KURABY STATE SCHOOL

SUCCEED IN ALL

Parent Handbook

Principal’s Welcome

Kuraby State School is a school which has forged a reputation for excellence that goes well beyond the academic results of our students. Whilst our enviable academic record is fostered and celebrated, our school takes equal pride in focusing on the well-being and development of the 'whole' child.

Just as a young child starting to walk must learn the importance of balance, so too must all our students as they take their first steps towards independence. Providing that balance is essential and means placing equal emphasis on each student's academic, cultural and social development.

An example of this is to observe our students engaged in the diverse activities offered, in the playground or in class where cultural backgrounds of 48 countries are represented. Our students are engaged in learning and playing in a happy and harmonious manner, supporting each other in the challenges and joys presented to them.

The core values of the community play a vital role in this development and Kuraby State School strives to provide an environment where students are valued as individuals, where they are inspired to learn and where they develop a spirit of service, both to each other and to the wider community.

We have a proud reputation of nurturing independent thinkers and strive to support each student to reach their potential, while ensuring the essential skills of organisation, getting along, resilience, persistence and confidence are developed.

Contact Details

School Address – Kuraby State School
1523 Beenleigh Road,
Kuraby 4112

Postal Address – P.O. Box 2331
Runcorn 4113

Administration Office – 3361 8444 8.00am – 3.00pm

Student Absence Line – 3361 8460 24 hours
Student Absence SMS – 0427 893 207 24 hours
Student Absence email – absences@kurabyss.eq.edu.au

Website – www.kurabyss.eq.edu.au
Email – admin@kurabyss.eq.edu.au

Facebook – Kuraby State School

Why Choose Our School?

School Motto: Succeed In All
School Mantra: Respect and Opportunity
Queensland Mantra: Every Student Succeeding

At Kuraby State School, we hold a vision for a smart, skilled and creative Queensland. We have an absolute focus on providing every student with a high-quality education and are committed to doing whatever it takes for each student to succeed. We have a deep moral purpose for enriching the lives of all students and their families through a collective responsibility for their well-being and learning. Our strong emphasis on building and maintaining quality relationships means that every child is encouraged to develop their potential in safe, rich and engaging learning environments, which nurture the desire to learn to light the spark to the engine of achievement.
Our school acknowledges this land and its traditional owners. The name Kuraby comes from the Aboriginal meaning 'a place of many springs.' It was given this name because the local environment was a marshland and water from these springs formed the nearby Bulimba Creek and Slacks Creek. The settlement of Kuraby began in 1860 after the land was cleared for farming. Our primary school is located in the Education Queensland region of Metropolitan South. We are a Prep to Year 6 school situated on Beenleigh Road in Kuraby. Our school has seen a substantial amount of growth since it first opened with 40 students in 1928 at its original location in Alpita Street. In 1972, our school relocated to Beenleigh Road as the original buildings were bursting at the seams with students. Over the past 91 years, we have grown from 271 students in 1978 to our current student enrolment as of July 2023 of 360.

Teaching and Learning

Our school comprises of 16 classes in a co-educational setting. The dedicated staff working at our school include 1 Principal, 1 Deputy Principal, 1 Business Manager, 1 Administrative Officer, 1 Head of Curriculum, 1 Curriculum Leader, 1 Inclusion teacher, 1 EAL/D teacher, 1 Support Teacher, 1 Early Years teacher for Pre-Prep & Playgroup, 19 Classroom Teachers, 3 Specialist Teachers, 1 Speech-Language pathologist, 1 Guidance Officer, 13 Educational Assistants, 1 Grounds Officer and 3 Cleaners. We offer a school library, outdoor learning area, multi-purpose hall, instrumental and music programs, iPads and laptops, sports program and more. Our teachers are highly-skilled leaders of

learning who work collaboratively in year level teams. They are committed to high expectations, which means not only do they never give up on a child, but they are innovative and professional everyday towards providing learning opportunities that motivate and challenge our students to reach their potential; holistically and individually. Our teachers deliver a broad, rigorous curriculum focused on creating successful learners, confident individuals and active, informed citizens. There are eight compulsory learning areas taught in the Australian Curriculum. These are English, Maths, Science, Humanities & Social Sciences (History, Geography, Civics and Citizenship), Technologies, Health and Physical Education, LOTE (Japanese) and The Arts (Music, Dance, Drama, Media & Visual Arts).
Our students represent 50 diverse countries of origin. 70% of students speak English as a second language. A total of 35 different languages are spoken by our student population. Our school population of Aboriginal and Torres Strait Islander students is 3%. Situated in the most multicultural electorate in Queensland, we are committed to supporting students and families from a diverse range of backgrounds. We have a strong emphasis on trust, respect and opportunities for all. Our positive school-wide culture promotes harmony and celebrates diversity.

Enrolling at Kuraby

Kuraby State School operates under an equidistant catchment area (catchment managed) to ensure consistency of student numbers so that existing resources can support student learning effectively. Parents and legal guardians can visit the Administration Office at the school to collect enrolment forms or they can be downloaded and printed from the school website. These forms should be carefully completed and returned to the Administration Office with accompanying proof of identity paperwork. The requirements are:

- Birth Certificate (born in Australia)
- Passport & Visa (born overseas)
- Current rates notice or rental agreement
- Current electricity or gas bill

* Requirements as per the School Enrolment Management Plan

An interview for parents and student with the school Principal or Deputy Principal will be arranged once all paperwork is sighted.

Please visit the school website for further information.

School Day Routine - Monday to Friday

8.15am.	***Gate opens for student entry***
8.45 am.	**First bell – be seated in classroom**
8.50 am.	Class commences – late slips required after this time
10.50 am.	Morning break - all children to eat in supervised areas
11.00 am.	Playtime
11.25 am.	Assemble at Classroom door
11.30 am.	Class commences
1.30 pm.	Afternoon break - all children to eat in supervised areas
1.40 pm.	Playtime
2.05 pm.	Assemble at Classroom door
2.10 pm.	Class commences
3.00 pm.	**End of school day – Pick up at front gate**

Before and After School

School lessons start at **8.50am sharp** and **finish at 3pm**. The first bell is rung at 8:30am. Before this time students are seated in the undercover area. **We advise that students MUST NOT be dropped off before 8:15am** as there is no teacher supervision before this time. The student entry gate will open at 8.15am and close at 8.50am.

School finishes at 3:00pm and students need to be heading for home at this time without lingering on the way. If they are being picked up they will be directed to wait at the school's front gate to be collected from this area. It is very important that parents ensure that their children are picked up promptly. **It is not acceptable to be planning to be picking children up late**. In some cases, students have been left at school until after 3.30pm, which is very distressing for the students and the staff reassuring them. From 3:00pm, student safety is the responsibility of the parent. Out of courtesy, the school provides supervision until 3:15pm, however parents MUST discuss with their child/ren who will be collecting them each day or whether they are permitted to walk home unaccompanied.

All playgrounds are out of bounds before and after school for all children (including non-Kuraby siblings).

Currently, Kuraby State School does not offer a before and after school program. We encourage parents to investigate options for outside school hours care within the local area.

Pick Up and Drop Off Zone

Outside the front of the school is a Passenger Zone for pickup and set down only. Between the hours of 7am and 9am, and 2pm and 4pm there is a 2-minute maximum stay in this zone. The reason for this zoning is to ensure flow of traffic and provide a safe area for students to be dropped off or picked up. Parking in this area and NO PARKING ZONES (in front of vehicle gates) may attract fines from Brisbane City Council Traffic Officers or Police. As this area is a passenger zone, a solid white line separates this section from the drive through area. Traffic is intended to drive down this lane and exit at the end; this is not possible if there are cars parked there.
There are staff members at the front gate each morning and afternoon attempting to ensure the safety of students as they arrive or leave the school grounds. Your co-operation would be greatly appreciated. If you have been asked to move forward or not have your children run across the road, please recognise that the staff member is acting in the best interests of the student. Parking is available in front of the Senior Oval. Svoboda Park is also an option. Please use these areas.

Student Resource Scheme (SRS)

The Resource Scheme provides classroom resources (e.g. textbooks, computer software and iPad apps) to enhance the learning for Literacy, Numeracy, Science, Art, HASS and Technology. Consumables such as paint, coloured paper and card, cooking and science experiment supplies as well as incursions are just some of the items purchased with this money. In addition, teachers are able to purchase other items (e.g. class reading books) using this Resource money. Every dollar that parents pay for each child goes to that child's classroom.

Payment is $100 per student – payable in full in Term 1 (or upon enrolment). Preferred method of payment is via BPoint using the invoice that is emailed to parents. Parents who choose NOT to participate will be asked to provide their child/ren with all the items that would otherwise be supplied by the SRS as detailed by information provided by the school. Participation may be limited for students whose SRS is not paid in full.

SRS Collection Process

1. A participation fee of $100.00 is charged on an annual basis. Invoiced upon enrolment or in the first week of Term 1 each year.

2. Fees are due to be paid within 14 days of the issue of the invoice. The due date will be noted on the invoice.

3. Where a parent/caregiver believes financial circumstances have arisen that will prevent or delay the payment of the school fee account, two options are available:
a. Extension of Time - If an extension is required, please contact the Admin Office prior to the due date to speak to the Business Manager.
b. Payment Plans - Payment of the Student Resource Scheme to be made by regular instalments. All payment plans must ensure that the account is cleared by the last day of the school year or as negotiated with the Business Manager.

Recovery of unpaid fees - In fairness to families who pay their Resource Fees regularly and on time, the school will follow up all overdue school fee accounts as listed below:

a. A reminder statement will be emailed within 7 days to any family who has not settled their school fee account by the due date where a payment plan or other arrangements are not in place.
b. If payment or a suitable response is not received within 7 days of the reminder statement, contact with the parent will be made via telephone, SMS or email.
c. Non-payment of the participation fee by the designated payment date may result in debt recovery action in accordance with the Department's Debt Management Procedure.
d. Legal costs, direct debit rejection fees and any debt collection costs or other costs incurred will be at the family's expense.

Late Start Enrolments/Early Leavers

New students entering Kuraby SS after the commencement of the school year will be charged on a pro-rata basis for the remaining terms.

Students who leave the school during a term will be asked to return any home reading books and library books. A refund may be applied if the SRS has been paid in full. Parents can apply for a refund by requesting and completing a 'Request for Refund" form, available from the Admin Office.

Book Lists

Years 1 – 6 will be supplied with a book list upon enrolment. This list can be taken to any good stationery supplier to be filled. Students MUST bring all items on the list to school on their first day. All items should be marked clearly with student first and last name. Lists will also be available on the school website. Students enrolling in Prep are required to pay an $80 levy. Once the levy has been paid, all stationery requirements are supplied by the school.

Payments

Payments for fees, class excursions, extracurricular activities etc can be paid, by the due date, via BPoint online or EFTPOS at the Administration Office – Monday-Friday from 8am - 8.45am & 2.30 - 3pm. Invoices will be emailed directly to parents for payment via BPoint. Receipts should be retained for proof of payment.

Refund Guidelines

At Kuraby State School, we are committed to providing a safe and supportive learning environment for students, staff and volunteers. This commitment includes the health and safety of staff and students when conducting curriculum activities in the school or in other locations.

School excursions and camps enhance a student's learning by providing opportunities for the student to participate in activities, both curriculum-related and recreational, outside the normal school routine. All planned school excursions are approved by the Principal and endorsed by the Parents and Citizens Association.

State schools are able to charge a fee for:

- an educational service including materials and consumables not defined as instruction, administration and facilities for the education of the student
- an education service purchased from a provider other than the school where the provider charges the school and
- a specialised educational program.

A school fee is directed to the purpose for which it is charged.

School fees for extra-curricular activities are calculated on a cost recovery only basis, according to the number of students who have indicated their attendance.

Participation of students in an extra-curricular activity is indicated through payment of the fee and provision of a permission form completed by the parent.

As the school budget cannot meet any shortfalls in funding for an extra-curricular activity due to the subsequent non-participation of a student who had previously indicated attendance of the activity, fees already paid for an extra-curricular activity may be refunded in full or in part or not at all, having regard to the associated expenses incurred and the circumstances of the non-participation.

If a parent wishes to apply for a refund due to their child's non-participation in an extra-curricular activity, they may do so by completing a Request for Refund form available from the school office. Where possible, the request should include the receipt relating to the payment for which a refund is being sought.

It is preferred that refunds be made as a credit against the student's account at the school, and used to offset any future charges.

Department of Education and Training policy references:

Education (General Provisions) Act 2006

SCM-PR-002: School Excursions

FNM-PR-019: State Education Fees

Excursions, Incursions & Camps

Throughout the school year, excursions, incursions or camps may be arranged to enhance the teaching of the curriculum. All children are encouraged to participate in these activities. Parents are advised with due notice giving information of the activity, date and cost. Late payments are NOT accepted. Some activities may be partially or fully covered for those students whose Resource Fees have been paid for the current year.

Students are required to wear the full school uniform on all excursions as it makes it easier for staff to quickly identify them as well as representing the Kuraby State School.

Parents are asked to carefully read all information regarding excursions, incursions and camps when information letters/permission forms are sent home with students.

Parade Times

Please check the fortnightly newsletter for the parade days and times.

Lost Property

Lost property is collected and stored in a basket located in the undercover play shed. Students and parents are encouraged to check regularly for items that students may have lost. At the end of each semester, any unnamed items are cleaned and given away to those in need. Parents are expected to name every item with their child's full name so that they can be easily returned.

Personal Belongings at School

Parents are advised not to allow their children to bring personal items to school as no responsibility can be taken by the school if these items are lost or damaged. This includes 'fancy pencils and pens', game cards(eg; Poekemon), watches and toys. Some children may be taking such items to school and you may not be aware of this. Please check your child's schoolbag regularly.

Phones at School

Mobile phones and personal iPads/tablets MUST be handed in at the Admin Office before school and collected at the end of the day. Students MUST NOT keep them in their bags or on their person.

Assigning Students to Classes

Students are generally assigned a new class teacher each year. Classes are formed by Administration in consultation with class teachers and support staff.

COMMUNICATION

Reporting & Interviews

At the end of each semester, in June and December, full written reports are emailed home to parents. It is strongly recommended that these be safely filed for later use. Formal parent interviews are available twice per year, in Term 1 and Term 3. Whilst these are the set times for reporting, parents are encouraged to keep in regular contact with their child/ren's teachers and to contact them via email should any areas of concern arise. Teacher email addresses are available on the school website.

Class Letters

Communication with teachers and parents is via a class letter which is emailed to parents at the beginning of each term. This letter includes an overview of the curriculum that will be taught for that term. We encourage parents to regularly communicate with their child's class teacher, however we do request that parents make an appointment in advance with each individual teacher via email.

Newsletters

The link to the school newsletter (which can be translated into many languages) is emailed to parents, fortnightly, on a Wednesday. Newsletters contain important information and updates that parents are advised to read. The links are also available through the school website. Up-to-date information, last minute changes and reminders are sent out on a regular basis through the 'enewsflash' email. Parents are asked to check their emails daily.

Website and Facebook

The school's website and Facebook page are updated regularly and are a great source of information and highlights.

Student Details

Upon enrolment, parents are asked to provide information which is kept as a confidential record at the school. Parents are asked to contact the school if any of the below details change during their child's enrolment at Kuraby.

- Change of name
- Home address
- Parent phone number/email (home and work)
- Emergency contact details
- Parent's place of employment
- Change in medical conditions
- Alterations to custody arrangements (custody papers MUST be sighted by the school and a copy to be kept in the student's file)

STUDENT ATTENDANCE POLICY

Rationale

All schools in Queensland are committed to providing safe and supportive learning environments for all students which address their educational needs. Research shows that regular attendance is integral to successful academic, employment and social outcomes. Accordingly, it is important that students, staff and parents/carers have a shared understanding of the importance of regular student attendance.

Kuraby State School expects that every student will attend school every day of the school year unless prevented by reasonable circumstances from doing so.

Kuraby State School attendance policy aims to maximise participation in learning programs by all students to ensure all children can access equitable educational outcomes.

At Kuraby State School we are committed to achieving the following targets in improving attendance:

✰ A +95% average attendance rate for students in 2019 and beyond.

The importance of attending school

At Kuraby State School we believe that students need to attend school regularly in order to participate fully and gain maximum benefit from schooling. Regular attendance enables children to access quality education and assists them to reach their full potential. School staff set an example for students by encouraging and emphasising attendance and punctuality.

A child between the ages of six and sixteen years is of compulsory school age, irrespective of distance from the school or whether the student has a disability. All students are required to be enrolled at a registered government or non-government school and must attend on every day instruction is provided, unless the minister has granted an exemption from school attendance.

The responsibility for enforcing school attendance is with the Department of Education and Children's Services. The Department therefore has a legal responsibility to record and monitor attendance and take appropriate action to rectify problems of non-attendance.
It is important that students, staff and parents/carers have a shared understanding of the importance

of attending school. Kuraby State School is committed to promoting the key messages of the Queensland State-wide initiative *Every Day Counts* which promotes four key messages:

- ⇨ All children be enrolled at school and attend on every school day
- ⇨ Schools monitor, communicate and implement strategies to improve regular school attendance
- ⇨ Truanting can place a student in unsafe situations and impact on their future employability and life choices
- ⇨ Attendance at school is the responsibility of everyone in the community

Responsibilities

Parents/Carers Responsibilities:

- Ensure that their child attends school on every school day
- Provide a satisfactory explanation for all absences, lateness or early departure
- Contact the school prior to any planned absence. Where this is not possible, parents must provide the reason for any absences prior to 9.00 a.m. on the day of absence. This may take the form of a medical certificate or a satisfactory explanation for the absence.
- Contact the Administration Office if student absence is to be for an extended period of time (e.g. family reasons or illness).
- Planned absences of 10 days or more will require the completion of an Exemption Form and approval from the Principal.
- Contact the Principal if a student is refusing to attend school. Initiate or attend meetings to seek support and discuss their child's attendance or participation in their educational program.
- Provide a written note (signed and dated) from parents/carers explaining a future planned absence.
- Advise the school of any change of address or phone numbers to ensure school records are accurate. Up to date data is essential in an emergency.

Student Responsibilities:

- Under the Education (General Provisions) Act 2006, students must attend school each day. They must be on time and have all necessary equipment.
- Never leave school during school hours without parent/carer accompanying.
- Report to the office if arriving to school after 8*:50am* to collect a late slip.
- Ensure all missed school work is completed.
- Ensure absence records are accurate and all absences have been explained by parents/carers.

School Responsibilities:

- Regularly inform students, staff and parents/carers about the Kuraby State School *Attendance Policy and Procedures (*including the Policy and Procedures for *late arrival*, *early departure* and *truanting*) and make this publicly available through the school's website, newsletters and enrolment package.
- Monitor student attendance daily through marking the roll at the beginning of each day.
- Notify parents/carers of any unexplained absence, requesting a satisfactory explanation for their child's absence – within 3 days of unexplained absence

- Discuss individual attendance with students and offer support and help to parents and students when school attendance has become a problem.
- Principal and staff will refer to a Student Attendance Officer on an ED171 (Report of Unsatisfactory
  Attendance) form if attendance issues are not resolved.
- Provide students with school work when they are absent for legitimate extended periods of time.
- Notify the relevant authorities if non-attendance persists.

Strategies

At Kuraby State School, we are committed to achieving our attendance target and continually improving and promoting attendance and achievement by:

- Ensuring consistent monitoring and follow up of absences with parents/caregivers
- Working with students and families to reduce absenteeism.
- Recognising and rewarding students who are on target and maintain attendance of >95%
- Recognising and rewarding classes with the lowest amount of unexplained absences
- Ensuring work that is missed due to absence is completed during play breaks and in some cases for homework
- Any student with an attendance rate of <90% and are falling behind academically or have incomplete work may not be able to participate fully in extracurricular activities and will not be eligible for consideration in school captaincy.

Responses to absences

Absences for which a satisfactory reason has been provided are considered *explained absences*, and the student's enrolment is viewed as continuous. Undertaking a leisure activity such as shopping, visiting friends and relatives, fishing or camping, is not considered a satisfactory explanation for an absence.

An absence for which a satisfactory reason has not been provided is considered an *unexplained absence and be recorded as an unauthorised absence.*

If there is no explanation from the Parent/Caregiver regarding a student's absence or lateness for that day...

- Unexplained absence letters will be generated weekly and sent home with students reminding parents/carers of their obligations to ensure their child attends school on every school day and the requirement for providing satisfactory explanations for all absences. Parents are asked to provide the reason for the unexplained absences, sign and return the *Unexplained Absence Letter* within a week. If the notes aren't returned office administration will contact home.

- Where there is a continuation of unexplained absences, or absences without satisfactory reasons, parents will be required to attend a meeting with the Deputy or Principal to address

issues contributing to these absences and to discuss implementation of appropriate strategies and support mechanisms.

- Where unsatisfactory attendance still continues, the Principal may commence formal processes associated with *Enforcement of Compulsory Schooling and Compulsory Participation* as per Education Queensland policy up to and including referral by the Director General for prosecution under the Education (General Provisions) Act.

Reporting and monitoring attendance

At Kuraby, reports of absence or truanting are taken seriously. Parents/Carers may report an absence in the following ways:

- Telephone Absence Line – 3361 8460
- email to the school office (absences@kurabyss.eq.edu.au)
- SMS message – 0427 893 207
- In person to the office (parent/carer)

LATE ARRIVAL AT SCHOOL

When your child arrives late at school, he/ she misses the teacher's instructions and the induction to the lesson. Your child may also feel embarrassed at having to enter the classroom late.

Minutes late per day during the school year	Equals days worth of teaching lost in a year
5 Minutes	3.4 Days
10 Minutes	6.9 Days
15 Minutes	10.3 Days
20 Minutes	13.8 Days
30 Minutes	20.7 Days

Frequent lateness can add up to a considerable amount of learning lost, and can seriously disadvantage your child.

Late Arrival and Early Departure

The late arrival of students is highly discouraged as learning begins at 8.50am SHARP! Students who arrive after 8.50am are required to enter the school grounds through the security gate beside the Administration Office and request a late slip at the payment window.

Students are not permitted to leave the school grounds unless they **are collected by a parent or caregiver.** Parents must visit the Admin Office to sign the child/ren out. We ask that parents email class teachers ahead of time. Students should not be leaving the school out of school time unless it is for an appointment. **Leaving school early for convenience reasons is highly discouraged. Collection during lunch-breaks is not permitted unless arrangements have been made prior to collection.**

Student Absence

Parents must notify the school by phone, text or email if a student is going to be absent from school for any reason. Please call the **absence number *3361 8460*** or **text 0427 893 207** before 9am so that the absence can be recorded. Student's FULL NAME and CLASS should be clearly recorded along with the reason for the absence and duration. This ensures that the teacher is aware of the reason for the absence. The student absence email address is absences@kurabyss.eq.edu.au .

Absences will be recorded as 'unexplained' if a reason is not communicated to the Administration Office. Continued absences will result in a phone call to parents from a member of Administration.

Exception to compulsory schooling

If your child or children cannot attend or it would be unreasonable in all circumstances to attend school for more than 10 consecutive days, an exemption from compulsory schooling or the compulsory participation phase is available. The exemption excuses parents from their legal obligation to ensure that their child of compulsory school age is enrolled at or attends a school, or in the compulsory participation phase, is participating full-time in an eligible option. Exemption forms can be collected from the Administration Office.

HEALTH AND SAFETY

Sun Safety

Kuraby is a 'sun safe' school. All students are required to wear a school sun-safe hat at all times during lunch breaks, physical education lessons, sports training and any other outside learning lessons. Caps are NOT acceptable. Hats can be purchased from the Uniform Shop. Student's **FULL** name should be clearly marked on the inside brim of the hat so that lost property can be easily returned.

Illness and Injury

Students who are ill MUST remain at home. It is NOT acceptable to be sending students to school who are still suffering from cold/flu symptoms, headaches, tummy pains etc. Children will recover quicker if they are permitted to rest at home.

Students will attend the first aid room where they will be assessed by trained first aid staff. If symptoms are minor, students are treated and returned to class. If symptoms are serious and require further treatment, parents/emergency contacts are called so that students can be collected as soon as possible. In the event that contact cannot be made, students will remain in the first aid room until contact can be made and students are collected.
Emergencies - Parents and an ambulance will be called if the injury is critical. **IT IS ESSENTIAL THAT ALL CONTACT NUMBERS ARE KEPT CURRENT AND UP-TO-DATE.** After the emergency needs have been met, responsibility rests with the parent, ambulance or treating doctor. A First Aid Incident report is registered.
Exclusions – Some infectious diseases require an exclusion period where attendance at school is NOT permitted. Parents should contact the school in the event that their child develops any of the communicable diseases listed on the Time Out poster – visit the below website for full details - https://www.health.qld.gov.au/__data/assets/pdf_file/0022/426820/timeout_poster.pdf

Medication

Students who need to take prescribed medication (including asthma puffers) at school **MUST** have a parent or caregiver deliver the medicines to the Office. A **Permission to Administer Medication** form must be filled out by a parent before medications of any kind can be given to students. Only medication in the original packaging with the child's name and dosage details affixed **by the pharmacist** will be administered. Students requiring asthma puffers must also have a current Asthma Plan updated each year. Children should then go to the Office at the appropriate time for the medication. It is against Education Queensland regulations, for schools to administer any medication without a doctor's prescription. A register of all medication administered will be kept in the Office. Unless under prescription, Paracetamol and Ibuprofen will NOT be administered. On occasions where parents do not provide office staff with the completed 'Permission to Administer Medication' form, every effort will be made to contact parents to inform them of non-administration of medication. The

co-operation of parents is kindly appreciated and they are requested NOT to expect staff to operate outside of the above guidelines.

Serious Medical Conditions

Students with serious medical conditions such as diabetes, anaphylaxis or epilepsy are required to have an action/health plan which should be provided by a GP and updated each year. Where necessary an Education Qld departmental nurse will be contacted to meet with parents after enrolment to discuss the individual needs of the student.

Head Lice

Head lice is a very common childhood occurrence. Parents are responsible for the treatment and management of head lice in students and family members. Communication with the school is important to minimise further outbreaks. Parents are asked to contact their child's class teacher via email to advise. Further information can be found at – http://education.qld.gov.au/students/student-health-safety-wellbeing/student-health/head-lice

UNIFORM/DRESS CODE POLICY

It is an expectation of the Kuraby State School Community – the Principal, Staff and the Parents & Citizens Association (P & C) – that all students abide by the School Dress Code Policy. The Application for Student Enrolment at Kuraby State School is taken as acceptance of this policy. The agreement is signed by the parent/caregiver at time of interview.

Why do we have a dress code?

Our School Community believes that the Dress Code requirement is important in developing a sense of identity and pride for our students. It aligns with the general expectation in today's workforce where, in most instances, there is an established Dress Code at the work site. For students, this school is their work site.

Our Uniform:

- Caters for all students in the school community in a manner sensitive to gender and cultural and social issues;
- Meets requirements of occupational health and safety, anti-discrimination and equal opportunity legislation;
- Promotes the health and safety of students by identifying items necessary for particular activities eg. Items for sun protection and appropriate footwear for day-to-day activities;
- Provides students with equal access to the full range of school activities;

Uniform Specifics

-Short or long-sleeved official school polo shirt with school crest (*available from the Uniform shop*);
-Royal Blue shorts/pants/skirt/skort;
-Royal Blue bucket style (*with Gold trim-available at the Uniform Shop*), wide brimmed or legionnaire style hat;
-Hijabs must be Royal Blue or Gold in colour;
-Royal Blue Winter jacket/jumper – plain colour (*no prints or patterns*) or jacket with school logo (*available from the Uniform Shop*)

PERMITTED

-Students may wear Black or Royal Blue coloured tights under their shorts, skirt or skort;

-A plain, long sleeved shirt; Royal Blue, Gold or Black in colour, may be worn under the official school polo shirt;

NOT PERMITTED

-Tops and pants of varying colours other than Royal Blue (*with the exception of a 'House' coloured shirt during Cross Country Carnival and Athletics Carnival*);
-shorts/pants/skirts/skorts of varying colours other than Royal Blue;
-Adorned or highly decorative hijabs;
-Sun protection that is NOT Royal Blue in colour.
Parents MAY be contacted if students attend school in clothing that is not permitted.

Footwear

PERMITTED

-Black leather, lace-up or Velcro, closed-in school shoes OR lace-up or Velcro sneakers must be worn;
-Shoes should be robust enough to handle every day activities as well as be suitable for engaging in physical activities;
-Socks should be white or black in colour;

NOT PERMITTED

-Thongs or open-toed footwear (eg; sandals), which does not permit students to actively participate in H/PE lessons or protect feet during educational activities and lunch-time play.
-Slippers or ballet flats are not a safe option and do not provide protection for the toes and feet;
-Brightly coloured or fluorescent sneakers;

Purpose

The wearing of school uniforms by students of Kuraby State School will assist the school community to:
- Easily identify the students as members of the Kuraby State School;
- Develop students' sense of belonging to the school community;
- Provide an opportunity to build school spirit and pride;
- Enhance the health and safety of students when involved in school activities;
- Promote a sense of inclusiveness, non-discrimination and equal opportunity;
- Reinforce the perception of the school as an ordered and safe environment;
- Increase the personal safety of students and staff by allowing easier recognition of visitors and potential intruders in the school;
- Make school clothing more affordable for families by eliminating the risk of peer pressure to wear fashionable and expensive clothes.

Health and Safety Regulations

The school must ensure that students are not exposed to risks to their health & safety and must take steps to identify and eliminate or control such risks.

Our School Community:
- Requires students to wear appropriate footwear or other protective clothing so as to avoid injury;
- Requires students to wear a hat for out of classroom activities at all times;
- Requires that jewellery or other items that could, with reasonable foreseeability, cause an injury to themselves or other students, are not worn.
- Requires all glass containers are NOT permitted in student lunch boxes.

Compliance

- The school uniform is to be worn to school every day of the school week. Students attending excursions outside of the school grounds MUST wear full school uniform;
- A T-Shirt showing your House colour, may be worn only on the day of the Cross Country Carnival and Athletics Carnival;
- Students who participate in Music or Sports programs may require a specific performance uniform. Supervisors of these programs will notify parents and uniforms will be loaned to students for the duration of their extra-curricular program;
- Hair styles and colours are to be of a conservative nature in order not to draw unnecessary attention to the student. ie; razored tracks, partially shaved or bright, unnatural colours.

Non-compliance

The school may impose a sanction in the event of non-compliance which is limited to one of the following:

- Preventing a student from attending or participating in any school activity that is not an essential school educational program.
- Preventing a student from attending or participating in, any activity for which the student is representing the school.
- Parents will be informed of a student's non-compliance through the normal channels of school→home communication.

Hats

- Hats must be worn while students are participating in H/PE lessons, coaching or recreational activities outside the classroom.
-Hats are to be wide brimmed, bucket or legionnaire style in the official school colour of royal blue.
-Caps and hats with other logos are not permitted.

Jewellery

<u>PERMITTED ITEMS</u>

- Watch;
- Small religious symbols which do not pose a safety risk to students are acceptable after prior approval from the Principal.
- Earrings – sleepers or studs; (*2 per ear maximum*)
- For safety reasons, students may be asked to remove large chains or leather necklaces which may act as choking devices when students are involved in a sport or a gross motor activity;

<u>NOT PERMITTED</u>

-All other jewellery (*other than listed above*) must be left at home and not worn or brought to school.
-Kuraby State School will not be responsible for valuables if lost, stolen or misplaced.

Uniform Shop

The Uniform Shop is open on Fridays from 8.30am – 9am. Parent volunteers operate the Uniform Shop from the Tuckshop location. If you are available to volunteer your time, please email pandc@kurabyss.eq.edu.au . The current range of school uniform items can be viewed and purchased at the school uniform shop. Refer to the school website Uniform Price List for changes to opening times, range and pricing.

Parents & Citizens Endorsement

The Parents & Citizens Association(P&C) of Kuraby State School approves that it supports this Uniform Dress Code Policy. It believes that a student dress code promotes objectives of the Education (General Provisions) Bill 2006. The P&C of Kuraby State School supports the intention of a student dress code in providing a safe and supportive teaching and learning environment by;
-Easy identification of students and non-students at the school;
-Eliminating distraction of competition in dress and fashion at school;
-Fostering a sense of pride and belonging;
-Developing mutual respect among students through minimising visible evidence of social or economic differences.

TRANSPORT

Vehicles in School Grounds

For the safety of children, and in accordance with Departmental Policy, only staff and official vehicles are permitted inside the school grounds. If you have been called to collect a sick child, please park in the parent car park and use the pedestrian gate to enter the Administration Office. Please **DO NOT** park in the Administration Car Park.

Crossing Beenleigh Road

There are crossing supervisors each morning from 8am to 9:00am and each afternoon from 2:50pm to 3:20pm. If any student needs to cross Beenleigh Road, the supervised crossing is the safest place to do so. All students need to have this safety message reinforced on a regular basis to ensure that they are as safe as they can be. Parents can lead by example.

Bicycles/scooters at School

When children ride bicycles/scooters to and from school it is imperative they **wear a helmet**. They must also follow all road signs such as "Stop" signs whilst on the road. Children are required to walk their bike/scooter when the pathways are crowded, when using the pedestrian crossing and when in the school grounds. Bike racks are located behind B Block and we encourage children to lock their bike/scooter to these racks. Bikes/scooters left at these racks are the owner's responsibility.

PARENT PARTICIPATION

We encourage families to become involved in the education of each child. Solid partnership between home and school assist in developing the potential of every child to learn. We offer a range of opportunities for parents to get involved such as:

- Attending presentation events such as school concerts and classroom showcases.
- Providing occasional classroom support where needed by helping out with specific events such as cooking for a class function.
- Assisting as a classroom volunteer by regular support of class reading groups, or art activities and so on.
- Working as a volunteer with P&C activities such as Mother's Day and Father's Day stalls as well as Community functions (eg; Harmony Day).
- Providing input to school governance through participation at P&C meetings. It may also include taking on a leadership role as part of the P&C executive, or representing the P&C on school committees.

If you can help in another way or if you have a talent or information we may be able to use, please let us know.

P&C Meetings

P&C meetings are held monthly. Check the newsletter for up-to-date information.

Tuckshop

Currently the school does not operate a daily tuckshop, however the P&C holds occasional fundraising days. ENewsflash messages are sent to parents when these days have been planned. Flyers in the newsletter will also be communicated. Some items may include ice blocks, sausage sizzles, ice creams, lollies etc. All funds raised will go directly to the school.