



# **EUNGELLA STATE SCHOOL**

## **PARENT HANDBOOK**

# EUNGELLA STATE SCHOOL

## PARENT HANDBOOK

### From the Principal

Welcome to Eungella State School

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.eungellass.eq.edu.au](http://www.eungellass.eq.edu.au).

Please take the time to read this booklet and keep it handy for future reference. If there are any topics, which require further clarification, or a topic you feel needs further discussion, which is not covered within this booklet, please do not hesitate to contact the school.

Our school welcomes your support and interest. We will endeavour to do the best for your child's academic, social and emotional development. This is best achieved through a collaborative team approach. Our staff look forward to a positive working partnership with you for the benefit of all student learners at Eungella State School.

Regards

Karen Argus  
Principal



## 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 four tanks to the water supply system with a Federal Government Community Water Grant.

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. 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 multi-purpose room was 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. Extensions have been made to the ground floor classroom increasing the area to allow for active learning and computers. All classrooms have been air-conditioned. In 2010 the Federal Building Education Revolution provided funds for a multi-purpose hall 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 and 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.

## LOCATION

36 Eungella Dam Road  
Eungella Qld 4757

## CONTACT DETAILS

Phone: 0749 584 573

Absence Line: 0477 753 790

Principal Mobile: 0477 753 790

Email: [admin@eungellass.eq.edu.au](mailto:admin@eungellass.eq.edu.au) / [principal@eungellass.eq.edu.au](mailto:principal@eungellass.eq.edu.au)

Website: [www.eungellass.eq.edu.au](http://www.eungellass.eq.edu.au)

## STAFF

| Role   | Staff Member  |
|--|---|
| Teaching Principal - Yr 4/5/6                                  | Mrs Karen Argus   |
| Teacher - Yr P/1/2/3   | Mrs Julie Harris  |
| Teacher - Yr 4/5/6 Admin Release, P-6 HPE and Learning Support | Mrs Tracey Stanieg<br>Ms Louise Matthews  |
| Teacher – Music  |   |
| Teacher – LOTE (Japanese)                                      | Ms Deb Weatherley   |
| Administration Officer   | Mrs Joanne Robinson   |
| Teacher Aide   | Ms Malveen Woolmer<br>Mrs Eloise Crowther<br>Ms Paula Sjostedt<br>Mrs Janine Cannon<br>Ms Shanara Paton |
| Garden Class Supervisor  | Ms Paula Sjostedt   |
| Kitchen Class Supervisor                                       | Ms Paula Sjostedt   |
| Cleaner  | Mrs Nicola Scanlon  |
| Grounds person   | Mrs Mandy Tennant   |

## SCHOOL HOURS

|         |   |
|---------|---|
| 8:15am  | School gates open                         |
| 8:45am  | Healthy fruit snack                       |
| 9:00am  | School commences - First learning session |
| 11:00am | Lunch and play break                      |
| 11:40am | Second learning session                   |
| 1:10pm  | Lunch and play break                      |
| 1:30pm  | Third learning session                    |
| 3.00pm  | School concludes                          |

## ENROLMENTS

Families will receive an Enrolment Package including:

- ✚ Application for student enrolment form
- ✚ Internet agreement form
- ✚ Media consent form
- ✚ Parent Handbook
- ✚ Booklist
- ✚ School Bus timetable
- ✚ Uniform price list
- ✚ Prep questionnaire (for new Prep students only)
- ✚ Prep information brochure (for new Prep students only)

Documentary evidence of the date of birth is required (birth certificates/extracts). Enrolment interviews will be conducted with the Principal and appointments can be booked by phoning administration.

## 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 and cleanliness.

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:

- ✚ Collared, gold and blue UV approved polyester shirt with the school logo printed on the front
- ✚ Royal blue skirt, skort or shorts
- ✚ Royal blue bucket hat with a brim measuring 6.5cm
- ✚ Closed-in shoes

On cooler days

- ✚ School zip-up warm up jacket
- ✚ Tracksuit pants and jumper in school colours.

Students must have appropriate footwear and 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, skorts, skirts and track suits are available at any retail outlet in Mackay.

## SCHOOL RULES

Eungella State School has three school rules:

-  Respect myself
-  Respect others
-  Respect the environment

In endeavouring to respect the environment, Eungella State School takes a responsible attitude to rubbish. Students re-use waste paper, recycle cans, compost food scraps and waste paper, as well as recycle boxes and food containers. Solar panels are also utilised on the roof of our main building.

## ABSENCES

### *'Every Day Counts'*

Every parent of a child who is of compulsory school age has the legal obligation to ensure their child is enrolled and attends a state school or a non-state school, on every school day for the educational program in which the child is enrolled, unless the parents has a reasonable excuse.

Parents are asked to notify the school of a child's absence. Either with a note, phone call, email, text message to the absence line or in person, giving a satisfactory reason for the child's absence. The school is required, by law, to record the absence and satisfactory reason. Under new Queensland Government policy introduced in 2016, the school must contact the parents on the day of the absence if the absence is unexplained.

If a student has a planned absence of more than 10 days, parents need to make an application to the Principal for leave for their child.

The school takes steps in addressing student absenteeism, including monitoring absenteeism, phone calls to parents, unexplained absence letters, referrals to support agencies and student attendance plans.

## 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 following the incident.

In the case of a minor accident, first aid will be administered, by a member of staff. 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.

## ARRIVALS

Students are to arrive at school no earlier than 8.15am. On arrival students are to come to the Library to be supervised by the staff member on duty until their classroom teacher collects them.

## BUS RULES and CONSEQUENCES

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 regarding a Conveyance allowance.

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.

### Rules

- ✚ Wait safely for the bus
- ✚ Look out for blind spots
- ✚ Stay away from the danger zone
- ✚ Get on the bus safely 5. Travel safely on the bus
- ✚ Take care of others
- ✚ Stop, Look, Listen, Think, Walk

### 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.

## COMMUNICATION

An electronic fortnightly school newsletter is circulated to parents and community subscribers. This newsletter can be accessed through email, school website or QSchools App. It contains both school and community information about events, data, policies, Parents and Citizen's news, awards, important dates, as well as photos of student activities.

## 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. An information brochure – Putting Things Right – is available from the administration office.

## ELECTRONIC DEVICES/MOBILE PHONES

Electronic devices (personal ipad, docks, etc) and mobile phones are not required to be brought to school. Please leave these devices at home. Personal electronic devices and mobile phones brought to school will need to be signed into the administration office upon arriving at school and signed out in the afternoon before leaving the school grounds.

## FACILITIES

**ICT** - The current ratio of computers is 1:2 for students. Interactive whiteboards and iPads are used to aid learning in each classroom.

**Playgrounds** – There are four play areas at our school – Play fort/sandpit; Tennis court; Oval and Multipurpose Hall

**Multipurpose Hall** – provides students with a dry area to play during the wet season. It also provides a performance and sports venue for the school and community.

## **FIRE DRILLS and LOCK DOWNS**

These are conducted 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 alarm is the continual sounding of an air horn. The signal for lock down is three short blasts of the horn.

The evacuation assembly area is the school oval.

## **GRADUATION**

Year 6 Graduation Dinner will be held for Year 6 students, parents, family members and school staff. These arrangements are negotiated early Term 4.

## **GUIDANCE OFFICER**

A fully qualified Guidance Officer is available to visit our 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.

## **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 Monday and collected on Friday. Homework in both classes consists of a reading, writing and maths activity. If parents have any concerns, they should speak to the class teacher.

## **ILLNESSES and INFECTIOUS DISEASES**

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. Please ensure your emergency contact details are up-to-date at all times. A current 'Time Out' medical exclusion list is available from the administration office.

## **MEDICATION**

Should a student be prescribed by their medical practitioner, to take medication whilst at school, Education Queensland's regulations with respect to this matter require the parent to complete and sign a '**Request to Administer Medication at School**' form prior to the student taking the medication at school. This form outlines the procedures and requirements of the Health (Drug and Poisons) Regulation 1996 (Qld).

All medicines must be handed to the administration office with the exception of children who need to carry their asthma medication or epi-pen.



## **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 numerous functions organised throughout the year. The P&C Association, at the beginning of the year, will decide on the time of the meetings for the year.

## **PARADE**

Parade is held each Friday at 2.30pm in the Multipurpose Hall. School Leaders assist in presenting the Parade program, which can consist of weekly student awards, guest speakers, special awards and school messages. All parents are welcome to attend.

## **PAYMENTS TO SCHOOL**

Parents will be notified of upcoming events and all major events/costs will be invoiced to families. Payments can be made by cash, cheque or Bpoint using credit card. Parents are encouraged to arrange payment plans for major costs.

## **RESPONSIBLE BEHAVIOUR**

Eungella State School has a Responsible Behaviour Plan for Students, based on the Department's Code of School Behaviour. We are committed to providing a safe, respectful and disciplined learning environment for students and staff, where students have opportunities to engage in quality learning experiences and acquire values supportive of their lifelong wellbeing.

Our Responsible Behaviour Plan for Students 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.

A full copy of this plan is available on our school website [www.eungellass.eq.edu.au](http://www.eungellass.eq.edu.au) or alternatively, parents are welcome to obtain a paper copy from the administration office.

## **SCHOOL CAMP**

School camps are organised each year, dependent on student numbers and curriculum requirements.

## **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 0749 683 863. The School Dental Clinic is available at Victoria Park State School on 0749 514 745.

## SCHOOL LEADERS

Year 6 students, who meet specified criteria for leadership and 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. At Eungella School, leadership responsibilities include – welcoming visitors, addressing School Parade, upholding high standards of behaviour and dress code, assisting younger students, undertaking garden mentor roles, thank-you speeches, being a positive role model of our school rules, assisting staff during special school events.

## SPORT

Throughout the year, Eungella State School students are involved in a variety of sporting activities.

**Cross Country** - interested children in Years 4 to 6 must train for six weeks in order to participate in the inter school Cross Country Trials which are usually held in Term 1.

**Small Schools Athletics Carnival** - 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. This carnival is usually held at end of Term 2.

**Pioneer Valley Athletics Carnival** – children in Years 4 to 6, selected in Small Schools Athletics Carnival participate in this next level, usually beginning of Term 3.

**Swimming** – All children participate in swimming lessons at Mirani Pool in Term 4, as part of the Health & Physical Education curriculum.

**Representative Sport** – Eligible Years 4 to 6 children may have opportunity to represent their district in other sports such as rugby league, tennis, soccer, cricket, touch football, hockey, basketball or netball at various times throughout the school year.

## STEPHANIE ALEXANDER KITCHEN GARDEN

In 2011 Eungella State School became a Stephanie Alexander Kitchen Garden school. Within this program, staff and community members undertake the role of mentors, teaching skills and knowledge to students to grow, harvest, prepare and share delicious healthy food at school.

Garden Classes are conducted each Monday & Thursday morning 8.30am. Kitchen Classes are conducted each Thursday fortnight. We welcome all new and existing families to join our mentoring program.

## STUDENT PROGRESS

Parent information evenings are held at the beginning of the school year to inform parents of the curriculum requirements and classroom programs that their child/ren will be engaged in. Parent-Teacher interviews will be available at the end of Term 1 and Term 3, to discuss their child's progress. Student Report Cards will be issued at the end of Semester 1 and Semester 2.

Parents are welcome to make an appointment to speak to their child/ren's teacher any time throughout the school year.