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WELCOME TO EDENS LANDING

Edens Landing State School and its community welcome you to our school. Our school has many features and facilities that provide an environment conducive for quality learning and teaching.

The strength and success of our school continues to lie in the support and combined efforts of our total school community --- children, parents, staff and community members. The cornerstone to reaching our potential is in establishing and fostering open, honest and clear two-way communication.

In helping to support communication, teachers are happy to meet with you before and after school. To ensure productive meetings occur please send a note with your child, or telephone the school for an appointment. The teacher will return your call. During class time their responsibility is clearly to focus on their children, so appointments between 8.50am and 3.00pm are usually not appropriate.

*At Edens Landing State School we have actively pursued a reputation for striving for excellence in various endeavours. This can be seen in our many achievements throughout the school's history which includes winning the **State Showcase Awards for Excellence in 2002** and two **Regional Showcase Awards in 2008** for programs in our early phase and middle phase of schooling. We also actively encourage excellence for responsible and caring behaviour, for cultural development and sporting participation. This reputation for excellence in our school has resulted from the commitment and dedication of our staff, the children themselves, but most of all through the partnership that exists between home and school.*

As partners in education we look forward to your support and working with you in the most important task of nurturing your child's development.

Welcome to Edens Landing State School.

*Andrew Peach
a/Principal*

CAMPUS FACILITIES

Edens Landing School continues to pride itself in maintaining attractive building and landscaping, to provide optimum learning opportunities for its students.

Buildings are laid out in the "court" format: a junior and senior court each comprising a central covered area surrounded by classrooms. This provides for children of similar ages to be kept together for organisational and educational purposes. The senior and junior courts are complete with covered areas, adventure playgrounds and amenities.

At the centre of the school is a large covered area. A section has been enclosed and now is called our HALL. The hall has a stage for school assemblies and other activities. This large covered area additionally houses the tuckshop, uniform shop, toilets and storerooms. At the front of the school is the Administration building containing offices, staff and printing facilities. Permanent classroom blocks are designed with flexibility in mind and contain:

- *General Learning Areas for a variety of learning activities*
- *Quiet Learning Areas for small group activities*
- *Practical Learning Areas with sinks, stove and work bench for a variety of craft, art, cooking, measuring and project activities*
- *Shaded Outdoor Learning Areas*

All of these blocks are connected by phone and are on the electronic security system. As well, fibre-optic cabling has been included to enable extensive use of technology as an everyday part of teaching and learning.

Playing facilities comprise shaded adventure play grounds in the Prep, Junior and Senior areas, a junior and senior oval as well as grassed play areas. We also have a multipurpose court which has been positioned overlooking the staff car park.

During 2009 funding has been approved through the 'Building the Education Revolution' and 'National School Pride' programs to enhance our school facilities. Throughout 2010 construction will take place on a new Hall which will be built on the current multipurpose court. This hall will serve many purposes for the school and the local community. In addition a new Resource Centre will be constructed on our junior oval at the rear of our current Resource Centre. These facilities will provide the school with additional opportunities to keep abreast with education for the twenty-first century.

CURRICULUM

At Edens Landing we are committed to providing a curriculum that has intellectual quality and allows students to make links from the tangible to the abstract through real-life and life-like learning opportunities. We create supportive learning environments that recognize and cater for the individual differences of students.

Our curriculum is divided into three main areas: English, Maths and Integrated Studies which allows students to engage in meaningful learning contexts to achieve the core learning outcomes. Integrated Studies includes: Science; Studies of Societies & Environments; Arts; Health; and Technology. In addition specialist lessons are provided in Physical Education, Music and LOTE (Language other than English: Japanese).



ENROLMENT MANAGEMENT PLAN

An Enrolment Management Plan was officially endorsed by the Director-General of Education in December 1997. This has been implemented in an effort to manage our enrolment growth. It requires families to reside within the defined 'guaranteed student enrolment boundary' to enrol at Edens Landing. This boundary is set at about the half way point to neighbouring state schools. From time to time, exceptions are made to this Enrolment Management Plan, depending upon vacancies in various year levels.

For all enrolments a **birth certificate** will be required. This is mandatory for enrolment into prep. In addition **proof of residence** is required to meet the needs of the enrolment management plan. <http://education.qld.gov.au/schools/catchment/pdfs/edens-landing-ss.pdf>

PARENT PARTICIPATION

As school staff and parents we need to work together as partners in providing the best learning environment for our children. Edens Landing is committed to achieving this goal by providing a wide range of possibilities for parent participation. It is important that you take advantage of these opportunities as they arise. Whether you've been involved in your child's school before or not, we hope you'll become part of building Edens Landing into a truly exciting school for your child.

There are many ways you can play an active part, at times that suit your family and work commitments:

- Helping your child with homework and related tasks
- Reading with your child
- Supporting the Parents and Citizens Association and the sub-committees
- Tuckshop Committee
- Tuckshop Roster
- Fundraising Committee
- Volunteers to assist with special events
- Classroom support (your child's teacher will survey for assistance)
- Learning support programs (Support-A-Reader etc)
- Library Support (sorting, covering etc)
- Working bees
- One off jobs



We hope you'll be available to assist in any of the above ways and help to provide an even higher standard of education for all children at Edens Landing.

Throughout the year we may offer courses designed to assist you as the parent of a young learner. The aim is to provide you with additional skills to help both at home and in the classroom. These courses or workshops will usually be conducted at school and will be advertised in our school newsletter. There is no cost for parents to attend. Please see details on "Suitability Card" requirements for all members of our community who work/volunteer in our school.

SCHOOL HOURS

School operates from **8.50 am until 3.00 pm** Monday to Friday and children requested to be in attendance no later than 8.45am, but not before 8.30am. First break is from 11.00 until 11.30 am and second break from 1.00 until 1.40 pm. The school office is open between 8.00am – 4.00pm.

ABSENCES

It is a requirement of Education Queensland that the school receives notification of reason for absence. This is recorded as explained or unexplained and appears on your child's report card. Whenever your child is absent from school **class teachers should receive a note explaining the absence**. Alternatively a phone call to the office on the day of absence is also appropriate. This helps identify truancy situations, which occur on rare occasions and assists in ensuring children's greater security. Where a prolonged absence is anticipated, notification is required within the first couple of days. Formal letters are sent to parents if frequent absences are noted and concerns are identified. Regulations can be found at www.education.qld.gov.au/everydaycounts/



ADDRESS, PHONE DETAILS AND EMERGENCY CONTACTS

Address and phone numbers should always be up to date and accurate. Please contact the office if changes occur. Emergency contact numbers are also required. These should be names and numbers for people who are not listed as parent/guardian 1 or 2 on the enrolment form and live close enough to be able to collect a sick child if you are unable to do so. Changes to family circumstances must also be notified. It is of vital importance that this information is kept current.

AFTER SCHOOL CARE

While no after school care is provided at school, the Edens Landing Child Care Centre (located across the road), along with Rainbow Corner Child Care Centre and Bethania Childcare provide before and after school care and arrange for delivery and collection of students.



CARE OF BELONGINGS AND LOST PROPERTY

Please clearly mark all of your child's belongings (whether books, pencils, hats, jumpers, lunch boxes and lids) with their name and class. This not only assists us in returning found items to their rightful owners but can also avoid disputes. Lost property found on a daily basis is placed in a 'lost property bin' outside the school office. On the last Thursday of the month and at the end of every term general unclaimed lost property will be donated to charity and all unnamed school clothing will be donated to the uniform shop.

Children are strongly encouraged not to bring expensive toys, electronic devices and items of value to school. Loss and or damage to these items often cause distress. While teachers are supportive and vigilant regarding such items they naturally cannot take responsibility for them.

CLASSROOM HELPERS & VISITORS TO THE SCHOOL

All visitors need to **sign a register** at the front office upon arrival before proceeding into the school. They will then receive a **temporary identification badge**. This helps to identify permitted personnel and to account for all in the event of an emergency evacuation.

We ask that all **classroom helpers** also comply with school security by signing in a folder which is located in each block and registering their presence if helping with changing home readers, assisting with reading / art groups etc. If a regular helper we request that you obtain a suitability card. (See appropriate section for details)Helpers and visitors are required to return to the office and sign out before departing. This does not apply to parents / guardians when dropping off or collecting children at 8.50am or 3.00pm. Tuckshop volunteers are to sign a register at the tuckshop.

DRESS STANDARDS and UNIFORM

We have a 'Dress Code & Uniform Policy' that was collaboratively developed through the school and P&C Association.

There is an expectation that all children will wear the school uniform.

The design of the uniform is very appealing and comfortable for children as well as being practical for cleaning and can be proud to wear an attractive uniform. It also reflects consideration for sun safety, choice and gender issues. Our Yr 7 students, as leaders in the school are given the opportunity to have a say in the design of their Yr 7 shirt, which encourages them to wear it with pride.

A brief description is provided below. The uniforms are on display in the office foyer and available for purchase from the school's Uniform Shop, which is a service provided by the P&C. Choices in items are available as listed:

Girls:

Dress: Short Sleeve Navy / Jade tartan with red trim
Blouse: Short Sleeve Navy / Jade tartan with red trim
Skort: Navy (shorts with a skirt front)

Boys:

Shirt: Navy / Jade tartan with red trim
Shorts: Navy

Unisex:

Polo Shirt: 3 button Jade with Navy / Red knit collar & school logo
Shorts: Navy Basketball
Hat (Yr 1-7) a plain navy blue sunsmart hat (with or without school logo), not cap
Hat (Prep) a plain red legionnaires cap or sunsmart hat
Footwear: Black shoes or black joggers with white socks.

Winter Uniform:

A 'hoodie' either in a pull-on or zipped version; a jersey; fleecy jacket with front zip. These items are detailed with the school emblem. Alternatively, a plain blue pullover. Plain navy long pants or track pants. (No jeans!)



The **uniform shop**, located near the assembly area, is open on Tuesday mornings 8.30am - 9.30am. Lay-by and EFTPOS facilities are available.

The way children dress has quite an influence on the way they behave and for this reason our students are expected to attend school clean and dressed in a manner that encourages pride and respect. Other benefits of wearing the school uniform are for easy identification for security and safety and to prevent 'social bullying' where fashion and trendiness can result in children being isolated.

Our Dress Code is enforceable under the Education Act 2006. If a uniform is not being worn, we request that parents forward a note to the school office explaining the reason for non-compliance. Consequences for failing to meet our Dress Code may be implemented.

Jewellery is not considered appropriate due to safety reasons as well as the peer pressure and competition, which can sometimes develop. Make up, nail polish and lots of hair ornaments, fancy clips etc are also not permitted. Your assistance in helping to maintain the dress standard at our school is actively sought and appreciated. **Hair styles** should also be conservative and not impact on the child's learning or promote social distinction.

Once a term, a "**Free Dress Day**" is conducted by the student council. This is usually during the last week of term, most frequently the last day of term. Appropriate clothing and footwear is required for safety reasons. Students are required to have shoulders, backs and midriffs covered as well as covered footwear (strappy / singlet tops and slip on shoes are not allowed).

In view of the high incidence of sun cancer in our state we have adopted a "no hat, no play" policy where children without a hat (sun visors are not acceptable) will be required to remain under a covered play area for their own welfare. **Sun-smart hats** are expected to be worn. Children are encouraged to wear sunscreen. The wearing of sunglasses is also encouraged as these provide UV protection. Children however should not wear sunglasses for activities like sports. Likewise it is essential that children wear closed in shoes.



EARLY DEPARTURE and LATE ARRIVALS

A parent/guardian must come to the office window to register their child's early departure. This is immediately recorded on the class roll. The office staff will phone for the child to come to the office for collection. Parents are advised not to collect their child from class unless specifically directed. Children are NOT permitted to leave the school grounds or walk home unaccompanied when on early departure. Students arriving after 9am are required to obtain a **late arrival slip** from the office window before proceeding to the classroom. We strongly encourage parents to bring their child to the office to obtain this form and register the reason for their child's lateness. This information is required under Education Queensland guidelines. Please remember that our school day starts at 8.50am and students should be in attendance in preparation for the school day by 8.45am.

EMERGENCY DRILLS

Our school has a carefully developed Evacuation and Lock Down procedures to prepare for various contingencies. Each building has on display an Emergency Evacuation Plan detailing the procedure to be followed and if necessary, the evacuation route for that building. Children and staff practice the procedures each term to ensure that these drills run smoothly in the unlikely event of danger. During an evacuation practice or in the event of a genuine evacuation, parents are requested to keep the school entrance gates clear. Children are also to remain with their teachers at the safe assembly points. If you are providing assistance in any building within the school campus please familiarise yourself with our procedures and during a drill or event of a real situation, follow the directions of staff members.



ENTRY TO SCHOOL

The school has two main entry points. The major entry point is via Jamie Nicolson Ave. Another gate is located at the back of the school grounds with access from Avonmore Street. The gate at the top end of Castile Cres is only an entry for emergency services and Q Build workers and is not open due to work place health and safety reasons. A crossing can not be located at a crest of a hill and therefore no parking areas and entry points have been designated at this location.

EXCURSIONS

As part of our goal to make learning as meaningful as possible children will be taken on educational excursions from time to time. The type, number and cost of excursions will be carefully planned in an attempt to not excessively burden parents. These excursions are generally organised on a class or year level basis and supplement the work already being done in the classroom. Prior to any excursion full information will be provided in writing and your consent sought. We request your assistance in returning permission forms and payment before or on the date requested.



On some occasions parents may be requested to provide transport where there are smaller groups involved. We appreciate this valuable support but insist that children be accommodated one to each seatbelt. Each vehicle used for transporting students must be currently registered and covered by Third Party Insurance. Please provide all these details to the office before the event. In keeping with P&C and staff requests, where possible and feasible, buses with seatbelts will be used. On occasions this will result in a much higher cost for excursions and camps.

HEALTH ISSUES

Asthma

The school has been recognised as an **Asthma Friendly School** through the Asthma Australia Foundation and as such we aim to facilitate quality care of asthmatic children. If your child has asthma it is very important to inform the school so that they can be placed on our register. A detailed **Asthma Action Plan** will be needed for each child to ensure the school can provide appropriate care. A copy of our Asthma Policy can be provided for your interest; please feel free to make inquiries.

Casualty & Sick Bay Procedures

Whenever first aid has been administered at sick bay we will notify you by note, or for a more serious injury we will make every effort to contact you by phone. If a student is unwell, we will contact the parent / guardian in the first instance and if unsuccessful, we will work through the emergency contact list in order of priority given, so that the student can be collected and taken home. On occasions a student may require more immediate medical attention and an ambulance may be called. We will not hesitate to take such action as part of our "duty of care". Every attempt will be made to contact the parent immediately, thus it is of utmost importance that **home, work, mobile and emergency contact numbers are up to date** and the office notified immediately.

Dental Services

Free dental treatment is offered to all children in the school through the Department of Health. This is provided by a visiting dental caravan which rotates through various schools, visiting approximately once every two years. You will be advised when the caravan arrives and permission forms will be sent home at that time. Emergency service can be accessed by ringing the Beenleigh School Dental Clinic on 3412 7200.



Exclusion Periods for Illness

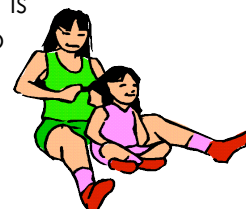
For your guidance, the following table provides information regarding the period of time children are excluded from school as a result of having contacted infectious or contagious diseases. It has been prepared by the Australian Medical Association and adopted by Education Queensland.

WHEN CAN I GO BACK TO SCHOOL

DISEASE	PERIOD OF EXCLUSION
Chicken Pox	Until 7 days after the beginning of the illness or until the last lesion heals.
Conjunctivitis	Exclude until discharge from eyes has ceased and treatment has been given.
German Measles	Exclude until fully recovered. Doctors clearance given.
Measles	Exclude for at least 7 days from the appearance of the rash or until a medical certificate of recovery is produced.
Mumps	Exclude until fully recovered.
Ringworm, Scabies.	Re-admit when appropriate treatment has been commenced. Sores must be covered.
School Sores	Exclude until sores have fully healed. The student may be allowed to return provided that appropriate treatment is being applied and sores on exposed surfaces such as scalp, face, hands or legs are properly covered with occlusive dressings.
Whooping Cough	Exclude for 4 weeks from onset of illness and until a medical certificate of recovery is produced. Exclude home/family contacts for 21 days after the last exposure of infection if attending a preschool centre and if the pupil has not previously had whooping cough.
	For all other illnesses, contact the school office or health department.

Head Lice

Although highly contagious, head lice are not a life threatening health concern. From time to time, head lice is reported among some students and classes. Our policy is to minimize contact with others thus we ask parents to collect children and return them to school after appropriate treatment has been used. Research shows that using treatment in conjunction with the "conditioning and combing" technique is the most effective process. Treatment with a chemical does not kill the eggs and follow up is required. We ask that all parents / guardians support us in attempting to eradicate this problem by regularly checking all children's hair and informing the school. For details on how to treat head lice effectively please contact the school office.



Health Plans

A Health Plan completed by a doctor is required for students with long term health issues such as asthma, epilepsy, diabetes, anaphylactic reactions etc. A 'medical alert' board in sick bay quickly identifies students with priority needs. Please talk to staff in the front office regarding these issues. Importantly discuss them every year with your child's class teacher thus ensuring currency of information.

Medicines at School

Should your child require medication prescribed by a doctor whilst at school, Education Queensland requires that:

- the parent/guardian must obtain and read the School's Medication Policy and fill in the appropriate forms which are available from the office.
- medication to be administered must be prescribed by a doctor.
- the medication must have the child's name, with the pharmacist's current written instruction on the container and must be lodged with the school for security purposes.
- a staff member designated by the principal will administer the medication
- non-prescribed medications such as analgesics, cough mixtures, homeopathic and the like are not to be brought to school (in bags, lunchboxes etc) and cannot be administered by school staff.

Authority forms are available from the office and should be completed when leaving prescribed medication with the school. Records are then kept of all medication administered to children at school. In most cases, medication is administered at 11.30am (end of first break) as this is a convenient time for students to remember to come to the office before class instruction commences.



School Nurse

Beenleigh Community Health provides a school nurse to visit the school once a year to conduct basic hearing and vision checks on children in preparatory year. If you have concerns regarding your child's health please contact Beenleigh Community Health Centre or your local doctor.

For other health related issues, please discuss these with the First Aid Officer.

HOMEWORK

Homework guidelines for all Queensland state schools were developed by Education Queensland in 2006. These guidelines aim to help children establish a balanced lifestyle that allows time for activities with family and friends. These guidelines provide the basis for our school homework policy for different age groups across the school:

- In the Prep Year, generally students will not be set homework but may be encouraged to participate in a home reading program.
- Homework in Years 1,2, 3 could be up to but generally not more than an hour each week.
- Homework in Years 4 and 5 could be up to but generally not more than 2-3 hours each week.
- Homework in Years 6 and 7 could be up to but generally not more than 3-4 hours each week.

For our younger students, it is important that parents are actively involved by reading books to them and encouraging them in a range of activities. For the older students, parents can help them balance the amount of time spent completing homework, watching television and playing sport. Good communication between teachers, students and parents is very important to ensure students reach their full potential.

Homework help page: <http://netlinks.slq.qld.go.au/hw.htm>

ICTs (INFORMATION AND COMMUNICATION TECHNOLOGIES)

We have two computer laboratories outfitted with enough computers for access by the whole class along with a data projector that facilitates a variety of learning opportunities. The whole school is cabled with many points in every room. Each classroom is outfitted with Macintosh computers where student's and teacher's work is saved. Access to the IBM platform is available through the Resource Centre.



Every student is issued with a password that is to remain confidential to ensure security of access. In addition each student is issued with an e-mail address, which allows them to communicate within the school and in a variety of other contexts. An Internet User Policy has been established which outlines expected code of conduct. A permission form giving details of use is to be read and signed by students and parents. Of importance to note, students and parents are not allowed to record images identifying themselves or others and their association with our school and place on the internet / world wide web. This is a significant breach of privacy and copyright issues.

Throughout 2010 classrooms will be outfitted with interactive whiteboards and data projectors so that teachers and students can engage productively in various learning pursuits. During 2009 multimedia devices such as DS Lites were trialled throughout the school to support literacy and numeracy lessons, thus providing further links between home and school.

Our school provides staffing for an ICT teacher who along with classroom teachers, share the teaching and learning in this area with focused class lessons. In addition the ICT teacher also maintains these valuable resources and assists in implementing many of Education Queensland agenda issues relating to improving technology access for staff and students.

INSTRUMENTAL MUSIC PROGRAM

An Instrumental Music Program with qualified instructors operates for brass, wind and percussion at the school for children in Years 5 to 7. A Strings Program has also been established for children in Years 3 to 7. A limited number of instruments are supplied by the school and parents are encouraged to provide one for their child if possible. Children on the program receive 30 minutes instruction weekly whilst various ensembles will operate to provide children with group music experience. These groups will practice out of school time, usually during the lunch hour or before school.



MOBILE PHONE AND OTHER DIGITAL/PORTABLE DEVICES AT SCHOOL

While mobile phones can support safety for students in accessing parents before and after school, students do not need to have access to a mobile phone during school hours. Students must have their phones turned off and safely stored and out of sight throughout the day. The office staff will contact parents when children are sick or injured, or if they haven't been collected after school. There are some times when it is genuinely appropriate and beneficial for students to have access to a mobile phone. Students may, for example, need to contact parents on the way home. Students may turn their phone on again at 3pm. An **Acceptable Use Policy for Mobile Phones** is available. Parents, Students and the Principal must sign this agreement before mobile phones can be brought to school.

Mobile phones with cameras are not desirable as students are NOT ALLOWED to record images of themselves or others while at school, at school related activities such as camps, excursions etc unless designated to by a teacher for educational purposes and specific permission given. This also applies to recording of images with students outside of school in school uniform. There are significant privacy and copyright laws which prohibit this.

It is recommended by the Education Department that disciplinary action be taken against any student who photographs or films other individuals without their consent or who sends harassing or threatening messages. Images are not to be placed on the internet / world wide web.

In addition, it is not desirable that students bring personal digital / portable devices such as ipods, CD and MP3 players and similar electronic devices to school. These items can be disruptive to the learning environment of other students. At times such devices can support learning and school activities and as such will be provided by the school for these tasks.

Mobile phones and other devices are used at their **owners' risk**. No liability will be accepted by the school in the event of the loss, theft or damage of any device.



MONEY AT SCHOOL

MONEY COLLECTION

A variety of programs that enhance curriculum outcomes may be included throughout the year eg: class excursions, swimming, interschool sport etc. Costs associated with such activities are kept to a minimum and cover expenses for transport and entry fees. Details are provided to parents via information letters which include permission slips and medical forms. Payment for various activities can be made at the office window on **Monday, Wednesday and Friday** between 8.15 – 9.30am. EFTPOS facilities are available. In addition internet banking facilities are available. (Please see details below regarding **internet banking** facility) A receipt will be issued. No cash is kept on the premises. All money to do with the P&C (eg: fundraising) is to be placed in the locked wooden box in the office foyer or handed-in at the Tuckshop as notified. Please do not give children large amounts of money to pay for activities. To safe guard learning time, teachers generally do not handle money for various programs & activities.

INTERNET BANKING FACILITY

In accordance with Education Queensland guidelines this will be our preferred method of payment for school related activities. After enrolment you will be provided with your child's **Student ID Number** which is unique to each student. It is essential that you enter the student's ID in the reference section when making payment. Full details will be provided along with the school activity details.



CHILDREN'S PERSONAL MONEY

The school does not encourage children to have large amounts of money at school (usually, \$2 is sufficient). Children should not leave money in school bags, in tidy trays, or on the desk. In some cases, teachers may set up a procedure to be followed to keep spending money safe.

NEWSLETTERS

Our school newsletter is distributed fortnightly by email and is also available through our school web site **www.edenslandings.eq.edu.au**. Our school newsletter contains important school information and current events. We have moved away from the traditional paper format newsletter to 'Schoolzine' an on-line version that provides an opportunity for us to expand our format enabling more information and photos to be shared. You can access a copy from home or work and may register as many different addresses as you like. This may even be sent to relatives. A calendar of upcoming school events is included several times a year. This may incorporate school holidays, pupil free days and public holidays and various school activities. If you do not have access to the internet, a modified version of the e-newsletter is available in paper format from the office.



At the beginning of every term, class teachers send home their own **Class Newsletter** which provides details specific to your child's class. These provide important information that is vital in maintaining partnerships between school and home. A copy of this is also available on our website.

NO SMOKING POLICY

As a facility of Education Queensland, we are subject to a **No Smoking Policy**. Smoking is not allowed in the school grounds.



PARENTS AND CITIZENS' ASSOCIATION

The Parents and Citizens' Association is one avenue for you to be an active member of your child's school. Through various P&C activities you have the opportunity to be involved in and informed about various school activities. The P&C also assists with providing the school with additional funds to assist program implementation, along with funding for additional resourcing and facilities. The P&C has been working very hard striving towards air conditioning all classrooms. Our P&C meet regularly on the third Monday of each month, from 7.00 - 9.00 p.m. One meeting a term is held during the day from 1.00 – 3.00pm so as to accommodate those who find it difficult to attend in the evening. At these meetings the association receives regular reports from the Principal, along with updates from the various committees in the school. All parents are welcome and encouraged to attend these meeting. The P&C is responsible for the running of the tuckshop, uniform shop, can recycling, student banking and fund raising activities.

Student Banking

Banking is conducted by members of the P&C Association on behalf of the Commonwealth Bank. On Wednesday mornings children place bankbooks in a special container in their classroom, which is then delivered to the uniform shop by 9am. Younger family members with Dollarmite accounts are also welcome to use this facility.

At the beginning of each school year the bank provides literature for opening new accounts. This is distributed to children. Children transferring in from other schools are able to have their accounts transferred.



Tuckshop

The tuckshop which provides an important service to our children operates every day and relies upon the support of parents and friends of the school. Any help given benefits our school whether it be serving or making lunches. Please complete a Volunteer form. **Help is always needed.**



A detailed menu and information on the ordering procedure is given with enrolment or available from the office. Please do not hesitate to contact Allison for any further information. The tuckshop telephone number is 3805 7999.

If a child has forgotten their lunch, the office will contact parent / guardians who may wish to make arrangements with the Tuckshop to provide food and send home an account should they be unable to bring lunch for their child.

PARKING AND STUDENT COLLECTION

The public car park and set down area in Jamie Nicolson Avenue is a Logan City Council facility. The set down area running the length of the car park allows for a steady flow of traffic. Please note that the **“drop-off zone” is a STOP, DROP, GO area** and should not take more than 2 minutes. Parking in this area causes congestion by blocking cars in the parking bay.



Parking is not permitted in the staff car-parks (lower or upper). The top car park should only be used when collecting sick students. Use of these areas often involves children crossing in front of cars at unmarked places. Please avoid these two parking areas when arranging a place to meet your child.

As a reminder, parking places always seem to free up by 3:08 pm with most of the area clear of cars by 3:15 pm. There are designated disability parking bays which should only be used by drivers displaying a current permit.

RELIGIOUS EDUCATION

Persons who have approval from their church or religious group and the Principal may provide religious Education on a weekly basis. The program is generally non-denominational and is arranged by the Ministers Fraternal in the district and consists of 15- 20 minutes instruction per week in our junior school classes. The class teacher supervises children who do not participate in the non-denominational program or for those whom an instructor from their own denominational group is not available.

REPORTING

Formal written reports are sent home twice a year at the end of Terms two and four for students in Yrs 1 – 7. Parent / teacher interviews are available at these times. The interview at the end of term 2, beginning of term 3 is the most important as it is the time to review progress and set directions for the remainder of the year. Parents of prep students will be invited twice a year for individual meetings to discuss progress. Please avail yourself of this opportunity. In addition, arrangements can be made with the teacher to have interviews at other times throughout the year.

RESOURCE CENTRE

The Resource Centre, the hub of the school, houses a wide range of resources to support teaching and learning for all school personnel. Students are taught information gathering skills and strategies from a wide range of materials with the aim being to produce independent learners. The Resource Centre is a place where we can expect to see a wide range of student activities in progress. Also located here is one of the computer labs available for class lessons.



All students are able to borrow books from the Resource Centre during school time under the supervision of a teacher. Borrowing is conducted before school from 8.30am and again during the second play break between 1.10 – 1.40pm.

To help care for our facility and resources:

- No food or drink can be taken inside.
- All students will require a cloth library bag for borrowing.
- Damaged or lost books are requested to be paid for at their replacement cost.

SCHOOL CHAPLAIN

We are very fortunate to have received funding to engage a school chaplain. Our school chaplain is Ben Lowery who started with us in August 2009. The school chaplain assists with various school activities throughout the school day. In addition he may provide pastoral care, general religious and personal advice, and comfort and support to all students and staff, irrespective of their religious beliefs. Our chaplain assists the school guidance officer in offering welfare services and support in cases of bereavement, family breakdown or other crisis and loss situations. Parent approval is sought for students to engage in more personalised programs and counselling. If you wish to access the school chaplain, then please contact the office or leave a note and contact details.



SCHOOL GROUNDS SUPERVISION

Children should **not arrive** at school **before 8.30 am** for their own safety, as supervision by staff DOES NOT occur before this time. Where both parents are working and find it impossible to comply with this request, all students are instructed to **sit** in the Hall until a teacher dismisses them at 8.30am when they may go and place bags at the port racks. At this time two staff members monitor the junior and senior areas to help ensure safe play practices. Prior to 8.30am, students are not permitted to play. When they are dismissed 'handball' is the only ball activity allowed before school in the upper school as the main oval is out of bounds.

The adventure playgrounds are not to be used by any child before or after school. Parents supervising their child/ren are also asked to adhere to this rule.

Before school parents are also asked to wait in the Hall or in the junior covered area.

Parents are asked not to sit outside the classrooms of B block with their child as this encourages friends to wait with them and is a supervision issue. Teachers provide rostered supervision in the school grounds during both lunch and eating breaks as part of school policy.

SCHOOL SECURITY

The school is fully alarmed and monitored by State Security. As part of School Watch, if you should see anything after school or on weekends, please phone **131788** as soon as possible. The school grounds are **private property** and should not be used after hours without permission from the Principal. Please assist with caring for our school by reminding your child that they and their friends are not allowed access to school property outside of school hours.



SPECIAL NEEDS TEAM

The Special Needs Team is a group of people working together to optimise the educational outcomes for students with special needs. Our Deputy Principal, Mrs Karen Stoyko, co-ordinates the team servicing our special needs students. The Support Teachers (Learning Difficulties) and the Special Education Teachers are key facilitators in the design and delivery of programs for students.

An overview of our team and services includes:

Learning Support Teacher: Develops, trains and implements learning support programs.

Key Teacher: Assists with and manages individual support programs for students identified through the Year 2 Net.

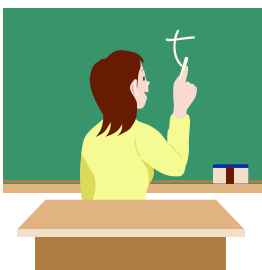
Guidance Officer: Conducts formal cognitive testing of students, as well as identifying students with impairments. Limited guidance and counselling for individual students or group programs may be offered.

Speech Language Pathologist: Assesses and provides support to students with severe language delay/disorders.

Special Education Teacher and Advisory Visiting Teachers: Supports students who have physical, hearing, visual, intellectual or speech language impairments as well as students who have Autism Spectrum Disorder, or E.S.L. (English as a Second Language).

Behaviour Advisory Teacher: Develops programs, trains & supports school personnel as well as assisting students in class.

Student support is provided through a process that may include identification and parent permission, student assessment, team meetings, educational adjustments, collaborative planning and program design, program implementation and review.



It is important that parents support the request for further investigation through private providers (e.g. hearing/vision checks; paediatrician and occupational and physiotherapists, speech therapist etc.) Please provide a copy of reports to the school. If you have concerns regarding your child's progress or need for support, please discuss them with your child's teacher. Following this discussion a referral may take place.

SPECIALIST TEACHERS

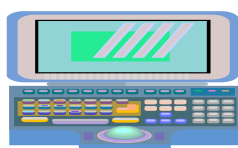
Edens Landing State School has specialist teachers in the fields of Head of Curriculum (HOC), Physical Education (PE), General Music, Instrumental Music, ICT, Languages Other Than English (LOTE), Support Teacher Learning Difficulties (STLD), Special Education Teachers and various Advisory Visiting Teachers to support special needs (AVT).

PHYSICAL EDUCATION: Children generally receive one half-hour lesson per week. The Physical Education program includes swimming instruction for Yrs 1-5 (usually a 2-week block) in Term 4.

LOTE: Children in Years 6 & 7 must receive instruction in a language as one of the Key Learning Areas in the curriculum. Japanese is currently the language studied. A program with a cultural rather than language basis may be offered in years 4 & 5.

MUSIC: Children generally receive one half-hour general music lesson per week.

ICT: Lessons are provided by class teachers as this is intergrated into various curriculum areas but the ICT teacher may provide specialised lessons throughout the year to various classes or year levels.



SPORTS' HOUSES

The four sports house names have been chosen to acknowledge our proud Australian Olympic tradition. **Jamie Nicolson**, a young boxer at the Barcelona Olympics was tragically killed in a car accident, with his brother Gavin, in 1994. Jamie Nicolson Ave was dedicated to him (by his local community) in 1993 in recognition of his sporting achievements. **Warren Lawton** was a para-Olympian in goalball. His children attended Edens Landing School. **Cathy Freeman** and **Samantha Riley** are two other great Olympians. Children are assigned to houses according to the initial of their surname.

A – E	Nicolson	Green
F – K	Freeman	Yellow
L – P	Lawton	Blue
Q - Z	Riley	Red

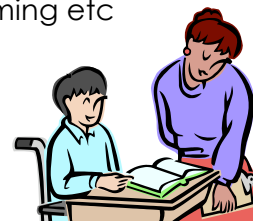


SUITABILITY CARD

To help ensure the safety of all children, Education Queensland has implemented a revised Student Protection Policy. This includes clear and direct reporting guidelines for all staff.

To recognise and complement this policy our P&C Association has formally recommended that **all members of our community, who assist regularly in our school**, should be able to meet the requirements for a **Suitability Card**. This would include volunteers and parents who have a regular presence in our school, classrooms and tuckshop ie:

- Classroom helpers for reading, maths, art activities, excursions; swimming etc
- Support-a-reader parents working with various children
- Tuckshop helpers
- Fundraising organisers and assistants
- School Banking assistants



The reasoning behind this is that many adults have access to the children of our school. While this access is under the control of the teacher inside the school, trust and recognition is built between the volunteers and children that carries over outside the school environment.

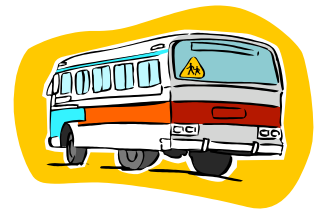
In requesting a Suitability Card for all volunteers it also recognises the role they play in the lives of the children at our school. The cards are free for volunteers at our school and application forms are available from the office. Please complete the form, provide the necessary identification, and present it at the office so that it may be signed off by Business Services Manager. Please be aware that it may take at least 8 weeks to process the application.

Further information regarding the "working with children check" is available on the website of the Commission for Children and Young People through the following link: <http://www.ccypcg.qld.gov.au/> or by phoning 32116999 or free call 1800 113 611.

TRANSPORT

Bus Transport

Depending on where families live in relation to the school, children may be eligible for free bus transport, an Education Queensland cash conveyance allowance or may be able to access buses on a "user pays" basis.



Children who live more than 3.2 kilometres by the shortest trafficable route from the nearest State Primary School are eligible for either the free bus or the allowance. Information regarding the availability of bus services may be gained by ringing Clark's Bus Company on: 07 3200 9606. For further information on the School Transport and Assistance Scheme ask for a pamphlet from the office or phone Gold Coast 56308851 or go on line:

www.transport.qld.gov.au/home/general_information/passenger_public_transport

Bicycles, Scooters and Skateboards

Students who ride bikes to school must store their bikes in the racks provided near their entry point and are not to be ridden through the school grounds. Racks are located near B block and near the gate at the back of J Block. Students are encouraged to secure their bikes and have them easily identified and engraved with name and contact number. Although every attempt is made to provide security the school can not take responsibility for theft or damage to bikes. Students must adhere to safety rules and wear a bike helmet. Skateboards/scooters are not to be used by students coming to or from school. They are not to be brought to school!



WET WEATHER POLICY AND STORM WARNING PROCEDURES

On very wet days our procedures vary to better cater for children's safety needs. Some measures include varied lunch breaks and the duration of the lunch break. Should a severe storm strike at the end of the school day, children will remain in their classes until it passes. In the interests of safety, children will not be released to run down to the car parks, at a time of poor driver visibility and slippery conditions. During these rare occasions parents are welcomed and advised, to collect their children from the classroom and leave for home before the storm strikes.

