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GENERAL INFORMATION

SCHOOL DAY

8.20am	Bell: Early arrival students may leave covered area adjacent to school Administration Block
8.45am	Bell: Students move to classrooms to prepare for the school day
8.50am	Bell: Lessons commence
8.50am - 10.50am	Morning Session
10.50am	Bell: First Break begins
10.50am - 11.25am	First Break (First 10 minutes: Supervised Eating Time)
11.25am	Bell: Assemble for class
11.30am - 1.30pm	Middle Session
1.30pm	Bell: Second Break begins
1.30pm - 2.05pm	Second Break (First 10 minutes: Supervised Eating Time)
2.05pm	Bell: Assemble for class
2.10pm - 3.00pm	Afternoon Session
3.00pm	Bell: School day concludes

ARRIVAL AND DEPARTURE FROM SCHOOL

We have arrangements for caring for students before and after school each day. Please take a minute to best plan for the appropriate care and supervision for your child/ren outside our regular school hours.

Before School

Students are not expected to be at school prior to 8:20am each morning. Quality care and supervision is available for families who require before school care through on-site Outside School Hours Care operated by Helping Hands. This has been provided for the convenience of families. Registration for OSHC is free of charge and is encouraged for all students. There is only a cost for the times that it is used. All students who are dropped off or arrive at school before 8am should be registered and checked into Before School Care. The school does not provide supervision of students who arrive at school early and requires students who arrive before 8:20am to sit quietly in the tuckshop area and wait until the 8:20am bell before moving to areas close to classrooms.

After School

Students are to be collected promptly after school each day as the school does not provide supervision of students at this time. Supervision is provided for the Loading Zone and Bus Zone departure points until 3:20pm each day. Students who can not be collected by 3:20pm should be registered and checked into After School Care where care is provided until 6pm each school day. After School Care 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.

If you need to collect your child/ren early you will need to 'sign them out' at the school office. Further information related to processes for collection of students during the school day is located in the Student Absences Section of this handbook.

MESSAGES TO STUDENTS

We understand that there are times when emergencies occur or circumstances change at the last minute for student pick up arrangements. Please be aware that it can be difficult for office staff to get messages to students at short notice after 2.30pm as classes may not be in classrooms. While every effort will be made to ensure last minute messages are received by students this cannot be guaranteed. Please keep this in mind when arranging your child's schedule.

Unless an emergency situation exists, office staff will not contact parents if students forget to bring items such as instruments, notes, hats etc to school. As a courtesy, however, parents will be contacted if students forget their lunch. A sandwich will be arranged for them at the tuckshop if parents cannot be contacted and notification will be forwarded home.

TRANSPORT

A bus service for students is operated by Surfside Buslines. Bus passes and timetables are available by contacting Surfside Buslines on 5571 6555 (ext: 204) or www.surfside.com.au.

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 week's upcoming events. Parents are most welcome to attend assemblies.

Prep – Year 1: Monday, 2:15pm- 3pm

Year 2 – 4: Tuesday, 2:15pm – 3pm

Year 5 – 7: Wednesday, 2:15pm – 3pm

NEWSLETTER: “Coomera Link” & ‘Coomera Courier’

Active communication between school and parents is essential. The *Coomera Link* is emailed home fortnightly which contains information about school and community happenings, points of interest, future plans and educational comment. Every alternative fortnight the *Coomera Courier* is sent home with the youngest child in each family. This is a shortened version of the *Coomera Link* containing essential reminders and notices.

You can subscribe to the newsletter at <http://www.schoolzine.com.au/secure/coomerass1144/index.html> or through the Coomera State School website. Families who don't have access to the internet can collect a paper copy from the School Office.

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:

Gold Coast Health Service District
Community Child Health
43 Nerang Street (PO Box 206)
Southport Q 4215
Ph: (07) 5519 2600

DENTAL SERVICE

Free dental treatment is offered to all children in the school through Queensland Health. This is provided by a dentist or dental therapist, depending on the nature of treatment required. Dental vans visit schools across the area and are based here from time to time and has recently visited our school. You will be advised when the van is based at our school and permission forms will be sent home at that time. Dental services are available by contacting Qld Health on Ph (07) 1300 300 850.

SCHOOL SECURITY

- All visitors (classroom helpers, aides, volunteers, tradespeople, sales staff) should report to the office on arrival and departure from the school, sign the visitor's book and collect a badge. **This does not apply to picking up and dropping off your child immediately before and after school.**
- Badges are issued to all visitors and permanent/casual relief staff members.
- Signs are placed on fences advising that visitors must report to the school office.
- Staff (full time and casual) are required to wear identifying school badges.
- Children will be 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.

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 below

Evacuation = 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

1. Follow directions from supervising / school staff
2. Assemble at the designated point
3. Report to Admin / Office staff to announce your presence

Siren is set to initiate warning but will then stop.

All clear on lockdown will be given via voice message via P.A. and internal system.

Lock Down = Constant Ringing of designated bell OR 'POSSUM ALERT'

In case of severe weather, violent intruder, wild animals, chemical spill, etc.



- 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 missing.



Siren is set to initiate warning but will then stop.

All clear on lockdown will be given via voice message via P.A. and internal system.



PARKING

Car parking is 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 2.45pm to 3.15pm to ensure the safety of our students in and around the parking areas during this busy time.

PICK UP AND DROP OFF

A Loading Zone is located at the front of the school entrance adjacent to the Seven Eleven on Dreamworld Parkway. Parents may collect children in this area by placing a card with your family name on the driver's visor or dashboard in a way that is visible to the loaders. Students will be called by a PA system and loaded into the rear driver's side door of the vehicle. Drivers who reach the front of the zone before their children are ready are asked to drive around and join the queue again. This area is fully supervised by school staff during Loading Zone times, (currently 3:00- 3:20pm each school day).

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 can use the parking area alongside Viney Park and have students walk across the sporting field area.

MONEY COLLECTION

The Finance Window is open every Monday, Wednesday and Friday between 8:15am and 9:30am for parents and 8:15am and 8:45am for students. These are the **only** collection times available to accept cash, cheque, money order or debit card. For safety and security reasons the office and teachers will not collect or store money provided outside of the allocated times under any circumstances. Money should be sent in an envelope clearly marked with the student name, purpose and amount of money enclosed. Receipts will be issued for payments received.

Due to administrative processes, money will **not be** collected in the last week of each term.

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. (eg. 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.

As there is often a delay by a day or so between banking institutions before the payment shows up on our statement, it is important that you don't leave it until the due date to make the payment as it will miss the cut off.

Should you have difficulties with payment of fees, excursions or activities by the due dates, please contact the school office at least 48 hours prior to the due date for payment so alternative arrangements can be negotiated.

The school's banking details are:

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

If you prefer not to use this method of payment you can still utilize the current methods available (credit/debit card, cash, cheque or money order). Credit card payments can be made over the phone. This, however, can take several minutes as details are obtained. Alternatively, you are able to complete a credit card payment advice that will be attached to the activity notification.

If you have any queries regarding the internet transfer process, please contact the school office for assistance.

Centrelink

Deductions were introduced in 2011 for various school expenses. Please contact the Business Service Manager (Mrs Ann Arthur) in the office if you wish to participate in this service.

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 the third Monday morning of the month. Office bearers are elected at the Annual General Meeting which is advertised in the school's newsletter "*Coomera Link*" and "*Coomera Courier*".

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.

Functions:

- To foster general community interest in educational matters
- Encourage closer cooperation between the parents of students attending the school, other members of the community, staff and students of the school
- To provide advice and recommendations to the Principal of the school on issues and concerns in respect of students and the general operation and management of the school
- To provide or assist in the provision of financial or other resources or services for the benefit of students of the school
- To perform any other functions as the Minister may determine, not inconsistent with the Education (General Provisions) Act 2006.

While the P&C functions as an important arm of the school it does not make policy with regard to administrative matters. Any matters of this nature should be taken up with the Principal. For more information on how to join the P&C or assist in their activities please contact the school office or a member of the P&C executive.

The P&C operate the tuckshop and uniform shop here at the school and are always looking for assistance from volunteers. As volunteers are operating these facilities your patience is appreciated.

TUCKSHOP

The tuckshop provides a variety of healthy over the counter items for sale from Monday to Friday. Menu and tuckshop policies and procedures 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.

Online Ordering System is available for parents for Tuckshop orders. You can gain access at www.flexischools.com.au for easy registration. For a trial run simply select Coomera State School from Log on. If any further questions arise please call the flexischool hotline on 1300 361 769.

Credit arrangements are not available for lunches. Please be aware that children who forget or lose their lunch will be provided with a jam or vegemite 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.

UNIFORM SHOP

The uniform shop is currently open on Mondays, Wednesdays and Fridays from 8:30am – 9:15am. As it is run by volunteers, times are subject to change. Opening times are advertised regularly in the school newsletter.

UNIFORM REFUND POLICY

Coomera State School P&C Association will offer a replacement, exchange or refund of an item if it is faulty as a result of manufacturer error and proof of purchase is provided.

NB: PLEASE KEEP YOUR RECEIPT

With your Receipt

- If you simply change your mind or make the wrong decision, we will offer an exchange or refund the item within 21 days of purchase, if the item is unworn, unwashed, in its original condition and you have proof of purchase.
- There will be no returns, replacements or exchanges 3 months after purchase.

Without your Receipt

- If the item is returned unused or unopened we will offer you an exchange for the same item in a different size.

Sale of Second Hand Items

- PLEASE SELECT CAREFULLY when purchasing a Sale or Second Hand item as there is NO replacement, exchange or refund.
- We accept donations of second hand items to be on sold but do not buy or sell items on behalf of people.
- **HATSPLEASE** SELECT CAREFULLY when selecting hats, for Health & Safety reasons hats and caps will not be exchanged or refunded.

THE ABOVE POLICIES ARE NOT INTENDED TO OVERRIDE OR LIMIT YOUR STATUTORY RIGHTS IN ANY WAY

LOST PROPERTY

All belongings found at school will be placed in a lost property basket outside 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. **Please name all students' personal belongings. This will greatly assist with the return of lost items.**

VOLUNTARY AIDES

Parents are encouraged to volunteer some of their time to assist with various activities at school. Some activities might include helping children read, preparing charts and materials, providing expertise which you may possess or assisting with sports and swimming. While this provides great assistance to the staff it also provides an opportunity for parents to see and become involved in the education of their children. Research has shown that parent involvement in a child's education makes a significant contribution to the child's success at school.

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 <http://www.ccypcg.qld.gov.au/employment/bluecard/application.html> **Please contact the Business Service Manager (Mrs Ann Arthur) for completion of this documentation.**



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