

Thornlands State School



Handbook

Table of Contents	Dental Clinic	13
PRINCIPAL'S WELCOME	Emergency Response Procedures.....	13
3	Head Lice	13
SCHOOL STAFF	Medication	13
4	Medical Exclusions	14
CONTACTS	Sun Safe Rules.....	14
4	HOME TO SCHOOL	14
BELL TIMES	Arrivals and Departures	14
4	Bicycles, Scooters, Skateboards.....	15
SCHOOL TERMS 2021	Parking Inside/Outside School Grounds and Road Safety	15
4	Travelling to and from School	15
SCHOOL TERMS 2022	Leaving the School Grounds.....	15
4	HOMEWORK.....	15
INFORMATION GUIDE	Homework Statement of Intent.....	15
5	PARENTS AND CITIZENS' ASSOCIATION.....	17
COMMUNICATION WITH SCHOOL.....	Parent Groups	17
5	Tuckshop	17
Assembly	Parent Help in Tuckshop.....	17
5	Tuckshop Ordering System	17
Address & Phone	Uniforms.....	17
5	STUDENT WELLBEING	18
Absences	Behaviour Management.....	18
5	Book Club	18
Classroom Helpers.....	Brain Break	18
5	Christian Religious Instructions	19
Community Use of School Facilities	Crossing Supervisor	19
6	School Lunch.....	19
Complaints Management.....	Playground Supervision	19
6	SUPPORT SERVICES.....	19
Emergency Contact Changes.....	SEP – Special Education Program.....	19
6	SNAC	19
Enrolment.....	SPORT AND PHYSICAL EDUCATION	20
6	Organised Sport	20
Enrolment Management Plan	Swimming.....	20
6	UNIFORM POLICY & GUIDELINES	20
Out-of-Catchment Applications for Enrolment.....	Valuables at School.....	20
6	CONCLUSION.....	20
Excursions	SCHOOL MAP.....	21
7	NOTES	21
Internet.....		
7		
Interviews.....		
7		
Lost Property.....		
7		
News and School Newsletter.....		
7		
Parents/Guardians at School.....		
7		
Parent/Guardian to Teacher Contact		
7		
QSchools		
8		
.....		
8		
QParents.....		
8		
School Functions.....		
9		
School Hours		
9		
School Office Hours		
9		
Website.....		
9		
CURRICULUM		
10		
Book Lists		
10		
Computer		
10		
Library.....		
10		
Making Our Results Excellent.....		
10		
Timetabling		
10		
Vision at Thornlands State School.....		
10		
DEPARTMENT OF EDUCATION POLICY		
11		
Privacy Act.....		
11		
Smoking in the School Grounds		
11		
Trespassing		
11		
FINANCE		
11		
Bpoint Payment Information		
11		
Refund Guidelines for Excursions and Camps.....		
12		
Refund Form		
12		
Department of Education and Training Policy References		
12		
SRS (Student Resource Scheme)		
12		
HEALTH & WORKPLACE SAFETY.....		
12		
Accidents		
12		
Animals on the Premises.....		
12		
Asthma Register & Treatment		
13		
Medical Problems.....		
13		

PRINCIPAL'S WELCOME

Dear Parents/Guardians,

Thornlands State School's Vision is- **MORE (M**aking **O**ur **R**esults **E**xcellent) – this means ensuring that every one of our students is reaching their full potential.

It is the belief of this school community that all children can learn, improve and grow in an engaging, challenging and supportive environment, realising their potential through an enacted curriculum, rich learning experiences and structured opportunities - every day, every lesson.

The strong focus on academic achievement, including a broad range of extension and support programs, has benefitted all students. A whole school approach to best practice in the teaching of Reading and Writing has been refined and embedded over the last 8 years, with all students having individual reading and writing goals. These are communicated to parents/guardians, who are seen as vital partners in achieving the best learning outcomes for each individual student.

Our **OUTSTANDING** NAPLAN results speak for themselves with Thornlands being one of the highest performing schools in the Redlands area, having demonstrated sustained improvement every year for the last 9 years. Both Year 3 and 5 outcomes are better than or significantly better than, the Nation in all strands.

Thornlands State School also has a focus on 'Growing the Whole Child', offering a broad range of extra curricula opportunities - Dance Team, Choirs, Bands and Sport - with key events each year including the Prep Fairy Tale Ball, Cultural Evening, the School Musical and Art Show, ANZAC Day Ceremony, Camps and Sporting Events - such as Cluster Sports, Swimming, Cross Country and Track and Field days.

At Thornlands State School, we value a safe and supportive teaching and learning environment and as such, we expect students and parents/guardians to support our school values and strive at all times, as learners, to 'Be Safe, Respectful and Responsible'. Students at Thornlands are encouraged to participate and strive for **MORE** in every aspect of their school experience.

A strength of our school is the sense of community as our extraordinary staff, wonderful parents/guardians and sensational students work together every day to achieve the best possible outcomes for all.

I extend an invitation for you to join us.

Welcome

Robyn Wilton

Principal

SCHOOL STAFF

PRINCIPAL	ROBYN WILTON
ACTING DEPUTY PRINCIPAL	BEN TRUSCOTT
DEPUTY PRINCIPAL	KRISTY WARRINER
HEAD OF SPECIAL EDUCATION SERVICES	TARA CHRISTIE
HEAD OF CURRICULUM	OLIVIA LAKE
BUSINESS MANAGER	AIMEE MICHELL
ADMINISTRATIVE OFFICER	JAN THOMAS
ADMINISTRATIVE OFFICER	DANIELLE HOLT
ADMINISTRATIVE OFFICER	MARGARET RATH
SCHOOLS OFFICERS	NORM ROBINSON & ROSS PENNY

CONTACTS

SCHOOL	3821 8111
SCHOOL ABSENCE	3821 8181
SCHOOL FAX	3821 8100
SCHOOL EMAIL	admin@thornlandsss.eq.edu.au

BELL TIMES

8:45 AM	GET READY FOR SCHOOL
8:50 AM	FIRST SESSION
11:00 AM	FIRST BREAK
11:40 AM	MIDDLE SESSION
1:40 PM	SECOND BREAK
2:20 PM	AFTERNOON SESSION
3:00 PM	END OF SCHOOL

SCHOOL TERMS 2022

TERM 1	Monday 24 January – Friday 1 April
TERM 2	Tuesday 19 April – Friday 24 June
TERM 3	Monday 11 July – Friday 16 September
TERM 4	Tuesday 4 October – Friday 9 December

SCHOOL TERMS 2023

TERM 1	Monday 23 January – Friday 31 March
TERM 2	Monday 17 April – Friday 23 June
TERM 3	Monday 10 July – Friday 15 September
TERM 4	Tuesday 3 October – Friday 8 December

INFORMATION GUIDE

The purpose of issuing this booklet is to ensure all parents/guardians are familiar with the policy and procedures of this school. It is hoped that this will encourage your increased cooperation and involvement with the school. We look forward to your participation.

If you have any questions or concerns, please do not hesitate to contact the school.

These guidelines aim to acquaint parents/guardians with the operation of Thornlands State School. Being general guidelines, they could not possibly cover every situation that could arise. However, they do give a general outline of procedures. These guidelines, our school rules and various policies have been devised to ensure safety and equity for all students.

If you have any queries that are not answered in this booklet, please contact the school office.

We have an "open door" policy, and your involvement is encouraged.

COMMUNICATION WITH SCHOOL

Assembly

We have weekly school assemblies that are held each Monday in the school hall at 2:30pm. Families are very welcome to attend. A notification will be sent home via SMS to parents/guardians if your child is to receive an award on Monday assembly.

Address & Phone

It is very important to have up-to-date information. If you change your address, telephone number or email during the year please let the school office know on 3821 8111 so that the school records can be kept up to date.

Current information is vital in an emergency.

Absences

To comply with Education Act legislation, parents/guardians are required to advise the school in relation to every student absence. When a student is absent, parents/guardians are required to advise the school office using the absence line or via QParents. Prior to 9:00am on the day of the absence, parents/guardians are asked to ring the school absence number on 3821 8181 and leave a message, clearly stating:

- student's name;
- student's class;
- number of days student will be absent;
- reason for absence eg. sick, doctor appointment, holiday; and
- other relevant information.

As a courtesy, the school uses an SMS message system to notify parents/guardians each day when a student is absent and the school has not received a reason for absence. Parents/guardians are encouraged to reply to the SMS so we can update our system. Three days or more unexplained absences will be followed up by a phone call requesting a reason.

For lengthy periods of absence, parents/guardians are encouraged to advise the school in writing. This should be done in advance when possible or otherwise upon the student's return to school.

If you are planning to take your child/ren out of school more than 10 school days (eg. family holiday), please contact the school office, as it is a Department of Education requirement to complete an Application for Exemption from compulsory schooling or participation.

Classroom Helpers

We greatly appreciate the help given by parent/guardian volunteers. If you are interested and are able to share with us your valuable time and skills to assist with curriculum activities, please contact your child's teacher.

Community Use of School Facilities

The school's facilities are available for community use. Prior permission must be obtained from the Principal and a written agreement entered into. Any unauthorised entry to grounds or buildings must be regarded as trespassing and will be dealt with accordingly.

Please contact the BM (Business Manager) regarding hall bookings and use of other facilities.

Complaints Management

Parents/guardians are encouraged to contact the school should they have any concerns. The first point of contact should always be the class teacher, however if you have further concerns, the relevant Deputy Principal or Principal are always ready to listen.

We prefer to take a proactive approach to solving problems early to avoid them escalating into bigger problems.

Emergency Contact Changes

Please advise the school office immediately on 3821 8111 or email admin@thornlandsss.eq.edu.au if there is any change to your emergency contacts.

Enrolment

We are required to sight an original birth certificate in order to enrol a student in all Queensland schools. For admission to Prep and to all other year levels, contact the school office on 3821 8111 to obtain an enrolment pack and to arrange an enrolment interview.

Enrolment Management Plan

Thornlands State School prime obligation is the provision of quality education to students who live in the school's catchment area.

Due to enrolment growth, and the capacity of our buildings, it is necessary to restrict enrolments from out of catchment to ensure in-catchment students are able to enrol in the future. The school's catchment map is available to be viewed at either the school's administration office or online at: <http://www.qgso.qld.gov.au/maps/edmap/>

Thornlands State School is an Enrolment Managed School. Local catchment evidence is required showing your principal place of residence is within catchment area. Two supporting documents are required for local catchment.

Please attach copies to your application.

Home Owners:

- bill of sale or current rates notice (all pages)
- current gas account
- current electricity account

Renters:

- current lease
- current electricity/solar account

The Principal may request further sources of proof and/or a Statutory Declaration if deemed necessary.

Out-of-Catchment Applications for Enrolment

Thornlands State School can only enrol out-of-catchment students if there is sufficient spare capacity after reserving places for students who move into the catchment during the year. Out-of-catchment applications for enrolment will be placed on a waiting list. These applications remain current only for the year in which they are applying to enrol.

The Principal is responsible for all decisions on enrolment. If the Principal forms a preliminary view that an application will not succeed, applicants will be notified in writing. Applicants may respond with a submission, no later than 7 days after receiving this preliminary letter. If a submission is received, the Principal will consider the submission and make a final decision. A final decision notice will be provided to parents/guardians as soon as practicable. There is no internal review of the Principal's decision.

Siblings of current students and children of staff are entitled to be enrolled even though they may reside outside the catchment area.

Excursions

From time to time, classes leave the school grounds to visit places of interest, which support classroom programs and our curriculum, and for inter-school sports. On such occasions, a note will be sent home requesting your permission for your child to participate in these excursions. Please return the note and money (if required) by the due date. **Students are unable to participate in or attend any incursions/ excursions if payment and forms have not been received by the due date. Refunds for part payments made for excursion may be forfeited depending on the booking policy of the event provider.**

School uniform must be worn for all excursions. Forms relating to excursions are uploaded to the school website and Qschools App.

Internet

Thornlands State School students use the internet to support and enhance the achievement of curriculum goals. All parents/guardians are requested to sign an 'Internet Access Agreement' upon enrolling their child. All students are supervised when accessing the internet and are given clear and strict guidelines to its usage.

Interviews

Provision will be made for school organised teacher/parent interviews twice per year, at the end of Term 1 and the beginning of Term 3. Parents/guardians are invited to contact the class teacher at any time should they have a concern about their child. If you require a meeting with any staff member, please contact the school office to make an appointment.

NO INTERVIEW WILL BE CONDUCTED IN SCHOOL TIME.

Lost Property

All lost property is kept outside the teacher aide room during normal school hours. Parents/guardians and children are urged to regularly check this area for lost items.

At the end of each term any clothes not claimed are donated to charity.

News and School Newsletter

An electronic newsletter, with all messages from our school community is available twice per term via the school website or delivered directly to your email inbox. Up to date news items are also regularly posted to our website.

To register to receive the newsletter to your email, go to our school website (www.thornlandsss.eq.edu.au) and enter your email address on the relevant link on the right hand side of the home screen. You can unsubscribe at any time.

We encourage you to read the newsletter as it not only contains information about the exciting events that have taken place at our school, it also outlines excursions and events that are coming up.

All forms relating to excursions and payments are uploaded in 'Date Claimers'.

Parents/Guardians at School

The children like to see their parents/guardians at the school, whether you are talking to a teacher or working with the children. Such visits could have a marked effect on your child's attitude to learning, because you are seen to be giving real support to your child's schooling. If you are interested and are able to share with us your valuable time and skills to assist with curriculum activities and excursions, please speak to your child's teacher.

We promote the education process as a partnership between home and school.

Parent/Guardian to Teacher Contact

If you have any concerns about your child, your first point of contact should always be your child's teacher. Please remember that before school is a valuable preparation time and it would be appreciated if any contact at this time were kept to a minimum. If you are not satisfied with an explanation or outcome, please see a member of Admin. To ensure your concern receives the attention it deserves, please always make an appointment.

All decisions are made in the best interests of all children, and by making early contact you can relieve a lot of anxiety. It is best to deal with a matter as it affects you and not rely on second hand information, which may be misconstrued or inaccurate.

QSchools

The QSchools app is a convenient way to receive up-to-the-minute information from Queensland state schools.

How do I download the QSchools app? To download the app visit the application store for your device:

- [iPhone/iPad](#)
- [Android](#)
- [Windows phone](#)
- [Windows PC](#)

Features: The app integrates with the department's preferred school website platform, allowing users to:

- find and favourite your school by searching for the school by name, searching a map or by searching for schools near your current location;
- receive real-time notifications about statewide emergency alerts as well as school push notifications and important updates through the app;
- access the latest news, events and newsletters from your school;
- easily access your schools tuckshop and uniform shop information;
- view information about your school including class times and contact details; and
- view social media feeds.

The app can manage updates from multiple schools which is useful for parents/guardians who have students in different schools.



QParents

[QParents](#) is a secure, online portal that has been created by the Department of Education to provide parents of Queensland state school students with 24-hour access to their child's information.

The portal allows you to securely access information about your child and communicate directly with your child's school.

Features of QParents

QParents provides secure, online access to student information such as:

- attendance details;
- behaviour;
- report cards and assessment dates;
- upcoming events;
- timetables;
- invoices;
- payment history; and
- student photo.

You are also able to update your child's details including address and medical conditions, submit reasons for unexplained absences, notify the school of future absences, and make online payments against school invoices.

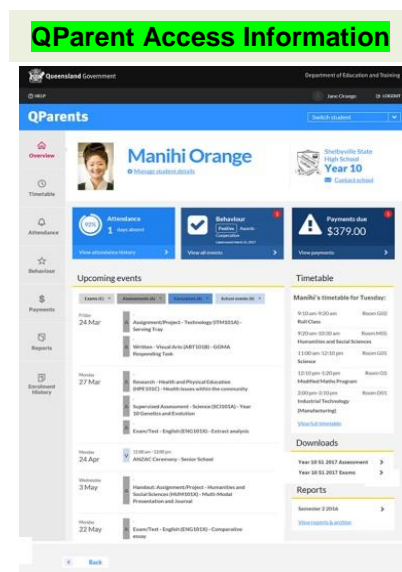
QParents is not intended to replace the traditional ways you and your child's school communicate, it simply provides another option.

How will I get access? The **QParents portal** is located online. Once registered, parents/guardians can login to the portal using their secure account details.

You will only be able to register for a QParents account if your child's school signs up to QParents. Once the school has launched the QParents program, parents/guardians will then be nominated by the school as QParents Account Owners (QPAOs) for access to student information. The nominated account owners will then need to register with QParents to access this information.

Your school will also supply you with the registration requirements for QParents. You will need to undertake online identity verification and provide personal information such as your name and mobile phone number. During the registration process, you may view the Privacy Statement and Terms and Conditions in QParents for further details about information collection and use. For more detailed information or assistance with the QParents registration process, please refer to the [QParents online help guide](#).

For more information visit <https://qed.qld.gov.au/about-us/det-apps/qparents>



School Functions

All parents/guardians and friends have a standing invitation to attend our school functions. You are always most welcome and your children once again benefit from your attendance.

School Hours

Our school hours are 8:50am to 3:00pm for all classes. All students are expected to be punctual.

School Office Hours

School office hours are Monday to Friday from 8:15am to 3:30pm.

- Telephone: 3821 8111
- Absence Line: 3821 8181

Website

Our school website is continually being updated and has a wealth of information related to our school. Save it in your favourites www.thornlandsss.eq.edu.au

CURRICULUM

Book Lists

Available on our school website www.thornlandsss.eq.edu.au or from the school office.

Computer

The school has electronic whiteboards in every classroom and three computer labs housing a bank of computers for class use, as well as class sets of I pads for each year level.

Library

Our library provides a friendly supportive environment for our students. It is air-conditioned and includes two large computer labs.

Each Prep to Year 3 class is scheduled for a regular weekly library session for borrowing, library skills lessons and literacy enrichment.

All students in Year 4 – Year 6 are encouraged to regularly borrow either before school, during lunchtimes or during our weekly Friday afternoon senior borrowing session.

The library is also open to students at lunchtimes for reading, borrowing, board games, art and craft activities and computer use.

All students from Prep to Year 3 will require a library bag or satchel in which to carry their books. **Library bags are available from the school Uniform Shop.**

Making Our Results Excellent

Staff members of our school are dedicated in their commitment to provide the best possible education for your child/ren as per our philosophy of **MORE – Making Our Results Excellent.**

The Australian National Curriculum is implemented in every classroom from Prep to Year 6.

Parents/guardians who have a genuine concern regarding any matter related to school are more than welcome to discuss the problem with the Principal or Deputy Principal rather than sitting at home and worrying about it. So often, what seems like a complex problem can be easily resolved by discussion with the parties concerned.

Your first step should always be to contact the class teacher who is most likely to be able to clarify and resolve most concerns.

Timetabling

Each teacher works to a weekly timetable, in which a large portion of time is spent on Reading, Writing, Spelling and Mathematics and which also includes all National Curriculum subjects: History, Geography, Science, Health and Physical Education, Technology and Music.

Vision at Thornlands State School

Our vision at Thornlands State School is to aim for **MORE: Making Our Results Excellent.**

To facilitate this goal, the school provides a wide variety of learning experiences for students through curriculum programs in the learning areas of English, Mathematics, Science, History, Geography, Health and Physical Education, The Arts, Technology and LOTE (Languages Other Than English) (Japanese or Chinese in Years 4,5,6).

Teacher-planned activities cater for the diverse range of students' abilities and interests.

Year level teams of teachers plan collaboratively with our Head of Curriculum (HOC) to ensure consistency of curriculum delivery across the school.

DEPARTMENT OF EDUCATION POLICY

Privacy Act

Parents/guardians are asked to read this on the enrolment form when enrolling students within our school. The Queensland Government's Information Standard 42 – Information Privacy, protects information given to the school. You will find this information on the front of the Application for Student Enrolment Form.

Smoking in the School Grounds

Parents/guardians and visitors are advised that in line with Government regulations, Thornlands State School has a total ban on smoking.

Smoking is NOT permitted in any area within our school grounds or within 5 metres of the fence. Further, smoking is not permitted in the presence of students while on excursions, camps or other school activities.

Your cooperation in contributing to a healthy, smoke-free environment is appreciated.

Trespassing

No one is to be on school property after school hours without written permission from the Principal. If you see people within our school grounds, assist us to look after our school by phoning:

State Government Security on 3224 6666 or Cleveland police on 131 444.

FINANCE

Bpoint Payment Information

- Bpoint invoices are emailed to parents/guardians for any up and coming camps, incursions or excursions;
- invoices are also uploaded to the Qparents app;
- payments can be paid by clicking on the link in the invoice;
- only the invoice number should be entered into the 'Invoice Number' field. **DO NOT** enter the unique student id in Bpoint as this will cause an error. The unique student id is only required when making an internet payment direct from your account **not** on Bpoint; and
- if you wish to pay more than one invoice at a time, each invoice should be entered/paid separately to ensure that auto-matching will occur against the correct invoices.

Bpoint Invoicing Explained

Make a BPOINT Payment

Biller Code: 188234 (Department of Education)

CRN: [Redacted]

Invoice Number: [Redacted]

Invoice Date: [Redacted]

Amount (AUD): [Redacted]

Payment Method: VISA

ALL 4 fields MUST be filled in!

TAX INVOICE

INVOICE NUMBER: 00000
INVOICE DATE: 7/Nov/2014
INVOICE REF: 0000
ORDER NO: 000000
ORDER NUMBER: 000000

Page 1 of 1

Invoice Ref	Invoice Date	Invoice Ref	Invoice Date
Camp	1/01	200.00	200.00

INVOICE TOTAL: 200.00

Payment of Student Resource Scheme fees are required to participate in this program.

Online Card Payment

CRN: 000000000

Invoice No: 00000

PAYMENT METHODS

iBiller Code: 000000
Ref: 000000000000

CRN: Customer Reference Number

Refund Guidelines for Excursions and Camps

At Thornlands 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 the following:

- 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 excursions and camps are calculated on a cost recovery only basis, according to the number of students who have indicated their attendance.

Participation of students in an excursion or camp is indicated through payment of the excursion or camp fee and provision of a permission form completed by the parent/guardian.

As the school budget cannot meet any shortfalls in funding for an excursion or camp due to the subsequent non-participation of a student who had previously indicated attendance of the activity, fees already paid for an excursion or school camp 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.

Refund Form

If a parent/guardian wishes to apply for a refund due to their child's non-participation in an excursion or camp 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 for any cost in the future.

Department of Education and Training Policy References

- Education (General Provisions) Act 2006
- SCM-PR-002: School Excursions
- FNM-PR-019: State Education Fees

SRS (Student Resource Scheme)

Parents/guardians are asked to contribute to a Students Resource Scheme (SRS) to provide basic consumable requirements for learning. This cost is kept as low as possible. This scheme is very important to our school budgeting. You can assist us by paying this early in the year please.

HEALTH & WORKPLACE SAFETY

Accidents

If your child should meet with an accident of a serious nature or becomes ill, every effort will be made to contact you. If, however this cannot be done, the Principal will take any necessary action to ensure the wellbeing of your child; this may include the use of the Ambulance service for emergency transport.

Animals on the Premises

Regulations forbid the presence of animals, leashed or unleashed, on the school premises.

Asthma Register & Treatment

The school maintains a register of all children who may require Asthma medication.

Asthma therapy requires written approval. Children may carry a puffer with them, but the school should be aware of this situation (this is the only medication that a child does not have to present to a teacher with a note).

Staff can assist with medication through puffers, spacers etc however, parents/guardians are responsible for any medication that needs to be given through a nebuliser. Parents/guardians whose children are capable of administering it themselves can apply for approval for the child to administer it and be responsible for the medication themselves.

If a child requires frequent, long-term administration of medication, we may require seeing a doctor's action plan for treatment.

Analgesics are not available at school and can only be administered with a Doctor's written instructions.

School personnel CANNOT administer intravenous medications, however, there are staff trained in the use of the EPIPEN.

Medical Problems

The school asks to be notified of any medical problems from which students might suffer. Students are also required to report to their teacher any accident they suffer or anything else that causes them distress.

No medical treatment is permitted in the school except First Aid.

Dental Clinic

Metro South Health provides free dental care to all primary age children. For further enquiries regarding the Dental Clinic, please phone 1300 300 850.

Emergency Response Procedures

Emergency situations lead mainly to two types of response:

- an evacuation of rooms; and
- a lockdown of rooms.

The school regularly practises emergency response drills to familiarise students with the procedures for any emergency evacuation or lockdown.

Head Lice

Detecting and treating head lice are the responsibility of families.

Our school supports families in that role in a number of ways, in particular providing correct and accurate information. If you require information regarding head lice please don't hesitate to contact the school.

Medication

Staff will administer only medically prescribed drugs.

Staff will not administer any prescribed medicines to pupils unless accompanied by a doctor's letter and a written note of request provided by a parent/guardian. The original pharmaceutical instructions must be on the bottle, packet or container.

Parents/guardians must deliver such medicines accompanied by written instructions re medication name, dosage and times to the school office. Every effort will be made to ensure that children do take the medication as directed.

Medical Exclusions

Information for a number of infectious conditions that may require exclusion of children from school, education and care services is available on the Queensland Government Health website.

Please visit www.health.qld.gov.au/public-health/schools/prevention for the latest version.

Information for parents about infectious diseases and exclusion periods in Queensland schools

Keep your child at home if they have any of the following:

- . fever (temp over 37.5 C);
- . stomach ache with vomiting;
- . stomach ache with diarrhoea (3 or more times in 24 hours);
- . cough with fever;
- . body sores or rash with fever;
- . sore eyes with pus or thick mucus;
- . sore throat with fever;
- . no appetite, are tired, pale, cranky, or not feeling well.

Viral illnesses are often contagious BEFORE your child shows any symptoms of being sick.

Take your child to the doctor if you are worried.

The school is required by law (Public Health Act 2005) to exclude children with certain infectious diseases until the child is well and/or has been cleared by a doctor to return to school.

Exclusion protects children from getting diseases from a sick child. Exclusion rules will help your own child to stay healthy.

The best way to prevent the spread of germs is to get your kids to wash their hands often, even when they feel well.

Gastroenteritis occurs often in young children. It is highly infectious and can be passed from person to person very easily.

What to do if your child has gastro:

- . Look after your child at home.
- . Keep your child away from other children until the diarrhoea has stopped.
- . Your baby or child is infectious so wash your hands well with soap and warm water particularly before feeding and after nappy changes.

Your child cannot return to school for at least 24 hours or longer for some gastro illnesses.

How you can protect your child from infectious illness

Many childhood diseases can be prevented with vaccines. Make sure that your children are immunised according to the schedule. Talk to your doctor or call the helpline at 13 HEALTH (13 43 25 84).

Sun Safe Rules

Parents/guardians are advised that we are a 'sun safe school'. Therefore, it is expected that the Thornlands State School sun safe hat be worn. Because of the health danger associated with exposure to the sun, the school rule '**NO HAT NO PLAY**', will be enforced.

HOME TO SCHOOL

Arrivals and Departures

It is important parents/guardians who drop off and pick up their children in a car must follow the correct procedure.

Please always take extra care when driving around the streets surrounding our school.

Cars are not permitted to enter the grounds during the day except for emergency pick-ups at the administration building or with prior permission from the Principal.

Bicycles, Scooters, Skateboards

Children may ride their bicycles, scooters and skateboards to school. They are to be stored in the bike enclosure during the day at the owner's own risk. We encourage all students to lock their bikes, scooters and skateboards. It is hoped that parents/guardians re-enforce safe travel with their child by reinforcing road rules and the wearing of helmets. Riding of bicycles, scooters and skateboards is not permitted within the school grounds to ensure the safety of all.

Parking Inside/Outside School Grounds and Road Safety

Parents/guardians are not permitted to park inside the school grounds, unless authorised by the Principal.

The co-operation of all parents/guardians is sought to ensure that the parking areas inside/outside the school are adhered to. Signs are posted to indicate areas. The **NO PARKING** zones and **BUS STOP** zones are clearly marked and if cars are parked correctly then students' lives are not in danger when they cross roads on arriving and leaving school.

The school directs all students to use the controlled crossing for crossing the road. In the interest of the safety of your child/ren, we ask you, please, to direct your child/ren to use the appropriate crossings. Parents/guardians are urged to set the example of using the appropriate crossing.

The use of the 2-minute zone applies from 8:00am to 9:00am and 2:30pm to 3:30pm. It is located on Panorama Drive in front of the school and is for the safety of our students. We ask parents/guardians not to stay longer than two minutes when dropping off or picking up your child/ren, and be very careful entering and leaving the 2-minute zone.

Travelling to and from School

Children should be familiar with the road between home and school. Parents/guardians are asked to direct their child/ren to use one route only. They should be aware of road hazards, crossings and road safety rules. Check to see that your child/ren does not loiter on the way home, visit friends without your approval, talk to strangers or go a different way home. Children are educated about Stranger Danger.

Children should arrive at the school grounds no earlier than 8:15 am (preferably 8:30 am) and should depart promptly after dismissal in the afternoon unless participating in school-organised activities. As teachers are involved in preparation before school, they do not provide supervision. All students are expected to congregate at A Block where Admin provides supervision from 8:30am.

After school, your child/ren being collected at the pick-up zone are to go directly there and wait for their parent/guardian to arrive. Any student catching buses are to wait at the pick-up zone and move to the bus stop when directed by the staff member on duty. All other students are to remain seated under C Block until their parent/guardian arrives. Supervision until 3:15pm is provided until students are collected.

Any student not collected by 3:15pm will be escorted to the school office where the parents/guardians will be contacted to collect them. Parents/guardians will be required to sign a register for the late collection of students.

Leaving the School Grounds

Students cannot leave the school grounds during the school day unless an adult accompanies them. **If there is a need to pick your child/ren up early, please go directly to the school office where you must sign them out.** During school hours, you **ARE NOT** permitted to pick your child/ren up from their classrooms.

HOMEWORK

Homework Statement of Intent

Homework is highly valued within our school community but is structured to enable students' time for family, recreational and cultural pursuits. Homework is assigned for the purpose of reinforcement, enrichment or review. Homework assignments will not be excessive and in most cases, the maximum time needed to be spent by students on homework should be no more than 30 minutes average per night x 4 nights including reading, the equivalent of 2 hours per week. Teachers are responsible for the organisation of homework in their classrooms and will notify parents/guardians of their procedures early in each school year.

In the case where the completion of homework becomes an excessively challenging task for the student, is placing demands on family circumstances *regularly*, or is causing the student excessive ongoing stress, parents/guardians are encouraged to sign the homework and end the effort. The teacher will understand an attempt has been made. Contact the class teacher if concerns regarding homework exist.

Homework provides students with:

- opportunities to consolidate classroom learning;
- work that is purposeful and appropriate to student needs and phases of learning;
- skills to pattern behaviour for lifelong learning - including a sense of responsibility;
- skills for independent learning, including time management particularly in the middle to upper school; and
- opportunities for challenge and developing imagination.

Homework tasks will include the follow:

- **Reading**
 - parents/guardians are encouraged to engage with your child's reading throughout all year levels; and
 - listen to, read with, discuss texts and enjoy reading together.

Year Level	Expectation is that each year level should request parents/guardians to initial each encounter
Prep	Parents/guardians read with/to child nightly. Child takes over where possible.
1,2,3	Minimum 10 minutes nightly. Parents/guardians involvement is highly encouraged.
4,5,6	4 x 15 minutes per week recorded in child's reading log. Parents/guardians involvement is highly encouraged.

- **Spelling**
 - sight words (Prep - Year 2); and
 - number facts (until mastery of automatic recall).

Homework tasks may include:

- revision or consolidation of learning; and
- extension work, projects and research.

Responsibilities:**Teachers:**

- set homework on a regular basis;
- clearly explain purpose, expectations and benefits of homework;
- ensure homework is related to class work and appropriate to student needs;
- ensure there is a balance between the amount and complexity of homework set, the ability of students to complete the activities, students' level of independence and the time required to complete tasks;
- communicate to students and parents/guardians details regarding homework tasks which are OPTIONAL; and
- ensure all homework is marked and monitored and give feedback to students re homework.

Students:

- accept responsibility for the completion of homework and in reasonable time frames;
- follow up teacher comments;
- organise time for own pursuits, family obligations and homework; and
- seek help if needed.

Parents/Guardians:

- read, talk with and involve students at home in tasks related to school learning;
- encourage organisational skills and time management skills;
- oversee the completion of homework; and
- contact the class teacher with any concerns regarding homework.

PARENTS AND CITIZENS' ASSOCIATION

The P&C meet on the third Tuesday of every 2nd month at 5:00pm in the Staffroom.

Parent Groups

All parents/guardians are cordially invited to become affiliated with the school's parent groups.

Parents/guardians are urged to consider participating in these groups as they provide an opportunity to express opinions about educational matters. We encourage parents/guardians to become involved in the educational 'scene' at Thornlands.

The P&C Association is the overall parent body of the school with various sub-committees, which exist for special purposes.

These include; tuckshop, uniform shop and fundraising.

Tuckshop

Tuckshop operates 3 days per week, Wednesday, Thursday and Friday. A price list is available from the Tuckshop or on the FlexiSchools website.

Parent Help in Tuckshop

The tuckshop provides a very worthwhile service to the school and can only function successfully with the voluntary help of parents/guardians. All parents/guardians are encouraged to consider spending some time each week in the tuckshop. If you are able to help, please contact the P&C via their email; P&C@thornlandsss.eq.edu.au or contact the school office.

Tuckshop Ordering System

Our school has an online ordering system for the Tuckshop called FlexiSchools. This system allows parents/guardians or students to place orders from home, work or school at any time typically up until just before school starts. The payment is also done online, so **you no longer need to send cash or a paper order to school**. As well as being convenient for parents/guardians, the online orders are much faster and easier for the canteen to process, so it makes everyone's life a little easier.

Getting online is easy and only takes a second to register. Simply go to www.flexischools.com.au and click '**Register Now**'. You will be sent an email with further instructions on how to complete the registration. Once registered, you can start placing orders immediately. Any questions contact the Flexischools help desk on 1300 361 769, or via their website.

Uniforms

The school has guidelines for the provision of school uniforms for boys and girls, which is supported by the P&C Association.

Jewellery, except for a watch and sleepers/studs in ears, is not permitted. It is hoped that parents/guardians will encourage the wearing of the uniform at all times for the sake of:

✓ Safety ✓ School Pride ✓ Economy ✓ Uniformity ✓ Durability

Children may not participate in activities outside the school grounds unless they are in school uniform.

It is recommended by the Queensland Health Department that children wear hats, to provide basic protection from skin cancer. Children not wearing hats will be required to remain in the shade. **No Hat-No Play.**

All items eg. books, bags, uniform, lunch boxes, drink bottles, should be labelled with the child's name.

STUDENT WELLBEING

Behaviour Management

It is our aim at Thornlands State School to provide a safe, caring and supportive environment for **ALL** members of our school community. We recognise and appreciate that everyone has rights, but we all also have responsibilities. At our school, we believe that it is most effective for school personnel and parents/guardians to work together to provide a consistent approach to behaviour management. Thornlands State School's Student Code of Conduct is available on the front page of the school website, under the Support and Resources tab.

Managing student behaviour will be carried out in a supportive environment which:

- maximises social and academic learning;
- encourages students to recognise and respect the rights of others;
- supports students in the development of self-discipline and responsible decision making;
- implements strategies for behaviour management which are both proactive and reactive;
- provides effective learning and teaching practices for all students;
- develop effective partnerships between members of the school community as a basis for encouraging responsible behaviour; and
- provides resources which support the behaviour management program.

To ensure consistency of expectation across the whole school our school rules are: as a learner, I will be safe, I will be responsible and I will be respectful.

Book Club

This school participates in the Scholastic Book Club. Each term children are given a leaflet with the titles included. Most purchases are very reasonable; however, there is no compulsion to purchase. If you wish to order, simply follow the **on-line ordering** process as per the order form. **All payments to be made on-line. NO CASH is accepted for book club.**

Apart from the regular book club, the school usually conducts a Book Fair once a year. Funds from both programs assist in building up our library collection.

Brain Break

What is it? Brain Break is a set break (5 minutes) to eat fruit or salad vegetables and drink water in the classroom. Students 're-fuel' with fruit or vegetables during the morning, assisting physical and mental performance and concentration.

Why have Brain Break? Every child deserves the best start in life. Good eating habits formed during childhood help children grow well and protect them against disease in later life.

Brain Break encourages fruit and vegetable snacking and drinking water. Classrooms model healthy eating in the classroom, reinforcing the nutrition focus of our curriculum. The **Brain Break** gives children the opportunity to eat the piece of fruit that might otherwise be left in their lunchbox or not be eaten at all.

What do I need to do? To help your child participate you need to provide your child with:

- a clean drink bottle that can be filled with water to be consumed in the classroom; and
- an extra piece of fruit or vegetable each day to eat during the brain break.
- **What Foods Are Allowed During the Brain Break?** All fresh fruits and vegetables, canned fruit in natural juice, dried fruit eg. whole fruits, chopped melon, fruit salad, celery or carrot sticks, cherry tomatoes. Note that dried fruit contains high concentration of natural sugar and tend to cling to teeth, therefore increasing risk of tooth decay. Although dried fruit is permitted, fresh fruit or vegetable should be the first choice.
- **Foods That Should Not Be Consumed During the Brain Break?** Sandwiches (these are best left to the proper lunch time) roll-ups, jams, jellies, fruit pies/cakes, olives, fruit juices, muesli bars, potato chips, vegetable pies, pasties, pastries, vegetable cakes or fritters, vegetable quiches, popcorn and vegetables juices.
- **Remember that only plain water is allowed to be consumed in the classroom. Juices, cordials, soft drinks or milk drinks are not permitted.**

Why is water important? Not drinking enough fluid can quickly cause dehydration which can lead to headaches and irritability, particularly in children. Thirst is not a good indicator. By the time children feel thirsty, they are already dehydrated. Children rarely drink enough water and often forget to drink unless reminded. Allowing and reminding students to drink water in class helps them to drink more.

Why are fruit and vegetables important? As a group, fruit and vegetables are rich in vitamins, minerals and other nutrients important for growth and development. They provide dietary fibre, needed to avoid constipation.

Christian Religious Instructions

Christian Religious Instruction classes are available at the school from Year 1–6. These classes are conducted once a fortnight on Wednesdays for 30 minutes. Students are allocated to these classes in accordance with the information provided on your original Application for Student Enrolment.

This information remains operational unless the parent/guardian informs the school otherwise in writing. If you wish for your child/ren to participate, please ask at the school office for a 'Religious Instruction Parent/Guardian Permission to Participate' form. Students who do not participate in Christian Religious Instruction will undertake individual revision and consolidation work.

Crossing Supervisor

We are fortunate to have the services of three Crossing Supervisors. Their worth to the safety of students is immeasurable. We seek the cooperation of parents/guardians in using the supervised crossing at all times at school.

School Lunch

All children eat their lunch at the same time. If a child cannot eat all of his/her lunch, we encourage them to take the remainder home so you can gauge the amount of lunch to feed your child. An insulated lunch bag, which includes a frozen bottle of water, will help keep the lunch cool. *All students are encouraged to bring a water bottle to school, especially in the warmer months.*

- Healthy foods are encouraged.
- Bubble-gum/chewing gum is not permitted at school.
- 'Junk Food' does not sustain a child's concentration and work effort.

Playground Supervision

Before School: No teachers are rostered on playground supervision before school. It is suggested that students should arrive no earlier than 8:30am. Teachers' time in the morning before school is very valuable to them in preparation for the day's activities.

First & Second Lunch Breaks: School staff supervise this whole period.

After School: Staff provides student supervision at the 2-minute zone (under C Block) until 3:15pm.

SUPPORT SERVICES

SEP – Special Education Program

Students with disability (SWD) are supported through a range of provisions in schools. This may include guidance support, speech-language support, behaviour support and learning support. SWD who have significant educational support needs may also meet the criteria for support through the Education Adjustment Program (EAP).

SWD are identified through the Nationally Consistent Collection of Data (NCCD), Thornlands State School Student Needs Action Committee (SNAC) and the Education Adjustment Program (EAP). School staff work together to ensure students access support that is designed to meet their individual needs within an inclusive school setting.

Inclusion is about maximising the educational outcomes of all students through identification and reduction of barriers to learning. It is about setting high expectations, valuing and celebrating diversity, and employing high quality, evidence based teaching practices focused on success for every student.

SNAC

The school's Student Needs' Action Committee (SNAC), meets fortnightly to organise support for students who have special learning (including Gifted and Talented), behavioural, speech or social/emotional needs.

A variety of additional support services can be accessed by referral to and by the school's Guidance Officer and the SNAC committee.

SPORT AND PHYSICAL EDUCATION

Organised Sport

Specific lessons will be devoted to health, physical education and sport each week throughout the year. To assist in their social and physical development, all students are expected to participate and to perform in inter-house competitions eg. Cross Country, Athletics, and Swimming.

Periodically, Inter-school Sport Cluster Days are organised for Year 5 and 6 on Friday afternoon. A doctor's certificate is required for continuous non-participation in physical education.

Swimming

Swimming instruction will be provided under Education Queensland's Learn to Swim Program. As we have our own school swimming pool, our students have regular instruction during Term 4. **All items must be marked with the child's name. Children must supply their own:** ✓ Bathers ✓ Sun shirts ✓ Swimming Cap ✓ Towel

UNIFORM POLICY & GUIDELINES

Thornlands State School is a uniform school. This means that children are required to wear their uniform every day. This stance is supported by our P&C. Please ensure all articles of **clothing and footwear are marked with the child's full name. Initials or first names are not sufficient.** Named articles can then be returned to the rightful owners.

Wearing of the school uniform aims to contribute to:

- a safe and supportive learning environment;
- foster a sense of belonging;
- develop a mutual respect amongst students; and
- reduce visible evidence of economic or social difference.

Students are expected to wear their uniform when:

- attending or representing their school;
- travelling to and from school; and
- engaging in school activities out of school hours where it is applicable to wear a uniform.

The Thornlands uniform takes into account gender, size, shape, sun-safe factors and provides families and individuals with a wide range of choices. **The uniform includes a sun-safe bucket hat.**

- the school enforces a no hat - no play rule; and
- jewellery, other than studs or sleepers is not permitted.

Consequences for non-compliance with the Thornlands Uniform Policy will be limited to one of the following and be imposed on a once-only basis per episode:

- preventing the student from attending or participating in any activity for which the student is representing the school; and
- preventing the student from attending or participating in any school activity that is not an essential school educational program.

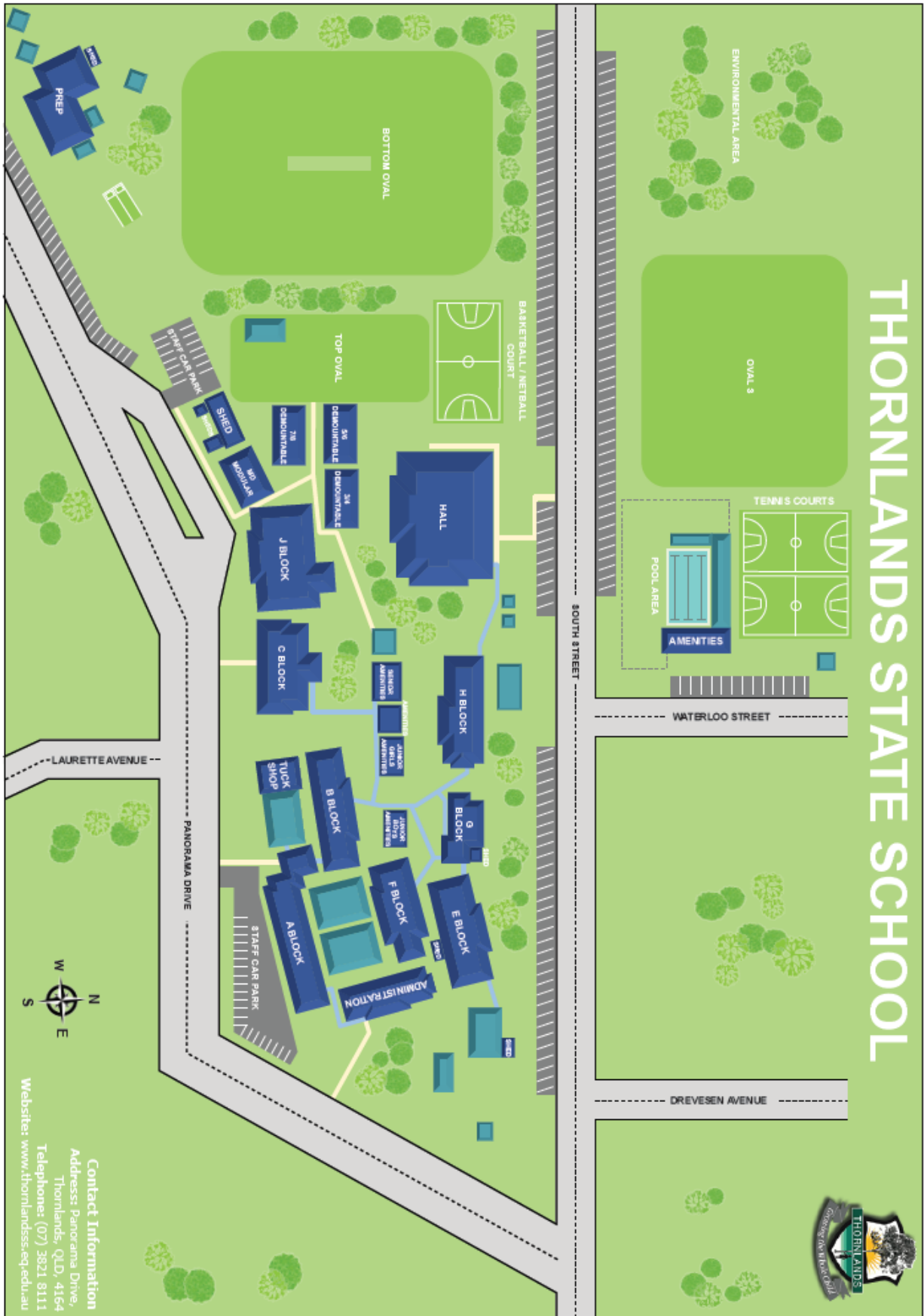
Valuables at School

Parents/guardians are asked to monitor carefully the items which they allow their children to bring to school. Generally speaking, expensive items, toys and large amounts of money are to be kept at home. Children must accept responsibility for what they bring to school. It is not a school responsibility. *Unsuitable items will be confiscated (and returned to an adult at the office).*

CONCLUSION

Welcome to our wonderful Thornlands State School community!

SCHOOL MAP



NOTES