILS
When a child leaves the school, the next school at which they enrol will request a transfer.

ARRIVALS
Students are to arrive at school no earlier than 8.30am because there is no adult supervision or first aid attendant.
On arrival between (8.30am & 8.45am), the students are to put their bags outside of their classroom and come to the Library to be supervised by the teacher on duty.

If there is a reason for an occasional early arrival (between 8.00am & 8.30am), parents must pre-arrange this with the Principal. On arrival between 8.00am & 8.30am, the students will be instructed to stay in Library.

COMMUNICATION

“The Eungella Regulla” is published by the students and staff of the school each fortnight and sent to all householders in the area. The Regulla nearly always is published on Wednesday and sent home on Thursdays.

The Regulla contains information concerning the school and community. Businesses and individuals can advertise in it with current costs being available from the school. Written contributions can be made by community groups and individuals at no cost, although the Principal will have the final ‘say’ of what is included in the Regulla.

This Week at Eungella School is sent home on Mondays. It will contain specific information necessary for the week ahead. Parents are encouraged to ask for this note each Monday. Any unexpected notes coming home on other days will be printed on fluoro coloured paper.

CONCERNS

Students are asked to let a staff member know if they have concerns about any issues at school. Parents are asked to discuss concerns about their child with the child’s teacher. Should the issue be unresolved, or should the concern be about the school generally, it is requested that the Principal be contacted to find a solution.

HOMEWORK

Homework is given to students weekly and parents are asked to ensure that children complete this work to support their classroom learning. Each week homework is issued on Tuesday and collected on Monday. Homework Club is available on Tuesday afternoon from 3pm to 4pm for children needing assistance. Homework should take between 20 min to 30 min per night to be completed, with an extra 10 min for reading. If parents have any concerns, they should speak to the class teacher.

RESPONSIBLE BEHAVIOUR

The school has a Responsible Behaviour Plan for Students which outlines strategies used to promote a positive, happy learning environment. Included in it are the steps used for
dealing with inappropriate behaviours. Families are encouraged to look at it on the website or request a copy if they wish.

**ACCIDENTS**

In the case of a serious accident or sudden severe illness, the Queensland Ambulance Service will be contacted to transport children to the hospital or doctor. If you wish to make alternate arrangements, please advise the school principal. Parents will be contacted as soon as possible.

In the case of a minor accident, first aid will be administered, by the Teachers or Teacher Aides. In those cases of a more serious nature, but not requiring the Ambulance, first aid will be administered and parents will be advised as soon as possible, as circumstances warrant.

**FIRE DRILLS**

**LOCK DOWNS**

These are held at least once per term. All staff members and children need to be aware of the evacuation procedures in case of a real emergency.

The signal for a fire drill or fire alarm is the continual sounding of an air horn. The signal for lock down is three short blasts of the horn.

**STUDENT REPORT CARDS**

Student Progress Reports are forwarded to parents at the end of each Semester (June & December). Parents are encouraged to discuss their child’s progress with his/her teacher if any concerns or explanations are required. Parents are welcome to make an appointment to see their child’s teacher any time throughout the school year.

**SPORT**

Interested children in Years 4 to 7 must train for six weeks in order to participate in the inter school Cross Country Trials which are usually held in Term 1.

The Athletics Carnival is usually held in Term 3. All children are encouraged to train and compete in this Carnival where the emphasis is on participation. Parents are encouraged to assist with training of children in developing their sporting and athletic skills and to foster a positive attitude towards competition.

Children are also invited to take part in trials for a Pioneer Valley team to go onto selection for Mackay and Capricornia representation.

Eungella State School children participate in swimming lessons at the Mirani Pool. Each year we receive a grant to assist with meeting the cost of this activity. This grant does not cover the full cost of transport & pool admission, so an amount needs to be deducted from the School Activities Levy that parents pay,
to help cover this expense. As swimming is a component of
our curriculum, all children are expected to attend.
Those children who cannot participate in the lesson for health
reasons, are still required to accompany the swimmers to the
pool so they can listen to and observe the instructions and the
usual amount will still be deducted from children's levy. A
note is requested from a parent to explain why a child is unable
to swim.

SCHOOL LEADERS
All of our Year 6/7 students, who meet specified criteria for
behaviour, will be awarded a School Leader badge early in the
year. The role of a School Leader involves sharing the tasks a
School Captain might be responsible for eg. being a positive
role model, presenting speeches, welcoming visitors.

GRADUATION
Each year, Year 7 Graduation Dinner has been held for Year 7
students, parents and school staff. These arrangements are
negotiated early Term 4.

GUIDANCE AND SPECIAL EDUCATION
A fully qualified Guidance Officer is available to visit this
school upon request and give assistance to children in need of
guidance or special remedial help. Referrals for Intellectual
Assessments are made to the Officer only after parental
consent has been given. When appointments are made for
children, it is the practice to make appointments also for the
parents. Parents are urged, in the interest of their children, to
make every endeavour to keep these appointments. Referrals
to the G.O. can also occur for behaviour concerns.

SPECIALIST TEACHERS
Physical Education and The Arts teacher come to the school
each week. A Learning Support Teacher works at the school
for half a day a week. If allocated, a Special Needs teacher
visits the school weekly.
A LOTE (Japanese) Teacher visits to conduct lessons with our
children. Children have introductory LOTE from Prep to Year
5 with extensive study being undertaken in Year 6 and 7.

BUS RULES & CONSEQUENCES
Rules
- Respect other people and property.
- Wait for the bus in an orderly manner.
- Whilst on the bus, conduct yourself in an orderly manner.
- Use designated stops.
- When alighting from the bus, do so in an orderly manner.
- In case of an emergency or a breakdown, follow the driver’s
directions.
Consequences
If a student does not abide by the Code of Conduct for School Students Travelling on Buses, action may be taken. This may range from a caution, to refusal of travel, dependent on a number of factors including:
- The seriousness of the breach;
- Whether the student has previously been cautioned or reprimanded for the breach; and
- The student’s age.

CONVEYANCE ALLOWANCE
Financial assistance may be available to parents who use their private motor vehicle to convey their children more than 3.2km (by the shortest trafficable route) to the school bus or to school. Enquiries can be made at the school.

CONVEYANCE COMMITTEES
The objective of the Committees shall be to institute and supervise the local school transport services, subject to such legislation and to such policies and procedures of the Queensland Government as may, from time to time, apply to school transport. Any concerns about the operation of either the Crediton or Dalrymple bus, should be directed to the appropriate conveyance committee and not the principal. The principal and the bus drivers however have made an agreement that the school will initiate Behaviour Management level warnings if children misbehave seriously on the bus.

If a bus is later than 3.15pm leaving the school in the afternoon, the school staff will make all attempts to notify parents by initiating a ring-around.

HEAD LICE
Parents are asked to check children’s hair regularly (preferably weekly) and treat head lice promptly. If head lice are found in a child’s hair at school, the parents will be notified immediately, so the child can be collected from school and appropriate treatment given before the child returns. If parents notice their child has head lice, the school needs to be informed so that we can distribute a reminder to other parents to check their children’s hair.

ILLNESSES
In the event of a child becoming too ill to remain at school, in the interest of the child’s comfort and safety, and to minimise risk of infection to other children, every endeavour is made to get the child home. To do this, it is necessary to contact one of the parents or another nominated emergency contact person so that arrangements can be made. Unfortunately, the school cannot assist in transporting children home.
INFECTIOUS DISEASES

Pupils who are unwell should not attend school. The following guidelines have been drawn up by the National and Medical Research Council on the premise that pupils who have been ill with an infectious disease will not return to school until they have fully recovered.

The only exception to this rule is that pupils with certain skin diseases may return once appropriate treatment has commenced. It is a dangerous practice to deliberately expose healthy children to a child suffering from an infectious disease and it is inconsiderate and unhealthy to send an ill child to school before complete recovery.

The following guidelines can give only a general guide to parents – in most cases it would be wise to consult the family doctor.

**Chicken Pox**
Exclude at least 5 days after appearance of rash unless heavily scabbed.

**Conjunctivitis**
Exclude until discharge from eyes has ceased.

**Diarrhoea**
Exclude until diarrhoea has stopped.

**Diphtheria**
Readmit after receipt of a medical certificate certifying recovery from infection.

**Glandular Fever**
Pupil should return on doctor’s advice.

**Hand, Foot and Mouth Disease**
Exclude until all blisters have dried.

**HIB (Haemophilus influenza type b)**
Exclude until medical certificate of recovery is received.

**Hepatitis A**
Exclude until a medical certificate of recovery is received, but not before seven days after the jaundice or illness started.

**Hepatitis B & C**
Exclusion not necessary.

**Herpes (Cold Sores)**
Exclude if child cannot comply with good hygiene practices while sores are weeping. (Sores should be covered with a dressing where possible.)

**HIV/AIDS Virus**
Exclusion not necessary, unless child has a secondary infection, which requires exclusion in its own right.

**Impetigo (School Sores)**
Exclude until proper treatment has started. (Sores on exposed skin should be covered with a watertight dressing.)

**Influenza**
Exclude until well.

**Measles**
Exclude at least 4 days after rash has started.

**Meningitis (viral)**
Exclude until well.
**Meningococcal Infection**
Exclude until carrier eradication antibiotic course is completed.

**Mumps**
Exclude for nine days or until swelling goes down.

**Rubella**
Exclude until fully recovered.

**Parvovirus**
Exclusion not necessary.

**Ringworm, Scabies, Pediculosis, Trachoma**
Exclude until day after proper treatment started.

**Rubella (German Measles)**
Exclude until fully recovered or for at least four days after the rash started.

**Streptococcal Infection**
Exclude until child has received antibiotic treatment for at least 24 hours and feels well.

**Typhoid Fever**
Exclude until a medical certificate of recovery is received.

**Whooping Cough**
Exclude for 21 days from onset or until child has taken five days of a 10 day course of antibiotics.

**MEDICATION**
Should a student be prescribed by their medical practitioner, to take medication while at school, Education Queensland’s regulations with respect to this matter state:

1. The parent or guardian must in the first instance, make a written request to the principal of the school.
2. The student medication, with the original pharmacist’s written instructions on the container, need to indicate the person authorised to take the medication, specific times at which medication is to be administered, as well as the quantity of medication to be administered and the medical practitioner’s name.
3. Administering of that medication, will be carried out by a staff member, designated by the principal.
4. **Non-prescribed medications should not be brought to school and will not be administered by school staff** unless they are displaying an original pharmacist’s written instructions on the container as described above. Alternatively, parents may provide a letter from a medical practitioner stating the same.
5. All medicines must be handed to a member of staff with the exception of children who need to carry their asthma medication. Parents need to provide written notification of this.

**SCHOOL HEALTH SERVICES**
If parents would like their child’s hearing, vision or speech to be assessed, they need to contact Mackay Child Health on 49 683 863.

The School Dental Clinic is available at Victoria Park School on 49 514 745.
P&C ASSOCIATION

Parents of children attending the Eungella State School and any other persons of, or above the age of 18 years, interested in the welfare of the school are eligible to be members of the Association. The objectives of the Association, are to promote the interests of and facilitate the development and further improvement of this school.

The school values the funds provided by the P&C Association to assist with the various programs it undertakes. The P&C Association raises these funds through the numerous functions it organises throughout the year. The P&C Association, at the beginning of the year, will decide on the time of the meetings for the year.

A Little History:

Moves for a school at Eungella were initiated in 1923. A public meeting was held and a building committee was elected. By late 1925, about 14 acres of land was secured as a School and Recreation Reserve. The school site was rather uneven and covered in dense vine scrub.

The school was opened on 31 January 1928, with Miss Annie Saunderson as teacher. The average daily attendance for the first year was 11 pupils. The school was a building 20ft. long by 10ft. wide, with an 8ft. wide verandah in front. In 1932, when enrolment fell below 9, the school was closed.

By October, 1933, the prospective attendance increased to allow a full time Provisional School to be reopened. Attendance rose rapidly and serious overcrowding was soon a problem. At this time plans were also afoot for a school at Dalrymple Heights. By 1944, a provisional school was opened at Crediton and some twelve years later the Crediton School was erected, followed by the building of the West Crediton State School.

School life at Eungella proceeded smoothly through the years – Annual dances and picnics being highlights of the social life. The Principal’s residence was erected in the 1950’s.

Shortage of water was a continual problem through the years – tanks would run dry and have to be filled from Broken River. Thanks to the efforts of Tom Jones and the Parents’ and Citizens’ Association, a permanent water supply for the school was found about 1973. Four years later septic toilets were constructed. During the very dry period 1991 to 1994 the bore did dry up. As thousands of dollars were spent by the Education Department supplying water to the school and residence, five new 6 000 gallon cement water tanks were installed. In 2009 the school added another 4 tanks to the water supply system with a Federal Government Community Water Grant, 2 more in 2010 and another two in 2013.

The present buildings have been improved over the years, with such things as floor coverings, fans, heaters and enclosure of the northern verandas and under the library.
Such things as a covered play area and walkway, resurfacing of the tennis court, new grounds equipment shed and a new sports equipment shed have also been accomplished. The area known as the Multi-purpose room has been upgraded to accommodate a kitchen area. In 1997 the school underwent major changes with Building Better Schools Program and Admin. Upgrade Program. The Library and Principal’s Office were moved upstairs and a Practical Learning Area and Storeroom built under these two rooms. The second level became an Open Learning Area incorporating two classrooms and a Computer Alcove. The library was also air conditioned. In 2007 the practical learning area was transformed into a Prep activity room. Since then, extensions have been made to the ground floor classroom increasing the area to allow for active learning and computers. All classrooms have been airconditioned. In 2010 with the Federal Building Education Revolution, a multi-purpose hall was constructed to allow a dry area for activities and a performance venue. The Multi-Purpose room was transformed in 2011 into a Stephanie Alexander kitchen. To complement this, the school garden was constructed incorporating a tunnel greenhouse. This was further developed in 2013 by the construction of the outdoor learning area and storage shed. In 2012, the school underwent extensive drainage works and in 2013 was provided with its own sewerage system.