

# CONTENTS

<b>ENROLMENT</b>	<b>Page 2</b>
<b>ENROLMENT AGREEMENT</b>	<b>Page 2</b>
<b>CUSTODY/ACCESS ARRANGEMENTS</b>	<b>Page 3</b>
<b>SPORTING HOUSES</b>	<b>Page 3</b>
<b>STUDENT RESOURCE SCHEME AND VOLUNTARY CONTRIBUTIONS</b>	<b>Page 3</b>
<b>SCHOOL EXCURSIONS</b>	<b>Page 4</b>
<b>INSTRUMENTAL MUSIC PROGRAM</b>	<b>Page 4</b>
<b>SPECIAL VISITS</b>	<b>Page 5</b>
<b>SPORT</b>	<b>Page 5</b>
<b>HOMEWORK POLICY</b>	<b>Page 5</b>
<b>SCHOOL NETWORK USAGE</b>	<b>Page 7</b>
<b>PUBLICITY AND MEDIA RELEASE</b>	<b>Page 9</b>
<b>STUDENT USE OF MOBILE PHONES AND ELECTRONIC EQUIPMENT</b>	<b>Page 8</b>
<b>PUBLICITY AND MEDIA RELEASE</b>	<b>Page 9</b>
<b>RELIGIOUS EDUCATION</b>	<b>Page 9</b>
<b>INSURANCE</b>	<b>Page 10</b>
<b>STUDENT DRESS CODE</b>	<b>Page 10</b>
<b>RESPONSIBLE BEHAVIOUR PLAN FOR STUDENTS</b>	<b>Page 12</b>

# ENROLMENT

An enrolment form giving personal details of the child and parents must be completed. It is imperative that all information provided is accurate as this is particularly important in the case of an emergency. Occasionally, forms for updating information will be forwarded to you. However, please contact the school immediately when changes of the following occurs:

- change of address
- change of phone number including mobile numbers
- change of parental workplace or phone number
- change in emergency contact/s
- change of medical condition
- change of custodial information.

Please be aware that it is a Departmental requirement that relevant documentation be provided for a change of name for students. Office Staff must also use the Legal name of students, as per birth certificate, as per Education Qld Policy. However, we can include a preferred name within our system if requested.

## **Enrolment Privacy Statement**

The Department of Education collects information on the enrolment form for the purpose of school enrolment and student management. Personal information collected by the Department is protected by the Queensland Government's Information Standard 42 – *Information Privacy*.

However, in accordance with Information Sharing Protocols and Memoranda of Understanding, some of this information may be passed on to government agencies. Some of these state government agencies include Queensland Health, Queensland Transport, Queensland Police Service and Department of Families. The Commonwealth Government, through Centrelink, may require information for matching purposes in relation to the payment of study assistance benefits to some students. Personal information on the enrolment form can be disclosed to other third parties without the individual's consent where authorised or required by law.

## **Attendance/Achievement/Behaviour**

While students are enrolled in and attend state schools, school staff will collect personal information about their academic performance, attendance and behaviour for the purpose of monitoring their educational progress and providing educational programs to suit the needs of the student. Year 3, 5 and 7 student names are passed on to the Queensland Studies Authority for the purpose of issuing individual reports in relation to the assessment of numeracy and literacy skills of students. This personal information can be disclosed to other third parties without the individual's consent where authorised or required by law.

## **Wellbeing, Protection and Safety**

During a student's attendance, the Department of Education may also collect personal information that relates to the wellbeing, protection and safety of the student. This personal information may be passed on to agencies such as Queensland Health, Queensland Police Service and Department of Families in accordance with Education Queensland's Student Protection Policy and other policies relating to student behaviour. This personal information can be disclosed to other third parties without the individual's consent where authorised or required by law.

## **Children and Young People in the Care of the State – Data-Matching**

The Department of Education and Department of Families conduct a data-matching program to improve school achievement outcomes for children and young people in care. The data-matching program involves a comparison, through a unique identifier, of certain personal information of children and young people in care and those children of similar age in the general school student population, including those who have specific needs. This personal information may include: achievement levels; retention rates; age; school year levels; school disciplinary absences; and student movement between schools.

You may obtain further information about the Queensland Government's privacy regime contained in Information Standard 42 – *Information Privacy* at <http://www.iej.qld.gov.au/informationstandards>

If you have any questions about privacy or access to information, you may contact Education Queensland's Privacy Contact Officer on 3237 0546.

## **ENROLMENT AGREEMENT**

An enrolment agreement sets out the responsibilities of the student, parents or carers and the school staff about the education of students enrolled at Coomera State School. It is signed as part of the enrolment process.

### ***Responsibility of student to:***

- attend school regularly, on time, ready to learn and take part in school activities
- act at all times with respect and show tolerance towards other students, staff and members of the school community
- work hard and comply with requests or directions from staff
- abide by school rules, meet homework requirements and wear the school's uniform
- respect the school environment.

**Responsibility of parents or carers to:**

- attend open evenings for parents
- let the school know if there are any problems that may affect your child's ability to learn
- inform school of reason for any absence
- treat school staff with respect and tolerance
- support the authority and discipline of the school enabling your child to achieve maturity, self discipline and self control
- abide by school's policy regarding access to school grounds before, during and after school hours
- advise Principal if your child is in the care of the state or you are the carer of a child in the care of the state
- inform school if your child's living arrangements change and provide details of new home address and phone number.

**Responsibility of school to:**

- develop each individual student's talent as fully as possible
- inform parents and carers regularly about how their children are progressing
- inform students, parents and carers about what the teachers aim to teach the students each term
- teach effectively and to set the highest standards in work and behaviour
- take reasonable steps to ensure the safety, happiness and self-confidence of all students
- be open and welcoming at all reasonable times and offer opportunities for parents and carers to become involved in the school community
- clearly articulate the school's expectations regarding the responsible behaviour plan for students and the school's dress code policy
- ensure that parents and carers are aware of the school's insurance arrangements and accident cover for students
- advise parents and carers of extra-curricular activities operating at the school in which their child may become involved
- ensure that the parent is aware of the school's record-keeping policy including the creation of a transfer note should the student enrol at another school
- set, mark and monitor homework regularly in keeping with the school's homework policy
- contact parents and carers as soon as is possible if the school is concerned about the child's school work, behaviour, attendance or punctuality
- deal with complaints in an open, fair and transparent manner
- consult parents on any major issues affecting students
- treat students and parents with respect and tolerance.

## **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.

## **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.

## **STUDENT RESOURCE SCHEME AND VOLUNTARY CONTRIBUTIONS**

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. To ensure students are prepared for learning, parents are required to provide a range of resources for their children while they attend school.

## **Books and Materials**

Our school has a Student Resource Scheme that operates as follows:

- (a) A Core List of items required for every class at a given year level. Year Level Book Lists are issued towards the end of the school year in preparation for the following year. This school operates a book pack scheme in conjunction with local businesses. Packs may be ordered in part or full and delivered or collected at a convenient time prior to the commencement of the new school year. This is not a compulsory scheme and school requisites can be purchased elsewhere if desired.
- (b) A Supplementary List of items which may differ from class to class depending upon individual teacher policy and class needs. This is usually a small list of items and is normally sent out at the beginning of the school year once classes are finalized.
- (c) A Student Resource Scheme which ensures all students have required resources for their education and the school's bulk purchasing arrangements saves parents time and considerable expense in resource provision. In return for a fee per child, the Student Resource Scheme at Coomera State School provides a range of resources for student use including atlases, dictionaries, student workbooks, home readers and access to online learning programs such as Mathletics, Intrepica and World Book Encyclopaedia. If you choose not to pay the scheme fee then it is the responsibility of the parents to provide the items outlined on this list as per the terms and conditions of the Scheme.
- (d) A Voluntary Contribution Scheme to provide funds for the purchase of additional resources to enhance classroom learning activities.

From time to time throughout the school year, it may be necessary to replace some consumable items such as pencils, glue etc. Your assistance in doing this promptly is greatly appreciated as it ensures your child is prepared for learning.

Any books issued to students during the year must be returned at the end of the year unless otherwise stated.

In some instances children are permitted to take text and library books out of the school for home study purposes but they are responsible for their care and return. Losses will have to be replaced at parents' expense.

## **SCHOOL EXCURSIONS**



From time to time, students from Prep to Year 7 may be involved in a camp or school excursion. The purpose of a camp or school 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. Children therefore should be active participants in any camp or excursion undertaken and should be worthy ambassadors for the school. Teachers prepare the students to gain maximum benefit from a camp or excursion. This occurs prior to, during and after the event is undertaken.

Parents are advised in writing of requirements and costs prior to a camp or excursion taking place. Consideration is given to keeping costs to a minimum while maintaining the educational benefits of the activity. In some instances, parents may also participate in a camp or excursion.

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. If you are experiencing financial difficulty please contact the office at least 48 hours before payment must be made so we can assist you.

## **INSTRUMENTAL MUSIC PROGRAM**

The school currently operates an Instrumental Music Program involving Brass and Woodwind for children from Years 5 - 7 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 practices 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.

Students participating in the Instrumental Music Program are required to join the school's Instrumental Music Contribution Scheme and providing the specified instrument. Fees are used to cover costs associated with the program as well as maintenance of school instruments. The school has a growing pool of loan instruments which are available usually for a period of twelve months. A couple of the larger, more expensive instruments are loaned for longer periods. The school does not supply violins and parents are required to provide these instruments. Parents may purchase or hire instruments from musical shops and are advised to seek advice from the music teachers before purchasing instruments as experience has shown quality varies amongst the different brands of instruments.

## **SPECIAL VISITS**

From time to time, the school will be visited by performers and guest speakers who will present a range of activities for students. These educational presentations may be free or have a small charge. Details will be provided as required.

## **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. An Interhouse Athletics Carnival is conducted once a year and parents and friends are invited to attend. The aim of this day is maximum participation of all students. The school also participates in Athletic Carnivals as a member of the South Coast Region.

Senior students may participate in Interschool sport during the school year and costs associated with transport to and from sporting venues are usually involved.

The school conducts a swimming program at a local pool in Term 4. An Interhouse Swimming Carnival and Fun Day is the culmination of the swimming program. A fee is involved for participating students to cover costs including pool entry, transport and cost of instructors.

## **HOMEWORK POLICY**

### **Rationale:**

There are numerous benefits from the setting of homework at the primary school level:

- To provide opportunities to revise and consolidate work done in class
- To develop study habits
- To develop independence and self-discipline
- To develop time management skills
- To promote a closer involvement of parents in their children's education.

The purpose of this policy is to attempt to maximise the benefits of homework whilst at the same time minimising conflict.

### **Role of Parents:**

- To provide support and encouragement to the child
- To encourage completion of homework tasks
- To provide an appropriate working environment for children, free from other distractions
- To confer with the teacher when problems/concerns arise with homework
- To establish a routine by choosing an appropriate time in the day in which to complete homework.

### **Communication to Parents:**

Teachers' classroom expectations will be communicated to parents by letter and at Parent Teacher meetings at the beginning of each year.

Teachers will explain....

- The type of work to be set
- Expectations/requirements for completion eg. in pencil, amount of parental assistance etc
- Time to be spent each week

- Other suitable tasks optional for parents wishing to support their children further
- Optional tasks set by the teacher targeting specific students needs.

### **Homework Content:**

Homework set should be appropriate to the developmental levels of the children within a class. Teachers need to ensure that students possess the necessary pre-requisite skills for homework tasks set.

- **Home Reading** through the school's 'Home Reading Program' is an essential feature of homework for students in Prep-3. Reading at home in Years 4-7 is also strongly encouraged.
- **Appropriate Homework** content may include...
  - Reading at all year levels
  - Spelling - words should be suited to each student's spelling developmental phase
  - Oral language - preparation for lecturettes etc at any year level
  - Basic maths facts and operations
  - English activities eg cloze, comprehension, word building and writing
  - Projects and research that set **clear criteria** and **expectations of parent input**
- **Inappropriate Homework** activities may include...
  - Work that is new or difficult, requiring a high degree of parent help
  - Mathematics computations where concrete materials are necessary but are unavailable
  - Work not covered in class
  - Research projects requiring all students to have access to resources not freely available to all
  - Identical whole class spelling tests
  - Home science experiments using items not readily available to all
  - Unfinished school work that the child had difficulty completing.

### **Duration and Frequency:**

Generally, it is our policy to set homework over a 4 night weekly period eg. Monday through to Thursday or Tuesday to Monday. This allows students and their families to be flexible and plan completion of homework around their other commitments. This process teaches students how to plan and use their time wisely.

Suggested nightly time limits, including Home Reading for each year level are:

<b>Year 1</b>	5-15 mins
<b>Year 2</b>	10-20 mins
<b>Year 3</b>	10-25 mins
<b>Year 4</b>	15-30 mins
<b>Year 5</b>	15-35 mins
<b>Year 6</b>	20-40 mins
<b>Year 7</b>	20-45 mins

### **Avoiding Problems:**

The following points should be taken into consideration when setting homework.

#### **Correcting:**

Homework should not be set if it is not going to be corrected. Correction should be done as soon as possible afterwards.

#### **Expectations:**

Realistic expectations should be set for all students at their stage of development. Work set should be achievable within the recommended time limit allowing for each child to experience success. Therefore, it is quite reasonable for students in a class to have different levels of a number of homework tasks.

#### **Parent Help:**

Parents are encouraged to support their child with their homework however excessive help or doing the work for the child is discouraged. We ask that you sign and note if help is required from a parent as this ensures that the teacher is informed that your child may require extra assistance. Parent education is advised before setting homework which requires a thorough understanding of the techniques and processes different from those used when they were at school.

#### **Busy Lives:**

Teachers need to be sensitive to the fact that many children lead busy lives with sporting, cultural and social commitments at home. Where these commitments are repeatedly interfering with the completion of homework, contact should be made with the student's parents/carers to ensure that the student's inability is genuine, and then the amount of homework should be negotiated for future occasions.

#### **Incomplete Homework:**

Withdrawal from any regular part of the school program is not an appropriate response for students who do not complete homework. Students may be required to catch up on uncompleted homework during their play break. Appropriate monitoring strategies and parent/carer contact should be established for those students who repeatedly default in performing or completing homework.

### **Informal Homework Activities:**

In addition to formal homework, students will also benefit from a range of informal activities. These will provide a source of enjoyment to children and allow them to pursue individual interests. We believe that engagement in these activities will improve communication between parent and student and help to involve parents more in the education of their children.

#### **Some suggested activities:**

- Read library books with/to your child
- Keep diaries and other forms of writing eg. letters, lists
- Learn some practical task about the house eg. maintaining a garden, cooking, sewing etc
- Discuss current affairs from Radio, TV or the Newspaper. Older students may be encouraged to watch such programs each night
- Join a local Library, select books and read during the evening
- Participate in sporting and cultural activities
- Conduct open ended discussions
- Encourage participation in a hobby.

## **SCHOOL NETWORK USAGE**

#### **Why are schools providing students access to ICT facilities?**

To ensure young Queenslanders are well equipped to contribute fully to the information economy, the education sector is responding to the innovation directions of the Smart State Strategy through Smart Classrooms. This strategy focuses innovative programs and resources towards schools, teachers and students. An essential tool for schools in the provision of innovative educational programs is the utilisation of intranet, internet and network services. Therefore, access to these technologies is an increasingly essential part of the modern educational program provided in schools.

#### **What is acceptable/appropriate use/behaviour by a student?**

It is acceptable for students to use school computers and network infrastructure for: assigned class work and assignments set by teachers; developing literacy, communication and information skills; authoring text, artwork, audio and visual material for publication on the Intranet or Internet, solely for educational purposes as supervised and approved by the school; conducting research for school activities and projects; communicating with other students, teachers, parents or experts in relation to school work; and access to online references such as dictionaries, encyclopaedias, etc. Students can also collaborate, research and learn through Education Queensland's e-learning environment.

#### **What is unacceptable/inappropriate use/behaviour by a student?**

It is unacceptable for students to: download, distribute or publish offensive messages or pictures; use obscene or abusive language to harass, insult or attack others; deliberately waste printing and Internet resources; damage computers, printers or the network equipment; violate copyright laws which includes plagiarism; use unsupervised internet chat; and use online email services (e.g. hotmail), send chain letters or Spam e-mail (junk mail). Usernames and passwords are to be kept by the student and not divulged to any other individual (e.g. a student should not give their fellow students their username and password). Students cannot use another student or staff member's username or password to access the school's network, including not trespassing in another person's files, home drive or e-mail. Additionally, students should not divulge personal information (e.g. name, parent's name, address), via the internet or e-mail, to unknown entities or for reasons other than to fulfil the educational program requirements of the school.

#### **What is expected of schools when providing student's with access to ICT facilities?**

Schools will provide information in relation to student access and usage of its network and reserves the right to restrict/remove student access to the intranet, extranet, internet or network facilities if parents or students do not adhere to the school's network usage and access guideline/statement. Schools will prepare students for the possibility of unanticipated access to harmful information, materials or approaches from unknown persons via the internet (e.g. run through processes for disregarding (or ceasing access) to information, the process for reporting accidental access to harmful information and reporting approaches from unknown persons via the internet to the supervising teacher or school staff member). Where possible, classes involving internet usage by students will be prepared prior to class engagement, including, filtering and checking sites students are directed to visit. An assessment should be made of the appropriate timeframe for access to the internet for completing the set task or duration a student should have access to the internet (e.g. during schools hours, outside of school hours).

#### **What awareness is expected of students and their parents?**

Students and their parents should:

- Understand the responsibility and behaviour requirements that come with accessing the school's ICT network facilities and ensure they have the skills to report and discontinue access to harmful information if presented via the internet or e-mail.

Students and their parents should be aware:

- That the ICT facilities should be utilised with good behaviour as stipulated under the Code of School Behaviour;
- Students breaking these rules will be subject to appropriate action by the school. This may include restricted network access for a period as deemed appropriate by the school;
- Access to ICT facilities provides valuable learning experiences, therefore giving the student educational benefits in line with the school's educational program;
- The Internet gives access to information on and from a wide variety of organisations, subjects, people, places with origins from around the world; the school can not control information accessed through the internet; and information may be accessed or accidentally displayed which could be illegal, dangerous or offensive, with or without the student's immediate knowledge; and
- Teachers will always exercise their duty of care, but protection, mitigation and discontinued access to harmful information requires responsible use by the student.

## STUDENT USE OF MOBILE PHONES AND ELECTRONIC EQUIPMENT

As a school, we do not encourage students bringing mobile phones and other electronic equipment to school. This includes but is not limited to, games devices (e.g. PSPs, Gameboys) laptop computers, PDAs, cameras and/or voice recording devices (whether or not integrated with a mobile phone or MP3 player), mobile phones, iPods and devices of a similar nature. 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 office or kept in students bag they are not to be accessed during the school day except in exceptional circumstances with authorisation through the office.
2. Mobile phones and other electronic devices are valuable items and schools are generally an insecure place. The school has provided a safe storage facility in the Administration Building. Mobile Phones and other electronic devices should be turned **off** or on **silent** and stored in a clear plastic zip bag with the child's name on it. 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.
3. This policy applies to students during school excursions, camps and extra-curricular activities.
4. Mobile phones and other electronic devices should not be used in any manner or place that is disruptive to the normal routine of the school.
5. The taking of photos or videos of students, without permission of a supervising teacher is not permitted.
6. The uploading of photos or videos of students whilst under the supervision of Coomera State School without permission from supervising staff is not permitted
7. 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. 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. 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.
8. Students should only use their mobile phones and other electronic devices before and after school.
9. Parents should not rely solely on *mobile phone* or *text* messages to a student. The school will not be held responsible for any undelivered messages. The school will deliver messages to students phoned through in the regular manner prior to 2.30pm each day.
10. In-phone cameras are not to be used to take any photographs without permission or in inappropriate areas such as change-rooms or toilets.
11. 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 will be confiscated until the end of the day, or



- The mobile phone will be confiscated until the end of the day, parents contacted and the phone released only to parents.

## PUBLICITY AND MEDIA RELEASE



### Student Publicity and Media release

From time to time, our school and its students may be involved in promotional publicity and media releases. As this may involve the use of a student's work, name or image, student and/or parental permission is required for such publicity.

This policy gives the State of Queensland, acting through the Department of Education (Education Queensland), permission to use works created by students in the course of their studies, or to use sound and/or vision of the student, for purposes associated with the promotion of Education Queensland or the State of Queensland.

#### For the student:

This does not mean that you, the student, lose ownership rights over your works — simply that Education Queensland has permission to use your works for the purposes mentioned. Please be aware that work created by you may contain the work of a third party that may be subject to copyright. Permission must be obtained before any copyright work of a third party can be published.

1. During the course of my studies provided by Education Queensland, I may create works that attract intellectual property rights (for example, copyright). These works may form part of my academic assessment or my studies generally.
2. These works might include my written work (eg stories and poems), paintings, pictures, drawings, designs, photographs, videos, films, music, performance, computer programs, web sites, sculptures, fashion or costume, metal or wood works or any other works I create.
3. Education Queensland may record sound and/or vision of my works and me whilst I am at school or taking part in school-related activities or performances. I also understand that my name may be used in connection with the works.
4. Education Queensland understands that I own the intellectual property rights for my works, my sound and my vision, and that this consent is not meant to transfer my ownership.
5. I give permission to the State of Queensland, acting through Education Queensland, to use my works, my sound/vision, and/or my name for:
  - the media activity listed on required schedules
  - future media activities
  - promoting and advertising of the State of Queensland or Education Queensland and its students
  - State or Education Queensland publications
  - any commercial purpose.

Education Queensland understands that I may choose to give this permission to other people, but I understand that such further consents are subject to the rights given to Education Queensland in this consent.

6. I understand that by giving this permission, Education Queensland can use my works, my sound and/or my vision in any way it chooses, for the purposes described above. It may reproduce them in any form, in whole or in part, and distribute them by any medium including the Internet, CD-ROM, or other multimedia uses.
7. I understand that my works, my sound and/or my vision may be kept on file for an indefinite period of time and that they may be used in the future by the State of Queensland and Education Queensland for the purposes listed in item 5.
8. I warrant that Education Queensland will not infringe the rights of any third party by exerting its rights given in this consent.
9. I understand that Education Queensland will not pay me for giving this permission.
10. I understand that Education Queensland is not bound to use sound or vision of my works or me.
11. If I decide to withdraw my permission at any time, I understand that it is my responsibility to contact Education Queensland and inform them of my decision in writing.
12. I agree that if I withdraw my permission, the withdrawal will not be effective immediately where Education Queensland has entered into contractual obligations in relation to any of my works, sound and/or vision. In such cases my withdrawal will be effective after the contractual obligations come to an end.

**RELIGIOUS EDUCATION** Queensland state schools embrace a multitude of cultural, religious and non-religious beliefs and encourage students to grow and develop as a whole person, in particular, in beliefs, values and attitudes. It is important to ensure that schools respect the background and beliefs of all

students by not promoting, or being perceived as promoting, any particular set of beliefs in preference to another.

Religious Education is an important part of the curriculum offered at Coomera State School. Accredited volunteers deliver a common Religious Education Program ensuring the lessons are conducted in a non-denominational way. Implementing an agreed Religious Education Syllabus, lessons are offered to all students from Years 1 - 7 for a 30 minute period each week.

At this and other State Primary Schools in the area, there is a Ministry Agreement signed by the local Church Leaders which outlines the aims, goals and guidelines for the teaching of the common Religious Education Program. In the Program, emphasis is given to the development of life skills and socially helpful behaviour – consideration with caring attitudes, cooperation with respect for others and their property, an awareness of their own self worth, and satisfying their need to be valued. During the year, different teaching media are used including music, story telling, reading, dramas, role playing, mime, puppets, videos, recorded skits and interviews on cassette, sketch and tell, discussions, quizzes and activity books.

Written notification is required for *students not to participate in religious education*. This can be provided to the school office at any time during the school year.

## INSURANCE

### Insurance Cover for Students undertaking Physical Activities

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.

## STUDENT DRESS CODE

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
- **Equity** - to discourage fashion competition eg. 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.

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

<i>Top</i>	<ul style="list-style-type: none"> <li>• Coomera State School Boys Check Shirt</li> <li>• OR Coomera State School Girls Check Blouse</li> <li>• OR Coomera State School Girls Check Dress</li> <li>• OR Unisex Coomera State School Polo Shirt</li> <li>• OR Unisex Coomera Prep Polo Shirt (Prep Students only)</li> <li>• OR Unisex Coomera State School Senior Polo Shirt (Year 7 Students only)</li> <li>• Coomera State School fleecy zip up jacket</li> </ul>
<i>Bottom</i>	<ul style="list-style-type: none"> <li>• Black unisex shorts, culottes or skorts which allow for active play. <i>Length: Knee length to mid thigh or as deemed appropriate by the Principal</i></li> </ul>

	<ul style="list-style-type: none"> <li>• Choice of unisex long black track pants (for colder days) OR black tights</li> <li>• No bike shorts</li> </ul>
<i>Sunsafety</i>	<ul style="list-style-type: none"> <li>• Coomera State School hat</li> <li>• Appropriate child size sunglasses to Australian Safety Standards (AS1067).</li> <li>• Swimshirts must be worn for swimming lessons conducted in open air pools</li> <li>• (School hat compulsory, sunglasses and sunscreen recommended)</li> </ul>
<i>Jewellery</i>	<p>Maximum allowable items</p> <ul style="list-style-type: none"> <li>• Watch</li> <li>• One pair studs or sleepers in ear lobe only</li> <li>• One necklace for religious, cultural or medical reasons only (Letter addressed to Principal)</li> <li>• Bracelets for medical reasons</li> <li>• No rings or visible body piercing</li> </ul>
<i>Hair</i>	<ul style="list-style-type: none"> <li>• Tied back at all times if hair is longer than collar length - boys and girls</li> <li>• Hair accessories <i>should not be decorative but practical in nature and should be in school colours</i></li> <li>• Hair to be a 'natural' hair colour</li> <li>• <i>Hair style should be conservative, neat and tidy or as deemed appropriate by the Principal</i></li> </ul>
<i>Footwear</i>	<ul style="list-style-type: none"> <li>• Plain black, fully closed-in shoes/joggers <i>with black laces or velcro</i></li> <li>• No high heels</li> </ul>
<i>Socks</i>	<ul style="list-style-type: none"> <li>• All white, plain</li> <li>• No lower than anklet style</li> <li>• No logos or brand names</li> <li>• Must be visible at all times</li> </ul>
<i>Cosmetics</i>	<ul style="list-style-type: none"> <li>• No make-up</li> <li>• Clear nail polish only</li> <li>• Any other item for medical reasons only</li> </ul>
<i>Sports Shirts</i>	<ul style="list-style-type: none"> <li>• Plain <i>collared</i> sports shirts for Interhouse sports days</li> <li>• Acacia - Yellow; Grevillea - Red; Banksia - Green</li> <li>• Sunsmart in design</li> </ul>
<i>Free Dress Days</i>	<ul style="list-style-type: none"> <li>• Organised by Student Council and notified in the Newsletter</li> <li>• Must be Sunsmart at all times</li> <li>• No inappropriate logos, slogans or wording</li> <li>• <i>Fully closed in footwear</i></li> </ul>

\* School uniform items are available for purchase from the P&C Uniform shop located at the school.

### **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
- 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.



**Prep Uniform**



**Year 1 to Year 7**



**Year 7 (senior polo)**

## **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 may be purchased from 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.

## **RESPONSIBLE BEHAVIOUR PLAN FOR STUDENTS**

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 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 ( Safety, Learning, Communication, Respect, Responsibility)
- 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:

Step1: 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

### **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 teachers. Students in their classes have been 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 and takes form home for parent to sign and returns it 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 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 (eg: violent acts) can move a child immediately into Phase 2.

### **Positive Behaviour Recognition**

Students are acknowledged for their positive behaviour choices through Assembly Awards, Caught Being Good coupons, 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 and End of Term Reward activity.

### **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, Queensland Transport 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
- It is the responsibility of students to 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
- 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
- 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
- Wait in the area indicated by the driver.

Breaches of the code of conduct may result in Bus Pass privileges being suspended by the Queensland Department of Transport. Further information about the Code of Conduct for school students travelling on buses is available at [http://www.transport.qld.gov.au/Home/Assistance\\_and\\_services/School\\_transport](http://www.transport.qld.gov.au/Home/Assistance_and_services/School_transport)

**Bus Passes and Timetables:**

New enrolment bus passes and timetables are available from Surfside Bus lines.

Please phone Surfside Buslines on 5571 6555 (ext: 229 or 230) or [www.surfside.com.au](http://www.surfside.com.au).

## **TRANSFERS**

A Transfer Note is required for each child leaving our school. Please contact the school office to make the necessary arrangements prior to relocation.



**Coomera State School**  
**Dreamworld Parkway Coomera Qld 4209**

Phone: (07) 5519 6333

Fax: (07) 5519 6300

Email: [the.principal@coomerass.eq.edu.au](mailto:the.principal@coomerass.eq.edu.au)

Internet: [www.coomerass.eq.edu.au](http://www.coomerass.eq.edu.au)

