

PARENT INFORMATION BOOKLET



COOMBABAH
STATE SCHOOL

2023



ACHIEVE

ATTENDANCE

CHALLENGING
STUDENTS THROUGH THE
CURRICULUM

HABITS
THAT PROMOTE WELL
BEING

INCLUSION

ENCOURAGING
STUDENTS TO REACH
THEIR POTENTIAL

VARIETY
OF CLASSROOM
PRACTICES

EFFECTIVE
ENGAGEMENT OF
STUDENTS, STAFF AND
THE COMMUNITY



COOMBABAH STATE SCHOOL

Our School Vision

Engaged, inspired, and resilient students learning in a safe and inclusive environment that develops their confidence to navigate the future.

Thank you for choosing Coombabah State School to enrol your child. We are proud of the program that we provide and understand that effective communication with you is essential to build effective relationships.

Our school is one of the smaller schools in the local area and we are nearing capacity for the number of students we are able to enrol. We have an enrolment management plan which means that we can only take students from within our designated boundary.

We take great pride in tailoring an individual program for each child and encouraging respectful relationships aimed at ensuring that we provide a quality learning environment. Our school vision is about how we develop our students now and for their future.

Education and an effective learning program cannot be achieved in isolation and the building of a positive partnership between parents and teachers is essential.

We look forward to having your child as a part of our school for their primary years of learning.

*Murray Gleadhill
Principal*

Coombah State School



School Values

At Coombabah State School we value-

Attendance

Every child matters. Every day counts. Being punctual is important.

Challenging students through the curriculum

Experienced classroom and specialist teachers who provide engaging, inclusive and stimulating programs across all curriculum areas.

Habits that promote well being

A caring and respectful environment that supports students' social, spiritual, mental, emotional and physical well-being.

Inclusion

Personal learning targets for every student. We will work together to develop your child to the best of their ability.

Encouraging students to reach their potential

An inclusive school which delivers a rigorous curriculum through the use of modern technologies and strategies. Learning is differentiated according to student needs.

Variety of classroom practices

Cater to children's individual learning styles and regularly review strategies and delivery of the curriculum.

Effective engagement of students, staff and the community

Our professional staff with help from the community will provide an exciting, engaging and inclusive school experience for your child. We provide a bridge for your child from home to our community

GENERAL INFORMATION

Principal	Mr Gleadhill
Deputy Principal	Mrs Jill Warr
Deputy Principal	Mrs Tina Flesser
Business Manager	Mrs Tracie Hocart
Administration Officers	Mrs Hellen Milner
	Mrs Kristyn Bolton
Finance Officer	Ms Laraine Crane
Postal Address	Coombah State School 164-172 Oxley Drive, COOMBABAH QLD 4216
Telephone Number	5501 3888
Email Address	admin@coombabahss.eq.edu.au
Student Absence Line	5501 3860
Tuckshop	5501 3808
Outside Hours School Care	0411 632 237
Library	5501 3817
Office Hours	8.00 a.m. – 3.30 p.m.

School Calendar for 2023

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

School Timetable

Playbell: 8.25 a.m.

Morning Assemblies: 8:45 a.m.

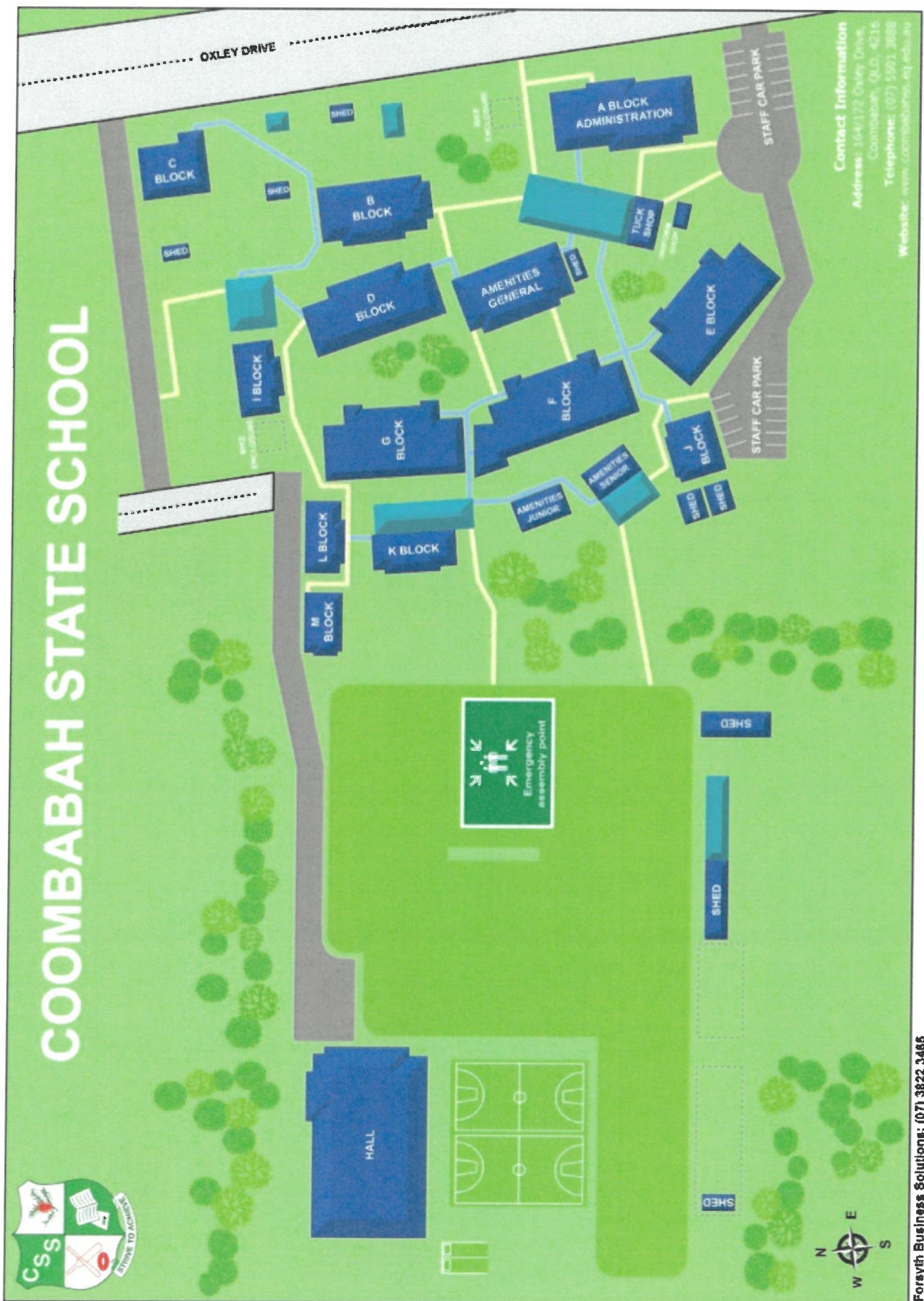
Classes commence at: 8.50 a.m.

First Break Bells: 11.00 a.m. - 11.40 a.m. **Tuition commences at:** 11.40 a.m.

Second Break Bells: 1.10 p.m. - 1.50 p.m. **Tuition commences at:** 1.50 p.m.

2.50 p.m. - Early bus students depart

School concludes each day at: 3.00 p.m.



COOMBABAH STATE SCHOOL

Contact Information
Address: 144/172 Oxley Drive,
Coombabah, QLD, 4216
Telephone: (07) 5591 3888
Website: www.coombabahs.eq.edu.au

Forsyth Business Solutions: (07) 3622 3465

ACCESS BY ANYONE OTHER THAN THE PARENT OR CARER

Access to students in our school will be denied to anyone who is not listed with us as a parent, carer or emergency contact. A written authority (email, SMS or letter) from a parent or carer will be considered by the Principal.

ACCIDENT POLICY

During the school day your child will be under the supervision of the teachers, but accidents still may happen. Trained First Aid personnel attend students who have accidents. Minor injuries are treated. For more serious injuries the procedure we follow is that if possible the parent is notified immediately so that the parent can determine what course of action is taken. If injuries appear too severe to allow this procedure, or if we are unable to contact a parent, the student will be taken by ambulance to the Gold Coast University Hospital. The school however does not assume any responsibility for costs incurred.

ARRIVAL AND DEPARTURE

Travelling to and from school

Parents are asked to direct children to use one route only and to ensure that they are aware of road hazards, crossings and road safety rules.

If you drive to deliver and/or pick up your children at this school, please drive carefully near the school and adhere to the road rules. There will be many students about at 3.00 p.m. and we need care from everybody.

Students are not to arrive at the school earlier than 8.00 a.m. when the school office opens. Students will wait in the top undercover area until the 8.25 a.m. bell. At the end of each day, students should depart promptly after dismissal unless participating in school-organised activities.

We discourage the early arrival of students, as **teachers do not provide supervision** in the playground before school. Arrival between 8.30 a.m. and 8.45 a.m. is most suitable. **All students should be ready for morning assembly which commences at 8.45 a.m.**

Gates leading into the school oval area may be locked at 9.15 a.m. and reopened at 2.30 p.m. for the safety of our students.

Students who ride bikes to school **must** wear a bike helmet. Failure to wear a helmet could result in a phone call to a parent to come and collect the student from school. Bikes **must** be walked through the school grounds and across roads. Skateboards and scooters are strongly discouraged, but if brought to school, must be left with bikes in the bike racks, or in the shed in Area A. The school does not take responsibility for lost skateboards, scooters or bikes.

Parents who deliver or pick up their children each day (particularly in the early childhood classes) are asked **not** to wait near classroom doors and windows while work is in progress. This upsets the attention of students and teachers.

Parents are asked to wait for their children in the Activity Centre area if students are in modulars (Bundarra Street) or ground level rooms in F Block or G Block. All others should wait in the 'A' Undercover area or Area I.

Late arrivals (after 9.00 a.m.) **must** be accompanied to the office by the parent or caregiver for a late notice. Similarly, we **must** have a note to release a student before 3.00 p.m. Students leaving early must be picked up at the school office, **not** find their own way home.

ASSEMBLIES

Assemblies provide an opportunity for children to share what they are doing in class, for special efforts to be acknowledged and for students to practise leadership and social skills. Assemblies celebrate group and individual achievements. Students of the week from every class are presented on assembly. Parents/caregivers are informed via a letter.

We invite parents to join us and help us build school spirit as well as a harmonious atmosphere throughout the school.

Daily Notices will be online (Microsoft Team) at 8.50a.m.

Awards Assembly times:

Prep - Year 2: Area A 8:45 a.m. Fridays (TBC)

Year 3 to 6: Area A outside the tuckshop: 8:45 a.m Mondays (TBC)

ATTENDANCE

Punctual attendance at school is essential. Absences from school must be explained by leaving a message on the student absence line, email or personal contact. If a student has to leave the school before the end of the school day, a phone call or personal contact ahead of time, explaining the circumstances is essential. The safety of your child is our main priority. No student will be allowed out of the school grounds unless the above is adhered to. No students are allowed home for lunch. Appendix A outlines our attendance guidelines.

When a student is absent without explanation for 3 days or a pattern of absences has been identified, Coombabah State School will take the following actions:

- Contact parents to confirm absence and reason for non-attendance.
- Discuss concerns and learning implications.
- Offer assistance and support if required.

At Coombabah State School the consequences or impacts of unexplained or unauthorised absences might include the following:

- Review of enrolment
- Disciplinary action
- Formal processes to inform outside agencies

BUS SERVICES

School Bus services operated by Surfside Bus Lines and run at approximately these times:-

Bus - from Pine Ridge Road & Hansford Road – arrive at school at 8.24am

Bus - from Santa Barbara & Hope Island – arrive at school at 8.26am

Bus - to Hansford Road & Pine Ridge Road – depart school at 3.05pm

Bus - to Hope Island & Santa Barbara – depart school at 3.24pm

Normal passenger services exist. From time to time, Surfside Bus Lines alter times or routes. Parents who wish their children to travel to school by bus can obtain further information by contacting Surfside Bus Lines, Phone 5552 2700, or visit www.surfside.com.au

Should there be any problems with buses, parents need to contact Surfside Bus Lines. The school appreciates a call from parents to tell us about any problems.

CHANGING STUDENT NAMES

All official student records will be in the child's legal name, unless both parents (whether they live together or not) inform the school in writing that a 'known by' name is acceptable to them.

COOMBABAH OUTSIDE SCHOOL HOURS CARE CENTRE

Camp Australia provides care for students of this school each and every school day:

See flyer in enrolment pack for contact details.

COURT ORDERS

In the best interest of our students, the school requires a copy of any current court orders issued by the family court regarding students at our school. Confidentiality is assured.

CURRICULUM

At Coombabah State School we deliver the Australian Curriculum and are following its scheduled implementation. We are currently using English, Mathematics, Science, Humanities and Social Sciences, Media Arts, Drama, Dance, Music, Visual Arts, Health & Physical Education and Design and Digital Technologies. LOTE is Japanese and is offered in Years 5 and 6. Information & Communication Technology is integrated across curriculum areas and classes may attend lessons in the Learning Technology Centre.

Students can access the internet with parental approval. All students participate in class music and physical education lessons for a minimum of 30 minutes each week. The school organises excursions and incursions based on the curriculum program and class units of work.

Individual and special needs of students are addressed through such programs as Year P-2 and Year 3-6 Intervention, Inclusion support, Social Skills, Leadership Skills, Gifted and Talented and Instrumental Music.

DRESS STANDARD (Uniforms expected to be worn everyday)

In setting a school dress standard, careful consideration has been given to costs, durability and having a choice of items to suit the daily routine of both boys and girls. The following points need to be made:

- * As the school is covered by Workplace, Health and Safety regulations, students must wear enclosed black shoes. Bare feet or thongs are unacceptable.
- * Given the incidence of skin cancer, Education Queensland has a 'Sun Safe' policy. Children **must** wear a 'bucket style' school hat.
'NO HAT NO PLAY'
- * Conforming to the school uniform standard is essential to participate in educational excursions and other related activities.
- * Clothing (eg. T-shirts) that shows inappropriate messages through images or words is not permitted. Such messages are considered detrimental to maintaining a supportive school environment.
- * Sometimes, through economic circumstances or an anticipated brief enrolment at the school, a small number of families may anticipate some difficulty in conforming with the dress standard. If this is the case, it should be raised with a member of the school's administration team during the enrolment interview so that a mutually acceptable understanding on dress can be reached.

The full school uniform is available from the Uniform Shop (right behind the Tuckshop). The Uniform shop will be opened the first week of school and currently every Monday, Tuesday and Wednesday mornings from 8.30 to 10.00 a.m. (subject to change)

DROP and GO ZONE

A 'Drop and Go' zone is at the northern end of the school from Oxley Drive through to Bundarra Street. This facility allows for parents to deliver or collect students to and from school grounds quickly and safely. There is NO parking in this area.

Cars line up on Oxley Drive and await their turn in the 'Drop and Go' zone. Drivers remain in their cars and students exit/enter the vehicle in the designated area. Families can contact the office for further information or to register in order to participate.

EMERGENCY EVACUATION AND LOCK IN

Our school practises these procedures every term to ensure smooth efficiency in the event of any potential emergencies.

If parents hear that an emergency situation is occurring at the school, **under no circumstances** should they come into the school grounds.

ENROLMENT

All interstate and overseas students are required to provide a birth certificate, and/ or a passport or citizenship papers. Students from independent schools are also required to provide a birth certificate. All students enrolling in Prep are also required to provide a birth certificate for sighting.

ENROLMENT MANAGEMENT PLAN

Our school is enrolment managed. What this means is that we can only accept students from within our designated boundary. If you have any questions please see the office staff and they will be able to confirm if you are eligible to be enrolled by your address. You need to provide proof of your address.

EXCURSIONS

The school provides an estimated cost of excursions/camps with the SRS information, to enable parents to plan for school related expenses for their student. This is based on the previous years excursion/camp cost and is an estimate only.

Until an excursion destination is chosen we are not able to finalise cost. When we have decided on a venue the price of an excursion is calculated on 80% of the class attending. If not enough students sign up for an excursion the school reserves the right to cancel.

In-school presentations e.g. Stamp Out Bullying/ Bullying No way, should coincide with what is happening across the school. They should relate to either whole school programs or curriculum based activities.

Life Education programs are offered to all students from Prep to Year 6. These programs have been specifically developed to complement the Health and Physical Education syllabus.

Non curriculum related excursions will be by invitation only, dependant on whether students' behaviour has been acceptable and whether parents have met their financial commitments for the Student Resource Scheme.

If a child has displayed significant and or repeated inappropriate behaviours, he or she will not be permitted to participate in excursions.

All students must wear full uniform on excursions.

FORBIDDEN ARTICLES

Water pistols, gun and caps, matches, pocket knives, chains, chewing gum and other objects considered dangerous are not permitted. Pull ring metal/aluminium food cans i.e. of baked beans, fruit, tuna, are extremely dangerous to children's hands and we ask that parents place the contents in suitable safe containers rather than sending the can to school. The riding of bikes, skates, rip sticks, roller blades and skateboards are not allowed in the school grounds. If students have to be told repeatedly to stay off the above equipment it may be taken and held at the office to be collected by a parent. We value the safety of all students and riding of the abovementioned equipment does not provide a safe environment for students, parents and school staff.

GUIDANCE AND INCLUSION SUPPORT

Coomababah State School has the services of Support Teachers of Literacy and Numeracy. The following visiting personnel also provide additional support services:

- * Guidance Officer
- * Speech Language Pathologist
- * Psychologist
- * Advisory Visiting Teachers:- English as a Second Language (EAL/D)
Visually Impaired (VI)
Hearing Impaired (HI)
Physically Impaired (PI)
Behaviour Adjustment Team
Communication Teacher
- NDIS providers are welcome with the completion of the required paperwork

Support in providing for students' special needs can be sought through the Principal, Deputy Principals and class teachers.

HEADLICE

This complaint is very common with school children and should not cause embarrassment. The frequency of the complaint can be reduced if parents make regular checks of children's hair.

When evidence of infestation is observed, children should be treated immediately. Once treatment is complete children should return to school. A follow-up treatment should be carried out 7-10 days later. Children with long hair should have it contained in some way, as experience shows that long hair is most prone to infestation.

If students are notified as having headlice at school, a note will be sent home.

HOMEWORK

Homework encourages good working habits and the development of independent study, perseverance and similar qualities.

School Policy

Coomababah State School encourages and sets homework for the students. This homework is for revision and consolidation of work undertaken in class. The policy recommends the following maximum homework hours over a week:

Years Prep- 3; Could be up to but generally not more than 1 hour per week,

Years 4-5; Could be up to but generally not more than 2-3 hours per week.

Years 6; Could be up to but generally not more than 3-4 hours per week.

Years Prep, 1, 2 and 3 students are expected to read to/along with a parent or an interested adult for at least 10 minutes and up to twenty minutes each night. Books are to be sent home from the classroom expressly for this purpose. In Years 2 and 3, some written homework will be given during the week. This homework should take fifteen to twenty minutes only, in addition to reading.

In Years 4 to 6, homework will be set each week. At times students may be working on contracts or projects and may choose when they complete the requirements. If you have questions regarding homework please do not hesitate to contact the class teacher.

HOUSE SYSTEM

On enrolment, all students are allocated one of four houses:

ACACIA
(Gold)

BANKSIA
(Red)

CASUARINA
(Green)

MELALEUCA
(Blue)

Athletics and other sporting activities are conducted on an inter-house basis.
Students are requested to wear house colours on Sports Day.

INFECTIOUS DISEASE EXCLUSION TABLE

'Contact' means a child of school age living in the same residence as the sufferer. This is a short list from the School Handbook Administrative procedures. More details can be obtained from school.

Period of Exclusion:-

Disease	Sufferers	Contacts
Amoebiasis (<i>Entamoeba histolytica</i>)	Exclude until diarrhoea ceases.	Not to be excluded.
Campylobacter	Exclude until diarrhoea has ceased.	Not to be excluded.
Chicken Pox	At least 5 days AND until all blisters have dried.	Any child with an immune deficiency (eg leukaemia) or receiving chemotherapy should be excluded. Otherwise not excluded.
Conjunctivitis	Exclude until discharge from eyes has ceased.	Not to be excluded.
COVID 19	Exclusion till test negative or 7 days	
Cytomegalovirus (CMV)	Exclusion not necessary.	Not to be excluded.
Diarrhoea and/or vomiting	Exclude until symptoms have ceased.	Not to be excluded.
Diphtheria	Exclude according to Populations Health Unit requirements.	Exclude family/household contacts until cleared to return by an appropriate health authority.
Glandular fever (mononucleosis)	Exclusion is not necessary.	Not to be excluded.
Hand, Foot and Mouth disease	Until all blisters have dried.	Not to be excluded.
Haemophilus type b (Hib)	Exclude until medical certificate of recovery is received.	Not to be excluded.
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness.	Not to be excluded.
Hepatitis B	Exclusion is not necessary.	Not to be excluded.
Hepatitis C	Exclusion is not necessary.	Not to be excluded.
Herpes ('cold sores')	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing.	Not to be excluded.
Hookworm	Exclusion not necessary.	Not to be excluded.
Human immunodeficiency virus infection (HIV AIDS)	Exclusion not necessary.	Not to be excluded.

Impetigo (“school sores”)	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.	Not to be excluded.
Influenza and influenza-like illnesses	Exclusion until well.	Not to be excluded.
Leprosy	Exclude until approval to return has been given by an appropriate health authority.	Not to be excluded.
Measles	Exclude for at least 4 days after onset of rash. Written Medical clearance from a doctor or Population Health Unit is required.	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case they may return to school.
Meningitis (bacterial)	Exclude until well.	Not to be excluded.
Meningococcal infection	Exclude until child is well and has received appropriate antibiotics. Written medical clearance from doctor of Population Health Unit is required.	Not to be excluded.
Molluscum contagiosum	Exclusion not necessary.	Not to be excluded.
Mumps	Exclude for 9 days after onset of swelling.	Not to be excluded.
Parvovirus (erythema infectiosum, fifth disease, slapped cheek syndrome)	Exclusion not necessary.	Not to be excluded (pregnant women should consult their doctor).
Poliomyelitis	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery.	Not to be excluded unless considered necessary by Population Health Unit.
Ringworm, scabies,	Re-admit the day after appropriate treatment has commenced.	Not to be excluded.
Rubella (German Measles)	Exclude until fully recovered or for at least 4 days after the onset of rash.	Not to be excluded.
Salmonella, Shigella	Exclude until diarrhoea ceases.	Not to be excluded.
Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotics for at least 24 hours and the person feels well.	Not to be excluded.
Tuberculosis	Written medical clearance is required from Qld Tuberculosis Control Centre to return to school.	Not to be excluded.
Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by an appropriate health authority.	Not excluded unless considered necessary by Population Health Unit.
Whooping Cough	Exclude the child for 5 days after starting antibiotic treatment. Written medical clearance from doctor or Population Health Unit.	Exclude unimmunised household contacts aged less than 7 years for 14 days after the last exposure to infection or until they have taken 5 days of a 10-day course of antibiotics.
Worms (intestinal)	Exclude if diarrhoea present.	Not to be excluded.

INSTRUMENTAL MUSIC PROGRAM

Instrumental Music teachers visit our school each week and provide tuition to the students wishing to learn woodwind, brass or string instruments. Usually any student who has his/her own instrument can be placed in a tuition group. Instruments are either provided by parents, or on loan from the school.

Students from Year 3 upwards are eligible to be included in the strings program, and children from Year 4 upwards are eligible to be included in the brass and woodwind programs. Senior and Junior Bands and the String Orchestra perform each year.

There is a financial cost involved for these programs.

JEWELLERY

For safety reasons, the only jewellery a student is permitted to wear is: a watch, studs or sleepers (for students with pierced ears), and a bracelet or medallion on a chain bearing medical information. No other jewellery will be allowed.

LABELLING

Please label clearly your child's clothing, books etc. with the child's name. This applies to such items as school bag, hat, sweater, raincoat, shoes and purses. A lost property trolley is set up outside the junior toilet block, and if your child loses something, please check the contents of this trolley.

MEDICATION

Guidelines for Schools

Strict new procedures have been developed by the Queensland Government regarding prescription and over-the-counter medication in schools. Our school is committed to working closely with parents and students to highlight the risk of students misusing these medications.

All parents/caregivers must:

- notify our school in writing of a health condition requiring medication at school
- request in writing if school staff are to administer medication or assist in the management of a health condition
- notify our school in writing of any requests and/or guidelines from medical practitioners, including potential side effects or adverse reactions
- provide the medication in the original labelled container to the nominated staff member
- ensure the medication is not out of date and has an original pharmacy label with the students name, dosage and time to be taken
- notify our school in writing when a change of dosage is required. This instruction must be accompanied by a letter from a medical practitioner
- advise our school in writing and collect the medication when it is no longer required at school.

Our school policy also includes the following:-

School staff must not administer over-the-counter medication, including analgesics, homeopathic or prescribed medications unless they meet the accountability of a written request from a parent/caregiver accompanied by written advice from a medical practitioner and with the medication in the original labelled container. The

exception is the reliever puffer, such as Ventolin, that is included for the emergency treatment of asthma under the guidelines.

In schools, self-administration of medication may apply to students who are assessed by their medical practitioner and parents/caregivers and approved by the principal as capable of administering their own medication while participating in school activities.

Self-administration of medication may include:-

- monitoring blood sugar levels and the injection of insulin for diabetes;
- inhaling medication such as 'Ventolin' for asthma;
- orally administering anti-convulsant medication for epilepsy; and
- orally administering enzyme replacements for cystic fibrosis.

Please contact the school if you require advice on health related issues for your child.

MOBILE PHONES

Mobile phones must **not** be kept in school bags or with a student. The phone must be handed in to the school office on the student's arrival every day and picked up at 3.00 p.m. Students should be contacted via the school office on 55013888 for urgent messages.

Students who are found to be using their mobile during the school day will be required to hand it in to the office. Mobile phones may be removed from students for repeated offences and will need to be collected from the office by a parent.

Smart Watches must have notification and messaging capabilities turned off during school hours and only be in 'watch mode' at school.

NEWSLETTERS

Our fortnightly (odd weeks of term) electronic newsletter is emailed each Thursday to those families who have registered their email address with us. This will keep you informed of the latest happenings at the school, P&C Association activities, and other items of general interest. The newsletter is also available for perusal on the school website: www.coombahss.eq.edu.au

OTHER EXPENSES

Items for which parents may be asked to contribute through the year include:

- * Visiting performances (optional)
- * School photographs (optional)
- * Class excursions and camps arranged by the class teachers (optional)
- * Book Club orders (optional)
- * Photo-copying of spelling materials/word books (SRS)
- * Class handwriting materials (Years P-3)
- * Special class activities (such as cooking)
- * On line learning programs/ Apps for IPAD classes
- * Religious Education materials
- * Instrumental Music (if in program)
- * LOTE (Languages other than English)
- * Book packs at the start of each year(as per class list)
- * Stephanie Alexander Kitchen Garden Program (YR4 only)

PARENT INTERVIEWS AND REPORTING

Early in the year teachers schedule a parent afternoon or evening for parent-teacher introductions. Besides giving teachers an opportunity to meet parents, this meeting allows teachers to outline classroom policy in certain subject areas, arrangements for homework and proposals for the year.

At the beginning of Term 2 an interim report is supplied to parents during a formal interview. This gives parents and teachers an opportunity to discuss a child's progress. Parents are further encouraged to meet formally with teachers regularly to discuss their child's education.

At the end of both Semester 1 and 2, student reports are generated and emailed directly to parents. Parents may seek interviews in regard to these.

If you have a concern about your child, first meet with the class teacher. If it is necessary to then talk with a member of the administration team, address your concern to the administrator who is the direct supervisor of your child's year level. More serious concerns may then be passed on to the Principal.

PARENTS AND CITIZENS' ASSOCIATION

The Parents and Citizens' Association is an energetic body supporting the initiatives of the school through policy advice and fundraising. Meetings are held in weeks 3 & 7 of each term, at 6:00 p.m. in the staff room. Times and dates are advised through the school's newsletter. All parents are invited to become members of the association and a form is available at the office for this purpose.

The School Administrators present a written report to each meeting of the Association and these meetings provide a valuable forum for parents to express their views on the policies of the school and initiate change through the usual democratic procedures.

In future years, the Association will play an ever-increasing role in the development of the school through its contribution to the school review, planning and budgeting processes.

PARKING - PARENTS' CARS

Parking facilities for parents' cars are **not** available within the school grounds. The most convenient place for parents to park their cars is the area opposite the school in the Coombabah Car Park. Turana Street and Bundarra Street provide parking for parents who live to the western side of Oxley Drive.

All parents should note and follow the 'No Standing' and 'No Parking' signs and/or painted yellow lines.

Please refrain from driving motor vehicles into the school. The school gates will often be closed between 2.45 p.m. and 3.15 p.m. each day. Government regulations state that the vehicles used for transporting school students must not enter the grounds. The presence of vehicles is an extra hazard for students and teachers. Also, it would be appreciated if parents would park clear of school gateways.

No-one is to enter or walk through the school carparks - especially the southern carpark. It is strictly out of bounds. Children's safety is at risk.

SCHOOL PAYMENTS

1. Preferred method of any school payment is BPOINT. This gives you the convenience of being able to pay 24 hours a day 7 days a week.

The BPOINT hyperlink is located at the bottom left of each student invoice which you will receive by email.

For further information on BPOINT please see the pamphlet in your enrolment pack.

2. The finance window is open every Tuesday or Thursday morning 8.15am-10am. For any finance queries or payment plan setups.

PBL – Positive Behaviour for Learning

Our school is a PBL school. PBL aims to build the social and emotional competence of all our students. The main objectives of PBL are to promote achievement, build positive behaviours and relationships and support and encourage emotional wellbeing. It acknowledges the influences on the children include effective teaching, positive parenting and community support. The characteristics we aim to build in our student population include: Be Safe, Be A Learner, Be Respectful. This is promoted through developing social and personal responsibility. Each week a focus behaviour is addressed with the students.

RELIGIOUS EDUCATION

A 'Cooperative Religious Education' program is conducted at our school following agreement being reached between various groups. Upon enrolment, parents are to indicate whether or not they wish their children to be involved in the Co-operative Religious Education program from year 1.

SCHOOL HEALTH SERVICES

Community Child Health

Nurses from Community Child Health aim to visit the school each year to conduct vision testing for children in Prep.

Other services, including a hearing clinic are available by phoning (07) 5532 6889 or (07) 5687 9183.

SCHOOL INFORMATION SERVICES CENTRE (Library)

Our Information Services Centre is committed to providing a friendly, dependable and supportive service to enhance quality teaching and learning. All students are encouraged to borrow and read on a weekly basis. Library bags are compulsory for care of books. Lost and damaged items must be paid for. Parents are welcome to access library facilities.

SCHOOL RECORDS

When you change your address, home or work telephone numbers etc., please notify the school office as soon as possible to ensure that we have up-to-date and accurate details should an emergency arise.

STUDENT CODE OF CONDUCT

Coomababah State School is committed to providing a Supportive School Environment where:

- all members feel safe, are valued,
- social and academic learning outcomes are maximised for all through a quality, engaging and inclusive curriculum
- positive and respectful interpersonal relationships and partnerships are valued within an effective school organisation
- success is acknowledged and celebrated
- school practices are proactive rather than reactive
- expectations are positively and clearly defined, modelled and reinforced
- consequences and interventions are consistently and fairly implemented.

See blue booklet in Enrolment Pack for more details

STUDENT COUNCIL & Well being Committee

Our Student Council is a very active group of students who take leadership roles in caring for people, caring for our environment and in providing good examples to other students. Our captains and vice-captains lead this group.

STUDENT BOOKPACK

Details regarding the booklist for each year level is provided by the school towards the end of the year prior. Parents can choose to purchase from the supplier that the school has appointed (after considering the economical benefits and other factors) or source items themselves. It is essential that students have all the items listed on the book list to enable full participation in classroom lessons.

STUDENT RESOURCE SCHEME (SRS)

As a service to assist parents with the cost of educational resources, Coombabah State School has chosen to operate a Student Resource Scheme (SRS). The purpose of the scheme is to provide the parent with a cost effective alternative to purchasing textbooks, online learning resources, consumables and/or materials through reduced prices gained from the school's bulk purchasing processes.

The scheme operates under the policy and guidelines of the Department of Education and Training and is approved annually by the P&C Association. Participation in the scheme is preferred. If you choose not to participate, then parents/carers will be required to purchase all supplies for your child's needs.

Details regarding **Student Resource Scheme** are provided towards the end of the year, for the following year.

SWIMMING, SPORTS, EXCURSIONS and CAMPS

From time to time classes leave the school grounds to attend swimming classes, participate in sporting teams and visit places of interest. On these occasions students always will be well supervised by teachers, and your permission will be required.

TUCKSHOP

Our tuckshop is open every day to cater for the students' needs. The tuckshop is able to function due to the help received from our volunteer parents. You may order and pay online through **flexischools.com.au**. You can keep up to date with the daily specials and view the menu on the Coombabah Primary State School Facebook page.

If you are able to assist with Tuckshop duties, please contact the Tuckshop convenor (55013808). Your help is needed, and would be appreciated.

VALUABLES AT SCHOOL

Students should **NOT** bring valuables (jewellery, toys, electronic media devices, etc.) to school as we cannot guarantee their security. Students should not bring any more money than is necessary. The school takes no responsibility for lost or stolen mobile phones as they should be handed in at the office each morning where they are kept locked away for the school day.

VISITORS TO SCHOOL

All visitors to the school are required to report to the Administration Office and sign the Visitors Register and obtain a visitor's badge. Unauthorised persons are not permitted in the school grounds. No one is permitted to look for children in the playground in the two lunch breaks.

VOLUNTARY AIDES

Parents are encouraged to volunteer some of their time to assist with various activities at school.

Some activities might include helping students read, preparing charts and materials, or assisting with sports and swimming. While this provides great assistance to the teachers it also provides an opportunity for parents to see and become involved in the education of their children.

When you help at school you will need to register as a volunteer by signing a Volunteer Agreement and sign in and out each day at the school office and attend an induction session prior to commencement.

APPENDIX A**Coombabah State School Attendance Policy****Rationale**

All schools in Queensland are committed to providing safe and supportive learning environments for all students which address their educational needs.

Coombabah State School expects all students to be at school learning all day, every school day. Our attendance policy aims to ensure all students are given the best opportunity to learn by outlining the responsibilities of the school, parents and students in managing attendance issues.

Parent and Student Responsibilities	School Responsibilities	
	Class Teacher	Administration
<ul style="list-style-type: none"> It is a legal requirement that children of school age attend school. Ensure students arrive before 8:45 am every day Students arriving after 9am are to report to Administration to collect a late slip. Avoid students leaving early – If needed, parents report to Administration to sign the student out and collect him/her. Parent to notify the school by 9am if their child is absent by: absence line (24hr): 5501 3860 school phone: 5501 3888 Q-Parents: via your access Email: absentee@coombabahss.eq.edu.au Notify the Principal in writing if your child is going to be absent for 10 or more consecutive school days and complete a school exemption form. Access support if needed to maximise attendance. Respond to text messaging, letters and phone calls in a timely manner Attend meetings if requested 	<ul style="list-style-type: none"> Mark rolls daily by 9:15am and 2pm every day – paper rolls for replacement teachers Mark rolls for excursions and camps and provide to Admin as soon as is practicable Make contact with parents if there have been 3 or more consecutive days of unexplained absence. Record contact in OneSchool and refer to DP. Make contact with parents and administration if students have an unusual pattern of absence. Record contact in OneSchool and refer to DP. Students only exited from class when contacted by Administration Distribute unexplained absence letters to identified students and return to Administration Recognise and celebrate high attendance. 	<ul style="list-style-type: none"> Absence line and night messages cleared by Admin staff and entered into OneSchool daily By 10am each day, a text message is sent to parents to all students with unexplained absences for that day – enter responses Generate paper rolls for replacement teachers each day and enter data into OneSchool Enter rolls for camps and excursions into OneSchool Generate unexplained absence letters fortnightly through OneSchool DP to manage students with attendance < 85% or those who have regular patterns of absence Provide support to families to encourage attendance – Guidance Officer, School Chaplain, Breakfast Club and referral to external agencies if required Recognise consistent high attendance through certificates and rewards
<p>Unusual patterns of absence may include: Regular absence on the same day/s each week, more than 3 days without explanation, repeated long absences, frequent lateness of arrival/ early departure, regular unexplained absences, less than 85% attendance</p>		

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