



# ETON STATE SCHOOL

## Parent Information Handbook



### Contact Details:

Phone: [07] 49 542 111

Fax: [07] 49 542 100

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

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

Address: 10 Prospect Street,  
Eton Qld 4741

## **WELCOME FROM THE PRINCIPAL**

Dear Parents/Caregivers,

I welcome you to Eton State School. I hope that your association with this school will be a satisfying and rewarding one. This school caters for students from the Prep Year through to Year 6.

The object of this Handbook is to provide Parents/Caregivers with a source of information regarding the operation of this school. Whether you are a new family to Eton SS, or an existing family, you should find this information helpful and informative. All families should read and familiarise themselves with the details in this Handbook.

As part of our 'open door' policy we welcome you into our school at all times and ask you to acknowledge the rights and responsibilities of all visitors to the school.

There are many opportunities for you to become involved in school activities, including playing an active role in your child/ren's education. Your active involvement would be appreciated and is encouraged. Apart from volunteering your time in classrooms, another way to be actively involved in the school is through the P&C Association who meet each month, participating in school decision making and other important activities.

We believe strongly in a team approach at Eton SS – this includes strong links between and amongst the three important groups, including Students, Staff and Parents/Community. We look forward to you and your family becoming part of this team.

I look forward to working with you to help your child(ren) to reach their full potential whilst enrolled at our wonderful school.

Regards

**Mr Noel Reynolds**

PRINCIPAL

## **OUR VISION**

“Through an engaging and purposeful curriculum, we at Eton State School will foster active citizens who aspire to lifelong learning and making positive contributions to society.”

## **OUR PURPOSE**

“At Eton State School, our purpose is to:

- E**mpower
- T**oday’s students to seize
- O**pportunities to achieve success by
- N**urturing the individual.”

## **OUR VALUES**

To achieve our purpose we have a commitment to the following:-

- Respect and Dignity. Is every stakeholder treated with the respect they deserve?
- Partnerships. Do we promote working in partnership with all stakeholders?
- Diversity and Inclusiveness. Do we include the full range of opportunities for all?
- Leadership and Accountability. Are we prepared to accept personal responsibility?
- Professional and Personal Ethics. Are we doing the very best that we can?

## **OUR BELIEFS**

We believe:

- ◆ That the school should provide for the development of each child socially, physically and academically;
- ◆ That the school environment should be both stimulating and challenging;
- ◆ That Essential Learnings are the basis of our curriculum;
- ◆ That teachers should attempt to cater for individual differences in children's learning styles and provide support for children with particular learning difficulties and cater for children with exceptional learning abilities;
- ◆ That teachers should strive for excellence in teaching;
- ◆ That children should be encouraged to become independent learners and accept responsibility for their learning and behaviour;
- ◆ That children learn best through experiential learning;
- ◆ That children should be encouraged to appreciate and protect the environment;
- ◆ That parent involvement should be encouraged in all facets of the school;
- ◆ That co-operation should be encouraged between children, parents and teachers;
- ◆ That everyone - children, parents and teachers, function best when self-esteem is high.

## **SCHOOL STAFF**

Principal Mr Noel Reynolds

Teachers Mr Noel Reynolds / Mrs Jenny Paap : Yr 3-6  
Mrs Hayley Kaddatz / Mrs Jenny Paap : P - 2

Teacher Aides Mrs Linda Renton  
Mrs Toni Bobongie  
Mrs Valerie Brondello

Administration Mrs Noela Schmidt  
Officers Mrs Linda Renton

Cleaner Ms Erin Wallace

## **SPECIALIST STAFF**

Learning Support	Mrs Jenny Paap
Physical Education (PE)	Mrs Hayley Kaddatz
Music	Mrs Melissa Haworth
LOTE	Mrs Andrea Collings
Special Education	Ms Cathy Loo
Speech – Language Pathologist	Ms Edwina Marsh

## SCHOOL HOURS

Morning Session	<b>8.45am</b> to 10.30am
Morning Tea Break	10.30am to 11.00am
Middle Session	11.00am to 12.30pm
Lunch Break	12.30pm to 1.20pm
Afternoon Session	1.20pm to <b>2.50pm</b>

### **Queensland Term Dates - 2018**

<b>Term</b>	<b>Dates</b>	<b>Length</b>
Term 1	Monday 22 January – Thursday 29 March	10 weeks
Term 2	Tuesday 17 April - Friday 29 June	11 weeks
Term 3	Monday 16 July - Friday 21 September	10 weeks
Term 4	Tuesday 8 October - Friday 14 December	10 weeks

### **Student Free Dates for 2018**

**Monday, 22 October 2018**

### **Public Holidays 2018**

Australia Day - Friday 26 January	Labour Day – Monday 7 May
Good Friday - Friday 30 March	Mackay Show Holiday - Thursday 21 June
Easter Saturday – Saturday 31 March	Queen’s Birthday - Monday 1 October
Easter Monday – Monday 1 April	Christmas Day – Tuesday 25 December
Anzac Day - Wednesday 25 April	Boxing Day – Wednesday 26 December

# **ETON STATE SCHOOL PARENTS & CITIZENS' ASSOCIATION**

The P & C's role is to assist the school with funding and parent input into decision-making.

Common goals of meetings are to:

- Exchange information
- Solve problems
- Make decisions
- Share concerns
- Explain issues

Meetings bring together people with different ideas and experiences.

The P & C Association meets on a monthly basis in the school Computer Room and all parents and members of the community are invited to attend.

Please consider becoming an active member of the Eton State School Parent and Citizens Association. It can be very rewarding and interesting and you may even learn something you never thought you would. The more of us who play a part in this important group the more OUR children benefit.

A strong and committed P&C makes for a successful and happy school environment.

## Application for Membership

Membership of the Association is annual and subject to the completion of the Association's registration form.

Membership of the Association lapses at the Annual General Meeting of the Association and is renewable each year by completion of the Association's registration form.

Persons applying for membership at the Annual General Meeting need not be present to have their application received.

Persons applying for membership at a General Meeting must be present at the meeting of the Association at which their application is received.

Members of the Association are not required to pay a membership fee.

Throughout the school's long history, an active parent involvement in the school has been evident. Parents regularly come together for working bees, special projects, to mow the school grounds via the Parent Mowing Roster and for a variety of celebrations such as each term's Behaviour Reward Day for students plus much more.

We look forward to you joining us in whatever capacity you can to work with the school for the mutual benefit of our children and to enjoy the great social experiences that our community is well renowned for.

Eton State School Parents and Citizens' Association

## **GENERAL INFORMATION**

- Children should attend school each day, suitably attired and groomed.
- Personal belongings (e.g. hats, lunch boxes, jumpers etc) should be **clearly named**.
- Toys and other equipment should only be brought to school under parental supervision as no responsibility can be accepted for loss or damage of such items.
- Bicycles should be wheeled, not ridden, in the school grounds and must be parked in the racks provided. The wearing of a helmet is law.
- Children should not leave the school grounds during the day without specific written permission from a Parent/Caregiver and the authority of the Principal. Parents **must** sign students out in the appropriate book at the School Reception Desk.  
(See page 9 'Arrival and Departure')
- The school Sun Safe policy allows us to supply sunscreen for children's use during exposure periods, such as lunchtime play and sports sessions.
- The wearing of wide brimmed hats which are available through the school, is **compulsory** during outdoor activities. (No caps)
- Parents are to explain all student absences. (See page 9 'Absences')
- Late Arrival Slips are used by parents to explain all student late arrivals.  
(See page 9 'Arrival and Departure')

**It is a legal obligation for parents/caregivers, to inform the school of the reason, for a student's absence.**

# **DRESS STANDARDS CODE – SCHOOL UNIFORM**

Students are asked to wear a uniform at Eton School whenever possible, usually daily.

The uniform has the following features:

- It has been P & C endorsed
- The uniform is Sun Safe
- All students will wear a wide brimmed hat

## **Boys Uniform:**

- Red, blue and yellow Eton Sports Polo Shirt
- Royal Blue basketball (or similar) shorts
- White socks
- Joggers/sandshoes

## **Girls Uniform:**

- Red, blue and yellow Eton Sports Polo Shirt
- Royal Blue basketball (or similar) shorts or culottes or skorts or pleated skirt.
- White socks
- Joggers/sandshoes

## **Purchase of Uniforms:**

These items can be purchased through the P&C Association Uniform Co-ordinator – Ellen Cook (Ph: 49 541 735 or 0408201787).

- Eton Sports Polo Shirt - \$25
- Royal Blue wide-brimmed hat - \$8
- Jackets - \$20

These items can be purchased at the following stores

- Shorts - Big W, Best and Less, K Mart, Lowes and Target
- Culottes / Skorts / Pleated Skirt - Big W, Best and Less, K Mart, Target

Shoes and socks are to be worn to and from school. As the wearing of shoes is a Workplace, Health and Safety issue, parents must be aware that students are required to wear shoes in all parts of the school and school grounds at all times.

The following section of the Parent Handbook is an alphabetical list of procedures and policies that relates to the day to day running of the school. If you are unable to find the answer to any question you have, please feel free to contact a school staff member and we will gladly assist you.

## **ABSENCES**

In the event of student absence, the school will SMS text the primary parent on the day of absents informing them of the nonattendance; please reply to this text with a message. Or you can contact the school office on 49 542 111 or text a message on 0467 788 471. Please give a reason for the absentee. Usual reasons are illness, holiday or other (appointment or family issues). Same day reasons for absences are required as per Education Queensland policy.

## **ACCIDENTS**

In the event of accidents, every effort is made to contact the parents or guardians of the child. For serious injury, when a parent cannot be contacted, ambulance and/or medical attention will be sought.

*It is therefore essential that all student record information be up-to-date and accurate. Should any details change (address, telephone numbers, emergency contacts, medical history and/or medication needs etc), please inform the office staff in writing in order to prevent any confusion.*

## **ADMISSIONS**

Eton State School caters for students from the Prep Year to Year 6.

Please refer to the following guide for school starting ages:

- Prep Year - Children must be aged five (5) by 30th June in the year they enrol. Parents can enrol their child in the Preparatory Year by contacting the school directly. There will be no waiting list for enrolment in the Prep Year. For a child entering Prep, schools require proof of the child's date of birth, such as a birth certificate, passport or visa.

## **ARRIVAL AND DEPARTURE**

Children should not arrive at school before 8.00am for any reason, and Parents should note that no organised supervision is provided before school begins each day. When students arrive at school they should go directly to their classrooms and wait quietly on path, where they should sit and wait responsibly until their class teacher invites them to the classroom to prepare for the day. Students should remain in classrooms from this time where they should be supervised by the class teacher.

Children who arrive from 9am onwards must be accompanied by a parent who will obtain a 'Late Arrival' slip from office personnel that their child can then take to the class teacher explaining their late arrival. If there are no office personnel available, an orange 'late' slip must be filled out for the student to take to their class teacher.

Once at school, children are not to leave the school grounds without permission from the Principal or their Parents and not before they are signed out in the pink 'Early Departure' Book located at the Reception Desk.

After school, all students should depart as quickly as possible after the completion of school. If you are running late to collect your children, they will be asked to wait on the verandah outside Reception until you arrive, and we request you let a staff member know when you have arrived to pick them up.

## **PERFORMANCES**

Throughout the year performances will visit the school or the students will travel to a venue. Parents will be notified of the dates and names of performances and costs.

## **ASSEMBLY**

School assembly is usually held every Friday morning at 8.45am. Parents are always welcome to attend. Assembly is used to communicate with the school as a whole, to reward student achievements and for special occasions such as Anzac Day (April) or Year 6 Student Induction (February/March).

## **BANKING**

Each child has the opportunity to commence banking with the Commonwealth Bank through the school upon application. Please see Office Staff for further assistance.

## **BEHAVIOUR MANAGEMENT**

The school has developed, through an extensive consultation process, a behaviour management policy referred to as our Responsible Behaviour Plan, to determine acceptable standards of student behaviour.

It is important that parents and teachers co-operate actively, encouraging all students to take increasing responsibility for their own behaviour and the consequences of their actions.

We recognise that there are basic rights pertaining to all. Rights are also accompanied by responsibilities for all the stakeholders in our school. The Students, Teaching & Non-Teaching Staff, the Principal, Parents and Visitors to the school have certain roles and responsibilities to maintain whilst at the school. The Staff will use Behaviour Cards to communicate how well individual students maintain these roles and responsibilities. Further details on this policy are available from the school administration.

## **BICYCLES**

All children riding bicycles to school should know the road safety rules. Bicycles are not to be borrowed or lent. Children riding bikes must have safety helmets. Bike racks are provided. Children are not permitted to ride bikes in the school grounds.

## **BOOK CLUB**

The Scholastic Australia Book Club service is operated on a regular basis. Pamphlets of books available are issued to the children in age appropriate levels. Parents may order books from these pamphlets; however they are under no obligation to do so. The club is designed to encourage children to read. Orders are to be placed by the parent online. Deliveries will be made to the school and distributed to the students who ordered them.

## **BUS**

A bus service operates to and from our school. The bus Code of Conduct is expected to be adhered to at all times by all students and parents. Students can be excluded from bus travel if they are not following the Code of Conduct. Regular communication exists between the bus driver, bus operators, parents and the school. A Bus Committee is elected each year to assist in the smooth operation of the bus run.

A bus roll is called in the afternoon before students depart the school. Unless the school has been advised in writing or by phone each day students will be required to travel home on the bus regardless of what they may think they should do.

Contact details for the bus are as follows:      Bus Owners – Busfox Mackay: 1800 809 734

## **CARE OF PROPERTY**

Please ensure that all items of clothing and equipment are clearly marked with the child's name. It is hard to prove ownership if the item has no name.

Please do not allow your children to bring toys, electronic games, collector cards or other such items to school.

**Please ensure** children have adequate supplies of writing equipment, pads, pencils etc. Buy appropriate stationery – novelty items are distracting and often do not last long. A Booklist is provided to each family outlining the requirements needed for children in each Year level. Parents are asked to ensure children begin each year with these items and to **renew/replace** these as required throughout the year.

School equipment has been provided for the educational, recreational and social development of all the students. It must be handled with care at all times. Damage to such property disadvantages fellow students. The replacement/repair of such property will be the responsibility of the student and student's parents. (This includes lost or damaged Library books.)

## **COLLECTION OF MONEY**

Please ensure that all money forwarded to school is placed in an envelope with name, amount and purpose of collection clearly shown. All such monies should be placed in the locked form/money box located on the front counter in the Office.

## **COMPLAINTS**

From time-to-time the need may arise to discuss a problem that you may have with a certain aspect of school. Your child's Teacher and/or the Principal are always willing to discuss any issues you may have. Please make appointments through the school office staff.

## **CONVEYANCE ALLOWANCE**

Parents who must convey their children more than 3.2 kilometres to school or to the nearest bus service can apply for this allowance. Applications need to be made early in the year. Details are available through the school office or the Transport Department.

## **DENTAL SERVICES**

Your child may access the dental unit by contacting the School Dental Clinic on 0412 680 635.

## **EXCURSIONS & CAMPS**

Such activities are important learning and socialisation experiences and are an integral part of the school program. Advice will be given when excursions are planned and information will include: The education purpose of the activity, the time, the venue, transport arrangements, clothing requirements, supervision assistance where needed, cost and any special materials needed.

## **FIRE EVACUATION**

Emergency evacuation procedures exist at the school. Evacuation plans are displayed throughout the school. Regular fire drills are held throughout the year to practice orderly evacuations should such circumstances arise. The warning is from a siren activated by school staff. Visitors to the school should become familiar with these procedures.

## **HATS**

Hats are a required part of the uniform and blue, school broad brimmed hats are available for purchase from the school P&C Association. Due to our Sun Safe policy, caps are not an option.

The school enforces a strict policy of "No Hat! No Play!" Children not wearing the correct hat will sit quietly during recess periods.

## **HYGIENE**

Good health habits are taught and encouraged at all times. There is enough evidence to suggest that a well balanced diet goes a long way towards physical and mental alertness, so it is important that all children have a healthy breakfast and bring along a well balanced lunch. We also encourage students to regularly drink water as a 'brain food' – students may negotiate with class teachers about the use of water bottles in classrooms. Students are encouraged to using their drink bottles every day and use them both inside the class and outside in the playground. Stay Hydrated.

## **ILLNESS**

An area is provided for students who become ill during the school day. This area is supervised by staff. Should it be deemed necessary, parents will be contacted to pick up students who require further medical assistance. On every occasion that a head injury occurs, parents will be contacted to make a decision about their child.

## INFECTIOUS DISEASES

### Infectious Diseases - Exclusion Table

Parents may find the following extract helpful when infectious diseases occur with their children. The following is an extract from the Exclusion Table of Infectious Diseases approved by the Department of Education. The school would appreciate the support of Parents around infectious diseases and illnesses to avoid the potential of spreading these any further with other members of the school community.

DISEASE	REMARKS	METHOD OF TRANSMISSION	PERIOD OF EXCLUSION
MEASLES	Measles is a very common disease in children. Because of possible complications e.g. middle ear disease, pneumonia and encephalitis it must be considered a serious disease.	It is caused by a virus and spread by direct contact or droplet infection from another by secretions from the nose, mouth and throat.	Should be excluded for at least seven days from the appearance of rash or until medical certificate of recovery is produced.
CHICKEN POX	Chicken Pox is a common disease of childhood. It is highly infectious, but not a serious illness.	It is spread by droplets from the nose or mouth of an infected person or by contamination from ruptured pox on the skin.	May return to school 5days after the appearance of the rash unless heavily scabbed. (With chicken pox, some remaining scabs are not an indication for continued exclusion.
MUMPS	In children this is an uncomfortable but not dangerous disease. It is not very communicable. Hence many children escape this disease in childhood.	It is caused by a virus present in the saliva of an infected person or carrier and spread by droplet infection. It can also be spread by dust, lint and milk.	Exclude until fully recovered.
GERMAN MEASLES	In children this is a mild disease, sometimes almost going unnoticed.	It is very infectious, another person with the disease transmits the virus by contact or droplet infection often before getting a rash.	Exclude until fully recovered.
RINGWORM	Ringworm is contagious. A lesion under treatment with a paint is accepted as being covered. If an ointment is being used, a dressing must be applied.	Ringworm of the body is nearly always of animal origin, being picked up by children when they fondle infected cats and dogs.	Re-admit when appropriate treatment has commenced, and supported only when requested by a medical certificate.
IMPETIGO (School Sores)	Impetigo is contagious. Lesions on any part of the body except the face must be covered. On the face the lesions must be under treatment and a layer of ointment or paint is accepted as a 'cover' in this situation only.	It is spread both directly and indirectly. Any break in the skin, even a scratch, can become infected. This spreads very quickly.	Exclude until sores have fully healed. The pupil may be allowed to return provided that appropriate treatment is being applied and all lesions are covered.

## **JEWELLERY**

For health and safety reasons, children are discouraged from wearing jewellery to school. Students with pierced ears may wear studs or sleepers only. Wrist watches may be worn. All jewellery should be removed before participating in sporting activities. No responsibility will be taken for any jewellery that is lost or damaged at school.

## **LEARNING SUPPORT SERVICES**

This year, Ms Van Wyk (Principal) is our specialist support teacher. She works one day a week in conjunction with class teachers, planning and teaching programs to assist children who may be experiencing difficulty with literacy and numeracy. These children have their individual needs determined by teaching staff and the support teacher in consultation with parents, school administrators, Guidance Officers and/or other support personnel as is appropriate.

## **LEAVING SCHOOL GROUNDS**

For safety reasons, children will only be allowed to leave the school grounds if they have written permission from their Parents and/or the Principal. Students must be picked up by their Parents and are not to depart the school before they are signed out by Parents in the pink Early Departure Book located in the Office.

## **LIBRARY**

The library is central to the education program of the school. It provides a wide variety of resources as well as books for reading for pleasure. Children are encouraged to borrow regularly from the school library. They are allowed one book at a time. However, they can borrow more if they require them for a project. Please ensure that books are well cared for and returned promptly. To assist in maintaining a high standard of book repair it is requested that you provide each of your children with a library bag. Parents are most welcome to use the library facilities.

## **LOST PROPERTY**

All personal possessions MUST be clearly marked with child's name. Lost property is kept in the port racks outside the Library. Any unclaimed articles will be handed to a charitable organisation at the end of each semester. You are welcome to inspect the lost property for your child's belongings at any time.

## **L.O.T.E. (LANGUAGE OTHER THAN ENGLISH)**

Students in Years 4, 5 & 6 participate in Japanese lessons with a visiting L.O.T.E Teacher. These lessons are usually about 45 minutes in duration and usually take place twice each week.

## **MEDICATION**

Education Queensland Regulations require that we can give prescribed medication only if:

1. The parent has completed an :- “Administration of Medication” Form
2. The label on the medication clearly states: - (a) The name of the child (b) The dosage and times

### **PLEASE ASK YOUR PHARMACIST FOR THIS INFORMATION WHEN HE/SHE ISSUES THE MEDICATION**

Verbal instructions cannot be accepted.

**N.B.** Analgesics, i.e. Aspro, Panadol, cough mixtures and the like WILL NOT be administered. Any non-prescription drops or creams also cannot be administered.

All medication brought to school must be handed in at the school Office along with appropriate documentation. The guidelines also apply when students are off campus during such activities as excursions and school camps. No other medication than that prescribed should be sent to school at any time for safety reasons.

Medication of any description should not be left in school bags and/or pockets. This practice presents a danger as it is accessible to other students, and may be especially dangerous where other students are allergic to that particular medication.

It is important that the school be kept up to date with a child’s changing medical conditions. Seriously ill children will be treated as per serious accidents.

## **NEWSLETTERS**

Newsletters will be forwarded home each Friday through the eldest child at school in each family. Parents are urged to read these newsletters carefully, as they contain important messages concerning forthcoming events, school news and curriculum matters.

Other notes may be sent home from time to time regarding items relevant to particular groups of children.

Some Newsletters and/or notes sent home **may require a response** via a ‘tear-off’ section. **Please attend to these by the due dates** which are clearly outlined on each occasion. If money is required to accompany any ‘tear-off’ responses please use the procedures explained in the Collection of Money section outlined earlier in this Handbook.

## **PARENT HELPERS / SCHOOL VISITORS**

For legal and insurance reasons each school has to maintain a current Register of Parents. This is a record of the people who assist voluntarily at school or with school related activities. Any person who helps in the classrooms, with transport or in a range of extra-curricular activities, including P & C functions are reminded to sign the Register on arrival and collect a Visitor badge to wear which clearly identifies their purpose for being at the school. The Badges and Register will be in the school Office.

## **PARKING**

In the interest of student safety, parking in the grounds is for official purposes only, i.e. school deliveries etc. Parents should, where possible, set children down on the school side of the road as no official pedestrian crossing is available. Parents should also observe parking restrictions at the front of the school.

## **PHOTOCOPYING**

The provision of a service for a small amount of personal photocopying is available. Please see Office Staff. Fax is available also for a small fee.

## **PREP YEAR**

Prep teachers will use the Early Years Curriculum Guidelines which are based on the play and enquiry based approach to learning. A key feature of the Prep Year is that it makes connections between the child's prior experiences at home, kindy or childcare and what they do at school.

To be enrolled in the Prep Year, children must be aged five (5) by 31st July in the year they enrol. Parents can enrol their child in the Preparatory Year by contacting the school directly. There will be no waiting list for enrolment in the Prep Year.

## **RELIGIOUS EDUCATION**

Trish Hardy visits the school to provide a weekly volunteer religious education class. These classes are non-denominational and not compulsory. Students in Year 1 through to Year 6 have the opportunity to attend.

## **REPORTING TO PARENTS**

Children's progress at school is reported to parents twice a year. Written reports are issued at the end of each semester. As well, parents are invited to discuss with the teacher any aspects of their child's development in an oral interview at the end of each Semester (or whenever necessary through making an appointment). Parents are reminded that they are most welcome and encouraged to discuss their child's progress with the teacher at any time throughout the year. It is appreciated if an appointment is made.

## **SCHOOL LEADERS SELECTION**

Each year the students are involved in an election process to select their Student Council representatives and House Captains. This is organized by the Year 6 teacher and celebrated by an Induction Ceremony in February/March each year.

## **SCHOOL PHOTOGRAPHS**

Each year a photographer visits the school to take individual, family, class group and staff photos. Parents can purchase these photos through the photographer.

## **SCHOOL PREMISES**

No one should be within the school grounds or buildings out of school hours unless they have permission from the Principal. Individuals and groups are encouraged to seek permission to use the multi-purpose court and oval areas for sporting purposes and buildings for meetings or to access computers. Individuals must complete a permission form and groups must also have public liability insurance. Due to health regulations no dogs are allowed in the school grounds. Roller skates, skateboards, bicycles etc are not to be ridden in the grounds.

## **SCHOOL SPORTS TEAMS SELECTION**

A process is in place which allows student selection of sports teams. The sports teams are able to choose their own team names, design their own banners and war cries. This system works well in encouraging a high rate of participation and involvement among the students. Eton Sports Day is not meant to be a sports trial day, but rather a day where all can participate effectively regardless of their sporting ability.

Eton State School has a competitive sports day with the Small School Sports Group, where students compete against other small schools in the Pioneer Valley Region. Students selected from this event will go on to represent Small School at the Pioneer Valley Trials held at Marian State School each year.

## **STUDENT TRANSFERS**

If your child is transferring from this school to another, please notify the Principal so arrangements can be made for a Transfer Certificate and Student Progress Reports to be completed and forwarded on to the next school.

## **SWIMMING INSTRUCTION**

Lessons will occur in Term 4 each year. All children participate in these lessons. Cost involved and further details are forwarded home by Newsletter at the appropriate time.

## **TELEPHONE AND FAX**

Calls to the school should be made between 8.00am and 3.30pm. Messages to teachers may be given to the administration staff that will pass them on to the teacher concerned. Interruptions to teaching periods are limited to urgent matters. An answering machine is provided for times when the office staff is attending to other matters or when the office is unattended. This will be checked during break times and/or when the office is again attended.

The school telephone number is (07) 4954 2111. The school fax number is (07) 4954 2100.

## **TESTING (NAPLAN) - LITERACY & NUMERACY**

All Year 3 and 5 children will take part in National Literacy and Numeracy formal testing which is usually done in May each year. These tests are used to help assess student progress. Parents receive a written report on their child's achievements with this testing by Term 4 of the school year.

## **Refund Guidelines**

At Eton 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 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 school 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 non-participation.

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