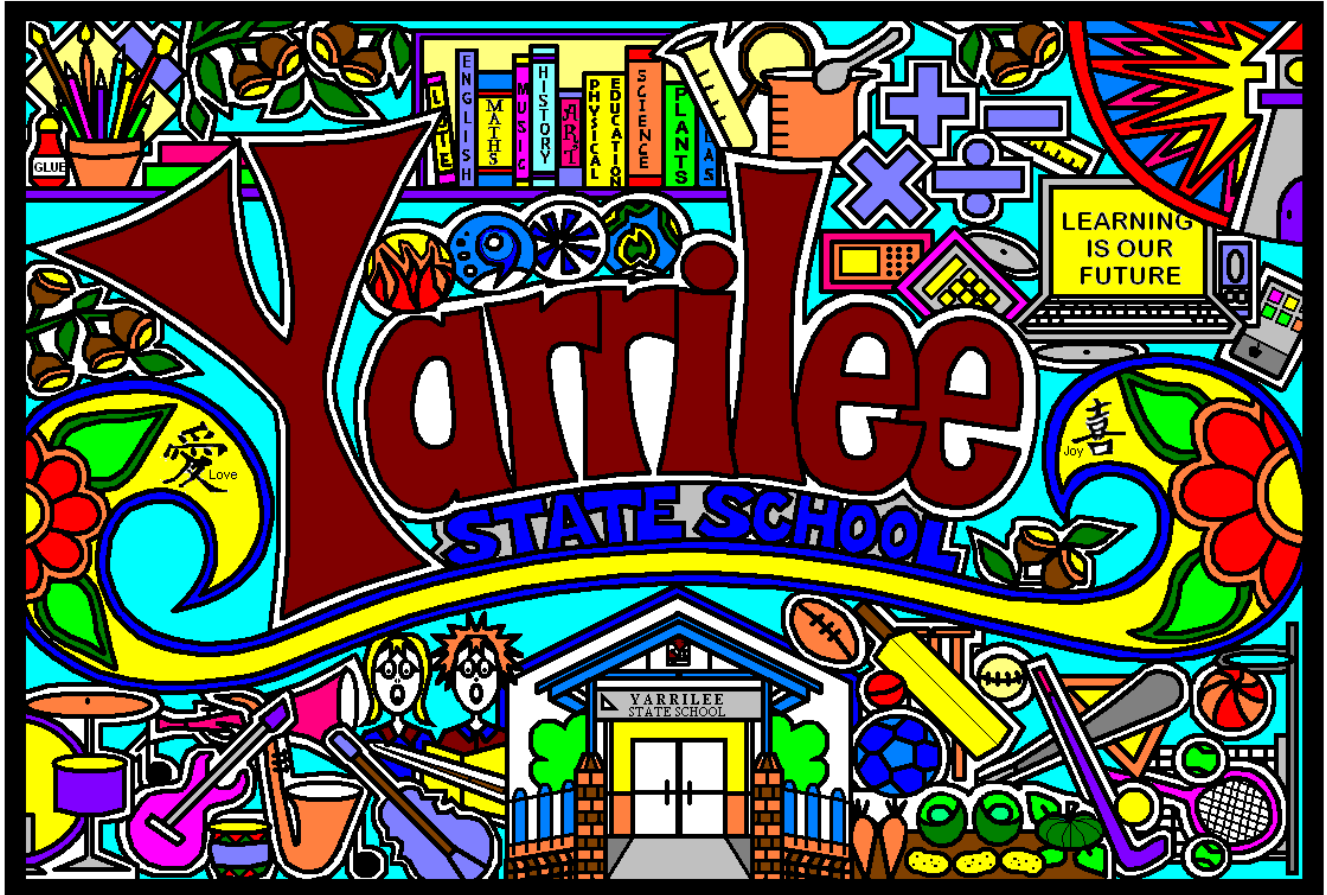




# Yarrilee State School



*Proud to be an Independent Public School*



Debbie Neale - www.clickncolour.com

KEYS TO SUCCESS - PERSISTENCE, RESILIENCE, CONFIDENCE, GETTING ALONG AND ORGANISATION

## Parent Handbook

## Principal's Message

Thank you for choosing Yarrilee State School as the provider for your child's education. Located in stunning Hervey Bay, Yarrilee provides a world class education to students ranging from Prep to Year 6.

As principal of Yarrilee State School, I am very proud to be part of a committed school community that constantly strives to make our school the great school that it is. We continue to grow in enrolments as we excel at providing quality public education in a safe and supportive learning environment.

In 2016, Yarrilee State School became an Independent Public School in recognition of the high quality educational opportunities offered to students in the areas of academia, sport, music and citizenship.

We focus on our vision "Learning is our Future" as we aim to develop each and every student to be literate, numerate, active, healthy and engaged citizens of Yarrilee and the global community. As a large primary school in the Hervey Bay cluster of schools, we offer first class, innovative curriculum programs in a range of classroom settings. Our programs differentiate for the diverse range of learners with these programs reviewed each term from a whole school perspective. A range of extra curricula programs offer some excellent extension opportunities. These include: Yarrilee Voices (an auditioned choir), Guitar tuition, Junior & Senior Rock Band, Biennial school musicals, Instrumental Music tuition, Robotics, Days of Excellence and Enrichment, International Competitions in Reading, Spelling & Science, Australian Maths Competition and Hervey Bay Zone, Wide Bay and Queensland level sport representation.

Students with disabilities are supported in their learning by our Lighthouse staff within the mainstream classroom setting and/or an alternative setting and a range of programs exist to support all students to reach their full potential.

In our classrooms, students work with the Australian Curriculum in English, Mathematics, Science, HASS (Humanities and Social Sciences) Technology and Design, The Arts, Health & Physical Education and LOTE (Chinese – Middle and Senior School). We have a strong focus on the development of Literacy and Numeracy skills in preparing our learners for their future. Our classrooms have networked computers, interactive whiteboards, digital cameras and devices, data projectors and laptops that students can access to enhance their learning.

Our social emotional learning program "You Can Do It" is embedded in our practice at Yarrilee. There is a consistent focus on developing the keys of – Organisation, Confidence, Getting Along, Persistence and Resilience in all of our students, so that they are well equipped socially and emotionally for their future lives.

The Yarrilee staff is committed to excellence and constantly engages in professional learning to ensure curriculum and pedagogy meets the needs of today's learners.

***Yarrilee is a great school in a great location!***

*Sharon McMorrow*

Principal

## WHY CHOOSE YARRILEE FOR YOUR CHILD?

Yarrilee State School is a community of learners who feel a strong bond with each other. The school has a safe, warm and welcoming atmosphere where difference is accepted and making a difference is expected. Our values and beliefs will be obvious in our respectful interaction with peers and with others.

Here, the students and staff see themselves not only as Hervey Bay, Queensland and Australian citizens but, more importantly, as global citizens. Leadership qualities will be developed and encouraged from a young age.

There is a sense of purpose evident in the classrooms where challenging tasks are undertaken in a supportive and nurturing learning environment. There is a culture of praise for effort and achievement.

Information and communication technology including robotics and coding is used as a tool to enhance learning outcomes. Students have an appreciation for the skills and attributes necessary to survive and prosper in modern times.

Our whole school community embraces a collective effort to optimise the social, emotional and academic outcomes of all young people promoting life long learning.

### ***LEARNING IS OUR FUTURE.***

## SCHOOL DIRECTORY.

Address: 15 Scrub Hill Road, Urraween, Hervey Bay, Qld 4655

School Telephone: 41977111  
School Fax: 41977100  
Student Absence Line: 41977179 (24 hour message bank/ absentee line)  
Email: [admin@yarrileess.eq.edu.au](mailto:admin@yarrileess.eq.edu.au)  
School website: [www.yarrileess.eq.edu.au](http://www.yarrileess.eq.edu.au)  
School Facebook Page: <https://www.facebook.com/YarrileeStateSchool/>

Office Hours: Monday – Friday 8.00am – 4.00pm  
( an answering machine is in place for messages outside of office hours)

## SCHOOL ROUTINE.

Time	Routine
8.00am	School administration office opens
8.25 am	First bell rings. Students prepare for school, visit toilet
8.50 am- 10.50am	Morning Session
10.50- 11.30am	First Break
11.30- 1.30pm	Middle Session
1.30- 2.10pm	Second Break
2.10- 3.00.pm	Afternoon Session
3.00pm	School Siren to close day
4.00pm	School administration office closes.

## **SCHOOL STRUCTURE.**

Yarrilee is structured into three Mini Schools.

- Junior School Mini School caters for children in Prep, Years 1 and 2
- Middle School Mini School caters for children in Years 3 and 4
- Senior School Mini School caters for children in Years 5 & 6.

The Junior School Mini School is line managed by the Deputy Principal for Junior Primary

The Middle School Mini School is line managed by the Deputy Principal for Middle Primary

The Senior School Mini School is line Managed by the Principal.

Within each Mini School, students are organised into age based groups of mixed ability and gender. There may, at times, be a situation where multi age groups are formed because of student numbers.

## **INDEPENDENT PUBLIC SCHOOL STATUS.**

Yarrilee State School was named as an IPS in 2016. This status is recognition of the success of our high performing school which offers quality curriculum and co-curriculum programs.

Being an IPS school allows for more flexibility in curriculum delivery, staffing and funding models to ensure the best outcomes for all students.

Community groups and businesses are welcome to sponsor targeted areas of Yarrilee's programs. If you wish to be involved in this, please contact the school office for more information.

## **HOW TO ENROL YOUR CHILD AT YARRILEE SS.**

To enquire about enrolling your child at Yarrilee State School, please contact our school office on (07) 41977111, email the Principal at [principal@yarrileess.eq.edu.au](mailto:principal@yarrileess.eq.edu.au) or visit the school to collect an enrolment information pack and to arrange an enrolment interview. Application for Enrolment Forms can also be downloaded from the school website.

Yarrilee State School operates under an Enrolment Management Plan.

For information about our Enrolment Management Plan, please visit the Yarrilee State School page on the Department of Education and Training's website.

## **ENROLMENT INTERVIEWS.**

An enrolment interview will take approximately 30 mins. At this interview we would like to take the time to:

- meet with you and your child
- discuss your child's individual needs and past school experiences
- discuss the enrolment agreement and other related items as outlined in the enrolment package
- take you and your child on a tour of the school and facilities.

## **FORMS TO BE COMPLETED FOR ENROLMENT.**

- Application for student enrolment form
- Enrolment agreement form
- Internet agreement form
- Media consent form
- Enrolment health form

## **FORMS TO BE PRESENTED FOR ENROLMENT.**

- Birth Certificate ( proof of age) and Proof of Residency ( rates notice,/rental agreement/ electricity bill

## ABSENTEEISM – STUDENT ATTENDANCE

Section 176 of Education (General Provisions) Act 2006 requires parents of a child of compulsory school age to ensure that their child attends school on every school day.

An explanation must be provided whenever a student is absent, or plans to be absent, from their educational program. Parents will be notified by SMS of any unexplained absences. Unexplained absences greater than 3 days will be followed up by the Administration Team.

Parents/Caregivers are responsible for:

- Advising school of the reason for any absence, if not before the absence, then within 2 days of the student's return to school.

Absences from school that can be recorded as satisfactory may include such factors as:

- Medical or dental treatments and procedures.
- Sporting events other than those associated with the school.
- Funerals.
- Cultural reasons.

The Principal will advise parents/caregivers if the reason for a student absence is considered unsatisfactory.

A full record of student attendance is maintained and reported on the student report card each Semester.

In the event of your child being absent please contact the school with the student's name, teacher and reason for absence by:

- Dialing the Student Absence line 41977179 the morning of your child's absence.
- Dialing the school number 41977111
- Emailing [admin@yarrileess.q.edu.au](mailto:admin@yarrileess.q.edu.au), or
- Faxing 41977100

Parents/ caregivers of students who are going to be absent for more than 10 consecutive school days must apply for an exemption from compulsory schooling via the school administration.

## ACCIDENTS

Unfortunately, accidents do happen, no matter how many precautions we take. If your child is involved in a minor accident, he/she will be given first aid at the school. If the accident is more serious and we feel further medical attention is needed, we will make every endeavour to contact you regarding the situation (hence, the need to update emergency contact numbers immediately they change). In an emergency situation, the ambulance will be called.

## ADMINISTRATION OF MEDICATION

All medication, including over-the-counter medication such as paracetamol and alternative medicines, treatments or supplements, must be authorised by a medical practitioner before it can be administered to students.

**Short Term Illness:** A written request (letter/note) is required from the parent/caregiver stating the date, child's name, type of medication, reason for medication, dosage, time to be given at school, time medication was last administered, parent name and signature

**Long Term Conditions/Medication:** A 'Request to Administer Medication at School' form needs to be completed by the parent and their child's medical practitioner for students with chronic (long term) medical conditions who require routine or emergency medications i.e. anaphylaxis, diabetes, epilepsy or asthma medication. This form can be downloaded from the school website or obtained at the office.

Regulations of the Education Act, amended in 2013, require that before medication is administered:

\*\* a parent has completed and returned relevant documentation i.e. letter/'request to administer form'

\*\* the label on the medication clearly states: (a) the name of the child  
(b) the dosage and times for it

Please note: All medication is to be stored at the office and signed in using the appropriate form, unless prior approval has been given by admin.

**Under no circumstances (other than those listed below) are students to hold medication in their school bag or desk for self-administration.**

### **ASTHMA/EPIPEN MEDICATION**

Asthma medication and Epipens are to be held in the office and administered by staff, except in the following situations -

Asthma medication – A written letter has been produced from a doctor stating that the relevant student is competent enough and at an acceptable age where they are able to self-administer.

Epipen – Student has a life threatening condition which requires them to carry a second epipen, (secured in a personal bum bag) at all times.

### **ARRIVAL/DEPARTURE**

There is NO formal supervision of students before school as teachers are preparing for the day's teaching. Under no circumstances should children arrive at school prior to 8.00am

Students arriving at school between 8.00 am and 8.25 am are required to wait in the designated waiting area near the administration and then in the middle school eating area until the first bell goes at 8.25 am. Students are then dismissed and move to classrooms to prepare for the day. There is no access to playground equipment before or after school.

If a child has to leave the school before the end of the day, he/she must be collected **from the office** by a parent/guardian and signed out. All pedestrians must enter/leave the grounds via small pedestrian gates (**NOT VEHICLE ACCESS GATES**). To minimize vehicle movement within the school grounds there is no parent parking, drop off or pick up zones within the school grounds. The safety of your child is our main priority.

### **ASSEMBLIES**

Our school has grown over the past 5 years and we now have 2 assemblies. Assemblies are conducted on alternate fortnights each Friday afternoon from 2.15pm with Junior assembly one week and a combined Middle/ Senior School assembly the next week. Fortnightly classroom awards are presented on assemblies.

Parents are most welcome to attend. Assemblies are an important avenue for dissemination of information to school students.

### **BANKING**

Banking services at the school are linked to the Commonwealth Bank. Parent volunteers process the money at school. The school receives a commission for processing student banking and this helps boost our P&C fundraising. The minimum suggested deposit is \$1.00. Information packs are available from any Commonwealth Bank or Commonwealth Bank website.

## **BEHAVIOUR MANAGEMENT**

Children are expected to display appropriate behaviour all times at school and on the way to and from school.

At Yarrilee we have developed a Responsible Behaviour Plan for students. Our emphasis is on a proactive approach where we acknowledge positive behaviour. Students who achieve Level 1 and 2 behaviour levels are recognised each term at a dedicated Behaviour Awards Ceremony. A Rewards Day is also planned for each term.

Our school provides a range of strategies to ensure that everyone can learn in a safe, supportive environment. Parent interviews will be conducted if behaviour of students causes concern.

Please refer to the Responsible Behaviour Plan for Students for more information. (Separate document)

## **BICYCLES AND SCOOTERS.**

Bicycles and scooters are to be parked in the racks provided near the Senior School Area. Children should not ride their bikes or scooters in the school grounds, nor near the school. All scooters and bikes are to be secured by a safety lock or chain to avoid theft. Bike helmets should be worn by all students riding bikes and scooters.

## **BUS TRAVEL.**

Many of our students will be travelling to school by bus. This service is co-ordinated by Queensland Transport. It is the parents' responsibility to contact the relevant bus company to organise appropriate bus routes and then inform the office of their child's intended bus number. Parents also need to advise both the school and bus company of any change of address - failure to do so will result in your child's name being taken off the bus list.

Any enquiries should be directed to:

**Wide Bay Transit:           41213719**

**Bay Bus & Coach:         41286411**

Students are reminded to be courteous and well-behaved while travelling on bus transport. Students are supervised by teaching staff while waiting for their bus to arrive and normal school rules apply to their behaviour.

## **BOOKLISTS/ RESOURCE SCHEME.**

Our school currently has a Resource Scheme endorsed by our P&C which covers all books and stationery requirements.

This is an economical method of ensuring your child has all materials necessary for their educational program. Approximately 98% of families use this facility.

Please note: No refunds on Resource Scheme. Students leaving mid-year will be issued with their year's entitlement of resources (as per resource list), providing full payment has been made.

A list of books and other requirements is also prepared each year. All local newsagents are given this list. Parents not wishing to participate in the Resource Scheme should request a booklist and purchase all items relevant to the year level.

Please refer to our school website or contact our school office for information about the current Resource Scheme.

## **CLASSROOM ISSUES/CONCERNS**

Yarrilee aims to provide a supportive environment for every student. Issues/concerns related to student's work and classroom procedures need to be taken to your student's teacher. This is the person who best knows and understands your child at school. Non-urgent matters can best be addressed if a mutually convenient time is organised. Should it be necessary an appointment may then be organised with the Year Level Deputy Principals or Principal.

## **CLASSROOM TEACHER INTERVIEWS**

The most important time teachers have during the day is the half hour or so before school when they are preparing daily tasks. It cannot be stated strongly enough how important parent/teacher contact is, but equally it is important that appointments are made, so that teachers are free of other matters, to give you their full attention. To arrange for an appointment, please write a note to your child's teacher, or contact the school office, indicating times you are available, so that a satisfactory arrangement can be made.

## **CUSTODY ORDERS/ PARENTING AGREEMENTS**

If your child becomes the subject of either of the above documents, it is imperative that you provide a copy of these documents to the administration and make an appointment to share the implications for your child. We keep a copy of these documents on file and inform the class teacher of the arrangements. We work with you and the relevant authorities including Child Safety and Qld Police to ensure these orders are followed. However, we can only do this effectively if documents on file are kept current and any changes are shared immediately with us.

## **CHAPLAINCY**

This school community provides a chaplaincy program endorsed by the school's Parents and Citizens' Association and it is available on a voluntary basis to all students. Detailed information about the school's chaplaincy program is on the school's website. The chaplain is involved in a range of activities at this school.

## **DENTIST**

The School Dental Van visits our school on a biennial basis. If your child has a toothache or requires urgent dental work please contact the Oral Health call line on 41228670.

## **DISEASES - EXCLUSION TABLE FOR COMMUNICABLE DISEASES**

<b>CONDITION</b>	<b>CHILD WITH INFECTION</b>	<b>PERSONS EXPOSED TO THE CHILD WITH THE INFECTION</b>
CHICKEN POX and SHINGLES	Exclude for at least 5 days AND until all blisters have dried	Any child with an immune deficiency (eg leukemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded
CONJUNCTIVITIS	Exclude until discharge from eyes has ceased	Do not exclude
CYTOMEGALOVIRUS	Exclusion not necessary	Not excluded
DIARRHOEA	Exclude until diarrhea has ceased for 24 hours	Not excluded
GLANDULAR FEVER	Exclusion not necessary	Not excluded
HAND, FOOT & MOUTH DISEASE	Exclude until all blisters have dried	Not excluded



HEPATITIS A	Exclude until a medical certificate of recovery is received. But not before seven days after the onset of jaundice or illness	Not excluded
HEPATITIS B	Exclusion not necessary	Not excluded
HEPATITIS C	Exclusion not necessary	Not excluded
HERPES (COLD SORES)	Young children unable to comply with good hygiene practices should be excluded while sores are weeping (Sores should be covered with a dressing where possible)	Not excluded
HUMAN IMMUNE-DEFICIENCY VIRUS (HIV AIDS Virus)	Exclusion is not necessary unless the child has a secondary infection	Not excluded
IMPETIGO (School Sores)	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.	Not exclude
INFLUENZA	Exclude until well.	Not excluded
MEASLES	Exclude for at least four days after rash has started	Immunised and immune contacts not excluded. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case they may return to school.
MENINGOCOCCAL INFECTION	Exclude until adequate carrier eradication therapy has been completed.	Not excluded if receiving rifampicin.
MENINGITIS (Bacterial)	Exclude until well.	Do not exclude
MUMPS	Exclude for 9 days or until swelling goes down.	Do not exclude
PARVOVIRUS (Erythema infectiosum, slapped cheek or "Fifth Disease")	Exclusion not necessary	Not excluded
RINGWORM, SCABIES, HEADLICE	Exclude until day after proper treatment has started	Do not exclude
RUBELLA (German Measles)	Exclude until fully recovered or for at least four days after the rash has started..	Not excluded. (Female staff of childbearing age should check their immunity to rubella with their GP.)
STREPTOCOCCAL INFECTION INCLUDING SCARLET FEVER	Exclude until the child has received antibiotic treatment for at least 24 hours and the person feels well.	Do not exclude
TUBERCULOSIS	Exclude until well and approval to return has been given by a Public Health Unit Physician or delegate.	Not excluded.
TYPHOID FEVER AND PARATYPHOID fever	Exclude until well and approval to return has been given by a Public Heath Unit Physician or delegate.	Not excluded unless advised by publish health.
WHOOPING COUGH	Exclude for 14 days from onset of coughing or until child has taken 5 days of an appropriate course of antibiotics.	Household contacts who have received < 3 doses of pertussis vaccine should be excluded from childcare until they have taken 5 days of an appropriate course of antibiotics, or from 14 days after their last exposure to the infection.

- As these conditions are spread by the gastrointestinal route, care with hand washing is important, particularly, where food handling is involved.

## **EXCURSIONS/CAMPS**

During the year excursions are planned around curriculum activities. Notes are sent home prior to these excursions/camps. Permission notes and medical forms must be signed by parents/caregivers before students can attend. Please abide by due dates, as we often are required to organise buses or catering and therefore cannot accept payment after due dates. Money is to be handed into the office. Camps for Years 4-6 are planned a year in advance and are subject to required attendance numbers in order to proceed.

## **FAMILY RECORDS AND UPDATED CONTACT INFORMATION**

On enrolment of your child, you will be asked to fill in your family details for our school records. These become very important when there is an accident at school and we need to get professional medical attention for your child. Please fill in all the details.

Please notify the school, in writing, of any changes to details provided at time of enrolment - address, contact phone numbers, marital status, custody arrangements, occupation, doctor etc. This information is confidential and accuracy is required, particularly in an emergency.

## **FOOD ALLERGIES.**

There are a number of children at Yarrilee who suffer from life-threatening allergies to whole nut products. In order to keep our entire student body safe we ask that whole nut products such as peanut butter, Nutella and health bars which contain whole nuts are not consumed at school.

We also have a number of students who are allergic to raw egg white. As a result of this the tuckshop is unable to serve egg sandwiches (because of the risk of contamination of other foods with raw egg white), however egg sandwiches can be brought to school (as the egg white is then cooked).

It is imperative that the office be advised of any allergies that your child may suffer.

## **FUNDRAISING.**

We have an active group of parents who help our school acquire resources through fundraising activities. They would love to hear from any parents who are willing to lend a hand. Please contact this group through the P&C, the tuckshop or the school office.

## **GUIDANCE OFFICER.**

Rob Symon, Yarrilee State School's Guidance Officer, has qualifications in guidance, counselling and psycho-educational assessment. Rob's role involves working with students and their parents or caregivers, often in conjunction with teachers, specialist support personnel and other community agencies, to identify factors that can be barriers to learning and development.

## **HEADLICE.**

In our sub-tropical climate, head lice have a perfect breeding environment. If head lice are detected in your child's hair, you will be asked to collect the child and treat them before they can come back to school. A note will be sent to all parents/caregivers in the group informing them of the incident. **ALL** parents are asked to treat their child's hair.

## HEALTHY SCHOOLS

At Yarrilee we actively promote Healthy Eating, Nutrition Knowledge and Physical Activity. When students enter Prep, a Healthy Eating program is introduced and, in subsequent years, these practices are reinforced through many different aspects of Learning Group Programs.

Below is an outline of our Healthy Eating Program.

### Aim:

To develop healthy and nutritional practices which in turn will improve society's lifestyles and environment.

### Goal:

To develop healthy and nutritional practices at home and school.

To broaden knowledge of healthy foods and effects of eating unhealthy foods.

To promote critical reflection on eating practices.

### Objectives:

To develop a supportive partnership between home and school in relation to healthy eating.

To increase parents' knowledge of healthy foods and practices.

To promote better eating practices in the home and at school.

To provide integrated meaningful experiences relevant to healthy eating practices.

To encourage critical reflection and action with regards to healthy eating within the children's learning experiences.

### Outcomes

Parents support the program by providing healthy choices of food in the children's lunchboxes.

The staff members promote healthy eating through integrated activities—in role play, language activities, literature, guidance at meal times, cooking.

The staff members encourage critical reflection of their eating practices at home and school within these activities.

### Why promote healthy eating?

Poor nutrition can contribute to adolescent and adult obesity, cardiovascular disease and osteoporosis.

Children often have small appetites, so when they fill up on less nutritious foods, they may not have room for the nutritious foods they need.

Many less nutritious foods can contribute to tooth decay.

Children may not learn which foods are better choices.

Lifetime eating habits are formed in the early years of life.

A child's early years are important for physical and mental development

Food eaten by children in the school setting often equals a large proportion of the food they eat over the whole day.

Poor food choices contribute to poor concentration and mental functioning.

*Queensland Health, (2002) What better food? At preschool. Brisbane; Queensland Government Program:*

The drinking of water will be highly encouraged.

Children will be encouraged to choose the healthiest items of food for eating first. For example to eat their natural fruit items first.

Healthy eating practices integrated into the children's learning activities—cooking, literature, role-play, and conversations.

Encouragement for children to actively reflect on their eating habits.

Fruit & Vege Break encouraged and promoted throughout the school.

## HELPING HANDS YARRILEE

Helping Hands Network manages and operates the Outside School Hours Care (OSHC) Program at the school.



Helping Hands Network is committed to building stronger, happier and healthier school communities through the provision of quality childcare in partnership with children, parents and schools. Our service meets all National and State Quality Assurance and licensing requirements and is convenient to use. We work with government departments to ensure parents receive the maximum financial contribution available for the cost of care.

Helping Hands Network employ staff that have the appropriate qualifications and who are passionate about providing a program for your child that will meet their specific needs with regard to age, skill, interest and ability.

All of our programs are developed in consultation with the children, parents, school community and staff. A weekly program and menu is displayed at the service. Our programs are tailored to cater to the children's age, skill, interests and abilities through a variety of challenging and recreational activities. We provide a broad range of activities, e.g. cooking, music, sporting activities, homework club, free play, water activities, dance, construction, art and craft, outdoor activities. The development of life skills is an important part of our program and we recognize the importance of understanding middle childhood and play in the development of children. Through observation and evaluation we are constantly ensuring our programs meet our desired outcomes.

### Operational times and session costs -

Monday to Friday

Before School Care 6.30am to 9.00am

After School Care 3.00pm to 6.00pm

School Holidays / Student Free Days 6.30am to 6.00pm

Helping Hands is an approved Child Care provider and families may be eligible to claim rebates on their fees.

Please contact the Coordinator on 0459 131 552 for any information on the program, rebates, enrolment information or to obtain a quote. On school days staff can be contacted from 2.30pm onwards.

For more information on Helping Hands Network, please see our website [www.helpinghandsnetwork.com.au](http://www.helpinghandsnetwork.com.au)

## HOMEWORK

Homework provides students with the opportunity to consolidate their classroom learning, pattern behaviour for lifelong learning and involve family members in their learning. Homework consists of home reading and may also involve the completion of unfinished class tasks or assignments.

Suggested times for homework are:

- Years 1, 2 15 mins daily (approx.)
- Years 3, 4 up to 30 mins daily
- Years 5,6, up to 45 mins daily
- Prep Students may commence sight words and home reading when they show signs of readiness.

## ILLNESS

Children should not be sent to school sick, as we have limited sick room space and supervision.

If your child becomes ill at school, our response will be determined by the apparent seriousness of the signs and symptoms. Often, a child will be sent to the sick room where recovery sometimes occurs after a short rest. If the illness is more serious, we will try to contact you at your home or place of work, with a view to sending the child home. If, in our opinion, the child requires urgent medical attention, this will be sought immediately, if attempts to contact parents are unsuccessful.

**IT IS EXTREMELY IMPORTANT TO KEEP THE EMERGENCY CONTACT PERSON, HOME PHONE NUMBERS  
AND ADDRESS UP TO DATE AT ALL TIMES**

## INTERHOUSE SPORT.

We have four sporting houses at Yarrilee. They are:

**Water = Blue**

**Earth = Green**

**Wind = Yellow**

**Fire = Red**

When your child enrolls they will be placed in a house. School Sport Uniform shirts that correspond with the house colour can be worn on your child's PE days, sports carnival and Walk to School days. Families are always placed in the same house. House shirts are available for purchase from the school's P&C Uniform Shop.

## LEAVING THE SCHOOL GROUNDS

Once children arrive at school they are to remain in the school grounds unless permission is granted to leave. Children must be officially signed out through a register located in the school office.

## LOST PROPERTY

Lost property which is valuable (jewellery, money etc) is kept at the office. Other lost property is kept in the lost property containers situated outside the school Resource Centre. It assists the school if all items of clothing are **clearly marked**.

## MEDIA PERMISSION FORMS

Photographs of students are often taken by school staff on school excursions, during learning activities and at special events and may be published in school newsletters, on the school website, on the school facebook page and in local newspapers and media. Parents NOT wishing for their child's photograph to be published are requested to advise the school in writing. A School Consent Form (for using images) is also completed and signed at the time of enrolment.

## MESSAGES

We ask that you minimise messages to children via the office – especially in the afternoon as it disrupts learning and is sometimes difficult to pass them on by 3.00 pm.

## MOBILE PHONES

Mobile phones are not an item necessary at school as students have access to a telephone at the office - in circumstances where it is necessary for a student to bring a phone to school, it will be stored in the office for collection after school finishes and **must be signed in and out by the student**. Other electronic equipment **should not** be brought to school.

## **MUSIC**

We offer a diverse variety of music at Yarrilee. We have expert teachers in Band, Strings, Guitar & Choir.

Students can join strings when they reach Year 2 and Band when they reach Year 3. Students can join our auditioned choir, Yarrilee Voices, from Years 3 to 6. There is also an opportunity for students from Prep to Yr 3 to join Christmas Choir in the last term of the year.

Weekly, half hour guitar lessons are available to students (Yrs 2 to 6) who own their own guitar, for a fee of \$20 per year.

A nominal fee is charged for band and strings. This covers expenses such as purchasing new music, photocopying and maintenance of the Hervey Bay Area Music Library. A limited number of large instruments are available from the school to hire.

Beginning students have a half hour lesson during the school day. When reaching a certain level they will be asked to join the orchestra. Lessons for orchestra are before school once a week. Students need to keep this in mind when committing to this program.

## **NEWSLETTER**

Our school newsletter entitled "South Wind Whispers" is issued to the youngest in the family each **Friday Fortnight**. We regard the Newsletter as an important means of communication with you and encourage students and parents to read it each fortnight. The newsletter can also be viewed online via our school website at [www.yarrileess.eq.edu.au](http://www.yarrileess.eq.edu.au)

## **PARENT AND CITIZENS' ASSOCIATION**

The P&C association meets at 3.30 pm on the 3rd Tuesday of each month in the Staff Room located inside the School Administration building. The annual general meeting of the P&C is conducted in late February each year. The Yarrilee State School P&C Association plays a very important role in our school community. The P&C provide an opportunity to contribute to school decision making and they are responsible for the school tuckshop as well as major fundraising projects that provide valuable resources and materials to support learning.

## **PARKING AND ROAD SAFETY**

Student safety is most important in all aspects of our school environment. Parents are not permitted to drive or park inside the school grounds. The car park located outside the front of the school is a Council owned car park and is often monitored by Council Traffic Compliance Officers and Police.

This car park contains a "Stop, Drop and Go" zone. Parents are not permitted to park or leave their vehicles while accessing this zone.

Students are expected to exit the car and make their own way into the school. If you wish to walk your child into school please park your car in one of the other short term car parks.

## **RELIGIOUS INSTRUCTION**

The service provided is mainly non-denominational. When you enrol your child you are asked to indicate whether or not he/she is to attend. Should you wish to alter this information, a letter to the school would be required. A letter will also be sent home to confirm your wishes as to whether or not your child participates in Religious Education should it be offered.

## **REPORTING**

School – home liaison is facilitated through:

- Parent teacher afternoons held at the beginning of each school year to inform you of curriculum, school and class expectations.
- End of Semester written reports
- Regular parent teacher interviews

Parents should feel free to discuss the progress of their child at any time during the year with class teachers.

## **SCHOOL CURRICULUM PROVISIONS**

Our curriculum plan is inclusive of all year levels from Prep through to Year 6 and is focussed on developing the needs of the whole child.

Our curriculum plan encompasses all key learning areas:

- English
- Mathematics
- Science
- HASS ( Humanities and Social Sciences)
- Technology and Design
- The Arts (art, music, dance and drama)
- Health and Physical Education (HPE)
- Languages other than English (LOTE) - Chinese in Middle and Senior School.

Our Curriculum team, led by our Head of Curriculum Maths/ Science and Head of Curriculum English/ HASS collaboratively develop literacy and numeracy programs that encourage higher order thinking skills, are responsive to student's needs, align with the Australian Curriculum requirements and reflect our whole school pedagogical framework so that effective instruction is happening in every classroom, every day. This promotes high expectations and positively influences the achievements of our students so that they develop a life-long love of learning.

Each term our Year Level Curriculum Snapshots can be located on our school website.

## **SCHOOL LITERACY AND NUMERACY FOCUS.**

Yarrilee State School has highlighted Literacy and Numeracy as school priority areas.

Year level teams together with our Heads of Curriculum English and Maths and the Leadership team meet regularly to examine student achievement data in order to target student misunderstandings in literacy and numeracy. High yield teaching strategies are identified that will ensure that children are continually moving forward and developing deep understanding.

Flying Squad teams comprising of a dedicated Literacy Support Teacher and teacher aides work with each mini school ensuring each child receives regular adult support targeted to meet their needs.

## **SCHOOL AND HOME COMMUNICATION**

We believe in building strong partnerships between home and school in order to have quality outcomes for our students. There are a variety of communication forms that can be used by both the school personnel and parents/caregivers.

- Written notes – eg: permission forms, requests, information
- School Newsletter – fortnightly (youngest in family)

- School Facebook Page
- Class Newsletters/Term Overviews
- KIT Books (Keeping in Touch) – Early Learners, Junior School
- Telephone Calls
- E-mail usage
- School Website
- School Assemblies
- Interviews
- Parent Information Evenings/ Workshops
- Written Reports
- School Policy Process – eg: Behaviour Development letters

### **SCHOOL PHOTOS**

School photos are taken in Term 3. Notes are sent home prior with costs. Please ensure your students are in full uniform on those days.

Please note, students are not to wear their sports shirt on photo day, however Year 6 students may wear their senior shirt, if desired.

### **SPECIAL EDUCATION – LIGHTHOUSE PROGRAM**

The specific needs of children with visual, physical, hearing, intellectual or speech and language disabilities, as well as those who have a diagnosis of ASD are individually identified and catered for through the implementation of an Individual Curriculum Plan (ICP). This plan may include academic goals in addition to social and/or emotional goals.

Our Students with Disabilities are offered a range of support programs and settings depending on their particular needs and their identified goals drawn from their Individual Curriculum Plans.

Some students can learn, grow and develop in the mainstream class fulltime with minimal support, whilst others need support in the classroom or withdrawal to quieter environments with smaller groups in order to succeed.

We have created the “Lighthouse” as the alternate classroom environment where students work in smaller groups with teachers and teacher aides. In order to meet the specific and often wide ranging needs of our SWDs the “Lighthouse” Crew often request the professional input of occupational therapists, physiotherapists, speech and language pathologists plus a range of Advisory Visiting Teachers who have expertise in all areas of disability.

### **SWIMMING**

Swimming lessons are held in Term 3 & 4

Permission notes will be sent home prior to this commencing. Children will be transported to and from the pool by bus. The swimming lessons are part of normal school instruction and therefore ALL students are expected to attend. If there is a valid reason for your child to NOT go, please send a note along to the school. Notes are sent home with a timetable prior to swimming commencing.

Please note: Refunds will not be given on missed swimming lessons unless a doctor’s certificate is produced to the office. All EQ students are required to wear a swim shirt for all water based activities including swimming. Students will not be able to attend without a swim shirt for protection.

### **STUDENT COUNCIL / LEADERSHIP**

Yarrilee has an active Student Council. Students are nominated by their peers and then voted on. Each Learning Group in Junior, Middle and Senior School elects a Student Council Representative.



## SCHOOL DRESS CODE – YARRILEE SS UNIFORM POLICY.

### Statement of Intent:

Our student dress code consists of an agreed standard and items of clothing, which include a school uniform that Yarrilee State School students wear when:

- attending or representing their school;
- travelling to and from school; and
- engaging in school activities out of school hours.

Our student dress code provides clothing that aims to contribute to a safe and supportive teaching and learning environment through:

- ready identification of students and non-students at school;
- fostering a sense of belonging; and
- developing mutual respect among students by minimising visible evidence of economic or social differences.

Our student dress code reflects school community standards and is consistent with occupational health and safety and anti-discrimination legislation and the Sun Safety Strategy.

The agreed upon uniform standard is as follows

DRESS:	Dress with sleeves and collar in Yarrilee checked fabric.
SKIRTS/SKORTS:	Maroon/Grey pleated skirt with yoke or skort (combination shorts/skirt) .
SHORTS:	1. Maroon/Grey tailored shorts ( <b>or</b> ) 2. Maroon/Grey Cargo shorts ( <b>or</b> ) 3. Maroon/Grey sports shorts (above the knee)
SHIRTS:	1. Checked dress shirt in Yarrilee fabric. 2. Maroon polo shirt with royal blue collar and panels
SPORTS UNIFORM:	Polo Shirt in Red, Blue, Yellow or Green Grey Sports Shorts
SOCKS:	White ankle socks – may have maroon stripes Grey socks Maroon socks
SHOES:	Joggers or black leather shoes. They must be safe for PE lessons as students will not be removing them. No thongs, bare feet or slip on shoes.
HATS:	Prep: Royal blue broad brimmed or bucket hat or Legionnaire’s Cap Yrs 1-6: Maroon broad brimmed or bucket hat or Legionnaire’s Cap. School bucket hats are available from the uniform shop or tuck-shop. Please note: <u>Caps are not allowed.</u>
JACKET:	For cooler weather a warm, zip front jacket in Yarrilee colours is available from local suppliers. Microfibre jackets can be purchased from school shop.
TRACKSUIT:	Maroon or grey fleecy. Microfibre tracksuit can be purchased from school shop.
WINTER PANTS:	Girls – Maroon Boot Cut Pants. Black/grey leggings or tights are acceptable under skirts, skorts or dresses. Boys – Grey Cargo Pants

**\* Only the approved items (above) are to be worn by students as school uniform.**

The uniform standard refers to clothing or apparel that would be socially acceptable. Inappropriate dress refers to clothing or apparel worn by students that is deemed to be:

- Offensive;
- Likely to disrupt, or negatively influence normal school operations;
- Unsafe for student or others; and
- Likely to result in a risk to health and safety of student or others.

A student's non-compliance with our school's student dress code requirements is not grounds for suspension, exclusion, or cancellation of enrolment from school.

We may impose a sanction on a once only basis per episode of non-compliance. This sanction is reflective of the severity and recency of the non-compliance and is limited to one of the following:

- Imposing a time out for a student during lunch;
- Preventing student from attending, or participating in, any activity for which student is representing school; or
- Preventing student from attending or participating in any school activity that is not an essential school educational program.

An exemption from the School's dress code may be granted upon receipt of written request from the parent/guardian. The Principal will also provide opportunities for a student to wear relevant items of dress code from a bank of items held at school where available.

Where there is an individual case of conflict with student dress codes, or persistent failure of a student to uphold the code, or a student is inappropriately dressed:

- Offer appropriate item/s from a bank of clothing/uniforms held at school;
- Take action that prevents risk to student or others, or action that maintains normal school operations;
- Inform student's parents or carers of incident and discuss further with parents or carers, representatives of school and student to prevent a recurrence; and
- Implement a process of conflict resolution or mediation if student persistently wears inappropriate dress after discussions have been held with parents or carers.

Where a student is reasonably dressed, but does not conform to student dress code, the principal will:

- Offer appropriate item/s from bank of clothing/uniforms held at school;
- Inform parents or carers of incident and, if necessary, discuss further; and
- Use, together with representatives of school community, appropriate conflict-resolution or mediation if student persistently fails to observe student dress code.

The Principal will develop sanctions for non-complying students ensuring that students are not:

- Excluded, suspended or at risk of having their enrolment cancelled for not complying with student dress codes;
- Given any sanction that damages their academic or external career prospects such as negative mentions in reference or school reports;
- Prevented from continued participation in essential curriculum activities, except where necessary for reasons of safety (in which case, alternative educational activities are provided);and
- Disadvantaged where required dress code items are not available because of circumstances beyond the control of the student and/or the student's parent/carer.

The Principal will monitor and evaluate the code via:

- Making available a copy of student dress code in the Prospectus or on the School's webpage;
- Reviewing and evaluating student dress code periodically for any issues, appropriateness or enhancements in consultation with students, parents, staff, parent and citizens association; and
- Advising students, staff, parents/carers and parents and citizens association of any changes or amendments to student dress code in writing before changes are implemented.

### **Procedures:**

Students who are out of uniform need to bring a note from their parents/caregivers explaining the reason for this. These notes are presented to their Learning Group teacher in the morning and they will be issued with a uniform pass for one day only. They need to carry the uniform pass with them during that day.

Students who do not have a note need to report to the office where they will be issued with items from the school spare uniforms to wear for that day. These items will need to be washed and returned to school. Parents will receive a note.

Students will be asked to remove jewellery other than those items allowed. It will be stored in the office until collection date.

Uniform Supplies –

Lowes Menswear, Stockland Shopping Centre (all uniform requirements – excluding hats & sports shirt).

Signature Uniforms, 92 Beach Rd, Pialba (all uniform requirements – excluding hats & sports shirt).

New & Second Hand uniforms can be purchased at the Tuckshop Shop which is open every Tuesday morning 8.30 – 9.30am and Thursday afternoon from 2.30pm - 3.30pm.

### **IMPORTANT INFORMATION**

- All items of clothing need to be clearly labelled.
- Long hair should be tied back for safety and hygiene reasons.
- Plain hair accessories only are to be worn in school colours.
- Jewellery – watch, medical ID bracelet or necklace. Earrings in the form of plain studs or sleepers. Students will be asked to remove any other jewellery that is worn to school.
- Uniforms may be purchased from local suppliers or parents may wish to sew them (fabric is available locally).
- Students are encouraged at all times to dress with personal pride and attention to cleanliness. Rash shirts are compulsory for swimming lessons, preferably in school colours.

For the sake of school pride, economy and durability, we ask you to have your children wear the school uniform. If you are unsure of anything, please contact the school.

### **TUCKSHOP**

Our current Tuckshop Menu is available at the office or from our school website. You will be notified if there are any changes to this menu as the year unfolds.

Tuckshop is operated mainly by volunteers on a roster system. If you are able to help, please let us know. Tuckshop is an excellent way for parents to get to know each other and also to provide a service for our students. Tuckshop is open Wednesday, Thursday & Friday.

### **YOU CAN DO IT**

Persistence Social and Emotional learning's main purpose is to support students in a collective effort through school and home to optimise the social, emotional and academic outcomes for all young people.

Yarrilee has adopted the You Can Do It Program: with the core purpose of developing young people's social and emotional capabilities, including:

- Confidence ( Academic and Social)
- Persistence
- Organisation
- Getting Along
- Resilience