Dear Parents,

Welcome to Runcorn Heights State School.

This booklet has been produced to give you an overview of the school’s policies, procedures and routines so that you might have a greater understanding of your child’s school experiences. We actively encourage your involvement in your child’s schooling.

Opportunities exist at many levels for parents to participate, to contribute, or to provide advice and assistance. Avenues for involvement are highlighted in the following pages and we cordially invite you to participate wherever possible.

While this book is current at the time of printing, we would encourage you to visit our website at http://runcheigss.eq.edu.au. The website is where we ensure the most current information is available. We are sure you will find our website easy to navigate and most informative.

Education is a life-long process through which we continuously interact with a changing world. We acknowledge that the home is the predominant influence on a child’s life and education. Your close personal liaison with your child’s teacher will be of enormous positive value to your child’s learning at school. I encourage all families to become part of the team at Runcorn Heights and together we can provide the best possible opportunities for your child to reach their potential.

Your child becomes a member of our school community and that of course involves you as a parent. Runcorn Heights State School is not an isolated institution. We are a living, thriving, busy and integral part of our wider community. Please consider this as your school. We have much to offer the community and the community has much to offer us.

The following two points are critical for your child to fully benefit from the opportunities to be offered at our school.

- Familiarise yourself with the information in this booklet.
- Keep in constant, positive communication with your school by involving yourself in its activities.

I look forward to working with you and your child throughout their time at Runcorn Heights State Primary School.

Yours sincerely

[Signature]

Bec McGuren
Principal
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About our logo:

Leaves drawn from the school ground represent our bushland environment.

Each leaf is different and this reflects the multi-cultural diversity of the school enrolment.

The hand is a young hand (primary school age). It is reaching up for guidance while it also strives for achievement – reaching out and touching.

The enclosing frame contains a structured system with obvious guidelines – yet it is flexible – not rigid.

Together, the hands and leaves form a tree – the tree of knowledge.
ADMINISTRATIVE INFORMATION
Runcorn Heights State Primary School opened in 1975. It covers an area of approximately five hectares.

Address: 200 Nemies Road, Runcorn 4113
Telephone: (07) 3711 8333
Fax: (07) 3711 8300
E-mail: TheOffice@runcheigss.eq.edu.au
Web Site: www.runcheigss.eq.edu.au
Principal: Bec McGuren
Deputy Principal: Jacinta Morris
Heads of Curriculum Gayle D'Arcy & Maria Healy
Head of Special Education Cesarina Gigante
Business Services Manager Judith Anderson

SCHOOL HOURS
Monday – Friday Years Prep to 6 8:30am to 2:30pm
First bell is at 8:25am
First Break 10:30am to 11:00am
Second Break 12:45pm to 1:25pm
School concludes 2:30pm

AGE OF ENTRY

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Child born 01 July 2009 to 30 June 2010</td>
<td>Prep</td>
<td>Year 1</td>
<td>Year 2</td>
<td>Year 3</td>
<td>Year 4</td>
<td>Year 5</td>
<td>Year 6</td>
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<tr>
<td>Child born 01 July 2010 to 30 June 2011</td>
<td>Prep</td>
<td>Year 1</td>
<td>Year 2</td>
<td>Year 3</td>
<td>Year 4</td>
<td>Year 5</td>
<td>Year 6</td>
<td></td>
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<tr>
<td>Child born 01 July 2011 to 30 June 2012</td>
<td>Prep</td>
<td>Year 1</td>
<td>Year 2</td>
<td>Year 3</td>
<td>Year 4</td>
<td>Year 5</td>
<td>Year 6</td>
<td></td>
</tr>
<tr>
<td>Child born 01 July 2012 to 30 June 2013</td>
<td>Prep</td>
<td>Year 1</td>
<td>Year 2</td>
<td>Year 3</td>
<td>Year 4</td>
<td>Year 5</td>
<td>Year 6</td>
<td></td>
</tr>
<tr>
<td>Child born 01 July 2013 to 30 June 2014</td>
<td>Prep</td>
<td>Year 1</td>
<td>Year 2</td>
<td>Year 3</td>
<td>Year 4</td>
<td>Year 5</td>
<td>Year 6</td>
<td></td>
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<tr>
<td>Child born 01 July 2014 to 30 June 2015</td>
<td>Prep</td>
<td>Year 1</td>
<td>Year 2</td>
<td>Year 3</td>
<td>Year 4</td>
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<td>Year 6</td>
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<td>Child born 01 July 2015 to 30 June 2016</td>
<td>Prep</td>
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<td>Year 2</td>
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</tr>
<tr>
<td>Child born 01 July 2016 to 30 June 2017</td>
<td>Prep</td>
<td>Year 1</td>
<td>Year 2</td>
<td>Year 3</td>
<td>Year 4</td>
<td>Year 5</td>
<td>Year 6</td>
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</tbody>
</table>

One of the following documents will be required as proof of age:
- Original Birth Certificate OR
- Short Extract of Birth Certificate
- Passport

ART
Each class participates in an art program on a regular basis. A protective garment to wear over the child’s uniform is advisable.

ASSEMBLY
Assembly is held every Thursday at 1:40pm for the whole school in the Multi-Purpose Hall. Parents are most welcome to attend. Assembly is a time of sharing. Awards are presented at these times.

ARRIVAL AT SCHOOL/DISMISSAL
School commences at 8:30am. Students are required to be at school by 8:25am. While students enter the school grounds prior to this commencement time, there is no supervision before 8:25am.

Students are dismissed at 2:30pm. Parents who collect students each afternoon are asked to wait in the under cover areas, not outside their child’s classroom.

ATTENDANCE/ABSENCES
(a) Regular attendance at school is important to the continuity of progress of each child. Frequent absences have a definite effect on progress and often are a direct cause of failure in school Key Learning Areas.
Reasons for any absence must be communicated to the school office either via telephone on the Student Absence Line (3711 8360) or in written form.

(b) Students are not permitted to leave the school grounds during the school day unless signed out by a parent/guardian. Early dismissal requires a signature.

**BANKING**

Students’ personal banking is done through the Commonwealth Bank of Australia every Tuesday to encourage children to save. Further details are available at the office. It is now done electronically by a parent helper. Parent helpers are given full training. Prep students may do banking through the same system.

**BICYCLES**

Children must lock their bicycles on the bike racks behind the music room. Helmets are to be locked with their bikes. Wearing of a helmet is compulsory in Queensland. Please ensure your child has road sense and knows road rules. Riding of bikes, skates, roller blades, scooters, or other vehicles **is not allowed** in the school grounds.

**BOOKCLUB**

Brochures are sent home on a regular basis (eight (8) issues per year) for those who wish to use this service. This is a wonderful way to develop a personal/family library and encourage your child to read. Our Learning Resource Centre (LRC) benefits by receiving reader reward points to spend on resources, as well as free books.

**BOOKLISTS**

Booklists become available at the end of the year for the next school year and can be purchased through a stationery supplier. A Student Resource Scheme operates for parents of Prep, Year 1 and 2 students for the purpose of supplying consumables. This includes pencils, coloured pencils, crayons, glue, reading folder, scrap books, exercise books, a display book, paints, textbooks, photocopy paper and tissues. This saves parents having to continually replace these items.

**CAMPS**

The School conducts camps for Years 4, 5, & 6. Venues and costs are determined early each year.

**CAR PARK**

The staff or administration car park is to be used for the sole purpose of staff, visitors and deliveries. It is not intended for use by parents to pick up or set down children irrespective of weather conditions. Parents wishing to park while visiting the school are to use the street or the drop off/pick up area. Please remember that from 8.00am to 9.00am and 2.00pm to 3.00pm on the school side it is only a 2 minute zone. All other times are unlimited. Your cooperation in ensuring the safety of our children would be appreciated. Drivers cannot leave their cars while in the 2 minute zone.

**CHAPLAIN**

This school is fortunate to have the services of a Chaplain on a part time basis. The Chaplain’s role is to support students, staff and parents through a range of group programs, assist teachers in the classroom and one-on-one work. The Chaplain is able to assist with issues relating to loss and grief, health and well-being, bullying/friendship, and anger management. Please contact the office if you would like to learn more about the program available through the Chaplain.
CLASSROOMS
Our classrooms are single teaching spaces. They are equipped with carpet, wet areas, water, lights and fans. This style of architecture enables students to learn in a variety of settings. Classrooms have been fitted with data projectors, screens and concertina doors creating flexible learning spaces.

Ample opportunity is available for producing an interesting environment through displays, charts, etc.

CURRICULUM OFFERINGS
RUNCORN HEIGHTS AND THE AUSTRALIAN CURRICULUM
The Australian Curriculum, Assessment and Reporting Authority (ACARA) created the Australian curriculum, with input from some of Queensland’s leading education experts.

AUSTRALIAN CURRICULUM
The Australian Curriculum sets out the core knowledge, understanding, skills and general capabilities that are important for all Australian students. It identifies what all young people should learn as they progress through schooling, and is the foundation for high quality teaching to meet the needs of all Australian students.

The Australian Curriculum is taught for the subjects English, Mathematics, Science, History and Geography.

Students across Australia have a consistent curriculum in English, Mathematics, Science, History, and Geography and these will be the five core learning areas every young Australian will study during their education from Prep to Year 10.

In addition to these five learning areas, schools have the flexibility to offer a range of other subjects in 2014, so that education is tailored to the needs of individual students and each school community.

Within all learning areas, there is a focus on developing seven general capabilities. The capabilities include skills, behaviours and dispositions that students need to develop and apply to content knowledge, and they will help them become successful learners, confident and creative individuals, and active and informed citizens. Throughout their schooling, students will develop and use these capabilities in their learning across the curriculum, in co-curricular programs, and in their lives outside school.

GENERAL CAPABILITIES
Why does the Australian Curriculum include general capabilities?
Twenty-first century learning does not fit neatly into a curriculum solely organised by learning areas or subjects. That is why the Australian Curriculum has identified seven general capabilities that will assist students in living and working successfully in an increasingly complex, information-rich, globalised world.

These are:

- Literacy
- Numeracy
- Information and communication technology competence
- Critical and creative thinking
- Ethical behaviour
- Personal and social competence
- Intercultural understanding.
Embedded within each of the subjects and the seven General capabilities, are **three cross-curriculum priorities**. Students will learn about Aboriginal and Torres Strait Islander Histories and Cultures, Asia and Australia's engagement with Asia, and Sustainability where relevant to the learning they are undertaking.

**OTHER LEARNING AREAS**

Runcorn Heights State School also offers students a variety of learning experiences in other Key Learning Areas: The Arts, HPE (Health and Physical Education) and Technology. These learning areas derive their content and ways of working from the Queensland Curriculum and Reporting Framework.

**LANGUAGES OTHER THAN ENGLISH (LOTE):** At Runcorn Heights, students in Years 5 and 6 learn Japanese. Students not only learn to communicate and comprehend the language but also develop an understanding of the culture and Japanese people. Other classes may be exposed to Japanese as opportunities arise within the school.

**MUSIC** is taught as a subject from Prep – Year 6. Instruction is developmental, based on the Kodaly Program and the Queensland Curriculum. The essential skills of the Music Program are aurally and visually identifying and responding to, singing and playing, reading and composing music.

**CROSS CURRICULUM PRIORITIES**

What are the cross-curriculum priorities?

There are three cross-curriculum priorities that deserve particular attention in the Australian Curriculum. These are:

- Aboriginal and Torres Strait Islander histories and cultures
- Asia and Australia's engagement with Asia
- Sustainability

**Why have they been included in the Australian Curriculum?**

The Australian Curriculum must be both relevant to the lives of students and address the contemporary issues they face. With this in mind, the curriculum gives special attention to three priorities.

Aboriginal and Torres Strait Islander histories and cultures will allow all young Australians the opportunity to gain a deeper understanding and appreciation of Aboriginal and Torres Strait Islander histories and cultures, their significance for Australia and the impact these have had, and continue to have, on our world.

Asia and Australia's engagement with Asia will allow all young Australians to develop a better understanding of the countries and cultures of the Asia region. Students will develop an appreciation of the economic, political and cultural interconnections that Australia has with the region.

Sustainability will allow all young Australians to develop an appreciation of the need for more sustainable patterns of living, and to build the capacities for thinking and acting that are necessary to create a more sustainable future.

**GET INVOLVED**

When parents are truly engaged in their children’s education this has many benefits. Students from these families:
- Attend school more regularly
- Are better behaved
- Have better academic outcomes
- Have a greater sense of how to be successful in school
- Are more likely to graduate and go onto post-secondary education.

You, as parents and carers of students of Runcorn Heights State School, can support your child’s education by familiarising yourselves with the Australian Curriculum to understand what students will be learning at each stage of their schooling.

For more information about what will be taught in each year level, visit the Australian Curriculum website at www.australiancurriculum.edu.au

Helpful tips and resources for parents and carers to support their child’s education can be found at www.education.qld.gov.au/parents

**DEMOGRAPHICS**

The community reflects a complex and diverse demographic with a majority of families having all adult family members in full or part time employment. There is a strong diversity within the community with approximately 50% of those living in the Runcorn area being born in countries other than Australia. Cultural sensitivity, tolerance and celebration of diversity are features of the school community.

**DISEASES**

The National Health and Medical Research Council (NHMRC) recommends that children who are physically unwell should be excluded from attending school.

**RECOMMENDED MINIMUM PERIODS OF EXCLUSION FROM SCHOOL, FOR CASES OF AND CONTACT WITH INFECTIOUS DISEASES.**

<table>
<thead>
<tr>
<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>Campylobacter</td>
<td>Exclude until diarrhoea has ceased.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Chicken pox</td>
<td>Exclude for at least 5 days AND until all blisters have dried</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>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>
</tbody>
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<thead>
<tr>
<th>Condition</th>
<th>Exclusion of cases</th>
<th>Exclusion of contacts</th>
</tr>
</thead>
<tbody>
<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>Hepatitis C</td>
<td>Exclusion is not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Condition</td>
<td>Exclusion Exception</td>
<td>Notes</td>
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</tr>
<tr>
<td>Herpes (&quot;cold sores&quot;)</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 not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Human immun.-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.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Influenza and influenza like illnesses</td>
<td>Exclusion is not necessary.</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>
</tr>
<tr>
<td>Poliomyelitis</td>
<td>Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Ringworm, scabies, pediculosis (lice), trachoma</td>
<td>Re-admit the day after appropriate treatment has commenced.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Rubella (german measles)</td>
<td>Exclude until fully recovered or for at least four days after the onset of rash.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Salmonella, Shigella</td>
<td>Exclude until diarrhoea ceases.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Streptococcal infection (including scarlet fever)</td>
<td>Exclude until the child has received antibiotic treatment for at least 24 hours and the person feels well.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Tuberculosis</td>
<td>Exclude until a medical certificate from an appropriate health authority is received.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Typhoid fever (including paratyphoid fever)</td>
<td>Exclude until approval to return has been given by an appropriate health authority.</td>
<td>Not excluded unless considered necessary by public health authorities.</td>
</tr>
<tr>
<td>Whooping cough</td>
<td>Exclude the child for five days after starting antibiotic treatment.</td>
<td>Exclude unimmunised household contacts aged less than 7 years for 14 days after the last exposure to infection or until they have taken five days of a 10-day course of antibiotics. (Exclude close child care contacts until they have commenced antibiotics).</td>
</tr>
<tr>
<td>Worms (intestinal)</td>
<td>Exclude if diarrhoea present.</td>
<td>Not excluded.</td>
</tr>
</tbody>
</table>
DRESS CODE
The Runcorn Heights State School Parents and Citizens Association (P&C) has decided that Runcorn Heights State School is a “uniform school” and uniforms should be worn. We seek your cooperation in maintaining this standard of dress. The wearing of school uniform is an important factor in developing a healthy school tone and pride in oneself as well as in the school.

- Ready identification of students and non-students at school;
- Eliminating distraction of competition in dress and fashion at school;
- Fostering a sense of belonging;
- Developing mutual respect among students through minimising visible evidence of economic or social differences;
- Promotes the school’s Sun Smart Policy;
- Encourages equity among students;
- Develops pride and team spirit in students; and
- Enhances the public image and status of the school.

Please note that breaches of the school dress code may incur a consequence in line with our Responsible Behaviour Management Plan. Students who persistently or deliberately do not wear the school uniform will be given an appropriate item/s from a bank of clothing/uniforms held at school to change into.

Uniforms are reviewed on a regular basis and changes are made through discussion at P&C Association Meetings and feedback from parents and children after trialling new items. The Uniform Shop Convenor and P&C welcome feedback on uniform issues.

Hair
Hair colour should be of natural appearance and should be appropriate for a professional work environment. No extreme hairstyles are permitted under the Runcorn Heights dress code. (For example: Mohawks, tracks, dreadlocks and non-natural hair colours.) Hair colouring techniques which involve “block” or “panel” style colouring are considered unnatural in appearance and are unacceptable. Religious head dress is permitted, however, it needs to be in school colours.

Make Up
Make up and coloured nail polish are not to be worn.

Jewellery

<table>
<thead>
<tr>
<th>Jewellery is to be kept to a minimum. Maximum allowable jewellery is:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rings</td>
</tr>
<tr>
<td>Earrings</td>
</tr>
<tr>
<td>Necklace</td>
</tr>
<tr>
<td>Watch</td>
</tr>
<tr>
<td>Bracelets</td>
</tr>
<tr>
<td>Bandanas</td>
</tr>
<tr>
<td>Visible Body Piercing</td>
</tr>
</tbody>
</table>

If a student has obtained written permission to wear certain jewellery for religious or cultural purposes, this jewellery must be put under clothing.

THE UNIFORM
As of October 2014 Runcorn Heights State School has introduced a new uniform to be phased in over a 2 year period until October 2016. Until October 2016 the old style uniforms may be worn. As new uniforms are required and after October 2016 all students must wear the new uniform as per the below:
GIRLS SPORTS & FORMAL UNIFORM

Sports Uniform to be Worn Friday’s, Sports / Gala Days & as the Prep Uniform

Formal Uniform to be worn everyday other than Sports Day and Friday’s

Long-Sleeved version of the Polo and Blouse also available

Hijab Available from the Uniform Shop

GIRLS UNIFORM

- Formal Blouse or Dress to be worn everyday other than Friday and sports allocated days
- Runcorn Heights State School red and green polo
- Bottle green box pleat culottes / skorts
- Plain white socks
- Black closed in shoes - Runners or other black school type shoes.
- Bottle Green tights can be worn under culottes in cold weather or for cultural reasons.
- Long bottle green pants are also acceptable.

GIRLS SPORTS UNIFORMS

Are to be worn on physical education days, Fridays 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 plain t-shirt or plain polo shirt in the appropriate colour. (Logan Red, Cunningham Green & Oxley Blue)
BOYS SPORTS & FORMAL UNIFORM

Sports Uniform to be Worn Friday’s Sports / Gala Days & as the Prep Uniform

Long-Sleeved version of the Polo and Formal Shirt also available

Formal Uniform to Be Worn Everyday other than Sports Day and Friday’s

BOYS UNIFORM

- Formal Shirt to be worn everyday other than Friday and sports allocated days
- Runcorn Heights State School red and green polo
- Bottle green drill shorts – No pockets
- Plain white socks
- Black closed in shoes - Runners or other black school type shoes.
- Long bottle green pants are also acceptable.

BOYS’ SPORTS UNIFORMS

Are to be worn on physical education days, Fridays 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 plain t-shirt or plain polo shirt in the appropriate colour. (Logan Red, Cunningham Green & Oxley Blue)

PREFERRED FOOTWEAR FOR BOYS
**Winter Uniforms**
- Bottle green tracksuits (available in retail outlets and pants available at the Uniform Shop)
- All jumpers/jackets need to be plain bottle green or RHSS school uniform jacket (available at the Uniform Shop) RHSS school uniform jacket available from the Uniform Shop
- A long sleeved option of the formal and polo shirts are also available for winter/cultural needs
- Bottle green tights for girls

**Hats**
The SunSmart Hats have become a part of the School Uniform “Student Dress Code” as well as supporting our school’s overall SunSmart Policy. We adopt the approach, “No SunSmart Hat – Play in the Shade.”

One style of bottle green bucket hat with red trim and the school logo is offered at the Uniform Shop. Other plain bottle green SunSmart broad brimmed hats (no caps) may be purchased at retailers to allow for different likes and dislikes and finances. We are doing the right thing in helping our young people develop good Sun Safe habits early in life.

**School Bucket Hat**

**Please note:** It is compulsory for all students at Runcorn Heights State School to wear a hat to and from school, whilst at school and at all school sporting events. It is also recommended that 30+ sunscreen is applied each day.

**PLEASE NOTE:**
- Plain bottle green track tops are not available through the uniform shop but are readily available from most retail outlets prior to and early in the winter season. (They can become harder to obtain after Easter due to the high number of “green” schools in this area). Track pants can be ordered through the uniform shop by the end of Term 1

- Second hand uniforms are always in demand. Please bring any you wish to sell on consignment or donate to the Uniform Shop or School Office with contact name, address and phone number. If sold on consignment, when all goods are sold, the P&C can then issue a direct credit to bank accounts for $1.00 fee per item.

- Uniforms in good condition in lost property and not claimed after 2 school terms, will be sold as second hand through the uniform shop.
UNIFORM SHOP
The uniform shop is under the direction of The Parents and Citizens Association (P&C) and is convened by a convenor and helpers (more helpers are always welcome). This is the only source of school uniforms with logos and any profit made is used by the P&C for school facilities and equipment.

Hours
Uniform shop is staffed by the convenor and volunteers and opens at times suitable to them, currently Tuesday mornings 8:00am - 9:00am and Thursday afternoons 2:00pm – 3:00pm. Please see school newsletter for days and times.

OFFERS OF HELP BY PARENTS ARE ALWAYS WELCOME!

Payment
- Order forms and price lists are available from the school office, uniform shop and our website
- Payment can be made by cash, EFTPOS, cheque (with address on back, please) or credit card.
- Order forms with payment can be sent with children. (Uniforms will then be delivered to children’s classrooms.)
- Orders can also be placed at www.flexischools.com.au
- Uniforms cannot be taken until paid for in full. (Arrangements may be made for payment plan on second hand uniforms in situations of need - please see convenor.)

ORDERS must be taken directly to the Uniform Shop, to the office, or placed in the white P & C tin (in office)

EMERGENCY CONTACTS
It is vitally important that the school be kept up to date with changes of address and emergency contact phone numbers in case we need to contact you in an emergency. Parents have a duty of care to keep the school informed of any changes and have the responsibility to their children to ensure phone numbers and addresses are current.

EALD-ENGLISH AS ADDITIONAL LANGUAGE OR DIALECT
Our EALD program caters for newly arrived students with limited English skills.

One in four of all children in Australian schools speaks English as their second language. Runcorn Heights State Schools’ student population has a slightly higher ratio with just under half of our students either born overseas or having parents born overseas.

To support our English language program our school has a full time experienced and dedicated EALD teacher and 4 enthusiastic and supportive bi-lingual aides. Our very versatile and experienced aides speak a variety of languages to assist both students and parents. As a team, we are focused on motivating, challenging and empowering our students as they journey to become valued Australian adults.

Our EALD program is constantly providing opportunities for its community to be more involved in their children’s education and in the school. With the support of parents, our school holds an ever-growing and very successful Multicultural Festival to celebrate our diversity.

ENROLMENTS
Runcorn Heights State School has a School Enrolment Management Plan (School EMP).

Parents or legal guardians who wish to enrol their child at Runcorn Heights State School will need to demonstrate that the student’s principal place of residence is within the catchment area. Current proof of residency at the address indicated can be provided by way of one of each of the following:

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

If you live outside our catchment area please contact us to determine space before completing the enrolment form. Students living outside the catchment area may need to be placed on a waiting list.
A school’s local catchment area is the geographical area from which the school is to have its core intake of students. A catchment map defines the catchment area for Runcorn Heights State School. A hard copy of this map is available at the school's administration building and it can be viewed online on the Edmap Website.

**EXCURSIONS**
These are the responsibility of the individual teacher and vary greatly with regards to venues. They are organised to be part of the curriculum planning. They range from a half to a full day and are fully supervised by teachers and supervising adults. Generally, there would be a charge for transportation and entry etc. You will be advised of the cost prior to the event.

**FIRST AID**
It is not appropriate for a child who is ill to be at school. When children are not feeling well, they are sent to the “First Aid Room” to rest. In the majority of cases, parents are contacted and further action is negotiated. It is the policy of the school not to have children in the “First Aid Room” for longer than one period of instruction except in exceptional circumstances. Although this can sometimes prove inconvenient for parents, it is important to recognize that the school has neither the facilities nor the resources to care for sick children, beyond an initial assessment.

In cases where accidents occur at school, basic first aid will be administered. Where injury is deemed to be serious, the following action will take place:-

- (i) ambulance requested
- (ii) notify parents/guardians

Once this has been done, the responsibility rests with parents and/or doctor.

It is important that accurate information concerning contact telephone number for parents be maintained. Your cooperation in this matter is essential.

St John Ambulance classes are held after hours at the school. Further information regarding classes or becoming a cadet can be obtained by phoning St John Ambulance.

**GROUNDS**
A Multi-Purpose Hall is located at the front of the school. This facility is available for hire by organisations outside of school hours. The Out of School Hours Care uses the large building between E Block and the Bendigo buildings before and after school and during vacations.

The grounds are cared for by our School’s Officer. We have three Adventure Playgrounds for use by students in years Prep – 2, Years 3 – 4 and Years 5 – 6. We also have a covered games area and three ovals behind the school buildings. Prep students will be introduced to the Adventure Playground during their first year at Prep.

**GUIDANCE OFFICER**
A Guidance Officer is available to assist teachers and parents in the profiling of learning problems.

This process is subject to parental permission in the first instance and parental consultation in the latter. The necessary remediation program and/or other action may then be initiated.

**HOMEWORK**
New homework guidelines for Queensland State Schools will help children establish a balanced lifestyle that allows time for activities with family and friends. The guidelines provide our school with the chance to develop our own homework policy in consultation with parents, to ensure a common-sense framework for students, teachers and parents. The homework guidelines for different age groups are as follows:

In the Prep year, generally students will not be set homework:

- Homework in Years 1, 2 and 3 could be up to – but generally not more than – 1 hour each week.
- Homework in Years 4 and 5 could be up to – but generally not more than – 2-3 hours each week.
- Homework in Years 6 could be up to – but generally not more than – 3 - 4 hours each week.

For our younger students, it is important that parents get involved by reading books to them and encouraging them in a range of activities.

For the older students, parents can help them balance the amount of time spent completing homework, watching television, playing sport and doing part-time work.

Good communication between teachers, students and parents is also very important to ensure students reach their full potential.

**INFORMATION COMMUNICATION & TECHNOLOGY (ICT)**

**VOLUNTARY CONTRIBUTION**

At Runcorn Heights State School we have a strong focus on technology in the classroom and the use of computers as a resource to facilitate student learning. The Parents and Citizens Association (P&C) have approved the implementation of an ICT Voluntary Contribution from each family of $30 per student or $50 per family. This money, together with school funds and P&C contributions, allows us to make some major gains in the infrastructure, hardware, software and technical expertise needed to support our students learn in this digital age.

**INSURANCE**

The School does not carry insurance policies against injury to students. This is a parental responsibility.

**JEWELLERY – see Dress Code**

**LOTE – Language Other Than English**

At Runcorn Heights State School students have the opportunity to learn Japanese once a week from Year 5. By studying another language, students; (a) gain access to other peoples, ideas and ways of thinking; (b) become interested in and respectful of another culture and; (c) develop social and cognitive skills that will help them in other areas of the curriculum.

In the early years, as the opportunity arises within the school, students learn about the Japanese culture and festivals, enjoy folktales, songs, counting, introducing themselves and playing a variety of games and doing origami.

In Years 5 - 6 however, students participate in a lesson once a week continuing to learn about the Japanese culture, its language and script more in depth. In the senior years students receive approximately 120 hours of Japanese instruction. Students cover a range of topics such as food, manga, fashion, housing, families and pets just to name a few. Japanese is formally assessed and reported on in these years, and homework is also given.

All students participate in a range of activities that include the four main skills of speaking, listening, reading and writing, and ICTs are imbedded throughout certain units of work.

Students in Years 5 and 6 also have the opportunity to compete in the annual Japanese speaking competition against other local schools.

Learning Japanese should be a fun and rewarding experience for all students!

**LEARNING RESOURCE CENTRE - LIBRARY**

The Learning Resource Centre is computerised and connected to the internet. Computerisation has enabled quick access to resources, thus encouraging more borrowing of resources by all.

The Learning Resource Centre in this school, whilst supporting classroom activities, provides an opportunity for constructive leisure time activities by opening before school and at second break.

Regular borrowing is encouraged - the loan period being two (2) weeks. *Library bags are mandatory to protect our books.*
Parents are also welcome to borrow resources. Please feel free to come and browse at any time or accompany your child when borrowing books. Parent help is always welcome and certainly very much appreciated.

**LEARNING SUPPORT**

Runcorn Heights has a whole school approach to intervention and the Support Teacher: Literacy and Numeracy (STLAN) is part of the team. The Learning Support teacher works to assist children with learning difficulties. The school provides a program designed to assist students who require targeted support in literacy and numeracy. Students identified with learning difficulties are supported through a range of intervention programmes. Some of the programs that Runcorn Heights provides to support students' learning include:

- Support-A-Reader
- Support-A-Talker (Prep)
- Targeted and intensive teaching in literacy and numeracy
- Maximising Achievement in reading and mathematics
- Differentiated & Targeted Reading program from Prep to Year 6

Students with learning difficulties are identified and with parental permission are referred to the Special Needs Intervention Committee. The students referred are assessed and STLAN works with the classroom teacher to adjust the classroom program to enable all children to access the curriculum and improve student achievement.

**LEVELS – BEHAVIOUR**

Behaviour Levels are a component of the Runcorn Heights State School Responsible Behaviour Plan for Students.

All students start the semester on Level 3 and will be reviewed four times over the year. At each review the teachers will decide whether students will stay on their level or move up or down a level. Students moving levels will receive a letter. It is not expected that all students will move a level at each review. More information about the level system can be found within our Responsible Behaviour Management Plan for Students which can be downloaded from our website.

- **Level 1** – Excellent behaviour and positive attitude displayed at all times
- **Level 2** – Good behaviour and positive attitude displayed most of the times
- **Level 3** – Entry Level – Appropriate behaviour and attitude displayed.
- **Level 4** – Inappropriate behaviour/attitude displayed in the classroom
- **Level 5** – Inappropriate behaviour/attitude displayed in the classroom and/or playground
- **Level 6** – Repeated inappropriate behaviour/attitude displayed in the classroom and/or playground

**LOST PROPERTY**

LABEL EVERYTHING with name tags or marker. Parents should ensure that clothing, hats, bags, lunch boxes, drink bottles are clearly labelled with your child’s name. Unclaimed lost property is given to charity after it is displayed to the students. Parents are invited to look through the lost property box at any time. It is located outside the Administration Building. Please check it regularly.

**MEDICATION**

School staff are not to administer prescription medications, unless they meet the accountability of a written request from a parent/caregiver and the medication includes an original pharmacy label detailing the name of the person authorised to take the medication, dosage, time to be taken and medical practitioner's name.

The administration of over-the-counter medications, including analgesics and homeopathic medications, are subject to the same accountabilities as prescription medications. However, as many over-the-counter medications will not have an original pharmacy label detailing the name of the person authorised to take the medication, dosage, time to be taken and medical practitioner's name, a letter from a medical practitioner will need to be provided to authorise administration of this medication.

For asthma relieving medications such as Ventolin, parents/caregivers are to notify the school in writing if their student has been prescribed this medication by a medical practitioner. Parents of
students who need to carry and self administer Ventolin can make a special request through the Principal.

Parents/carers need to:
- notify school in writing of a health condition requiring medication at school.
- request school in writing to administer prescribed medication or to assist in management of a health condition.
- notify school in writing of any requests and/or guidelines from medical practitioners including potential side effects or adverse reactions.
- provide medication in original labelled container to the school.
- ensure medication is not out of date and has an original pharmacy label with student’s name, dosage and time to be taken.
- notify school in writing when a change of dosage is required. This instruction is to be accompanied by a letter from a medical practitioner.
- advise school in writing and collect medication when it is no longer required at school.

**Individual Management Plans**

Most procedures for the administration of medication and management of health conditions can be adequately addressed by universal guidelines above. However, students with more complex requirements may require individual management plans.

The following information, provided by the medical practitioner where applicable, should be included in the plan.

- Telephone numbers for 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

These plans should be reviewed annually, signed by a parent/caregiver and revised when medication and/or health status change. Teachers, parents, medical practitioners, nurses in schools and, where appropriate, students, may be consulted in the development of the plan.

Some students have several health conditions and the integration of treatment for these conditions may require an individual management plan.

Where individual adjustment of medication is required, written advice from a medical practitioner and parent/caregiver must be provided. This advice should outline dosage adjustments against set criteria, such as level of insulin required for a particular blood sugar reading.

Parents of students requiring an individual management plan need to make an appointment with the Deputy Principal annually (or when circumstances change) to write/review the Individual Management Plan.

**MOBILE PHONES**

If it is necessary for your child to bring a mobile phone to school it must be left at the office during school hours. Inappropriate use of electronic media including mobile phones is a breach of our Responsible Behaviour Management policy.

**MONEY**

Frequently, students are asked to bring money to school for various reasons eg tours, excursions etc. Correct money is preferred and no Foreign Coins please. Cheques should be made payable to “Runcorn Heights State School”. All money can be handed into the office in an envelope clearly marked with reason, child’s name and class on the front, before 9:30am Monday to Friday. The office will not accept money after this time.

**PLEASE NOTE:** Departmental regulations state that no cash is to be left on the premises overnight. Payments can be made directly to the school’s bank account by the following details - Account Name: Runcorn Heights State Primary School, BSB: 064-162, Account Number: 0009 0051 please ensure that you include your child’s name, year level and reason.
MUSIC PROGRAM

Here at Runcorn Heights State School, we are very proud of our fantastic music program. We believe that music lessons can have a profound effect on the social and intellectual development of a child, and recent research in Australia has shown that students participating in music programs:

- Showed significantly higher grades in their academic subjects (English, mathematics, science and technology, and human society) than those that had not participated;
- Achieved significantly higher results in reading and overall literacy in the Year 5 NAPLAN;
- Had significantly higher attendance; and
- Were more likely to be at the top two levels of the Social-Emotional Wellbeing Index in respect of the indicators of resilience, positive social skills, and positive work management and engagement skills.

(This research was undertaken by Professor Brian Caldwell for The Song Room)

Classroom Music

All students participate in classroom music lessons for 30 minutes each week. In these lessons, students develop their skills in singing, composing, understanding and applying music theory, and performing on musical instruments. Students learn instruments such as guitar, ukulele, tuned percussion (xylophones etc.), basic percussion instruments, recorder and more. There is a strong focus on ‘authentic engagement’, meaning that music lessons are designed in such a way that is inclusive, and engaging for all students, and provides learning experiences that are applicable in real life music-making contexts. Our music lessons also have a technology focus, using iPads, interactive websites/software and music recording software.

Instrumental Music

Strings – Selected students from Year 3 onwards have the opportunity to join one of our three orchestras and play violin, viola, cello or double bass. These orchestras perform regularly at school concerts, and at competitions, and have received commendations for playing beautifully together with great enthusiasm. Strings students have one small group lesson and one orchestra rehearsal each week.

Brass, Woodwind & Percussion – Selected students from Year 5 onwards have the opportunity to join either our junior or senior concert band playing a wide variety of brass, woodwind and percussion instruments. Our concert band has also received excellent comments on their playing at recent competitions. Like the strings orchestras, concert band members have one small group lesson and one concert band rehearsal each week.

Extra-curricular music groups

This year other music groups have been made available during lunch times and before school to all students including a senior choir, ukulele club and guitar club.

NEWSLETTER

A newsletter is emailed home fortnightly, on Fridays, with the youngest child in the family. Newsletters have important notices, from within the school and within the community, so please check with your child if they do not bring a copy home. Spare copies are available in the school office. The newsletter can also be downloaded from our website. Parents can also ask for a paper copy to be sent home. Please collect a form from the office if you wish to receive the newsletter in paper form.

NOTICEBOARDS/SIGNS

A large School Sign facing Nemies Road is used to notify the community of coming events and to celebrate school successes and highlights.

There is also a noticeboard for use by parents. It is situated on the wall of the entry to the Prep rooms. Regular class displays are featured in the foyer of the Administration Building.

OUTSIDE SCHOOL HOURS CARE

Jabiru operates a service for before school, after school and vacation care at reasonable rates. It is situated in the school’s large building between E Block and the Bendigo buildings. Childcare Benefit is available: Hours of operation are 6:30am – 8:25am and 2:30pm – 6:00pm. For more information please phone 3272 4001 mobile 0412 299 642, email runcornheights@jabiru.org.au or log onto their website www.jabiru.org.au/kids
PARENTS AND CITIZENS ASSOCIATION (P&C)

The objectives of the association are to promote the interests and facilitate the development and further improvement of the school.

Parents are invited to participate in the activities of the -
(i) Parents and Citizens Association
(ii) Tuckshop
(iii) Building Fund

P & C Association Meetings

Meets on the third (3rd) Wednesday of each month at 6:30pm in the library. All parents and citizens are welcome to attend. The Annual General Meeting of the Association, to which all parents are invited, is held in March.

To enable you to vote at a P&C Meeting, you must be a registered member of the Association. New registrations are called for at the end of each meeting. Registration has to be renewed each year at the Annual General Meeting or the next meeting you attend. You must be present at a general meeting to become a member.

Any voluntary worker or helper in the classroom or on Fete Day must sign on and off upon each visit to the school to be covered by the P&C Insurance Policy. The register of voluntary workers is kept in the Office Foyer. The P&C Association is required to maintain insurance policies to cover Public Liability and voluntary workers.

The P&C is involved in the provision of a wide range of facilities at the school eg teaching aids, sporting equipment, playground equipment, amenities and resources.

To help the P&C meet its commitments, it has set up a Building Fund.

Parents are encouraged to become involved in their children’s education by participating in the classroom. The children love you being there. A Volunteer Handbook is available from the school office to assist parents.

School Building Fund

The P&C Association set up a School Building Fund in 2005. All money raised is specifically for use in projects around the school. The Building Fund is an ongoing project and there are some short and long term goals proposed for the use of these funds. All donations are voluntary and the benefit of the Building Fund is that it is registered with the ATO so that donations are tax deductible. Please refer to the separate brochure included in this Parent Enrolment Pack, complete the form and return with your donation to the P&C tin in the office. A tax receipt for your donation will be forwarded to you for your records. Thank you for your anticipated generosity.

PLAYGROUNDS

We are very lucky to have three separate ovals as play spaces. Each oval has a grassed area and a playground. We also have under covered areas for students to use during the play breaks. Areas are designated to certain year levels. Staff are on duty during both the eating and play times.

Term 1

<table>
<thead>
<tr>
<th>Oval</th>
<th>Year(s)</th>
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<tbody>
<tr>
<td>Junior oval</td>
<td>Years 1 &amp; 2</td>
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<tr>
<td>Middle oval</td>
<td>Years 3 &amp; 4</td>
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<tr>
<td>Top oval</td>
<td>Years 5 &amp; 6</td>
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Term 2 – 4

<table>
<thead>
<tr>
<th>Oval</th>
<th>Year(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Junior oval</td>
<td>Prep, Years 1 &amp; 2</td>
</tr>
<tr>
<td>Middle oval</td>
<td>Years 3 &amp; 4</td>
</tr>
<tr>
<td>Top oval</td>
<td>Years 5 &amp; 6</td>
</tr>
</tbody>
</table>

We also run activity clubs during the breaks for students. These clubs give our students some different options for their play break and also provides us with another way to foster some of the talents of our students. Examples of clubs that may run throughout the year include: Skipping, Dance, Badminton, Japanese, Art & Craft, Farm, Running, Guitar, Choirs. We are also opening up the Tennis
Court and the Computer Lab at selected breaks. The Learning Resource Centre is also open every day at second break. We also set up Chess sets during some of the breaks outside E Block.

**PREPARATORY YEAR**

In 2007 the Queensland Government introduced a non-compulsory Preparatory Year of full-time schooling for children who turn five by June 30 in the year they start school. The Prep Year helps children develop the skills and knowledge to better prepare them for school.

An Early Years curriculum has been developed specifically for use in schools with Prep classes. The Prep Year builds on your child’s learning at home and in other places like kindergarten and child care.

**PROBLEMS/COMPLAINTS MANAGEMENT**

At times during a child’s school life, problems may arise in the areas of:-

- behaviour
- progress
- attendance
- social and emotional adjustment

To enable these problems to be resolved, parents should first approach the teacher concerned. If the problem remains unresolved, the matter should then be brought to the attention of the Principal or Deputy Principal.

Regular or incidental meetings with your child’s teacher are a valuable exercise leading to understanding and cooperation between home and school. This is easily done if you volunteer for classroom help. Please feel free to contact individual teachers in person or through the office to arrange such meetings.

**RELIGIOUS EDUCATION**

Religious Education classes are conducted once a week in several denominations.

If you wish your child to attend Religious Education classes, formal written notification is required.

**REPORTING TO PARENTS**

Reports are issued twice yearly. Formal parent Interviews are also offered twice yearly however parents can request meeting with teachers to discuss their child’s progress throughout the year.

**RESPONSIBLE BEHAVIOUR PLAN FOR STUDENTS**

The Responsible Behaviour Plan has been developed in consultation with The Parents and Citizens Association (P&C). It explains our processes for facilitating standards of positive behaviour and responding to unacceptable behaviour.

The code of school behaviour is underpinned by three school rules. These are:

1. Be Safe
2. Be Responsible
3. Be Respectful

Copies of the Responsible Behaviour Plan can be collected from the office or downloaded from our website. It is imperative that you read this policy and discuss it in detail with your child.

**RESPONSIBLE THINKING ROOM**

A student at a State School may be detained for a period of not more than thirty minutes during the first or second recess as a consequence for disobedience, misconduct, wilful neglect to prepare home tasks or for other breaches of school discipline. Students do not miss their eating breaks.

Parents may be informed in writing if their child is placed in the Responsible Thinking Room. These letters need to be signed and returned to school the next day.
SCHOOL CALENDAR 2015

<table>
<thead>
<tr>
<th>TERM 1</th>
<th>COMMENCES</th>
<th>FINISHES</th>
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</thead>
<tbody>
<tr>
<td>TERM 1</td>
<td>Tuesday 27 January</td>
<td>Thursday 2 April</td>
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<tr>
<td>TERM 2</td>
<td>Monday 20 April</td>
<td>Friday 26 June</td>
</tr>
<tr>
<td>TERM 3</td>
<td>Monday 13 July</td>
<td>Friday 18 September</td>
</tr>
<tr>
<td>TERM 4</td>
<td>Tuesday 6 October</td>
<td>Friday 11 December</td>
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GAZETTED PUBLIC HOLIDAYS FOR 2015:

Australia Day        Monday 26 January
Good Friday          Friday 3 April
Easter Monday        Monday 6 April
ANZAC Day            Saturday 25 April
Queen's Birthday (Jubilee) Monday 8 June
RNA Show Day         Wednesday 12 August
Labor Day            Monday 5 October

PUPIL FREE DAYS
Thursday & Friday 22 & 23 January
Monday 19 October

Vacation dates will be advised regularly in the school's newsletter.

SCHOOL CROSSING

The School Crossing on Nemies Road is controlled morning and afternoon by three School Crossing Supervisors. It is imperative that students and parents crossing Nemies Road use this crossing, irrespective of their home location. The School Crossing Supervisors are employed by the Department of Transport.

For the safety of all our students PLEASE observe the NO PARKING signs along Nemies Road. Runcorn Heights State School does have footpath access through to Comet Street and Condamine Street, at the back and side of the school.

SCHOOL HEALTH SERVICES

Free children’s dental program is available to all students. Appointments can be made by telephoning 1300 300 850 or for more information look up their website www.health.qld.gov.au/metrosouth/oralhealth

SEXUAL HARASSMENT

Sexual Harassment is an unwelcome sexual advance, an unwelcome request for sexual favours or unwelcome conduct of a sexual nature in relation to another person.

Sexual Harassment is often experienced in combination with harassment based on other characteristics.

Harassment of any kind is inappropriate at our school. Should this ever happen to you or your child, please contact the Principal or Deputy Principal.

THE SPECIAL EDUCATION PROGRAM (SEP)

The Special Education Program (SEP) is an integral part of Runcorn Heights State School. Special education programs are provided for students with disabilities (Prep to Year 12) with significant educational support needs. Special education program refers to a clustering of students with disabilities and specialist teachers with experience and/or qualifications to support these students’ educational program.
Runcorn Heights State School offers this clustering of resources for students with disabilities with significant educational support needs who live in our local community and whose educational needs are identified through the Education Adjustment Program (EAP) and can include the areas of intellectual impairment, autism spectrum disorder, speech-language impairment, vision impairment, physical impairment ([http://education.qld.gov.au/studentservices/learning/disability/programs.html](http://education.qld.gov.au/studentservices/learning/disability/programs.html)).

At Runcorn Heights State School these programs follow Inclusive Education practices (CRP-PR-0090: Inclusive Education) which reflect the values, ethos and culture of a state education system committed to enhancing equitable educational opportunities and improved outcomes for all students, recognising the role education can play in redressing social disadvantage and social injustice.

For parents who would like a broad understanding of the support available with children and young people with a disability, please refer to:

**SPORT AND PHYSICAL EDUCATION**

The Physical Education Program is under the direction of the Physical Education teacher. Classes have a physical education session every week as well as a session for sport once a week. There are two sports carnivals a year: the Infant Fun Day, for Prep to Year 3, and the Athletics Carnival for Years 4 - 6. These are both held during the winter months. **For safety reasons, it is strongly recommended that students involved in contact/collision sports be vaccinated against Hepatitis B.**

**SWIMMING**

Years 1 to 6 - A swimming program is conducted at an approved Swimming Pool. Swimming is strongly recommended for all students in Years 1 - 6.

A fee is charged to cover the cost of the pool entry, maintenance and transport. All students must travel to and from the pool by bus.

There is a Swimming Carnival held at the end of the year for all students in Years 4-6 participate.

**SPORTING HOUSES**

Our school has three sports houses -

- Logan - Red
- Cunningham - Green
- Oxley - Blue

Families are allocated to a sports house upon enrolment.

**STAFF**

The following is an overview of our staffing arrangements.

- Principal
- Deputy Principal
- Heads of Curriculum (HOCs)
- Head of Special Education Services (HOSES)
- Twenty six (26) Classroom Teachers

**Specialist Teachers**

- Teacher Librarian
- Physical Education Teacher
- Music Teacher
- Instrumental Music Teachers
- 1 Support Teacher – Literacy & Numeracy
- Language/s Other Than English (Japanese) Teacher (3 days per week)
- EAL/D (English as Additional Language or Dialect) Teacher
- Special Education Teachers
Ancillary Staff
- Fifteen (15) Teacher Aides
- Four (4) Cleaners
- Schools Officer
- The office is staffed by –
  - 1 Business Services Manager
  - 2 Administration Officers
- 1 Systems Technician (Computer networks) (2 days per week)

Visiting Specialists
- Guidance Officer (2 days per week)
- Speech Language Pathologist (consultation only)
- Advisory Visiting Teacher (Hearing Impaired) (as required)
- Advisory Visiting Teachers (Inclusive Education) (as required)

TELEPHONE MESSAGES
Teachers will not be called to the telephone during class time. Routine matters or messages for children will be handled by the administration staff. If parents find that it is necessary to alter daily arrangements for collecting children at 2.30pm, it would be appreciated if a phone call could be made to the school before 2.00pm. The office staff will try to ensure children receive messages by 2.30pm. After that time difficulties occur but office staff will do their utmost to deliver messages. Our school office is open between the hours of 7.45am to 3.45pm. A voicemail facility is available to our community outside those times.

TOYS
Items of value, (such as toys, including electronic games) should not be brought to school. Items for show-and-tell are to be left with the classroom teacher.

TUCKSHOP
The tuckshop is open five (5) days a week and is convened by Mrs Amanda Pain with the help of volunteer parents. Non-parent volunteers are required to have a Working with Children (i.e. Blue Card) prior to commencing, (Dads and grandparents are also welcome to help). If you wish to assist, please contact Amanda through the school. The Tuckshop Committee helps to support the convenor, assisting with menus and organising suppliers for special events.

Our Tuckshop is now using Flexischools for all online ordering. We would prefer if you use this service as it is quick and easy and you can order from the comfort of your own home. Please go to www.flexischools.com.au to register – It's Free. You can also order using the App both available for iPhone and Android Phones.

Menus are also available at the office or Tuckshop.

We sell a wide range of healthy food, ice blocks and drinks. Lunches are to be ordered on paper bags supplied by parents. Bags are to be placed in baskets in the classroom. PARENTS, DO NOT use staples on paper bags - they are a health hazard and are NOT ALLOWED. Please be sparing with the sticky tape. First break and second break orders are collected by two students and taken back to the classroom for distribution. Paper bags can also be purchased at the Tuckshop for 20c each.

Helpers are to sign the attendance book both on arrival and when leaving to ensure that they are covered by P&C insurance in event of an accident. PLEASE NOTE that toddlers are not covered by this policy.

UNIFORMS (SEE DRESS CODE)

VOLUNTARY AIDES
Parents are welcome and encouraged to assist in our classrooms. There are many ways you can assist a teacher or Teacher Librarian.
By sharing in the activities of the classroom you enhance your child’s development and self-esteem.

Contact your child’s teacher for details.

The P&C insurance policy covers all parent volunteers, only if you sign the attendance book on arrival (kept in office) and sign off when you leave. Toddlers are not covered by this policy.

**WEBSITE**

Our school’s website can be viewed at [http://runcheigss.eq.edu.au](http://runcheigss.eq.edu.au).

The site is an important tool in communicating with parents and our community. The site includes information about the school including our logo and history. The site includes downloadable documents including this parent handbook, medical forms and annual reports, newsletters and excursion notes. Our curriculum programs are also explained in detail including our state wide recognised maths program. Our integrated studies unit plans are posted each term so parents are kept informed. Each year level has a page which highlights the main events for each term. The specialists and support teachers have published overviews of their great programs. The P&C also has a section with information about the tuckshop, uniform shop, outside school hour’s care and the contacts and executives. The gallery is full of pictures of our wonderful students celebrating the learning taking place at Runcorn Heights State School. The site also has a calendar that is kept up to date with school events and reminders for parents.

**YOU CAN DO IT PROGRAM**

Runcorn Heights State School is a “You Can Do It!” school. The “You Can Do It!” program was developed in Australia, at the University of Melbourne, by American psychologist, Professor Michael Bernard. It has been used extensively in the United States, the United Kingdom and across Australia, including a number of schools in and around Brisbane.

It is a program with the goal of fostering the social and emotional development of children, assisting them to develop to their full potential. Within a common theme of developing Resilience, the program focuses on the five key foundations of **Confidence, Persistence, Organisation, Getting Along** and **Emotional Resilience**.

The components of the program are explicitly taught to the students. The program has also been integrated into positive school based programs including Student of the Week and reward tickets.