

Anakie State School



Information for parents

2020

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Contents

Contacts	4
A Brief School Overview	4
Absences	5
Accidents or Illnesses	6
Admissions	6
Awards Night	6
Book Club	7
Buses	7
Bus Rules	7
Contact	7
Conveyance Allowance	7
Daily Routine	8
Dogs In The School Grounds	8
Excursions/Camps	8
eKindy	9
Head Lice	9
Homework	9
Hygiene and Neatness	10
Infectious Diseases	10
School Health	10
Inter-House Athletics Competition	11
Jewellery	11
Learning Support	11
Library	11
Lost Property	11
Lunches	11
Money at School	11
Newsletters	12
Office Hours	12
Parade	12
Parents & Citizens Association	12
Parking Of Vehicles	13
Personal Property At School	13
Play – Time & Place	13
Physical Education	13
Professional Development	13
Pupil Free Days	14

Prep	14
Religious Instruction.....	14
Reports	14
School Photographs.....	14
School Rules.....	14
Semester Dates.....	15
Smoking.....	15
Social Issues	15
Student Banking.....	15
Student Council.....	15
Student Resource Scheme	15
Student Records	16
Student Roles, Rights and Responsibilities.....	16
Sun Protection	16
Swimming	16
Technology In The Classroom	17
Treasures from Home.....	17
Tuckshop.....	17
Uniforms	17
Use of School Facilities	18
Visitors to the School	18
Voluntary Workers and Parent Helpers.....	18

Contacts

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A Brief School Overview



School profile:

Established in 1885, Anakie State School is a multi-age co-educational state school situated about 42km West of Emerald in the Central Highlands. 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 130 years old on July 12th, 2015. Our school has three double teaching space classrooms, a separate office, a Kindy space and a resource centre that caters for students from Prep to Year 6. The school currently has 3 multi-age classes.

Anakie State School caters for all primary school year levels from prep to six. The school offers a robust curriculum grounded in the Australian Curriculum. Our multi-aged curriculum, ensures that all students receive their year level entitlements in the year which they are enrolled. Our teachers plan for differentiated learning based on a two-year cycle to ensure that our students are engaged in their learning. Our students' personal and social capability is developed through a proactive needs response approach which is based on the Australia Curriculum general capabilities learning continuum.

Due to the small number of students, the distinctive features within this design include knowing and understanding each student, to develop optimal techniques to challenge and extend skills and knowledge in a caring, supportive classroom environment, constructing individualised learning plans to maximise the talents and future opportunities for our students and mapping, recording and reporting every student's progress against achievement standards to what a student should know and be able to do. Students at Anakie State School are also taught Indonesian, The Arts and Health and Physical Education by visiting specialists. Other specialised staff support students with learning difficulties and disabilities. Our 'open-door' policy encourages parents to spend time in their children's classrooms.

We are committed to improving the learning outcomes of our students by providing them with engaging learning opportunities, effective teaching strategies, flexible staffing, supportive

assessment and accurate reporting. The facilities at Anakie SS are high quality. The school boasts a double teaching space for every class. Each building in the school has internet access and learning is supported by interactive whiteboards in every classroom.

Our school is driven by a four year plan which is collaboratively produced by teachers, parents and students. Through the combined work of our staff and Parents & Citizens Association, our school is very effectively resourced.

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.

Vision:

At Anakie State School we strive for the highest possible performance. With a focus on academic yet engaging in all aspects of the 'student'. This is demonstrated through the following:

1. Teachers believe that all students can achieve high academic results
2. Teachers believe that all students matter, everyday
3. Teachers share collective accountability for all student outcomes
4. Curriculum delivery is through High Impact Teaching Strategies
5. We have a school culture of high expectations

- A clear teacher and student commitment to high academic performance
- High standards of student behaviour
- Emphasis on the School Rules- Be Safe, Be Respectful and Be Responsible.
- High attendance >92% - Low <85% attendance
- High student engagement
- High teacher quality

Absences

To comply with Education Queensland regulation, when children are absent from school, communication is required from parents to explain the reason for the absence. This may be in the form of a visit, telephone call, email or written note. If your child will be away for an extended period of time, please let the school know as early as possible. Continued absences without a valid reason will be addressed by the teacher / Principal.

As part of our attendance policy we are required to record a reason for student absences. When informing the school of your child being away, please provide a valid reasons for the absence.

Every day counts is a state wide initiative that aims to assist in improving student attendance at school through a shared commitment by students, parents, caregivers, schools and the community to improve students' attendance at school.

<http://education.qld.gov.au/everydaycounts/>

Rolls are marked twice daily and student absences are recorded by the teachers. Students arriving late to school should be signed in at the office by a parent / carer. Similarly, if a student is departing the school prior to 3:00pm, they should be signed out of the school by a parent / carer. These procedures are in place to assist in ensuring the safety of students and the correct recording of student attendance.

Accidents or Illnesses

Minor injuries and illnesses are treated at school. If a case is deemed more serious or, if staff are in doubt regarding treatment, attempts will be made to contact parents to arrange further treatment. If necessary, the ambulance may be contacted immediately.

- When a child is ill, do not send him/her back to school until you are sure the recovery is complete.
- **School staff must not administer over-the-counter medication**, including analgesics, homeopathic or prescribed medicines unless they meet the accountability of a written request from a parent/caregiver on the appropriate form available from the office. Any medication should also be in the original, labelled container as dispensed by the pharmacy. The exception is the reliever puffer, such as Ventolin, that is included under Education Queensland guidelines as an emergency treatment for asthma.
- Some students may be approved to self-administer their medicine. Parents must contact administration to confirm this process. Some medical conditions require exclusion from school or child care to prevent the spread of infectious diseases among staff and children. The link below provides information on the recommended minimum exclusion periods for infectious conditions.

http://www.health.qld.gov.au/ph/documents/cdb/timeout_poster.pdf

Admissions

Enrolment packages are available at the office. Please ensure that the application form is completed in full, and that all permission and acknowledgement forms are returned. When students are attending an Education Queensland school for the first time eg. Prep, a birth certificate will need to be produced. This requirement also applies to students transferring from interstate. If a formal custody arrangement is in place, the office also requires a legally certified copy for their records.

Awards Night

Our annual Anakie State School Awards/Presentation Night is held on Tuesday week 10 of term 4 each year at the Anakie Hall commencing at 6:00pm. Students are to come in full **school uniform (school polo, black shorts and normal school shoes)**. There is a shared afternoon tea from 5:30pm. If you wish to participate in the shared afternoon tea, please bring a plate to share. Students sit with their class and class teacher. All students need to assemble with their class teacher by 5:45pm. All students are part of a class performance, followed by class awards and special awards. We encourage all students to stay with their classes until the end of the night. **The school buses leave school at 2:00 pm on this day in order for students who live some distance away, to get ready and return.**

Book Club

Children have the opportunity to purchase books/software from Scholastic Book club. 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, 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 and afternoons.

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 and afternoons.

Contact

The safety and learning of our students always come first. While we greatly value opportunities to speak with you, there will be times when we will not be available to answer the telephone, respond to an email, or have a chat. This is because it is always our first duty to be present for the children. Should you wish to speak with one of us and find us unavailable, please make an appointment for another time through the front office.

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 6.

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.

Daily Routine

9:00am	to	11:00am	Session 1	2 hrs
11:00am	to	11:15am	First Lunch – Eating (main lunch)	15 mins
11:15am	to	11:45am	First Lunch – Play	30 mins
11:45am	to	1:15pm	Session 2	1hr 30 mins
1:15pm	to	1:45pm	Second Break (Eating followed by play)	30 mins
1:45pm	to	3:00pm	Session 3	1hr 15 mins

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/Camps

At Anakie State School, school camps and excursions are an enhancement of curriculum delivery. As a school community we recognise that school camps and excursions deliver potential to promote resilience and individual potential through self-discovery and teamwork as well as providing valuable opportunities to encounter real-life learning experiences and challenges that cannot be encountered in a classroom setting.

Anakie is committed to providing adequate opportunity for students to participate in a range of school camps and excursions throughout their schooling career. As a school community, we recognise the importance of offering a variety of year level participation camps to allow growth and resilience in students. As a school, we strive to promote equity in the delivery of school camp programs and following consultation with students, staff and the Anakie State School P&C, have agreed upon the following six-year outline for student participation in camps;

Year Level	Camp Description	Frequency
3/4	<ul style="list-style-type: none"> 3 day camp to close destination Students usually go to Fairbairn Dam to build team skills in the same year as the year 5/6 Canberra Camp. 	Every second year (odd years)
5/6	<ul style="list-style-type: none"> Canberra Camp To reduce cost to parents, all participating families are required to assist with fundraising activities. 	Every second year (odd years)
5	<ul style="list-style-type: none"> Leadership Camp Occurs at the end of each year at Fairbairn Dam also, this camp helps students in our senior role understand and work together. 	<ul style="list-style-type: none"> End of year 5
P-6	<ul style="list-style-type: none"> Excursions 	<ul style="list-style-type: none"> To enhance curriculum throughout the year

It should be recognised that some camps may be subject to change pending availability and organisational changes. The above timeline has been designed as a guide only.

eKindy

At our school in 2020 we are very fortunate to be able to host two eKindy PODS on our school site (Thursday & Friday). Our kindy pods are funded through the Department of Education in partnership with BushKids and eKindy Queensland. Children turning 4 years of age before June, 2020 are eligible to register. Please contact our school office for more information.

Head Lice

Head lice are a persistent and recurring problem at ALL schools. To assist in the control of head lice, please check your child/rens hair regularly and treat all bed linen, hats, combs, etc if necessary. Head lice do not jump or fly. They are spread mainly by direct head to head contact. They have strong claws and move by swinging from hair to hair. This can happen when people play, cuddle or work closely together.

Parents are advised to contact the office or teacher if lice are detected, so that we may alert other parents of the need to check their child's hair via correspondence or notices in the newsletter. If head lice notices are issued by the school, it is appreciated if parents and caregivers could give the issue immediate attention.

http://access.health.qld.gov.au/hid/InfectionsandParasites/Parasites/headLice_fs.asp

Homework

Homework provides a link between home and school. It also provides an opportunity for parents to remain informed of the type of work undertaken in the classroom, as well as assisting in the development of study habits and self-discipline. The school encourages consistent and appropriate homework standards through the implementation of the following principles:

- Homework usually is set from Monday to Thursday, and is returned to school on Friday mornings.
- Parents are encouraged to supervise, review and sign homework where requested.
- There should be no new tasks set for homework – only a reinforcement of concepts learnt in class.
- Homework is to be neatly recorded in a homework book.

- Homework is to be handed in for correction each Friday, unless otherwise state.
- Home reading is set every night and a record of home reading is to be filled in by parents/caregivers.
- Study habits and discipline learnt during the completion of homework are important aspects of a child's education.

Should your child experience difficulty with homework on any occasion, please contact your child's teacher.

Hygiene and Neatness

Cleanliness and personal hygiene are strongly encouraged at school. Soap and paper towel are provided in the toilets. It is only fair to other children with whom they come in contact that open sores, boils etc are covered. Enclosed footwear must be worn every day to school, including on free dress days. 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 guidelines (an overview poster can be found in enrolment pack) 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.

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.

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.

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 of Education regulations, all jewellery must be removed for swimming and sporting activities. Students are allowed to wear sleepers or stud earrings only. Necklaces, rings and bracelets are not permitted at school.

Learning Support

Anakie State School has the services of a Learning Support Teacher and a SEP Teacher. Students are referred to the Learning Support Teacher by either the Class Teacher or the Principal. The parent/caregivers may also 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 are experiencing.

Library

Children are allowed the full use of the library, provided books are returned by the due date. Parents will be required to replace any books lost by their children. A record of borrowed books is kept on the library computer. It is the child's responsibility to take due care of books borrowed from the library. To assist in the care of such resources, a waterproof library bag is required in order to borrow books from our library.

Lost Property

The school's "Lost Property Box" is located in the Teacher Block. All lost items will be placed in this box. Children and parents are encouraged to check for missing items at regular intervals. Please ensure all of your child's belongings are labelled.

Lunches

No lollies, soft drinks or glass bottles are to be brought into the school grounds or on excursions. Lunches are not to be shared. All students are required to bring a piece of fruit or vegetables to be eaten at 10am for 'Brain Break'. Fruit that is cut up is easier to eat.

Money at School

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. **No responsibility will be accepted by staff for money lost by students at school.**

Newsletters

School Newsletters will be issued at fortnightly intervals electronically via email. They include information and photographs relating to school activities and details of up-coming events. The newsletter is an important communication tool between parents / carers and the school, so please ask for a copy at the Office if you do not receive one at any time. If you prefer to receive your newsletter as a paper copy, please advise the office. If anyone wishes to place a notice in the newsletter it must be at the school by 3:00pm on Tuesday.

Office Hours

Administration staff will attend the office between 9:00am and 3.00pm. An answering machine may receive your telephone call if staff are attending to other calls or visitors. If this is the case, please leave a message so that your call can be returned as soon as possible.

Parade

A weekly parade is held at the school every Monday at 2:30pm under cover area in B Block. Parents/guardians, family and friends are welcome to attend the parades. 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 an icy pole from tuckshop. 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. The class with the week's highest attendance is provided with a trophy to be displayed in their classroom for the week.

The golden bin award is presented to the class with the tidiest room for the week.

Parents & Citizens Association

Parents, carers and interested community members are encouraged to take an active interest in the school's P & C Association. The Association contributes greatly to the ongoing improvement of the school and its resources through fundraising and other efforts. Meetings are held on a Tuesday afternoon at 3:15pm once per month and are

advertised in the school newsletter. All parents are encouraged to attend these meetings and participate in the decision making of this association. New parents are most welcome to attend meetings.

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 by the P&C and the Student Council.

Parking Of Vehicles

The school car park is located directly beside the school and can be entered from Cook Street through the gate. There is a gate for visitors to use that will bring them through toward the front of the school.

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 games, favourite toys, etc, is not permitted unless there has been an arrangement between student and class teacher or principal. 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.

Play – Time & Place

Students may use the playground, the sandpit, oval or the undercover area during playtimes. All areas are carefully supervised by teachers or teacher aides. Students who are hurt or experience any concern during a break are encouraged to approach the teacher on duty for assistance.

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 once per year (usually 6 lessons over 3 school days), swimming is not assessed as part of our HPE curriculum.

Professional Development

Staff will occasionally be required to attend training days or meetings and a relief teacher will be engaged as a replacement. To limit disruption and ensure consistency of teaching and learning in the classroom, the class teacher will leave a daily plan to direct the relief teacher.

Pupil Free Days

Parents will be notified, in advance, of these dates – usually in the school newsletter. Students are not to attend school on these days, as all rostered staff will be engaged in professional development activities at the school or other locations.

Prep

Prep is a full-time 5-day/week program. It is important that Prep students attend school every day to maximise their learning and help them feel part of our school community.

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. We offer a Pre-Prep program at the end of each year and encourage all to attend.

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 Catholic Church attends our school.

Reports

School report cards will be issued twice annually.

- First Report: End of Semester One
- Second Report: End of Semester Two

An interview will be held at the end of Semester One with all parents. Parents/teachers may request an interview at any other time throughout the year.

School Photographs

Class/school photographs are taken only once during the year and parents will be notified in the newsletter and via note when this is to occur. Our school utilises the services of MSP Photography to take the photos on our school grounds.

School Rules

- Be Respectful – We treat others as we would like them to treat us.
- Be Responsible – We always pursue our personal best, through responsible actions and words.
- Be Safe – We care for ourselves and others, our school and our environment.

Semester Dates

Term	Date	Length
Term 1	Tuesday 28 January–Friday 3 April	10 weeks
Term 2	Monday 20 April–Friday 26 June	10 weeks
Term 3	Monday 13 July–Friday 18 September	10 weeks
Term 4	Tuesday 6 October–Friday 11 December	10 weeks

Smoking

Staff, parents, community members and students are affected by a total ban on smoking. Staff and other adults are required to leave the school grounds to smoke.

Social Issues

Our school actively supports many worthwhile causes, including Jump Rope for Heart, Day for Daniel, 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.

Student Banking

Student Banking is carried out each Wednesday, please, have your child give their banking to their class teacher on Tuesday mornings. 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.

Student Council

School Captains join with representatives of each year level to form the Student Council. The Council works towards providing events for the participation of students and also aims to raise funds to improve school resources or assist charities. The Student Council is working towards building a sustainable vegetable garden, through purchasing products and gardens beds to assist the project.

Student Resource Scheme

Anakie State School operates a Student Resource Scheme for students from Prep to Year 6. Whilst the cost of providing instruction, administration and facilities for the education of a student is met by the State, a parent/guardian is directly responsible for providing the student with textbooks and other resources for a student's use while attending school.

The purpose of the scheme is to provide the parent with a cost effective alternative to purchasing textbooks and/or resources elsewhere, through reduced prices gained from the school's bulk purchasing practices. This Scheme has been endorsed by our school's P&C Association.

Participation in the Scheme is voluntary; however, parents are encouraged to participate to ensure their child has the required learning materials at the beginning of the school year to commence learning. If parents choose not to participate, you need to indicate this on the attached Participation Agreement Form. Additionally, you will then be provided with

a list of textbooks/resources that you will need to purchase and supply by the first day of the school year.

The Participation Agreement Form ***must be completed by all families*** to indicate ***participation*** or ***non-participation*** in the Scheme. Families must also indicate which year level scheme they wish to participate in by writing in the correct participation fee.

If you wish to negotiate a payment plan due to financial hardship, please contact the school so that a plan can be put in place. Payments on the payment plan will commence at the end of Term 4 2019, with full payment made by Term 2, 2020.

Student 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.

Student Roles, Rights and Responsibilities

Our school maintains 3 school rules which include: Be Safe, Be Respectful and Be Responsible.

Students participate in behaviour lessons weekly that coincide with these rules and general capabilities from the Australian Curriculum.

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

The school has a Behaviour Management Policy, which encourages positive behaviour through positive consequences and discourages negative behaviour through corrective consequences. Each class teacher works through his/her own classroom behaviour policy at the beginning of each year. If parents have any concerns about classroom behaviour policies they should contact the class teacher.

Sun Protection

It is essential for students to wear a broad brimmed hat outside - "no hat, no play". Students are encouraged to wear sunscreen. The school does not permit 'caps' to be worn as a hat at school. Protective sun shirts must be worn to participate in water activities.

Swimming

All children, including Prep students, are required to attend swimming classes. A note from the parent / carer, supported by a medical certificate, is required should a child be absent from swimming instruction for an extended length of time. Children are not permitted to wear wet bathers under their school uniform so please ensure dry underclothes are sent on swimming days. A sun safe swim shirt must be worn by all students during swimming lessons.

Technology In The Classroom

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.

Treasures from Home

We would appreciate it if children's treasures are left at home. Treasures can be lost or broken and are safer at home. This rule applies to sharing time, when children are asked to bring something other than a toy.

Tuckshop

The Tuckshop is a sub-committee of the P&C. Parent volunteers operate the tuckshop on a Wednesday 1st break each week. Profits are spent on major items of school equipment and materials. Parents/guardians, 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.

Uniforms

Anakie State School is a uniform school. Our dress code is linked to the Behaviour Management Plan of the school. 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, jacket and hat are available for purchase, at the school office. The school has limited supply of second hand school uniforms which offer a cheaper alternative to parents and families.

Summer Uniform:

- School Shirt (red polo with black collar, black trim on sleeves and school logo on left side) **[available to purchase from the school office]** sizes 6 – 14 youth - \$19 each.
- Modest length black shorts or black skirt/skort only. This does not include 'bike pants' or tights.
- 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 sun-safe school hat. **NO HAT, NO PLAY!**



Winter Uniform:

- Red school jumper or plain red/black jumper **[available to purchase from the school office]** \$20.00 each. (Prices are updated year to year)
- Red zip jacket - \$34 each. (Prices are updated year to year)

- Black slacks or black 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 sun-safe school hat, as we are a sun smart school. NO HAT, NO PLAY!

Use of School Facilities

The school is private property and cannot be used outside school hours without the permission of the Principal. Community groups and families requiring the use of facilities should contact the Office or put their request in writing to the Principal. The community is encouraged to report any children or adults seen acting suspiciously in the school grounds to the Police.

Visitors to the School

Parent volunteers are welcome at school. Please speak with the teacher prior to visiting to arrange a suitable time to help out. Parent volunteer need to sign in at the office upon arrival and sign out upon departure.

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 for Children and Young People.**