We Believe In Exceptional Learning. 
Every Student. 
Every Day.
2017 TERM DATES

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
<th>Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>Monday 23\textsuperscript{rd} January – Friday 31\textsuperscript{st} March</td>
<td>10 Weeks</td>
</tr>
<tr>
<td>Term 2</td>
<td>Monday 18\textsuperscript{th} April – Friday 23\textsuperscript{th} June</td>
<td>10 Weeks</td>
</tr>
<tr>
<td>Term 3</td>
<td>Monday 10\textsuperscript{th} July – Friday 15\textsuperscript{th} September</td>
<td>10 Weeks</td>
</tr>
<tr>
<td>Term 4</td>
<td>Tuesday 3\textsuperscript{rd} October – Friday 8\textsuperscript{th} December</td>
<td>10 Weeks</td>
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</table>

DIRECTORY

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>Mr Chris McMillan</td>
</tr>
<tr>
<td>Deputy Principals</td>
<td>Mrs Shiree Salazar</td>
</tr>
<tr>
<td></td>
<td>Mrs Eileen Furlonger</td>
</tr>
<tr>
<td>Head of Curriculum</td>
<td>Mrs Anne Hansford</td>
</tr>
<tr>
<td>Head of Special Education</td>
<td>Mrs Jo Eastman</td>
</tr>
<tr>
<td>Business Service Manager</td>
<td>Mrs Ann Arthur</td>
</tr>
<tr>
<td>Address</td>
<td>Dreamworld Parkway</td>
</tr>
<tr>
<td></td>
<td>COOMERA QLD 4209</td>
</tr>
<tr>
<td>Phone</td>
<td>School: (07) 5519 6333</td>
</tr>
<tr>
<td></td>
<td>Absences: (07) 5519 6360</td>
</tr>
<tr>
<td></td>
<td>Tuckshop: (07) 5519 6317</td>
</tr>
<tr>
<td>Fax</td>
<td>(07) 5519 6300</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:admin@coomerass.eq.edu.au">admin@coomerass.eq.edu.au</a></td>
</tr>
<tr>
<td>Absences Email</td>
<td><a href="mailto:Studentabsences@coomerass.eq.edu.au">Studentabsences@coomerass.eq.edu.au</a></td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://www.coomerass.eq.edu.au">www.coomerass.eq.edu.au</a></td>
</tr>
</tbody>
</table>
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General Information
1.0  WELCOME
On behalf of our school and community I warmly welcome you to Coomera State School. This handbook is designed to inform you about our school so that your time associated with our school is really special as we work together to support your child’s growth and development during the formative years between 4 and 12 years of age. Our clear focus and purpose is to provide exceptional learning for your child every day at school. We aim to achieve this in a safe, caring and supportive environment. Please take the time to make yourself aware of what we have to offer, read the information and ask questions. Your choice of school is an important decision and we are focused upon being the school of choice for families in the northern Gold Coast. You may have arrived at Coomera with some knowledge of Coomera from current or previous families or word of mouth. We are happy to receive your feedback which will help us to improve and continue to strive for the best for your young child.

Chris McMillan  
Principal

2.0  ABOUT COOMERA STATE SCHOOL
Coomera State School is a long-established P-6 school located in the growth corridor adjacent to the M1 Motorway near Dreamworld. Our location, size, history, traditions, teaching and learning programs make the school a school of choice for parents of young children from early childhood until twelve years of age.

Location: The school is located close to major transport hubs of the M1 Motorway, Gold Coast Railway, Foxwell Road and Beattie Road, which makes it convenient for families who travel to work or live locally. Located close to the Coomera River and nestled between Tamborine Mountain and the Bay, it is an ideal locality to raise children where you can find all services. Families enjoy the ‘feel’ of the local community whilst being able to access Brisbane, Gold Coast and further afield. The school is very accessible and is immediately south of the Dreamworld and White Water World theme parks. Many families travel some distance to enable their child to attend Coomera, and services such as Outside School Care programs located on campus support families with these arrangements.

Size: Coomera State School has the benefits that come with a reasonable size whilst maintaining a smaller school ‘feel’. The school size means that we are able to run a number of specialised programs and children have a choice of groups of children to play with. Visitors to the school are surprised when they find out that over 850 students attend school here, although the trees and the layout means that children only mix within their own age group for play. We also utilise the neighbouring sporting fields on a daily basis to support children in their play.

History: Coomera is the oldest continuously operating school in the suburb being established in 1873. The school has evolved as the community has evolved from farming to lifestyle acreage and now to modern residential community. Over time, the school has increased and decreased in size many times as the local population has increased and other schools have opened up. The school is now many times larger than its original size in 1873 and things are very different from the years gone by. In recent times, we have had fifth generation students, and our past students have
included all of the early pioneering families and many who have gone on to achieve success in many different fields of endeavour. The school is proud of its history and of those who have gone before.

**Traditions:** The school has been part of our community and has established long traditions which continue today and more recent evolving traditions which support modern families. School sports days, ANZAC Day, student leadership programs, award and reward programs and a well-established student support and positive behaviour program are all part of what we do at Coomera. The school has a strong uniform 'Dress Code' and children are encouraged in a wide range of extracurricular programs from dance to chess. We are also proud of our focus upon 'learning and living', our school motto. Our children achieve high academic standards within a supportive school environment. Expect your child to be excited about coming to school to learn and achieve beyond your expectations!

**Teaching and Learning Programs:** Our school has implemented national curriculum programs in English, Mathematics, Science, History and Geography and provides a strong focus upon outstanding teaching and learning. Our focus is on improvement in teaching and learning is strong and relentless and our teachers are well known for working hard for our children. Teachers work within year level teams on units of work based upon Curriculum into the Classroom, a world standard Education Queensland curriculum program. Our school provides a comprehensive program of specialised programs such as Instrumental Music, Physical Education, Dance and Drama, Music and Japanese LOTE. We also have a range of support programs to assist children with specialised needs.

### 3.0 ENROLMENT INFORMATION

#### 3.1 Age Appropriate Year Levels for 2017

<table>
<thead>
<tr>
<th>Student Age at time of Enrolment</th>
<th>Eligible Year level</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st July 2011 - 30th June 2012</td>
<td>Prep</td>
</tr>
<tr>
<td>1st July 2010 - 30th June 2011</td>
<td>Year 1</td>
</tr>
<tr>
<td>1st July 2009 - 30th June 2010</td>
<td>Year 2</td>
</tr>
<tr>
<td>1st July 2008 - 30th June 2009</td>
<td>Year 3</td>
</tr>
<tr>
<td>1st July 2007 - 30th June 2008</td>
<td>Year 4</td>
</tr>
<tr>
<td>1st July 2006 - 30th June 2007</td>
<td>Year 5</td>
</tr>
<tr>
<td>1st July 2005 - 30th June 2006</td>
<td>Year 6</td>
</tr>
</tbody>
</table>

#### 3.2 Class Placements

In order to create balanced classes, we use data to assist with formulating classes. These include: behaviour, academic and other personal information that will impact on their classroom setting.

From time to time parents have specific requests for the upcoming year for a number of reasons. Parents can put any requests in writing direct to the Principal for consideration for classes for the following year. It is important to stress that it not guaranteed that we will meet your request. Please note: we don’t want to encourage parents to request specific teachers. We also do not move student’s classes throughout the year.
3.3 Special Education Program (SEP)
Our school has a Special Education Program (SEP) to support students with a disability (Prep to Year 6) and assist classroom teachers in the development and delivery of the students' educational programs. The Early Childhood Development Program (ECDP) on site caters for children from birth to pre-prep age with a diagnosed or suspected disability. ECDP staff coordinate support for children and their families through the years of early intervention.

4.0 SCHOOL DAY

8.40am  Bell: Early arrival students are released from undercover area near tuckshop and move to classrooms.
8.50am  Bell: Morning Session commences. All students should be in class
10.50am Bell: First Break begins. (Supervised Eating Time)
11.00am First Break
11.25am Bell: Students cease play and get ready for middle session
11.30am Middle Session. Staff and students should be in classrooms
1.20pm Bell: Second Break begins. (Supervised Eating Time)
1.30pm Second Break
1.50pm Bell: Students cease play and get ready for final session of class
1.55pm Afternoon Session. Staff and students should be in classrooms
3.00pm Bell: School day concludes

5.0 BEFORE/AFTER SCHOOL CARE

The school does not provide supervision of students who arrive at school early. Students who arrive before 8:20am are required to sit quietly in the tuckshop area and wait until the 8:40am bell rings before moving to areas close to classrooms. We have arrangements for caring for students before and after school each day. Please plan for the appropriate care and supervision for your child/ren outside our regular school hours.

Before School Prior to 8:40am: Students are not expected to be at school prior to 8:40am each morning. Quality care and supervision is available for families who require before school care through on-site Outside School Hours Care (OSHC) operated by Helping Hands from 6:30am.

After School after 3.20pm: Students who cannot be collected by 3:20pm should be registered and checked into Outside School Hours Care where care is provided until 6:15pm each school day. Outside School Hours Care (OSHC) is available on a regular or casual basis, but parents must register their child/ren prior.

Please contact Helping Hands on 5438 9549 for a registration form and further information. Helping Hands packs are available from the office.
6.0  CUSTODY/ACCESS ARRANGEMENTS

The school is required to uphold any court orders with regard to Custody/Access arrangements. If this applies, please ensure relevant information and a copy of the latest court orders are provided at enrolment. Should custody/access arrangements change after enrolment, please ensure the school office is advised and documentation provided. Where necessary, any additional information should be provided in writing.

Copies of school newsletters and student progress reports will be forwarded to non-custodial parents upon request.

7.0  MESSAGES TO STUDENTS

If you have any urgent message for your children while at work or home, please contact the office by 2pm to ensure that this message can be passed on to your child in adequate time. If you phone after 2pm, there is no guarantee that your message will be passed on.

8.0  FINANCE

The Finance Window is open every Monday and Wednesday between 8:15am and 9:30am. These are the only collection times available to accept cash, cheque, money order or EFTPOS. For safety and security reasons the office and teachers will not collect or store money provided outside the allocated times under any circumstances. Money should be sent in an envelope clearly marked with the student name, class, purpose and amount of money enclosed. Receipts will be issued for payments received.

Due to administrative processes, the finance window will be closed for the last week of each term 1, 2, 3 and from week 8 of Term 4.

8.1  Internet Banking

Coomera State School offers an internet banking option for parents to pay fees, activities and excursions directly into the school’s bank account. It is essential that activity details are included in the transaction identification section when you are processing your payment. These details will be advised at the time of activity notification from the class teacher. (E.g. Student Name: Class: Activity Code)

**Note:** It will be essential that you enter the student name and not parent/caregiver name. If only a name is supplied with the payment and we can’t determine which activity is being paid for, the amount will be applied against the oldest debt. If no information is supplied with the payment or we can’t identify the information provided, the amount will be placed in a holding account.

If paying by internet banking, please pay 2 days ahead, so it allows for processing at our end.

The school’s banking details are:

BSB: 064-430
Account Number: 00090286
Account Name: Coomera State School General Account

If you have any queries regarding the internet transfer process, please contact the school office for assistance.
8.2 EFTPOS/Credit Card/Cash
EFTPOS and credit card payments can be made either at the finance window or credit card payments can be made over the phone. Alternatively, you are able to complete a credit card payment advice that will be attached to the activity notification.

8.3 Centrelink
Centrepay deductions were introduced in 2011 for various school expenses. Please contact the Business Service Manager at the office if you wish to participate in this service.

9.0 BUS CODE OF CONDUCT
Each bus service conveying school students has a set of rules or Code of Conduct that all school students are expected to follow. To make clear to students the standards of behaviour expected of them when travelling on buses, Transport and Main Road (TMR) has developed in consultation with the bus operators, school organisations and parent groups, a Code of Conduct. This Code of Conduct will apply to all students travelling on buses throughout Queensland. Inappropriate behaviour by a student at a bus interchange may also be regarded as a breach to the Code of Conduct.

Students must:
- Always follow instructions from the driver about safety on the bus;
- Show their bus pass, ticket or ID upon request;
- Sit properly on a seat if one is available (in an allocated seat if directed by the driver);
- If standing, remain in the area designated by the driver;
- Store school bags under the seat or in appropriate luggage areas;
- Speak quietly and not create unnecessary noise;
- Wait well back from the bus until it stops and allow other passengers to leave the bus;
- Stand quietly without calling out or shouting;
- Do not push other people in the line;
- Disembark at their correct designated stop;
- Wait until the bus stops before standing to get off;
- Alight from the bus in a quiet and orderly fashion;
- Never cross the road in front of the bus, wait until the bus has moved away and it is safe to do so; and
- Use crossings or traffic lights if available.

Students must not:
- Bully other students;
- Place feet on the seats;
- Fight, spit or use offensive language;
- Throw any article around or from the bus;
- Consume food or drink, or play music without permission from the bus driver;
- Smoke (prohibited on all buses);
• Allow any portion of their body to protrude out of the bus windows; nor
• Stand forward of the front seat.

In case of an emergency or a breakdown, follow the driver’s directions:
• Wait until the bus stops before standing to get off;
• Leave the bus in a quiet and orderly fashion; and
• Wait in the area indicated by the driver.


**Bus Passes and Timetables:**
New enrolment bus passes and timetables are available from Surfside Bus lines. Please phone Surfside Buslines on 5552 2700 (ext.: 204) or www.surfside.com.au.

### 10.0 ASSEMBLIES

Assemblies are an important part of school life, playing a key role in developing school identity and spirit. They are an occasion to celebrate student achievements, observe class presentations and to be informed about the Term upcoming events. Parents are most welcome to attend assemblies.

### 11.0 THREE WAY LEARNING CONFERENCES

Discussions between parents, students and teachers with regard to student progress are encouraged. While some of these discussions take place informally, it is desirable that appointments be made with teachers to discuss specific matters. 3 Way Learning Conferences are offered twice in the school year in Terms 1 and 3.

### 12.0 LEARNING SUPPORT

Students who may require assistance in a range of areas are prioritised through the Student Assistance Committee which meets fortnightly. Where parents are concerned about their child’s progress, discussions should take place initially with the class teacher who may suggest a Special Needs Referral form be completed.

Children who are in need of learning support receive assistance from their class teacher and may receive additional support from the Support Teacher: Literacy and Numeracy (STLaN). Support may take place within the child’s classroom or at times, the child may be withdrawn from class to participate in individual or small group activities with the Support Teacher.
13.0 GUIDANCE OFFICER
Guidance Officers work closely with students and their families, teachers, non-teaching professionals and in some instances, departmental agencies and authorities. They do this in order to provide a wide range of support to students. A Guidance Officer’s responsibilities include:

- working directly with students and teachers, support personnel, family and other specialists/professionals
- providing guidance and counselling services to students and their families
- performing case management and referral services to optimise students' access and engagement in education
- preparing and implementing professional and personal skill development programs for administrators, teachers and parents
- working collaboratively with other school-based support personnel to assess and address the needs of students
- planning or assisting in planning support programs that can help students achieve positive outcomes
- identifying factors that can be barriers to the learning and development of students
- supporting the personal and social development of students
- providing advice about education and career pathways.

A parent/carer permission form will need to be signed for Guidance support to be provided.

14.0 CHAPLAIN
Coomera State School has a part time Chaplain (P-6) who works two days a week. The Chaplain is available to support parents and children. If you wish your child to see a Chaplain please inform your class teacher who will make an appointment. If you wish to speak with the Chaplain directly, please call the office directly 07 5519 6333 to make an appointment. A parent/carer permission form will need to be signed for Chaplain support to be provided.

15.0 VISITORS/VOLUNTEERS/CONTRACTORS

- All visitors including: classroom helpers, aides, volunteers, tradespeople and sales staff should report to the office on arrival and departure from the school, to sign in and collect a badge
- Badges are issued to all visitors and permanent/casual relief staff members
- Staff (full time and casual) are required to wear identifying school badges with their name.
- Children are encouraged to report immediately, anyone in the school whom they cannot identify
- Bona Fide visitors may attend school assemblies, sports days, the school staff room and the office area without badges. Visitors who wish to approach class areas MUST be badged. Volunteers at any of these functions are encouraged to sign in and out for insurance and safety reasons.
16.0 PARENT HELPERS
Parent help in the classroom is beneficial to the teacher, children and parents and is strongly encouraged at our school. Children like to know that their parents are interested in their education. Parents learn about our teaching programs and children’s development, and teachers are able to plan a variety of activities if they have parent help.

Please remember the purpose for helping is to:
- Enable the teacher to provide a greater range of activities;
- Provide activities which may require greater adult supervision; and
- Give more individual attention to the children.

Unless you are the parent or primary caregiver of a student enrolled at the school, volunteers will require a Blue Card. Information for obtaining a Blue Card is available from the school office or at https://www.bluecard.qld.gov.au/applications/applications.html. Please contact the Business Service Manager for completion of this documentation.

17.0 PARKING

17.1 On Site Parking
Parent Car Parking is strictly limited to outside the school grounds. Please park correctly as Police conduct random checks of our parking areas to support our safety efforts. Parking within the school grounds is for staff, selected visitors and others authorised by the Principal. A school parking permit is required for other situations requiring parking within the grounds. School parking permit requests need to be in writing addressed to the Principal and must outline reasons for the request e.g. due to a child’s or parent’s physical inability to walk to the school gate to be collected from the car park. Transport Department disabled parking permits do not automatically entitle those vehicles to enter the school grounds for parking purposes. Each parking permit request is assessed on the related individual circumstances. Safety is always our first priority, so we would ask for your cooperation and understanding with this situation. School gates are closed from 2:55pm to 3:15pm to ensure the safety of our students in and around the parking areas during this busy time.

There are parking restrictions denoted around the school through signage and also road markings. Families are advised to be very aware of these restrictions as this area is also regularly patrolled by the Queensland Police Service in order to maintain road safety around the school. Our advice for good parking is to look for quieter parking spots further away from the school as there is easy access into the school along Dreamworld Parkway, Yaun Street, Beattie Road and Lorenzo Drive via an easement. The other option is to use the Loading Zone, (see 17.2).

Please note that parking regulations are strictly enforced and infringement notices will be given to drivers not adhering to parking regulations. Our concern is always for the safety of our students.
17.2 Loading Zone Pick Up and Drop Off

We have at the immediate front of the school (Dreamworld Parkway) a designated **Loading Zone** for the purpose of dropping off and collecting children. This has been provided to assist families with a quick and easy option to deliver and collect children from the school. This area is the zone which runs parallel to the school fence and is clearly marked with special parking restrictions. The way that this operates is that people drive up to the front of the zone where **they** can drop off or collect children without stopping or getting out of their vehicle. This area is assisted by school staff in the afternoon who will call out your family name to bring your children to your car. Please note that you should not park or leave your vehicle in this area. It will be patrolled by officers from the QPS. Drivers who reach the front of the zone before their children are ready are asked to drive around and join the queue again.

Families who wish to use this area can assist by having their family surname marked on a card placed in a conspicuous place in front of the driver so that our staff can read and announce the name.

There is clearly visible signage in this area and drivers are not to park or leave the vehicle during the designated times. Parking inspectors will patrol this area and the school will page drivers who park and leave vehicles in the 2 Minute Loading Zone.

Alternatively, families may choose to use the entrance from Beattie Road, which has limited parking or families can use the parking area alongside Viney Park and have students walk across the sporting field area.
18.0 CLUBS AND LIBRARY (1ST AND 2ND BREAK)

We run a range of Clubs throughout School Breaks for Prep to Year 6 students. Clubs in operation in 2017 are:

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Break</td>
<td>Glee Club (Yr. 1-6)</td>
<td>Japanese Club (Yr. 4-6)</td>
<td>Choir (Yr. 4-6)</td>
<td>Japanese Club (Yr. 4-6)</td>
<td></td>
</tr>
<tr>
<td>11-11.30am</td>
<td>Mad Hatters Club (Yr. 4-6)</td>
<td>Buddy Reading Club (Yrs. 4-6)</td>
<td>Buddy Reading Club (Yr. 4-6)</td>
<td>Fitness Club</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Run Club (Yr. 3-6)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2nd Break</td>
<td>Student Council (Yr. 3-6)</td>
<td>Chess Club (Prep-Yr6)</td>
<td>Robotics Club (Yr. 5 &amp; 6)</td>
<td>STEM Club (Yr. 3-6)</td>
<td></td>
</tr>
<tr>
<td>1.30-2.00pm</td>
<td></td>
<td></td>
<td>Coomera Can Speak Club (Yr. 4-6)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Bilinba Centre (Library) is open every day for borrowing from 8:40am to 3:00pm (except between 10:50am and 11:30am each day). Children are encouraged to borrow regularly to help develop library habits and contribute positively to their literacy skills. Children should have a waterproof library bag to help ensure that damage does not occur to library books. As the replacement of books is costly, students will be issued with a notice for any lost or damaged books.

19.0 LOST PROPERTY

Please ensure that all your children’s school items are labelled as this will assist with the speedy return of property. All belongings found at school will be placed in a lost property basket at the Administration Block. At the end of each term, property remaining will be passed on to a thrift shop or charity or the uniform shop second hand basket.

20.0 SPORTING HOUSES

On enrolment, children are allocated to one of the school’s three sporting houses. Children who have older siblings at the school will be placed in the same house.

The sporting houses are: Acacia – Yellow, Grevillea – Red and Banksia – Green.

21.0 COMMUNICATION

21.1 Newsletter

Active communication between school and parents is essential. The school Newsletter is emailed home fortnightly which contains information about school and community happenings, points of
interest, future plans and educational comment. Every alternative fortnight a News Update is emailed home. This is a shortened version of the Newsletter containing essential reminders and notices. You can subscribe to the newsletter through the Coomera State School website or at http://www.schoolzine.com.au/secure/coomerass1144/index.html. Families who don’t have access to the internet can collect a paper copy from the School Office.

21.2 Facebook

We also have a Coomera State School Facebook page, which gives regular updates about events in the school and your child class activities. Please like the Coomera State School page on Facebook to be able to follow.

22.0 PARENTS AND CITIZENS ASSOCIATION

The Parents and Citizens Association (P&C) is a group of community minded people, parents and citizens, who take on a more formal role to assist the school. The P&C currently meets on Monday nights in Week 3 and Week 7 of each Term.

The major aim of the Association is to work co-operatively with staff, students and other parents assisting with the ongoing development of the school. Please contact the P&C on (07) 5519 6317 if you are able to volunteer your time in either the Tuckshop or Uniform Shop.

22.1 Tuckshop

The Tuckshop provides a variety of healthy over the counter items for sale from Monday to Friday. Our menu can be found at www.coomerass.eq.edu.au Lunch orders, with money, should be placed in a paper bag with child’s name, class and teacher’s name written on the outside and marked 1st break or 2nd break. An Online Ordering System is available for parents for Tuckshop orders. You can gain access at www.flexischools.com.au for easy registration.

Credit arrangements are not available for lunches. Please be aware that children who forget or lose their lunch will be provided with a jam, vegemite or honey sandwich only from the tuckshop. An account will be sent home to recover the cost and your assistance in paying this account the following school day would be greatly appreciated.

22.2 Banking

The Commonwealth bank provides the school a weekly banking service. Our School Banking day is Thursday. The weekly banking services are manned by volunteers.

23.0 INSTRUMENTAL MUSIC PROGRAM

The school currently operates an Instrumental Music Program involving Brass and Woodwind for children from Years 4 - 6 and strings from Year 3. Interested students are selected for the program based on availability of instruments, keenness to learn, musical aptitude, physical characteristics pertinent to a particular instrument and commitment from both student and parent to ensure that daily practice occurs.
The Instrumental Music Program requires a level of commitment from students (to practice regularly and attend band/ensemble performances and rehearsals regularly) and from parents (to encourage and support your child in their music endeavour). Effort is required from children and their families to benefit from this program.

24.0 SCHOOL SPORT AND INTERSCHOOL SPORT

Sport is an integral part of the Health and Physical Education Program. As with all other school subjects children are expected to participate. Exclusion is by note only and should be for medical reasons.

The school offers a variety of sporting events across the year such as the School/P&C Fun Run, Interhouse Athletics Carnival and Swimming Program as well as a culminating Swimming Carnival/Fun Day. The aim of these events is for maximum participation of all students as well as good sportsmanship. A fee is involved for students participating in the Swimming event to cover costs including pool entry, transport and cost of instructors. Senior students may also have the opportunity to participate in events for the South Coast Region and Interschool sport. There are costs and transport associated with both events.

25.0 SUN SMART SCHOOL

As this school is a recognised Cancer Council Sun Smart School, it is school policy that broad-brimmed hats are to be worn whenever children are outdoors. Hats providing the best sun protection are necessary - children must have a hat which shades the face, neck and ears to be permitted to play outdoors. School hats are only available through the school's uniform shop. Coomera State School has a NO HAT NO PLAY policy. Parents are also encouraged to apply sunscreen to children before coming to school to ensure added protection from the sun.

26.0 DENTAL SERVICE

Free dental treatment is offered to all children in the school through Queensland Health. Dental vans visit schools across the area and are based at Coomera SS from time to time. You will be advised when the van is based at our school. Dental services are available by contacting Queensland Health on Phone (07) 1300 300 850.

27.0 SCHOOL HEALTH SERVICES

A school nurse visits the school during the school year. When such a visit is planned, forms and information sheets will be forwarded to parents. The role of the school nurse is to detect early unsuspected physical, emotional, social or educational problems. Children identified with problems are referred for appropriate investigation and treatment. Parents can contact the school nurse directly at any time during the school year. Contact details are:

EQ Regional Nursing Service
Pimpama State Primary College Phone - (07) 5549 5333
Cunningham Drive North Pimpama QLD 4209
Policies and Procedures
1.0 RESPONSIBLE BEHAVIOUR POLICY

Education Queensland is committed to provisions that ensure all young Queenslanders have a right to receive a quality education. Our school, like other schools across the State, has developed a Responsible Behaviour Plan for Students based on *The Code of School Behaviour*. A copy of the current plan is available on the school website.

At Coomera State School we believe:
- Teachers have the right to teach
- Students have the right to learn
- Everyone has the right to feel safe – emotionally and physically

Because of the values we share as a school community, we have developed a comprehensive plan for managing student behaviour in a caring and supportive environment.

Classroom and Playground Behaviour:
Our school has a number of key components to assist with the management of student behaviour.
- A set of school rules (*Be Safe, Be Respectful, Be Responsible, Be a Communicator, Be a Learner*)
- A set of inappropriate playground behaviours organised into 3 levels
- A classroom management plan
- Individual Behaviour Records
- Responsible Thinking time (RT) completed during playtime as one of the consequences for inappropriate behaviour
- Use of a wide range of positive reinforcement strategies to acknowledge appropriate behaviour.

Classroom:
As a part of the classroom plan, a set of logical and appropriate consequences is developed. Within each classroom there is a Step and Star Chart to record behaviour:
- 3 Stars for commendable behaviour
  - Star 1, Star 2, Star 3: consequences decided on as a class
- 5 Steps for inappropriate choices:
  - Step 1: Verbal Reminder
  - Step 2/3: Time Out to complete Reflection Sheet
  - Step 4: Time Out in another room to complete work and Reflection Sheet
  - Step 5: Time Out in Office and Red Slip issued

1.1 Playground
When on playground duty, staff record inappropriate behaviour in the playground duty folder:
- Student’s name, class and behaviour level/code recorded
- Each day, recording sheets are copied and issued to class teacher, with students in their class highlighted
- Class teacher issues Restricted Play – orange form – for any Level 2 behaviours
• Class teacher issues Responsible Thinking time (RT) – red form - for any Level 3 behaviours
• Student undertakes Restricted Play or RT the following day students takes form home for parent to sign and return to the class teacher
• Class teacher records behaviour.

The management of student behaviour has two phases:

**Phase 1**: All students commence in Phase 1 and remain there unless they have 3 or more RTs in a term.

**Phase 2**: 3 or more RTs are recorded in a term; students are placed in Phase 2. In this phase, parents are contacted to discuss the plan and Self-Management Card. The Self-Management Card is a record of behaviour on a daily basis for each session. A wide range of strategies including the use of other internal/external personnel can be used for support. After a four week period without receiving 4 or more RTs or using severe behaviour, students are returned to Phase 1 of the plan.

Severe behaviour (e.g. violent acts) can move a child immediately into Phase 2.

### 1.2 Positive Behaviour Recognition

Students are acknowledged for their positive behaviour choices through Class Awards, Superhero Slips, and Classroom Stars and at the end of each term by being presented with a Responsible Behaviour Certificate.

Responsible Behaviour Certificates are awarded to all students who have demonstrated consistently positive or improved behaviour throughout the term. Students who receive a Responsible Behaviour Certificate are invited to attend different reward activities.

### 2.0 UNIFORM POLICY

Coomera State School community believes that there are benefits in student dress following an agreed code. These benefits include:

- **Appropriateness** - to ensure that all students are dressed appropriately for all school activities
- **Safety** - to make student identification easier in the school grounds, while travelling to and from school and on excursions
- **Equality** - to discourage fashion competition e.g. wearing of brand names
- **Expense** - to minimise the cost to families
- **Identity** - to develop in students a sense of belonging and pride in their school.

### 2.1 Implementation of Dress Code Policy

Coomera State School is a uniform school in accordance with a decision of the Coomera State School P&C Association. The P&C has approved this dress code policy in accordance with the objectives of the Education (General Provisions) Act 2006.
The Uniform Dress Code will be enforced as follows:

- Students undertaking official roles, representing the school or whilst on school excursion will need to be in full uniform. Parents experiencing difficulty may approach the office or uniform shop for second hand or loan items well in advance of event;
- Use of appropriate means of encouragement;
- Use of conflict resolution processes with students, parents or carers;
- Students must have a school Sun smart hat to play; and
- Sanctions through the school’s Responsible Behaviour Plan for Students.

<table>
<thead>
<tr>
<th>Top</th>
<th>Bottom</th>
<th>Sun safety</th>
<th>Jewellery</th>
<th>Hair</th>
<th>Footwear</th>
<th>Socks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coomera State School Boys Check Shirt</td>
<td>Black unisex shorts, culottes or skorts which allow for active play. Length: Knee length to mid-thigh or as deemed appropriate by the Principal</td>
<td>Coomera State School hat</td>
<td>Maximum allowable items;</td>
<td>Tied back at all times if hair is longer than collar length - boys and girls</td>
<td>Plain black, fully closed-in shoes/joggers with black laces or velcro</td>
<td>All white, plain</td>
</tr>
<tr>
<td>OR Coomera State School Girls Check Blouse</td>
<td></td>
<td>Appropriate child size sunglasses to Australian Safety Standards (AS1067).</td>
<td>Watch</td>
<td>Hair accessories should not be decorative but practical in nature and should be in school colours</td>
<td>No high heels</td>
<td>No lower than anklet style</td>
</tr>
<tr>
<td>OR Coomera State School Girls Check Dress</td>
<td>Choice of unisex long black track pants (for colder days) OR black tights</td>
<td>One pair studs or sleepers in ear lobe only</td>
<td>One necklace for religious, cultural or medical reasons only (Letter addressed to Principal)</td>
<td>Hair to be a ‘natural’ hair colour</td>
<td>No logos or brand names</td>
<td>No logos or brand names</td>
</tr>
<tr>
<td>OR Unisex Coomera State School Polo Shirt</td>
<td>No bike shorts</td>
<td>One necklace for religious, cultural or medical reasons only (Letter addressed to Principal)</td>
<td>Bracelets for medical reasons</td>
<td>Hair style should be conservative, neat and tidy or as deemed appropriate by the Principal</td>
<td>Must be visible at all times</td>
<td>Must be visible at all times</td>
</tr>
<tr>
<td>OR Unisex Coomera Prep Polo Shirt (Prep Students only)</td>
<td></td>
<td>(School hat compulsory, sunglasses and sunscreen recommended)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OR Unisex Coomera State School Senior Polo Shirt (Year 6 Students only)</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Coomera State School fleecy zip up jacket</td>
<td></td>
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</tr>
</tbody>
</table>

Sun safety
- Swim shirts must be worn for swimming lessons conducted in open air pools
- (School hat compulsory, sunglasses and sunscreen recommended)

Jewellery
- Maximum allowable items;
  - Watch
  - One pair studs or sleepers in ear lobe only
  - One necklace for religious, cultural or medical reasons only (Letter addressed to Principal)
  - Bracelets for medical reasons
  - No rings or visible body piercing

Hair
- Tied back at all times if hair is longer than collar length - boys and girls
- Hair accessories should not be decorative but practical in nature and should be in school colours
- Hair to be a ‘natural’ hair colour
- Hair style should be conservative, neat and tidy or as deemed appropriate by the Principal

Footwear
- Plain black, fully closed-in shoes/joggers with black laces or velcro
- No high heels

Socks
- All white, plain
- No lower than anklet style
- No logos or brand names
- Must be visible at all times
Cosmetics
- No make-up
- Clear nail polish only

Sports Shirts
- Plain sports shirts for interhouse sports days
- Acacia - Yellow; Grevillea - Red; Banksia - Green

Free Dress Days
- Organised by Student Council and notified in the Newsletter
- Must be Sun smart at all times
- No inappropriate logos, slogans or wording
- Fully closed in footwear

NB - School uniform items are available for purchase from the P&C Uniform shop.

3.0 HOMEWORK POLICY

3.1 Rationale
Homework provides students with opportunities to consolidate their classroom learning, pattern behaviour for lifelong learning beyond the classroom and involve family members in their learning. The setting of homework takes into account the need for students to have a balanced lifestyle. This includes sufficient time for family, recreation and cultural pursuits where appropriate.

Homework that enhances student learning:
- is purposeful and relevant to student’s needs;
- is appropriate to the phase of learning (early, middle and senior);
- is appropriate to the capability of the student;
- develops the student’s independence as a learner;
- is varied, challenging and clearly related to class work; and
- allows for student commitment to recreational, employment, family and cultural activities.

Using varied and challenging homework appropriate to students’ learning needs
Homework can engage students in independent learning to complement work undertaken in class through:
- revision and critical reflection to consolidate learning (practising for mastery);
- applying knowledge and skills in new contexts (a topic of interest, an authentic local issue);
- pursuing knowledge individually and imaginatively (investigating, researching, writing, designing & making); and
- preparing for forthcoming classroom learning (collecting relevant materials, items & information).

3.2 Responsibilities of Teachers
At Coomera State School teachers can help students establish a routine of regular, independent study by:
- setting homework on a regular basis;
- setting a timeframe and completion date;
- clearly communicating the purpose, benefits and expectations of all homework;
- checking homework regularly and provide timely and useful feedback;
• using homework that is varied, challenging and directly related to class work and appropriate to students’ learning needs;
• explicitly teaching strategies, in class, to develop organisational and time-management skills and provide opportunities to practice these strategies through homework;
• giving consideration to other academic and personal development activities (school based or other) that students could be engaged in when setting homework; and
• discussing with parents and caregivers any developing problems concerning their child’s homework and suggesting strategies to assist with their homework.

3.3 Students
Students can take responsibility for their own learning by:
• discussing with their parents or caregivers homework expectations
• accepting responsibility for the completion of homework tasks within set time frames;
• following up on comments made by teachers;
• seeking assistance when difficulties arise; and
• organising their time to manage home obligations, participation in physical activity and sports, recreational and cultural activities.

3.4 Parents and Caregivers with homework
Parents and caregivers can help their children by:
• reading to them, talking with them and involving them in tasks at home including shopping, playing games and physical activity
• helping them to complete tasks by discussing key questions or directing them to resources;
• offer encouragement and support, show an interest, praise where appropriate and provide well-lit study areas;
• encouraging them to organise their time and take responsibility for their learning;
• encouraging them to read and to take an interest in and discuss current local, national and international events;
• helping them to balance the amount of time spent completing homework, watching television, playing computer games, playing sport and engaging in other recreational activities; and
• contacting their child’s teacher to discuss any concerns about the nature of homework and their children’s approach to the homework.

3.5 Homework Guidelines
Homework is an extension of the classroom teaching program. Homework is issued on Monday for the week. This enables families to adjust their home routines and accommodate extra-curricular activities.

If your child has trouble completing homework, or takes longer than expected time, please discuss this directly with your class teacher.
3.6 Homework Time Allocations:
Suggested nightly time limits, including Home Reading for each year level are:
Year 1 – 5-15 minutes
Year 2 – 10-20 minutes
Year 3 – 10-25 minutes
Year 4 – 15-30 minutes
Year 5 – 15-35 minutes
Year 6 – 20-40 minutes

4.0 SCHOOL FEES AND VOLUNTARY CONTRIBUTIONS

4.1 Student Resource Scheme
Whilst the cost of providing instruction, administration and facilities for the education of a student at a state school is met by the State, a parent is directly responsible for providing the student with other resources for a student’s use while attending school.

As a service to assist parents with the cost of these educational resources, Coomera State School has chosen to operate a Student Resource Scheme (SRS). The purpose of this 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.

A Student Resource Scheme enables a parent to enter into written agreement with the school that, in return for payment of a specified annual participation fee, provides for the participating student’s temporary use of prescribed textbooks and other resources and/or for the purchase by the parent of consumables and materials for the student’s use. Participation in the scheme is voluntary, and no obligation is placed on a parent to participate. A parent’s decision to participate is based on consideration of the value afforded by the scheme. The Coomera State School Scheme provides excellent value for money. A comprehensive list of what the Student Resource Scheme participation fee provides for your child is provided in this application form.

A parent who does not wish to join the scheme is responsible for providing the student with the items on this list that would otherwise have been provided to the student by the scheme to enable the student to engage with the curriculum.

4.2 Voluntary Financial Contribution
The Education (General Provisions) Act 2006 states that, for a student enrolled in a State school, the cost of providing instruction, administration and facilities must be met by the State. State schools provide free instruction, administration and facilities to students enrolled at State schools who are Australian citizens or permanent residents or children of Australian citizens or permanent residents.
State schools are permitted to request parents/caregivers of students to make a voluntary financial contribution to enhance the provision of instruction, administration and facilities to their students.
The contribution of $25.00 per child to the Voluntary Contribution Scheme at Coomera State School will go towards enhancing educational services and resources available for student learning, recreation and comfort.

5.0 INTERNET, INTRANET AND EXTRANET USAGE

6.0 STUDENT ATTENDANCE POLICY

It is our expectation that all children will attend school every day, to be on time and not leave early unless there is a good reason. We have a target of maintaining student attendance at 95% or higher. We do ask that you try and support this goal by making appointments outside school hours where possible or making alternative work arrangements so it does not impact on your child’s schooling.

6.1 Student Absences

In the event of your child being absent from school, please notify us by;
- Phoning the student absence line at any time on 5519 6360
- Emailing: StudentAbsences@coomerass.eq.edu.au
- Sending a note in with your child on the day he/she returns to school
- Seeing the class teacher or office staff member in person

If there is a continued absence is anticipated, please contact your child’s class teacher or the office for guidance.

6.2 Early Departures

Children leaving early due to ill health or to attend an appointment require a slip from the Student Services Window before collection from class. The school will release a child into the care of the primary caregiver only as listed on the school file. Should a child need to be collected by a person other than an emergency contact, a phone call or signed note from the primary caregiver is required to give the school authority to release the child. The person collecting the child may be asked to produce photographic identification and will be required to sign out the child.

6.3 Late Arrivals

Students who have not arrived at school on time need to collect a late slip from the Student Services Window before proceeding to their classroom. The parent/student will need to provide a reason as to why they have arrived late and it will be recorded on the student’s file for future reference. Parents are encouraged to accompany their child when arriving late to school.

Please refer to our Student Absenteeism policy in this book for more information on Student Absences.
6.4 Provisions and Exemptions
The school Principal has the discretion to vary the Student Dress Code for individual students following an application from a school family. Such variations may be for defined periods of time or permanent in nature for the following reasons:
- Religious, cultural or ethnic reasons;
- Itinerant students for limited period of time;
- Financial hardship;
- Genuine medical or family reasons;
- Provisions to be made for students with disabilities; or
- As a transitional arrangement where students are wearing previously approved items for a reasonable period of time dependent upon the expected life of the item.

7.0 HEALTH AND SAFETY

7.1 First Aid Room
The school first aid room is monitored by teacher aides and is a room simply to administer basic first aid as needed to students who injure themselves or are unwell. Parents will be contacted for students who present at the First Aid room with potentially more serious conditions and will be requested to collect them directly from the first aid room.

7.2 Student Medication Management

7.2.1 School Management
Management of student health conditions, including the administration of medication, is a courtesy provided by the school consistent with their duty of care to:
- Maximise the participation in school activities of students who require medication or special procedures for managing a health condition: and
- Optimise the health, safety and wellbeing of staff and students at a school site.

School staff can assist a student with medication under the carer provisions of the Health [Drugs and Poisons] Regulation [1996] provided that a written request is received from a Doctor, the student’s parent or legal guardian. Staff must follow the directions on the original pharmacy label attached to the medication container.

It is a condition of enrolment that if your child/ren suffer/s from a Medical Condition / Reaction that you;
- Inform the school of your child’s condition/s;
- Provide a current Medical Plan signed by a Medical Practitioner; and
- Provide the appropriate and current medication ensuring that you meet Education Queensland conditions for medication.

Please note: That it is a parental responsibility to ensure that all medication e.g., Epi Pens, Ventolin etc. dates are current and replaced promptly as the expiry dates become due.
7.2.2 Self-Administration of Medication
Some students may be approved to self-administer their medication. Students approved to carry or store their own medication should demonstrate practices of secure storage of medication.

Recommended procedure for self-administration is as follows:
- The parent/caregiver provides a written request, with guidelines and procedures from the medical practitioner, for the student to be responsible for administering their own medication;
- The Principal determines if the student is capable of assuming this responsibility; and
- The student and the school agree on where the medication is stored and where and how it is administered.

All other medications require secure storage and are administered only under the supervision of a staff member.

School staff must not administer over-the-counter medication [eg. Panadol, Zyrtec, PainStop, Cold sore gel, Medicate gels etc.] or prescribed medication unless they have:
- a completed school medication form authorised by the school;
- a written request from a parent/caregiver accompanied by written advice from a medical practitioner; and
- the medication is in the original labelled container.

The exception is the reliever puffer, such as Ventolin, that is included for the emergency treatment of asthma.

7.2.3 Individual Management Plan
Most procedures for the administration of medication and management of health conditions can be adequately addressed by universal guidelines. However, students with more complex requirements may require individual management plans.

The following information, provided by the medical practitioner where applicable, must be included in the plan.
- Requirements - medication, dosage - this advice should outline dosage adjustments, e.g. level of insulin required for a particular blood sugar reading;
- When and how medication is to be administered;
- Triggers, reactions, warning signs and symptoms of a possible emergency; and
- Instructions from a medical practitioner regarding emergency first aid treatment, limitations or guidelines for specific activities such as swimming, sport, outdoor education, camps and physical education.

The parent must also provide
- Current Telephone numbers for parent/s; and
- Current medical plan signed by a medical practitioner with medical practitioner details attached.
These plans should be reviewed *annually*, signed by a parent/caregiver and revised when medication and/or health status change. Teachers, parents, medical practitioners, nurses in schools and, where appropriate students, may be consulted in the development of the plan.

Some students have several health conditions and the integration of treatment for these conditions will require an individual management plan. Where individual adjustment of medication is required, written advice from a medical practitioner and a parent must be provided.

Please note:
- At the end of the school year **ALL medication** and medical plans **MUST** be collected, **by parents**.
- At the commencement of the new school year written consents for medication are to be renewed, completed and handed in at the office.
- At the commencement of the new school year **ALL medical plans MUST** be reviewed, renewed and replaced.

### 7.3 Infectious Disease Exclusion Table


### 8.0 School Excursions

From time to time, students from Prep to Year 6 may be involved in a camp or school excursion. The purpose of excursions is to broaden your child's experiences, provide social interaction and give meaning to learning activities undertaken in their classroom. Therefore, we encourage all students to take part in excursions offered. If you are experiencing financial difficulty please contact the office at least a week in advance so we can assist you.

Parents are advised in writing of requirements and costs prior to a camp or excursion taking place. To avoid disappointment for students please note that payments for excursions and incursions **MUST** be paid by the due date as these will not be accepted after that time. This is due to administrative procedures to organise these events effectively and efficiently in time for the event to occur. **Refunds will only be approved if medical certificate is provided or under approved special circumstances.**

### 9.0 GRIEVANCE MANAGEMENT PROCEDURES

During the course of your children’s school years, you may have cause for concern about an issue with your child’s education. The following 5-step procedure may assist parents/carers, and school staff to reach an outcome that is in the best interests of the student.
1. Discuss your concern with the class teacher
If your concern is with your child’s teacher or relates to an issue concerning your child’s experience at school, make an appointment with that teacher as soon as possible through the school administration. Please ensure you make a time outside school hours to address your concerns, and not during school hours so that learning time is not interrupted. Share the information you have about the problem with the teacher. Give the teacher an opportunity to tell you all he/she knows about the incident or problem. Together, both parent and teacher should then take steps to resolve the problem at this level. The teacher will make a record of your concern and report your meeting and any outcomes to the sector Deputy, or if necessary, the Principal.

2. Discuss your concern with the Deputy/Principal or ask the Deputy/Principal to assist by participating in informal conflict resolution
Where the teacher has been approached as above but the issue remains unresolved, make an appointment via the School Office with your child’s sector deputy to discuss the issue further. Alternatively, you and the teacher may agree to ask the Principal/ Deputy to act as a go-between in informal conflict resolution in an attempt to resolve the problem. If your concern is related to the school more generally including issues of school policy or its compliance or non-compliance, you should raise your complaint directly with the Office who will decide who needs to handle the issue. Concerns to the Principal/ Deputy may be lodged in person, by telephone, writing or via email to the.principal@coomerass.eq.edu.au

3. Contact District Office
If you have discussed the issue with the Deputy or Principal and still feel that your grievance has not been addressed, you have the right to contact the Executive Director (Schools) who is the supervisor of the Principal and oversees activities of schools in that particular education district of Queensland. Our school is located in Gold Coast District. Contact details are as follows:

   South East Regional Office
   PO Box 557
   Robina Qld 4226
   Ph.: (07) 5562 4888
   Fax: (07) 5562 4800

When you contact the District Office you will be advised that your name and the nature of your issue will be reported back to the Principal of your school. Staff at the district office will assist in seeking resolution to the issue.

4. Grievance still not resolved
If, as a parent, you feel that your issue has not been resolved through the District Office process, you have a further right to take your concern to the Central Office of Education Queensland. The Office of Education Queensland will seek to assist with the resolution of your issue through referral:

   • to the Executive Director (Schools) for further action; or
   • to another departmental unit for appropriate action.
The Office of Education Queensland can be contacted at:
Education Queensland
PO Box 15033
CITY EAST Qld 4002
Ph.: (07) 3237 0618
Fax: (07) 3221 4953.

5. Independent review
If, as a complainant, you feel that your issue has not been resolved through these formal processes, the Queensland Ombudsman provides an avenue for an independent review of the Department's decision.

The Ombudsman may be contacted at:
Office of the Ombudsman
GPO Box 3314
Brisbane Qld 4001
Email: ombudsman@ombudsman.qld.gov.au
Ph.: (07) 3005 7000 or Toll Free: 1800 068 908
Fax: (07) 3005 7067

10.0 RELIGIOUS INSTRUCTION
Our school, in conjunction with our local churches, is pleased to provide Religious Education for all children in Years 1-6. These classes are conducted by approved instructors who follow a program approved by Education Queensland. Children withdrawn from RE classes will undertake academic work in another class. This is not a period of free time.

As parents, you have the right to request that your child is withdrawn from these classes. To do this, we need written notification for students not to participate in religious education. This can be provided to the school office at any time during the school year.

11.0 DEPARTMENT INSURANCE / ACCIDENT COVER
Physical 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 Personal Accident Insurance cover for students. Education Queensland has public liability cover for all approved school activities and provides compensation for students injured at school only when the Department is negligent. If this is not the case, then all costs associated with the injury are the responsibility of the parents or caregiver. It is a personal decision for parents as to the type and level of private insurance they arrange to cover students for any accidental injury that may occur.
12.0 MEDIA POLICY CONSENT

12.1 What is Media Consent?
Media consent authorises the Department and the State to use the individual’s personal information and copyright material, together with information about the individual’s participation in Departmental and State initiatives, for any use by the Department and the State associated with the purposes identified in the Media Consent Form. The consent covers the entire or partial use of the Individual’s personal information and copyright material in conjunction with other words and images.

For example, the individual’s personal information and copyright material may appear in school newsletters, magazines, websites (including Social Media Websites) and other school, departmental or State publications, as well as in television advertising, videos, brochures, forms, public relations displays, annual reports, press advertising, internal documents such as manuals, websites, certificates and strategic plans, and posters and other promotional material. There may also be occasions on which the Department may approve the media, such as local newspapers and television stations, using information and copyright material in relation to the Individual (for example, where the Individual is involved in dramatic or musical performances, sporting activities or award ceremonies).

12.2 Website
Individuals and Signatories should be aware that publication of an Individual’s personal information and Individual work on Social Media Websites is similar to publication in newsletters, magazines, brochures, etc.; however publication on Social Media Websites is publication of that material to the world at large.

Individuals and Signatories should be aware that the publication of an Individual’s personal information and Individual work, by the Department or the State, on a Social Media Website typically constitutes a permanent and publicly available record of that material. This means that anyone may be able to copy and use an Individual's personal information and Individual work that has been published on a Social Media Website for any purpose and without the consent or knowledge of the Department, the State or the Individual. Individuals or Signatories should not grant their consent to the Department or the State to use an Individual's personal information or Individual work in connection with a Social Media Website if the Individual or Signatory does not agree to the material being permanently available to the public.

If an Individual’s personal information or Individual work is published on a Social Media Website, that material will be governed by the privacy policy and terms of use of the relevant Social Media Website. The Department or State cannot reasonably control how an Individual’s personal information or Individual work is used by third parties once the material has been published on a Social Media Website.
12.3 What is copyright material?
An Individual's copyright material may include written work (e.g. stories and poems), paintings, pictures, drawings, designs, photographs, videos, films, music, performance, recordings, computer programs, websites, sculptures, fashion and metal or wood-works made by them or to which they contributed. In the case of students, it includes, but is not limited to, work that they create in the course of their studies during the time they are enrolled at a State school.

These materials may form part of their academic assessment or be part of their studies generally and may attract copyright.

The Department understands that students and volunteers generally own the intellectual property rights in the material they create and that this Consent Form is not meant to transfer the Individual's ownership of the intellectual property in their copyright material.

12.4 What is personal information?
Personal information includes information or opinions, whether true or not, about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion. This includes the Individual’s name, image or video or sound recording. It also includes the Individual’s educational information such as the Individual’s assessment and results, and health information and court orders provided to the Department, where such information may enable the Individual to be identified.

12.5 What if I give my consent and later change my mind?
This consent will be in effect from the date the Consent Form is signed. The Department and the State will then start using the Individual's personal information and Individual work to create material incorporating the Individual’s personal information and Individual work and entering into contractual obligations in relation to that material.

If you wish to later modify or revoke this consent, the Individual or the Signatory should send a notice in writing to the person nominated in Section 2 of the Consent Form. After that notice is received, the Department and the State will not make any new additional use of the Individual work, but any existing uses will continue.

Where the Department or another person uploads material to a Social Media Website or other website, it may need to accept contractual obligations that are perpetual and irrevocable. It may not be possible to ensure that all copies of the material are deleted or cease to be used, and the Department and the State cannot take responsibility for doing so.
13.0 MOBILE PHONE AND ELECTRONIC DEVICE POLICY

As a school, **we do not encourage** students to bring mobile phones or other electronic equipment to school. Each school has the power to ban items which may cause disruption or harm the smooth running of the school. It is, however, acknowledged that parents may provide a mobile phone for their child for reasons of communication and security on the way to and from school and to after-school activities.

The following are the conditions under which children may bring a mobile phone to school.

1. Mobile phones and other electronic devices must be turned off and handed in at the office before school for collection after 3pm. They are not to be accessed during the school day except in exceptional circumstances with authorisation through the office. Mobile phones will be signed in and out each day at the school office so they can be accounted for. No responsibility will be accepted for any loss, damage or theft if the mobile phone and other electronic devices are **NOT** checked-in in this manner.

2. This policy applies to students during school excursions, camps and extra-curricular activities.

3. The taking of photos or videos of students, without permission of a supervising teacher is not permitted.

4. The uploading of photos or videos of students whilst under the supervision of Coomera State School without permission from supervising staff is not permitted.

5. The parents and students agree that while they are in the supervision of school staff that they report all matters directly to staff and seek permission to contact parents. Parents needing to contact a child about their welfare during school hours should contact the school directly so we can provide assistance rather than attempting to contact the student by mobile phone. Staff members have the responsibility for the child’s welfare and control of the situation and must be informed so that rapid assistance can be provided. If the situation warrants it, parents will then be contacted.

6. Students should only use their mobile phones and other electronic devices before and after school.

7. Inappropriate messaging to other students will be dealt with in the same way as other forms of harassment.

The following consequences for breaches of this policy may apply:

- The mobile phone or electronic devices will be confiscated from the child until the end of the day, or
- The mobile phone or electronic device will be confiscated until the end of the day, parents contacted and the phone released only to parents when organised amongst parties.
14.0 EMERGENCY PROCEDURES

Our school has emergency procedures to prepare for contingencies such as fire, severe weather etc. Children and staff are regularly trained in the procedures to ensure that all operates smoothly in the unlikely event of incidents occurring. If you are at the school when one of our drills is taking place, please follow the directions outlined in the following sections.

14.1 Evacuation

An evacuation will be signalled by a constant designated bell. In case of fire, chemical spill or a critical incident:

- Evacuation map each of room has a clearly displayed map near the main exit. Please ensure that you move to the designated assembly point for that room
- Know the correct routes take the quickest and most accessible path to the assembly point
- Turn off all power/gas, if safe to do so, when leaving room
- Report to Admin / Office staff on arrival at assembly point

In an Emergency Evacuation

- Follow directions from supervising / school staff
- Assemble at the designated point
- Report to Admin / Office staff to announce your presence

14.2 Lock Down

In case of severe weather, violent intruder, wild animals, chemical spill, etc.; a lock down will be played. A lock down will be signalled by the continuous playing of instrumental music.

- If lock down occurs before school, during a break or you are outside, move yourself to the nearest lockable room.
- Assist, if applicable, in ensuring all doors and windows are locked.
- Assist, if applicable, in turning off all lights and equipment and move all students beneath desks, under windows or anywhere else out of sight.
- Remain silent and do not open doors for anyone. Admin will contact staff through internal phone system to Block Co-ordinator.
- The office will contact Block Co-ordinator re: number of students, names of staff, volunteers and any adults, as well as any one presently unaccounted for.

A siren is set to initiate warning, but will then stop. All clear on lockdown will be given via voice message, via P.A. and by internal system.