DARLINGTON STATE SCHOOL

2011

Parent Handbook
Dear Parents

The Parent Manual has been prepared to assist you and your child, settle into the new school year at Darlington State School. It is my hope that this year will be an exciting and satisfying one, where your child’s learning is encouraged, challenged and nurtured.

While every effort has been made to give you current information about the school’s procedures, policies and calendar, we may need to make occasional changes. These will be published in the newsletter, so that you have all the information you need to support your child in the education process.

Please encourage, praise and be interested in your child’s schooling by meeting with school staff, asking questions, putting forward your comments and suggestions, assisting with homework and encouraging. Your attitude has a big influence on the attitude your child will have towards school.

Education is not solely about learning to ‘read and write, it’s about ‘experiences’. We trust that you will encourage your child to embrace new experiences in art, physical education, camps, excursions, cultural studies, music and sport. The more experiences your child participates in, the more ‘educated’ they are likely to become.

I can assure parents that your child’s education here will be both enjoyable and rewarding. We are fortunate to have excellent staff, up-to-date facilities and a very supportive environment at Darlington State School. With your co-operation, we can make it a place where your children will become well equipped to take their place as a responsible member of society.

Naomi Meerwald
Principal
SCHOOL MOTTO

SCHOOL EXPECTATIONS

Be Safe
Be Respectful
Do Your Best

We are ever conscious of incorporating these three principles in whatever we do here at Darlington State School. Thus, children are being continually encouraged to embrace the values that these expectations incorporate.
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ABSENTEEISM
It is expected that students attend school daily with absences only occurring as a result of illness and family reasons. If students consistently arrive late or are regularly absent, the school will contact parents to discuss the reasons for this. Should the pattern continue, further action may be taken. Parents please ensure students bring a note or please make verbal contact with the school when a student is absent for any reason.

ACCIDENTS
Where accidents occur which might result in serious injury or need for medical attention, the school will contact parents and if indicated by information supplied on the Admission Forms by parents, the school will contact Queensland Ambulance Service (QAS). In all cases, we would wish to comply with your wishes wherever and whenever possible, although the seriousness of an accident sometimes prevents this.

ADMISSIONS – AGE OF ENROLMENT
Regulation 23 of the State Education Act states:

<table>
<thead>
<tr>
<th>Birth Date</th>
<th>Eligible for Prep Year</th>
<th>Eligible for Year 1 in</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child born 1 July 2005 to 30 June 2006</td>
<td>2011</td>
<td>2012</td>
</tr>
<tr>
<td>Child born 1 July 2006 to 30 June 2007</td>
<td>2012</td>
<td>2013</td>
</tr>
<tr>
<td>Child born 1 July 2007 to 30 June 2008</td>
<td>2013</td>
<td>2014</td>
</tr>
<tr>
<td>Child born 1 July 2008 to 30 June 2009</td>
<td>2014</td>
<td>2015</td>
</tr>
</tbody>
</table>

ARRIVAL AND DEPARTURE PROCEDURES
School commences each day at 9.00am signalled by the bell. Pupils should be at school by 8.50am to allow them to prepare for the day’s lessons. **Parents are kindly asked not to deliver any student to school before 8.30am.** No responsibility can be accepted by the school for students who arrive before this 9am as there will be no supervision.

Students are dismissed at 3.00pm. We ask that all students be collected from the classroom to ensure the safety of all students. We ask that all care be taken with vehicles in the pick-up area at the front of the school. It is expected that all students will be picked up by parents by 3.10pm. After 3.10pm parents/caregivers need to collect students from foyer of the Administration Block.

ASSEMBLY
Assembly takes place in the performance area monthly and parents are strongly encouraged to attend. This is an opportunity to award certificates including regular “Aussie of the Month” awards. Everyone is welcome to enjoy the experience and chat with the Principal and other staff after assembly.

ASSESSMENT
Assessment is carried out continually and specifically at the end of each unit of work. Some formal tests are conducted as part of a program of continual assessment.

Project/Assignment work is mainly carried out at school, however if such work is taken home to be completed, it is important parents **support** students, but do **NOT** do the work for them. The focus of this work needs to be on **student learning.**
BEHAVIOUR MANAGEMENT POLICY
Darlington State School’s Behaviour Management Policy is based on Education Queensland’s Code of School Behaviour which defines the responsibilities that all members of the school community are expected to uphold. Implementation of the Policy is a key focus to ensure that teachers are able to teach and students able to learn. In summary - all members of the school community are expected to:

Conduct themselves in a lawful, ethical, safe and responsible manner that recognizes and respects the rights of others.

More specific details of the expectations of students, parents/carers, staff and principals are outlined in the Darlington State School Responsible Behaviour Plan provided on enrolment and/or available on request.

CHANGE OF ADDRESS
Notification of change of address is essential if the school needs to contact a parent urgently. Please advise the office in writing (email is acceptable) as soon as you are aware of a new address or telephone number.

CLASSROOM SUPPORT
Parents are invited by the classroom teacher to help in the classroom. This support is gratefully received. Parents need to maintain integrity about what they observe – commenting to others in the community on procedures and students is a breach of trust. Please speak to the class teacher (only) if you have concerns about students or procedures.

COMPULSORY ATTENDANCE
The Education Act states that every child being of age of compulsory attendance shall attend a State School on each school day.
If your child is absent from school, parents are required to send a note (or email) along to school or telephone the school explaining the reasons for the absence.
The school is obligated to notify Education Queensland of all unexplained absences or where attendance is irregular. Parents are also requested to notify the school if for some reason the child has to leave school early. Children are not permitted to leave the school grounds unless permission from home has been granted and the school has been appropriately notified.

COMMUNICATION WITH TEACHERS AND PRINCIPAL
You are encouraged to take time to discuss your child’s activities and progress with teachers. Like all professionals, teachers lead busy work lives. Therefore whenever possible, please write or telephone to ask for an appointment if you want to say more than a passing “hello”. Except in emergencies, please avoid the “May I speak to you for a minute, please?” situations, particularly immediately before or after school. It is generally inappropriate to expect a teacher or the principal to give an interview on the spot as this may disrupt planned activities or the supervision of students in lessons. Teachers will place student learning and supervision first. This is a must and should not be viewed as rudeness on our part.

CUSTODY
The Principal needs to be informed of custody arrangements regarding your child, especially people who do not have access rights. Copies of court orders must be provided, and will be kept on file.
DRESS

- **Dress Code**

Full details of the school's dress code can be found on the *Responsible Behaviour Plan*. Please take the time to read and familiarise yourself with our Policy on dress code. In summary students should abide by the following:

- Students must not adopt dress or grooming that will cause undue comment or attention such as immodest attire, coloured and unusual hair cuts, mohawks etc or make-up/fingernail polish.
- Except for small studs or sleepers and watches no jewellery is to be worn. Medical alerts/cultural items to be referred to school administration - (These items should be covered at all times)
- Clothing worn under the uniform should not be visible.
- Hats, footwear and shirts must be adequately protective. **THONGS, VISORS, BEANIES, CAPS, HOODIES, SLEEVELESS OR SINGLET TOPS ARE THEREFORE NOT ALLOWED.**

- **Uniform**

**GIRL'S UNIFORM**
Green shorts / Skorts or Checked dress (only up to size 8)
Darlington State School Polo shirt with logo
Checked dress
Formal green shirt
Joggers with black or white laces
White socks
Darlington State School sun safe hat – (widebrim)
Bottle green tracksuit – no hoods permitted.
Girl's hair must be tied up if collar length or longer.
Jewellery as for whole school (Sleeper style earrings and watch only)

**BOY'S UNIFORM**
Green shorts
Darlington State School Polo shirt with logo
Checked shirt
Formal green shirt
Joggers with black or white laces
White socks
Darlington State School sun safe hat – (widebrim)
Bottle green tracksuit – no hoods permitted.

- **Footwear**

Students are required to wear closed in shoes with black or white laces and white socks to school each day. Students without the correct footwear will be required to remain in the ‘No Hat, No Play’ area during lunchtimes and will not be allowed to play until the appropriate footwear is worn to school. This rule is for the safety of students, minimising the effects of potentially hazardous situations.

- **Hats – No Hat No Play**

It is endorsed policy at Darlington State School (by the P & C Association and staff) that all students are required to wear sun safe hats when playing in the playground. Between 9.00am and
3.00pm, students not wearing hats will be directed to sit in our sheltered “NO HAT ZONE”. This policy has arisen out of our concern for the damage caused by the sun to skin, and Queensland Government policy. Caps are not permitted.

- Free Dress Days

Free Dress Days may be conducted occasionally as fundraisers. Whilst children are free to come to school out of uniform, the Dress Code as outlined above must be strictly adhered to. In addition, T-shirt with negative slogans or images must be avoided.

NOTE: Students who fail to comply with the dress standards will not be permitted to participate in Free Dress Day.

EARLY DEPARTURE
Where possible, please avoid collecting students early unless absolutely necessary. If a student needs to leave school early, a parent/carer must sign them out at the school office. The parent/carer must then present the class teacher with a sign out slip before the student can leave the school grounds.

EMERGENCY CONTACTS
On enrolling students, parents/caregivers are encouraged to ensure completion of the Emergency Contacts section on the admission form, giving details of preferably three emergency contacts in case of accident or illness at school. Parents are also asked to provide us with information of any physical disabilities, allergies etc. that their children have which are likely to affect their schooling. Please keep the school up to date on these matters.

ENTERING AND LEAVING SCHOOL GROUNDS
Upon entering the school premises, parents and visitors are required to report to the Administration Office to “Sign In”. This system was devised for the safety of the students at our school. It is also a requirement that upon leaving the school grounds that all visitors “Sign Out”. In case of an emergency and evacuations, it is important for our Administration staff to know how many extra people are on the campus.

EXCURSIONS & CAMPS
A number of excursions are held each year ranging from local day trips to places further afield. Appropriate behaviour is paramount and students will be expected to comply. Parents will be notified of these trips by correspondence through the student.

Consent Forms need to be signed by parents/caregivers (email permission may be accepted) before students can participate in most co-curricular activities. We are unable to include children in these activities without written parental permission.

FAMILY CONTACT DETAILS
It is imperative that we have up-to-date records on each family. We ask that any changes to information we have on record be provided in writing to the office. This information is particularly important in times of emergency.

FIRE and LOCK DOWN DRILLS
Drills are carried out each term to comply with Workplace Health & Safety requirements. When a drill is initiated, all visitors are requested to accompany staff and students to assemble in the designated areas.
FOOD
Healthy food (not chips, lollies or soft drink) is encouraged at Darlington State School. ‘Junk food’ has been linked to erratic behaviour, health and learning problems. **Chewing gum, bubble gum and food or drinks in cans are not to be brought to school for health and safety reasons.** Please encourage your child to have an adequate breakfast before school each day.

Birthday Cakes may be brought to school for your child’s birthday. They are usually left at the office or with the class teacher and collected at first lunch break and taken to the classroom to share with fellow students. Small cakes are preferred and ice-blocks are a viable alternative. However, parents are strongly encouraged to provide a healthy alternative in line with our *Smart Choices Policy.*

Diet
If your child has any special dietary requirements and/or allergies then please notify the office in writing.

HOMEWORK
All children are given homework. Teachers will suggest how you can support individual students when necessary. Of course it is expected that all children will be encouraged to read books every night, but this should not be treated as a chore. **We want students to love reading!**

Parents are asked to check regularly to see if homework is being done. As a general rule, students should not have homework which requires lengthy amounts of time on the busy parent’s part. Parents need to give encouragement with homework activities, but should not do it themselves for children or become involved to a frustration level. Please contact your child’s teacher if you or your child is having problems with homework.

INCLUSION
The Darlington State School community believes that students should not be prevented from participating in normal school activities due to disability and social factors. All students, regardless of disability, are catered for by the school in the least restrictive setting possible. All staff work together to ensure all students can have access to, participate in and achieve in all school programs.

INFECTIOUS DISEASES
Most students at some stage suffer from various infectious diseases such as chicken pox, school sores, head lice etc. Education Queensland has an exclusion policy for many infections. The table below is provided as a good guide.

<table>
<thead>
<tr>
<th>CONDITION</th>
<th>EXCLUSION DETAILS</th>
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<tbody>
<tr>
<td>Chicken Pox</td>
<td>Exclude for at least five days and until all blisters have dried.</td>
</tr>
<tr>
<td>Shingles</td>
<td></td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Exclude until discharge from eyes has ceased.</td>
</tr>
<tr>
<td>Diarrhoea</td>
<td>Exclude until diarrhoea has ceased.</td>
</tr>
<tr>
<td>Glandular Fever (Mononucleosis)</td>
<td>Exclusion is not necessary.</td>
</tr>
<tr>
<td>Hand, Foot and Mouth Disease</td>
<td>Exclude until all blisters have dried.</td>
</tr>
<tr>
<td>Impetigo (School sores)</td>
<td>Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.</td>
</tr>
<tr>
<td>Disease</td>
<td>Exclusion Period</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-------------------------------------------------------</td>
</tr>
<tr>
<td>Measles</td>
<td>Exclude four days from rash onset. The public health Unit should be notified of any suspected cases.</td>
</tr>
<tr>
<td>Menigococcal Infection</td>
<td>Exclude until effective antibiotics completed</td>
</tr>
<tr>
<td>Mumps</td>
<td>Exclude for nine days or until swelling goes down.</td>
</tr>
<tr>
<td>Ringworm, scabies, pediculosis (lice), trachoma</td>
<td>Re-admit the day after appropriate treatment has commenced.</td>
</tr>
<tr>
<td>Salmonella</td>
<td>Exclude until diarrhoea has ceased</td>
</tr>
<tr>
<td>Streptococcal Diseases (Tonsillitis/pharyngitis)</td>
<td>Exclusion is not necessary</td>
</tr>
<tr>
<td>Whooping Cough</td>
<td>Exclude for five days after starting antibiotic treatment)</td>
</tr>
</tbody>
</table>

**LABELLING OF PROPERTY**

All elements of the uniform (including shoes), books and stationary items should be labelled with the child’s name.

**LIBRARY RESOURCE CENTRE**

Money is continually being spent by both Education Queensland and the P & C Association to improve our selection of books, library resources, computers, software and the students’ access. Please encourage your child to use the library wisely, to treat the books and other resources with respect, and to return borrowed books on time for exchange or renewal.

A cloth library bag (e.g. green shopping bag or pillow case) helps the child to care for library books and carry them to and from school.

**LIBRARY VAN**

Mobile Library Van services our school and surrounding community every two weeks. Membership is required to borrow and these are kept at the school for student borrowing. For further details contact the Beaudesert Library.

**MEDICATION**

The following is Education Queensland’s policy regarding administration of medication to students by teachers. Please use it as a guideline. If a teacher or other officer of the school staff must give medication to a student, the following guidelines should be observed.

**General**

a) A teacher or other officer of the school staff should accept responsibility to give medication at a school.

b) Where a teacher is to administer medication, the instructions provided should be written by a pharmacist at the doctor’s direction. The teacher should not accept the instruction solely from a parent. The medication container needs to indicate specific times at which medication is to be administered as well as the quantity.

c) Medication provided for one student will never be administered to another student.

d) Unused medication is always returned to the parent/caregiver.

**Oral Medication**

a) Teachers may give oral medication provided it is given strictly in accordance with the instructions by the student’s medical practitioner and it is requested by the parents in writing (medication consent form).

b) Non-prescribed oral medication ie. analgesics, should not be given by teachers.

**Asthma Medication**

Asthmatic students who are now responsible for taking their own medication at home are allowed access to their medication during school hours, provided that written permission from a parent’s or legal guardian is initially presented to the school.

**MOBILE PHONES**

Mobiles are not permitted at school. If parents require their child to have a mobile phone at school, the phone is to be left at the office during the day and a special letter of request is to be directed to the principal. All necessary and emergency phone calls can be made at the school office.
NEWSLETTER
A school newsletter is published monthly to keep you informed of school news and events. Current and archived newsletters can also be found on the school website.

PARENTS AND CITIZENS ASSOCIATION
Meetings are held in the staffroom and the administration team can advise you of the dates and times. The newsletter will also provide this information. All parents, caregivers, and community members are welcome to attend meetings of this Association, which does excellent work in providing amenities and improvements at the school and developing school policy. For the sake of your children and the quality of their education, please support the Association.

PAYMENT OF SCHOOL EXPENSES
All payments are preferred by Internet Banking

PAYING BY INTERNET BANKING: Direct Payment into School Bank Account
- School's Bank Account Name: Darlington State School General A/C
- BSB Number: 064400 (CBA Branch Beaudesert)
- Account Number: 00090066
- Reference/Details: Please record both “Student/Family/Customer ID AND Reference/Item Code” in the reference/details section so that your payment can be recorded correctly. If insufficient details are supplied, payments will be applied to the oldest debt for that Family/Customer..

Occasionally, it will be necessary for students to bring money to school for various purposes ie. excursions, music fees, swimming program etc.

Payment at Office:
- correct amount in an envelope marked with child’s name and purpose for which the money has been forwarded
- Tuesday and Thursdays 8.15am

PAYING BY MAIL: Payment by Cheque or Money Order
- Cheques and Money Orders made payable to Darlington State School and returned with completed Payment Advice below.
- Post to Darlington State School, 2744 Kerry Road, Darlington Qld

PETS and ANIMALS
Pets should not be brought to school except under exceptional circumstances. Please see the Principal to discuss this matter.

RELIEF TEACHERS
These teachers are registered teachers and on occasion will lead your child’s class when the teacher is absent. We encourage you to welcome these teachers into our school community. They carry the authority and duties of the teacher they replace.

RELIGIOUS EDUCATION
Religious Education is provided by visiting instructors and is conducted in a non-denominational and Catholic setting. Participation is subject to a Consent Form being signed. These forms are provided on enrolment.

REPORTING
Our policy for reporting student progress is based on the idea that teachers and parents/caregivers need to share information about students and to work together to help students’ progress with their learning. We therefore use a comprehensive range of reporting techniques to ensure this does happen.
A formal parent/caregiver/teacher conference is held for each child at the end Term 1 and end of Term 3. A written report is sent home at the end of Term 2 and end of Term 4.

Parents/caregivers can make appointments to meet their child’s teacher at any time during the year if they have a need for information on their child’s progress. Year Two Diagnostic Net and NAPLAN test results are included in the reporting process.

**SCHOOL HOURS**

- **08:50 – 09.00** Brain Break (fruit)
- **09:00 – 11:00** First Session
- **11:00 – 11:30** First Lunch Break
- **11:30 – 01:00** Middle Session
- **01:00 – 01:30** Second Lunch Break
- **01:30 – 03.00** Afternoon Session

**SOCIAL/EMOTIONAL LEARNING - F.R.I.E.N.D.S. For Life Program**

We are pleased to let you know that students at our school will be participating in a program called *F.R.I.E.N.D.S. For Life Program*. The goal of FRIENDS is to provide today’s children with the skills to ward off mental health issues such as stress, anxiety and depression. As research indicates mental health issues are becoming more prevalent in young students we endorse this program which empowers our students to remain positive and healthy.

The foundations are:

- **F** = Feelings
- **R** = Relax
- **I** = I can statements
- **E** = Explore solutions and strategies
- **N** = Now reward yourself
- **D** = Don’t forget to practice
- **S** = Smile