



Fernvale State School

Attitude Action Achievement



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Fernvale 4306

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Parent / Carer Handbook

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Principals Welcome



On behalf of the Fernvale State School community, welcome to our school.

As principal of Fernvale State School, I am privileged to lead a team of highly professional and committed staff, who work diligently to provide an environment which supports each and every student to reach their full potential.

I am very proud of our school and school community. I believe your children will enjoy attending Fernvale State School and will benefit both academically and socially. Education is a partnership between parents, teachers and students and we look forward to working with you to ensure the best possible opportunities for your child.

David Raine
Principal

About our School

This booklet provides information about Fernvale State School. If you have any queries about the school, please contact the school office for additional information.

We are very proud of the history and the traditional role the school has always played in the local community. Whilst we look back with pride, we are focused on providing opportunities to help our children prepare for their futures.

Education is a partnership between staff, parents/ carers and the local community. Your involvement and interest in our school and the education of your child is very much encouraged. We are proud of Fernvale State School and hope that all children and parents/carers will get to know it well, support it, appreciate it and most importantly become an active part of our thriving school community.

Contacts:

School Office: (07) 5427 1333
Absences: (07) 5427 1360
Email: admin@fernvaless.edu.au
the.principal@fernvaless.eq.edu.au
Website: www.fernvaless.eq.edu.au
App : Q Schools app (available on apple and android)

Office hours:	8:00am – 3:30pm	
School hours:	8:45am – 3:00pm	
Bell Times:	8:45am	
	8:55am	Learning commences
	11:00am-11:30am	First Lunch
	1:15pm-1:55pm	Second Lunch
	3:00pm	School dismissed

This booklet has been prepared to provide a ready source of information for parents/carers who have children at Fernvale State School, or parents/carers who will have children at the school, and for those who are interested in the school. The information in this booklet was correct at the time of publishing but may change as circumstances change.

School Profile

Fernvale is on the Brisbane Valley Highway 28 kilometres northwest of Ipswich and five kilometres from the Wivenhoe Dam. The school is set on spacious grounds and has a variety of buildings including older styles, demountable and lowset.

Fernvale School was established in 1874 and a Centenary celebration booklet is available for your perusal. The school was a typical small country school until 1977 when work began on the construction of Wivenhoe Dam. The school population swelled to around 280 with a staff of 11 teachers. As the dam neared completion in 1985, families in the construction gangs began to leave the district and the school population fell to approximately 150. Around this time real estate development began in earnest and the population of the district has been steadily rising since then.

Our Parents and Citizens Association supports the school financially, physically and in spirit. Members are becoming more active in the school planning and budgeting processes. The school is the venue for a wide variety of community activities both inside and outside school hours, and close community ties and a cooperative spirit are very evident. We are very fortunate in having the Fernvale Country Markets held in the school grounds. These markets provide a constant source of income for the Parents and Citizens Association and fund-raising is therefore kept to a minimum. There are no school fees or levies for children attending Fernvale School. Specific fund-raising is undertaken once each term to subsidise the costs of school camps and excursions.

Fernvale School is active in sporting and academic pursuits. We regularly send representatives to Zone and State titles. In the past our students have achieved excellent results in the various University of New South Wales competitions (Science, Digital Technologies, English, Writing and Mathematics) as well as achieving in the Maths Teams Challenge. Our Chess teams is competitive at many tournaments, most recently qualifying to compete for the State Primary School championship. We are justifiably proud of all our students' achievements.

Cricket, softball and t-ball are our summer sports with children in Year 5 upwards participating at representative level. Soccer and netball are our winter fixture games. Fernvale School does not have a swimming pool but children are taken by bus to the Lowood Pool in the swimming season. Year 1-6 levels participate in a basic learn-to-swim or water awareness.

Our Beliefs

At Fernvale State School we pride ourselves on being a supportive environment where:

- Each member of the school community has individual abilities and values.
- "Desire for Success" is a prerequisite for maximum achievement - "to do, one must want to".
- Fairness and consistency are desirable attributes.
- Children enjoy learning in a happy, caring, stimulating and attractive environment.
- We take pride in our appearance, our work, our school, our community and ourselves.
- Primary schooling is a preparation for later school life.
- A sound basic knowledge in literacy, numeracy and other curriculum areas is desirable.
- Children develop thinking, learning, problem solving, research and other skills for the real world.
- The school shares with the community in the moral, social and cultural development of the child.
- Productive teacher-child-parent relationships depend on mutual trust, respect, honesty, support.

"Learning takes place more quickly and effectively when home and school are in harmony."

Furthermore under our umbrella of our School Motto – ATTITUDE, ACTION AND ACHIEVEMENT lie our following beliefs:



These values and beliefs also have been integrated into our Social Skilling program and students within our school community will be addressing each as a concept to be investigated and discussed.

Enrolling in our School

Fernvale State School is currently under a School Enrolment Management Plan.

Fernvale State School caters for students from Prep to Year 6. In Prep you must turn 5 by the 30 June to enrol. Enrolment of new students may be done at the school office, located in the Administration Block. An enrolment meeting must be organised with the Principal or Deputy Principal prior to the start date.

Proof of date of birth (original birth certificate) must be provided for all new enrolments including students from interstate or from non-Queensland state schools. Passports and visa details for overseas students must also be provided.

It is a department requirement that evidence of the student's principle place of residence is within the Fernvale State School catchment area. Current proof of residency at the address indicated can be provided by way of *one of each* of the following:

- One primary source – a current lease agreement, or rates notice, or unconditional sale agreement, **and**
- One secondary source- a utility bill (e.g. electricity, gas) showing this same address and parent's/legal guardian's name

An enrolment package will need to be completed. The package includes:

- Application for Student Enrolment form
- State School Consent form
- Fernvale State School Enrolment Agreement form
- Network Usage and Access agreement

Access/Custody

Sometimes we may have to act on parental access information which is held in our confidential school files. It is vital that this information remains current and is supported by appropriate documentation. If a change occurs regarding the parenting/caring arrangements of your child/children, please report this to the office in person immediately. It is imperative that all our information is current. Original documentation is required to be presented. We will photocopy the document and return it to you immediately.

It is essential that the principal, administration staff and class teachers are informed when changes associated with parental access issues arise so that appropriate action can be taken by the school where necessary.

Family Contact Details

For the care and protection of your children, current information on the following is essential for school records:

- changes of name
- home address
- parents' places of employment
- home and work telephone numbers
- emergency contacts (name and phone number)
- changes in serious medical conditions
- alteration to custody arrangements
- Access orders must be sighted by the school. Copies to be retained on file.

For changes to these details, please contact the school office.

Attendance

Children are required to attend school regularly. Each day is important and children should not be absent on any day without a valid reason.

In the event of absence a written explanation should be sent to school. This note should give the reason for absence, the date of absence and be signed by the parent or guardian. The note should be brought on the day the child returns to school. A telephone call or a personal explanation to the teacher concerning a child's absence would be quite acceptable if this is preferred.

Attendance during one school year (40 weeks)	Equates to days absent during one school year ...	Which means the number of hours learning missed is ...
95%	10	50 hours
90%	20	100 hours
85%	30	150 hours
80%	40	200 hours
75%	50	250 hours

Absences

All student absences must be explained to the admin staff either by:

- telephoning the absence line on 5427 1360 (available 24 hours), or
- emailing admin@fernvaless.eq.edu.au

If the reason for non-attendance is not known to the Admin staff, the absence is recorded as unexplained. Unexplained absences are brought to the attention of the Principal/Deputy Principal for investigation and are also recorded on Student Report Cards. An SMS notification system is in place for student absences where notification has not been made to the school by a parent.

Late Arrival

Students arriving at school after 9:00am must report to the office to collect a Late Slip before proceeding to classroom.

Continual lateness will be brought to the attention of the Principal/Deputy Principal for investigation.

Early Departure

If a child is leaving early parents must sign the child out through the office before collecting their child from the classroom.

Leaving the School Grounds

Children will not be allowed to leave the school grounds during the school day. If children are required to depart during school hours for medical and dental appointments or for other reasons, requests from the parents should be in person or by letter. When collecting students early, parents are asked to report to the office and sign the child out.

In cases where there are court orders involving the taking of a child from school, other than by the parents who sent the child to school, we should be fully informed. All matters concerning addresses and family circumstances are strictly confidential.

Personal Details Change

It is the responsibility of the parent/caregiver to keep all family information including contact telephone numbers and addresses current. Changes can be notified by note or phone call to the school office.

Request for Transfer

When a parent wishes to transfer a child to another school, it is important to inform the office. Children should return any outstanding library books before departure.

Interstate Enrolments

Appointments with the Principal should be made prior to enrolling the child to discuss the best placement for the child.

School Uniform

It is a school community expectation that all students follow the school's uniform and dress code.

Dress and Grooming

Students are expected to wear their full school uniform each day.

Children should use the following guide:

- Nail polish, inappropriate hair dying and/or eye make-up is not permitted.
- Wrist watches may be worn.
- One only of the following may be worn under clothing: religious pendant, medical bracelet or personally significant necklace.
- Earrings are not permitted, however sleepers or studs may be worn if ears are pierced.
- Body jewellery/piercing is not acceptable nor encouraged due to Health and Safety concerns.
- Students are encouraged to keep shoes (laced up) on whilst at school unless otherwise instructed by the teacher.
- Shirts are to be worn, tucked in.

Hats

A school hat is available from the tuckshop to suit both boys and girls.

ALL CHILDREN MUST WEAR HATS AT ALL TIMES WHEN THEY ARE OUTDOORS.

THE SCHOOL HAS A POLICY OF "NO SUNSAFE HAT - NO PLAY"

Students without an appropriate Sun Safe hat will be expected to spend their recess times under shaded areas to protect them from the sun and they will not be permitted to play.

Uniforms

Fernvale State School's colours are Emerald Green and Gold.

Because emerald green has become difficult to purchase (NOTE: It is not the bottle green so commonly sold as "uniform green") an "every day" uniform has been developed. It consists of a unisex grey polo shirt with the school emblem printed on the pocket. Boys wear grey rigger (or whatever style is preferred) shorts purchased from outside the school, and girls wear a grey/green/yellow check skirt or skort with their shirt. The grey check has been made up into pleated skirts (a longer netball skirt style) or can be purchased by the



metre to be made into shorts or dresses. A gold polo shirt with the school emblem on the pocket can be worn with the grey shorts or checked material also. However when sports uniform is specified, the Emerald Green and Gold is what is being referred to unless otherwise indicated. Boys have green shorts with a gold stripe that complements the girls' green skirts. There is also a "cultural activities" uniform which is a polo shirt (with the school badge) in a variety of bright colours and worn with black rugby shorts (boys and girls). This uniform is not available for purchase but is supplied to the students when required and return to school after the event.



The Instrumental Band have a Uniform shirt supplied for performances. This is worn with black long pants.

It is an expectation that students wear their uniform daily and with pride. Students representing the school are required to wear uniforms - green and gold, "every day" or cultural, depending on the occasion.

Booklists

Booklists are available for each year level. Parents may purchase the individual items from your chosen retail outlets. Every effort is made to keep the materials to a minimum and when we compile the lists with local suppliers, we look for quality within a budget. A number of items are available through our school office.

Communication

Communication in schools is complex due to a range of issues including privacy, security and the availability of information.

The following table outlines the forms of communication at Fernvale State School and who utilises these resources:

Communication Tool	Description
Fernvale State School Newsletter <i>'The School Report'</i>	Our school newsletter is usually distributed electronically weekly. School and P&C information are included in each newsletter. The newsletter also includes date claimers and reminders of upcoming events.
Fernvale State School Website	http://www.fernvaless.eq.edu.au Contains access to information about the school including important policy and school reporting documentation. It also contains relevant contact information and links to other resources and communication tools. A digital calendar can also be found on the website that highlights the most current upcoming events.

Email	All families provide their email details on enrolment or through contacting the office with email address updates. Newsletters will be received via email. Teachers have their own work email addresses and usually access their emails daily. Newsletters and information are currently sent by email.
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Communication Tool	Description
Q Schools app 	Families can keep up-to-date with the latest information from our school through the QSchools app. It's an easy way to find vital school information including events and newsletters. The QSchools app is available for free download through iTunes, Google Play and the Window's store.
Fernvale State School Student Diary 	The Fernvale SS Student Diary provides a daily avenue for school/home communication. Planners can be purchased from the school office.
School Parades	Parades are held on Wednesdays as per the school calendar on our website, and commence at 2.30pm, unless advised otherwise. Parents/carers are more than welcome to attend these parades as we share information, learning, performances and the success of students.
Contact with Teachers	Appointments with teachers can be made through the office or via email. Teachers will provide contact email information at the beginning of the year, through class letters and Parent Information evenings. Formal Parent/Teacher interviews take place in Term 1 and Term 3 to discuss students' progress, concerns, goals and any other issues. If you wish to discuss your child's needs with the class teacher, it is important to remember that teachers are busy with the children in their classes from 8:40am to 3:00pm, it is therefore encouraged to arrange meeting times outside these hours. Teachers email addresses are available on our school website. Remember that communication between parents/carers and staff is always welcomed and encouraged.
Parent/Carer Information Evenings	Parent/Carer Information Evenings occur in Week 3 of Term 1 annually to outline the year ahead, class procedures and activities.



Parent/Carer Involvement

We encourage parents/carers to be part of their child's education at home and in the classroom. We acknowledge that your child has already had five years of formative learning and that we are commencing a learning journey together. We encourage and look forward to parents/carers sharing in the formal education of their children.

Parents/carers are invited to participate in classroom activities, to help out as a volunteer, to assist with swimming classes, or to offer personal skills or talents. Your involvement in classroom activities is of significant benefit to both the teacher and your child. Grandparents and community members are also most welcome to volunteer, but will need to obtain a Working with Children (Blue) Card. The richness our visitors and volunteers add to our student learning is highly valued.



Visitors and volunteers are required to sign in and out of the school at the office each time they visit. A sign on desk is located inside the Administration Office foyer. All VISITORS to our school need to sign the visitor's book.

Teaching and Learning

Australian Curriculum

At Fernvale State School our aim, in partnership with parents/carers and families, is to ensure that every day, in every classroom, every student is learning and achieving. Optimising every student's opportunity to achieve to their full potential lies at the heart of Fernvale State School's commitment to all students.

At Fernvale State School all teachers plan and implement the curriculum in such a way that each child can access the curriculum and be successful learners.

Our shared understanding of individualised and differentiated education at Fernvale State School involves knowing the learner through the identification of student needs and responding to them in a planned approach so they are challenged, supported and encouraged to reach their potential.

At Fernvale State School we teach the Australian Curriculum. To access complete year level curriculum overviews, please refer to our website "Teaching and Learning"

For more information www.australiancurriculum.edu.au

Shared Vision for the Early Years at Fernvale SS

As a team, we are passionate about fostering the development of the whole child (academic/cognitive, physical, social, emotional) using age appropriate pedagogies to improve learning outcomes and inspire our students to believe they have the capacity to achieve. We are committed to providing a learning environment that is supportive, catering to the individual needs of our students through differentiated practice. We inspire our students to become 21st Century learners by providing opportunities for them to foster creativity, critical thinking, communication and collaboration, in order to become independent, resilient learners.



Homework

Students are expected to complete homework each afternoon. Generally homework is not set for weekends. An exception may be when research for a project or something similar needs to be completed. As a guide students should spend the following amounts of time on homework:

- Prep Home reader
- Year 1 10 to 20 minutes
- Years 2 and 3 10 to 20 minutes
- Years 4 and 5 15 to 30 minutes
- Years 6 30 to 40 minutes

All students are encouraged to read every night.

Music

Music is a strand of The Arts Curriculum. Classroom Music has a valuable role in our students' learning. Students from P-6 have one lesson each week with the Classroom Music Specialist, who provides them with opportunities to demonstrate core-learning skills and understandings from The Arts Curriculum. The music program is based on hands on learning, with students learning the ukulele and percussion instruments in addition to singing and music notation.

Opportunities to extend these skills are provided in the Instrumental Music Program and in the choir.

Sports and Physical Education

Program

PE is held once a week. All children are expected to participate in sport and physical education and will not be exempt unless a satisfactory reason is forwarded to the school.

- **Houses**

Interhouse sports carnivals are held prior to the inter-school and Zone carnivals. The students are divided into one of three houses:

Oxley (Green)

Cunningham (Blue)

Logan (Red)

It is school policy to place children in the same family in different houses.

Physical education and sport play a major role within the school's curriculum framework. The annual interhouse athletics carnival is attended by hundreds of parents and children each year.

- **Swimming**

Swimming is compulsory for all students. If for any reason your child cannot attend swimming classes, a signed note must be forwarded to the class teacher. The swimming season is from the beginning of the year to the end of April, and again from October to the end of the year. The Year 1-3 students attend in Term 1 and have a Fun Swimming Carnival. Year 4-6 students attend in Term 4 followed by the School Swimming Carnival. The cost of transport and entry to the swimming pool is partially borne by the student the remainder being paid by the Parents and Citizens Association. Each child should have suitable swimming attire, towel and sunscreen on swimming days. Jewellery – including earrings – must be removed before entering the pool.



- **Interschool Sport**

Year 5 and Year 6 students participate in teams compete in inter-school competitions in cricket, soccer, tennis, swimming, track and field, and ballgames.

- **Tennis Coaching**

Tennis coaching is provided as a private arrangement by qualified coaches from the Tall Gums Tennis Centre, Walloon. (Telephone 5464 5599)

Languages

LOTE, (Languages other than English) as a subject, promotes social and cultural understanding. At Fernvale State School, German has been chosen as part of the curriculum.

All students in Years 5 & 6 have an hour of LOTE German per week. A range of other cultural/language based activities are organised each year to enhance students' immersion in the German language.

Extra Curricula Activities

At Fernvale School we endeavour to provide as many opportunities as possible to extend the learning experience of all students. Some of these activities include:

Chess Taught across the school. Our chess teams have been awarded many prizes in competitions with other primary schools in Brisbane and South East Queensland. We also host the annual Fernvale Teams Chess Tournament.

Drama

Writing Festival

Instrumental Music and District Band

Junior and Senior Choir

Wakakirri

Presentation Night Concerts



Assessment and Reporting

Assessment

Assessment and moderation processes take place throughout the year in many forms. To decide a final grade for reporting purposes, your child is involved with a series of assessment tasks. There are different types of assessment that our students and teachers engage with:

- **Standardised Assessment** is designed so that the questions, conditions for administering, scoring procedures and interpretations are consistent and administered and scored in a predetermined, standard manner, e.g. National Assessment Program — Literacy and Numeracy [NAPLAN] and the Progressive Achievement Tests in Reading [PAT-R] and Maths [PAT-M]
- **Diagnostic Assessment** is designed to identify areas of weakness and strength. Diagnostic assessment may include: checklists, running records (PM Benchmarks for reading in Prep to Year 3, PROBE for

reading in Years 3-6), continua and formal assessment tools. It measures a student's current knowledge and skills for the purpose of identifying a suitable program of learning.

- **Formative Assessment** is used to map/monitor learning progress during a unit of work. Formative assessment provides ongoing feedback to teachers and students. The assessment provides information on progress, and identifies and addresses areas that require further development e.g. writing folios, work conferencing, teacher questioning, learning journals, portfolios, digital portfolios, reading logs, observations, interviews, and continua.
- **Summative Assessment** is generally completed at the end of a unit of work to document the level of achievement. Summative assessment may include: written tests, oral presentations, concept maps, problem solving activities, project work, essays, formal assignments and exams. This assessment can provide feedback to the teacher about the effectiveness of the unit of work. It provides evidence of student learning against the relevant achievement standard for each learning area or subject.
- **Moderation:** to ensure consistency of teacher judgment we rely upon consistent interpretation of assessment tasks and an understanding of how the standard is demonstrated in student responses. Across each year level, our teachers implement processes, such as moderation, to support consistency of teacher judgments and comparability of reported results. They ensure that there is a common understanding about the process for developing assessments, making judgments and determining overall levels of achievement across each year level.

Reporting

Report cards are distributed twice per year – at the end of Terms 2 and 4.

Parent/Carer-Teacher Interviews

An opportunity will exist at the end of Term 1 and the end of Term 3 to discuss your child's progress with their teacher. Interviews are booked online. If you have any questions or concerns regarding your child's progress, this is the time to discuss these concerns. It is a valuable time for parents/carers and teachers to share information. Please note that it is school policy that only one interview time is provided per child during this interview period.

Student Support Services

Head of Special Education and Special Education Teachers

The Special Education Team supports students with disability to access classrooms and programs, providing differentiated plans and processes. They support the inclusion of students within the school community and assist parents and staff to meet these students' needs.

Support Teachers: Literacy and Numeracy

Our STLaN work with classroom teachers and other members of the school and local community to improve student outcomes with a focus on literacy and numeracy. A team approach ensures that all students have access to the curriculum regardless of their differences. In consultation with classroom teachers and the Leadership Team, the STLaN plans and manages year level and classroom intervention, based on current data. In addition, to assisting classroom teachers to identify, plan learning programs for identified students and support learning in the classroom. This may include:

- working in the classroom
- teaching individual and small/large groups of students
- withdrawing individual students for focused instruction

Guidance Officer

The Guidance Officer collaboratively negotiates, develops and implements programs for students that have a focus on preventative and early intervention strategies that are responsive to identified personal, social, emotional and educational needs. In addition, the Guidance Officer provides psycho-educational assessment and/or individual student support, recommendations and advice to students, teachers and parents/carers concerning educational, behavioural, mental health and family issues.

Speech and Language Pathologist

Speech–language therapy services can support individuals with difficulties in the areas of language, speech, voice, fluency, oro-motor functioning, or complex communication needs.

Advisory Visiting Teacher

Advisory visiting teachers (AVTs) support students across a number of schools. AVTs mainly specialise in one or more of the six Education Adjustment Program (EAP) disability categories:

- autism spectrum disorder (ASD)
- hearing impairment (HI)
- intellectual impairment (II)
- physical impairment (PI)
- vision impairment (VI)
- speech/language impairment (SLI)

Responsible Behaviour Plan

Code of Behaviour

All teachers should have a copy of the Code of Behaviour which is the basis of discussion for classroom rules formulated with children at the commencement of each year and visited frequently thereafter. It is also the basis for behaviour out of the classroom.

At Fernvale School we:

- Respect the rights and property of others
- Take pride in ourselves, our school, our belongings and our achievements
- Act and play safely and sensibly
- Think before we do and before we speak
- Use good manners
- Are kind, honest, helpful and considerate
- Strive to improve
- Smile and enjoy each day

Levels of Behaviour			Indicators	Consequences	
G4		Gold Pass plus four Gold Stars	SATISFACTORY	Follows the Code of Conduct	
G3		Gold Pass plus three Gold Stars			
G2		Gold Pass plus two Gold Stars			➤ Eligible for Student Council and Leader positions

G1	Gold Pass plus one Gold Star		Mostly follows the Code of Conduct	➤ Eligible for school teams
G	Gold Pass			➤ Eligible for school excursions
S	Silver Pass			
B	Bronze Pass			Usually follows the Code of Conduct
BM1	Behaviour Management Level 1	UNSATISFACTORY	Consistent and/or major breaches of the Code of Conduct.	➤ Ineligible for Student Council, school teams or excursions.
BM2	Behaviour Management Level 2			➤ Parent Interview.
BM3	Behaviour Management Level 3			➤ Possible Internal/external suspension.
				➤ Exclusion.

NB: GOLD PASS LEVEL MUST BE MAINTAINED FOR A **WHOLE** SCHOOL YEAR FOR STUDENT TO BE AWARDED A GOLD STAR BADGE

A Behaviour Management Report is sent home each term to keep parents and caregivers informed of the student's current status.

Rules

- Manners
- Listen when others speak.
- Use language that is not considered offensive.
- Be courteous at all times.

Safety

- Keep hands and feet to ourselves.
- Use sporting and recreational equipment only under adult supervision.
- Do not bring items that could inflict harm to school.
- Wear shoes.
- Remove jewellery for subjects such as physical education where safety is a concern.

Learning

- Be punctual and prepared for class at appropriate times.
- Be considerate of other classes.

Movement

- Walk on concrete and bitumen areas and around buildings.
- Play in designated play areas.
- Seek permission to leave the school grounds.

Property

- Leave valuable items (e.g. toys) at home.



- Be responsible for the care of your own belongings.

Dress Code

- Comply with the expectation that all students wear school uniform and tuck their shirts in.
- Comply with the expectation that acceptable standards of jewellery are: a watch, a signet ring, stud or sleeper earrings, a necklace of religious or personal significance, a medical bracelet.
- Body jewellery is not acceptable nor encouraged due to Health and Safety concerns.

Playground Rules

First Break

- Eating only area is clearly defined. Bell at 11.00- 11.15am signals morning tea time. Students may go to play (when released by a teacher on duty) at 11.15 – 11.25am.

Second Break

- Play time is 1.30pm to 1.55pm, eating time is 1.15pm to 1.30pm.

Rights and Responsibilities

RESPONSIBILITIES	RIGHTS
<u>Students</u> To learn to the best of their ability To follow the code of behaviour and rules To attend school To participate in school activities	To learn freely To an appropriate education To be safe To be respected and treated fairly To an enjoyable environment To be included in activities
<u>Staff</u> To model the code of behaviour To prepare, plan and teach in accordance with Departmental Guidelines To keep parents informed of their child's progress	To teach To be treated as professionals To manage students in their care To be treated fairly and with respect To work in a pleasant, healthy and safe environment
<u>Parents</u> To follow school procedures To reinforce the code of behaviour To meet children's personal needs To encourage children's learning relationships with teachers	To be informed of children's progress To be involved in school activities To expect quality education To expect a professional and courteous relationship with teachers

Acceptable and Unacceptable Behaviour

Acceptable Behaviour	Unacceptable Behaviour
Cooperates and works well within the school environment Displays common sense and honesty Behaves in a positive manner Follows the Code of Behaviour Develops self-discipline and motivation Attempts all tasks to the best of their ability Participates willingly in all school activities	Behaviour and/or attitude that indicates a non-acceptance of the Code of Behaviour Continues disruptive behaviour Disobedience, insolence Fighting Possession of weapons or harmful items Limited participation in school activities Ignoring rights of others Harassment of students or staff
Leads to	Leads to
Praise Rewards Privileges Selection for sports teams Selection for special activities Recognition Positive work reports	Classroom consequence (Cool Conduct Board) Exclusion - <ul style="list-style-type: none"> - in class - out of room - from class excursions camps - from sporting/representative teams Parent/Principal contacted Principal records names and time out Suspension Exclusion

The management of our student’s behaviour in a supportive school environment is intrinsically linked to the following legislation and other Departmental documents:

Legislation and related policies

The general implication of these policies and legislation is that school communities must model and practise fair, equitable, non-discriminatory language and behaviour, and use safe and legal procedures in compliance with the following Queensland Legislation:

- *Public Service Management and Employment Act 1988*
- *Education (General Provisions) Act 1989*
- *Workplace Health and Safety Act 1989*
- *Anti-Discrimination Act 1991*
- *Judicial Review Act 1991*
- *Equal Opportunity in Public Employment Act 1992*
- *Freedom of Information Act 1992*

High Five Strategy

At Fernvale State School we use a problem solving strategy called the 'High 5' to help develop our problem solving and independence in solving our social issues. The strategy can be used in the classroom or the playground or at home with brothers and sisters. We practice the strategy and the words to use at school and in the playground with role plays, modelling and coaching however you may also like to practice at home.



Ignore	<ul style="list-style-type: none"> • Pretend you didn't hear it • Take deep breaths • Do not make eye contact. • Count to five in your head • Think positive self-esteem statements. • Practice - Use role play to show what ignore - looks like, feels like and sounds like.
Friendly Talk	<ul style="list-style-type: none"> • Use a calm voice. • Redirect to the game, a positive activity/behaviour • Maintain eye contact. • Use confident body language. • Use "I" statements – I feel when you because....
Walk Away	<ul style="list-style-type: none"> • Do not look back. Walk confidently, do not run. • Look confident - stand tall, head up high. • Do not make eye contact. • Walk away to a busy area or towards a staff member.
Firm Talk	<ul style="list-style-type: none"> • Use an assertive, loud voice. • Re-state your "I" statement. e.g. I said I feel when you because.... • Tell them to stop. • Look confident - stand tall, head up high. • Walk away to a busy area or to a staff member.
Report	<ul style="list-style-type: none"> • Walk away and tell a staff member. • Bystanders also need to support and report. • Report, report, report until somebody listens. • Reporting is helping/getting yourself out of trouble. • Dobbing is trying to get someone in trouble.



Use of ICT Facilities and Devices

What is Acceptable/Appropriate Use/Behaviour by a Student?

Students are expected to comply with school rules and expectations both on and offline. This includes compliance with Education Queensland's "Code of School Behaviour", the school's Responsible Behaviour Plan and Email Protocols.

What is Unacceptable/Inappropriate Use/Behaviour by a Student?

It is unacceptable for students to: download, distribute or publish offensive messages or pictures; use obscene or abusive language to harass, insult or attack others; deliberately waste printing and Internet resources; damage computers, printers or the network equipment; violate copyright laws which includes plagiarism; use unsupervised internet chat; and use online email services (e.g. gmail), send chain letters or Spam email (junk mail). Usernames and passwords are to be kept by the student and not divulged to any other individual (e.g. a student should not give their fellow students their username and password). Students cannot use another student or staff member's username or password to access the school's network, including not trespassing in another person's files, home drive or email. Additionally, students should not divulge personal information (e.g. name, parent/carer's name, address), via the internet or email, to unknown entities or for reasons other than to fulfil the educational program requirements of the school.

What Awareness is Expected of Students and Their Parents/Carers?

Students and their parents/carers should:

- understand the responsibility and behaviour requirements that come with accessing the school's ICT network facilities and ensure they have the skills to report and discontinue access to harmful information if presented via the internet or email
- all the ICT facilities should be utilised with good behaviour as stipulated under school Responsible Behaviour Plan
- students breaking these rules will be subject to appropriate action by the school which may include restricted network access for a period as deemed appropriate by the school

Cybersafety

Cybersafety refers to online behaviour that is safe, appropriate and responsible. To help prevent cybersafety incidents, students are taught how to:

- use technology appropriately and responsibly
- behave in ways to enhance their own safety

Parents/carers are reminded that children 12 years and under should not have a Facebook or an Instagram account. We encourage parents/carers to monitor the contacts their children make and the information/images they share when they access all forms of social media.

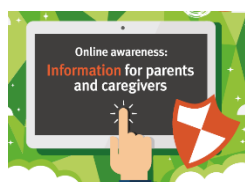
These are some links to help you to support your child to be cybersafe:

<https://www.qld.gov.au/education/schools/health/cybersafety>

<https://esafety.gov.au/education-resources/iparent>

<http://behaviour.education.qld.gov.au/cybersafety/school-staff/Pages/policy.aspx>

<http://www.thinkuknow.org>



General Information

Arrival/Departure

Children should not arrive at school before 8.15 a.m. and should depart as quickly as possible after the completion of school. Pupils arriving before 8.15 a.m. are to wait quietly under A Block until after 8.15 a.m. No responsibility will be taken for children at school who have deviated from this direction.

Bicycles

On arrival at school, students are to **walk** their bicycles into the school grounds and park them in the racks provided. All children riding a bike to school **MUST** wear an approved helmet.

Bus Service

Minden Bus Service (5426 8102) provides transport for Fernvale students.

Students travelling by bus go straight to the bus assembly area (in front of the Music Block) when they are dismissed from class. Bus groups then move to the gate under supervision. All students must abide by the Code of Conduct for bus travel as set out by Queensland Transport.

Conveyance Allowance

Parents of children who must be conveyed by private motor vehicles more than 3.2 kilometres to a School Transport Service to their nearest school are eligible for payment of a Conveyance Allowance. Applications for this allowance should be made directly to the School Transport Officer at the Department of Transport.

Classrooms and Wet Weather Policy

Children are not permitted in classrooms during play time or eating times unless a teacher is present. On wet weather days, students will be kept inside the classrooms during playtime to ensure their safety.

Fernvale Country Markets

This operation is the major fund raising tool for the school. The markets have become not only a feature of this district but also a major benefit to the Somerset Shire. A great deal of hard work is required to maintain these "Friendly Country Markets". As these markets assist to financially support our school and its students, parent involvement is very necessary. Assistance at the markets on a four to eight week roster is required. Please contact the school office to register.

Remember all proceeds from the markets go towards alleviating student costs which are otherwise borne by the parent/guardian. There are no school fees or levies at Fernvale School and we would like to keep it that way.

Lost, Damaged or Stolen Property

Whilst every reasonable care is taken to prevent damage to or theft of a child's property no responsibility can be accepted. Items are brought into the school grounds at the owner's risk.

All items of clothing and sporting material should have the child's name. This ensures prompt return to the owner if they are mislaid or lost. Items should be checked regularly to ensure that the name has not faded. The lost property bin is under A Block. After a reasonable time, unclaimed articles are disposed of to a charity.

Mobile Phone Policy

School Policy:

- Students are encouraged to leave mobile phones at home.
- Loss or theft of mobile phones, like any valuable item, remains the responsibility of the owner, not the school.
- If students wish to bring a mobile phone to school it must be clearly named and left at the office to be picked up after school.
- If a student has a mobile phone at school, in class or in the playground, the teacher will have the student immediately deliver it to the office. There it will be kept in the secure area until after school. It is the student's responsibility to collect the phone and it will only be returned after 3:00pm

Newsletters

A school newsletter emailed to our families each Monday. Parents are urged to read newsletters thoroughly as they contain many important messages. Newsletters are also available on the school website at www.fernvaless.eq.edu.au

Parade

School assemblies are held each week in the Hall on a Wednesday (Year P – Year 6) at 2.30 pm. Information on school activities, student achievements and relevant news is given. Parents and visitors are most welcome to attend our assemblies.

Special assemblies include:

- Captains Induction Ceremony - February
- Naidoc week-July
- Celebration of Achievement-December

School Banking

The Commonwealth Bank provides a school banking service. Banking is conducted every Thursday and deposit books are to be handed to the child's teacher before class begins. These are sent to the office. Mrs Raine is the school co-ordinator.

School Photographs

Class photographs taken by a professional photographer are taken every year at a cost to the parent per photo.

School Events

Fernvale State School encourages a variety of cultural experiences for its students. Many special events are organised throughout the year, for the enjoyment and enrichment of our students. The dates of these are advertised in the school calendar, on the webpage, and through notes sent home with children.



Parents and Citizens Association

Parents and Citizens Association

Throughout the years, Fernvale State School has been ably supported by parents and caregivers. The Parents and Citizens' Association (P&C) makes financial contributions to purchase additional educational resources. The P&C raise funds through the voluntary efforts of the parents, caregivers and others who are interested in the well-being of the school.

The President of the P&C and the executive team liaise closely with the Principal and the school leadership team to identify and respond to identified needs. Educational equipment and teaching aids are purchased.

Parental support for P&C activities is greatly appreciated and makes a significant difference to the quality of the learning environment.

A small but strong and active Parents and Citizens Association works extremely hard to support the students of Fernvale School. Student access to learning experiences has been significantly enhanced by very generous financial support from the P. & C.

This assistance has included:

- Subsidised bus travel
- Insulation of all classroom buildings
- Computer networking of the school
- Provision of grounds improvements and shade areas
- Assistance for student academic, sporting and cultural pursuits
- Subsidy of Arts Council, Life Education Van etc. visits.

Parent involvement is required to maintain the great P. & C. support that is evident at this school. The Parents and Citizens Association meets at the school on the third Monday night of each month at 7.30pm. All parents and citizens interested in the welfare of the school are welcome to attend these meetings.



Queensland Health

Time Out

Keeping your child and other kids healthy!

This poster provides information on the recommended minimum exclusion periods for infectious conditions and will assist medical practitioners, schools, pre-schools and childcare centres to meet the requirements of the Public Health Act 2005.¹

Condition	Person with the infection	Those in contact with the infected person ²
Chickenpox (varicella)	EXCLUDE until all blisters have dried. For non-immunised children, this is usually 5 days after the rash first appears, and less for immunised children.	EXCLUSION MAY APPLY EXCLUDE non-immune pregnant women and any child with immune deficiency or receiving chemotherapy. Contact your Public Health Unit for specialist advice. Varicella can be reactivated in older children and adults as Shingles. See below.
Cold sores (herpes simplex)	NOT EXCLUDED if the person can maintain hygiene practices to minimise the risk of transmission. Young children unable to comply with good hygiene practices should be excluded while sores are weeping. Sores should be covered with a dressing where possible.	NOT EXCLUDED
Conjunctivitis	EXCLUDE until discharge from eyes has ceased unless a doctor has diagnosed non-infectious conjunctivitis.	NOT EXCLUDED
Cytomegalovirus (CMV)	NOT EXCLUDED Pregnant women should consult with their doctor.	NOT EXCLUDED Pregnant women should consult with their doctor.
Diarrhoea ³ and/or Vomiting <i>including:</i> • amoebiasis • campylobacter • cryptosporidium • giardia • rotavirus • salmonella • viral gastroenteritis <i>but excluding:</i> • norovirus • shigellosis • toxin-producing forms of E.coli (STEC) <i>See specific information below</i>	Exclusion periods may vary depending on the cause. EXCLUDE a single case until 24 hours after the last loose bowel motion and the person is well. EXCLUDE all persons who prepare or serve food until they have not had any diarrhoea or vomiting for 48 hours. If there are more than two cases with diarrhoea and/or vomiting in the same location, or a single case in a food handler, notify your Public Health Unit. <i>See information below if norovirus is confirmed or considered likely as the cause of diarrhoea and vomiting.</i>	NOT EXCLUDED
Enterovirus 71 (EV71 neurological disease)	EXCLUDE until written medical clearance is received confirming the virus is no longer present in the person's bowel motions.	NOT EXCLUDED
Fungal infections of the skin and nails (ringworm/ tinea)	EXCLUDE until the day after antifungal treatment has commenced. (No exclusion for thrush).	NOT EXCLUDED
Glandular fever (mononucleosis, Epstein-Barr virus)	NOT EXCLUDED	NOT EXCLUDED
German measles (rubella) ⁴	EXCLUDE for 4 days after the onset of rash or until fully recovered, whichever is longer. Pregnant women should consult with their doctor.	NOT EXCLUDED Pregnant women and female staff of childbearing age should check their immunity with their doctor. Contact your Public Health Unit for specialist advice.
Haemophilus influenzae type b (Hib)	EXCLUDE until the person has completed a course of appropriate antibiotic treatment. ⁵ Contact your Public Health Unit for specialist advice.	EXCLUSION MAY APPLY Contact your Public Health Unit for specialist advice.
Hand, foot and mouth disease (EV71)	EXCLUDE until all blisters have dried.	NOT EXCLUDED
Head lice	Exclusion is not necessary if effective treatment is commenced before next attendance day (i.e. the child does not need to be sent home immediately if head lice are detected).	NOT EXCLUDED
Hepatitis A ⁴	EXCLUDE until at least 7 days after the onset of jaundice or dark urine, or for 2 weeks after onset of first symptoms if no jaundice or dark urine.	NOT EXCLUDED Contact your Public Health Unit for specialist advice about vaccination or treatment for children and staff in the same room or group, children transferring to another centre and new enrolments.
Hepatitis B and C	NOT EXCLUDED Cover open wounds with a waterproof dressing.	NOT EXCLUDED

Footnotes

- Observing the exclusion period meets the intent of the Public Health Act 2005 for a person to be non-infectious.
- The definition of 'contact' will vary between diseases and is sometimes complex. If unsure, contact your local Public Health Unit.
- Diarrhoea definition is: 3 or more loose stools or bowel movements in a 24 hour period that are different from normal and/ or escapes a child's nappy.
- Doctors should notify the local Public Health Unit as soon as possible if children or staff are diagnosed with these conditions.
- Appropriate antibiotic treatment; this will vary between diseases. If unsure, contact your Public Health Unit.

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Condition	Person with the infection	Those in contact with the infected person ²
Hepatitis E	EXCLUDE until at least 2 weeks after the onset of jaundice.	NOT EXCLUDED
Human Immunodeficiency virus (HIV/AIDS)	NOT EXCLUDED Cover open wounds with waterproof dressing.	NOT EXCLUDED
Influenza and influenza-like illness	EXCLUDE until symptoms have resolved, normally 5–7 days.	NOT EXCLUDED
Measles ⁴	EXCLUDE for 4 days after the onset of the rash. Contact your Public Health Unit for specialist advice.	EXCLUSION MAY APPLY Vaccinated or immune contacts NOT EXCLUDED . EXCLUDE immuno-compromised contacts (including those receiving chemotherapy) until 14 days after the appearance of the rash in the last case. EXCLUDE non- or incompletely vaccinated contacts, without evidence of immunity. Contact your Public Health Unit for specialist advice.
Meningitis (bacterial)	EXCLUDE until well and has received appropriate antibiotics. ³	NOT EXCLUDED
Meningitis (viral)	EXCLUDE until well.	NOT EXCLUDED
Meningococcal infection ⁴	EXCLUDE until 24 hours of appropriate antibiotics have been completed. Contact your Public Health Unit for specialist advice. ³	NOT EXCLUDED Contact your Public Health Unit for specialist advice about antibiotics and/or vaccination for close contacts. ³
Molluscum contagiosum	NOT EXCLUDED	NOT EXCLUDED
Mumps	EXCLUDE for 5 days after onset of swelling. Pregnant women should consult with their doctor.	NOT EXCLUDED Pregnant women should consult with their doctor.
Norovirus	EXCLUDE until there has been no diarrhoea or vomiting for 48 hours.	NOT EXCLUDED
Roseola, sixth disease	NOT EXCLUDED	NOT EXCLUDED
Scabies	EXCLUDE until the day after treatment has commenced.	NOT EXCLUDED
School sores (impetigo)	EXCLUDE until 24 hours of appropriate antibiotics have been completed. ³ Cover sores on exposed areas with a waterproof dressing until sores are dry, and encourage handwashing.	NOT EXCLUDED
Shiga toxin-producing E.coli (STEC)	EXCLUDE until diarrhoea has stopped and two samples have tested negative. Contact your Public Health Unit for specialist advice.	EXCLUSION MAY APPLY Contact your Public Health Unit for specialist advice.
Slapped cheek syndrome, fifth disease (parvovirus B19, erythema infectiosum)	NOT EXCLUDED Pregnant women should consult with their doctor.	NOT EXCLUDED Pregnant women should consult with their doctor.
Shigellosis	EXCLUDE until there has been no diarrhoea or vomiting for 48 hours Contact your Public Health Unit for specialist advice.	EXCLUSION MAY APPLY Contact your Public Health Unit for specialist advice.
Shingles (herpes zoster)	EXCLUSION MAY APPLY If blisters can be covered with a waterproof dressing, until they have dried NOT EXCLUDED . EXCLUDE if blisters are unable to be covered and until no new blisters have appeared for 24 hours.	EXCLUSION MAY APPLY Contact your Public Health Unit for specialist advice, including advice for pregnant women and any person who is immuno-compromised (including receiving chemotherapy).
Streptococcal sore throat (including scarlet fever)	EXCLUDE until 24 hours of appropriate antibiotics have been completed. ³	NOT EXCLUDED
Tuberculosis (TB) ⁴	EXCLUDE until written medical clearance is received from the relevant Tuberculosis Control Unit.	NOT EXCLUDED
Typhoid ⁴ and paratyphoid fever	EXCLUDE until diarrhoea has stopped and two samples have tested negative. Contact your Public Health Unit for specialist advice.	EXCLUSION MAY APPLY Contact your Public Health Unit for specialist advice.
Whooping cough (pertussis) ⁴	EXCLUDE until 5 days after starting appropriate antibiotics or for 21 days from onset of cough. ³ Contact your Public Health Unit for specialist advice.	EXCLUSION MAY APPLY for those in contact with the infected person. Contact your Public Health Unit for specialist advice regarding exclusion of non- or incompletely vaccinated contacts.
Worms	EXCLUDE until diarrhoea has stopped for 24 hours and treatment has occurred.	NOT EXCLUDED



Some medical conditions require exclusion from school, child care centres and other settings to prevent the spread of infectious diseases among staff and children.¹

For further information or advice about diseases or conditions not listed here:

- Contact your nearest public health unit at: www.health.qld.gov.au/system-governance/contact-us/contact/public-health-units
- National Health and Medical Research Council publication: *Staying Healthy – Preventing infectious diseases in early childhood and education and care services, 5th edition*: www.nhmrc.gov.au/guidelines-publications/ch55
- For fact sheets about various communicable diseases visit the Queensland Department of Health website at: <http://disease-control.health.qld.gov.au>

Time Out



Use this QR Code to access a digital copy of this poster or visit: www.health.qld.gov.au/publichealthact/contagious



AWP 2018

