ANAKIE

A SOUND MIND IN A SOUND BODY

STATE SCHOOL

PARENT HANDBOOK 2013
Welcome to Anakie State School
“A Sound Mind in a Sound Body”

The information in this booklet is designed to help assimilate your family into our school life.

As a close relationship between parents and the school can only enhance the education of your child, you are encouraged to visit the school. All parents are invited to find out more about the school organisation, to attend parent/teacher interviews and meetings and to seek information from teachers whenever help is needed.

Remember, the school is for the benefit of the total community and its facilities are here for you to use.

At our school we aim to assist children to develop to their full potential in all areas. To achieve this, a balanced program of academic, cultural, physical and technological activities are provided.

Our goal is to provide the best possible learning opportunities for all children in our school, working in partnership with parents and caregivers.

I am positive that by working together we will enable your child to achieve his/her utmost potential.

Welcome!

Kurt Goodwin
Principal

Contact Details
Postal Address: PO Box 316, SAPPHIRE QLD 4702
Street Address: Cook Street ANAKIE QLD 4702
Email: Office - admin@anakiess.eq.edu.au
Phone: (07) 4981 1111  Fax: (07) 4985 4227
P&C - pandc@anakiess.eq.edu.au

SCHOOL CALENDAR FOR 2013

Commencement of School
The 2012 school year commences on Wednesday, 23rd January 2012 for all year levels and there will be no variation routine on this first day.

School Semesters 2012
First Semester
Term 1 – Monday 23 January – Friday 30 March
Term 2 – Monday 16 April to Friday 22 June

Second Semester
Term 3 – Monday 9 July – Friday 21 September
Term 4 – Monday 8 October – Friday 14 December

School Holidays 2012
Summer Vacation
Term 1 Vacation - Winter Vacation -
Spring Vacation - Christmas Vacation -
Pupil Free Days - Monday 22nd October

Public Holidays
PRIVACY STATEMENT

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

However, in accordance with information Sharing Protocols and Memoranda of Understanding, some of this information may be passed on to government agencies. Some of these state government agencies include Queensland Health, Queensland Transport, Queensland Police Service and Department of Families. The commonwealth government, through Centrelink, may require information for matching purposes in relation to the payment of benefits to some students.

Personal information on the enrolment form can be disclosed to other third parties without the individual’s consent where authorised or required by law.

ATTENDANCE/ACHIEVEMENT/BEHAVIOUR
While students are enrolled in and attend state schools, school staff will collect personal information about their academic performance, attendance and behaviour for the purpose of monitoring their educational progress and providing educational programs to suit the needs of the student.

Year 3, 5 and 7 student names are passed on to the Queensland Studies Authority for the purpose of issuing individual reports in relation to the assessment of numeracy and literacy skills of students.

This personal information can be disclosed to other third parties without the individual’s consent where authorised or required by law.

WELLBEING, PROTECTION AND SAFETY
During a student’s attendance, the Department of Education may also collect personal information that relates to the wellbeing, protection and safety of the student. This personal information may be passed on to agencies such as Queensland Health, Queensland Police Service and Department of Families in accordance with Education Queensland’s Student Protection Policy and other policies relating to student behaviour.

This personal information can be disclosed to other third parties without the individual’s consent where authorised or required by law.

CHILDREN AND YOUNG PEOPLE IN THE CARE OF THE STATE – DATA MATCHING
The Department of Education and Department of Families conduct a data-matching program to improve school achievement outcomes for children and young people in care.

The data-matching program involves a comparison, through a unique identifier, of certain personal information of children and young people in care and those children of similar age in the general school student population, including those who have specific needs. This personal information may include:

- achievement levels;
- retention rates;
- age;
- school year levels;
- school disciplinary absences; and
- student movement between school.


If you have any questions about privacy or access to information, you may contact Education Queensland’s Privacy Contact Officer on 49384636.
History

According to Department of Education records, the first school in Anakie was opened on 27th July, 1885. Since then many physical changes have taken place including the building of the amphitheatre area, which was completed in 1994. The school is also fully air-conditioned. The school was 125 years old on July 12th, 2010.

Location and Characteristics

Anakie is situated 42 kms West of Emerald in the Central Highlands. The climate is fairly stable all year round with hot, dry summers and very comfortable winters, sometimes cold at night. The school supports a rural (beef) and gem mining population.

The school currently has 5 classes. The classes are situated in 5 double teaching spaces and we have separate library and music areas. The current enrolment at the school has approx 100 primary students. A new Resource Centre opened in 2010.

Staffing 2013

The Teaching Staff consists of:

The Principal: Mr Kurt Goodwin – Principal
Primary Teachers: Mrs Tania Gundenswager – 6/7 Teacher
Mrs Silvia Hoare – 5/6 Teacher
Mrs Lauren Flint – 3/4 Teacher
Miss Angela Heal – 1/2 Teacher
Miss Tammy Franks – Prep/1Teacher
Miss Alicia Brough – Special Needs Teacher

Teacher Librarian: Mrs Sonya Spencer/Learning Support

These classes may be split further into multilevel classes according to shifting enrolments.

As well as the permanent staff the school has the services of visiting specialist teachers including:

LOTE Teacher – Mr Allan Joseph
Guidance Officer – Tanya Bean
The Teaching Staff is supported by:

2 Permanent Teacher Aide and three Casual Teachers Aides

Teacher Aides:
- Mrs Narelle Sampson
- Mrs Irene Adams
- Mrs Deanne McLeod
- Mrs Joanne Gibson
- Mrs Carol Daly

1 Office Administrator: Mrs Lisa Robinson
1 Cleaner full time: Mrs Helvi Viskari

Anakie is a RREAP school. This program is a commonwealth Government initiative that enables our students to have financial assistance to compensate for our geographical, social and cultural isolation.

School Facilities

We have managed to create our own area of green including the establishment of an outdoor amphitheatre complete with lighting and sound. The playing fields are watered by an automated sprinkler system.

The school tennis courts were renovated in 2010 and we now have multi-sports court. Through 2010 Federal Funding, the school now has a Resource Centre which contains a media room. In 2011 we had a new Junior Fort built.

The school has a technology plan in place and computers are in all teaching areas. The internet is connected into all the classrooms, including the staff room.

School and Community Features

The students of the Gemfields come from a range of backgrounds including employment in local businesses and the coal and sapphire mines, self employment, cattle properties and nearby Emerald businesses. The majority of employment opportunities are in the gem-mining industry or on the land.

The sapphire mining industry is quite different from the general conception of mining and mining towns and we have a lot of community interest and support for the school.

The decisions made within the school are done so with reference to the school community and parents are represented at all levels.

Educational Program

The school caters for all primary school year levels from Prep to Seven. If you have a child who is eligible to attend Prep Class you are urged to take advantage of the opportunities offered through regular attendance.

As 95% of our students travel to school by bus, after school activities are difficult to arrange without special transport being organised.

We have the support of itinerant teachers in the school with LOTE.

Education is not confined to school alone. It relies on a strong partnership between school and home. It is the desire of the staff of this school that we work together for the benefit of the children.
**Student Learning**

We believe student learning in a small school is based on the following:

- Learning is a lifelong (continuous) process.
- Teachers need to have an in depth knowledge and understanding of child development.
- Teachers need an in depth knowledge of the scope and sequence of curriculum.
- The quality of student/teacher relationships is paramount to effective learning.
- Parents are partners in the education of their children and their opinions and skills are valued.
- Each student is unique and has strengths and lesser strengths.
- Teaching methods must be child centred, based on children’s experiences and interests.
- Teachers need to be skilled to plan for a range of learning experiences which recognise their students’:
  - Gender
  - Capabilities and disabilities
  - Social circumstances
  - Economic circumstances
  - Cultural and linguistic similarities and differences
  - Past experience

The learning environment of this school respects the rights of all students and staff, is happy, secure and supportive, presents challenges, is interesting and enjoyable, encourages risk taking, independent learning, exploration and reflection.

The benefits are:

- **Continuity** – the teaching team and students come to know each other well and no time is lost when students have the same teacher/s in subsequent years. “Getting to know one another”, class routines and teacher expectations are already known.
- **Improved communication** – between parents and teacher as you get to know the teacher and classroom and the teacher gets to know you.
- **Smooth transition process** from one year to the next – as the children are learning according to ability, their progress is continuous as they pick up where they left off in their previous year.
- **Strong personal relationship** between student and teacher – so it is important your child and his/her teacher have a productive and positive relationship.

<table>
<thead>
<tr>
<th>Daily Routine</th>
<th>8:55am to 10am</th>
<th>Session 1</th>
<th>1hr 5mins</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:55am</td>
<td></td>
<td>Brain Break</td>
<td>10mins</td>
</tr>
<tr>
<td>10:00am</td>
<td>10:10am</td>
<td></td>
<td>10mins</td>
</tr>
<tr>
<td>10:10am</td>
<td>11:30am</td>
<td>Session 2</td>
<td>1hr 20mins</td>
</tr>
<tr>
<td>11:30am</td>
<td>12:10pm</td>
<td>First Break</td>
<td>40mins</td>
</tr>
<tr>
<td>12:10pm</td>
<td>1:25pm</td>
<td>Session 3</td>
<td>1hr 15mins</td>
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<tr>
<td>1:25pm</td>
<td>1:55pm</td>
<td>Second Break</td>
<td>30mins</td>
</tr>
<tr>
<td>1:55pm</td>
<td>2:55pm</td>
<td>Session 4</td>
<td>1hr</td>
</tr>
</tbody>
</table>

Children are discouraged from arriving at school before 8:30am and are expected to be on their way home by 3:05pm, unless they are instructed otherwise by teachers e.g.: sports training. If you are collecting your child who would normally travel by bus, please, collect him/her no later than 3:00pm. Please, also notify the staff member on bus duty that you are collecting your child/ren for accountability purposes. You can also send a note or phone the school if you intend to collect your child in the afternoon from school.
Eligibility for Prep can be found in “Prep” in the following pages. Parents are required to furnish suitable evidence of date of birth by supplying a Birth Certificate or Birth Extract. No child will be enrolled into prep Year without suitable proof of age being sighted.

**Prep/Year One Students** - To allow students to settle into school life as easily as possible, it is helpful for children to know:
- Their own names and ages.
- The year level of brothers and sisters.

**Preparing Your Child For School** - You can help your child settle into school by fostering good habits of punctuality and regular attendance and encouraging positive attitudes to school. If you have a concern or wish to talk with someone, please phone our school on 4981 1111 to arrange a meeting with a member of the administration team at a convenient time.

**Assessment Of Pupils**

A system of continuous assessment is used to monitor each child’s progress. Written reports are issued at the end of each term. Mini reports are provided at the end of Terms 1 and 3. Parent/Teacher interviews are conducted throughout the year as requested. Parents may request interviews with their child’s teacher at any other times, by arranging a mutually convenient time with the teacher.

**Attendance**

Regular and punctual attendance at school is necessary if students are to gain the greatest possible benefit from their experiences in education. Frequent absences have an adverse effect on performance. It is impossible to give your child the best if he/she is frequently absent. Parents are required to notify the Principal, Teacher or Office of the reason for a child’s absence either in writing or with a telephone message. Be mindful of the Government initiatives “Every Day Counts” which has four key messages;
- All children should be enrolled and attend school everyday.
- Schools should monitor and create ways to improve attendance in school.
- Attendance is the responsibility of everyone in the community.
- Children may find themselves in unsafe situations if they choose not to attend school.

If your child does not travel by bus, arrival at school should be between 8:30am and 8:45am.

**Student Banking**

Student Banking is carried out each Thursday, please, have your child give their banking to their class teacher. Information on opening new accounts is available at the school. By regulation, banking is with the Commonwealth Savings Bank. Children are encouraged to operate a banking account.

**Book club**

Children have the opportunity to purchase books/software from Scholastic Bookclub. There is no membership fee. When ordering, children return their order with the money in an envelope, by the due date, to their class teacher. The school receives bonus points from the items purchased, allowing the school to obtain free library resources.
Buses
Two bus services operate to serve the Anakie State School. They transport children from the Willows, Withersfield, Sapphire and Rubyvale areas. Parents with children on these routes are eligible to attend any Transport Committee meetings. These meetings will be advertised in the school newsletters. Each year, in February, office bearers are elected at an open meeting.

Please inquire at enrolment time for details of the bus your child may use. Details of the timetables and routes travelled are available from the school, and towards the back of this handbook. Please impress on your child the necessity for safety.

The children are marked off on a roll when they enter the bus to go home. Please, notify the school and the bus operator if your child is not using the buses that day or if they are intending to use a different bus. If we receive no notification the child will always be put onto his/her regular bus to go home. Parents are required to ensure their child is supervised at the bus stop in the mornings.

Bus Rules
Children are expected to follow Queensland Transport Code of Conduct (copy of the code is available from the office) whilst on buses and behave appropriately during the time they are in the care of the bus driver and whilst waiting at bus stops. There are rules to be followed when children are travelling on school buses. These are located in the back of the book for you to discuss with you child. Matters concerning the bus should be referred to the relevant bus committee for action, or to the office. It is a requirement that if a child changes buses for any reason the driver is to be notified prior to the change. The driver holds right of refusal to carry any child who is not designated to be on that particular bus run.

Severe breaches of bus rules may lead to suspension from the use of the bus by the bus committee or the principal. Parents are required to ensure their child is supervised at the bus stop in the mornings.

Conveyance Allowance
Parents who convey their children to school by private motor vehicle each day may be eligible for Conveyance Allowance. Class A is payable to parents of children who convey their children each day by private vehicle to and from school, provided that the children cannot travel to school by a School Road Transport Service. Class C is payable to parents who convey their children by private motor vehicle more than 3.2 kilometres to a School Transport Service. This applies to Primary School students – Years 1 to 7.

Parents who consider themselves eligible for Conveyance Allowance Class A or Class C should write for an application form to School Transport Officer, Department of Transport, P.O. Box 106, Rockhampton, 4700, Phone 4922 4077. Conveyance Allowance is calculated weekly and paid twice a year, in July and December, and is only paid while students are actually attending school. The allowance must be applied for prior to 31st December in the year assistance is sought.

If Conveyance Allowance is granted the letter of approval should be forwarded to the school for filing and future reference.

Collection Of Money
From time to time, children will bring money to school for educational activities, fundraising, photographs, excursions, sport and Arts Council. Parents are asked to ensure all details are written on an envelope and forwarded to the class teacher. Payments must be made by the closing dates indicated; otherwise students may not be able to participate in activities. Parents may wish to make arrangements with the school administration if particular financial hardships prevent payment by the due date.
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MONEY AND OR PERMISSION FORMS WILL NOT BE ACCEPTED UNLESS PLACED IN AN ENVELOPE CLEARLY STATING:

- THE CHILD’S NAME
- AMOUNT ENCLOSED
- THE ACTIVITY FOR WHICH THE MONEY IS INTENDED.

Dogs In The School Grounds

If a dog can be identified, the owner will be contacted. If not, and the dog persists in attending or is obviously dangerous, action will be taken to remove it.

Excursions

From time to time excursions may be organised by teachers as part of the overall educational experiences undertaken by children. Details of these, including costs, will be presented at a P&C meeting for ratification prior to the excursion. The events will be organised in accordance with current Education Department policy guidelines. Parental approval is always obtained.

School Camp is held every second year for years 6/7 students. To defray costs, all participating families are required to assist with fundraising activities.

Family Records

Family records are kept on computer files when children are enrolled. The names and addresses of parents and their occupations are recorded. If there are any changes to contact details, addresses, emergency contacts etc, your early notification is sought so that all records can be kept up-to-date. All records are kept strictly confidential and are only accessed by Education Queensland employees.

Head Lice

Head lice are not part of the unpleasant past. They appear on a regular basis in the cleanest of environments at schools. There is no disgrace in having head lice as they are very easily transferred.

Our school supports you in managing head lice at home by:

- Providing the “managing head lice at home” package to all families upon request.
- Reducing head-to-head contact between all students in class activities when we are notified that someone in the class may have head lice (individual students are not identified as having head lice).
- Recommending that students tie back long hair to reduce the chance of transmission.
- Teaching children about head lice.
- Keeping families informed.
- Providing information through our school newsletter.

If your child gets head lice you need to inform the school, immediately begin treatment and check for effectiveness. You are able to send your child back to school as soon as effective treatment has commenced. Your child is not a risk to others as long as treatment has commenced and is effective. This can be as simple as using an inexpensive hair conditioner and a fine toothed comb.

Epidemics occur in cyclic patterns from year to year and cannot be totally prevented. Parents can assist with keeping this problem at bay by regularly and thoroughly checking the child’s hair.
Anakie School has a Homework Policy available with this document. Content of homework is the prerogative of the teacher. Homework could be conducted daily or weekly. Home reading, spelling and number facts should be done regularly. Should your child experience difficulty with homework on any occasion, please, contact your child’s teacher. Generally the following procedure would apply to homework:

- A routine is established at home, which sets a time and place for homework. (Away from the television or any distractions).
- Children undertake those tasks allotted to them. As a parent you can help your child but, if you are doing the work, it is best to contact the teacher to discuss the situation.

It is important that a work pattern is established e.g., complete some written exercise, learn spelling, and collect pictures for illustrations. Occasionally children will spend considerable time at a task without achieving anything then complain about the excessive amount of homework. If parents are concerned that too much homework is set on a particular night, please, check with the teacher. It could well be that the work being done is not actually homework, but other work which should have been completed previously. It is the school’s policy to have children complete any unfinished or extra tasks during the lunch break.

It is the policy of this school to set regular homework.

This will be:
- Revision of taught work
- Completion of work started
- Long term projects over a period of weeks
- Learning spelling and number facts
- Activities relating to work covered

**Hygiene and Neatness**

Cleanliness and personal hygiene are vigorously encouraged at school. Soap and paper towel are provided in the toilets. All children require a box of tissues. It is only fair to other children with whom they come in contact that open sores, boils etc are covered. The climate is conducive to skin cancer therefore, hats must be worn. Enclosed footwear of some sort is essential.

Cosmetics (nail polish, eye shadow, etc.) are not allowed for health and safety reasons. Children are expected to come to school with clean hair, teeth, and nails and to be generally neat in appearance. Students may wear studs or sleepers but pendant type earrings are not permitted for safety reasons.

**Infectious Diseases**

The National Health and Medical Research Council have drawn up the following guidelines on the premise that pupils who are ill with an infectious disease will not return to school until they have fully recovered. This list is not all-inclusive and further guidelines may be sought from the principal. The only exception to this rule is that pupils with certain skin diseases may return when appropriate treatment has commenced.

**Jewellery**

Children are not to wear jewellery. Even though children are supervised carefully, we cannot take the responsibility for expensive items that are lost or broken when the children are playing. Watches should be easily identified and are the responsibility of the child. In line with Department regulations, all jewellery must be removed for swimming and sporting activities. Students are allowed to wear sleepers or stud earrings only. Necklaces and bracelets are not permitted.
Inter-house Athletics Competition

The children are allocated to one of two House Teams, Sapphire and Zircon. The teams compete in an Inter-House Athletics Carnival. This is usually held in the third term. At present, we have two houses at the school. They are Sapphire (blue) and Zircon (yellow). Families are put into these houses on enrolment. The purpose of the houses is to provide a reasonable method of making teams for various sports activities.

Throughout the year the children develop the skills needed for many sports through physical education lessons. We have the opportunity to compete from time to time with teams from other schools.

Resource Centre

Library facilities are available and borrowing of books is encouraged. Borrowing can be done during special periods when the child's teacher or the Library Aide is available to supervise.

Books are expected to be returned on the specified “Due Date”. Overdue books cause undue paperwork and slow down the circulation of books available. In the case of lost books, parents will be asked to pay the cost of replacement. Library bags are required for borrowing, to protect the books. Children without a library bag of some sort may be restricted from taking library books home.

Lost Property

Items of lost property are displayed regularly for the children to view. The lost property is located at the end of A Block (near the offices) in a box. Clear marking of all items with your child’s name will minimise the problem of lost property. At regular intervals, the excess lost property is delivered to a charity in Sapphire. Please, ensure you check the lost property section regularly.

Learning Support

Anakie State School has the services of a Learning Support Teacher. Students are referred to the Learning Support Teacher by either the Class Teacher or the Principal. The parent/caregivers may request services. To help give your child/children maximum benefit of Learning Support Assistance, the Class Teacher, Learning Support Teacher and on occasions, the Guidance Officer all join together to assess ways in which your child learns and to help him/her with any difficulties he/she is experiencing.

Lunch Breaks and Healthy Eating

In recent years there has been a move from the two lunch breaks to three. The first is at 10am and is our **Brain Break**. Students have a quick break, remain seated and are expected to have a quick snack to "revive the brain". Studies show that certain foods assist in learning and to support this we request that this be a healthy snack - cheese, meat, fruit, vegetables, popcorn, sandwich with healthy filling etc. This also keeps high sugar foods away from the teeth.

Students have two other eating breaks - at 11.30 am and 1.25 pm when they are able to have a wider choice of foods - however, lollies and other confectionery are **NOT** permitted at school - please keep these treats for the home.

Newsletters

Every second Wednesday, newsletters are published for the information of parents and general community. The newsletters are composed by a parent volunteer. They are distributed to the eldest child in each family. If you seem to be missing out on a newsletter, please, contact the office. If anyone wishes to place a notice in the newsletter it must be at the school by 3:00pm on Tuesday. Due to the increased costs of production the school must now place a charge on notices printed in the newsletter. Details are available from the school office.
The Parents and Citizens Association meets at the school on a monthly basis (the first Wednesday of the month or as decided at the beginning of the year) from 3:15pm at the Anakie State School. All dates for future meetings are published in the Newsletter. All parents are urged to attend these meetings and participate in the decision making of this association. New parents are most welcome to attend meetings. All parents are automatically members of the P&C Association but are not entitled to vote unless they have attended at least one meeting where they must register their attendance.

**Fundraising** – As more and more responsibilities have been devolved by the Education Department to the local school community, parents and community members have become a vital and integral part of providing the funds necessary to finance many school programs. These will be achieved by a variety of fundraising activities organised throughout the P&C and the Student Council.

**Parking Of Vehicles**
For safety purposes, it is requested that no vehicles be driven into the school grounds during school hours - except in special circumstances. Also, remember NO PARKING in front of the school, as it is a bus zone. When parking opposite the front of the school it is requested that the vehicle be reversed in to park for safety reasons. Please, be aware of the fire hydrant at the front of the school in the parking area. Please be warned that the parking area opposite the school may be soft after rainy periods.

**Personal Property At School**
The bringing of personal property to school such as cassette players, games, favourite toys, etc, is not permitted unless there has been an arrangement between student and staff member. The school does not accept responsibility for the property of any child who breaks this rule. There are to be no mobile phones at school- if there is an urgent reason, please make arrangements with the principal/class teacher for it to be left at the office.

**Class/Student Photographs**
Class photographs are taken only once during the year and parents will be notified in the newsletter when this is to occur.

**Physical Education**
All children are expected to participate in Physical Education classes. Weekly lessons are received from our Physical Education Teacher. If your child is to be excluded from Physical Education activities, written notification should be forwarded to the school. This may be because of health reasons, not because of refusal. Swimming lessons are held during term 4 and is a part of the H.P.E. curriculum.

**Prep Year**
The Prep year is an integral part of the school and is part into the Year One class. Extra teacher aide hours are allotted to supervise younger students and play-based activities are part of their routine.
Religious Instruction

All denominations may, with the permission of the Department of Education, take Religious Education classes at the school. Children attend the class of the denomination shown on their enrolment form if an accredited representative of that denomination visits the school. If you wish your child to attend a different group, please, notify the school in writing. Currently, representatives from the Protestant (delivering a general Religious program) and Catholic churches attend our school. A $2.00 donation requested at the beginning of Term 1 every year to cover the cost of photocopying for the lessons.

Reporting

Assessment of children is done on a continuous basis throughout the year. Interviews will be conducted throughout the year to discuss the children’s progress and the written report.

School Motto

The school motto, “A Sound Mind in a Sound Body” is a translation of “Mens sana in corpe sano”. It illustrates the fact that teachers at this school are concerned with the development of the child’s personality.

School Health

It is the policy of the school that if a child complains of a headache, upset stomach or minor illness they remain on the sick couch. If the illness has not abated by the next recess, the parents are contacted and the child is sent home. It is important that we are provided with the names of people who can assume responsibility for your child/children in case you cannot be contacted.

Unfortunately, from time to time, we have a case of serious injury at school. Our policy is to:

- Ring the ambulance
- Ring the parents or parents’ nominee
- Arrange transport to the family doctor or hospital

In case of serious injury, speed is of vital importance. We therefore require relevant information for our records upon enrolment and later if details change.

Oral medication cannot be given to a child by teachers or administrative officers unless it is strictly in accordance with instructions provided by the child’s medical practitioner and is requested by the parents in writing. This includes the giving of panadol.

Teachers are not allowed to give intravenous injections. Other types of injections may only be given by teachers or other officers who are experienced in the procedure, willing to do so and then only in circumstances when:

- There are full written instructions from the doctor.
- An explanation is given by the doctor of possible complications arising from giving such injections.

School Requirements

A list of books and materials that your child/children will require for the year is attached. Booklists for the New Year are sent home with the term 4 Report Cards. Periodically, throughout the year, your child’s teacher may send home a request for additional or replacement materials for use in the classroom. If you have any concerns regarding requests, please, speak to the class teacher.

In 2012 Anakie State School students are not charged a levy. Consequently, it is the parents’ responsibility to supply students with books or equipment. Parents who suffer hardship are to contact the school.
# Student Roles, Rights and Responsibilities

It is the students’ role to uphold the school’s code of behaviour and be responsible for their own learning.

<table>
<thead>
<tr>
<th>Students’ Rights Are:</th>
<th>Students’ Responsibilities Are:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- To Learn</td>
<td>- to work to the best of their ability</td>
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<tr>
<td></td>
<td>- to be prepared for lessons</td>
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<td></td>
<td>- to be cooperative and considerate in their contact with fellow students and staff</td>
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<td></td>
<td>- to complete required work to the best of their ability</td>
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<td></td>
<td>- to allow others to learn</td>
</tr>
<tr>
<td>- To be respected</td>
<td>- to be polite, well mannered and courteous</td>
</tr>
<tr>
<td></td>
<td>- to use appropriate language and behaviour</td>
</tr>
<tr>
<td></td>
<td>- to show respect for others</td>
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<tr>
<td>- To feel secure within a safe,</td>
<td>- to maintain the school as litter free, smoke free zone and clean environment</td>
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<td></td>
<td>- to keep the school free of damage, graffiti and illegal items</td>
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<td></td>
<td>- to report any unsafe practices</td>
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<td></td>
<td>- not to place themselves, or others, in potentially harmful situations</td>
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<td></td>
<td>- not to steal, damage or destroy others’ property</td>
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<tr>
<td>- To be proud of the school</td>
<td>- to dress appropriately</td>
</tr>
<tr>
<td></td>
<td>- to participate in school activities</td>
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<tr>
<td></td>
<td>- to promote the school in a positive manner</td>
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<tr>
<td>- To make decisions for themselves</td>
<td>- to ensure that the decisions are appropriate</td>
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<td></td>
<td>- to obey all reasonable instructions</td>
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<tr>
<td></td>
<td>- to attend school</td>
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<td></td>
<td>- to be on time</td>
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<tr>
<td></td>
<td>- to practise self-discipline</td>
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<td></td>
<td>- to manage study commitments effectively</td>
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The school has a Behaviour Management Policy, which encourages positive behaviour through positive consequences and discourages negative behaviour through negative consequences. Each class teacher works through his/her own classroom behaviour policy at the beginning of each year policy. If parents have any concerns about classroom behaviour policies they should contact the class teacher.

All children have a right to an education and to feel safe and secure whilst they are at school.

All staff has a right to be able to carry out their job in a safe and secure environment.
Swimming – Term 4

The children in Years Prep to 7 are given the opportunity to swim at the Sapphire and/or the Emerald Swimming Pool during the swimming season. Notices will be published in the Newsletter of dates, times and costs for swimming.

Department of Education Policy states that:

- If a student suffers from a Medical Condition, which might put that swimmer at risk in the water, written parental consent, supported by a medical certificate, must be obtained for the student to participate in the swimming program.
- Students must be excluded from any swimming activity if they suffer from infectious, suppurating sores or suspected contains.
- Students must remove jewellery and other ornaments before entering the water.
- Students must secure long hair to avoid interference with sight or breathing.

Safety Strategies:

- At least one adult must be ready at all times to enter the water to assist a student.
- All students and adults must be properly protected against over exposure to the sun.
- Students must not enter the water until instructed by the leader.
- Orderly behaviour is essential.

Telephone Calls

There may be times when, due to meetings, duty or other important engagements the following times do not apply. To avoid disappointment, it is preferred that anyone wishing to speak with either the Principal or a Teacher makes a mutually acceptable appointment. Teachers will not be called from their classroom unless there is an emergency.

The most suitable times to contact a teacher are listed below:

<table>
<thead>
<tr>
<th>From</th>
<th>8:15am</th>
<th>to</th>
<th>8:45am</th>
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<tbody>
<tr>
<td>Between</td>
<td>11:35am</td>
<td>and</td>
<td>12:05pm</td>
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<tr>
<td>Between</td>
<td>1:30pm</td>
<td>and</td>
<td>1:50pm</td>
</tr>
<tr>
<td>From</td>
<td>3:00pm</td>
<td>to</td>
<td>3:30pm</td>
</tr>
</tbody>
</table>

Tuckshop

The Tuckshop is a sub-committee of the P&C. Parent volunteers operate the tuckshop on a Friday each week. Profits are spent on major items of school equipment and materials. Parents/guardians, both men and women are encouraged to help in the tuckshop.

The Tuckshop operates according to the Smart Choices-Healthy Food and Drink Supply Strategy Guidelines and foods are coded as green (encourage and promote these foods), amber (do not dominate choices and have small servings) or red (no more than twice a term). The green products do not have high sugar, fat or salt content.

Social Issues

Our school actively supports many worthwhile causes, including Jump Rope For Heart, Queensland Cancer Fund, CANTEEN, and Jeans for Genes Day as well as community initiatives. These projects are usually funded by holding a free dress day for the cost of a gold coin donation or purchasing an item supplied by the organisation.
Anakie State School is a uniform school. Our dress code is linked to the Behaviour Management Plan of the school. Even though wearing the uniform is not compulsory, it is recommended for your consideration as an efficient and relatively inexpensive way of clothing your child/children for school. It would be appreciated if all parents would strive to obtain school uniforms for their children. Uniforms are most desirable in the building up of pride and school tone. Children representing the school in the school band, at sport, in eisteddfods or on excursions will be expected to wear the school uniform. The school shirt and bucket hat are available for purchase, at the school office.

**Uniforms**

**Summer Uniform:**
- School Shirt (red polo with black collar, black trim on sleeves and school logo on left side).
- Black shorts or black skirts only.
- Enclosed shoes must be worn at all times unless otherwise instructed by the teacher.
- A hat must be worn at all times when outdoors; it must be a full brimmed hat as we are a sun smart school. **NO HAT, NO PLAY!**

**Winter:**
- Red jumper, either with the school logo.
- Black slacks or tracksuit pants.
- Enclosed shoes must be worn at all times unless otherwise instructed by the teacher.
- A hat must be worn at all times when outdoors; it must be a full brimmed hat as we are a sun smart school. **NO HAT, NO PLAY!**
- **(No outdoor play)**

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**Voluntary Workers and Parent Helpers**

Many parents generously and willingly give of their time to come to the school on a regular basis to assist with the education of our students. Helpers can assist with art and craft, reading groups, Library (changing class reader books) and other classroom activities. Please, don’t hesitate to contact your child’s teacher to see how you can help.

Parents need to be aware that there are a number of protocols, which our parent helpers must observe in their role as parent helper. One of the most critical of these protocols is the need for *confidentiality*. Students observed at school have a right to privacy. Throughout the year, teachers will ask for parent/caregivers assistance with classroom activities such as reading and art. Everyone is welcome to help support these activities. If you are interested in helping out, please, contact the class teacher.

**Important Information:** although parents generally have an open invitation to visit our school, they have no general right of access. As such, **all parent helpers are required to report to the office and sign our visitor book upon arrival.** Other volunteers must have a blue card from the Commission...
Parade

A weekly parade is held at the school every Monday at 2:30pm under cover area in B Block. At parade the class teachers award a “student of the week” certificate for a student that has done something exceptional in class. All students have their photo taken to be put into the newsletter on Wednesday.

“GOTCHA” awards are read out for the children that have done one of the following things without being asked in the playground.

- Making people safe in this school.
- Working to the best of my ability.
- Showing respect to people and/or property.
- Being responsible without being asked.

The names are then put into a box and a winner drawn out who receives a prize from the Principal. The winner’s details are also put into the newsletter.

Class attendance is rewarded weekly and each term, as school attendance is highly valued at Anakie State School.

Parents/guardians, family and friends are welcome to attend the parades.

Technology In The Classrooms

All children have access to the internet and various educational programs in all of our classrooms.

Children also have access to the library computers for games and the internet, when the library is open during lunchtimes (these times can vary due to staff supervision).

Before the students are permitted to use the internet and email an ‘internet agreement” is to be signed by both the parent and the student. This agreement is then stored on file at the school. The internet agreement is current until the student leaves for high school or another school.