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## ETON

## STATE SCHOOL

**Parent Information**



**Phone: [07] 49 542 111**

**Fax: [07] 49 542 100**

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

Welcome to our wonderful school.

Eton State School's objective is to promote the academic, cultural, physical and social development of each child. We aim to create a safe cheerful and engaging community where every day, in every classroom, every student is learning and achieving by engaging in inclusive empowering lessons with knowledgeable and dedicated staff, all in a fun, caring and stimulating environment.

Eton State School offers quality education to students from Prep to Year 6 in multi-age classrooms.  Students are encouraged and taught to become self-motivated learners who can work independently, co-operatively and happily to gain the skills they need to make choices about their lives, now, and in the future. Our school motto "Learn to Live" encapsulates our focus to build life long, confident, happy, self-directed learners in a caring, family environment.

A values-based education can strengthen students' self-esteem, optimism and commitment to personal fulfilment; and help students exercise ethical judgement and social responsibility. We also recognise that parents expect schools to help students understand and develop personal and social responsibilities. The set of values we reinforce are:

***Being Respectful*** -

Treat others with consideration and regard, respect another person's point of view. Respect the school by wearing your school uniform with pride. **Diversity, tolerance and inclusion** – Be aware of others and their cultures, accept diversity within a democratic society, being included and including others.

***Being Responsible***–

Be accountable for one's own actions, resolve differences in constructive, non-violent and peaceful ways, contribute to society and to civic life, take care of the environment. **Honesty and trustworthiness** – Be honest, sincere and seek the truth

***Being Safe* -**

**Integrity** – Act in accordance with principles of moral and ethical conduct, ensure consistency between words and deeds. **Care and compassion** – Care for self and others

***Being a Learner* -**

**Ethics (Do your best)** – Seek to accomplish something worthy and admirable, try hard, pursue excellence.

Parental support is a vital element of any school's identity, and we are fortunate to enjoy a strong and close working relationship with the community. Parent assistance and involvement is welcomed in many ways – ready readers program, changing reading books, support with our tuckshop, library or classroom is always appreciated. We have an active Parents & Citizens' Association which aims to forge links between parents and the school, with consequent benefits to Eton State School students. All parents are urged to support the P&C.

This is our school – dedicated staff, wonderful students, spacious and well-equipped facilities, caring parents and a supportive community.

We invite you to be a part of it.

Regards,

Mr Noel Reynolds

Principal, Eton State School

Meet Our Eton School Staff

|  |  |
| --- | --- |
| Principal, Teacher 3-6 Class  Teacher - Physical Education | *Mr Noel Reynolds* |
| Teacher Prep-2 Class | *Mrs Ainslee Jorgensen* |
| Teacher –STLAN /Head of Curriculum | *Mrs Nikki Chrzanowski* |
| Teacher ARTS | *Mrs Martina Nacev* |
| Teacher –Special Education | *Karen Murphy* |
| LOTE - (Language Other Than English) | *Mrs Debbie Weatherley* |
| Speech Language Pathologist | *Ms Emily Gascoyne* |
| Guidance Officer | *Ms Melissa Austin* |
| Business Manager | *Mrs Karla Galea* |
| Teacher Aide | *Mrs Valerie Brondello* |
| Teacher Aide | *Mrs Amy Parkinson* |
| Teacher Aide | *Mrs Renae Scriha* |
| Cleaner | *Mrs Erin Wallace* |
| Grounds Officer | *Mr Nicholas Lette* |

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| **Queensland Term Dates – 2024** | | |
| **Term** | **Dates** | **Length** |
| Term 1 | Monday 22 January – Thursday 28th March | 10 weeks |
| Term 2 | Monday 15 April – Friday 21 June | 10 weeks |
| Term 3 | Monday 8 July – Friday 13 September | 10 weeks |
| Term 4 | Monday 30 September – Friday 13 December | 11 weeks |

**SCHOOL HOURS**

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| --- | --- |
| Morning Session | **8.50am** to 11.00am |
| Healthy Snack Break (in class) | 10.00am to 10.10am |
| First Break (eating first then play) | 11.00am to 11.35am |
| Middle Session | 11.35am to 1.10pm |
| Second Break (play first then eating) | 1.10pm to 1.45pm |
| Afternoon Session | 1.45pm to **2.50pm** |

**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, 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

#### A more detailed explanation of information, procedures and policies is provided from pgs. 6 – 21

* Children are expected to attend school each day, suitably attired and groomed.
* Clearly name all personal belongings (eg. hats, lunch boxes, jumpers etc).
  + Toys and other equipment are only permitted under parental supervision, as no responsibility can be accepted for loss or damage of such items.
  + Bicycles should be walked and wheeled into the school grounds and must be parked in the racks provided. The wearing of a bike helmet is compulsory.
  + Children are only permitted to leave the school grounds during the day with specific written permission from a Parent/Caregiver and the authority of the Principal.
  + Parents pleasesign students out in the appropriate book at the School Reception Desk.

(See page 7 ‘Arrival and Departure’)

* + The school Sun Safe policy allows the school to supply sunscreen for children’s use during exposure periods, such as lunchtime play and sports sessions.
  + The wearing of a wide brimmed is **compulsory** during outdoor activities. Wide brimmed school hats are available to purchase at school. No caps)
  + Parents are required to explain all student absences. (See page 7 ‘Absences’)

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

#### SCHOOL UNIFORM

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

**Shoes and socks are to be worn to, at, 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 Eton State School uniform

* Is endorsed by the Eton S.S. P & C Association
* Is Sun Safe
* Requires all students are to wear a wide brimmed hat

Boys’ Uniform:

1. Eton School Polo Shirt - short/long sleeve (worn daily and for sporting activities)
2. Royal Blue basketball (or similar) shorts
3. Sandshoes/Joggers and socks

# Girls’ Uniform:

1. Eton School Polo Shirt - short/long sleeve (worn daily and for sporting activities)
2. Royal Blue basketball (or similar) shorts or culottes or skorts.
3. Sandshoes/Joggers and socks

**Purchase of Uniforms**

These items can be purchased at the school. Please see the office to arrange a suitable time to view the items or make a purchase.

* Eton School Polo Shirt - short sleeve - $30

1. Eton School Polo Shirt - long Sleeve Shirt- $35
2. Royal Blue wide-brimmed hat - $13
3. Eton School Jumpers - $25

Shorts for boys and girls, and skorts can be purchased at the following stores:

Big W, Best and Less, K Mart, Lowes, and Target

**Second Hand Clothing**

Second hand uniforms are also available. Please see the office to arrange a suitable time to organise viewing/purchasing these items.

|  |
| --- |
| ***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**

**QParents** is our preferred method of informing the school if your child/children will be absent. In the event of student absence. ***Pease see pg. 17 for further information on QParents***. If a student is absent without explanation, the school will SMS text the primary parent on the day of absence informing them of the nonattendance; please reply to this text with a message. Alternatively, 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/ writing in order to prevent any confusion. or medication needs etc), please inform the office staff in

**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 will be supervised by the principal until their class teacher invites them to the classroom to prepare for the day. Students should remain in classrooms from this time where the class teacher will supervise them.

If your child is late coming to school, please notify the office staff or classroom teacher, in person of the reason for the late arrival.

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 Sign In/Out 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 Administration until you arrive, we also request you let a staff member know when you have arrived to pick them up.

**Behaviour Management**

The school has developed, through an extensive consultation process, a behaviour management policy referred to as our Student Code of Conduct, 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 a Behaviour Card system to communicate how well individual students maintain these roles and responsibilities. Further details on this policy are available from the school administration or school website.

**Bicycles**

All children riding bicycles to school should know the road safety rules. Children riding bikes must wear appropriate safety helmets. Bicycles are not to be borrowed or lent to others. Bikes ridden to school are to be parked in the bike racks provided. Children are not permitted to ride bikes in the school grounds.

**Blue Card**

New ‘No Card, No Start’ rules have been introduced in schools which will mean that all paid workers, as well as all class room volunteers, must have a blue card (not just a pending application) before they can begin working with children. Teachers are covered by their QCT registration for work in Qld schools.

A blue card register is maintained for individuals/contractors/business providing services to the school which is kept on the front counter in the Administration office.

**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. Book Club is designed to encourage children to read. Orders are to be placed online by the parent. Deliveries will be made to the school and distributed to the students whom have ordered them.

**Bpoint – Preferred Payment**

BPOINT is the school’s preferred online payment system which provides parents a secure and efficient method of making payments from home and receive the receipt immediately. Making payments via BPOINT is quick, easy and efficient as this system allows you to pay for each invoice individually, which targets the particular activity you wish to pay for. Making payments via BPOINT also assists the school by eliminating the need for school staff to allocate payments from parents. Every school invoice has a BPOINT Web Link at the bottom of the invoice which is hyperlinked with information from the invoice. Once the customer clicks on the link the BPOINT page opens up and pre-fills all the required information. Payments made via BPOINT do not attract a surcharge.” https://www.bpoint.com.au/payments/dete

**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 the child may think they should do. (Staff will attempt to contact Parents for confirmation if needed).

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 labelled with the child’s name. Please discourage your child/children from bringing toys, electronic games, collector cards or other such items to school. For certain activities such as ‘Show and Tell’ or after their Birthday, your child/children may like to show/share their item, please ensure the teacher is aware this item is at school.

**Please ensure** children have adequate supplies of writing equipment, pads, pencils etc.

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, date, correct amount,

and with the purpose of collection, shown.

**Concerns**

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**

The School Dental Van visits the school or a local school in the area yearly. Relevant information will be sent home in advance of this visit. Your child may access the dental unit by contacting the School Dental Service direct on 07 4885 6000.

**Excursions & Camps**

Such activities provide important learning and social 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.

**Facebook**

In addition to the fortnightly newsletter, school will upload information and friendly reminders on a daily basis to keep families informed via social media. Where permitted the school may publish your child’s personal information or details **with your consent.**

**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**

(Sun Protection Policy pg.18)

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.

**Homework**

Homework provides students, parents/caregivers and teachers with opportunities to share and strengthen partnerships in the developing attributes for each learner. These opportunities consolidate their classroom experiences, establish routines, improve time management skills and involve family members in their learning.

Please see pages 20 and 21 for detailed information regarding homework expectations.

**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 to stay hydrated.

**Illness/Injury at School**

An area is provided for students who become ill during the school day. Staff supervise this area. Should it be considered 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 made aware of the injury, and to decide what action they take for their child.

**Infections/Diseases**

If your child/children contract an infectious illness/disease (eg, COVID-19, Influenza, Chicken Pox, Measles, or School Sores), please contact the school immediately. In certain cases, children will be required to be kept at home until the illness/disease is no longer infectious. Please contact Queensland Health or your doctor if you are unsure about the period of time children are to stay away from school when they have an infectious disease. Please note that children with head lice should stay at home until the commencement of treatment. 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.

**Jewellery**

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

**Language Other Than English - LOTE (Japanese)**

Students in Years 5 & 6 participate in Japanese lessons with an online Language Teacher. These lessons are usually about 45 minutes in duration and usually take place twice each week.

**Learning Support Services**

Mrs. Karen Murphy is our Special Education teacher. Mrs Murphy 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. If for any reason students need to leave school early, students must be picked up by their Parents and are not to depart the school before they are signed out by Parents in the blue sign in / out register 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 labelled with the child's name. Lost property is collected and placed into classrooms in an attempt to locate the owner. Any unclaimed articles will be handed to a charitable organisation at the end of each term. Please feel free to ask any staff member is your child/children have a missing item.

**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 The Medication Is Issued**

**Verbal instructions cannot be accepted.**

**N.B.** Analgesics, i.e. Aspro, Panadol, cough mixtures and the like **WILL NOT** be administered.

Also any non-prescription drops or creams 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.

**Newsletters**

Newsletters will be forwarded home each fortnight via email. If you wish to receive a paper copy please let the office staff know. Parents are encouraged to read these newsletters as they contain important information, regarding 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**. **Please attend to** **these by the due dates** which are clearly outlined on each occasion. If money is required to accompany, please place in an envelope with name, amount and reason, and place in the Money Form box in the office.

**Parade**

School Parade is held every Monday afternoon at 2.30pm. Parents are very welcome to attend. Parade is a great opportunity to communicate with and inform the school community. Rewards are presented for student achievements, and special occasions such as Anzac Day and Year 6 Student Leaders’ Induction, are recognised.

**Parent Helpers/Volunteers**

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 with transport or in a range of extra-curricular activities, including P&C functions are reminded to sign the Register on arrival.

If a parent wishes to volunteer on a regular basis, they are required to complete ‘Student Protection’ training, please see office staff regarding this training.

**Parking**

In the interest of student safety, parking in the grounds is for official purposes only, i.e. school deliveries etc. As there is no pedestrian crossing, parents are asked to drop their child/children down on the school side of the road. For the safety of all, please observe the parking restrictions at the front of the school and collect your child/children from the school grounds, then walk them to the car.

**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.

**Photocopying/Scanning**

The provision of a service for a small amount of personal photocopying/scanning is available for a small fee. Please see the Office Staff.

**Prep Year**

Prep teachers 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 30 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

**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

**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, making an appointment is appreciated). 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.

**School Photographs**

Each year a professional photographer visits the school to take individual, family, class group and staff photos. Parents can purchase these photos through the photographer. Relevant information will be sent closer to School Photo Day.

**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 are required to 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.

**Small School Sports**

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.

**SRS (Student Resource Scheme)**

SRS (Student Resource Scheme) Eton State School operates a student resource scheme to provide parents with a convenient and costeffective alternative to individual supply of resources for their students. Participation in the SRS is optional, and no obligation is placed on a parent to participate.

To participate in this scheme, parents are asked to fill out a Participation Agreement Form. This Participation Agreement Form applies for the duration of a student’s enrolment at the school, however parents who are participating in the scheme can also choose to opt out from the SRS in future years by completing a new Participation Agreement Form. Any new form lodged will supersede the previous.

This form can be found in our enrolment package or can be requested from the office.

**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 in the Newsletter, at the appropriate time.

**Telephone**

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. Further information will be given to relevant families as NAPLAN approaches.

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**Getting the best for your child**

From time to time you may have concerns about your child at school or the operations of the school. These concerns may grow into bigger issues if you don’t talk to the school staff about them.

Education Queensland is committed to ensuring that all Parents have their concerns dealt with in a fair and equitable manner and there are processes and support structures in place to enable Parents to work through any issues they may have.

**Concerns should initially be directed to the Teacher involved or lodged directly**

with Noel Reynolds, the Principal.

If the problem cannot be resolved within the school, you should contact the Central Queensland Regional Office at Floor 4, 44 Nelson Street, (PO Box 760), Mackay – Ph 07 4842 8340

All Regional Offices also provide access to a Community Participation Officer or an Officer responsible for parent liaison.

As part of this process, Kym Fredericks who is the Regional Director of Schools, will be notified and involved if needed.

Parents or caregivers may also wish to contact P&Cs QLD on Ph 1800 218 228 or visit their website http://www.pandcsqld.com.au for help and support.

Both P&Cs QLD and District Office have access to the Office of State Schooling, which administers the operation of all Queensland State Schools, to further resolve issues if required.

**QParents**

**What is QParents?**

QParents is an online portal that is free for Queensland state schools to use, and allows parents at your school to: • view attendance details, behaviour information, report cards, timetables, invoices and a history of payments

• ***provide digital consent, reasons for unexplained absences and to notify the school of future absences***

***• view and pay school invoices online***

***• update student details including residential and postal address as well as medical conditions.***

**What are the benefits of using QParents?**

QParents provides a convenient way for parents to interact with their school and will help streamline school administrative processes. The key benefits of QParents are as follows:

• **Greater transparency of information**

* Improves accountability between parents, care givers and schools by providing timely access to their child's information online.
* Secure 24/7 access online. o Anytime, anywhere accessibility—access QParents on your smart phone, tablet or computer. QParents is a scalable solution that has the potential to become a centralised information hub for parents and carers to help them manage their child's educational journey and achievement.
* **Improved administration efficiencies for schools**
* Allows schools the opportunity to streamline their administrative processes and cut down on information requests received from parents and care givers.
* Potentially reduces the need for printing and mail-outs of thousands of pieces of paper each year.
* **Convenience and time savings for parents**
* Parents and care givers can simply login to QParents anytime anywhere and view or request a change to their child's details.
* Parents and care givers can download report cards, timetables and invoices instantaneously.
* Parents can pay invoices online at any time of day.

**How do I register for QParents?**

We will send you a letter or email inviting you to register for QParents. You will then be able to register via the secure QParents website: qparents.qld.edu.au using the unique invitation code contained in the letter or email.

You will require each child’s unique EQ ID and you must verify your identity by providing 100 points of ID. If you cannot verify your identity online, you should contact the school for assistance. We will review your registration and approve your account. You will then be able to access the QParents app and delegate read-only access to another parent, carer or family member, known as a ‘Delegated Viewer’.

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**Sun Protection Policy**

***SUN PROTECTION POLICY STATEMENT***

**Rationale**

Queensland has the highest rate of skin cancer in the world. Two out of every three Queenslanders will develop some sort of skin cancer in their lifetime. Research suggests that at least two-thirds of all melanomas occurring in Australia could be prevented if children were protected from the sun during their first fifteen years.

Skin damage, including skin cancer, is the result of cumulative exposure to the sun. Research shows that severe sunburn contributes to skin cancer and other forms of skin damage such as sunspots, blemishes and premature ageing. Most skin damage and skin cancer is therefore preventable.

Ultraviolet radiation (UVR) levels are highest during the hours that children are at school.

**Aims** The policy aims to :-

* Provide ongoing education that promotes personal responsibility for skin cancer prevention and early detection.
* provide environments that support SunSmart practices
* create an awareness of the need to reschedule work commitments and outdoor activities to support SunSmart practices.

**PROCEDURES** Our school recognises that winter sun also contributes to skin damage.

The implementation of this policy will therefore be conducted throughout the year.

**Our Commitment Eton State School will:-**

* Inform parents of the Sun Protection Policy when they enrol their child
* Include the Sun Protection Policy statement in the school prospectus
* Increase the amount of shade in the school grounds, where possible, by building shelters and planting trees
* Incorporate education programs that focus on skin cancer prevention into the school curriculum
* Encourage all teachers and staff to act as positive role models for children in all aspect of SunSmart behaviour
* Seek ongoing support from parents and the school community for the Sun Protection Policy and its implementation, through newsletters, parents meetings etc.
* Ensure that all students and staff wear hats that protect the face, neck and ears, and SPF 30+ broad-spectrum, water resistant sunscreen, when involved in outdoor activities
* Encourage students without adequate sun protection to use shaded or covered areas at recess and lunch times
* Review the school dress code to conform with the Queensland Cancer Fun SunSmart clothing guidelines
* Incorporate a SunSmart swimsuit into the school uniform
* Ensure that, wherever practicable, outdoor activities take place before 10:00am or after 2:00pm
* Ensure that adequate shade is provided at sporting carnivals and other outdoor events
* Ensure that SPF 50+ broad-spectrum, water-resistant sunscreen is included in the school sports kit
* Have SPF 50+ broad-spectrum, water-resistant sunscreen on the school book list
* Enforce the rule that children not wearing the correct hat will sit on the verandah during recess periods.

**Our Expectations**

**Parents/Carers will:** Be aware of the following guidelines in the School’s Sun Protection Policy

* Provide a SunSmart hat for their child and ensure that they wear it to and from school.

The Queensland Cancer Fund recommends the following hats.

\* 8 - 10 cm broad-brimmed

\* legionnaire style

The school uniform hat (blue) can be ordered through the school. No ordinary caps allowed.

* Ensure that their child applies SPF 50+ broad-spectrum, water-resistant sunscreen 20 minutes before leaving for school
* Ensure that their children’s clothing provides adequate protection from UVR.

The Queensland Cancer Fund recommends clothing that has the following feature:-

\* dark-coloured

\* collars and sleeves

\* closely woven fabric

\* natural fibre

* Act as positive role models by practising SunSmart behaviour
* Support the school’s Sun Protection Policy and help to design and regularly update the policy

**Students will:** Be aware of the following guidelines in the School’s Sun Protection Policy

* Take responsibility for their own health and safety by being SunSmart
* Comply with Sun Protection rules and guidelines by wearing suitable hats, clothing, sunscreen and sunglasses. (sunglasses are optional)
* Apply SPF 50+ broad-spectrum water-resistant sunscreen 20 minutes before going outdoors
* Use shaded or covered areas when outdoors
* Act as positive role models for other students in all aspects of SunSmart behaviour
* Help to design and regularly update the Sun Protection Policy
* Participate in SunSmart education programs

**Eton State School Homework Policy**

At Eton State School, we striveto promote the importance of academic, cultural, physical and social development of each child, whilst understanding the importance of an ever-increasing diverse and complex use of family time in our busy world. We acknowledge the time children spend with family and extra activities as well as the important contribution to the development of the whole child.

Students at Eton SS are encouraged to become self-motivated learners who work independently and co-operatively, effectively and efficiently. Our school motto, "Learn to Live", encapsulates this focus to build life long, confident, happy, self-directed learners in all environments.

Homework provides students, parents/caregivers and teachers with opportunities to share and strengthen partnerships in the developing attributes for each learner. These opportunities consolidate their classroom experiences, establish routines, improve time management skills and involve family members in their learning. Hattie (2008) notes, improved homework effectiveness occurs when it is short and frequent, as such:

Eton State School sets homework that enhances student learning:

* Purposeful and relevant to students’ needs
* Appropriate to the phase of learning
* Appropriate to the capability of the student
* Develops the student’s independence as a learner
* Varied, challenging and clearly related to class work
* Allows for student commitment to recreational, family and cultural activities
* Positive and productive

Education Queensland has set the following guidelines for different age groups.

|  |  |
| --- | --- |
| Prep Year | High frequency words, spelling and reading |
| Years 1 & 2 | Could be up to – but generally not more than – 1.5 hours each week |
| Years 3 & 4 | Could be up to – but generally not more than – 1-2 hours each week |
| Year 5 & 6 | Could be up to – but generally not more than – 2-3 hours each week |

Hattie, J. 2008, Visible Learning: A Synthesis of over 800 Meta-Analyses Relating to Achievement, Routledge, New York.

 **Eton State School Homework Policy**

Roles and Responsibilities:

|  |  |  |
| --- | --- | --- |
| **Role of Teacher** | **Role of Student** | **Role of Parents/Caregivers** |
| * ensuring their school’s homework policy is implemented * setting homework on a regular basis * clearly communicating the purpose, benefits and expectations of all homework. * checking homework regularly and provide timely and useful feedback. * using homework that is varied, challenging and directly related to class work and appropriate to students’ learning needs. * explicitly teaching strategies to develop organisational and time-management skills and providing opportunities to * practice these strategies through homework * considering other academic and personal development activities (school based or other) * could be engaged in when setting homework * discussing with parents/ caregivers any developing problems concerning child’s homework suggesting strategies to assist. | Students can take responsibility for their own learning by:   * being aware of the school’s homework policy * discussing with their parents/caregiver’s homework expectations * accepting responsibility for the completion of homework tasks within set time frames * following up on feedback made by teachers * seeking assistance when difficulties arise * organising their time to manage home obligations, participation in physical activity and sports, recreational and cultural/family activities. | Parents and caregivers can help their children by:   * reading together, talking with them and involving them in tasks at home including shopping, playing games and physical activity * helping them to complete tasks by discussing key questions or directing them to resources * encouraging time management skills and take responsibility for their learning * encouraging them to take an interest in and discuss current local, national and international events * helping balance time spent completing homework, screen time, playing sport and engaging in other recreational activities * contact relevant teacher to discuss any concerns about the nature of homework and their children’s approach to homework. |