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Proston State School P-10  
Prospectus  
Page 2
Welcome to the 2017 academic year at Proston State School. This state school has had, for many years, a proud tradition of serving our local community and of providing quality educational programs from Prep to Year 10.

We have a compassionate, motivated and high performing staff that consistently strives to get the best from your child. It is my strong belief that each and every child has the potential to bring something unique and special into the world. As educators at Proston State School we make every effort to see that your child achieves their full potential.

Our school motto “Strive to Excel” is a reflection of our school community. It is important to remember that children do not stop learning once they leave the classroom. An educationally nurturing environment at home will only bolster your child’s potential and lay the foundation for success at school and ultimately their future.

With unique, award winning educational offerings we are confident your child will have the best, most inclusive education a school can offer. Open doors and constant reflection on teaching practice ensures that the school is routinely improving our teaching craft.

Our teaching and learning improvements and success are reflected in our most recent Teaching and Learning and Behaviour Audit where the school achieved a High rating in all thirteen domains.

Proston State School has also been recognised by the Minister for Education, Training and Employment for its innovated approach to establishing an eKindy program on school grounds. This Kindy program has also been recognised throughout the Darling Downs South West region as a best practise in early childhood education.

We hope your new or continuing association and involvement with the school will be a very happy, fulfilling and rewarding one for you and your child.

Katrina Hayward
Acting Principal
Proston State School
STAFF:

ADMINISTRATIVE TEAM

Ms Katrina Hayward  Acting Principal
Mrs Selena Salter  Acting Head of Curriculum
Mr Michael Boyle  Master Teacher
Mrs Sue Heit  Administration Officer

TEACHING TEAM

Mr Joe Amery  Teacher - Secondary
Mr Nick Blanch  Teacher - Secondary
Mr Mark Eisenmenger  Teacher - Secondary
Mr Charles Neville  Secondary DRT

Mrs Susan Jones  Teacher - Primary
Ms Traci Holland  Teacher - Primary
Mrs Stacey Martin  Teacher - Primary
Ms Beth Stanley  Teacher – Primary
Mrs Pip Amery  Teacher – Primary
Ms Virginia Salmon  Teacher - Music
Mrs Roselyn Cook  Inclusion

ANCILLARY TEAM

Mr David Hoyland  Schools Officer
Mrs Tracie Hoyland  Cleaning Staff
Mr Gary Etherington  Cleaning Staff

Mrs Linda Rea  Teacher Aide
Mr Andrew Randle  Teacher Aide
Mrs Anita Blanch  Teacher Aide (E Kindy)
Mrs Len Curd  Teacher Aide
Mrs Felicity Blanch  Teacher Aide
Mrs Jeny Shelton  Teacher Aide
Mrs Cheryl McCormick  Teacher Aide
Mr Michael Hams  Teacher Aide

VISITING SPECIALISTS

♦ Guidance Officer (Primary & Secondary)
♦ Advisory Visiting Teachers for Autistic Spectrum Disorder, Intellectual Impairment, Speech Language Impairment
♦ Various Sport Coaches
♦ Speech Pathologist

Appointments may be made to speak with any staff members by phoning the School.
Proston State School P - 10

LESSON / BELL TIMES

Monday - Friday 8:45am

<table>
<thead>
<tr>
<th>Lesson</th>
<th>Time</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lesson 1</td>
<td>8:50 – 9:50 am</td>
<td>(1 hour)</td>
</tr>
<tr>
<td>Lesson 2</td>
<td>9:50 – 10:50am</td>
<td>(1 hour)</td>
</tr>
<tr>
<td>First Break</td>
<td>10.50am - 11.30am</td>
<td>(40 min)</td>
</tr>
<tr>
<td>Lesson 3</td>
<td>11.30 – 12.25 pm</td>
<td>(55 min)</td>
</tr>
<tr>
<td>Lesson 4</td>
<td>12:25 – 1:20 pm</td>
<td>(55 min)</td>
</tr>
<tr>
<td>Second Break</td>
<td>1:20pm – 2:00pm</td>
<td>(30 min)</td>
</tr>
<tr>
<td>Lesson 5</td>
<td>2:00 - 3:00 pm</td>
<td>(1 hour)</td>
</tr>
</tbody>
</table>

NB: Students are to be dismissed at 3:00pm

Please note that students are not permitted on school grounds until 8:30am, as this is when supervision begins.
OUR SCHOOL VISION

Every day, every student is learning and achieving in every classroom.

Our focus is on:
- Students attending school every day.
- Expert pedagogy in reading
- Expert pedagogy in number
- Relationships

Our goal is to:
- Promote a culture of achievement.
- Each and every student achieving benchmarks and targets.
- Every student reaching the National Minimum Standard in NAPLAN.
- Ensure a secure, supportive and safe environment for all members of our school community.
- Provide curriculum that is relevant, engaging, responsive and inclusive through the Australian Curriculum and Assessment and Reporting Framework.
- Create productive, safe and respectful members of the greater community and Australia.

SCHOOL RULES

At Proston P-10 State School, the School Rules are:
- Be a Learner
- Be Respectful
- Be Safe
- Be Cooperative
Responsible Behaviour Plan – School Wide Positive Behaviour for Learning

This plan is reviewed each year, and when required refinements are made. There is a comprehensive behaviour management framework in place, which supports the PBL ideals. Positive behaviour is reinforced verbally by all our teachers and also supported by our VIVO rewards system.

Our goal is to ensure all staff, students, parents and caregivers are aware of behaviour expectations in our school. Each family will receive a copy of our Responsible Behaviour Plan at the start of 2017 or upon enrolment throughout the year.

SUGGESTED STRATEGIES IMPLEMENTED TO PROMOTE OUR LEARNING CULTURE INCLUDE:

Specific School programs include:
- Student Leadership Program
- Explicit weekly classroom lessons
- Student of the Week Awards
- School Assemblies
- Newsletter & School Sign
- School Sport
- School Camps
- VIVO rewards

Student Focus includes:
- Teamwork
- Relationships
- Beating Bullying
- Resilience

Teaching & Learning Practices include:
- Frequent reference to the posters
- Games and activities
- Role playing and drama
- Visual display including student posters
- Discussions:
  - what it looks like;
  - what it sounds like;
  - what it feels like
- Creating similes and metaphors

Resources include:
- Values Resource Kit
- Bullying No Way
- Stop, Think, Do
- SWPBL program
- Student wellbeing program
- Chaplain

Weblinks:
- http://www.valueseducation.edu.au/values

The role of all members of the school community will be to uphold our beliefs, protect our rights and to accept our responsibilities.
ENROLMENT AGREEMENT

All members of our school community are expected to:

- Conduct themselves in a lawful, ethical, safe and responsible manner that recognises and respects the rights of others.

Our students are expected to:

- Participate actively in our school’s education programs.
- Take responsibility for their behaviour and learning.
- Demonstrate respect for themselves, other members of the school community and the school environment.
- Behave in a manner that respects the rights of others, including the right to learn.
- Co-operate with staff and others in authority.

Our parents and carers are expected to:

- Show an active interest in their child’s schooling and progress.
- Co-operate with our staff to achieve the best outcomes for their children.
- Support school staff in maintaining a safe and respectful learning environment for all students.
- Initiate and maintain constructive communication and relationships with school staff regarding their child’s learning, well-being and behaviour.
- Contribute positively to Behaviour Support Plans that concern their child.

Our staff is expected to:

- Provide safe and supportive learning environments.
- Provide inclusive and engaging curriculum and teaching environment.
- Initiate and maintain constructive communication and relationships with students and parents/caregivers.
- Promote the skills of responsible self-management.
- Engage in professional dialogue and learning.

The Principal is expected to:

- Play a strong leadership role in implementing and communicating our Behaviour Plan and School Wide Positive Behaviour Program in the school community.
- Ensure consistency and fairness in implementing our school’s Responsible Behaviour Plan and School Wide Positive Behaviour Program.
- Communicate high expectations for staff and student individual achievement and behaviour.
- Review and monitor the effectiveness of school practices and their impact on student learning.
- Support staff in ensuring compliance with the Responsible Behaviour Plan and School Wide Positive Behaviour Support Program through professional development to improve the skills of staff to promote responsible behaviour.
KEY DATES 2017

Term 1: Monday 23 January - Friday 31 March
Term 2: Monday 18 April - Friday 23 June
Term 3: Monday 10 July - Friday 15 September
Term 4: Tuesday 3 October - Friday 8 December

PUPIL FREE DAYS – Staff only at school – 2017

Monday 16 – Friday 20 January
Monday 16 October

All school staff will participate in professional development sessions during the week of 16-20 January. The sixth Pupil Free Day will be conducted in October.

PLEASE NOTE: THERE ARE NO LONGER PUPIL FREE DAYS AT THE START OF EACH TERM.

SCHOOL HOLIDAYS - 2017

Easter Vacation 1 April to 17 April inclusive
Winter Vacation 24 June to 9 July inclusive
Spring Vacation 16 September to 2 October inclusive
Summer Vacation 9 December to 22 January inclusive

PUBLIC HOLIDAYS - 2017

Australia Day Thursday 26 January
Good Friday Friday 14 April
Easter Monday Monday 17 April
ANZAC Day Tuesday 25 April
Labour Day Monday 1 May
Show Holiday (Brisbane Ekka) Wednesday 16 August
Queen’s Birthday Monday 2 October
PARENTS AND CITIZENS ASSOCIATION

All parents and community members are invited to attend the meetings of this Association, which are held on the 3rd Wednesday of each month. The P & C works in partnership with the school to support the programs offered by the school.

Fundraising events are held throughout the year enabling the Association to donate funding to the school. This fundraising supports the school in the maintenance and upgrading of the grounds and facilities and enables students to access equipment, outings and various teaching aids.

PARENT/CAREGIVER-TEACHER COMMUNICATION

It is important that parents and caregivers communicate with their child’s teacher and the school.

Communication can be enhanced by:

(a) Personal discussions with teachers at Parent/Caregiver/Teacher interviews or at other suitable times by arrangement with the school office.
(b) Regular written communication with the teacher through the student diary.
(c) Attending the regular meetings of the Parents and Citizens’ Association where school policy is discussed and reports on school activities are given.
(d) Attending school functions such as: Socials, Awards Night, Sports Days, Focus Days and Working Bees.
(e) Volunteering to assist students at school - particularly with reading.

NEWSLETTERS

Newsletters are published every second Friday (usually odd weeks), to inform parents and wider community on the current school news. Newsletters are issued to the eldest child in the family at the school. For arrangements to have a Newsletter emailed, please contact the school office, or alternatively, please log on to our website: http://prostonss.eq.edu.au

OFFICE HOURS

Office hours during term times are Monday to Friday from 8.00 am until 4.00 pm. Please make an appointment if you wish to have a face-to-face meeting with staff.
SCHOOL ASSEMBLY:   *Every Monday Morning from 8.50am – 9:00am.*

Parents and caregivers are invited to attend our weekly assemblies. Students receive awards each week to celebrate the success of learning, participation in programs, sporting achievements and contributions made to special events.

Children should not arrive at school before *8.30 am*, as there is no supervision provided before this time and no responsibility can be taken for children who arrive earlier.

For students to gain the most from each school day, parents are asked to ensure that children arrive at school before 8.50am. Children who arrive after this time must report to the office on arrival to ensure they are marked present on the roll.

Children are required to leave the grounds as soon as they have been dismissed in the afternoon, unless engaged in a supervised activity.

**HOUSE SYSTEM**

The whole school is divided on a family basis into two houses for sporting competitions. The houses are *“Boyne Bulldogs House”* and *“Stuart Redbacks House”*, and are named after the local rivers.

**ATTENDANCE – Every Day Counts**

Students must attend regularly. The Education Act prescribes compulsory attendance until a student has turned 17 or has full time employment. The Education Act clearly defines what is a reasonable excuse for non-attendance.

Parents are required by law to ensure that their children attend school on all days including sports days and excursion days, unless a valid reason for absence exists, eg illness. Being tired, family visits/holidays and shopping trips are not acceptable excuses for absence from school.

We ask for parents and caregivers co-operation by arranging for all appointments outside of school hours where possible.

**ABSENCE FROM SCHOOL**

To report absences please contact us by 9.30 am using one of the following:
- Phone: (07) 4169 4333
- Email: admin@prostonss.eq.edu.au
- SMS Text: 0457 530 680

Parents and caregivers must contact the school either in writing or by phone, clearly explaining the reason for the absence. Parents and caregivers are also asked to inform the school if they know in advance of any pending absences. Persistent or long-term unexplained absences will be referred to the Minister for Education and Queensland Police for investigation and action as required by law and may result in legal action, including fines.
SCHOOL POLICY ON STUDENTS LEAVING THE SCHOOL DURING LUNCH BREAKS

Students are not permitted to leave the school grounds during lunch breaks. Students must seek permission from the Principal and will be required to have written permission from a parent or caregiver before leaving the school grounds for any reason.

FAMILY CIRCUMSTANCES

In the case of particular family circumstances, for example, child custody arrangements, the school must be advised in order to protect the rights of the child and the parent/caregiver as well as the teaching and support staff.

We must also be made aware of address/phone number changes as soon as they occur so that we can always contact the parent/caregiver, especially in the case of an emergency.

TRANSFERS

Should your child be required to transfer from our school, parents and caregivers must notify the school so that arrangements can be made for transfer processes to be completed. At least one week’s notice is requested to allow all necessary processes to be completed.

BUS TRANSPORT

The following districts are serviced by these owner operators:

<table>
<thead>
<tr>
<th>District</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Glencoe/Brigoola</td>
<td>Col &amp; Noela Ardrey, Ph. 4168 9296</td>
</tr>
<tr>
<td>Hivesville</td>
<td>Col &amp; Noela Ardrey, Ph. 4168 9296</td>
</tr>
<tr>
<td>Okeden Rd/Abbeywood</td>
<td>Col &amp; Noela Ardrey, Ph. 4168 9296</td>
</tr>
</tbody>
</table>

*The Queensland Transport Code of Conduct for School Children travelling on buses guides both bus operators and the school community on acceptable bus behaviour for students. When students are in school uniform they are still obliged to obey the school rules. Students not obeying the school rules while travelling on the bus could expect to be given the same consequences they would be given at school.*

*When parents and caregivers make alternative arrangements for their children to travel home from school instead of by bus are required to inform both the school office and the bus driver on the day of travel.*

SCHOOL PHOTOGRAPHS

Class groups have their photographs taken on a yearly basis. Students are required to be in full school uniform for the photos. Students are also able to have individual photos, family photos and Student ID photos taken by prior arrangement.

MONEY AND VALUABLES

Under no circumstances should a student leave money or valuables (including mobile phones) in their school bags. Students should carry their money with them at all times. Valuables should be left at the school office. If money is brought to school to pay for subject contributions or excursions, it should be paid into the office on arrival at school. The school accepts no responsibility for the loss of any money or valuables left in a school bag or accidentally left by the owner anywhere in the school.
MOBILE TELEPHONES AND OTHER ELECTRONIC DEVICES

Students may bring mobile phones and other electronic devices to school at their own risk. Whilst at school all mobile phones and other electronic devices must be turned off and left at the office. Students who do not follow this policy are to be referred to the Principal.

Mobile phones that are used inappropriately or disrupt the learning of others will be confiscated by the Principal and will be available for collection by parent/caregivers from the school office.

Parent/caregivers are advised to contact students via the school office in an emergency. For further information, please refer to the full policy detailed in the Responsible Behaviour Plan.

PLAYGROUND DUTY

At all break times from 8:30am there are qualified adults on duty supervising the students at play.

WET WEATHER ROUTINES

Students are not allowed to use the playgrounds during wet weather. The Principal will announce Wet Weather Routine before recesses, and the following will apply:

- Before school, students may use the Library, or they must stay under either the secondary or primary buildings.
- At first or second break students must stay under either the secondary or primary buildings. They may also use the library at this time or participate in any undercover or inside school clubs.

AREAS OUT OF BOUNDS

The following areas are out of bounds for students except at the direction of the teacher:

- Around or under the Design Technology Building.
- The banks around the ovals.
- Around the back and road side of the Student Services Building.
- Around the back and road side of the New Library.
- Bush land to the south of the athletics oval.
- East of the Science Block.
- East of K Block.
- The banks around K Block.

LOST PROPERTY

All lost property is stored under the Administration Office. Caregivers are reminded to clearly mark items with their child’s name. Lost items will be stored for a Semester before being added to the second hand uniform pool.
ACCIDENTS

Accidents are reported and recorded electronically in OneSchool and also in the School Register held in the Office. Minor accidents are treated accordingly by one of the staff at the school whilst major accidents and doubtful injuries are treated in the following manner:

The child is always put at ease and the extent of the injury determined. The Ambulance is called to attend and assist. Where possible the caregiver/emergency contact is contacted. If necessary the child is then transported to the clinic, hospital or the child's own doctor. Costs are to be the parents' responsibility.

PRESCRIPTION DRUGS, PAINKILLERS AND HEADACHE TABLETS

Parents are required to undertake the following in relation to the administration of medication and / or management of health conditions.

- Request the school in writing to administer prescribed medication or to assist in the management of a health condition.
- Notify the school in writing of any requests and / or guidelines from medical practitioners including potential side effects or adverse reactions.
- Provide the medication in the original labelled container to the office.
- Ensure the medication is not out of date and has an original pharmacy label with the students name, dosage and time to be taken.
- Advise the school in writing and collect the medication when it is no longer required at school.

The medication is then handed in to the Office and given out according to the instructions issued by the doctor or nurse.

N.B. Staff are not permitted to administer Paracetamol or Aspirin based products or any other over the counter medications to students unless a letter is provided by the student’s doctor stating the medication to be administered, the dosage and frequency of the doses.

UNDER NO CIRCUMSTANCES WILL MEDICINE BE ISSUED WITHOUT AUTHORISATION AS OUTLINED ABOVE.

NB: Schools are authorised to administer Ventolin or Bricanyl in an emergency situation.
**INFECTIOUS DISEASES**

Please notify the school if your child is suffering from an Infectious Disease. The following is a list of General Infectious Diseases and Common Local Diseases.

<table>
<thead>
<tr>
<th>CONDITION</th>
<th>CASES</th>
<th>CONTACTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken Pox and Shingles</td>
<td>Exclude until fully recovered or at least 5 days after the eruption first appears. Note - some remaining scabs are not an indication for continued exclusion.</td>
<td>Any child with an immune deficiency (eg. leukaemia or receiving chemotherapy) should be excluded for their own protection. Otherwise not excluded.</td>
</tr>
<tr>
<td>Conjunctivitis (Acute infectious)</td>
<td>Exclude until discharge from eyes has ceased.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Diarrhoea (Campylobacter, Cryptosporidium, Rotavirus, Giardia, Shingella, Salmonella, Intestinal worms)</td>
<td>Exclude until diarrhoea has ceased.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Hand, Foot and Mouth Disease</td>
<td>Exclude until blisters have dried</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Haemophilus influenza type B</td>
<td>Exclude until medical certificate of recovery is received</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Head Lice</td>
<td>Exclude until day after proper treatment has been received</td>
<td></td>
</tr>
<tr>
<td>Diarrhoea (Shigella)</td>
<td>Day Care Centres. Children who are not toilet trained should be excluded until completion of 5 days of antibiotics or until 2 faecal cultures collected 24 hours apart are negative. Pre-schools. Cases may return to pre-school once diarrhoea stops; however, they should be discouraged from sharing food with other children until 2 faecal cultures collected 24 hours apart are negative.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Diphtheria</td>
<td>Exclude until medical certificate of recovery following at least 2 negative throat swabs, the first not less than 24 hours after cessation of antibiotic treatment and the other 48 hours later.</td>
<td>Exclude family/household contacts until cleared to return by an appropriate health authority.</td>
</tr>
<tr>
<td>Glandular Fever</td>
<td>Exclusion is not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>Exclude until receipt of a medical certificate of recovery but not before 7 days after the onset of jaundice.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>Exclusion is not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Hepatitis C</td>
<td>Exclusion is not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Herpes (cold sores)</td>
<td>Exclude if child cannot comply with good hygiene practices while sores are weeping (Sores should be covered with a dressing where possible)</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Human Immunodeficiency Virus Infection (HIV)</td>
<td>Exclusion is not necessary unless the person has secondary infection requiring exclusion in its own right.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Impetigo (school sores)</td>
<td>Exclude until appropriate treatment has commenced and sores on exposed surfaces are covered with a dressing.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>CONDITION</td>
<td>CASES</td>
<td>CONTACTS</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>-----------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Influenza and influenza - like illness</td>
<td>Exclude until well</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Leprosy</td>
<td>Exclude until approval to return has been given by an appropriate health authority.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Measles</td>
<td>Exclude for at least 4 days from the appearance of rash.</td>
<td>Immunised children are not excluded. Non-immunised contacts should be excluded until 14 days after the first day the rash appears in the last case. They may return to the school, if immunised within 72 hours of contact with the first case.</td>
</tr>
<tr>
<td>Meningitis (Bacterial)</td>
<td>Exclude until well.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Meningococcal Infection</td>
<td>Exclude until well.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Molluscum contagiosum</td>
<td>Exclude until carrier eradication antibiotic course is completed</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Mumps</td>
<td>Exclude for at least 9 days after onset of symptoms.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Parvovirus (erythema infectiosum or Fifth Disease”)</td>
<td>Exclusion not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Poliomyelitis</td>
<td>Exclude for at least 14 days from onset. Re-admit on a medical certificate of recovery.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Ringworm, Scabies, Pediculosis (Lice), Trachoma</td>
<td>Exclude until the day after treatment has commenced.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Rubella (German Measles)</td>
<td>Exclude until fully recovered or for at least 4 days after the onset of rash.</td>
<td>Not excluded. Note: Female staff of childbearing age should ensure that their immune status against rubella is adequate.</td>
</tr>
<tr>
<td>Streptococcal Infection (including Scarlet Fever)</td>
<td>Exclude until the person has received antibiotic treatment for at least 24 hours and the person feels well.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Tuberculosis</td>
<td>Exclude until production of medical certificate from appropriate health authority.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Typhoid and Paratyphoid fever</td>
<td>Exclude until production of a medical certificate of recovery.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Whooping Cough (Pertussis)</td>
<td>Exclude for five days after starting antibiotic treatment.</td>
<td>Exclude unimmunised household contacts aged less than 7 years for 14 days after the last exposure to infection or until they have received 5 days of a 14 day course of antibiotics.</td>
</tr>
</tbody>
</table>
Please note more stationery may be required throughout the year

PLEASE ensure ALL items are named

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jolly Phonics Workbooks</td>
<td>1</td>
<td>to be purchased directly from Proston State School ($6.95)</td>
</tr>
<tr>
<td>Pencil Case</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Pkt Coloured Pencils</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Pkt windup crayons</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Eraser</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>HB Pencils</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>Pkt Felt Pens</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Glue sticks</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>Pair Scissors</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Ruler</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Display Folder</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Pencil Sharpener</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Year 1 lined Botany Book</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Year 1 lined A4 Exercise Book</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Document Wallets (Plastic) Foolscap Size</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Scrapbooks</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Set of Headphones (cheap options can be purchased at discount stores such as Wayne’s World or Crazy Clarke’s)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Library Bag</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Box of Tissues</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Roll of Paper Towel</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Art Shirt (old adult T-Shirt is ideal)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Ream of A4 Paper</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Towel – to be used as a rest mat (Term 1, longer if necessary)</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

Extra Glue & Pencils will be stored at school for children’s own use

Please send all items to school as they will be collected by the teacher at the beginning of the year and distributed as required. These stationery items are not intended to last the entire year and parents will be required to purchase additional items throughout the year as needed by the students.
Please note more stationery may be required throughout the year

PLEASE ensure ALL items are named

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Item Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Ream A4 Paper</td>
</tr>
<tr>
<td>6</td>
<td>Exercise Books – Year 1 – <em>(A4) Size 48 Page</em></td>
</tr>
<tr>
<td>2</td>
<td>Eraser</td>
</tr>
<tr>
<td>12</td>
<td>HB Pencils</td>
</tr>
<tr>
<td>1</td>
<td>Box Coloured Pencils</td>
</tr>
<tr>
<td>1</td>
<td>Wind-Up Crayons</td>
</tr>
<tr>
<td>2</td>
<td>Clag Glue (150g)</td>
</tr>
<tr>
<td>1</td>
<td>Pair Scissors</td>
</tr>
<tr>
<td>1</td>
<td>Wooden Ruler</td>
</tr>
<tr>
<td>1</td>
<td>Pencil Sharpener</td>
</tr>
<tr>
<td>1</td>
<td>Box Zip-lock Bags</td>
</tr>
<tr>
<td>1</td>
<td>Botany Book <em>(Year 1 lined – 48 Page)</em></td>
</tr>
<tr>
<td>8</td>
<td>Scrapbooks</td>
</tr>
<tr>
<td>1</td>
<td>Quad Book 10mm</td>
</tr>
<tr>
<td>4</td>
<td>Document Wallets</td>
</tr>
<tr>
<td>1</td>
<td>Art Shirt</td>
</tr>
<tr>
<td>1</td>
<td>Library Bag</td>
</tr>
<tr>
<td>1</td>
<td>Box of Tissues</td>
</tr>
<tr>
<td>8</td>
<td>Scrapbooks</td>
</tr>
</tbody>
</table>

Extra Glue & Pencils will be stored at school for children’s own use

Please send all items to school as they will be collected by the teacher at the beginning of the year and distributed as required. These stationery items are not intended to last the entire year and parents will be required to purchase additional items throughout the year as needed by the students.
**Please note more stationery may be required throughout the year**

**PLEASE ensure ALL items are named**

1. Ream A4 Paper
2. Eraser
12. HB Pencils
1. Box Coloured Pencils
1. Wind-Up Crayons
2. Clag Glue (150g)
1. Pair Scissors
1. Wooden Ruler
1. Pencil Sharpener
1. Box 50 Zip-lock Bags
1. Botany Book *(Year 2 lined – 48 Page)*
8. Scrapbooks
1. Quad Book 10mm
4. Document Wallets
1. Art Shirt
1. Library Bag
1. Box of Tissues
1. Set Headphones

**Extra Glue & Pencils will be stored at school for children’s own use**

Please send all items to school as they will be collected by the teacher at the beginning of the year and distributed as required. These stationery items are not intended to last the entire year and parents will be required to purchase additional items throughout the year as needed by the students.
STATIONERY REQUIREMENTS – Year 3/4

PLEASE ensure ALL items are named

**Year 3/4 Booklist:**

1. Ream A4 Paper
10. Year 3/4 (A4) 96 page Ruled Exercise Books
4. Quad Ruled Book A4 – 10mm Square
1. Document Wallet
1. Display Folders
1. Pair of Scissors
1. Ruler
1. USB stick – clearly labelled
1. Sharpener
4. Erasers & 6. Glue Sticks
12. HB Pencils
1. Set coloured pencils
1. Set of felt pens
1. Art Shirt
1. Recorder
1. Pencil case
2. Boxes of Tissues
1. Set headphones (cheap options can be purchased at discount stores such as Wayne’s World or Crazy Clarke’s)

Please send all items to school as they will be collected by teacher at the beginning of the year and distributed as required. These stationery items are not intended to last the entire year and parents will be required to purchase additional items throughout the year as needed by the students.

---

**Please Note:**

(a) **NO CORRECTING FLUID** is to be brought into the school.

(b) Please cover text and exercise books with clear plastic to improve appearance and extend the life of books.

(c) **NO METAL OR METAL-EDGED RULERS** are to be brought to school
PLEASE ensure ALL items are named

**Year 5/6 Booklist:**

1. Ream A4 Paper
2. A4 96 page Exercise Books
3. A4 48 page Exercise Books
4. A4 Botany Book
5. A4 Math Grid Books (10mm grid)
6. A4 Display Folders
7. Document Wallets
8. Recorder for music – unless student already has one
9. Pencil case
10. HB pencils
11. Ruler (not metal)
12. Sharpener
13. Erasers
14. Blue pens
15. Red pens
16. Glue sticks
17. Pair scissors
18. Packet colour pencils
19. Packet felt pens
20. Highlighters
21. Large box of tissues
22. Roll of paper towel
23. Art shirt
24. Set headphones (cheap options can be purchased at discount stores such as Wayne’s World or Crazy Clarke’s)
25. 1 USB memory stick (4 GB – smaller is OK if you have an old one), clearly labelled.

Please send all items to school as they will be collected by teacher at the beginning of the year and distributed as required. These stationery items are not intended to last the entire year and parents will be required to purchase additional items throughout the year as needed by the students.

---

**Please Note:**

(a) **NO CORRECTING FLUID** is to be brought into the school.

(b) Please cover text and exercise books with clear plastic to improve appearance and extend the life of books.

(c) **NO METAL OR METAL-EDGED RULERS** are to be brought to school.
YEAR 7: Students will study the following core curriculum:


Information and Communication Technology (ICT) will be integrated across the curriculum.

Year 7 students will complete one semester of the following subjects: Industrial Design and Technology and Food Studies.

YEAR 8: Students will study the following core curriculum:

English, Mathematics, Science, Health & Physical Education, SOSE (Study of Society and the Environment)/History, the Arts and Rural Studies.

Information and Communication Technology (ICT) will be integrated across the curriculum.

Year 8 students will complete one semester of the following subjects: Industrial Design and Technology and Food Studies.

YEAR 9: Students will study the following core curriculum:


Year 9 students choose two electives from the following:

<table>
<thead>
<tr>
<th>Elective A</th>
<th>Elective B</th>
<th>Elective C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rural Studies</td>
<td>Industrial Design and Technology</td>
<td>Art</td>
</tr>
<tr>
<td>SOSE</td>
<td>Business and Economics</td>
<td>Food Studies</td>
</tr>
</tbody>
</table>
YEAR 10: Students will study the following core curriculum:


Information and Communication Technology (ICT) will be integrated across the curriculum.

Students will choose three electives from the following:

<table>
<thead>
<tr>
<th>Elective A</th>
<th>Elective B</th>
<th>Elective C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rural Studies</td>
<td>Industrial Design and Technology</td>
<td>Art</td>
</tr>
<tr>
<td>SOSE</td>
<td>Business and Economics</td>
<td>Food Studies</td>
</tr>
</tbody>
</table>
### KLA: The Arts

**Subject:** The Arts

<table>
<thead>
<tr>
<th>Unit Description</th>
<th>Students will study, evaluate and create various forms of art including dance, drama, visual art and media art. Student will work with a variety of mediums to produce a folio of work.</th>
</tr>
</thead>
</table>
| **Expected Outcomes** | **Students are able to:**  
- Make decisions about arts elements, languages and cultural protocols in relation to specific style, function, audience and purpose of arts works.  
- Create and shape arts works by manipulating arts elements to express meaning in different contexts.  
- Modify and refine genre-specific arts works, using interpretive and technical skills.  
- Present arts works to particular audiences for a specific purpose, style and function, using genre specific arts techniques, skills, processes and cultural protocols.  
- Identify risks and devise and apply safe practices.  
- Respond by deconstructing arts works in relation to social, cultural, historical, spiritual, & political.  
- Technological and economic contexts, using arts elements and languages.  
- Reflect on and learning, apply new understandings and justify future applications. |
| **Assessment (may include)** | Individual and group performances  
- Performance evaluation  
- Art analysis and critiques  
- Research tasks  
- Folio of visual art pieces |
| **Special Notes** | Students will need to have all items on the booklist for this subject. |
| **Cost** | Students may need to supply some materials from home as required. Students may be required to cover costs for excursions. |

### KLA: HPE

**Subject:** HPE

<table>
<thead>
<tr>
<th>Unit Description</th>
<th>This subject explores Health and Physical Education as team building, lifestyle and/or career choice. It looks at aspects of physical health and well-being and aims to develop student performance and coaching skills in physical activity through exploring recreational activities such as team sports, outdoor education and personal fitness.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Expected Outcomes</strong></td>
<td>Students will further develop the Essential Learnings for HPE throughout this course. Learning experiences and outcomes will consist of both practical and theoretical elements.</td>
</tr>
</tbody>
</table>
| **Assessment (may include)** | Performance in practical activities  
- Individual workbooks  
- Assignments  
- Exams |
| **Special Notes** | Students who participate in this subject will be required to meet Proston State School’s Safety Policy. This means that they will be required to wear: an appropriate hat, sunscreen, joggers (no skate shoes) and, where appropriate, a long sleeve shirt. |
| **Cost** | Students may be required to cover costs for excursions. |
**KLA: Technology**

**Subject: Food Studies**

<table>
<thead>
<tr>
<th>Unit Description</th>
<th>In Year 7 and 8 students will study one semester of Food Studies. They will investigate basic nutritional requirements for teenagers and practical cooking skills. Year 9 and 10 Food Studies will incorporate topics such as Global Cookery, Nutrition and Community Foods (selling meals to the school community).</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Expected Outcomes</th>
<th><strong>Year 7-10 students are able to:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Research, analyse and evaluate data, information and evidence.</td>
</tr>
<tr>
<td></td>
<td>• Draw conclusions and make decisions to construct arguments.</td>
</tr>
<tr>
<td></td>
<td>• Propose, justify, implement and monitor plans or actions to achieve goals, address inequities and promote health and wellbeing, movement capacities and personal development.</td>
</tr>
<tr>
<td></td>
<td>• Identify risks and devise and apply safe practices.</td>
</tr>
<tr>
<td></td>
<td>• Reflect on health inequities, and identify the impact of diverse influences on health and wellbeing and the best use of positive influences.</td>
</tr>
<tr>
<td></td>
<td>• Reflect on learning, apply new understandings and justify future applications.</td>
</tr>
<tr>
<td></td>
<td>• Investigate and analyse specifications, standards and constraints in the development of design ideas.</td>
</tr>
<tr>
<td></td>
<td>• Generate and evaluate design ideas and communicate research, design options, budget and timelines in design proposals.</td>
</tr>
<tr>
<td></td>
<td>• Select resources, techniques and tools to make products that meet detailed specifications.</td>
</tr>
<tr>
<td></td>
<td>• Plan, manage and refine production procedures for efficiency.</td>
</tr>
<tr>
<td></td>
<td>• Make products to meet detailed specifications by manipulating or processing resources.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assessment (may include)</th>
<th>• Research assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Theory exam</td>
</tr>
<tr>
<td></td>
<td>• Practical work</td>
</tr>
<tr>
<td></td>
<td>• Written report</td>
</tr>
<tr>
<td></td>
<td>• Food diary analysis</td>
</tr>
</tbody>
</table>

| Special Notes | Students must abide by ALL safety rules, as defined in class, and wear appropriate covered in footwear (canvas or mesh shoes are NOT acceptable). |

<table>
<thead>
<tr>
<th>Cost</th>
<th>Students will need to pay a levy to supplement the cost of materials and ingredients. Payment plans are available through consultation with administration.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Students will <strong>not</strong> be able to take their cooked/baked goods home unless all of their school fees are paid or a payment plan is in place.</td>
</tr>
</tbody>
</table>

**Year 7 and 8**
For the semester of study - $40

**Year 9 and 10**
Semester 1 - $60
Semester 2 - $60
### KLA: Technology

#### Subject: Industrial Design and Technology

##### Unit Description
Students will be exposed to a variety of materials, techniques and processes from both the traditional aspects of Manual Arts and the current Technology Essential Learning’s. Students will study the use and application of hand and power tools during projects aimed at increasing basic skill development. These skills will then be used during design projects where students will investigate, research, produce and evaluate solutions to real-life situations. Projects may consist of individual take home items as well as school/group initiatives.

##### Expected Outcomes
Students are able to:
- Investigate and analyse specifications, standards and constraints in the development of design ideas.
- Consult, negotiate and apply ethical principles and cultural protocols to investigate, design.
- Make products.
- Generate and evaluate design ideas and communicate research, design options, budget.
- Timelines in design proposals.
- Select resources, techniques and tools to make products that meet detailed specifications.
- Plan, manage and refine production procedures for efficiency.
- Make products to meet detailed specifications by manipulating or processing resources.
- Identify, apply and justify workplace health and safety practices.
- Evaluate the suitability of products and processes against criteria and recommend improvements.
- Reflect on and analyse the impacts of products and processes on people, their communities and environments.
- Reflect on learning, apply new understandings and justify future applications.

##### Assessment (may include)
- Workshop practices and planning
- Tool theory and use
- Workshop graphics and plan reading
- Theory tests
- Practical tests
- Workshop projects

##### Special Notes
Students will need to abide by ALL workshop safety rules and wear clothing as set out in the prospectus. Personal safety glasses will be required.

##### Cost
A fee per student will apply to cover cost of consumables.

Students **will not** be able to take their projects home unless all of their school fees are paid or a payment plan is in place.

**Year 7 & 8**  
Semester 1 $30.00  
Semester 2 $30.00

**Year 9 & 10**  
Semester 1 $60.00  
Semester 2 $60.00
### KLA: Science
**Subject:** Rural Studies (Years 7, 8, 9 & 10)

<table>
<thead>
<tr>
<th>Unit Description</th>
<th>The students will learn about a variety of topics centred around the rural industry. Students cover topics such as Occupational Health and Safety, Cattle, Poultry, Agriculture, Water Supplies, Weeds and Maintenance of Basic Farm Infrastructure. They are also offered a range of extra-curricular activities such as Show Team, Cattle School or Farm Visits.</th>
</tr>
</thead>
</table>
| **Expected Outcomes** | Year 7 –10 Students will:  
- Acquire knowledge and understanding of basic rural concepts.  
- Develop the ability to following instructions.  
- Observe and participate in practical and theory activities.  
- Apply rural concepts to real-life situations.  
- Work independently and in group situations to achieve a task.  
- Maintain records.  
- Follow workplace procedures according to OH&S.  
- Participate in workplace communications.  
- Conform to regulations according to the EPA. |
| **Assessment (may include)** | Whilst the emphasis of this subject is on the demonstration of practical competence, there is a theoretical component consisting of log book, assignments, oral presentations and individual student workbooks. |
| **Special Notes** | Students will need to abide by ALL safety rules and wear clothing as set out in the prospectus. |
| **Cost** | Students will be involved in extra-curricular excursions and will be required to contribute a small levy towards transport. If participating in the Show Team students will have an extra levy for food, etc. |

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### KLA: Technology
**Subject:** Business Studies

<table>
<thead>
<tr>
<th>Unit Description</th>
<th>In this subject students will study fundamental concepts in business. They trade shares on the Australian stock market when playing the ASX Schools Sharemarket Game, gaining an understanding of share trading. Students will plan and run a small business venture at school. They will develop a product, business plan, marketing and production procedures to sell a product for profit. Student then write a business report detailing their plan and analysing their performance. Students will also study basic accounting procedures including GST, the accounting equation, ledgers, journals and balance sheets, as they apply to small businesses. Throughout Business Studies students will develop skills in the use of Microsoft Office computer software.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Assessment (may include)</strong></td>
<td></td>
</tr>
</tbody>
</table>
- Individual assessments  
- Group assessment  
- Business reports  
- Oral presentations  
- Theory exams |
| **Special Notes** | This is a school-based subject. |
| **Cost** | Students may be required to cover costs for excursions. |
STATIONERY REQUIREMENTS FOR SUBJECTS – YEARS 7-10

ENGLISH
- 1 x 128pg A4 exercise book *(no multiple subject books)*
- 1 x display folder
- 1 x document wallet
- 1 x 4GB USB stick

STUDY OF SOCIETY AND THE ENVIRONMENT/HISTORY
- 1 x 128pg A4 exercise book *(no multiple subject books)*
- 1 x display folder
- 1 x document wallet

SCIENCE
- 1 x 128pg A4 exercise book
- 1 x science book (practical)
- 1 x scientific calculator
- 1 x document wallet or display folder
- Safety glasses

MATHEMATICS
- 2 x 128pg A4 exercise book
- 1 x scientific calculator
- 1 Kent Set (protractor, compass, etc.)
- 1 x document wallet
- 1 x display folder

HEALTH & PHYSICAL EDUCATION
- 1 x 128pg A4 exercise book
- joggers for Physical Education (must have enclosed uppers - no slip on shoes, work boots or skate shoes)
- swimming togs, no bikini’s.
- tankini’s are permitted with a swim shirt.
- swim shirt or t-shirt must be worn at all times.

RURAL STUDIES
- 1 x 128pg A4 exercise book
- hat (no caps)
- closed-in shoes
- water bottle
- 1 x document wallet or display folder

ARTS
- 1 x A3 art display folder (RRP $8.50)
- 1 x visual art diary or sketch book
- 1 x packet coloured felt tip markers eg Textas (not perm. Markers)
- 1 x set colouring pencils
- 1 x HB pencil
- 2 x 2B pencils
- 1 x 128pg A4 exercise book *(no multiple subject books)*
FOOD STUDIES

- 1 x 128pg A4 exercise book (no multiple subject books)

BUSINESS STUDIES

- 1 x 128pg A4 page exercise book

DESIGN TECHNOLOGY

- 1 x 128pg A4 exercise book
- Closed-in shoes
- A subject fee for materials supplied by the school for projects.

SHOW TEAM

- 1 x pair cream jeans
- 1 x pair dress boots (brown)
- 1 x leather belt (brown)
- 1 x cream hat (Statesman/Akubra)
- 1 x swag

In addition to subject fees for consumables, a levy will be charged for the use of secondary textbooks.
Please Note:

(a) All Secondary School Students must have:
- 1 Ream A4 Paper
- 1 box lead pencils
- 1 box blue or black pens
- 2 red pens
- 1 Large bottle of Clag Paste / Glue Stick
- 1 Wooden Ruler
- 1 Eraser
- 1 Sharpener
- Scissors
- Highlighters
- Green broad brim hat – this can be purchased from the School Office
- 1 USB stick (this is for school use only – games, music, videos or other inappropriate content must not be stored on this USB.)
- 1 set headphones (cheap options can be purchased at discount stores such as Wayne’s World or Crazy Clarke’s)

(b) No multiple subject books
(c) No ring bound exercise books
(d) NO Permanent Marker OR Correction Fluid (Liquid Paper/White Out)
(e) ONLY CORRECTING TAPE is to be brought to school.
(d) SAFETY MEASURES-MANUAL ARTS, SCIENCE, HOME ECONOMICS
State Government regulations clearly state that protective footwear must be worn in ALL workshops, including Design Technology buildings, Science Labs, Rural Studies and Kitchen Garden areas in Schools. Suitable footwear includes lace-up leather shoes, working boots, riding boots.

Students with unsuitable footwear are to be excluded from practical classes. Please see samples below.
TEACHING & LEARNING

HOMEWORK
Regular homework and revision of schoolwork are necessary if students are to be successful. Parents are asked to assist the school by ensuring that homework is consistently completed. It is important that parents be involved by reading books to their children and encouraging them in a range of activities.

Students in:
- Prep year, generally students will not be set homework.
- Years 1, 2, 3 could be up to – but generally not more than an hour each week.
- Years 4, 5 could be up to – but generally not more than 2 – 3 hours each week.
- Years 6 and 7 could be up to – but generally not more than 3 – 4 hours each week or 30 minutes each night.

For secondary students, it is especially important that definite times for homework be fixed for each night, taking into account family and student commitments. Parents can help students balance the amount of time spent completing homework, watching television, playing sport and doing part-time work.

Students in:
- Year 8 could spend up to five hours a week or 30 to 60 minutes each night.
- Year 9 could spend up to – but not more than five hours each week or 60 to 90 minutes each night.
- Year 10 will vary according to the young person’s learning needs and individual programs of learning. However the recommended time for Year 10 is at least 90 to 120 minutes each night.

ASSIGNMENT WORK
The undertaking of assignment work is a critical process for the promotion of learning in students. Students will be given time in lessons to work on assignments, however some work at home on these tasks is expected.

Secondary teachers will provide students with:
- An assessment schedule each semester detailing when assessment is due.

Our guiding principles are to promote student interests through:
- Developing student responsibility for their learning.
- Developing student initiative in producing a worthy effort.
- Ensuring equity to all students.

SCHOOL REPORTS
Report Cards will be issued at the end of each semester for students in Prep to Year 10. Parent/Teacher interviews for all students are offered to create awareness of new methods and materials being used, and to discuss students’ progress.

Parent/Teacher interviews are offered twice a year; however teachers may also be contacted whenever a concern arises. Please DO NOT wait for reporting time. Phone the School and book an appointment time stating the nature of the concern. The teachers are encouraged to contact parents regularly to express any concerns they may have. If the matter is urgent, please contact the Principal immediately.
REFERENCES
The school, upon request will supply a reference for students when leaving (usually at the end of Year 10). Two weeks notice is required to produce a reference.

SPECIAL NEEDS
In 2017 our Student Services Department will be staffed by an Inclusion Teacher who will also have the role of Support Teacher: Literacy and Numeracy (ST:LaN). This teacher will work in conjunction with classroom teachers to plan, implement and evaluate programs for students with learning difficulties and ascertained disabilities.

Specific programs are implemented for certain students, while other students require individual or small group programs which are planned cooperatively between the Class Teacher and the Inclusion/ST:LaN Teacher.

On some occasions, whole class programs are planned in areas such as thinking skills, co-operative learning, study skills and reading comprehension.

Proston P-10 State School also aims to provide extension programs for high-achieving students.

The Inclusion/ST:LaN teacher acts as a point of contact for Advisory Visiting Teachers and Guidance Officers. There are a range of resources to support teachers and students and including Special Needs Teacher Aide time.

CAMPS AND EXCURSIONS
In 2017 our School Camping Program will provide our students with opportunities that supplement and enrich their classroom learning experiences. Prior parent/caregiver approval is required and parents/caregivers are also required to indemnify the school and its officers in case of an accident that may occur during the excursion or camp. Thorough Risk Assessments are completed prior to any excursions or camps taking place. Camps are planned for each of the following year levels:

- Year 6 – Canberra Trip
- Year 7 to 10 - Secondary Camp
- Years 3-10 Word Play
- School Leaders - Leadership conferences/camps
- Year 3-10 Ration Shed
- Year P-2 Under 8’s Day
- Years 7-10 – BP Shield
- Years 5-10 Cluster Sports
- Science - field work
- Rural Studies - local industries

CULTURAL ACTIVITIES
The school provides opportunities for students to view stage performances. Some departmentally approved visitors to the school include Storytellers, Travelling Scholars and Naturalists. In most cases the admission charges are covered by the school.
SPORTS AND ACTIVITIES

All students in the school participate in Health and Physical Education (HPE) programs and sporting activities. It is understood that at times students have legitimate reasons for not participating in these sessions due to illness and injury.

Should a student be unable to participate in HPE or Sport, it is expected that a note be presented to the student’s HPE or Class Teacher at the start of the lesson detailing the reason for non-participation.

Should a student be incapacitated for an extended period, a Medical Certificate will be required. All notes are to be written, dated and signed by the parent/caregiver. The school retains an extensive range of sporting equipment that may be borrowed at lunchtime. Students are permitted to bring their own sporting equipment to school at their own risk. Hats MUST be worn whilst engaging in ALL sporting and outdoor activities.

Insurance coverage in school sport

Parent and caregivers are advised that the Department does not have Personal Accident Insurance cover for students. Physical Education, particularly contact sports, carries inherent risks of injury. It is a personal decision for caregivers as to the type and level of private insurance they arrange, to cover students for any accidental injury that may occur.

EXTRA-CURRICULAR

A range of extra-curricular activities is offered at the school. These vary and can include:

- Book Week, Under 8’s Day, Sporting activities, Science Week
- Subject Area Competitions
- Inter-house and Inter-school Sporting Competitions (eg. Swimming, Athletics & Cross Country)
- Cattle Show Team
- Kitchen Garden Project
- Swim Squad
- Lunchtime inter-school sports

INFORMATION COMMUNICATION TECHNOLOGIES

Information Communication Technology is integrated into various units of work and class bookings into the computer laboratory are available each week. Classrooms also have computers provided for student access throughout the day. In 2017 we will be reviewing the continued distribution of computers and the types of e-learning devices that are available to our students.
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/caregivers or experts in relation to school work.
- 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, downloading music and movies).
- Use unsupervised internet chat.
- Use social networking sites such as Facebook.
- 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 and shall not access another person’s files, home drive or e-mail. Additionally, students should not divulge personal information (e.g. name, parent/caregiver’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.

Students who fail to use the school network and internet appropriately will be subject to suitable action by the school which may include restricted network access for a period deemed appropriate by the Principal. Parent and caregivers may be contacted.
FACILITIES

CLASSROOMS AND SPECIALIST LEARNING AREAS

The school provides extensive general learning areas, as well as specialist areas including the following:

- Computer Labs
- Home Economics Kitchen / Sewing Room
- Design Technology Workshop
- Agricultural Studies Classroom
- Science Laboratory
- Music / Art Room
- Swimming Pool
- Farm and Kitchen Gardens
- Tennis Courts, Volleyball Courts, Netball Courts
- Outdoor Learning areas

RESOURCE CENTRE

The materials collected here cover all subjects studied at the school, and most interests of the students. These resources are available in digital and print form, including books, magazines and newspapers.

Students may use audiovisual materials such as CD’s, Internet, charts, maps, slides and DVDs. Most of these resources are available for borrowing. Our Teacher Librarian and/or Library Aide will provide assistance in locating and using these resources.

Students may borrow these materials for use at home. Loan time is 2 weeks.

An extension may be permitted by returning the borrowed item to the library and requesting an extension. The extension will be permitted unless another student has requested the material. Students who borrow materials and lose them or return them in poor condition will be required to replace or pay for the item before borrowing rights can continue.

PHOTOCOPYING AND LAMINATING

Any students requiring photocopying and laminating for personal reasons can obtain these services from the Teacher Aides room. This can be accessed during lunch breaks and charges will be incurred to cover the cost of the resources.
Providing for the welfare of students is an essential part of the school’s role. To assist with the personal and academic concerns of students and to develop their personal and interpersonal skills, the school provides the following arrangements.

**GUIDANCE OFFICER**

A P-10 Guidance Officer visits the school every fortnight. She is readily available at the school for students and/or caregivers to discuss student concerns of a personal, educational and vocational nature. An appointment can be made with the Guidance Officer by phoning the school. Parent/caregiver’s permission is sought for Guidance Officer intervention.

**CHAPLAIN**

Our Chaplain visits our school two days a week and is able to provide pastoral care and support for students. Parent/caregiver permission is sought at enrolment for voluntary student participation in the Chaplaincy Program.

**SCHOOL-BASED YOUTH HEALTH NURSE**

Our School Based Youth Health (SBYH) Nurse visits every week and is able to support students in education and advice about health and well-being issues including immunizations. Our Nurse also delivers specialised programs relating to physical and personal development for Years 7 to 10.

**BREAKFAST CLUB**

Each morning the school prepares a light breakfast of cereals, fruit or toast for our students. Breakfast Club is served from 8:30am each morning and closes at 8:45am. Students are required to be ready for class by 8:50am each morning. This service is for any student who:

- May have slept in or was working before coming to school.
- Had breakfast very early and needs a top up to get through to our first break of the day.

Donations of milk, fruit, bread, condiments and Milo are always appreciated. The purpose of Breakfast Club is to ensure students are able to focus on their learning when in classrooms. This program has assisted us to achieve improved outcomes for our students throughout each school year.

**STAFF**

Students with personal or school related issues are encouraged to approach school staff for support. Where necessary, staff will organise for students to access the appropriate person/s.

**RELIGIOUS INSTRUCTION**

Proston P-10 SS does not offer religious instruction.
COMMUNITY

A number of organisations and individuals may have contact with the students, offering their expertise to meet the needs of the students. Some of these organisations and individuals are:

Scouts, Department of Family, Youth and Community Care, Volunteer Assistants, Fire Brigade, CTC, Police, Ambulance, Lifeline (RAI), Child Youth and Mental Health Services (CHYMS).

PROSTON STATE SCHOOL REFUND GUIDELINES

At Proston State School we are committed to providing a safe and supportive learning environment for students, staff and volunteers. This commitment includes the health and safety of staff and students when conducting curriculum activities in the school or in other locations.

School excursions and camps enhance a student’s learning by providing opportunities for the student to participate in activities, both curriculum-related and recreational, outside the normal school routine. All planned school excursions are approved by the Principal and endorsed by the Parents and Citizens Association.

State schools are able to charge a fee for:

- an educational service including materials and consumables and not defined as instruction, administration and facilities for the education of the student
- an education service purchased from a provider other than the school where the provider charges the school and
- a specialised educational program.

A School fee is directed to the purpose for which it is charged. School fees for extra-curricular activities are calculated on a cost recovery only basis, according to the number of students who have indicated their attendance. Participation of students in an extra-curricular activity is indicated through payment of the fee and provision of a permission form completed by the parent.

As the Schools budget cannot meet any shortfalls in funding for an extra-curricular activity due to the subsequent non-participation of a student who had previously indicated attendance of the activity, fees already paid for an extra-curricular activity may be refunded in full or in part or not at all, having regard to the associated expenses incurred and the circumstances of the nonparticipation.

If a parent wishes to apply for a refund due to their child's non-participation in an extra-curricular activity, they may do so by completing a Request for Refund form available from the School Office. Where possible, the request should include the receipt relating to the payment for which a refund is being sought. It is preferred that refunds be made as a credit against the student’s account at the school, and used to offset any future charges.

Department of Education and Training policy references:

*Education (General Provisions) Act 2006*
*SCM-PR-002: School Excursions*
*FNM-PR-019: State Education Fees*
**PROSTON P-10 STATE SCHOOL IS A UNIFORM SCHOOL**

Our students and school community take pride in our uniform. We support all students wearing the school uniform on a daily basis as the preferred dress. Parents and caregivers are required to contact the school office if their child will not be wearing the correct school uniform.

On occasions when students cannot wear any item of the school uniform, they must wear reasonable dress for the trip to school and immediately report to the school office where a suitable item (if available) will be provided to them for use during the school day. Students are to return the item at the end of the school day for laundering by school staff. If a uniform is not available the student will be issued with a uniform pass for the day to identify them in the playground as a student of the school.

**Reasonable dress** is defined as clothing or apparel that would be socially acceptable; however it might not conform to the preferred school dress standards and code for students; eg different coloured polo shirt, shorts or skirt.

If a student is regularly out of uniform, the matter will be discussed with the student and their parents/caregivers notified. A process of mediation involving representatives of the school community may be implemented.

If the student still persistently fails to observe the standards, the principal will sanction the student, not for failure to comply, but for disobedience to a school policy. A process of mediation will be continued.

* For most excursions all students must wear school uniform.

**Inappropriate Dress**

(Free Dress Days)

A student is inappropriately dressed if they wear clothing or apparel that is or could be deemed to be – offensive; likely to disrupt, or to negatively influence the normal operation of the school; unsafe for the student or others; or likely to result in a risk to the health of the student or others. eg extreme fashion or gang wear; offensive motifs; apparel which infringes the Workplace Health and Safety Conditions; shoes which do not have enclosed impervious uppers.

In this case, the student would be given a uniform to comply with the school policy. The parent/caregivers will be notified and steps undertaken to remedy the situation and prevent a recurrence.
SCHOOL DRESS STANDARDS

School uniforms can be purchased through NB Inspirations in the main street of Proston.

SCHOOL DRESS STANDARDS
The minister of Education has made the following determination pursuant to Section 84(1)(g)

Minister for Education determine pursuant to s.84(1)(g) of the Education (General Provisions) Act 1989 that the association perform the function of developing for the State School for which it has been formed, a policy in relation to a school dress code for the students of the school.

On Wednesday 21 March 2001, the P & C Meeting passed a resolution namely:
The P & C of the Proston P-10 State School resolves that it supports a student dress code policy for Proston P-10 State School because it believes that a school student dress code policy at Proston P-10 State School promotes the objectives of the Education (General Provisions) Act 1989, and in particular that it:

- Promotes a safe environment for learning by enabling ready identification of students and non-students of the school.
- Promotes an effective teaching and learning environment by eliminating the distraction of competition in dress and fashion at the school.
- Promotes a supportive environment at the school by fostering a sense of belonging.
- Fosters mutual respect among individuals at the school by minimising visible evidence of economic, class or social differences.

The Proston P-10 State School community, through a collaborative and consultative process, has firstly determined the school dress code policy as listed and secondly that the preferred options for all students by the designated school colours which formalise the school uniform.

The school uniform policy will apply to school associated functions where proper uniform standards are expected to be adhered too.

The school dress code policy is attached hereto.

The Proston P-10 State School community reserves the right to alter the school dress code policy.
## Proston P-10 State School Uniform

<table>
<thead>
<tr>
<th>Item</th>
<th>Colour</th>
<th><strong>Dress Standards</strong></th>
<th><strong>Dress Code</strong></th>
<th><strong>Availability</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Unisex Shirt</td>
<td>Dark Green</td>
<td>Polo Style with Raglan sleeve. Green/Gold Collar. Proston State School logo embroidered on shirt is optional.</td>
<td>Everyday wear</td>
<td></td>
</tr>
<tr>
<td>Unisex Casual Shorts</td>
<td>Dark Green</td>
<td>Pull On Shorts with elasticised and cored waist. Shorts are just above the knee length. Bike shorts cannot be worn on their own.</td>
<td>Everyday wear.</td>
<td></td>
</tr>
<tr>
<td>Skirt/Skorts</td>
<td>Dark Green</td>
<td>2,4,6, or 8 Gored or Permanent pleated wrap around.</td>
<td>Everyday wear.</td>
<td></td>
</tr>
<tr>
<td>Dress/Pinafore</td>
<td>Tartan/checks</td>
<td>Maintain in the standard as purchase from the P&amp;C, clean, unsoiled and fully zipped.</td>
<td>Everyday wear during warm and cold weather.</td>
<td>NB Inspirations in the main street of Proston. Ph: 0741689013</td>
</tr>
<tr>
<td>Track Pants</td>
<td>Dark Green</td>
<td>Fleecy or Tactel pull on With elasticised /cord waist.</td>
<td>Everyday wear during warm and cold weather.</td>
<td>Proston P-10 State School Uniform Order forms at PSS main Office.</td>
</tr>
<tr>
<td>Jumper/Jacket/Rain Coat</td>
<td>Dark Green or Dark Green with Yellow trim</td>
<td>Long Sleeves (only school logos are permitted)</td>
<td>Everyday wear during cold weather</td>
<td>With the exception of the Dress/Pinafore.</td>
</tr>
<tr>
<td>Skivvy/long sleeve shirt</td>
<td>Dark Green, black, white or yellow</td>
<td>Long sleeve skivvies or long sleeved shirts are allowed to be worn underneath the school shirts during winter. Solid colour with no printed images or lettering.</td>
<td>Everyday wear during cold weather</td>
<td></td>
</tr>
<tr>
<td>Tights/Leggings</td>
<td>Black or green</td>
<td>Tights, Leggings or stockings in black or green are allowed to be worn during winter, underneath skirts or skorts.</td>
<td>Everyday wear during cold weather</td>
<td></td>
</tr>
<tr>
<td>Socks</td>
<td>White, Grey or Black</td>
<td>Socks to be worn. “No socks” is considered inappropriate dress. Football socks and colourful socks are not appropriate. Sock covers are only to be worn during Rural Studies lessons.</td>
<td>To be worn every day with shoes.</td>
<td>Socks are available through NB Inspirations</td>
</tr>
<tr>
<td>Hat</td>
<td>School approved hats (available at Proston State School)</td>
<td>Proston P-10 SS is a Sunsafe School. Sunsafe hats (broad brim, cricket style or legionnaires) are compulsory for all students. They are required every day. Caps are not acceptable.</td>
<td>Students are to be required to wear a hat every day for Sun Safety. Hat is to be removed in classrooms and at assemblies except where special requirements exist in classrooms for Health and Safety.</td>
<td>Hats can be also purchased through the school office /P&amp;C. Beanies are available through NB Inspirations</td>
</tr>
<tr>
<td>Beanies</td>
<td>Dark Green</td>
<td>Beanies are allowed to be worn during the colder months. They must be removed in classroom and hats must be worn in the playground.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Swim Wear</td>
<td>Any Colour</td>
<td>Any swim wear is acceptable as long as a sun shirt is worn. Sun shirts must remain on for the duration of swimming events for WPHS reasons.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shoes</td>
<td>Any colour runners with laces. *Appropriate footwear must be worn for specific subjects listed in the prospectus due to safety.</td>
<td>Shoes with closed-in uppers are a safety requirement for several secondary subjects and students cannot be admitted to these subjects without them. Students going on excursions or representing the school on sporting trips are expected to wear correct school uniform.</td>
<td>To be worn every day</td>
<td>Shoes are available through NB Inspirations</td>
</tr>
</tbody>
</table>

*Proston State School P-10 Prospectus Page 40*
| Jewellery/Hair Styles/Make-Up | No jewellery is to be worn to school except earring studs (no larger than 5mm) or small sleepers and a watch. *(NO dangling earrings are to be worn)*. A maximum of two earrings can be worn, one in each ear. If more holes exist retainers must be used. If piercings exist on any part of the face, clear retainers must be worn or must be covered with a band aid.

No other visible piercings are allowed.

Medical alert bracelets/jewellery are allowed to be worn.

Necklaces, rings and armbands of any description are not to be worn due to Workplace Health and Safety legislation/implications.

Students who wear extra jewellery to school will be instructed to remove the item. These items will be removed and will be available for collection at the school office at the end of the school day.

Students are required to wear a hair style that is kept well groomed, neat and tidy. Hair longer than shoulder length should be secured back from face at all times when required by certain courses for WPHS reasons. Face must be visible at all times if hair isn't tied back. Hair must have a natural look and colour.

Decorative clips and hair ornaments are not acceptable attire and must not be worn to school.

Hair clips or bands should be green, black, yellow or white.

Students may only wear a like skin colour or foundation, transparent moisturiser/sunscreen and/or a medicated spot/blemish treatment.

No other skin treatments are to be used unless a Doctor's Certificate supporting the use of another, medicated product is produced.

Students may not wear eyeliner or mascara or have pencilled-in eyebrows. Coloured or high gloss lip products may not be worn.

Nail polish and false nails are not permitted. Students will be instructed to go to the office to remove make-up and nail polish if worn at school.

Students who repeatedly wear make up to school will be referred to the Principal.

| In some cases for Health & Safety reasons even these essential items may have to be removed for particular lessons e.g. Physical Education and Machine rooms. |
FINANCIAL ASSISTANCE:

There are a number of allowances payable to caregivers of students. Further information on the following schemes can be obtained from the school office.

**CONVEYANCE ALLOWANCE**
Conveyance allowance is paid when the following conditions apply:
- Conveyance is to the State School Centre nearest to their places of residence.
- They live more than 4.8 kilometres from the nearest State School.
- The children cannot travel free to the nearest State School by train or school road transport service.

Applications for this allowance must be made every year. Parents should apply at the commencement of each year to:
  Queensland Transport
  Transport Services
  Wide Bay District
  PO Box 371
  MARYBOROUGH Q 4650
  Telephone (07) 4121 3555

**LIVING AWAY FROM HOME ALLOWANCE**
A living away from home allowance will be paid to the parents/caregivers of students who are compelled, by reason of remoteness, to board away from home in order to attend school.

**ASSISTANCE FOR ISOLATED CHILDREN SCHEME**
There are various criteria for this Commonwealth Government assistance. It is a boarding allowance or for the maintenance of a second home.

**YOUTH ALLOWANCE**
Benefits will be payable from the student’s sixteenth birthday, regardless of school year level. Youth Allowance is family income tested. Students receiving YOUTH ALLOWANCE benefits have obligations to observe concerning attendance and work performance. Unexplained absences incur penalties to benefit levels also.

**ABSTUDY**
To be eligible for assistance under ABSTUDY, a student must meet the Commonwealth definition of an Aboriginal. This has three parts. An Aboriginal or Torres Strait Islander is a person:
- of Aboriginal or Torres Strait Islander descent;
- who identifies as an Aboriginal or Torres Strait Islander; and
- who is accepted as such by the community in which he or she lives or has lived.
Students receiving ABSTUDY benefits are required to observe obligations the same as AUSTUDY recipients.
PAYMENT POLICY:

All school fees are required to be paid in a timely fashion to avoid the school form carrying debt, which in turn affects our ability to offer programming to our student body.

Student debt will incur certain consequences upon leaving school in Year 10. Please see the below payment schedule. The cost associated with certain subject areas has been outlined above. Any questions regarding this payment schedule should be forwarded to the administration staff.

**Graduation**
Year 10 students will not be invited to graduation if they carry student debt. All debts must be paid in full by Week 6 of Term 4 to be eligible to celebrate their graduation.

**Year 10 Report Cards**
Year 10 students will be sent a report card watermarked with Draft across it if the student leaves the school with debt on their account. All debts must be paid in full by Week 6 of Term 4 to obtain a true and correct report card.

**School Excursions and Camps**
While the school heavily subsidises camps and excursions, parents are sometimes asked to make up the difference. Students attending camp will be asked to pay a $100.00 non-refundable deposit 4 weeks before school camp and will be required to pay in full 2 weeks before departure.

Prices for excursions and camps are published well in advance by the school.

Parents will be required to pay for camps and excursions in full before the student is eligible to travel to camp or on the excursion. If payment is not met, students will be asked to attend school as normal and supervision and work will be provided.
BEHAVIOUR EXPECTATIONS

SCHOOL RULES

- **BE SAFE**
- **BE RESPECTFUL**
- **BE A LEARNER**
- **BE COOPERATIVE**

Parents/caregivers and students are asked to refer to the Responsible Behaviour Plan on our school website: [www.prostonss.eq.edu.au](http://www.prostonss.eq.edu.au). It was reviewed in 2015 and a refined plan developed in 2015. There are slight changes and it is recommended all families read this document with their children when copies are posted home.

These changes also include guidelines on our School Wide Positive Behaviour Program. All families will receive a copy of this plan in the new school year and new families upon enrolment.

CLASSROOM RULES

Classroom rules are the same as our school rules as we strive to promote a whole school approach in supporting our students to focus on their learning and improving their outcomes. Consequences for breaching the school rules are clearly laid out in the school’s Responsible Behaviour Plan.

BUS RULES

Our school rules apply to any student travelling on a bus as all students must also abide by the Queensland School Transport Code of Conduct. All bus students will be issued with a “Code of Conduct Guide” early in the new school year.

All instances of misbehaviour must be reported to the bus driver. Should the bus driver feel that this misbehaviour is endangering the safety of other students, he/she will inform the operators of the bus company and appropriate action will be taken. In some cases the Principal may be contacted for assistance in managing the behaviour.

*Any parents/caregivers of children who have to cross the road are requested to teach their children the following rule:*

**NEVER GO IN FRONT OF THE BUS**

*Even if they are late, make sure they stop and look both ways before crossing the road as they might not hear oncoming traffic over the engine noise of the bus. When getting off the bus, stand clear until the bus moves on and make sure they have clear vision in both directions before crossing. A parent/caregiver should always accompany small children in these circumstances.*

ITEMS BANNED FROM SCHOOL

Students are not allowed to bring chewing gum, lollies, chocolate, matches, lighters, cigarettes, or any illegal substances to school.

Valuable possessions such as personal laptops or toys should not be brought to school. Personal sporting equipment may be brought to school but is the full responsibility of the student.

Knives of any sort and any other dangerous implements are forbidden, as are aerosol cans, correction fluid, Nikko type spirit marker pens and metal, or metal edged rulers.
Banned items brought to school will be confiscated and parents will be contacted.

### ASSESSMENT POLICY

In most cases, students will be given approximately 70% of the time to do an assessment in class during school; however, some of the assessment work required is to be completed outside of school hours.

At stages throughout the assessment, students will be required to submit drafts of their assessment task to the teacher. This enables the teacher to monitor student progress, and assess possible difficulties individual students may have.

An assessment schedule for Years 7 – 10 will be issued to students by the third week in each semester.

The schedule will identify the assessment due dates for students to note.

Assessment is a key aspect of the teaching and learning process.

The purposes of assessment include the following:

- Promote, assist and improve student learning.
- Inform programs of teaching and learning.
- Provide data that can be communicated to a range of people about the progress and achievements of individual students or groups of students.

Assessment tasks are derived directly from learning experiences. Each task should allow students to demonstrate their understanding and application. Assessment builds from the curriculum.

Effective assessment is linked to the work units within the school curriculum plan. Assessment judgements will take into account the developmental aspects of a course of study and thus will consider LATEST as well as FULLEST student work.

**Assignments / Folios:**

All assignments / folios are to be handed in no later than 3pm on the due date.

**Late Assignments / Folio:**

An extension of time to complete an assessment task will be granted ONLY in cases of genuine prolonged illness or exceptional circumstances. Parents/caregivers who believe that their student/child has a case for an extension of time should apply to the HOC prior to the due date to discuss relevant circumstances. Acceptable evidence, supported by documentation, must be presented to the HOC.

In those cases where an unforeseen emergency has prevented an assessment item being submitted on time, the parent/caregiver of the student must personally discuss the situation with the HOC as soon as practicable, so that the student does not suffer a penalty for late submission.

When an assessment task is submitted late without an extension approval, the assessment task will be commented on, but the final result will be based on the work and/or rough draft submitted by the student during the assessment task process. Teachers will have in place systems which monitor progress of the assessment.
Students Absent on the Due Date:
Students absent on the due date will be required to hand their assignment/folio in before 8.50 am on the first day returning to school. A note explaining the absence is required from the parent/caregiver.

Exams:
Students who are absent on the date of an exam will be required to sit the exam on the first day of return to school. Students who have been absent from school for an extended period of time may not be required to sit missed exams. This will be determined by the HOC based on the individual situation. Results will be amended accordingly.

Plagiarism:
Students who are found to have plagiarised will be required to submit a revised assignment. This will be completed and handed in by 3:00pm on that day. A grade no higher than a ‘C’ is possible.

Submitting Others Work as Own:
Students who have copied work from another student or students will be required to resubmit by 3:00pm that day.
A grade no higher than a ‘C’ is possible.
## STUDENT COUNCIL

The Student Council allows nominated student representatives to have a say in the operations of the school. It provides active citizenship training and experience and helps to foster morale in the school. The Student Council conducts limited fund-raising activities and supports the social life of the students.

Student Council meetings are conducted weekly and will begin in Term 1 2017. Staff representatives support these students in their roles as leaders.

Student Leadership is actively promoted through the Student Council.

Student leaders are required to demonstrate the following qualities:
- Responsibility
- Trustworthiness
- Initiative
- Co-operation
- Decision making
- Good Role Models
- Obeying all school rules
- Following the school's code of dress

Leaders are expected to demonstrate these qualities at all times. Any student leader who does not do so will endanger their position as a school leader.

Students from Years 3-10 may apply for positions as members of the Student Council. Secondary students may apply for School Captain and House Captain. These positions are decided on through panel selection and student/staff voting at the end of each year and are announced at a special assembly. Badges and Certificates are presented to the new Leaders at this assembly in the new school year.

The Student Council performs a number of duties including:
- Assisting with our Breakfast Club which operates each morning for all students.
- Organising free dress days.
- Fundraising.
- Organising discos and movie nights.
- Preparing for Special Ceremonies such as Anzac Day and Remembrance Day.
- Conducting Pizza Days
- Helping organise Student Council Tuckshop.
What is Education Queensland’s role?

The Department of Education, known as Education Queensland, operates the state education system through a network of more than 1300 sites and administers grants and funding on behalf of the Government to the non-state school sector and universities. The Department also provides advisory, monitoring and regulatory functions and strategic support to these areas.

Why does your privacy need protecting?

Every day, a vast amount of personal information is given to State Government departments and agencies. The Queensland Government respects your privacy and has established rules to ensure that your personal information is protected.

The Government’s Privacy Policy stipulates that personal information be collected, stored, used and disclosed under very strict guidelines to prevent it from being misused or passed on without your permission.

Education Queensland is committed to protecting your privacy.

What is personal information?

Personal information is an opinion or information about a person, whether true or false, that identifies or could identify the person. This information may be recorded in a document, or form part of a database. Examples of personal information include (but are not limited to) your date and place of birth, race or ethnicity, religion, financial record, criminal record or medical record.

Sometimes personal information about a person can reveal their identity even if their name is not mentioned.

How does the privacy policy work?

In all your dealings with Education Queensland, staff will make sure that your privacy is protected. Any personal information collected must be:

- Directly related to, or necessary for, a lawful purpose or function of the agency.
- Relevant, up-to-date and complete.
- Collected fairly and lawfully.
- Stored safely and securely.

Generally, your personal information must be used only for the purpose for which it was collected or a directly related purpose, unless you have otherwise given permission.

The privacy principles do not apply to personal information contained in documents concerning covert police activity, witness protection, disciplinary actions and misconduct, whistleblowers and Cabinet and Executive Council matters. This is because the law overrides privacy principles in particular cases.
Under what other circumstances can Education Queensland disclose your personal information?

If you consent, or if disclosure is:

- Permitted by law.
- Essential for law enforcement.
- Believed to be necessary to prevent or lessen an imminent threat to health or life.

Education Queensland may disclose limited information (for example, name, contact details, attendance, achievement etc) about you to other parties for the purpose of issuing achievement awards, processing certificates, statements or reports in relation to assessments.

Listed below are agencies Education Queensland may give relevant personal information to where needed or authorized under law. The guidelines for release of personal information are strict. Personal information may be disclosed to:

- Queensland Health or its nominated Health Providers
- Queensland Transport
- Queensland Police Service
- Aboriginal and Torres Strait Islander Policy
- Department of Employment and Training
- Department of Families
- Disability Services Queensland
- Department of Housing
- Department of Justice and Attorney-General
- Sport and Recreation Queensland
- Centrelink
- Research organisations under contract to Education Queensland

Data-matching

Education Queensland passes some collected personal information on to Centrelink for data matching purposes, in relation to entitlements to Centrelink-administered payments; for example, Study Assistance Benefits. The Data-matching Program (Assistance and Tax) Act 1990 and the Social Security Administration Act 1999 authorises Centrelink to compare the personal information they hold to ensure that payments are being paid correctly.

Education Queensland and the 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 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. Personal information may include achievement levels, retention rates, age, school year levels, school disciplinary absences and student movement between schools.
Making a complaint

During the course of your children’s school years, you may have cause to make a complaint about an issue with your child’s education.

Education Queensland is committed to ensuring that all complaints are dealt with in a fair and equitable manner. There are processes and support structures in place to enable parents/caregivers and students to work through any issues they may have with Education Queensland provisions.

When making a complaint, it is in the best interest of complaint resolution to ensure that you:
• Provide complete and factual information in a timely manner.
• Deliver your complaint in a non-threatening and non-abusive manner.
• Do not make frivolous or vexatious complaints, or include deliberately false or misleading information.

You should be aware that if you are making a complaint about a staff member, that in most instances the staff member will be told of the complaint and offered the right of reply. You also have the right to have a support person participate throughout the process.

If your complaint relates to suspected official misconduct or criminal activity then you should make your complaint directly to:
The Crime and Misconduct Commission (www.cmc.qld.gov.au/) or:
The Queensland Police Service (www.police.qld.gov.au/).

The following 5-step procedure may assist parents/caregivers, and school staff to reach an outcome that is in the best interests of the student.

1. **Discuss your complaint with the class teacher**
   If your complaint 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. 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/caregiver and teacher should then take steps to resolve the problem at this level.

   The teacher will make a record of the complaint and report your meeting and any outcomes to the school principal.

2. **Discuss your complaint with the principal or ask the 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 with the school Principal to discuss the issue further. Alternatively, you and the Teacher may agree to ask the Principal to act as a go-between in informal conflict resolution in an attempt to resolve the problem.

   If your complaint 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 Principal or his/her delegate. The staff member will make a record of your complaint and work with you to resolve the issue. Complaints to the Principal may be lodged in person, by telephone, writing or via electronic format through the “Schools Directory” at www.education.qld.gov.au/schools/directory - select relevant school, then click on the email link.
3. **Contact Regional Office**
   If you have discussed the issue with the Principal and still feel that your complaint has not been addressed, you have the right to contact the Principal Education Officer: School Operations in our Regional Office.

   Complaints may be lodged by telephone or in writing. Complaints should be specific in detail, and outline the steps taken to date to resolve the issue. Remember to date the letter, give your full name and address and sign it. Office staff will make a record of your complaint.

   Anonymous complaints will only be acted upon if enough information is provided to allow for follow up with the Principal.

   Addresses and telephone numbers of District Offices are listed under the heading Education Queensland in the White Pages of your local telephone directory and are also available through the Education Queensland website.

   When you contact the 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 office will assist in seeking resolution to the issue.

4. **Complaint still not resolved**
   If, as a parent/carer you feel that your issue has not been resolved through the district office process, you have a further right to make a complaint to the Central Office of Education Queensland.

   Parents/caregivers may choose to progress their complaint in writing to the Deputy Director-General Education Queensland. The Office of Education Queensland will seek to assist with the resolution of your complaint 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 Tel (07) 3237 0618 or 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 Tel (07) 3005 7000 or Toll Free 1800 068 908 or fax (07) 3005 7067

A role for Parents and Citizens’ Associations (P&Cs)
   It is understandable that parents/caregivers may sometimes feel overwhelmed when approaching a School or the Department with a complaint. While the Queensland Council of Parents and Citizens’ Associations Inc (QCPCA) does not advocate on behalf of individual parents/caregivers, individuals can request their own P&C to provide support in these circumstances. The P&C can in turn seek assistance from QCPCA to provide guidance in resolving the complaint.

   Complaints about services that are run or managed by the P&C at your school, for example, after school care or the canteen, should be directed to the P&C in the first instance.