SPRINGBROOK
State
School

Parent
Handbook
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Statement of Purpose

Springbrook State School aims to achieve optimal educational outcomes for every student. We believe that every student is capable of learning and has a right to do so in calm and supportive, learning environment. We maintain and develop a small school atmosphere of friendliness, acceptance, care and offer many opportunities to engage the community in an effort to improve student learning outcomes.

Our enrolment agreement spells out expectations for what you can expect from our school, what is expected of parents in educating their children and what is expected of students when they attend our school.

We expect our students to:

- Have respect for themselves and others and be respected by others
- Develop self-confidence and leave the school fully prepared for the next stage in their education journey
- Be happy and healthy individuals who can work cooperatively with others and contribute positively to their community

School Contacts

School Phone Number:  (07) 5548 3333
School Fax Number:    (07) 5548 3000
School Address:        2327 Springbrook Road, Springbrook, Qld, 4213.
School Website:        www.springbrookss.eq.edu.au
School Email:          the.principal@springbrookss.eq.edu.au
District Office:       Education Queensland
                        South East Region
                        Easy Quay Corporate Park
                        Level 2 – South
                        34-36 Glenferrie Drive

                        PO Box 557
                        Robina DC QLD 4226
                        (07) 5564 4888
Welcome

Springbrook State School is a co-educational school offering classes from Prep to Year 6 under the direction of Education Queensland in the beautiful, lush Gold Coast Hinterland. We are a small, well-equipped school consisting of 35 students in two multi-age classes. We have large school grounds and excellent facilities for our students. Our unique setting offers a multi-age curriculum, and close personal relationships between students, parents and staff.

We pride ourselves on being a small, very well equipped school. Our buildings offer large modern learning environments and our expansive outdoor space offers a lush oval, undercover areas and playgrounds for each developmental level. Our curriculum is based on the Australian National Curriculum, aimed at ensuring each and every student is reaching their full potential in all learning areas, utilising 1:1 teacher and teacher-aide support with fully integrated wireless technology throughout the school.

Along with beautiful surroundings, we have an excellent staff team who strive to work for the benefit of all students. The multi-age composition of classes encourages students to be extended in a supportive, caring school environment. We aim to inspire our students to be the best that they can be, as we learn and grow together. Please take the time to explore this handbook, along with our website and contact me for any further information or to make an appointment for an enrolment interview.

Thank you for your interest in our school! We look forward to welcoming you and your family into our school community.

Sarah Jane Ash
Principal

Our School’s History

On 26 April 1911, the first school in Springbrook opened with a class of 15 students under the stewardship of Miss McMahon. The education department of the time must have believed in rapid position turnarounds as eight successive years saw eight new teachers (all ladies) run the school. The new school was opened on 6th October 1984 by the member for South Coast at the time, Mr Russ Hinze.

Additional school history information is available on our school website. For a more detailed history of Springbrook, please see ‘Springbrook – Where the Clouds Touch the Earth’ by Pam Hall. It presents more detailed historical information about our school and community. A copy is available for viewing from our school library.
Vision and Planning

Springbrook State School has a commitment to reviewing its role in creating, innovating and reflecting academic and technological changes. The Annual Improvement Plan reflects the school’s goals and planning. This is available for parents to view on request.

Current School Staff

Springbrook State School is fortunate to have a dedicated staff who work with students and their parents to improve learning outcomes. Our staff are dedicated to providing a fun, high quality learning environment for all students. All of our staff can be contacted through calling the Administration Office or via email: the.principal@springbrookss.eq.edu.au

Who’s Who in 2015?

Sarah Jane Ash  Teaching Principal
Joyce Boura   P-2 Teacher
David Delaney  3-6 Teacher/Support Teacher
Joanne Fullerton  LOTE - Japanese Teacher (Wednesday)
Steve Newman   P.E. Teacher (Wednesday)
Josh Shelton  Music Specialist (Friday)
Sheree Thomson  Special Education (alternate Tuesdays)
Janette Over  Guidance Officer (alternate Fridays)
Nerida Williams  Office Administrator (Thursday)
Karen Hill  Teacher Aide
Teena Magree  Teacher Aide
Sue Northam  Teacher Aide
Nerida Williams  Teacher Aide
Dianne Cavanagh  Cleaner
Brendon File  Groundsman (Monday)
Parent information

Behaviour Management

Our school fosters a climate of mutual respect among all members of our school. Students are supported if disagreement or conflict develops. This is seen as part of our process of social learning within our classroom. We value an engaging relevant curriculum in which students have choices and feel valued and respected.

The aim of our social development within the classroom is to assist students to develop their own self-regulation around their behaviour and choices within the curriculum. This is encouraged with support and recognition that no student was born knowing the correct way to behave. Students require a supportive classroom environment if they are to achieve what teachers ask of them.

Positive behaviour is not an expectation that is separate from our curriculum. It is an integrated component of all learning management within our school. If our students are engaged, feel respected, valued, and feel that they are achieving, mutual respect and support between teachers and students are developed.

We believe that:
- Students have the right to work, play and learn in a friendly, safe and supportive school environment.
- Teachers have the right to work in a safe, pleasant environment.
- Parents have the right to know that their students are safe and supported at school.

Our behaviour plan is discussed and developed by the students and teachers. It is a record of how we behave towards others and wish others to behave towards us. Our behaviour plan is an important way to remind and help us to support these RIGHTS and RESPONSIBILITIES. Schools are for learning and others do not have the right to stop students from engaging in their learning tasks. Please see our current ‘Responsible Behaviour Plan for Students’ for further information.

Books & Stationery

Our school implements a ‘Student Resource Scheme’. The purpose of the Student Resource Scheme is to provide parents with a cost effective alternative to purchasing textbooks, resources, consumables, and/or materials from elsewhere, through reduced prices gained from the school’s bulk purchasing processes. It is a priority to ensure that all students have access to the resources required to provide a quality education.

The 2015 Student Resource Scheme for all students is $120.

The advantages of participating in the Student Resource Scheme include:
- Reducing the financial costs to parents in providing a wide variety of resources
- Eliminating the need for shopping for books and resources
- Enabling students to access a wide range of up-to-date and relevant resources
- Supplementing consumable resources which are used to ensure real-life learning experiences for our students
Parents who chose not to participate in the Student resource Scheme are provided with a list of resources that they will be required to purchase for their child/children to access and use at school.

**Classrooms**

The small size of our school means that we operate on a multi-aged classroom program. Students from various year levels are together in one class. The multi age setting allows students to become independent and self-reliant and students are able to work at their own pace. Strict monitoring of student learning occurs to ensure students are meeting their own potential. Students may be extended beyond their normal expectations in some areas of the curriculum. Likewise, it enables students to refine previously taught skills and concepts through working at different developmental levels. Student development does not always progress in a strict chronological order; our multi age program caters to all the differences which occur in student development through the provision of individualised learning programs.

Springbrook State School has 2 multi age classrooms: Years P -2 and Years 3 – 6. A multi age classroom has many advantages, and students thrive on the individualised attention and cooperative learning opportunities.

Our classroom structure often encompasses students working in groups for a range of tasks. These groups are fluid, meaning that students work cooperatively and collaboratively with other students for particular concepts to enhance their learning. All students work with their teacher and teacher aides throughout the day, ensuring that learning needs are being met.

In order to provide our students with as many opportunities for success as possible, our classroom also operates within an online environment. This means that students can access learning at home. This is an exciting opportunity for our students!

**Curriculum**

Our students have exceptional learning opportunities at Springbrook State School. We follow the Australian Curriculum for English, Maths, Science, History and Geography. Other learning areas, including: The Arts, Technology and Health and Physical Education, are governed under the Queensland Curriculum and Assessment Framework. An overview of topics covered in each of these subject areas is available through the classroom teachers.

**Gifted and Talented Students**

Springbrook State School optimises every student’s opportunity to achieve their potential. Students may display talents in specific areas and we strive to meet all of these talents at an individual level. Our vision for our students who are gifted is that they are valued in a learning environment which both challenges and supports them to pursue excellence and develop a passion for lifelong learning. Our multi age structure allows a natural progression for the specific needs of all students to be met and their learning outcomes optimised.

**Languages Other Than English (LOTE)**

Our years 3-7 students are involved in a Japanese Program each week where they are taught by a specialist Japanese teacher, Mrs Joanne Fullerton. Springbrook State School works closely with Robina State High School to ensure that student standards are equivalent for the transition to high school.
Library/Resource Centre

Springbrook State School has a Library / Resource Centre for students to actively utilise. We strive to:
- Encourage students to read for pleasure
- Encourage the use of information literacy skills
- Facilitate Life Long Learning

All students are expected to and will be able to borrow books from the school library, weekly as a minimum, to support their learning within the curriculum.

Our Resource Centre is also available for community use. Community members are able to register for borrowing and are able to utilise our resources. Community access to our library is available during 1:00pm – 2:45pm each Monday afternoon.

National Assessment Program Literacy and Numeracy

Students in Years 3 and 5 (7 and 9 in high school) participate in the National Assessment Program for Literacy and Numeracy (NAPLAN). These assessments occur in May and students complete assessments in Reading Comprehension, Writing, Spelling and Punctuation, and Numeracy. Student results are published annually for parents via a printed report and are shared electronically on our school website and through the national “MySchools” website.

Parents in the Classroom

Parent helpers in the classroom are welcomed and appreciated and parents are welcome to visit our classrooms and speak with teachers to learn about their student’s day. Please speak with the classroom teacher with your available times to facilitate volunteering in the classroom.

Pastoral Care / Social Climate

Springbrook State School is a community of families where care for one another is fostered. Our school encourages individuals to achieve their personal best and to understand the importance of perseverance, tolerance, care and compassion. Students are encouraged to aspire to their personal levels of excellence and to understand that they are all talented in their own unique way. Students and families are able to access the services of our Guidance Officer if and when required.

Religious Education

Due to the limited numbers of students participating in Religious Education classes held at the school, this service is not currently offered.

Reporting and Interviews

Report cards are sent home at the end of each Semester, in June and December. Formal parent–teacher interviews are normally arranged for Term 2, and again in Term 4, if necessary. Other interviews can be requested at any time throughout the year, by either parents or teachers. Regular communication between parents and teacher is vital in managing both educational and behavioural concerns.
Rules We Follow

We have three school rules that form part of our schools’ ‘Responsible Behaviour Plan for Students’. These have been collaboratively developed with our students:

1) Be a learner.
2) Be respectful.
3) Be safe

These rules are taught and reinforced in classrooms by teachers and discussed and modelled on Assembly.

Specialist Music

All students participate in specialist music education classes, taught by a specialist music education teacher each week. This may take the form of singing, reading music, dance or music appreciation. Mr Josh Shelton is our Music Specialist teacher for 2015 and he will be working with all classes every Friday morning.

Special Needs Support

Specialist staff in the areas of Learning Difficulties, Speech Language Pathologist, Guidance Officer, Special Education Program and Advisory Visiting Teachers are made available to our school depending on student need each year. If you believe that your child may need the assistance of one of these staff members, please discuss this with the classroom teacher.

Sport / Physical Education

All children are engaged in our HPE program which is taught by a specialist teacher, Mr Newman. Each class has a specialist HPE lesson for 1 hour per week. Our specialist sports teacher also facilitates our small school carnivals:

- Cross Country Day
- Soccer Netball Carnival
- Athletics Carnival
- Swimming Carnival

These events are held in conjunction with other small schools in our region that form the “Hinterland Small Schools’ Network.” The schools that make up this cluster include: Numinbah Valley State School, Currumbin Valley State School and Ingleside State School.

Teacher Aides

The role of a teacher aide is many and varied. Duties outside the classroom include library management, resource preparation, playground duty, and administrative tasks. Within the classroom, our teacher aides support the teaching of the curriculum and work with all students in all areas. They may also work with groups of students, help with general teaching content and assist with classroom procedures. All of our teacher-aides have qualifications in child development and various educational areas and are an integral part of teaching and learning in our classrooms.
Technology

Computers and technology are used to access educational programs and games, develop writing and publishing skills and to search for information via multiple methods including the Internet. Internet connections are supervised by the class teacher and ‘filtered’ through the Education Queensland filtering software. There is a specific program of internet safety that students are exposed to and made aware of.

Computers provide both students and teachers with many valuable opportunities for learning – as demonstrated by the level of skills our students have developed. The Years 3-7 classroom has a 1:1 laptop program and the Years Prep-2 has a 1:2 laptop program. All areas of our school are wirelessly connected to the internet and both general classrooms utilise an interactive whiteboard and iPads as part of the teaching and learning process.

Time Table

Our regular school day follows this routine:

- 8:55 am ‘Get Ready’ for class bell
- 9:00 am First session of school commences
- 11:00 am Lunch/Play Break
- 11:40 am Second session commences
- 1:30 pm Lunch/Play Break
- 2:00 pm Third session commences.
- 3:00 pm End of third session and home.
Arrival and Departure

Students should arrive at school prior to the ‘Get Ready’ bell at 8:55 am. When this bell rings, students are to ensure they are prepared for the first session of the day (go to the toilet, get a drink, unpack their bag and line-up at their classroom, ready to start learning for the day). Students are not to be at school prior to 8:30 am.

School finishes at 3.00 pm and all children should vacate the school premises soon thereafter. If you are unable to collect your children on time, contact should be made with the school. No formal supervision is provided for children prior to school commencing at 9.00 am, or after 3.00 pm. Children are not permitted to leave the school grounds until their parents arrive, unless they are walking or cycling home.

If your child will be arriving late in the morning or they are being picked up early for the day, you must sign and complete the register on the front office counter and sign them in or out as required. This is a legal requirement to meet our legal obligations.

Attendance/Absences

In the event that your child is to be absent from school, please make contact prior to 9:30am by either:

a) Phoning (07) 55483333 and leaving a message if prompted
b) Email notification through to admin@springbrookss.eq.edu.au

All notifications of absence are required to include the reason for the absence. Regular attendance is essential for your child’s education, as well as being required by law. Students who regularly attend school are able to gain the most out of their learning opportunities and we expect all students to be in attendance every day. Please see the department’s website www.everydaycounts.eq.edu.au

If students are to be absent for an extended period of time (longer than 5 school days) please ensure that this is discussed with the principal.

Bicycles

As Springbrook Road can be quite busy and dangerous at times, it is suggested that parents teach their children adequately in road rules and appropriate cycling behaviour. Bicycles are not to be ridden in the school grounds. The wearing of an approved bicycle helmet is compulsory and covered by law. Bicycle safety forms part of the school’s Health and Physical Education curriculum.

Book Club

Book Club is conducted regularly, through Ashton Scholastic. Parents and students are invited to make book and software purchases through the Book Club catalogues, which are sent home monthly. These
purchases also assist our school library to purchase items at a reduced cost. A Scholastic “Book Fair” is an annual event held in conjunction with Book Week.

Camps/Excursions

The purpose of a camp or excursion is to broaden a child’s range of experiences, provide social interaction and to give meaning to educational activities undertaken within the framework of the school.

Students are encouraged to participate in all camps and excursions undertaken. They are also expected to be worthy ambassadors for our school.

Teachers will prepare students to gain the maximum benefit from a camp or excursion. This will occur, before, during and after the event.

While any excursion requiring payment cannot be made compulsory, students not attending are missing a vital, shared experience with their peers and teachers. All parents are strongly encouraged to ensure that students attend. Students not attending an excursion will have work prepared for them. If, in the opinion of the Principal, there are insufficient numbers attending, camps or excursions may be cancelled.

Communication

A school newsletter is published fortnightly and distributed electronically to each family. Paper copies are made available to those without email access. The newsletter contains relevant information regarding school and P & C activities. Our newsletter is also distributed to all many community groups within the Springbrook Community (Springbrook Mountain Community Association, Chamber of Commerce, Landcare, Craft Group, Wildlife Appreciation group) and our elected representatives in government.

As a small school, teachers also make good use of informal, day-to-day communication with parents. Parents are encouraged to come up and chat regularly with teachers, on issues relevant to their children. Scheduled formal parent-teacher interviews are held several times throughout the year, and are available when requested. Our school also has a Facebook account which we encourage parents and interested community members to “like!”

Concerns/Complaints

From time to time parents may need to discuss a problem they may have with a certain aspect of their child’s education and the school. Your child’s teacher is always approachable for such problems to be discussed. Please use this opportunity as the first step towards a solution. In order that potential problems can be addressed, it is preferable that solutions are discussed with school personnel, rather than in the carpark etc. It is also worth remembering that children often only bring part of the story home – it is better to be informed of the whole picture! Our teachers and staff members will always contact parents with any concerns as they arise.

Enrolment

Children entering a State Primary School must have their birth certificate (or other documentary evidence eg. passport) produced at the time of enrolment. An enrolment form giving personal details of the child and parents must be filled out. It is imperative that all of the information on this form be accurate and that
it be updated regularly. If you require further information please contact the school. An enrolment interview with the Principal will be scheduled prior to any enrolment occurring.

**Health Support**

The Department of Health provides access to a fully equipped Dental Van, which provides dental services for students. This Clinic is available to all students attending our school and contact is made through the South Coast Dentist (School), which is based at Burleigh Heads on 55763822.

Similarly, a visit from the Department of Health School Nurse usually occurs each year. The School Nurse checks routine health matters, including vision and hearing. A free yearly immunisation program, funded by the Gold Coast City Council is also conducted.

**Infectious Diseases and Illness**

If your child contracts an infectious disease (eg Chicken Pox, Measles, or School Sores) please contact the school immediately. In certain cases, children will be required to be kept at home until the disease is no longer infectious and medical certificates are required prior to return. The attached table details the period of time children are to stay away from school when they have an infectious disease. Please note that children with head lice should stay at home until the day after the commencement of treatment.

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**EXCLUSION PERIODS**

Recommended minimum exclusion periods for infectious diseases for Schools. *(Based on the National Health & Medical Research Council Guidelines)*

Note: The NHMRC recommends that children who are physically unwell should stay home from school.

<table>
<thead>
<tr>
<th>Condition</th>
<th>Cases</th>
<th>Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Chickenpox and Shingles</strong></td>
<td>Exclude for at least five days after the first appearance of the rash and the last blister has scabbed over. (Some remaining scabs are not a reason for continued exclusion)</td>
<td>Exclude children with immune deficiencies (eg. Leukaemia or chemotherapy), otherwise not excluded.</td>
</tr>
<tr>
<td>Conunctivitis</td>
<td>Exclude until discharge from eyes has stopped.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Cytomegalovirus Infection</td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Diarrhoea (campylobacter, crypto sporidium, giardia, rotavirus, salmonella, shigella)</td>
<td>Exclude until diarrhoea has ceased for 24 hours.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Glandular Fever</td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Hand, Foot and Mouth Disease</td>
<td>Exclude until all blisters have dried.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>Exclude until 7 days after the onset of illness or jaundice. Readmit with a medical certificate of recovery.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Hepatitis C</td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Herpes (“cold sores”)</td>
<td>Young children unable to comply with good hygiene practices should be excluded while sores are weeping</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Condition</td>
<td>Exclude period</td>
<td>Notes</td>
</tr>
<tr>
<td>-----------</td>
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<td>-------</td>
</tr>
<tr>
<td><strong>Human immune deficiency virus infection</strong> (HIV / AIDS virus)</td>
<td>Exclusion not necessary unless child has a secondary infection.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td><strong>Impetigo</strong> (“school sores”)</td>
<td>Exclude until treatment has started. (Sores on exposed skin should be covered).</td>
<td>Not excluded.</td>
</tr>
<tr>
<td><strong>Influenza and influenza-like illnesses</strong></td>
<td>Exclude until well.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td><strong>Measles</strong></td>
<td>Exclude for at least four days after rash first appears.</td>
<td>Immunised children not excluded. Non immunised children and staff should be excluded until 14 days after the first day the rash appears in the last infected person. Excluded children or staff may return to the school or centre if immunised within 72 hours of contact with the first infected person.</td>
</tr>
<tr>
<td><strong>Bacterial Meningitis and Meningococcal infection</strong></td>
<td>Exclude until well.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td><strong>Mumps</strong></td>
<td>Exclude for nine days or until swelling goes down.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td><strong>Parovirus</strong> (erythema infectiosum, slapped cheek or “Fifth Disease”)</td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td><strong>Ringworm, Scabies, Head Lice</strong></td>
<td>Exclude until day after approved treatment has commenced.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td><strong>Rubella</strong> (German measles)</td>
<td>Exclude for at least four days after the rash first appears.</td>
<td>Not excluded (Female staff of child-bearing age should check their immunity to rubella with their GP)</td>
</tr>
<tr>
<td><strong>Streptococcal infection</strong> (including scarlet fever)</td>
<td>Exclude until child has received antibiotic treatment for at least 24 hours and feels well.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td><strong>Tuberculosis</strong></td>
<td>Exclude until well and approval to return has been given by a Public Health Unit Physician or delegate.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td><strong>Typhoid Fever</strong> (including paratyphoid fever)</td>
<td>Exclude until well and approval to return has been given by a Public Health Unit Physician or delegate.</td>
<td>Not excluded unless advised by public health authority.</td>
</tr>
<tr>
<td><strong>Whooping Cough</strong> (pertussis)</td>
<td>Exclude for 14 days from onset of coughing or until child has taken five days of a 7-day course of antibiotics. (erythromycin)</td>
<td>Household contacts who have received &lt; 3 doses of pertussis vaccine should be excluded from childcare until they have taken 5 days of a 7 day course of erythromycin, or from 14 days after their last exposure to the infection.</td>
</tr>
</tbody>
</table>
Should your student become ill due to flu, common cold, virus, sore throats etc, it is best to keep them home so they can rest and get well and also to contain the spread of germs. It would be best to discuss the matter with your child’s teacher, and if need be, schoolwork can be sent home. A good guide is for the child to stay at home until fully recovered from the complaint.

Should a child become unwell whilst at school, withdrawal into a quiet area is encouraged. If necessary, parents will be contacted so that the child can be taken home. Parents should inform the school of serious allergies or physical limitations or disabilities, both temporary and permanent. This is a requirement of enrolment.

Injury and Emergency Illness

Should a child be injured at school, or whilst on a school activity, appropriate first aid will be administered by a qualified staff member. Should the injury or sickness require immediate medical attention, the ambulance and/or family doctor, or the outpatients department of the hospital may be contacted. Parents will be contacted as soon as possible.

Lost Property

Traditionally, Springbrook State School rarely has any lost property of its students. All student resource and uniform items are requested to be named so that they can be returned to your child if they are lost and then found.

Lunchtime Supervision

A rostered staff member supervises both morning tea and lunchtime. During this time, students are required to sit for a minimum of ten minutes to eat lunches. During playtime, teachers and aides monitor playground activity and encourage cooperative play. Students exhibiting uncooperative behaviour during lunchtime will be placed in a time-out area if not heeding teacher directions. Within Departmental guidelines, children may be restricted to time-out, or classroom work, during the lunch period for a period of up to twenty minutes. All Behaviour Management Guidelines are applicable both during class time and playground time.

Medications

Should your child require medication whilst at school, there is a formal process to follow to ensure that any medication is administered safely and correctly.

1. Parents must notify the school in writing of any health condition requiring medication at school.
2. A medication permission form is available at the office for parents to complete if school staff are required to administer medication or assist in the management of a health condition.
3. The school needs to be notified in writing of any requests and/or guidelines from medical practitioners including potential side effects or adverse reactions.
4. All medication to be administered must be provided in the original labelled container.
5. Ensure that medication is not out of date and has an original pharmacy label with the students name, dosage and time to be taken.
6. The school must be notified in writing of any change to the dosage required; a letter must accompany this from a medical practitioner.
7. Medication is NEVER to be left in student’s bags. Parents must deliver medication to the office.
These requirements are for the safety of all our students and are the policy in all Education Queensland schools.

Money and Valuables

Parents should ensure that valuables and excess money are not taken to school. Money payable for school activities, such as Book Club and excursions, should be placed in a clearly marked and sealed envelope, and handed in to the school office or the teacher on arrival at school.

Parents and Citizens’ Association

Our P & C Association meets twice a term (Week 3 and Week 8) on a Monday at 3.15 pm. All parents are encouraged to attend meetings and to share their views and ideas, and to take an active part in the activities of the P & C Association. The Annual General Meeting, at which the election of officers for the forthcoming year takes place, is held in March. This is a forum for parents to be members of a partnership with their child’s schooling. All enquiries for the P&C Association are welcome through our school office.

Parking and Road Safety

Parents and visitors to the school are asked to park parallel to the road, and use extreme caution when dropping off and collecting children. The school car park is not to be used by parents. The speed limit past the school, during peak times, is 40 km/hr. Road safety is part of the school’s Health and Physical Education program, and needs to be reinforced from home. Please impress on your child the need for extreme care at all times.

School Budget and Funding

The school relies upon State Government funding to manage its operations, and budgets according to Department guidelines. A budget is drawn up prior to the commencement of each year. The P&C Association and individual parents, as well as school staff, are invited to submit suggestions as to the allocation and spending of funds. The school makes regular financial reports to the P&C Association, as well as Education Queensland.

School Calendar and Events

Throughout the year, a number of annual school events and functions occur. Some of these are listed below. This list is by no means exhaustive of what occurs throughout the year.

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<td>Cross Country</td>
<td>Soccer &amp; Netball Carnival</td>
<td>Athletics Carnival</td>
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<td>Parent Information Sessions</td>
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<td>Education Week</td>
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<td>Parent Interviews</td>
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<td>Parent Interviews</td>
<td>Graduation</td>
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School Photographs

School photographs are taken each year by a selected studio. The whole school and staff are normally included in the one photograph as well as class groupings. Individual photos and sibling groups are also available at parental request.

Sun Protection Policy

The school adopts a “No Hat – No Play” policy in regards to sun protection. Children are required to wear a good protection hat at all times when outside. A school hat is a plain dark green broad brimmed hat, readily available from department stores. This hat is required to be worn during outdoor lessons and playtime. All hats are to be labelled and kept in each child’s school bag. Sun block is also available for students to apply. On free dress days, students are still required to follow the sun smart guidelines by wearing a broad brimmed hat, shirts with sleeves and covered-in shoes.

Uniforms

Springbrook State School is a uniform school and all students are required to wear the school uniform for every school day. Our uniform consists of a bottle green polo shirt and maroon shorts/skirt/skort. A broad brimmed bottle green hat is required for play as we are a sun smart school. Black socks and black shoes are the approved footwear items. Shoes need to be able to support all students’ participation in exercise and sporting activities whilst at school.

During the cooler months of the year, all jumpers and long pants, beanies, scarves and the like are to be in the school colours of maroon and bottle green.

Final Note

We thank you for your interest in our school and we look forward to discussing any specific questions you may have. Please contact the principal via telephone (07) 5548 3333 or the.principal@springbrookss.eq.edu to schedule an enrolment interview.