Every Hour Strive for Success

143 Breusch Road
Elliott Heads QLD 4670

Email: the.principal@elliottheadsss.eq.edu.au

Website: www.elliottheadsss.eq.edu.au

Phone: (07) 4159-6242
Fax: (07) 4159-6416
We welcome you and your family to Elliott Heads State School.

We believe education is a partnership between, home and school, involving the child, parent and teachers. Our school values and encourages positive parental involvement. Together we can work to provide the best educational opportunities for your child. We are a learning family.

This guide is intended to inform parents about how this school operates and how you can be part of it. A Preparatory year guide is also available to parents. Additional information can be obtained from our school’s website, located at www.elliottheadsss.eq.edu.au

Yours sincerely

Catharina M. Patterson
CATHARINA (TEENY) PATTERSON
Principal

MISSION STATEMENT

Elliott Heads State School endeavours to provide a supportive school environment in which the best educational outcomes can be achieved for all students.

OUR VISION

This learning community has the vision of preparing our students today, to participate fully and effectively in tomorrow’s world.
### STAFF 2016

<table>
<thead>
<tr>
<th>PRINCIPAL:</th>
<th>Catharina Patterson</th>
</tr>
</thead>
</table>
| TEACHING STAFF: Classroom teachers: | Kelly Brown  
Tanya Eizenberg  
Catharina Patterson  
Liz Shield  
Lori-Ann Christie |
| SPECIALISTS: Physical Education: | Nikki Russell |
| Music: | Michael Buckholz |
| LOTE (Japanese): | Megan Bennett |
| SUPPORT STAFF: Learning Support: | Kevin McLaren |
| Special Education: | Kevin McLaren |

Other Specialist Support staff visit the school at various times throughout the year. Casual Teacher Aides are also employed for special projects when funding allows.

### ANCILLARY STAFF

<table>
<thead>
<tr>
<th>Administration</th>
<th>Tracy Gollshewsky</th>
</tr>
</thead>
</table>
| Teacher Aides | Tracy Gollshewsky  
Denise Lee  
Michelle Loder  
Zac Templeman  
Belinda Biggs  
Debra Brauer |

### GROUNDS STAFF:

| Cleaner | Peter Schweikert (Contract mower) |

_Elliott Heads State School embraces a multi-age philosophy in its classes from Preparatory Year to Year 6._
## SCHOOL CALENDAR

### 2016

<table>
<thead>
<tr>
<th></th>
<th>Start day and date</th>
<th>End day and date</th>
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</thead>
<tbody>
<tr>
<td><strong>Term One</strong></td>
<td>Monday 25 January</td>
<td>Thursday 24 March</td>
</tr>
<tr>
<td><strong>Term Two</strong></td>
<td>Monday 11 April</td>
<td>Friday 24 June</td>
</tr>
<tr>
<td><strong>Term Three</strong></td>
<td>Monday 11 July</td>
<td>Friday 16 September</td>
</tr>
<tr>
<td><strong>Term Four</strong></td>
<td>Tuesday 04 October</td>
<td>Friday 09 December</td>
</tr>
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### STUDENT FREE DAYS:

|                | Term 4: October 19 (to be confirmed) |

### PUBLIC HOLIDAYS:

<p>| | |</p>
<table>
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<tr>
<th></th>
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<tbody>
<tr>
<td>Australia Day</td>
<td>Tuesday 26 January</td>
</tr>
<tr>
<td>Good Friday</td>
<td>Friday 25 March</td>
</tr>
<tr>
<td>Easter Monday</td>
<td>Monday 28 March</td>
</tr>
<tr>
<td>Anzac Day</td>
<td>Monday April 25</td>
</tr>
<tr>
<td>Labour Day</td>
<td>Monday 02 May</td>
</tr>
<tr>
<td>Show Holiday</td>
<td>Thursday 26 May (to be confirmed)</td>
</tr>
<tr>
<td>Queen’s Birthday</td>
<td>Monday 03 October</td>
</tr>
</tbody>
</table>

### SCHOOL HOURS:

Students should arrive at school **NO EARLIER THAN 8.30am**. The recommended time of arrival is 8.40 am. Students arriving before 8.30 am must remain seated on the blue seats near the office. A teacher will be on duty from 8.30 am, on Tuesdays and Thursdays. Children will be permitted to play prior to school on those days. Children are invited to enter the classroom under teacher supervision on Mondays, Wednesdays and Fridays.

Children should ensure that any messages from home for the school office are delivered prior to play. This includes money and permission slips.

School commences at 8.50 am and concludes at 2.57 pm. Lunch (First break) is from 11.00 am to 11.45 am. Afternoon Tea (Second break) is from 1.15 pm to 1.45 pm. Children will eat their lunch under the covered area where they stay until the second bell to be released for play.

### SCHOOL OFFICE HOURS:

The school office hours vary from term to term. The office is open from 7.30 am until 3 pm every weekday. Depending on school programs, the office may be closed for short periods of time while Mrs Gollshewsky attends to classroom duties.

Staff will always do their best to answer the phone, however, if the phone is not answered, please leave a message on the answering machine and a staff member will attend to your request as soon as possible.
CODE OF CONDUCT

- Safety
- Responsibility
- Respect
- Learning

BELIEFS AND VALUES

The school community of Elliott Heads has high expectations of our students in all areas of achievement, performance and behaviour.

Our beliefs about children as learners are that:

- they are capable and competent and have been learning since birth.
- they will continue to learn given the right conditions.
- they have differing needs, interests and motivations and multi-age classes are an effective way of meeting these needs.
- they learn best when there are supportive relationships among all partners in the learning community that reflect justice, respect, care and concern for others.
- they learn best when school programs value and build upon their cultural and social experiences.
- continuity of learning throughout the phases of schooling provides them with solid foundations for future success.

Fostering children as learners, in order to assist all students to achieve the learning outcomes of Education Queensland syllabuses, requires an effective and supportive classroom, which:

- sets high expectations for all students
- provides challenge and enjoyment
- promotes complex thinking and problem solving
- encourages self-directed and co-constructed learning
- develops students’ independence
- provides explicit teaching
- sets explicit learning expectations
- allows for ‘hands on’ learning
- encourages learning interaction and social engagement with others
- employs a variety of teaching strategies that builds on students’ preferred learning styles and develops others
- promotes success in the learning environment
- provides engaging activities related to real-life situations where relevant.
- provides a structured, cooperative and well-organised learning environment.

We further believe that parental involvement and support is essential to all children’s learning.
BUILDINGS
Elliott Heads State School was originally opened as Airy Park State School in 1912. The original school building now accommodates the Administration Office and a staff room. The school was renamed as Elliott Heads State School in 1967. The Early Education Class (Prep/Year 1) operates in a double teaching block, Block C, built in 1978. The primary school classes operate in double teaching spaces in Block D, constructed in 1986, which have “wet areas” for activities such as art, craft and science.

In 2010 construction commenced on a new Resource Centre built as part of the Federal Government’s Building the Education Revolution Funding program. The Opening ceremony was held on 25 October 2011, with Senator John Hogg officiating.

In 2012 funding was received to construct a new Tuckshop and it opened to start the 2013 new school year. 2012 also saw the building of a joint Admin and P&C storage shed. All buildings at Elliott Heads State School have been air conditioned since mid 2003.

This year, 2016, we will construct a new climbing playground for Prep-Year 3 students, replacing an old metal playground.

GROUNDS
Elliott Heads State School prides itself on the beautiful grounds that have been developed over the years - large areas of shade, landscaped gardens and courtyard areas, used for both play and learning activities.

In 2002, the Parents and Friends Group received a grant through the Gaming Commission, which allowed the construction of Shade sails at the front of the school and in the courtyard. They are both functional and attractive in our school colours. Recently, the school frontage has undergone a major transformation as part of the ongoing beautification of the school. In 2007, the School received approximately $94,000 from ‘Investing in our Schools’ grant which was largely spent on the construction of an Outdoor Learning Centre attached to the Prep/1/2 classroom and installing a computerised Library system. Funds were also spent on upgrading computer equipment, sporting equipment and security devices. Next year, the school will erect a changeable sign as part of its ongoing program.

In 2015 the Parents and Citizens Group successfully applied for a Gaming Commission Grant to replace the playground equipment currently used by the younger children. Hopefully this will be constructed over the school holidays and be ready for the children to use at the start of 2016.

The school grounds are maintained through the services of a contract mower and working bees by parents and staff. Help is always appreciated in this area.

SPORTING FACILITIES
Sporting facilities include a 3/4 size standard athletics field, soccer pitch, cricket practice net, a multipurpose court for tennis, basketball and netball and shaded adventure play areas. In 2015, the Education Department granted funds for the Multi-purpose Court to be resurfaced, and the surrounds turfed.
The school also has access to community facilities at the Elliott Heads Sports Complex, uses the facilities at Elliott Heads Lawn Bowls Club and accesses the local swimming pool for swimming lessons in Term 4 of each year.

WELLBEING, PROTECTION AND SAFETY

During a student’s attendance, Education Queensland may collect personal information that relates to the wellbeing, protection and safety of the student. This personal information may be passed on to agencies such as Queensland Health, Queensland Police Service and Department of Child Safety in accordance with Education Queensland’s Student Protection Policy and other policies relating to student behaviour. (Refer to Appendix 1- Student Protection).

This personal information can be disclosed to other third parties without the individual’s consent where authorised or required by law.

CURRICULUM

Education Queensland provides curriculum guides in Key Learning Areas and the school adapts these to meet local needs.

The Key Learning Areas are:

- English
- Mathematics
- Science
- History
- Geography
- Technology
- Health & Physical Education
- Language other than English
- The Arts

Students work in multi-age classrooms which allows the curriculum, particularly subjects such as English and Mathematics, to be adapted to their individual learning needs. The school strongly supports the concept of access to the mandated curriculum for all students.

Learning in the early years is guided by Education Queensland’s Early Years Curriculum Guidelines based on a philosophy of active play-based learning.

Students in Years 5 & 6 study Japanese as part of the Language Other Than English (LOTE) program. The LOTE Teacher services Elliott Heads State School and gives students lessons in Japanese - cultural aspects, speaking and writing.

Computers are used in classrooms to improve student learning outcomes in all key learning areas. Student and teacher access to the Internet is provided through the school’s Local Area Network (LAN). Parents must complete an Internet Agreement Form (attached to the Enrolment Form) upon enrolment to allow students access to internet and email facilities. The school has its own website, located at www.elliottheads.eq.edu.au.
ASSESSMENT
Student progress is carefully monitored. The School Tracking Program includes a beginning of year screening program to identify new students who need extra assistance in literacy and numeracy.
- Detailed records of progress are kept on individual students in Years P-3 by using the Early Start Assessment Tools
- Students in Grades 3 and 5 participate in the National Assessment Program: Literacy and Numeracy (NAPLAN).
- Students in Years P-6 participate in school based assessment tasks at various stages during the school year.

Teachers cooperatively plan programs to meet individual student's special needs in consultation with specialist personnel. The school has access to a range of support specialists including:
- Support Teacher - Learning Difficulties
- Guidance Officer
- Advisory Visiting Teachers:
- Key Teacher
- Speech - Language Pathologist
- Behaviour Management
- Physical Impairment
- Hearing Impairment
- Inclusive Education

Teacher aides are trained in specific intervention programs to improve student learning i.e. Support-a-Reader, Support-a-Writer, Support-a-Numerate Person, THRASS, Reading Links and Speech Language Pathology.

A specialist Music Teacher teaches each class for one lesson per week. The school has a School Choir, which performs at selected events.

Students receive weekly Physical Education lessons from a specialist Physical Education Teacher. Grades P/1 also participate in a regular Gross Motor Program to develop fitness, basic motor skills and co-ordination. Students from Year 3 to 6 participate in Interschool Sports for two terms each year. Athletics is the focus in Term 3 and a developmental swimming program is offered in Term 4. Students also have an opportunity to participate in an after school sports program two afternoons each week. Application forms are sent home each term.

Elliott Heads State School has developed its own Gifted and Talented Program. Students who are identified as being gifted in particular areas can take advantage of the multi-age setting through curricula acceleration and compaction. Enrichment and extension activities are also planned for these students within the classroom. Additional opportunities such as Kepnock SHS ACES Program and Maths Team Challenge are also provided throughout the year.

Curriculum studies are not confined to the classroom. Excursions relevant to classroom learning, and workshops by visiting resource people, provide valuable learning experiences.

A number of dramatic and musical presentations by the Queensland Arts Council and other travelling performances throughout the year, allow children to participate in rich cultural experiences.

Group and/or individual achievements across all curriculum areas are recognised on School Assemblies and in the School Newsletter. Regular achievement awards are presented for academic and sporting achievement, citizenship and behaviour.
Further information on any of the curriculum areas can be obtained from your Principal or the Class Teacher.

**ATTENDANCE**

According to the (Education (General Provisions) Act 2006 section 9), a child is of compulsory school age if they are at least 6 years and 6 months, and less than 16 years. However, a child is no longer of compulsory school age if the child has completed year 10.

Children of school age should attend school on every possible day. Parents are required to present a note to the school and explain any absences. Unjustified absence from school puts your child’s future at risk.

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**Lateness = lost learning!**

<table>
<thead>
<tr>
<th>Lateness</th>
<th>Days Lost</th>
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<tbody>
<tr>
<td>5 minutes late each day</td>
<td>3 days lost!</td>
</tr>
<tr>
<td>10 minutes late each day</td>
<td>6½ days lost</td>
</tr>
<tr>
<td>15 minutes late a day</td>
<td>10 days lost!</td>
</tr>
<tr>
<td>20 minutes late a day</td>
<td>13 days lost!</td>
</tr>
<tr>
<td>30 minutes late a day</td>
<td>19 days lost!</td>
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</tbody>
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* days are school days and calculated over a school year

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<table>
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<tr>
<th>Attendance Rate</th>
<th>If your child misses......</th>
<th>That equals......</th>
<th>Which is......</th>
<th>Over 13 years of schooling that’s......</th>
<th>Which means the best your child might do is ......</th>
</tr>
</thead>
<tbody>
<tr>
<td>90%</td>
<td>1 day/fortnight</td>
<td>20 days/year</td>
<td>4 weeks of school per year</td>
<td>1.3 years</td>
<td>Equal to finishing in August of Grade 11</td>
</tr>
<tr>
<td>80%</td>
<td>1 day/week</td>
<td>40 days/year</td>
<td>8 weeks of school per year</td>
<td>2.6 years</td>
<td>Equal to finishing in May of Grade 10</td>
</tr>
<tr>
<td>70%</td>
<td>3 days/fortnight</td>
<td>60 days/year</td>
<td>12 weeks of school per year</td>
<td>3.9 years</td>
<td>Equal to finishing in March of Grade 9</td>
</tr>
<tr>
<td>60%</td>
<td>2 days/week</td>
<td>80 days/year</td>
<td>16 weeks of school per year</td>
<td>5.2 years</td>
<td>Equal to finishing in September of Grade 7</td>
</tr>
<tr>
<td>50%</td>
<td>5 days/fortnight</td>
<td>100 days/year</td>
<td>20 weeks of school per year</td>
<td>6.5 years</td>
<td>Equal to finishing in June of Grade 6</td>
</tr>
</tbody>
</table>

We are working towards the **Regional target of 96%**.
An exemption from compulsory schooling or the compulsory participation phase is available when a child or a young person cannot attend or it would be unreasonable for them to attend school or participate in an eligible option for a period of more than 10 consecutive school days. This procedure outlines the process for applying for an exemption from compulsory schooling and participation phase. 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.

In the following circumstances, a parent of a child who is of compulsory school age is relieved of their legal obligations and an exemption is not required where the child is:

- Undertaking activities under Commonwealth law
- Provisionally registered or registered for home education
- Suspended from school
- Excluded from a state school or certain state schools, during the time reasonably required to enrol the student in another state or non-state school or to provisionally register for home education
- Prevented from attending because they are subject to direction or declaration in relation to an infectious or contagious disease or condition
- There is an application for enrolment pending at a state school

In the following circumstances, a parent of a young person in the compulsory participation phase is relieved of their legal obligations and an exemption is not required where the young person is:

- Suspended from school
- Excluded from all state schools
- Excluded from a state school or certain state schools, during the time reasonably required to enrol the student in another state or non-state school or to provisionally register for home education
- Prevented from attending because they are subject to direction or declaration in relation to an infectious or contagious disease or condition
- There is an application for enrolment pending at a state school

A parent may apply for an exemption from compulsory schooling for their child. Applications for exemption must include signed consent of a parent. A decision maker may decide to:

- Grant an exemption without conditions
- Grant an exemption with conditions
- Grant an exemption for a lesser period than applied for or grant an exemption partially
- Refuse to grant an exemption.

Situations where exemptions may apply include, but are not limited to:

- Extended illness
- Family reasons, such as an overseas holiday
- Cultural or religious reasons.

Parents are required to submit an Application for Exemption to the school principal, if the child is seeking an absence of 10 consecutive days or more. Please contact the school for further information.
REPORTING TO PARENTS

A report on student progress is completed at the end of each semester for Prep to 6. These reports grade students on each of the Key Learning Areas. Parent/Teacher interviews are also offered in conjunction with Report Cards, at the end of each semester.

If at any time throughout the year parents have concerns about their children, they are encouraged to make an appointment through the school office to see their child's teacher.

PARENT INVOLVEMENT

Parents have a powerful influence on children's success and level of achievement at school. If a parent demonstrates interest and support and show they value school and learning, the child will be more likely to perform better with this positive relationship. You can be involved in supporting your child’s education at Elliott Heads in a number of ways:

**With your child:**
- Listen to your child read each night - this helps them improve their reading ability.
- Talk about school, their day’s activities and ask questions.
- Monitor home study.
- Speak with teachers regularly about your child’s progress.
- Become involved in home-tutoring programs if these are necessary.

**Within your child’s class:**
- Arrange a regular time each week to assist with classroom activities, e.g. reading, art.
- Let your child’s teacher know of any special interests or talents you have - they’ll value your assistance. Please let them know of your abilities and availability.

**Within the school:**
- Help is always appreciated by assisting in the Library.
- Parents with an interest in sport can help with team training, on sports days or with interschool sport.

**With Parent Education**
- Parent afternoons are sometimes held for parents to meet their child’s class teacher and to familiarise themselves with class routines, aspects of home study, and the learning experiences occurring in the classroom.
- Parent education workshops in specific areas e.g. reading, will be held from time to time for parents to update themselves with the curriculum being taught in the classroom.

**Within the P & C Association**
- The Parents and Citizens Association meets every month. Meeting dates and times are advertised in the school newsletter.
- Parents have the opportunity to have an input into, and be informed about, numerous school related matters, including the Annual Operational Plan (AOP) and Budget.
- Parents can volunteer their time and energies to assist with P & C fundraising activities, which are an important source of revenue for the school.
- You are encouraged to become a member of the P & C.
With Tuckshop
- The school tuckshop operates every **Tuesday**.
- The tuckshop is run by the tuckshop convenor (who is a volunteer member of the P&C) and staffed by volunteer parents on a roster basis. The tuckshop is an important service to the children of our school and your help is sincerely welcomed. Our Tuckshop offers 'Smart Choices' on the menu.

With school functions
- At various times of the year parent involvement is encouraged in special school activities. These include: open afternoons, Sports Day, Grade 6 Graduation, Level Reward days and the end of the year “Break Up Day”.
- The children and staff appreciate participation of parents in these activities.

**UNIFORMS**

School uniforms assist in promoting a greater sense of pride. They can reduce undesirable social comparison with regard to clothing. All students are required to wear school uniform whenever possible. It consists of:

**Girls Uniform:** School polo shirt, with the addition of a navy sweatshirt in winter.
Plain navy blue shorts or “skort” (skirt/short combination), ¾ pants or track pants in winter.
Pleated netball skirts are not recommended.
Navy broad-brimmed hat

**Boys Uniform:** School polo shirt, with the addition of a navy sweatshirt in winter.
Plain navy blue shorts, ¾ pants or track pants in Winter.
Navy broad-brimmed hat

**Purchasing of uniform**
Uniforms shirts can be purchased through the school office, at a cost of $25.00. Broad-brimmed hats are also available for $7.00

**JEWELLERY**
No jewellery is allowed for ALL CHILDREN except ear-studs or sleepers, and a watch.

**HEADWEAR**
'Sun-Smart' practices, including wearing of broad-brimmed hats and sunscreen is strongly encouraged in view of the high incidence of sun cancer in our State. Blue broad-brimmed hats can be bought through the school office. A sunscreen dispenser is provided in each classroom for the children's use.

**Our school has a policy of 'No broad brimmed hat, no play'.**
Children not wearing a broad-brimmed hat must remain undercover during play time.
FOOTWEAR
Children must wear covered footwear to school to ensure their safety in the school grounds. Laced joggers with socks are recommended.

Children not wearing suitable footwear will be required to remain in the undercover area during play time.

GENERAL SCHOOL PROCEDURES

NOTIFICATION OF ABSENCE
If a student will be, or has been, absent from school, a note should be sent to the class teacher explaining the absence. Alternatively, a phone call may be made to the school office or an email sent to the.principal@elliottheadsss.eq.edu.au. Unexplained absence details are recorded in the school computer system. A series of unexplained absences will result in further investigation under the law for compulsory school attendance.

ACCIDENTS
Minor accidents are treated in the first instance at the school by a staff member who has a current First Aid Certificate.

Serious accidents requiring further medical treatment are reported to the parents and in an emergency an Ambulance will be called. Please ensure your current emergency contacts are provided to the school, and regularly updated as your circumstances change.

ADMINISTRATION OF MEDICATION TO STUDENTS
Medication, prescribed by a doctor or dentist can only be administered to students by the school staff with written instructions and permission.

The Pharmacist's sticker must be on the package. It is necessary to fill in a medication form indicating the child's name, the type of medication and dosage. Medication must be sent to school in its original package with doctor's instructions on the chemist's label. The medication is held at the office and administered according to the instructions.

Over the counter medications will not be administered without a doctor's instructions. All administration of medication must be recorded in the school's Medication Register.

ADMISSION AGES:
Grades: Elliott Heads SS caters for students from Preparatory Year to Year 6.

Admission: Students born between 1 July 2007 and 30 June 2008 will be eligible to enrol in the school's Preparatory Year intake in 2013. Admission of Grade 1 students at the start of each school year is according to 'Education General Provisions Act'.

- Prep turning 5 years of age before 01 July 2010
- Year 1 turning 6 years of age between 01 July 09 & 30 June 10
- Year 2 turning 7 years of age between 01 July 08 & 30 June 09
- Year 3 turning 8 years of age between 01 July 07 & 30 June 06
- Year 4 turning 9 years of age between 01 July 06 & 30 June 07
- Year 5 turning 10 years of age between 01 July 05 & 30 June 06
- Year 6 turning 11 years of age between 01 July 04 & 30 June 05
For the purpose of enrolment of a child into Prep, the Principal will require a parent to produce documentary evidence of the date of birth. The age of a child at admission must be ascertained accurately. One of the following will be required as proof of age:

- a short extract from the child’s Birth Certificate
- a Certificate of Baptism

Admission of students to all other grades will be accepted through the schools OneSchool state-wide Enrolment process, if the child has attended another Queensland state school, where it can be assumed that a birth certificate was produced on enrolment.

ASSEMBLIES

Assemblies are currently held every Thursday afternoon at 2.30 pm, but this day is subject change according to other school program commitments. Changes will be notified in the school Newsletter published each Tuesday. Assemblies give the opportunity for students’ achievement to be recognised, and to share information about school activities. Parents are welcome to attend the assemblies.

ASTHMA SUFFERERS

Asthmatic students who are responsible for taking their own medication at home can have ready access to their asthma medication during school hours, provided that written permission from a parent/legal guardian is presented to the school. The recommended procedure is:-

1. Parents or legal guardians provide permission for students to administer their own medication as deemed necessary by the students. This permission is provided through an Asthmatic Permission Form available at the School Office.
2. Students are responsible for their inhalers at all times. It is not a requirement that inhalers be stored in a central location as required for other medications. However, it is recommended that younger students leave inhalers at the office for safe keeping.
3. Students should not be denied access to their inhalers.
4. Children who need adult assistance to use an inhaler with a spacer need to provide the school with instructions from a medical practitioner. In this instance, inhalers will need to be kept in the school office.
5. Parents should ensure children who are asthmatic have a written ‘Asthma Management Plan’ that has been diagnosed by a medical practitioner.

BEHAVIOUR MANAGEMENT

The Responsible Behaviour Plan for Students is based on the school’s Code of Conduct. Our school community values highly good manners, co-operative student behaviour and appropriate consequences for misbehaviour. Detailed information on the school’s procedures in this area can be found in the document entitled ‘EHSS Responsible Behaviour Plan for Students’. Copies are available at the school office for parental perusal, and on the school’s website.

BIKEWAY

There is a surfaced bikeway situated on the opposite side of Breusch Road from the school, which must be used by students. Please see Appendix 2 for other Transport Safety Information.

No child is to ride on the roadway along Breusch Road; it is an offence to ride on the roadway where a bikeway exists. No child is to ride on Elliott Heads Road where cars can travel at speeds of up to 100kmh.
Care should be taken at the intersection of Welsh Street and Breusch Road when children leave the bikeway. Care should also be taken crossing the cane rail line during cane season. From time to time, irrigation by farmers causes parts of the bikeway to become slippery. As in wet weather, children are expected to negotiate these boggy areas sensibly.

The law states that it is compulsory for children to wear a helmet when riding a bike. Children not observing safety rules whilst riding their bikes might be banned from riding their bike to school for a period of time.

PARKING AND STUDENT COLLECTION
The Bundaberg Regional Council has provided a parking and collection area outside the School on Breusch Road. Parents are requested to park in the appropriate areas and to observe correct traffic procedures for the safety of all children.

This includes not crossing double lines outside the school if approaching from Elliott Heads Road, but turning around in the bus bay further down the road, and returning to the parking bays on the correct side of the road. Children in Prep to Year 6 should wait inside the school grounds to be collected.

Parents are requested to deliver and collect Prep students from their classroom. Parents should not use the staff car park or encourage the students to walk through the car park to reach their cars.

Financial assistance, in the form of a Conveyance Allowance, is available from Queensland Transport for children, who live more than 3.2 km (by the shortest route) from their nearest State primary school. This allowance is available to all parents meeting the criteria. To determine your eligibility for assistance, contact:

Queensland Transport, PO Box 371, MARYBOROUGH Q 4650
PHONE 41213555

SCHOOL BUS
The bus company servicing our school is Stewart and Sons. You will need to go to their office and present your child’s birth certificate to receive a bus pass. We recommend you do this as soon as possible, prior to the start of the new school year.

A time table is included in the school enrolment package for your information. Students living in Innes Park and in the northern end of Coral Cove are eligible for free travel on the bus. The bus also services Elliott Heads, as a paid service. Please ring the company on (07) 4153 2646 for the necessary forms to use this bus service.

CASH COLLECTION
Cash collections are taken in the school office before school each day, Monday to Thursday. Payments for activities such as sport bus travel, Arts Council, excursion costs etc. should be sent to the school in a marked envelope, stating what the payment is for. This allows for a banking to be completed on Thursday so that no cash is ever left on the premises overnight throughout the weekend. Your cooperation with this system will be greatly appreciated.

REFUND GUIDELINES
At Elliott Heads 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.

Any refunds will 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

**LIBRARY**

Opportunities for students borrowing of library books is conducted weekly as a class and on a needs basis for individual children. The period of the loan is one week.

- Children in Years Prep to Year 2 may borrow one book.
- Children in Years 3 to 6 may borrow two books.

Please encourage your children to care for the Library books by ensuring hands are washed before reading. Books should not be folded back upon their covers and should be stored out of reach of infants in the family.

**Students must have a library bag to be able to take borrowed books home.**

Library bags are available for purchase at local department stores.
CLASSROOM ACCESS
All contact with teachers and students during class time should be through the school office. An appointment to speak to a teacher about your child’s progress can be made through the school office. Parents are asked not to approach classrooms during instruction time. This will ensure uninterrupted learning time for ALL students.

DENTAL SERVICES (School)
School dental services visit the school every 18-24 months. Parents are advised of the dental service’s visit and are welcome to visit and accompany children for their appointments.

The clinic is staffed by a dental therapist and assistant who encourage dental health and hygiene through an education program and carry out most dental treatments. A visiting dentist performs major work.

Should parents request this service in an emergency or at other times, arrangements can be made through the office, or by phoning (07) 4150 2243.

EMERGENCY CONTACTS
Please advise the school should your address, email address, contact phone numbers (including mobile phones) alternative emergency contacts, any family matters, or the medical or physical condition of your child, change. It is **not sufficient** for parents to be listed as the only emergency contact.

For the safety and well-being of your children, it is imperative that all these details are kept current.

EXCURSIONS/CAMPS
Units of study are often organised with an excursion/camp as a focusing, culminating or enrichment activity. On these occasions, class teachers send notes home providing details. All excursion notes are accompanied by an invoice.

Children unable to participate remain at school supervised with prepared activities. Parents will be invoiced for the cost of the excursion/camp.

HEAD LICE
Please refer to Appendix 3 for details about the treatment of Head Lice.

HOMEWORK
Homework is meant to provide meaningful reinforcement of those academic activities undertaken in the classroom. Homework will vary from class to class. Teachers will outline realistic expectations of what students can achieve and suggest ways that parents can help at home.

HYGIENE SERVICE
Education Queensland provides a hygiene service for the school. Receptacles are located in a number of the girls' toilets for their convenience.
INFECTIOUS OR CONTAGIOUS DISEASES
A number of childhood diseases are highly contagious and can spread quickly through a school. Some illnesses, while minor to some children, can be extremely severe for children who suffer from low immunity conditions. Please consult your doctor for a diagnosis and advise the school of the outcome. Please refer to Appendix 4 for guidelines for exclusion.

LOST PROPERTY
Items of clothing and equipment that are left at the school are placed in the lost property box located in the store room adjoining the staffroom. Please label all your children’s belongings, including hats, jumpers and lunch boxes.

NEWSLETTER
Parent Newsletters are distributed fortnightly to the youngest child of each family in the school. If you would like to receive your Newsletter by email, please advise the office of your email address. The Newsletter can also be accessed through the school website at: www.elliottheadsss.eq.edu.au.

The newsletter includes the Principal’s Report, Classroom Reports, P & C agendas, upcoming school activity notices and tuckshop rosters. Please read these as they are designed to keep you informed of the School’s activities.

PERSONAL TECHNOLOGY DEVICES
Students must not bring valuable personal technology devices like cameras, digital video cameras, iPods and MP3 players to school as there is a risk of damage or theft. If you permit your child to bring such devices to school, they must be handed into the school office prior to the commencement of school and collected from the office at the end of the day.

Mobile phones are permitted to be brought to school for personal safety reasons before or after school, but must be handed in at the office upon arrival and collected at the end of the school day.

On special occasions, personal technology devices may be permitted at school. Such devices are only to be used in accordance with staff instructions.

Confiscation:
Permitted personal technology devices used contrary to the Responsible Behaviour Plan for Students, on school premises, will be confiscated by school staff. They will be made available for collection from the school office at the end of the school day unless required to be kept for purposes of disciplinary investigation, when it will only be returned in the presence of a parent.

Devices potentially containing evidence of criminal offences may be reported to the police. In such cases, police may take possession of such devices for investigation purposes and students and parents will be advised to contact Queensland Police Service (QPS) directly. Students who have a personal technology device confiscated more than once will not be permitted to have a personal technology device at school for at least one month, or longer, as deemed necessary by the Principal.
PLAYGROUND SUPERVISION
Teachers and teacher-aides provide supervision in the school grounds during lunch and afternoon tea. On Tuesday and Thursday mornings the Chaplain conducts a Brekky Club where students can enjoy a healthy breakfast before class. Staff are on duty during this time. On Monday, Wednesday and Friday mornings, students are supervised before school, by their teachers, in their classrooms.

Incidental supervision does occur before school as staff prepare for the day, however your assistance in ensuring that children do not arrive at school before 8.30 am would be appreciated.

Children who arrive prior to that time are required to wait quietly on the seats outside the staffroom, alongside the office. The recommended time of arrival for students is 8.40am.

Crossing supervision is NOT provided before school, as arrival times vary considerably, but it IS provided at the conclusion of the school day.

Other incidental supervision does occur after school, but your assistance is requested to ensure that children are collected as soon as possible after school finishes. Students who are collected by their parents are not supervised formally. We appreciate your assistance in ensuring your children are supervised by you, according to school rules (e.g. no running on concrete; no play on climbing playgrounds without parent supervision).

It is expected that parents will collect students promptly after 3.00pm. Parents who are unable to collect students promptly because of an emergency situation are requested to phone the office to make suitable arrangements. Remember to give staff enough time to advise your child of these changes. It is a parent’s responsibility to make suitable arrangements for their child/ren before and after school hours.

RELIGIOUS INSTRUCTION
Religious instruction (RI) is offered at the school and is offered in Grades 1-6 on Tuesday afternoon from 2:30 to 3:00, subject to the availability of religious instructors. The Catholic Diocese of Rockhampton provides religious instructors to deliver an authorised program which is listed below:

<table>
<thead>
<tr>
<th>Arrangement for program</th>
<th>Name of authorised program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cooperative program</td>
<td>Access Ministries program</td>
</tr>
</tbody>
</table>

The Following Faith Groups in Bundaberg have developed and approved the Cooperative Religious Instruction program offered in Bundaberg State Schools:

- Ann St Gospel Chapel
- Bundaberg Bible Chapel
- Methodist Church
- Christian Life
- Good Shepherd Anglican
- Living Word Fellowship
- Lutheran Church
- Salvation Army
- Avenell Heights Churches of Christ
- Bundaberg Catholic Communities
- Bundaberg West Baptist
- Christian Outreach Centre
- Coral Coast Baptist Church
- Oakwood Christian Fellowship
- Uniting Church in Australia
- Apostolic Church of Queensland
- Bundaberg Baptist Church
- Bundaberg Wesleyan
- Christ Church Anglican
- Crofton St Gospel Hall
- Heritage Christian Centre
- Presbyterian Church
- Church of Christ (Twyford St)
- Church of Christ (Twyford St)
Parents of child/ren participating in these programs will be advised if a faith group requires funds to cover the expense of materials used in RI. Students are allocated to RI based on information provided by parents on the completed Application for Student Enrolment unless other written instructions have been provided to the school. The school will make annual enquiries of parents, in writing, as to whether or not they wish their children to continue with religious instruction.

Students who are not participating in RI will be provided with other instruction in a separate supervised location. Other instruction will relate to part of a subject area already covered in class and may include, but is not restricted to:

- Personal research and/or assignments
- Revision of class work such as creative writing or literacy and/or numeracy activities which could include online programs currently accessed by the students of that school (i.e. Mathletics, Reading Eggs)
- Wider reading such as independent reading appropriate to the student.
- Parents will be advised of any changes to the RI and other instruction programs to ensure they are able to make an informed decision on their child’s participation.

SCHOOL CHAPLAINCY PROGRAM
Currently, the school is visited by a school chaplain 2 days per week. Chappy Jess runs positive, fun activities for young people during school lunch breaks. A free breakfast club is provided for all students on Tuesday and Thursday mornings in the tuckshop area with cereal and toast on offer. Lunch time games and clubs as well as a lunch time group with spiritual input, might also operate throughout the year. One-on-one appointments can be made by either phoning the school office or writing you name in the book located in the office.

SCHOOL CROSSING
When crossing the road at the front of the school, care is needed and the designated crossing zone must be used. Volunteer Lollypop Ladies patrol the crossing in the afternoons until 3.15 p.m. Parents are requested to also use the crossing properly so they set a good example for their children. Please observe the 40 km/h speed limit between 7.30-9.30 am and 2.30-4.00 pm.

SCHOOL NURSE
Parents and teachers may make a request for an appraisal for children from any year level. Since the school nurse no longer visits schools, clinics are held during various school holidays and these dates are advertised in the school newsletter. Where a problem is detected, or suspected, a form is forwarded home requesting that the child be taken to the family doctor for further inspection or for referral to a specialist.

SCHOOL STATIONERY REQUIREMENTS
Please request a grade level book list, when enrolling, for the list of basic requirements your child will need. It is preferred that:
- All books are covered.
- All items are clearly named.

Please ensure that you mark your child's name on all belongings, including clothing, as this makes the task of locating owners much easier. Children are expected to care for their belongings and respect the belongings of others. Your support will be appreciated.
**STUDENT LEADERS**
Student Leaders are chosen from the upper school each year, by a formal process. Leaders include School Captains and Sports Captains, and a Student Council.

The role of these students is to lead the whole student population by setting an example of good behaviour, assisting with a range of school activities, such as assemblies and sporting events and working with the Principal to develop a positive school tone.

**TOYS**
Students are requested **NOT** to bring toys to school. The loss or breakage of toys brought to school remains the student's responsibility. Students’ may be invited by the classroom teacher to bring a special item to school for Show and Tell or on their birthday. These items may be kept on the teacher’s desk for safe keeping. If the item is used inappropriately by students, such items may be confiscated and kept in the school office for parent collection.

**TRANSITION TO PREP AND HIGH SCHOOL**
During the school year, families with children beginning school in the following school year, or with children in Year 6, will be advised of opportunities for their children to be part of a transition to Prep or a Transition to High School program.

Parents of incoming Prep students are strongly encouraged to bring their child to Playgroup each Thursday morning from 9-11am, throughout the year prior to them starting Prep. This is particularly important in Term 4, when new Preps have an opportunity to participate in two Orientation Days, to familiarise themselves with their teachers, other students and school routines. Participation in these activities significantly reduces the child’s anxieties about separating from their parents once they begin Prep.

Students in Year 6 receive, via our newsletter, a link to newsletters published by Kepnock State High School. Towards the end of Year 6, representatives from the Kepnock State High School visit the school to talk with our students, distribute enrolment and information booklets and discuss children’s learning needs with the Year 6 teacher/s.

During the year Grade 5/6 students participate in a series of transition days. On the last Wednesday of Term 4 an orientation day is held for children and their parents. The school does **NOT** provide transport on this day. It is up to parents to take their children to the high school. Advice regarding dates is given in our school newsletter.

**TRANSFER OF STUDENTS**
Please advise the Principal or class teacher of any intentions to transfer from the school. This will enable arrangements to be made for the transfer, i.e. preparation of students’ files to be forwarded upon request from the new school. No paperwork is required for transfer to another Queensland state school.

**Interstate Transfers:** Students transferring interstate, need to ask their new school to request files through an Interstate Transfer form, which must be signed by parents.
**VOLUNTARY AIDES**
The school has a policy of using parents and community members as voluntary aides to assist teachers where appropriate. Offers of assistance should be made to the class teacher. Volunteers other than parents are required by law to hold a current Suitability Card (a 'blue' card). Any queries should be directed to the school office.

It is necessary for all Voluntary Aides to sign on and off in the Volunteer Register. Registers are kept in the school office and in each classroom.

**VISITORS**
All visitors are asked to report to the school office on arrival. A Visitor's Register is kept in the school office. Access to the school office is via the front set of steps only.

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**TUCKSHOP**
The School Tuckshop is operated on a voluntary basis, by the Parents and Citizens Association. There are no paid positions, due to the size of our school. If you are able to assist, please contact the Parents and Citizens Association or the school. Requests for assistance are made through the school newsletter early in the new school year.

Normally the tuckshop opens on **TUESDAY, for the lunch break only (11.00am)** but this can vary according to the availability of volunteers. All year levels order through a packet system as follows:
- The child’s name, class group and food required is written on the front of the packet with the money enclosed.
- Packets are placed in the tuckshop box, located in classrooms, before school starts. They can also be taken to the tuckshop directly.
- Orders are delivered to the classroom for distribution by the teacher.
- First break is from 11.00 – 11.45am.
- A tuckshop menu is included in this package. New menus will be sent home as updates occur.

Our Tuckshop follows the Queensland Government Smart Choices requirements. No tuckshop item is from the Red section (only to be eaten occasionally) of the Smart Food and Drink spectrum. For more information on the Smart food and drinks spectrum, go to [http://education.qld.gov.au/schools/healthy/food-drink-strategy.html](http://education.qld.gov.au/schools/healthy/food-drink-strategy.html)
The school website www.elliottheadsss.eq.edu.au is designed to provide information to Parents, Staff and Students. It includes:

- Professional links for teachers
- Historical Information
- Enrolment Information & Forms
- Learning links for students
- Links to the school curriculum programs
- The Annual School Report
- The Fortnightly Newsletter
- The Principal's e-mail link

SPORTING ACTIVITIES

INTER SCHOOL SPORTS
The Middle and Upper School students participate in inter-school competitions involving district primary schools. These activities can include netball, soccer, athletics, touch football, AFL, softball, T-ball and Lawn Bowls. More details are provided as each season commences.

REPRESENTATIVE SPORTS
Students with the ability to perform at higher levels are given the opportunity to participate in Representative Sports.

ATHLETICS
An inter-house Athletics Carnival is held annually. Athletes are selected from the School Carnival to compete at the Bundaberg District Carnival and, if selected, Regional and State events.
**CROSS COUNTRY**
The Cross Country Carnival is held annually in Term 2, and students with qualifying times are selected to attend District, Regional and State carnivals.

**SWIMMING**
A water confidence (Prep-Year 3) and swimming (Years 3-6) program is offered to students in Term 4 each year. The program consists of 8 one hour lessons. Students are transported by bus to the Norville Park Pool. The cost of the program including transport to the pool is $5.00 a week.

This program is an initiative of Elliott Heads State School. The cost of $5.00 per session covers the cost of the bus and entry to the pool, for all students, as the program is subsidised by the school and the Department of Education. It is mandatory that all students wear a t-shirt or 'rashie' to protect themselves from the sun during swimming lessons.

**SPORTING HOUSE GROUPS AND UNIFORMS**
The school has two house groups:
- **Dolphins** - Blue T-shirt
- **Turtles** - Red T-shirt

The appropriate T-shirts are worn only on athletics day and at the school Cross Country Carnival. For all other sporting activities, the school polo shirt with school motif is to be worn.

**PHYSICAL EDUCATION**
A Physical Education Teacher visits the school weekly to provide specific skills instruction to all children from Prep to Year 6.

**SUPPORT FROM VISITING SPECIALISTS**
Throughout the year, students and staff are supported by visiting sports specialists, e.g. ARL Development Team, AFL Development Team, Basketball Development Team, Greg Norman Junior Golf Foundation. At these times students participate in a series of lessons at no, or minimal, cost.
STUDENT PROTECTION FACT SHEET

Student protection involves:

- Working to make schools safe and supportive places
- Taking action to prevent students being harmed at school, and
- Reporting any suspicion you have that a student has been harmed or may be at risk of harm.

All children have a right to be protected from harm. Harm is:

- Any detrimental effect of a significant nature to the child's physical, psychological or emotional wellbeing. It is immaterial how the harm is caused.
- This means anything that will have a serious and harmful effect on a student's physical health, or how they think and feel about themselves.
- Any behaviour that harms a student is wrong. Sometimes a culture may have a custom or practice that harms children. Education Queensland policy says that harm to students will not be tolerated. It is NOT OK. In other words, culture or custom is NO EXCUSE for harming students.
- Everyone who works in a school must look after the best interests of children.

Managing your own behaviour is the first step in student protection

- NEVER harm a student, either physically, psychologically or emotionally
- NEVER make fun of a student, put them down or discriminate against them because of their race or religion
- NEVER touch a student in a sexual way, or engage in any other inappropriate sexual activity (for example, sending suggestive text message or showing a student pornography)
- NEVER do anything that would make people think you are doing something sexual to a student

You must report, to the Principal, any harm to a student that is caused by:

- Someone working at the school
- Another student
- Someone from the student’s family, a friend or a stranger
- The student self-harming

If you see harm occurring at school:

- Help the student who has been harmed, for example,
  - By telling the students to move away
  - Get a staff member involved as soon as possible
- Tell the Principal straight away about what you have seen
- Write down what you saw and give the information to the Principal.

If you suspect a student has been harmed as school or outside of school:

- Tell the Principal straight away about what you suspect
- Write down what you saw and give the information to the Principal.

If a student tells you that they have been harmed at school or outside of school:

- Listen carefully
- Reassure the student that they have done the right thing by telling you
- Tell the student you must tell the Principal what they have told you
- Tell the Principal straight away about what the student told you
- Write down what the student told you and give the information to the Principal.

If you suspect the Principal is responsible for causing harm to a student, report this to the Assistant Regional Director, Ross Zelow, at Maryborough Regional Office. The main thing to remember is: If you suspect a student might have been harmed or might be at risk of harm, tell the Principal straight away. If the Principal isn't available you must tell the Acting Principal.
**APPENDIX 2  ROAD SAFETY AT ELLIOTT HEADS STATE SCHOOL**

**PARKING and MOTORISTS’ RESPONSIBILITY**

- If you approach Breusch Road from Elliott Heads Road, it is illegal to cross the double white lines at the front of the school to park in the angled parking. These parents must either
  - Park on the side of the road opposite the school, in the marked parking zones, OR
  - Drive down to the bus bay and turn around to come back to the angled parking.

- The angled parking spaces are very narrow and many families drive large vehicles. Please supervise your children getting into and out of the car so that they don’t damage other cars.

- Parking is not permitted BY LAW on the school premises (i.e. in the teachers’ car park). This has to do with the issue of liability if an accident occurs.
  - For the same reason, parents and children are not allowed to walk through the teachers’ car park.

- It is illegal to park in the Disabled Car Space unless you are displaying a current Disabled Parking Permit (red or blue).

- It is illegal to park in the No Stopping/Parking zone to the right and left of the front school gate. Parents wishing to stop briefly to drop off a child and then go again, must use the STOP, DROP and GO zone in the bus parking area.

- It is illegal for a driver to stop:
  - on a children’s crossing
  - within 20m before and 10m after the children’s crossing.

**Penalties for speeding and illegal parking**

- Please observe the speed limits for school zones from 7.30 - 9.00 a.m. and from 2.30 - 4.00 p.m. Mobile patrols often visit school zones and you would be subject to the fines and penalties under the law, if caught speeding or parking illegally.

**Seatbelt laws**

**Babies** aged under one must be protected in an approved child restraint (for example, a baby capsule) that is properly fastened and adjusted.

**Children** over one and under 7 should be restrained by an appropriate Standards-Australia approved child restraint, for example, a child seat or booster seat.

**The driver’s responsibility:** The driver is responsible and risks a fine of $225 and three demerit points for ignoring these laws. The only exemption is on medical grounds where a certificate is provided by a doctor.

If more than one seat belt offence occurs within a 12-month period, an additional three demerit points will apply. The additional demerit point penalty will apply to driver-related offences for seatbelts, and rider-related offences for helmets.

**PEDESTRIANS**

- All entry to the school, is either via the bus gate or via the front gate. There is no entry to the school via the gate to the teachers’ car park, for safety reasons.

- It is illegal to cross a road at another point, if there is a marked or designated crossing within 20m. Please ensure your child’s safety by walking to the crossing yourself to supervise their safe crossing of a very busy road.

- Parents should refrain from calling their children across to the other side of the road, at any point other than at the marked crossing.
CYCLISTS

- Cyclists must, by law, use a bicycle lane unless it is impractical to do so.
- Cyclists should ONLY ride on the edge of the road when there is no other alternative.
- Cyclists using the road in this way are bound by all the normal road rules for motorists.
- Queensland law requires that everyone must wear a helmet when riding a bike.
- When buying a helmet it must
  - have the Australian Standards mark-TM AS 2063, AS/NZS 2063
  - fit firmly and comfortably on the person’s head and shouldn’t be able to move in any direction
  - have adjustable straps so there is no slack when it is fastened.
- Cyclists are not permitted by law to ride across a road on a pedestrian crossing, children’s crossing, or marked foot crossing. This includes pedestrian crossings situated at traffic lights. Cyclists should dismount and wheel their bikes across the crossing.
- When riding on a footpath or shared path, the rider must keep to the left and must give way to any pedestrian on the path.
- Cyclists MUST NOT cycle on Elliott Heads Road, which is an 80-100km zone. Children riding on Elliott Heads Road will be banned from riding their bikes to school.

MAGPIES

- tend to swoop from behind, often from the direction of the sun, so an approaching shadow can be a warning.
- usually sound a specific and recognisable squawk as they attack and some also clack their beak.
- sometimes make warning swoops and deliberately miss while some will make contact.
- usually target the head but learn not to attack helmets so they perform a side swoop attacking ears, cheeks and even eyes.

Remember:

- In an actual attack, dismount to avoid danger from traffic or from a fall—more people are hurt falling from their bike during a magpie attack than by the bird itself.
- Once you have dismounted, look the bird directly in the eye—magpies usually won’t attack when you are watching them.
- Other strategies can be to wave your arm above your head and shout to confuse and warn the magpie off.
- To avoid attack in the first place, an orange bike flag on a long stick can warn a magpie off. Painting eyes on your helmet is not very effective as magpies have strong eyesight and can detect the difference between painted and real eyes.
- Magpies have a fairly small territory so it is usually possible to travel an alternative route during the swooping season.
APPENDIX 3

HEAD LICE INFORMATION

We are a 'Health Promoting School' which means we value the physical and emotional health of everyone in our school community. When we deal with a particular issue (such as head lice), we consider:

- The need for accurate information and support to decrease myths or blame;
- The importance of feeling good about ourselves and others;
- The need for everyone to work together.

In Accordance with Health and Safety Guideline Number HS-19, Education Queensland has a responsibility for minimising risk to all school community members of being affected by head lice while on school premises, but parents have responsibility for control, detection and treatment of head lice among students. When an incidence of head lice is detected in a class, a notice will be sent home to each family. It is important that when an outbreak occurs that every family in the class is proactive in checking their children for head lice and treat if necessary.

Our school supports families in that role in a number of ways as demonstrated in the Managing head lice at home package made available to parents. If you require a copy of the package, please contact the school office.

Please refer to the package as needed and contact the school administration if you have any further questions or concerns.

PLEASE SEE FOLLOWING PAGES FOR ADVICE ON THE TREATMENT OF HEADLICE.
Detection and treatment of head lice

1. **CHECK** the heads of all family members in the house weekly and every 2 days if a close contact has head lice, for early detection of head lice.

   **CONDITIONER and COMBING method** (can be used to detect and/or treat head lice)

   - To DRY hair, apply enough white hair conditioner to cover scalp and all hair from roots to tips. Use an ordinary comb to apply conditioner evenly. Leave conditioner for 5 minutes to stun the lice.
   - Part hair in sections if long and thick. Place white tissue or material on a flat surface underneath the head (see picture).
   - Change to a plastic fine-tooth head lice comb (see Choosing a head lice comb table on back page) and comb each section of the hair.
   - Start with the teeth of the comb touching the scalp and draw comb flat against it from the root of the hair to the tip. Comb until conditioner is removed. After each stroke, wipe comb onto strong white tissue or material.

2. **Find live lice?** Apply an effective treatment

   **CHEMICAL treatment**

   - Select a product with either of the active ingredients from the four groups listed in the table of chemical products on the back page.
   - Advise client on:
     - use only when live head lice found;
     - possible side effects;
     - correct application;
     - checking for effectiveness;
     - keeping record of results of product;
     - no insecticide will kill the eggs.

   - Apply product to DRY hair (if wet hair advised, use the least amount of water).
   - Apply product to the scalp and all hair from roots to tips.
   - Use an ordinary comb to apply product evenly.
   - Leave product as recommended by manufacturer.
   - Check for effectiveness - use a fine tooth head lice comb to comb all of the hairs from roots to tips. If product has dried, apply some water to moisten the hair for comfortable combing. After each sweep, wipe the combings onto a tissue. Repeat until all hair has been done at least twice. Wait 5 minutes for the head lice to dry off. Observe the lice for movement and decide if the treatment is effective or not.

   - Effective: most lice do not move, no lice run around and some only move legs and antennae

   - Ineffective: some lice run around

   Request from client the details of product(s) used. Select a product with a different active ingredient from the table of chemical products on back page.

   - Apply some product every 7 days (maximum 3 times) to kill the lice hatching from the eggs that survived. Use the conditioner and combing every 2 days in between to improve the effectiveness of the treatment by removing newly hatched lice and some eggs.

   After first application: eggs will be present. In 7 days use conditioner and combing to detect lice. If lice are found, apply product again.

   After second application: if there are still lice, apply product again in 7 days.

   After third application: if lice are still present, continuing using the conditioner and combing only, every 2 days until no head lice are found for 10 consecutive days.

   There is no need to pest control your house.

3. **After starting a treatment and until the head lice are under control:**

   - report to close contacts immediately and tell the school
   - avoid head-to-head contact
   - applications prevents any risk
   - a hot wash can be used for pillow cases, however they are a very low risk in spreading head lice
   - wash combs and hairbrushes after use in very hot water (just after boiling) for at least 30 seconds
   - keep long hair tied at the back
   - avoid sharing personal hair items

Remember that ANYONE can catch head lice. Check weekly and treat quickly and tell the school.
### Table of Chemical Products

<table>
<thead>
<tr>
<th>Active Ingredient</th>
<th>Product Names</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Pyrethrinss</td>
<td>Amcal Head Lice Foam, Benilate Mousse, Delcra Formula PCT, Lycon Foam, Medihica Foam, Pyrinelic, Pyrinetic, Pyrinol Lotion</td>
</tr>
<tr>
<td>2. Synthetic Pyrethroids (baculovirins, permethrin)</td>
<td>Orange Medic, Orange Medic Plus, Pupil, Pyrinol Head Lice Treatment, QuellaLita Creme Rinse, QuellaLita Head Lice Treatment</td>
</tr>
<tr>
<td>3. Organophosphates</td>
<td>Cleansheen, Exolec Medicated Foam, E-L, Hilt, KP24 Foam, KP24 Lotion, Lineic, Lix Medicated Foam</td>
</tr>
<tr>
<td>4. Combinations Herbal &amp; Essential Oils</td>
<td>Herba Lice, Herba for Headlice, Lice Attack, Lice Blaster New Improved, Lysozym Gels, Lysol Spray, Natural Head Lice Treatment, Neutra Lice, Quit Nits Natural Head Lice Treatment, Sunspirt Aromatherapy Lice Scents to Kill Tea Tree Lice Foam, Wild Child All Natural Head Lice Treatment</td>
</tr>
</tbody>
</table>

### Understanding Head Lice Management

Approved in Australia, April 2001, by the Therapeutic Goods Administration (TGA) to treat head lice, grouped by active ingredient.

### Choosing a Head Lice Comb

**Plastic Comb**
- Cost approximately $2
- Safe and gentle for people of all ages to use
- When used with hair conditioner, they remove:
  - Mat head lice
  - Nits
  - Eggs
- Easily cleaned when using those

**Metal Comb**
- Cylindrical teeth
- Cost approximately $20
- Gentle on scalp and hair
- When used with hair conditioner, they remove:
  - Mat head lice
  - Nits
  - Eggs
- Metal comb will not remove the eggs and hair debris which may clog the base of the comb
- Are long lasting

**Electronic Comb**
- Cost approximately $45 plus the ongoing cost of batteries
- Cannot be used on wet hair
- Therefore, cannot be used for conditioner and combing
- Must be used with batters
- Should not be used with people with epilepsy, heart disease, or Parkinson's
- Remove head lice from very thin hair only
- Do not remove the nits
- Clean the teeth with the small brush provided

### Head Facts about Head Lice:
- Head lice are tiny insects. They do not have wings, so they cannot fly. Head lice have strong claws and swing from hair to hair. They cannot jump.
- Head lice can only survive on human heads. They live on the hair and suck blood from the scalp. Head lice must feed every six hours or they will die from dehydration.
- Head lice can only be spread from one person to another by direct head-to-head contact.
- The female louse lays five to 12 eggs per day (up to 300 in her lifetime). Eggs remain strongly glued to the hair, even after hatching. Eggs are sometimes called nits.
- Live eggs need the warmth and moisture of the scalp to hatch and will be found up to 1.5cm from the scalp.
- Eggs that are further than 1.5cm from the scalp are either dead or hatched and do not require further treatment.
- At any one time, it is possible to have adult head lice, young lice, and eggs.
- Anyone can get head lice—they have no preferences for cleanliness, hair colour, hair type, or ethnicity or age.
- Only the insects (adults and young lice) can move from one head to another. Eggs cannot spread.
- Dandruff and hair particles can be mistaken for eggs.
- Head lice are a nuisance but they do not cause disease or illness.

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Queensland Health
Queensland Department of Education and Training
June 2001
Some medical conditions require exclusion from school or child care to prevent the spread of infectious diseases among staff and children. This poster provides information on the recommended minimum exclusion periods for infectious conditions and will assist medical practitioners, schools, pre-schools and child care centres to meet the requirements of the Public Health Act 2005.

<table>
<thead>
<tr>
<th>Condition</th>
<th>Exclusion of case (person with infection)</th>
<th>Exclusion of contacts (person exposed to the case with the infection)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chickenpox (varicella)</td>
<td>Exclude until all blisters have dried. This is usually at least five days after the rash first appeared in non-immunised children, and less in immunised children.</td>
<td>Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise, not excluded. Exclude any pregnant woman who is, or is presumed to be susceptible.</td>
</tr>
<tr>
<td>Cold sores (herpes simplex)</td>
<td>Not excluded if the person can maintain hygiene practices to minimise the risk of transmission. If the person cannot comply with these practices (e.g. because they are too young), they should be excluded until the sores are dry. Sores should be covered with a dressing, where possible.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Exclude until discharge from eyes has ceased unless non-infectious conjunctivitis.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Cytomegalovirus (CMV)</td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Diarrhoea2 and/or vomiting (including amoebiasis, campylobacter, cryptosporidium, giardia, rotavirus, salmonella, viral gastroenteritis but not norovirus or shigellosa – see separate section)</td>
<td>Exclude until there has not been a loose bowel motion for 24 hours. Exclude staff whose work involves food handling until they have not had any diarrhoea or vomiting for 48 hours. If there are more than two cases with loose bowel motions in the same centre or a single case in a food handler notify your nearest public health unit.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Diphtheria3</td>
<td>Exclude according to public health unit requirements.</td>
<td>Exclude according to public health unit requirements.</td>
</tr>
<tr>
<td>Enterovirus 71 (EV71) Neurological disease</td>
<td>Written medical clearance is required confirming the virus is no longer present in the child’s bowel motions.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Glandular fever (Epstein Barr virus (EBV), ononucleosis)</td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Haemophillus Influenza type b (Hib)</td>
<td>Exclude until the person has received appropriate antibiotic treatment4 for at least four days.</td>
<td>Not excluded. Contact a public health unit for specialist advice.</td>
</tr>
<tr>
<td>Condition</td>
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<tr>
<td>-----------------------------------------------</td>
<td>-------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Hand, foot and mouth disease</td>
<td>Exclude until all blisters have dried.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Head lice</td>
<td>Exclusion is not necessary if effective treatment is commenced prior to the next attendance day (i.e. the child does not need to be sent home immediately if head lice are detected).</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Hepatitis A3</td>
<td>Exclude until a medical certificate of recovery is received and until at least seven days after the onset of jaundice.</td>
<td>Not excluded. Contact a public health unit for specialist advice about vaccinating or treating children in the same room or group.</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Hepatitis C</td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Influenza and influenza like illness</td>
<td>Exclude until well.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Measles3</td>
<td>Exclude for four days after the onset of the rash.</td>
<td>Immune contacts are not excluded. Susceptible contacts should be excluded until 14 days after the onset of the rash in the last case occurring in the facility.</td>
</tr>
<tr>
<td>Meningitis (bacterial)</td>
<td>Exclude until well and has received appropriate antibiotics 4.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Meningitis (viral)</td>
<td>Exclude until well.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Meningococcal infection3</td>
<td>Exclude until appropriate treatment has been completed.</td>
<td>Not excluded. Contact a public health unit for specialist advice about antibiotics and/or vaccination for people who were in the same room as the case.</td>
</tr>
<tr>
<td>Molluscum contagiosum</td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Exclude for nine days after onset of swelling.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Norovirus</td>
<td>Exclude until they have not had any diarrhoea or vomiting for 48 hours.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Parvovirus (erythema infectiosum, fifth disease, slapped cheek syndrome)</td>
<td>Exclusion not necessary.</td>
<td>Not excluded (pregnant women should consult their medical practitioner).</td>
</tr>
<tr>
<td>Pertussis3 (whooping cough)</td>
<td>Exclude until five days after starting appropriate antibiotic treatment, or for 21 days from onset of coughing.</td>
<td>Contact a public health unit for specialist advice about excluding unvaccinated and incompletely vaccinated contacts.</td>
</tr>
<tr>
<td>Poliomyelitis3</td>
<td>Exclude for at least 14 days from onset of symptoms and case has recovered. Written medical clearance from doctor or public health unit is required to return to child care/school, confirming child is not infectious 5.</td>
<td>Not excluded unless considered necessary by public health unit.</td>
</tr>
<tr>
<td>Condition</td>
<td>Exclusion of case (person with infection)</td>
<td>Exclusion of contacts (person exposed to the case with the infection)</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------</td>
</tr>
<tr>
<td>Ringworm, tinea, scabies</td>
<td>Exclude until the day after appropriate treatment has commenced.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Roseola</td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Rubella (German measles)</td>
<td>3 Exclude until fully recovered or for at least four days after the onset of rash.</td>
<td>Not excluded (female staff of childbearing age should check their immunity to rubella with their doctor).</td>
</tr>
<tr>
<td>School sores (Impetigo)</td>
<td>Exclude case until has received appropriate antibiotics for at least 24 hours. Sores are not contagious if covered, or after the child has taken antibiotics for 24 hours. Weeping or crusted sores on exposed areas should always be covered with a watertight dressing until at least 24 hours post antibiotics commenced and for as long as practical.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Shigellosis</td>
<td>Exclude until diarrhoea has stopped and two samples, taken at least 24 hours apart, have tested negative.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Streptococcal sore throat</td>
<td>Exclude until well and has received antibiotic treatment for at least 24 hours.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Thrush (candidiasis)</td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Tuberculosis (TB) 3</td>
<td>Written medical clearance is required from Queensland Tuberculosis Control Program to return to child care/school, confirming child is not infectious.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Typhoid, paratyphoid</td>
<td>Exclude until diarrhoea has stopped and two consecutive samples, taken at least one week apart, have tested negative.</td>
<td>Not excluded unless considered necessary by public health unit.</td>
</tr>
<tr>
<td>Whooping cough – see pertussis</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Worms</td>
<td>Exclude if loose bowel motions present.</td>
<td>Not excluded.</td>
</tr>
</tbody>
</table>


Footnotes
1. The definition of ‘contact’ will vary between diseases and is sometimes complex. If concerned, contact your local public health unit.
2. Diarrhoea: the definition is two or more consecutive bowel motions that are looser and more frequent than normal or escapes a child's nappy.
3. Doctors should notify the local public health unit as soon as possible if children or staff are diagnosed with these conditions.
4. Appropriate antibiotic treatment: the definition will vary between diseases. If concerned, contact your local public health unit.
5. Observing the exclusion period meets the intent of the Public Health Act 2005 for a person to be not infectious.