MIAMI STATE SCHOOL

PARENT HANDBOOK
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Welcome to Miami State School

From The Principal

Students come to our school with a wealth of knowledge, ability and experience from their ever changing world. We recognise these individual qualities together with their differences and variations of stages in development, and endeavour to accommodate these variables to optimise student learning outcomes.

As parents, you play a major role in your child’s educational development. Your positive attitude towards education, the teacher and school in general will assist in your child’s enthusiasm for learning. As a positive parent-teacher-student relationship is such an important factor in the education of children, we encourage your involvement in such opportunities.

Welcome to our school. Together we will endeavour to ensure the time spent at Miami State School by your child will be rewarding. We put “STUDENTS FIRST”.

It is our goal to ensure every day, in every lesson, every child is engaged, learning and succeeding through inclusive education practices. We seek to develop high order skills of analysis and problem solving while developing the whole child and instil a life time love for learning.

In preparing students for the 21st Century and in order for them to be able to make positive contributions to the complex environmental, financial, political and social challenges we seek to do more than develop basic skills in reading, writing and numeracy and the fundamental understandings of Science. In addition our school values, social and emotional learning program, camping program, sport and dance program, choir and instrumental music program and LOTE program. These programs complement the development of the WHOLE CHILD.

At Miami State School we acknowledge that we can no longer teach the answers to what they will need to know in this knowledge based economy fuelled by the rapid advancement of technology. We therefore accept that our challenge is to empower our students with the capacity to know how to think and be able to talk about their thinking.

Our school vision continues to guide our efforts to deliver improved outcomes for all students within a supportive school environment. The vision reflects our values and beliefs about education and community.

Our School Motto is “Growing with Knowledge”.

We believe that every student is capable of learning and given the right conditions for learning should demonstrate continual progress and readily experience success. By promoting high expectations for all students we challenge the notion that ‘it is unreasonable to expect more from some students’. At Miami State School we establish ambitious but realistic goals that promote high expectations for every student in our school. It is important that students take responsibility for their own learning too.
Getting the basics right by:

- being safe, being responsible, being respectful, being a learner
- providing a positive, supportive approach to education using consistent language and maintaining clear goals and expectations;
- providing a formal curriculum (Australian Curriculum) where higher order thinking, explicit teaching and individual support are integrated;
- tracking and celebrating student success;
- having students working at levels appropriate to their learning needs.

Developing students as people by:

- maintaining curriculum and teaching and learning which is relevant and negotiated;
- creating positive and open relationships between staff, students and parents;
- respecting and reflecting on each student’s individuality and diversity.
- valuing co-curricular activities as an important method of contributing to social and emotional learning, and being active
- celebrating success

Preparing students for the future by:

- providing flexible pathways that develop and enhance life, problem solving and risk taking skills;
- recognising multiple intelligences and engaging students in higher order thinking;
- providing an integrated curriculum which is technology rich and based on real life to achieve life-long learning;
- taking responsibility for collective purposes.

Involving community partnerships by:

- building unity and acceptance as a school community: promoting whole school activities;
- learning in a variety of community settings;
- promoting community awareness of school successes through a variety of media;
- providing a welcoming atmosphere for students, teachers, parents and the wider community;
- delivering a curriculum which is responsive and understood by the community
- acknowledging feedback and critique as a whole school community to enable continual reflection and renewal

Miami State School has a highly committed staff team. All staff: teaching and non-teaching, work as a TEAM to provide an excellent educational facility and learning environment. We may go about things in different ways...however our values intersect......and we support our colleagues. We believe in ourselves and others. Ability is what we are capable of doing. Motivation determines what we do. Attitude determines how well we do it.

As a Professional Learning Community our staff strives for new knowledge and share expertise, reaching for the pinnacle of success. They challenge themselves and others to take risks, set goals, and lead, releasing individual and team potential. Reflection of practice and an evidence based approach to continuous improvement in student outcomes remains their key focus.

Miami State School has very calm and aesthetically pleasing grounds which provide a positive backdrop for the day to day learning and growth of our students. Strong behavioural and academic expectations, a diverse range of extra-curricular activities, along with a highly developed support team provide students with every opportunity to maximise their potential. Students are provided with the tools to be independent and responsible for their educational, social and emotional learning.

I extend an open invitation to you to come and experience the difference that is Miami State School. I look forward to meeting with you soon.

Kate Bentley
PRINCIPAL
### ATTENDANCE TIMES / BREAK TIMES

<table>
<thead>
<tr>
<th>Event</th>
<th>Bell Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>First bell</td>
<td>8:50 am</td>
</tr>
<tr>
<td>School Start</td>
<td>8:55 am</td>
</tr>
<tr>
<td>Lunch: Eating time</td>
<td>11:00 am</td>
</tr>
<tr>
<td>: Play time</td>
<td>11:10 am – 11:30 am</td>
</tr>
<tr>
<td>Second Break: Eating time</td>
<td>1:00 pm</td>
</tr>
<tr>
<td>: Play Time</td>
<td>1:10 pm – 1:40 pm</td>
</tr>
<tr>
<td>School finish</td>
<td>3:00 pm</td>
</tr>
</tbody>
</table>

Prep students must be dropped at the classroom by parents/caregiver at 8:50am for an 8:55am start and collected from Prep at the end of the school day. In semester 2 siblings in years 3-6 can drop off and collect siblings. Please support the classroom teacher in establishing routine by farewelling your child in a prompt manner.

**NOTE:** Children, other than bus students, are not expected at school before 8.30am. No responsibility can be accepted for children arriving before that time. If students do arrive before this time they are to sit quietly in the undercover area outside the tuckshop until 8.30am. Children are not permitted to play on the play equipment in the junior and senior playgrounds before school nor in the Prep area prior to school as there is no adequate teacher supervision. They are permitted to do so after school if directly supervised by a supervising parent/caregiver.

### SCHOOL CALENDAR & TERM EVENTS

A school calendar is available on our website and important term events are in each newsletter. Our website is [www.miamiss.eq.edu.au](http://www.miamiss.eq.edu.au)

### STUDENT INTERVENTION

Our vision is to provide clear policies and processes where students and staff have access to a range of support mechanisms that have a common goal of creating and working for a quality, supportive learning environment.

The Special Needs Team assesses and plans adjustments / support for students by the Guidance Officer, HOSES, Special Education Teacher, Support Teacher Literacy and Numeracy, Speech Pathologist. Teachers or parents can request referral to the team. The team prioritise assessment according to level of need.

**Aims of the Personalised Learning Committee are to:**
- provide clear and succinct processes for identifying students with individual needs
- encourage the early identification of students
- clearly articulate the roles and responsibilities of support staff in the school
- assist teachers in making appropriate adjustments to address the needs of students in their care

The Intervention Team plans and provides intervention opportunities to focus on academic areas of need to boost performance.

The essential foundation of the Intervention Team is to provide a proactive, whole school framework for identifying and addressing the academic support of students.

**Aims of the Intervention Team are to:**
- establish individual, small group and whole school programs to address needs
- embed intervention as an integral component of providing quality learning for students

Our vision is to provide clear policies and processes where students and staff have access to range of support mechanisms that have a common goal of creating and working for a quality, supportive learning environment.

The Personalised Learning Committee assesses and plans adjustments / support for students by the Guidance Officer, Support Teacher Literacy and Numeracy, Speech Pathologist and Behaviour Advisory Visiting Teacher. Teachers or parents can request student referral to the team.

### SPECIAL EDUCATION PROGRAM

Miami State School has an inclusive policy with regard to students with special needs.

The Special Education Program at Miami State School caters for students with disabilities from birth to 12 years. Our Early Intervention Program enrols children from birth to 4 years old. Our primary school program caters for students from Prep to Year 6. Our program caters for students with Hearing Impairment, Autism Spectrum Disorder, Intellectual Disabilities, Speech Language Impairments and Physical Impairments.
The Special Education Case Managers work in collaboration with classroom teachers to differentiate the curriculum so that all students may access their age appropriate curriculum alongside their peers.

**GIFTED & TALENTED STUDENTS**
Gifted and talented students can also be referred to the Personalised Learning Committee for assessment and support in planning for students specific needs. All teachers differentiate in the classroom to ensure all students are taught at their current level of learning.

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**ENROLLING STUDENTS/TRANSFERRING STUDENTS**

**ADMISSION TO SCHOOL**
- Present regulations state that a child must have attained the age of five years by 30 June in the year of enrolment into Prep. As at May 2015, if your child is born between 1 July 2010 – 30 June 2011 your child is eligible for Prep. The eligible age for children enrolling in Year 1 in 2016 are children born between 1 July 2009 and 30 June 2010 and will be turning six years of age during that time.
- To enrol at Miami State School you must live within the catchment area, a map of this area is available on our website.
- Parents need to complete a school enrolment form and attend a pre enrolment interview prior to their child enrolling. Children are required to attend this interview.
- **The student’s birth certificate must be sighted by Administration Staff prior to enrolment into all Year levels.**
- A photocopy of any relevant custody orders or family law court orders must be provided to the office.
- For students who are born overseas, please provide a photocopy of the student's passport and visa to the office upon enrolment.
- Students who have attended Miami State School Prep and are continuing their education into year 1 are automatically enrolled and no further action is required.
- Copies of previous reports
- Any other information about the child’s education and development
- Students allocated a sporting house

**TRANSFERS/STUDENTS LEAVING OUR SCHOOL**
If a student transfers to another state school during the year, textbooks and library books issued from the school should be returned. Personal books should be retained for use at the new school. Parents need to advise the office as soon as they become aware that their child will be leaving our school both verbally and in writing.

Parents of students enrolling from interstate or overseas are encouraged to initiate transfer note proceedings to their previous school, through the school office.

**BOOKLISTS**
All students will be required to purchase items that are on the Prep Booklist. These can be ordered online and delivered to your home at the beginning of the next year.

**COMMUNICATION NEWSLETTER**
Our school newsletter is distributed fortnightly on every second Thursday of term and is distributed via email, directly to your inbox. Its purpose is to improve communication between the various sections of the total school community and to keep you informed of the great learning opportunities that our students are involved in and their achievements.

**ASSEMBLIES**
Prep to 6 Assemblies are held weekly in the school hall. Assemblies are held every Wednesday at 1:40 for years 4 to 6 and 2.30pm for years Prep to 2 and are run by our student leaders. Classes will be rostered on to present quality work. This will be noted on the term planner.
**ADDRESSING ISSUES**

**Getting the best for your child**

Miami is committed to providing a safe learning environment that is committed to improving learning outcomes for all students.

From time to time you may have concerns about your child at school or the operations of the school. These concerns may grow into bigger issues if you don’t talk to the school staff about them. Misunderstandings sometimes occur. Often these misunderstandings are due to miscommunication. You are reminded to read school and class newsletters and notes, attend school meetings and to keep in regular contact with your child’s teacher. Please be aware that school decisions are based on the principles of democracy, equity and natural justice.

It is important to address issues:
1. At the earliest opportunity
2. In the most appropriate way
3. By the most appropriate people

If you are unhappy or unsure about any matter please consider if your expectations are realistic, if so, make an appointment with the teacher in the first instance or with the Principal. If the problem cannot be resolved within the school, you should contact the South East District Office at 5562 4888. Education Queensland is committed to ensuring that all parents have their concerns dealt with in a fair and equitable manner and support structures are in place to enable parents to work through any issues they may have.

Concerns should initially be directly to the teacher involved. In the first instance they are in the best position to assist you.

If the class teacher is unable to assist you or if you prefer not to discuss the matter with the class teacher you may lodge you concern directly with the principal. This can be organised by contacting the school and making a suitable time for an appointment.

The purpose of the interview is to provide the opportunity to discuss the concern and seek the most appropriate resolution to the matter being discussed.

If the problem cannot be resolved within the school, you should contact the Regional Office.

To obtain the number for the Regional Office contact Education Queensland General Enquiries on 5656 6688. All Regional offices provide access to a community participation officer or an officer responsible for parent liaison.

As part of this process, the Executive Director Schools, who is the immediate supervisor of a school principal will be notified and involved if needed.

The Department of Education, Training and the Employment has a very comprehensive website for Parents and Students relating to general school issues and events, health and safety, policies and programs, new initiatives, student welfare etc at: http://education.qld.gov.au

Parents or caregivers may also wish to contact the Queensland Council of Parents and Citizens’ Associations (QCPCA) on 3352 3900 or visit their website www.qcpca.org.au for help and support.

Both the QCPCA and District Office have access to the Office of State Schooling, which administers the operation of all Queensland State Schools, to further resolve issues if required.

**INTERVIEWS**

Formal Parent/Teacher interviews and meetings occur twice per year. Outside these times you are encouraged to meet informally with your child’s teacher to discuss your child’s progress.

Appointments can be made for interviews at any time. Parents will be notified when these are occurring and a mutually convenient time for both parent and teacher will be arranged. Our interviews are delivered at the end of term 1 and term 3.

**PARENT CONCERNS REGARDING PROGRESS OF CHILDREN**

Parents are welcome to discuss any concerns with teachers and with the Principal or Deputy Principal at any time. It is advisable to make an appointment to see either the teacher or a member of administration.

**OUTSIDE HOURS SCHOOL CARE**

On site – Before and After School Care (Run by the PCYC) – 5526 1530
MEDICAL INFORMATION

Certain infectious diseases require the child to be excluded from school until recovered.

Recommended Exclusion Periods

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<th>Condition</th>
<th>Exclusion of Cases</th>
<th>Exclusion of Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amoebiasis (Entamoeba histolytica)</td>
<td>Exclude until diarrhoea ceases</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Chlamylobacter</td>
<td>Exclude until diarrhoea has ceased</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Chicken Pox</td>
<td>Exclude until fully recovered or for at least five days</td>
<td>Any child with an immune deficiency, for example leukaemia or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded.</td>
</tr>
<tr>
<td></td>
<td>after the eruption first appears. Note that some remaining scabs are not a reason for continued exclusion</td>
<td></td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Exclude until discharge from eyes has ceased</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Cytomegalovirus Infection</td>
<td>Exclusion not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Diarrhoea</td>
<td>Exclude until diarrhoea has ceased</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Diphtheria</td>
<td>Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later.</td>
<td>Exclude family/household contacts until cleared to return by an appropriate health authority.</td>
</tr>
<tr>
<td>Glandular Fever (mononucleosis)</td>
<td>Exclusion is not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hand, Foot and Mouth Disease</td>
<td>Until all blisters have dried</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Haemophilus type b (Hib)</td>
<td>Exclude until medical certificate of recovery is received</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>Exclude until a medical certificate of recovery is received, but not before seven days after the onset of jaundice or illness</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>Exclusion is not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Herpes (cold sores)</td>
<td>Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hookworm</td>
<td>Exclusion is not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Human immune-deficiency virus infection (HIV AIDS virus)</td>
<td>Exclusion is not necessary unless the child has a secondary infection</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Impetigo</td>
<td>Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Influenza and Influenza like illnesses</td>
<td>Exclude until well</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Leprosy</td>
<td>Exclude until approval to return has been given by an appropriate health authority.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Measles</td>
<td>Exclude for at least four days after onset of rash</td>
<td>Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case they may return to school.</td>
</tr>
<tr>
<td>Meningitis (bacterial)</td>
<td>Exclude until well</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Meningococcal infection</td>
<td>Exclude until adequate carrier eradication therapy has been completed.</td>
<td>Not excluded if receiving rifampicin.</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 or until swelling goes down, whichever is sooner</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Parvovirus (erythema infectiosum fifth disease)</td>
<td>Exclusion not necessary</td>
<td>Not excluded</td>
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</tbody>
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**ANAPHYLACTIC REACTIONS**

A small number of students at our school experience severe allergic reactions to a range of food and insects and for some students, the reaction could be fatal. As a school we have risk management measures in place. We would however appreciate your consideration when preparing your child’s snacks and lunch and when supplying food for class events. It would be helpful if you could make these nut free. We are mindful that this can be inconvenient and that eventually children with allergies can take more responsibility for their own situation, however we also know that children aren’t always able to look after themselves and make appropriate food choices. We therefore encourage students to not share their food or buy food for another. We also encourage students to wash their hands after they eat so that traces are not left behind that could cause harm.

**DENTAL CLINIC Telephone Dental Van Mobile 0407 038 071**

The school is serviced by a mobile dental clinic that operates at the school from time to time. A dental therapist and a dental nurse staff the clinic. A dentist also makes regular visits. Treatment is free, but children are treated only on the written consent of a parent. A great deal of the therapist’s work is preventative as he/she emphasises oral hygiene with the children.

**FIRST AID**

No medical treatment is permitted in the school except first aid. This is an immediate temporary measure given by the First Aid Officer/Teacher in case of accident. After the emergency has been met, responsibility rests with the parent, doctor or ambulance. It is our policy to contact parents if a child reports sick during the day. Parents of students who are suspected of receiving a head injury will be contacted immediately.

**MEDICATIONS**

Any parent whose child is taking medication (whether of a permanent or temporary nature) should follow these guidelines:

1. Make sure that the medication is accompanied by written instructions on timing and dosage rate for the child. Forms are available from the office for your completion.
2. Medications must be labelled with a chemists' label showing the student’s name, type of medication and dosage.
3. Take the medication to the office where a staff member will be responsible for administering the medication and ensuring that it is kept in a safe place.
4. When the treatment is finished please collect the medication from the office.

The above procedures apply to all medications including aspirin, paracetamol and cough mixtures. Staff are unable to administer any medication without your written consent or if the above procedures have not been adhered to.
Medical Condition
The purpose of this element of the enrolment is to:

- Inform parents of Education Queensland policy and guidelines and Miami procedures for dealing with prescribed medication that may be required to be administered to a student at school from time to time.
- Identify students who have a medical condition and require the ongoing administration of a prescribed medication as directed by a medical practitioner.
- Identify students who have a medical condition and require assistance with managing a specific health condition as well as where a particular emergency first aid response is needed.

Short Term Administration of Prescribed Medication by School
School Information Statement – Student Welfare provides information on the procedures for short term administration of medication and a copy of Authorisation to Administer Medication form. School staff can assist a student with medication under the carer provisions of the Health (Drugs and Poison) Regulation (1996) provided that a written request is received from the student’s parent/caregiver and that the medication includes an ordinary pharmacy label detailing the name of the person authorised to take the medication, dosage, time to be taken and medical practitioner’s name.

Long Term Administration of Prescribed Medication by School
This refers to medication prescribed by a medical practitioner, and which is considered essential to be administered at school for a student to achieve optimum health and to participate fully in school life.

Managing a Specific Health Condition
This category refers to students who may require the administration of medication in an emergency to preserve their life. Most procedures for the administration of medication and management of health conditions can be adequately addressed by universal guidelines. However, students with more complex requirements may require an individual management plan. If your child requires an individual management plan than an appointment will be scheduled with the Responsible Officer who manages medication to develop an individual management plan. The following information, provided by a medical practitioner is required:

- Telephone numbers of parent/caregiver, medical practitioner and ambulance
- Requirements – medication, dosage, when and how medication is administered
- Triggers, reactions, warning signs and symptoms of a possible emergency
- Instructions from a medical practitioner regarding emergency first aid treatment
- Limitations or guidelines for specific activities such as swimming, sport, outdoor education, camps and physical education.

A specific action plan for Anaphylaxis developed by ascia (australian society of clinical immunology and allergy inc) is used. Education Queensland policy HLS-PR-009: Administration of Routine and Emergency Medication and Management of Health Conditions has a summary of recommended emergency first aid response for asthma, anaphylaxis and diabetes.

Medical Details
Refer to the list below when completing the Medical Condition Category sections on the attached Medical Details form.

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<thead>
<tr>
<th>Acquired brain injury</th>
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<tr>
<td>Allergies /Sensitivities</td>
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<tr>
<td>Anaphylaxis</td>
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<tr>
<td>Airway/lung/breathing - Oxygen required (continuously/periodically)</td>
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<td>Airway/lung/breathing - Suctioning</td>
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<tr>
<td>Airway/lung/breathing -Tracheostomy</td>
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<tr>
<td>Airway/lung/breathing -Other</td>
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<tr>
<td>Artificial feeding - Gastrostomy device (tube or button)</td>
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<td>Artificial feeding - Nasogastric tube</td>
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<td>Artificial feeding - Jejunostomy tube</td>
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<td>Artificial feeding - Other</td>
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<tr>
<td>Asthma</td>
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<tr>
<td>Attention-deficit /Hyperactivity disorder (ADHD)</td>
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<tr>
<td>Bladder and bowel - Urinary wetting, incontinence</td>
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<td>Bladder and bowel - Faecal soiling, constipation, incontinence</td>
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<tr>
<td>Bladder and bowel - Catheterisation (continuous, clean intermittent)</td>
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<tr>
<td>Bladder and bowel - Stoma site, urostomy, Mitrofanoff, MACE, Chair</td>
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</tbody>
</table>
**Head Lice Control Consent (Refer to Policy HLS-PR-011: Control of Head Lice in Schools)**

Miami recognises that the occurrence of head lice is the most common insect infestation in humans throughout the world and occurs mainly in children of primary school age. Parents have the prime responsibility for the detection and treatment of head lice on their children. The school community may assist with the detection and treatment of head lice amongst students. When the presence of head lice at school is suspected, volunteers authorised by the principal may physically check for head lice only if the parent does not object; if the child agrees; if infection control guidelines are observed; and if student privacy is assured.

School staff, or other willing adults authorised by the principal, may visually check (no physical contact) students for head lice providing that sensitivity to student privacy is assured. Current information on recommended treatment is available on request.


**SCHOOL NURSE**

A Child Health Nurse visits this school at least once a year to:

- Assess the vision of all Prep children and nominated Prep students for hearing
- Provide health assessments, as requested by parents or teachers
- Provide health information and education
- Counsel students and parents and
- Refer families and students to the most appropriate agency

A hearing clinic is also provided by appointment at the above address.

**INSURANCE**
The school does not carry insurance policies against injury to students. This is a parent responsibility.

“Insurance cover for students undertaking physical activities:–
Physical activity & physical education, particularly contact sports, carry inherent risks of injury. Parents are advised that the Department of Education & Training does not have Personal Accident Insurance cover for students. Education Queensland has public liability cover for all approved school based activities & provides compensation for students injured at school only when the Department is negligent. If this is not the case, then all costs associated with the injury are the responsibility of the parent or caregiver. It is a personal decision for parents as to the type & level of private insurance they arrange to cover students for any accidental injury that may occur.”

MEDIA RELEASE AGREEMENT
A media release agreement is to be completed for each student upon enrolment. Permissions are concerning the use of photographic/video images of student, name of student, use of work samples and other school related material produced by student. Publication may be authorised in school magazines (includes newsletter), Facebook, archives and displays, newspapers and commercial magazines, the school’s website on the internet and any school promotional material (advertising). The agreement will be in place from date of lodgement until enrolment at this school ceases. Parents have the right to select which details are available for the school to release. If no form is received, it will be deemed that the student has no permission for any release.

PRIVACY
To enable Education Queensland to provide education services to students, the Department collects and manages personal information from students, parents and guardians and other third parties e.g. during the enrolment process, permission forms, special needs referrals etc. Education Queensland recognises that an essential part of the school family relationship is the responsibility to protect the personal information entrusted and ensure that its use and disclosure is carried out in an ethical and lawful way.

Please be advised that school staff, are not permitted to disclose telephone numbers or addresses of students or staff. Further more detailed explanation of Information Standard 42 –Information Privacy is available from: http://www.ied.qld.gov.au/informationstandards or by accessing Education Queensland’s website www.education.qld.gov.au/home/privacy.htm

### Information For Students And Their Parents On School Network Usage

#### Why are schools providing students access to ICT facilities
To ensure young Queenslanders are well equipped to contribute fully to the information economy, the education sector is responding to the innovation directions of the Smart State Strategy through Smart Classrooms. This strategy focuses innovative programs and resources towards schools, teachers and students. An essential tool for schools in the provision of innovative educational programs is the utilisation of intranet, internet and network services. Therefore, access to these technologies is an increasingly essential part of the modern educational program provided in schools.

#### What is acceptable/appropriate use/behaviour by a student?
It is acceptable for students to use school computers and network infrastructure for: assigned class work and assignments set by teachers; developing literacy, communication and information skills; authoring text, artwork, audio and visual material for publication on the Intranet or Internet, solely for educational purposes as supervised and approved by the school; conducting research for school activities and projects; communicating with other students, teachers, parents or experts in relation to school work; and access to online references such as dictionaries, encyclopaedias, etc. Students can also collaborate, research and learn through Education Queensland’s e-learning environment.

#### What is unacceptable/inappropriate use/behaviour by a student?
It is unacceptable for students to: download, distribute or publish offensive messages or pictures; use obscene or abusive language to harass, insult or attack others; deliberately waste printing and Internet resources; damage computers, printers or the network equipment; violate copyright laws which includes plagiarism; use unsupervised internet chat; and use online e-mail services (e.g. hotmail), send chain letters or Spam e-mail (junk mail). Usernames and passwords are to be kept by the student and not divulged to any other individual (e.g. a student should not give their fellow students their username and password). Students can not use another student or staff member’s username or password to access the school’s network, including not trespassing in another person’s files, home drive or e-mail. Additionally, students should not divulge personal information (e.g. name, parent’s name, address), via the internet or e-mail, to unknown entities or for reasons other than to fulfil the educational program requirements of the school.
What is expected of schools when providing student's with access to ICT facilities?
Schools will provide information in relation to student access and usage of its network and reserves the right to restrict/remove student access to the intranet, extranet, internet or network facilities if parents or students do not adhere to the school’s network usage and access guideline/statement.
Schools will prepare students for the possibility of unanticipated access to harmful information, materials or approaches from unknown persons via the internet (e.g. run through processes for disregarding (or ceasing access) to information, the process for reporting accidental access to harmful information and reporting approaches from unknown persons via the internet to the supervising teacher or school staff member).
Where possible, classes involving internet usage by students will be prepared prior to class engagement, including, filtering and checking sites students are directed to visit. An assessment should be made of the appropriate timeframe for access to the internet for completing the set task or duration a student should have access to the internet (e.g. during schools hours, outside of school hours).

What awareness is expected of students and their parents?
Students and their parents should:
- understand the responsibility and behaviour requirements (as outlined by the school) that come with accessing the school’s ICT network facilities and ensure they have the skills to report and discontinue access to harmful information if presented via the internet or e-mail;

be aware:
- that the ICT facilities should be utilised with good behaviour as stipulated under the Code of School Behaviour;
- students breaking these rules will be subject to appropriate action by the school. This may include restricted network access for a period as deemed appropriate by the school;
- access to ICT facilities provides valuable learning experiences, therefore giving the student educational benefits in line with the school’s educational program;
- the Internet gives access to information on and from a wide variety of organisations, subjects, people, places with origins from around the world; the school cannot control information accessed through the internet; and information may be accessed or accidentally played which could be illegal, dangerous or offensive, with or without the student’s immediate knowledge; and
- teachers will always exercise their duty of care, but protection, mitigation and discontinued access to harmful information requires responsible use by the student.

Appropriate use of mobile phones and other electronic equipment

All electronic equipment, including mobile phones must be handed into the office before school and picked up by the individual student at 3:00 pm.

In making reasonable rules about what students can and cannot bring to school, schools can ban anything which is illegal, dangerous or is likely to cause disruption or harm to the smooth running of the school and the education of other students. The use of mobile phones and other electronic equipment (including those with Bluetooth functionality) by students at school, if unmonitored, can become disruptive.

Mobile phones and electronic devices, particularly those with the capacity to record images/footage can be appropriately incorporated into the learning program. However, except in times of genuine emergency or if the use is a sanctioned part of the educational program, mobile phone and other personal electronic devices (including those with Bluetooth functionality) should be restricted. This includes but is not limited to, games devices (e.g. PSPs, Gameboys) laptop computers, PDAs, cameras and/or voice recording devices (whether or not integrated with a mobile phone or MP3 player), mobile phones, iPods and devices of a similar nature.

When Principals become aware that these devices have been used to capture and distribute images of violence, malice, etc. and the images have been uploaded to a website, where possible, appropriate disciplinary action should be undertaken in accordance with the school’s disciplinary policy. Additionally, steps should be taken to seek removal of the material from the website. Where footage or images have been distributed electronically, via Bluetooth functionality or in hard copy, school Principals, once aware and where possible, should seek to stop distribution.
Mobile phones and other electronic equipment are used at their owners’ risk. No liability will be accepted by the school or college in the event of loss, theft or damage to any device unless it can be established that the loss, theft or damage resulted from the department's negligence.
The following conditions apply at Miami with regard to the appropriate use of mobile telephones and other electronic equipment by students.

- All student mobile phones and electronic equipment (including those with Bluetooth functionality) are to be switched off and out of sight during classes, where these devices are not being used in a teacher directed activity to enhance learning.
- Mobile phones are only to be used for emergency contact with parents after school for the purpose of clarifying personal arrangements. They are not to be used while on school grounds during the school day for social communication in any form. They are to be given to the office each day.
- Students are to negotiate with relevant staff when students are wishing to use these devices in special circumstances.
- Students are not to use in-phone cameras anywhere a normal camera would be considered in appropriate, such as in change rooms or toilets.
- Parents/carers and students are informed on enrolment that the use of mobile phones and electronic devices (including those with Bluetooth functionality) that contravene the school's 'Acceptable Use Policy' will lead to the devices being confiscated by school staff, with collection/return to occur at the end of the school day where the device is not required for further investigation.
- Invasion of privacy through the recording of personal conversations or daily activities and/or the further distribution (e.g. via Multi Media Messaging Service, Bluetooth) of such material will result in disciplinary action and contravenes the Invasion of Privacy Act 1971.
- The sending of text messages or posting of statements to websites that contain obscene language and/or threats of violence may amount to bullying and or harassment or even stalking, and will be subject to disciplinary action and potentially police investigation.
- Mobile phone or electronic devices (including those with Bluetooth functionality) may not be taken into or used by students at exams or during class assessment unless expressly permitted by school staff.

ABSENCE OF CHILDREN

It is appreciated that, from time to time, children will be absent from school due to illness or the need to travel to other towns for various activities. As these absences can affect the teachers' programming for the day, it would be appreciated if you could advise the teacher concerned as to when and for how long your child will be absent from school. If you anticipate an absence of one week or more, you need to seek the principal’s approval by informing the office or principal directly in writing. If your child is absent for more than three days, due to illness, a medical certificate is required. To confirm any absence please either send a note to your child’s class teacher upon return or call the office of the day of the absence stating the reason for the absence. Please phone 5595 4888 and select option 1.

PUNCTUALITY

The most important learning takes place in the morning. (CHILDREN ARE THEREFORE EXPECTED TO BE IN ATTENDANCE BEFORE 8.55AM)

LATE ARRIVALS & EARLY DEPARTURES

Students arriving late are to report to the office to receive a late slip. This is then given to the class teacher. A parent and/or student must present to the office.

Students leaving early - parents are to report to the office and sign the child out and proceed to the child’s class and present the departure slip to the classroom teacher.

Late arrivals AND Early departures are recorded as a half day absence.

PUPIL EMERGENCY INFORMATION

The administration requires an updated and pertinent record of information about pupils. This includes information about contact numbers in case of an emergency when parents cannot be reached as this is invaluable in cases of accident or emergency. The office must be informed of any changes as soon as possible. All information is confidential, and for school use only. Please advise any changes of employment or phone numbers.
REFERRAL
Where a teacher may consider that a pupil in his/her class should be referred to any specialist staff, that teacher will discuss the pupil’s problems with the parents, support staff and if necessary, administration. Parent permission for referral and testing may be obtained.

The PREP YEAR

Prep lays the educational foundations for all students to attain the skills required for success in later schooling. These skills include knowledge and application of language, early literacy and numeracy, sense of self, skills for relating to others and knowledge of the immediate world.

Our Prep program offers rich opportunities for differentiated learning experiences to support all students. Through active and dynamic environments, Prep students learn to solve problems, to communicate and to build creative thinking skills.

Implementing the required curriculum
Teachers deliver the curriculum content and achievement standards expected of Prep students of the Australian Curriculum. Learning areas include English, Mathematics, Science and History.

SHARING INFORMATION
Events in family life - such as illness, visiting of grandparents or other relatives, accident or death of relatives or friends or pets - can be a major concern or excitement for children and markedly affect their behaviour.
It is important for home and school to share information which may affect children and we would appreciate it if parents would inform teachers of any unusual happenings of this nature. It is most appropriate to speak to the teachers at the beginning or end of the day so that teaching time is not interrupted. Please ensure that you inform us of any changes in personal details (address, phone number, emergency contact) so that our records are current at all times.

Lunches
Please ensure your child is able to handle all wrappers and containers in their lunch boxes independently.

Birthdays and celebrations
All students are encouraged to share birthdays and special events with their class teacher and school friends. We have found that if parents would like to provide a cake to share with the class, patty cakes are the most ideal and fair way for children to share their special event with friends (no nuts please).

Parent Helpers / Volunteers
As parents, you play a vital role in the education of your children and therefore, we welcome you to be involved in our classroom. Grandparents and special friends are most welcome but require a blue card. Please speak to your child’s classroom teacher to organise appropriate volunteer times and activities.
Please note all visitors and volunteers in the school are requested to sign the Visitors’ register located in the office.
Please contact the school if you would like any further information.

Treasures from Home
It would be appreciated if toys were not brought from home unless they are for a special occasion or show and tell. Treasures can be lost or broken – they are safer at home. Encourage your child to bring interesting objects – rocks, shells, insects, photos etc. to enrich our program.
Miami State School aims to provide a holistic approach to the educational experiences children engage in. Our core curriculum in Prep to Year 7 is based on the Australia Curriculum. Students in years 4 to 6 experience curriculum delivery through the Australia Curriculum of the Key Learning Areas outlined in the Syllabus. These KLAs are English, Mathematics, Science, History, LOTE, HPE, The Arts and Technology. Embedded in all Learning are the cross curricular priorities of Literacy, Numeracy and Life Skills. These incorporate higher order thinking skills, problem solving and technology.

At Miami State School, teachers regularly plan collaboratively and work together to ensure consistency of student outcomes and standards across the year level.

EXTRA – CURRICULAR ACTIVITIES

**TSP:** The Talented Sports Program is available to all students in Years 4 to 6. The program operates from 8:00 to 9:30 am each Tuesday and Thursday morning every week of the term except the first and last weeks. All sports are conducted by qualified coaches and supervisors. Some sports enter competitions while others develop skills. Application forms are distributed in the first week of each term and students are allocated their sports by the end of the week. The students do one sport per term but may continue in that sport for as many terms as they wish. It is a userpay system with costs ranging from $30:00 to $160:00 per term. Some sports are offered all year while others are offered seasonally. Sports include: Dance, Sports Aerobics, Swimming, Tennis, Triathlon, Tae Kwon Do, Soccer, Rugby League, AFL, Touch, Hockey, Athletics, Volleyball, Basketball, Netball and Surfing.

**TAP:** The Talented Arts Program is available to all students in Years 4 to 6. The program operates from 8:00 to 9:00 am each Monday and Friday morning every week of the term except the first and last weeks. All activities are conducted by qualified coordinators. Application forms are distributed towards the end of each semester and students are allocated their activities by the end of the semester. The students do one activity per semester but may continue in that activity for as many semesters as they wish. It is a userpay system with costs ranging from $30:00 to $90:00 per term. All the activities present an exhibition or performance at the end of each semester.

**MUSIC**

**CHOIR – Director: Ms Kirrilee Scott**

Choir Program: Students at Miami are offered Choir tuition from Year 1 onwards. Junior Choir is offered to students from Year 2-4 and Little Voices for year 1. The Choir Program focuses on vocal technique development and enjoyment of singing varied repertoire. Both choirs rehearse once a week during lunch and participate in a variety of performances throughout the year.

**INSTRUMENTAL MUSIC**

The school offers an Instrumental Music program to students in Years 4 to 6 and a Strings Program from Yr 3 to Yr 6.

Please ask at the office for a copy of the 2016 Instrumental Music Handbook that explains in detail the requirements of the program.

FOR INSTRUMENTAL MUSIC ACCESSORIES, TO HIRE INSTRUMENTS OR MAKE HIRE PAYMENT
RELIGIOUS EDUCATION

Accredited representatives visit the school for a 30 minute instruction throughout the week. Students attend as nominated on their enrolment or as advised by a parent / caregiver in writing to the school Principal.

Miami provides religious instruction to students to develop and support particular beliefs, values and attitudes. This instruction is provided weekly for a period of 30 minutes by approved instructors, who are accredited representatives of a faith group.

Parents/guardians retain the right at all times to determine if their child is to be a participant in religious instruction. Students who do not participate in religious instruction are withdrawn from the class. They are required to work on an individual program during this time. The individual program is provided by their class teacher and is part of the daily classroom program.

On enrolment you are asked to indicate what you would like your child to do. You must complete the consent form as part of the enrolment interview. You can at any time request in writing that you child be withdrawn from the program.

Chaplaincy

Chaplains are present in schools at the invitation of the Principal, in consultation with the local community, and with the support of the P&C Association. Our school chaplain (or ‘Happy Chappy’), Shane Scott, is an employee of SU QLD, Australia’s largest employer of school chaplains. Chaplains are a safe person for young people to connect with at school, providing a listening ear and caring presence. The chaplain helps foster a supportive and caring school community. This support and pastoral care extends to staff and families. This position is funded through the National Schools Chaplaincy and Student Welfare Program (NSCSWP) with the support of a Local Chaplaincy Committee. Chaplaincy is a voluntary service available to everyone in the school community regardless of their religious beliefs. The Chaplain does not provide religious education in the school and does not initiate discussion pertaining to Christianity or spiritual matters. Such discussion is at the instigation of the parent or student and is dealt with in a sensitive manner.

The chaplain can provide a broad range of services including:
• Support and assistance for the students, staff and parents of the school community.
• Student development programs that aim to develop self esteem, resilience, teamwork, leadership, goal setting skills, motivation, helping skills, life skills
• Participation in the classroom addressing various issues such as values, tolerance, self esteem, peer pressure, bullying, grief and loss, relationships, etc.
• General involvement in the life of the school community (E.g. carnivals, camps, excursions, sport, etc)
• Liaison between the school and community groups/agencies

Shane is at Miami SS on Tuesday and Wednesday and can be contacted at the school or by email shanes@chappy.org.au
(For more information on school chaplaincy you can visit www.suqld.org.au)

EXPECTATIONS MIAMI STATE SCHOOL RULES AND EXPECTATIONS

DISCIPLINE (see also the Responsible Behaviour Plan)

For effective learning to take place in our school it is necessary that each and every child possess the required measures of discipline and self-control. Teachers can do much more for the well-mannered, considerate pupil who has a good attitude to authority and willingly accepts directions. Unacceptable social actions form a barrier to learning, and parents are asked to consider all the students. Please visit our school website if you would like to view this plan.

http://www.miamiss.eq.edu.au
SCHOOL EXPECTATIONS
Our school community has identified the following school values to promote our high standards of responsible behaviour.

<table>
<thead>
<tr>
<th>HONESTY in words and actions</th>
<th>RESPECT for others, yourself and the world</th>
<th>COMMITMENT to doing your best at learning and life</th>
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<tbody>
<tr>
<td><strong>ALL AREAS</strong></td>
<td><strong>CLASSROOMS</strong></td>
<td><strong>COMMITMENT</strong></td>
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</tbody>
</table>
| ● Be truthful give the real reason for your actions.  
  ● Ask permission to leave the classroom only when needed. | ● Respect others’ personal space and property  
  ● Care for equipment  
  ● Clean up after yourself  
  ● Use polite language  
  ● Wait your turn | ● Learn from example  
  ● Learn from mistakes  
  ● Demonstrate success – Confidence, Getting Along, Persistence, Organisation, Resilience |
| **ASSEMBLY / PARADE**        | **PLAYGROUND**                             |                                               |
| ● Be honest about your preparations  
  ● Be honest about what you can and can not do. | ● Raise your hand to speak  
  ● Respect other’s right to learn  
  ● Talk in turns  
  ● Be a good listener | ● “Have a go”  
  ● Be ready to learn – disposition and equipment  
  ● Take an active role in the classroom  
  ● Always do your best |
| **TOILETS**                  | **EATING AREAS**                           |                                               |
| ● Set an example with your actions by sitting still, and listening. Tell rule breakers you do not want to get into trouble by talking. | ● Sit quietly  
  ● Eyes on speaker  
  ● Stay in your space  
  ● Respectful singing / applause | ● Use your listening skills (whole body listening) |
| **CARPARK & BIKE RACKS**     |                                               |                                               |
| ● Be a problem solver use the truth to solve problems.  
  ● Ask for adult help when you need it.  
  ● Return equipment to appropriate place at the bell | ● Play fairly – take turns, invite others to join in and follow  
  ● Care for the environment by staying out of gardens and picking up rubbish if asked.  
  ● Be sun safe | ● Reflect on past experience – Stop, think, make a good choice |
| **EATING AREAS**             |                                               |                                               |
| ● Tell adults about rule breakers- who they are and what they are doing in the toilets | ● Wash hands  
  ● Walk in and around toilets  
  ● Wait patiently | ● Take the time to wash your hands properly. |
| **CARPARK & BIKE RACKS**     |                                               |                                               |
| ● Set an example walk on the path, use crossings, before 8.30 go to the covered area. Ignore rule breakers who go out of bounds. | ● Use crossings with care  
  ● Walk sensibly on the footpath no riding scooters or bikes.  
  ● Consider motorists  
  ● Wait quietly on the footpath in the car park | ● Eat healthy food in a balanced diet  
  ● Look and listen  
  ● Commit to know and follow the bike and pedestrian rules |

TRAVELLING TO AND FROM SCHOOL
There are four ways for children to come to school; they may walk, ride a bike and/or come with parents or travel by bus.

1. Quite a few children, living only a short distance from school prefer to walk. We encourage children not to walk alone but to come with a group. A Traffic Supervisor supervises the Pedestrian Crossings each day of the school year from 7:55am to 8:55am and again from 2:55pm to 3:25pm.

2. Children who ride bikes must all wear helmets and must obey all the rules of the road. The roads around the school have been especially widened by the Council to provide safety for bike riders. Please provide your child with a lock and chain to ensure the security of their bike while at school. Road Safety Officers recommend that children less than ten years should not ride unsupervised. Skateboards, roller blades and scooters are not permitted.

3. Parents who drive their child to school are not permitted to park in the staff car park. The drop off zone has standing only for 2 minutes, and no parking. Parents are not to leave their vehicle while in this zone.
**NO SMOKING**

Government Regulations state that smoking is not permitted on school premises.

**TELEPHONE**

Local calls may be made from the office **IN AN EMERGENCY ONLY** at the current rate.

**USE OF SCHOOL GROUNDS**

This school is available to community or outside groups under certain conditions. Refer to the Business Services’ Manager for more details.

**DOGS IN THE SCHOOL GROUNDS**

Education Queensland policy is that dogs are not to be brought into the school grounds. Your dog is your pet and it is familiar with your family. It is not appropriate for you to bring your pet dog into the school and assume it will be familiar with other children. As a risk management strategy, parents are asked to wait outside the school grounds if they have a dog with them. Permission can be obtained from the Principal to bring a pet into the school for educational reasons, if the pet is appropriately restrained. I thank you in anticipation of your cooperation with this request.

**VISITORS**

All visitors to the school should be directed to the office in the first instance and complete the visitor’s register in the office foyer. All visitors are required to wear a school issued badge. This includes volunteers. All volunteers other than parents require a blue card. Please visit [http://www.ccypcg.qld.gov.au/bluecard/applications/applications.html](http://www.ccypcg.qld.gov.au/bluecard/applications/applications.html) to download the application paperwork to apply.

**WAITING FOR PARENTS**

All students waiting for parents after school will wait inside the school boundary until the parent arrives. Students must be collected by 3:20 pm or after school arrangements made for the safety of the student.

**HOMEWORK POLICY**

*Statement of intent*

Each state school has a homework policy, developed in consultation with the school community. The Miami State School Homework Policy is endorsed by the P&C Association. Homework provides students with opportunities to consolidate their classroom learning, pattern behaviour for lifelong learning beyond the classroom and involve family members in their learning. The setting of homework takes into account the need for students to have a balanced lifestyle. This includes sufficient time for family, recreation and cultural pursuits.

Miami State School provides homework that enhances student learning. Homework given:

- Is purposeful and relevant to student’s needs.
- Is appropriate to the phase of learning, early or middle.
- Is appropriate to the capacity of the student (appraised students or students with disability have differentiated homework).
- Develops the student’s independence as a learner.
- Is varied, challenging and clearly related to class work.
- Allows for students commitment to recreational, employment, family and cultural.

Miami State School homework can engage students in independent learning to complement work undertaken in class through:

- Revision and critical reflection to consolidate learning (practising mastery).
- Applying knowledge and skills in new contexts (a topic of interest, an authentic local issue).
- Pursuing knowledge individually and imaginatively (investigating, researching, writing, designing, making).
• Preparing for forthcoming classroom learning (collecting relevant materials, items, information).

Responsibilities

Principal
• The school homework policy has been developed in consultation with the school community, particularly the Parents and Citizens’ Association.
• The school homework policy is distributed to school staff at the commencement of the school year during the January Student Free Day.
• The school homework policy is distributed to students at the commencement of the school year with Year 4 to 6 students gluing a copy into their diary.
• The school homework policy is distributed to parents and caregivers at time of enrolment and at the annual Parent/Teacher meeting. A copy is sent home to parents who do not attend the Parent/Teacher meeting.
• The homework policy is monitored throughout the year to ensure that it is being effectively implemented throughout the school. This is achieved through:
  o A copy of all year level homework being collected and filed centrally.
  o Collecting samples of student’s homework for review.
  o Sample interviews of students about their homework.
  o Sample interviews with parents about the Miami State School homework policy.
• The school homework policy is included as part of the annual schooling reporting.

Teachers: Teachers will help students establish a routine of regular, independent study by:
• Implementing the school homework policy.
• Setting homework as per the school policy on a regular basis.
• Clearly communicating the purpose, benefits and expectations of homework through:
  o A written statement on all published homework tasks.
  o Providing parents with a written statement about the homework that will be given to students throughout the year.
  o Explaining to parents at the annual Parent/Teacher meeting the class homework purpose, benefits and expectations.
• Checking homework regularly and providing timely and useful feedback.
• Providing homework that is varied, challenging and directly related to class work and appropriate to student learning. This will be achieved by:
  o Using the Miami State School Homework Grid in Year 4 to 6.
• Explicitly teaching students strategies to develop organisational and time-management skills and providing opportunities to practice these strategies through homework. Teachers will do this during Term 1 as part of the “You Can Do It” program. In Term 1 they will focus on the foundation skill of organisation and the positive habits of mind associated with organisation.
• Giving consideration to the other academic and personal development activities (school based or other) that students could be engaged in when setting homework. Teachers will do this by publishing each Term a list of school events and seeking from parents a list of activities that their child is involved in. This will be used to plan homework. The Miami Homework Grid will also be used by Year 4 to 6 teachers to provide flexibility.
• Discussing with parents/caregivers any developing problems concerning their child’s homework and suggesting strategies to assist with their homework. Teachers will achieve this through:
  o P to 3 parents being required to sign all completed homework tasks.
• Home Reading – students are required to complete home reading nightly. Students are to record their reading in their home reading journals.
  o Yr 4 to 6 parents being required to certify that they are aware of the homework their child has undertaken by signing the student diary.
  o Sending a Homework Reminder Notice to parents when a child fails to complete the required homework.
  o Sending a Student of Concern letter when a student has not completed the required homework after teacher intervention.
  o A Parent/Teacher interview to discuss homework as required.
  o Conferring with the principal when they have a student with ongoing homework concerns.
Students will be assisted to take responsibility for their own learning by:

- Being made aware of the school’s homework policy on enrolment and after class placement.
- Discussing with their parents/caregivers their class teacher’s homework expectations. In Year 1 to 3 this will take the form of a home/school agreement that is discussed at the Parent/Teacher Meeting and that parents are asked to sign. In Year 4 to 6 this will take the form of a class homework agreement that will be discussed in class, signed by the student, then taken home and signed by the parent. This will then be placed in the student’s personal file.
- Accepting responsibility for the completion of homework tasks within set time frames.
- Following up on comments made by teachers.
- Seeking assistance when difficulties arise.
- Organising their time to manage home obligations, participation in physical activity and sports, recreational and cultural activities.

The role of parents and caregivers with homework

Through the Parents and Citizens’ Association, parents can have a key role in the development of the school’s homework policy. Parents and caregivers can help their children by:

- Encouraging them to organise their time and take responsibility for their learning. Parents will be provided with strategies for assisting students with personal organisation.
- Reading to them, talking with them and involving them in tasks at home including shopping, playing games and physical activity.
- Helping them to complete tasks by discussing key questions or directing them to resources. The homework task will include tips for parents on assisting students with homework.
- Encouraging them to read and take an interest in and discuss current local, national and international events.
- Helping them to balance the amount of time spent completing homework, watching television, playing computer games, playing sport and engaging in other recreational activities.
- Contacting the class teacher to discuss any concerns about the nature of homework and their children’s approach to the homework.

Considering student’s other commitments when setting homework

In determining homework, the class teacher will consider that students may be engaging in many different activities outside of school. These may include physical activities and sports, recreational and cultural pursuits. Teachers will prepare a term overview of homework and seek input from parents on their children’s commitments.

Homework appropriate to particular phases of learning

The following is the guide used by teachers in determining the amount of set homework that students are expected to undertake. It is of course open to parents to consult with their child’s teacher about additional materials or practice exercises with which parents can assist their children at home. The Miami Homework Grid for Year 4 to 6 provides ample opportunity for parents to invest extra time in supporting their child.

Early Phase of Learning (Prep to Year 3)

The main focus at home will be to develop literacy, numeracy and problem solving skills.

The homework may include:

- Daily reading to, with, and by parents/caregivers or other family members
- Linking concepts with familiar activities such as shopping, preparation of food, local environment and family outings
- Promotion of conversations about what is happening at school
- Preparation for oral presentations
- Opportunities to write for meaningful purposes.

Prep students may have a sharing book in Term 1. Parents are encouraged to read to their child each night which is formalised. In Term 2 home reading will commence for all students by the beginning of Semester 2.

Year 1, 2 and 3 students will do no more than 1 hour per week.
**EXCURSIONS AND CAMPS**

Excursions and camps are designed to support the emotional, social and academic learning for students. Every effort is made to minimise the financial burden on families. Students are expected to attend all excursions/camps where possible and demonstrate a commitment to the school values and applicable rules. It is understood that some students (and parents) may experience some separation anxiety; this is taken into account when designing a camp. Miami is committed to providing safe and supportive learning environments for its student, staff and volunteers. This commitment includes the health and safety of staff and students when conducting curriculum activities at school or other locations.

School excursions enhance students’ learning by providing the opportunities for students to participate in curriculum-related activities outside the normal school routine. School excursions are well-planned curriculum-related activities that aim to maximize students’ learning experiences. All planned school excursions must be approved by the school.

To ensure the health and safety of students and staff, schools are required to proactively manage all aspects of a variation to school routine. The school’s duty of care to students extends to school excursions and camps, which are integral to students’ educational programs. Activities conducted away from schools may increase risks and therefore the standard of care required must reflect the increase in identified risks.

Schools must be able to demonstrate that activities have been thoroughly planned to ensure that students, staff and others will be safe whilst undertaking the activity. Any potential risks must have been identified and managed and there must be a planned response in case of an emergency.

**The Principal:**

Approve all school excursions ensuring appropriate organisation and curriculum relevance taking into consideration:

- the resources of the school
- the needs of the students
- the costs involved (reviewed annually)
- the impact on the total learning program.
- transport, accommodation, meal and first aid/emergency arrangements
- arrangements for students not participating
- educational aims and planned follow-up activities
- arrangements for students not participating.
- Consult with the school’s Parents and Citizens’ Association at beginning of school year regarding forward planning of school excursions to gain association’s views about proposed excursions.
- Inform the Parents and Citizens’ Association if further excursions are proposed.
- Where the Parents and Citizens’ Association meet costs incurred through a school excursion in part or full, ensure this arrangement is approved by the association at a duly constituted meeting.
- Ensure that when students are being transported in private vehicles these safeguards are implemented:
  - written consent of parent/caregiver for their child to travel in a privately owned vehicle is received and stored;
  - that if a number of privately owned vehicles are involved, a convoy is formed wherever possible.
- Regularly review and update school excursion procedures ensuring they are documented and communicated to relevant staff.

Information presented in a parental letter is the basis of the parental decision to give permission for the student to attend an excursion and provides accurate details to enable parents/caregivers to make this decision. Letters can include tear-off permission slips to be signed by parents and returned to the school.

If payment is not received by the due date, the student is unable to attend. Every effort will be made to ensure that the cost is not prohibitive, having regard to the socio/economic background of the majority of the students.

- Notification of the camp proposal and anticipated costs will be given to parents as early as possible.
- Arrangements may be made to make instalment payments but payment must be finalised before the camp.
EXCLUSIONS
Exclusion of students from attending a camp is at the discretion of the principal. Reasons for exclusions may include:
- Risk to the safety of other children and staff
- Health issues
- Unacceptable behaviour
- Behaviour management

Similar problems to the above, occurring during the camp, will be referred to the principal, for consideration as to exclusion from the camp with parents meeting the cost and or personally collecting students from the camp at the Principal’s request.

PRINCIPAL’S APPROVAL - Camps will be undertaken with the prior approval of the principal.

NON-ATTENDANCE - An appropriate school program will be provided for those students not attending the camp for whatever reason.

TRANSPORT - Buses will be organised so that they can provide one seat per child and will be outfitted with seat belts.

STUDENT’S PERSONAL BELONGINGS

FORBIDDEN ARTICLES
Water pistols, skateboards, scooters, matches, knives, chewing gum, valuable toys, illegal substances, trading cards or any other objects teachers perceive to be dangerous or unwarranted, are forbidden on the school grounds. These items will be confiscated in the best interests of all the children. In the case of dangerous items, the police may be asked to attend.

VALUABLE ARTICLES & PERSONAL PROPERTY
Students are not permitted to bring toys or other treasured belongings to school. These items are safer at home, preventing loss, breakage and anxiety over care during the day. Valuables such as jewellery, expensive watches, electronic games, ipods and trading cards etc should not be brought to school. Mobile phones must be turned off and at the office. No responsibility will be accepted by the school should these items go missing, are lost or stolen.

HATS & SUN SAFETY POLICY
We are very conscious of sun safety at our school and recommend that you apply sunscreen prior to your child’s arrival at school. The school has a policy of ‘NO HAT - NO PLAY’. Children without hats will be asked to sit in the undercover areas and walkways. The school also encourages children to use an effective sunscreen when playing outside. Children must have their own school hat to wear in accordance with uniform policy regulations. No Hat, No Play. NB: Please ensure all hats are clearly labelled with the students name.

LOST PROPERTY
Lost property can be a serious problem at the school and does cause great concern. ALL SCHOOL ARTICLES SHOULD BE CLEARLY MARKED for identification purposes. Every endeavour is made to return articles to their rightful owners, but when articles are not marked identification is time consuming and, in many cases, most ineffective. Even older students in the upper grades do not always recognise their belongings. The lost property box is located in the under cover area. At the end of each term remaining items are redistributed to sick bay, second hand uniforms or given to a charity.

STUDENT RESOURCE SCHEME AND SCHOOL CHARGES
You are invited to join the Student Resource Scheme (SRS) for 2016. The scheme will operate under the policy and guidelines of the Department of Education and Training Student Resources Scheme Procedure. The scheme is supported and approved annually by the school’s Parents and Citizens Association (P&C), It is managed by the school and operates in accordance with section 51 of the Education (General Provisions) Act 2006.

The scheme is voluntary and you are under no obligation to join. However, please be aware that books, materials and consumables required under this scheme are not funded by school grants. Therefore if you do not wish to join the scheme you are still responsible for providing your child with the items that would otherwise have been provided by the scheme as detailed in the list below, to enable your child to engage with the curriculum. Please also refer to the attached itemised requirement list.
The provision of this scheme ensures that well resourced learning by our students remains our key focus. The scheme is not a fund raiser for the school. Its purpose is to provide you, the parent, with a cost effective, value for money alternative to purchasing textbooks, resources, consumables and materials from elsewhere, through reduced prices gained from the school’s bulk purchasing processes. It also covers Software and Web based licences fees for Mathletics and Reading Eggs.

The cost of the Scheme at $120.00 per child, which is just $3.00 per child per week.

If you do not elect to join the scheme you are also required to return the Participation Agreement Form, indicating your intentions, to the school office and make an appointment with the Principal or the Business Services Manager. It will then be the responsibility of the parent to purchase all the book, resources and software licences provided by the scheme.

Prep students who transfer in after Term 1 make a pro-rata payment. This is a base payment of $50.00 and $1.00 a week for each remaining week in the year. When leaving the base payment is non-refundable. A refund of $1 a week for the remaining weeks will be paid.

LIBRARY (RESOURCE CENTRE) POLICY
Students borrow on a weekly basis. If a student has an overdue book/s NO BORROWING may take place. Any lost or misplaced book/s will incur a fee that will automatically be debited to your student’s account. In order to continue borrowing, your child’s account must be cleared of any outstanding fees.

LEARNING ACTIVITIES (Non-tax refundable)
Learning activities are class excursions and incursions (Life Education Van visit, performances, LOTE Cultural Day) that support instruction. Excursions may incur an individual student charge/admission fee and a bus cost. Learning activities do not include sports or camps. These costs are outlined below.

Miami offers parents the opportunity to pay in advance for the above learning activities by placing an amount in credit on the student/family account. An advance payment of $80 per student should cover all or almost all of the above learning activities for students from Prep to Year 6. This can be topped up at any time.

When permission notes are distributed for learning activities, you can indicate on the permission note that payment should be deducted from the credit on your account. A receipt is issued with each payment request. The permission note is stamped “PAID” and passed on to the classroom teacher. This process eliminates the need for money to be sent in for each paid activity. Credit balances remaining at the end of the year will be carried forward to the following year. Statements are issued at the beginning of Term 2, 3 and 4 and are also available upon request.

MONEY

COLLECTION OF MONEY FROM CHILDREN

The school offers three options for the payment of school activities, events and contributions. Internet Banking is the preferred option as it reducing waiting time for you and is more effective for school office staff.

1. Internet Banking – if you want to avoid waiting in line at the payment window then this option is for you.

Payments made must be clearly identified to ensure that the correct invoices are credited against the correct student. The reference code used must commence with your student’s surname. This should be followed by a description of the activity. For example:

If your child is going on the X-Country excursion, the following would be entered in the banking description area: “Smith XCountry”

The number identifies your child.
The school account details are as follows:
BSB: 064-445
Branch: Broadbeach
Bank: Commonwealth Bank of Australia
Account Number: 00090027
Account Name: Miami State School General Account

2. Payment window
Please bring (or send with student) money in a sealed bag or envelope with the permission slip with child’s full name. Please ensure that money is only sent in on Tuesdays or Thursdays between 8:00 am and 10:00am.

3. Credit card – Visa/Mastercard
Send in the payment slip and/or incursion/excursion permission slip with bank details at the bottom. Please send in ONLY on Tuesdays and Thursdays between 8:00 am and 10:00am.

DUE DATES FOR INCURSIONS/EXCURSIONS
These appear in the following places; Permission letter; Newsletter each week. A report is given to teachers of students who have paid and not paid. Teachers remind students that have not paid to pay, before the due date. To avoid disappointment, PLEASE ensure that Incursions/Excursions are paid before the due date otherwise your child will miss out.

RECEIPTING DAYS
TUESDAYS 8:00am -10:00am
THURSDAYS 8:00am -10:00am
**Payments are ONLY processed on these days

STUDENT PROTECTION
It is the policy of Education Queensland that all staff are trained in and abide by its Code of Conduct and Student Protection policies and guidelines. While parents / caregivers and community members are welcome in our school, appropriate standards of behaviour are expected to ensure that our school is a safe place.
All persons, other than parents, who work in the school, either as an employee or volunteer, have undertaken a criminal history check or issued a Blue Card which authorises them to work with children.
All visitors to the school, including parents who come to school during school hours, must come to the school office to sign in and be issued with a visitor’s badge.
The Principal can direct disruptive individuals to cease their behaviour or restrict their movement on school premises or ban a person from school premises for 24 hours. The Director General of Education can prohibit a person from entering a school for up to 60 days or apply to a Magistrate for an order prohibiting a person who poses as an unacceptable risk from entering a school for a period of up to 12 months.

EMERGENCY PROCEDURES
Emergency evacuation and lock down procedures are practised each term so that procedures are known in the event of fire or in the extreme instance when children, staff and visitors need to be protected in a secured classroom. All persons on site must follow procedures in the event of an evacuation or lockdown.
Any suspicious behaviour is to be reported to the school or the police. SCHOOL WATCH is a 24 hour hotline. Please ring 13 17 88.
This Association is the main parent organisation for our school campus. It consists of all parents who wish to participate in the school’s development. The association meets monthly in the Administration Building on the second Wednesday of each month. It is maintained through a constitution accredited by Education Queensland. Through close co-operation with the school administration and staff, the association strives to develop an optimum environment for child development. The Parents and Citizens Association encourages all parents to join and become more active participants in the development of our school.

At Miami this group of people is not viewed merely as fundraisers but as partners in the formulation of the school’s future.

Some areas of involvement are:
- Strategic guidance in school policy
- Provision of funds for purchase of facilities and resources - fundraising and grant application.
- Formation/control of sub-committees to provide greater input into school development.
- Running the tuckshop, uniform shop, Scholastic Book Club, Student Banking

**P&C MEETING**
2nd TUESDAY OF EACH MONTH
3:15PM
IN THE LIBRARY
ALL WELCOME!

**TUCKSHOP**
The school community is serviced by a tuckshop that operates five days a week. There is a wide range of hot and cold food available. Price lists are available from tuckshop during open hours or the school website. New price lists are sent home during the first week of school.

The tuckshop is managed by a paid Convenor and relies upon the valuable time of volunteers to help maintain a high quality of service. There is nothing hard involved and it is lots of fun. This is a great way to meet up with friends and make new friendships. Please consider coming along and helping if you have any time available. Everyone welcome – grandparents, mums, dads etc.

The Miami tuckshop is an online ordering service only for both little lunch and big lunch. This will mean NO over the counter lunch ordering will be available.

Flexischools have made it very easy to order.
Simply go to [www.flexischools.com.au](http://www.flexischools.com.au) then register, set up your child’s name and class and then follow the prompts.
Ordering closes at 9:30am daily. You can top up your account at any time. This will reduce queues in the mornings as well as ensure that the child’s order will be received by the tuckshop.

Orders are to be made online at Please write your child’s name and class, items required and total amount of order on a paper bag. Lunches are collected at 10.55am from the tuckshop by class monitors and taken back to the classroom for distribution and approved annually by the school’s Parents and Citizens Association (P&C). It is managed by the school and operates in accordance with section 51 of the Education (General Provisions) Act 2006.

**SCHOLASTIC BOOK CLUB**
The school operates a book club eight times per year from which children may select suitable books to buy from Ashton Scholastic. There are three levels in the book club and children may select books suitable to their level of reading. After returning your order form and money to school, it takes approximately three to four weeks for the books to be sent to the school for distribution to the children. Please note that the use of this service is entirely voluntary and no compulsion whatsoever is placed on students to buy any of these books.

Please make cheques payable to ‘Ashton Scholastic’ and if paying in cash, enclose the correct money. Alternatively, Bookclub provides credit card vouchers with each order form. Drop your order form into the office on the form provided, in a well named, sealed envelope with one of the payment options. Late orders may be sent to PO Box 579 Gosford NSW 2250.
STUDENT BANKING

The Commonwealth Savings Bank operates a school bank account system for any student who wishes to save regularly through this account. If you wish to open an account for your child, just go to your local Commonwealth bank and open an account. Your child will then receive a coupon book enclosed in a plastic wallet directly from the Commonwealth Bank through the mail. School banking is conducted each Tuesday of the school year. All you need to do is complete one coupon, enclose money in the inside of the wallet and this money will be credited to your child’s account. Please send to the P&C room for processing. The book will be returned via your child’s class teacher.

PARENT HELPERS IN THE CLASSROOMS

We encourage parents to visit classrooms to assist with activities, or just to observe their children. We welcome the interactions because they can strengthen the bond between the school and home. If you would like to assist further, please leave your name at the office. Programs such as Support-a-reader operate at our school throughout the year. We welcome your interest in such programs. Volunteers are required to sign in at the office and receive a badge to wear during their visit to our school. This includes volunteers. All volunteers other than parents require a blue card. Please visit http://www.ccypcg.qld.gov.au/bluecard/applications/applications.html to download the application paperwork to apply.

STUDENT DRESS CODE AND SCHOOL UNIFORM INFORMATION

The Miami State School community supports the wearing of a school uniform and a student dress code in accordance with Department of Education policy SMS-PR-022: Student Dress Code. This reflects the school community standards and is consistent with occupational health and safety and anti-discrimination legislation. Students attending Miami are expected to wear the appropriate school uniform, take pride in their appearance and follow the school dress code unless an exemption has been granted by the principal. Participation in school sport, music performances and school excursions requires students to wear the appropriate school uniform. The school uniform aims to contribute to a safe and supportive teaching and learning environment through:

- ready identification of students and non-students at school;
- fostering a sense of belonging; and
- developing mutual respect among students by minimising visible evidence of economic or social differences.

Miami provides a copy of the Student Dress Code as part of the Enrolment Package. The student dress code is an agreed standard of dress and specifies the items of clothing students wear when:

- attending or representing their school;
- travelling to and from school; and
- engaging in school activities out of school hours.

 ✓ The official school colours are: royal blue and green.
 ✓ The complete school uniform is to be worn at all times to, from and during school, except on cluster sport days or interhouse sports days.
 ✓ Year 6 students may wear their Year 6 shirt as part of the uniform on any day.
 ✓ Students may wear the District, Region or State sport uniform.
<table>
<thead>
<tr>
<th>Girl’s Uniform</th>
<th>Boy’s Uniform</th>
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<tbody>
<tr>
<td>- Royal blue drill/ jersey shorts</td>
<td>- Royal blue drill/ jersey shorts</td>
</tr>
<tr>
<td>- Blue and green school polo shirt</td>
<td>- Blue and green school polo shirt</td>
</tr>
<tr>
<td>- Runners (laced or Velcro) and white ankle socks (slip on shoes on not permitted for Work Place Health and Safety purposes)</td>
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</tr>
<tr>
<td>- School hats/caps with emblem must be worn at all times when outdoors</td>
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<table>
<thead>
<tr>
<th>Girl’s Formal Uniform</th>
<th>Boy’s Formal Uniform</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Royal blue drill cargo shorts</td>
<td>- Royal blue drill cargo shorts</td>
</tr>
<tr>
<td>- White shirt with check trim</td>
<td>- White shirt with check trim</td>
</tr>
<tr>
<td>- Black shoes and white ankle socks</td>
<td>- Black shoes and white ankle socks</td>
</tr>
<tr>
<td>*** Choir, Strings and Band students are to wear formal uniform when representing the school.</td>
<td>*** Choir, Strings and Band students are to wear formal uniform when representing the school.</td>
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Sports uniforms are to be worn on physical education days and on all special sports days. For interhouse sports carnivals children will be placed in a house (all family members are in the same house) and wear a t-shirt in the appropriate colour: Bradman – Red; Fraser – Blue; Norman – Gold.

**Rashies must be worn when students are swimming**

TSP Shirts- may be worn on TSP days. Tuesdays and Thursdays

Hat -
PLEASE NOTE: THE SCHOOL HAS A NO HAT, NO PLAY POLICY. CHILDREN SIT IN UNDERCOVER AREA IF WITHOUT A HAT.

Winter: Royal Blue School jumper and long sleeve polo shirts available from the tuckshop OR plain royal blue windcheater (no hoods or emblems) and long royal blue track pants.

Second hand uniforms are also available at the Tuckshop

Uniforms can be purchased from the Uniform Shop on Tuesdays 8:30 – 10:00 am and Thursdays 8:30 – 10:00 am only. New students can purchase uniforms upon enrolment. The Uniform shop is also open at scheduled times the week before school returns after the Christmas holiday break.

**SCHOOL BOOKLISTS & REQUISITES**
Year level booklists are available through the school office.

We look forward to working in partnership with you to ensure the best possible education for your child. We are looking forward to sharing a happy and productive year.