



# Runcorn Heights State School

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 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

Ms Janine Leach  
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.

### **ABOUT OUR SCHOOL**

Runcorn Heights State School was established in 1975 and is an Independent Public School. It has shown a steady growth in enrolment numbers since its establishment and as it is a primary school caters for students from Prep to Year 6. It is situated on 5.591 hectares in the suburban area of Runcorn. The school campus includes six permanent teaching blocks, a double prep school unit, two modular teaching blocks, a resource centre, administration block, multipurpose court, three ovals and a hall. A new building project, inclusive of 2 new car parks and a multi-storey building with 6 new classrooms and an undercroft available to house future teaching spaces has just been completed.

Our school features English as a Second Language programs which cater for newly immigrated students with limited English skills and a pre-kindy KindyLinQ and playgroup to support the transition of children from K-2.

Our staff consistently engage in professional development in teaching, learning, assessment and reporting e.g. mathematics, reading, information communication technologies and general curriculum knowledge, which continues to support the school's success.

The school also offers a number of programs including music, sport, school camps, international school visits and Japanese language studies. A range of interest clubs including chess, dance, choir, mindfulness and basketball have been introduced to support the children's needs and these have been well supported by the students.

Our school motto "Aim High" is certainly demonstrated by our students and those who have passed through our school. Our students are encouraged to do their absolute best and we value everyone's efforts. These successes have not occurred through the efforts of one individual, but through the enthusiastic efforts of students, staff and community members working together to provide many wonderful opportunities for the students at Runcorn Heights State School.

### **ADMINISTRATIVE INFORMATION**

Address: 200 Nemies Road, Runcorn 4113  
 Telephone: (07) 3711 8333  
 Fax: (07) 3711 8300  
 Email: [theoffice@runcheigss.eq.edu.au](mailto:theoffice@runcheigss.eq.edu.au)  
 Web site: [www.runcheigss.eq.edu.au](http://www.runcheigss.eq.edu.au)  
 Principal: Janine Leach  
 Prep – Year 2 Deputy Principal: Samantha Brown  
 Year 3 – Year 6 Deputy Principal: Alison Frazer  
 Head of Department (Curriculum): Jennifer Seib  
 Head of Special Education: Linda Harwood  
 Business Manager: Di Sargent

### **SCHOOL HOURS**

Monday – Friday:

First bell	8:20am
First Break	10:30 to 11:00am
Second Break	12:45pm to 1:25pm
School concluded	2:30pm

## AGE OF ENTRY

Birth date:	2020	2021	2022	2023
Child born 01 July 2010 to 30 June 2011	Year 4	Year 5	Year 6	
Child born 01 July 2011 to 30 June 2012	Year 3	Year 4	Year 5	Year 6
Child born 01 July 2012 to 30 June 2013	Year 2	Year 3	Year 4	Year 5
Child born 01 July 2013 to 30 June 2014	Year 1	Year 2	Year 3	Year 4
Child born 01 July 2014 to 30 June 2015	Prep	Year 1	Year 2	Year 3
Child born 01 July 2015 to 30 June 2016		Prep	Year 1	Year 2
Child born 01 July 2016 to 30 June 2017			Prep	Year 1
Child born 01 July 2017 to 30 June 2018				Prep

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

## ASSEMBLY

Assembly is held every Monday at 1:40pm in the Multi-Purpose Hall. Parents are most welcome to attend. Assembly is a time of sharing. Please check the school website calendar to see the assembly schedule, the term is divided into Whole School / Junior / Senior assembly.

## ARRIVAL AT SCHOOL/DISMISSAL

School commences at **8:30am sharp**. Students are required to be at school by 8:20am. Students are dismissed at 2:30pm. Parents who collect students each afternoon are asked to wait in the undercover areas, not outside their child's classroom. Students should not access the school grounds prior to 8:00am as there is no supervision and should leave the school on dismissal at 2:30pm. All playground areas and equipment are not to be used outside of school times for safety reasons. Your cooperation regarding this matter is appreciated.

## ATTENDANCE/ABSENCES

Parents who have a child of the compulsory school age have a legal obligation to ensure their child attends, on every school day for the educational program, unless the parent has a reasonable excuse. Parents may be prosecuted if they do not fulfil their legal obligations in regard to enrolment and attendance of their child at school.

- **Reporting Absences:** 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. **Parents must comply with their compulsory schooling obligation by providing a satisfactory reason for absences either before or on the day of the absence. Reasons for any absence must be communicated to the school office either via telephone on the Student Absence Line (phone: 3711 8360), in written form, through QParents or by emailing the school on [theoffice@runcheigss.eq.edu.au](mailto:theoffice@runcheigss.eq.edu.au)**
- **Late Arrivals:** Students who arrive after 8:30am to school **must** be accompanied by a parent to the office to collect a late slip from the administration staff. Parents **must** provide a reason for the late arrival.
- **Early Departures:** Students are **not** permitted to leave the school grounds during school hours without approval. Early departures require a parent/guardian or emergency contact to collect the student from the office. Parents must provide a satisfactory reason for the early departure. Under no circumstances is a child to leave the school ground without the parent/guardian or emergency contact making the office aware of this.
- **Absence Text Messages:** RHSS use a text messaging system to notify parents of student's absences. If your child does **not** arrive at school and **no** reason for the absence has been given, the nominated parent/caregiver will be sent a text message by 10:00am requesting a reason for the absence. It is then the parent/caregivers responsibility to reply to this text message, providing a reasonable reason for the absence.

## 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.

## BOOK CLUB

Brochures are sent home on a regular basis. (Two issues per term totalling eight issues for the year) Book Club offers students a wide range of age-appropriate resources to develop a personal or family library and encourage your child to read. Orders can only be placed online and paid for by credit/debit or PayPal electronically on Scholastic's LOOP (Linked Online Ordering & Payment system) by visiting [scholastic.com.au/LOOP](http://scholastic.com.au/LOOP) or you can download the app from Apple App Store or Google play. All orders must be received by the advertised due date and will be distributed to your child's classroom when they arrive back at the school. Scholastic Australia, at present, offers the school 20% of all sales in Reward Bonuses which are spent on new resources for the whole school to benefit.

## BOOKLISTS (SEE STUDENT RESOURCE SCHEME)

## BRING YOUR OWN DEVICE (BYOD)

Our school is a BYOD iPad school. The iLearn@RHSS program is for students in Year 1 – 6.

## **CAMPS**

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

- Year 6 Camp - Emu Gully (Helidon) – Term 1
- Year 5 Camp - Camp Goodenough (Bilambil NSW) – Term 2
- Year 4 Camp - Camp Currimundi (Sunshine Coast) – Term 3

## **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 equipped with carpet, wet areas, water, lights, fans and air conditioning. This style of architecture enables students to learn in a variety of settings. Classrooms have been fitted with data projectors, screens, computers and concertina doors creating flexible learning spaces.

## **CURRICULUM OFFERINGS**

### **Runcorn Height 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 all subjects English, Mathematics, Science, Humanities and Social Sciences, HPE and Languages (Japanese).

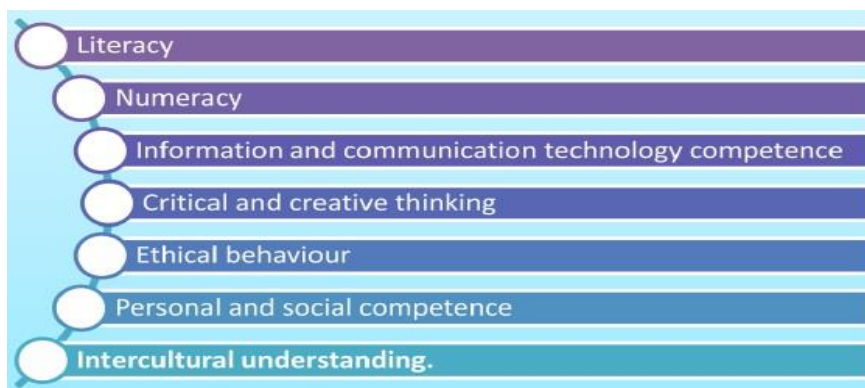
Within all learning areas, there is a focus on developing seven **general capabilities**. The capabilities include skills, behaviours and dispositions that students need to develop and apply to content knowledge, and they will help them become successful learners, confident and creative individuals, 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:



## Cross Curriculum Priorities

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



### 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

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](http://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](http://www.education.qld.gov.au/parents)

### **Literacy Planet and Mathletics**

Literacy Planet and Mathletics are online platforms that are designed to provide students with an engaging and safe learning experience. They are targeted learning resource that encourages students and rewards results. They are highly engaging, supports the curriculum content that is taught at school.

### KINDYLINQ

KindyLinQ is a play-based program that families can attend in the year before their child is eligible to start kindergarten. It provides a safe, welcoming space for families to participate in fun early learning experiences with their three-year-old children and enables young children to play, explore, sing, create and socialise with their parent, other children and experienced staff in a safe space. The program also offers guidance for families about how to support their child's learning and development at home.

Parents/caregivers must attend KindyLinQ sessions with their children. Parents/caregivers play the most significant role in establishing the environment children need to support optimal development and learning. The activities and learning provided through KindyLinQ can be continued in the home.

The KindyLinQ sessions are held by a qualified teacher and early years support coordinator. KindyLinQ runs two days a week, Wednesday and Thursday from 8:45am – 11:45am.

KindyLinQ is based on a facilitated playgroup model. It is about children learning through hands-on experiences with the support and guidance of caring adults. Children will learn skills that will support them now and in later learning, including socialising, managing their emotions and developing language skills to ensure they can effectively communicate their ideas and needs.

KindyLinQ programs are informed by the *Early Years Learning Framework* but are connected to the broader curriculum expectations for school-age children. KindyLinQ is a free service for families living in the 25 identified state school areas. The program will be available for a minimum of 6 hours a week across 2 or 3 days. Registration and participation in KindyLinQ is voluntary.



## **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.

## **LANGUAGES (JAPANESE)**

At Runcorn Heights State School students have the opportunity to learn Japanese from Year 3. By studying another language, students:

- gain access to other peoples, ideas and ways of thinking;
- become interested in and respectful of another culture and;
- 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 Japanese culture and festivals, enjoy folktales, songs, counting, introducing themselves and playing a variety of games and doing origami.

In Years 3 - 6 however, students participate in a lesson once a week continuing to learn about Japanese culture, its language and script more in depth. 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!

## **DISEASES**

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

## **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. This provides:

- ready identification of students and non-students at school;
- eliminates distraction of competition in dress and fashion at school;
- fosters a sense of belonging;
- develops 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.

## **THE UNIFORM**

The school uniform is available to purchase through Lowes at Garden City.

**Prep students** must wear the following uniform every day to school:



**OR**

- |   |
|---|
| <p style="text-align: center;"><b>Prep Uniform</b></p> <ul style="list-style-type: none"><li>• RHSS Polo Shirt</li><li>• Bottle green skorts or shorts</li><li>• Plain white socks</li><li>• Black closed-in shoes (runners or other black school type shoes)</li></ul> |
|---|





### School Bucket Hats

Sun Smart Hats have become a part of the School Uniform "Student Dress Code" as well as supporting our school's overall Sun Smart Policy. We adopt the approach, "No Sun Smart Hat – Play in the Shade."



Bottle green bucket hat with red trim and the school logo. We are doing the right thing in helping our young people develop good sun safe habits early in life.

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 50+ sunscreen is applied each day.

Religious headwear is also permitted however students still need to wear a Sun Safe hat.



Hijab (Bottle green)




Patka (Bottle green)

### Sports and Formal Uniform

Students from Year 1 to Year 6 can either wear the formal dress, shirt, skorts or shorts.

		
<b>(Year 1 – Year 6) Formal Uniform to be worn everyday except Sports Days and Fridays</b>		
		
<b>(Year 1 – Year 6) Sports Uniform to be worn on Fridays &amp; HPE days</b>		

<b>The Uniform (No layering under uniforms is permitted)</b>	<b>Footwear</b>
<ul style="list-style-type: none"> <li>Formal uniform to be worn everyday other than Friday and allocated sports days</li> <li>Runcorn Heights State School red and green polo</li> <li>Bottle green skorts or shorts</li> <li>Plain white socks</li> <li>Black closed-in shoes - Runners or other black school type shoes</li> <li>Bottle green stocking tights can be worn under skorts in cold weather or for cultural reasons</li> <li>Long bottle green pants with shirts are also acceptable</li> </ul>	
<p><b>The Sports Uniform</b></p> <p>Is 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. (<b>Logan Red</b>, <b>Cunningham Green</b> &amp; <b>Oxley Blue</b>)</p>	







Our school acknowledges and respects student's religious or cultural beliefs. The following uniform items are acceptable to wear:

- children are able to wear a long-sleeve shirts and long pants to cover both their arms and legs
- children are able to wear the formal dress\* with bottle green stocking tights under their dress (No leggings or pants under the dress are acceptable)
- a school hijab (bottle green) can be worn

**Winter Long-Sleeved Uniforms is optional students can wear the summer uniform all year:**

- bottle green tracksuits
- bottle green bootleg pants
- all jumpers/jackets need to be plain bottle green or RHSS school uniform jacket
- long-sleeved options of the formal and polo shirts are also available for winter/cultural needs

**Winter Long-Sleeved Uniforms**

		
Long-Sleeved Polo Shirt	(Year 1 – Year 6) Long-Sleeved Formal Shirts	
		
Track or other long plain green pants	School Jumper with logo	Plain green tights

**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**

Jewellery is to be kept to a minimum. Maximum allowable jewellery is:	
Rings	One (1) per hand (rings must have flat settings and not be a safety risk)
Earrings	Two (2) per earlobe. (Sleepers and Studs ONLY for safety)
Necklace	Not to be visible
Watch	One (1) only
Bracelets	NONE – EXCEPT “Medi-Alert”
Bandanas	NONE permitted
Visible Body Piercing	NONE permitted

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

**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.

**ENGLISH AS ADDITIONAL LANGUAGE OR DIALECT (EAL/D)**

All EAL/D students in Queensland schools, including Aboriginal and Torres Strait Islander EAL/D students, require language support and explicit teaching of Standard Australian English (SAE) to build a language foundation for successful classroom learning. They may require additional support to equitably access the intended curriculum in all learning areas and achieve the curriculum expectations of their age cohort. English as an additional language or dialect (EAL/D) students are identified either on enrolment or as a result of classroom observations and analysis of assessment data and work samples.

At Runcorn Heights State School, EAL/D teachers work with classroom teachers, small groups or individual students to provide differentiated, focused or intensive teaching, as required.

## **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. The map can be viewed online on the [Edmap Website](#).

### **Enrolment procedures before beginning in class:**

- all children enrolling are required to have all relevant paper work completed.
- all children enrolling are required to have an enrolment interview with the appropriate Deputy Principal.
- [prep students interviews are conducted before children start school in January](#).

## **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 cost associated with excursions to cover transport and entry. You will be advised of the cost prior to the event.

Please note that the Department of Education does not have personal accident insurance cover for students. If your child is injured as a result of an accident or incident while participating in the activity, all costs associated with the injury, including medical costs are the responsibility of the parent/carer. Some incidental medical costs may be covered by Medicare. If you have private health insurance, some costs may be also be covered by your provider. Any other costs must be covered by parents/carers. It is up to all parents/carers to decide what types and what level of private insurance they wish to arrange to cover their child. Please take this into consideration in deciding whether or not to allow your child to participate in this activity.

## **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 in this order:

1. ambulance requested
2. 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.

## **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 (Jabiru) 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 (GO)**

The GO is responsible for leading a broad range of activities and delivering key services in schools. They have a specific set of skills because of their additional training. Psychoeducational assessment, mental health support and counselling typically can only be performed by the GO.

At Runcorn Heights State School, the GO works collaboratively as part of the Support Team to advise students, teachers and parents about education, behaviour and mental health and wellbeing and to collaborate with other school-based personnel and external support providers.

## **HOMEWORK**

Homework at Runcorn Heights State School aims to be an educationally enhancing experience by revising and practicing common concepts of literacy and numeracy. A reasonable amount of time for homework has been set so as not to create stress within already busy family routines. We believe a lack of access to resources such as computers and the internet outside school should not disadvantage any student when completing homework tasks.

The set homework will be appropriate to particular phases of learning and the activities are devised either to be completed daily or weekly. Runcorn Heights State School strongly recommends daily shared and independent reading.

When homework is set, it will take into account the need for students to have a balanced lifestyle. This includes sufficient time for family, recreation and cultural activities. In recognition of other demands on our students, we support individual students, with parent support, to formally “opt out” of the set homework. These arrangements must be communicated with the class teacher.

At Runcorn Heights State School, we believe homework will include:

<b>Prep – Year 2 – Junior Year Level</b>	<b>Year 3 – 6 – Senior Year Level</b>
Reading (shared and independent)	Reading (shared and/or independent)
Sight Words	Spelling Activities
Optional digital learning tools e.g Mathletics	Optional digital learning tools e.g. Mathletics
Recommended time: 15 min/day	Recommended time: 30 min/day

## **STUDENT USE OF INFORMATION AND TECHNOLOGY**

All students will be issued with a username and password to enable them to access the school computers and iPads. These details are specific to each student and are **not to be shared**. Any inappropriate use of equipment or internet sites will be recorded and dealt with by the Principal.

## **INCLUSIVE PRACTICES**

The Queensland Government is committed to providing safe, supportive, inclusive and disciplined learning environments that provide educational opportunities for all Queensland students. The department endorses a whole school approach to improving student learning, and places emphasis on every student succeeding.

As a result, Runcorn Heights State School (RHSS) is committed to inclusive practices. Inclusive practices maximises the outcomes of all students through identification and reduction of barriers to learning. A premium is placed upon supporting all students with suitable adjustments and curriculum provisions to ensure full engagement within the school community, and enabling students to work and achieve at their level. It is about ‘aiming high’, valuing and celebrating diversity; and employing high quality, evidence-based teaching practices focused on success for every student.

At RHSS, various programs follow Inclusive Education practices, 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 justice.

RHSS has a whole school approach to supporting student learning. A number of staff are part of the Support Team who work with classroom teachers.

## **INSURANCE**

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

## **JEWELLERY (see Dress Code)**

## **LEARNING AND ENGAGEMENT TEAM (LET)**

The Learning and Engagement Team (LET) is an integral part of RHSS. Programs are provided for students who are receiving significant education adjustments relating to:

- autism spectrum disorder
- hearing impairment
- intellectual disability
- physical impairment
- speech–language impairment
- vision impairment.

## **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 State School provides a range of intervention programs designed to assist students who require targeted support in Literacy and Numeracy. The Support Teacher: Literacy and Numeracy (STLaN) works with classroom teachers, small groups or individual students to provide appropriate literacy and numeracy teaching to students, as required.

## **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 & OVER THE COUNTER PRODUCTS**

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 or products, including analgesics and homeopathic medications, are subject to the same accountabilities as prescription medications.

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.

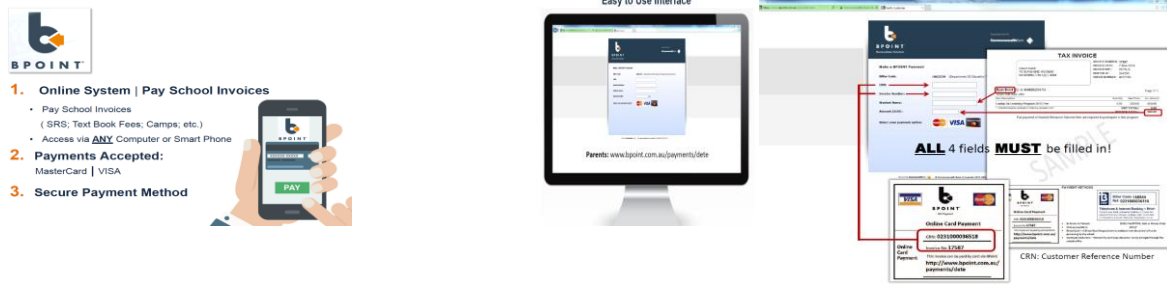
## **MOBILE PHONES**

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 bring money to school for various reasons eg tours, excursions etc. Our online BPoint payment method is the school's preferred option for any payments and is convenient for parents. An invoice, with the details needed for this payment, will be sent home with the student for activities requiring payment. To make a payment by BPoint log on to <https://www.bpoint.com.au/payments/dete>

See information below:



Can payments can be accepted by placing the correct money in an envelope clearly marked with reason, child's name and class on the front of the envelope. No foreign coins please.

## **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 4 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 feedback 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.

## **NEWSLETTER**

A newsletter is emailed home fortnightly, on Fridays. A weekly update of dates and events are emailed every week on Mondays. Newsletters have important notices, from within the school and within the community, please contact the school office if you do not receive the emailed newsletter. The newsletter can also be downloaded from our [website](#).

## **OUTSIDE SCHOOL HOURS CARE (Jabiru)**

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](mailto:runcornheights@jabiru.org.au) or log onto their website [www.jabiru.org.au/kids](http://www.jabiru.org.au/kids).

## **PLAYGROUP (Little Runchies)**

Little Runchies Early Childhood program is for children from birth to 5 years of age. This program is run on Friday mornings starting from 8:45am – 10:00am. Children will develop learning skills and interact with other new children. You are invited to come and enjoy story time, music, dancing, games, develop learning skills, make new friends and most of all to have fun! Playgroup will be held in the school grounds, after morning drop off. Everyone is welcome! It is held in the old hall (Jabiru after school care building at back of school).



## **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:

- Parents and Citizens Association
- Building Fund



### **P&C Association Meetings**

Meetings are held 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 school events must sign on and off upon each visit to the school to be covered by the P&C Insurance Policy. Volunteers are able to sign in electronically in the school 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 and as members of the P&C.

### **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 that will be handed out during the year. Donations can be handed into the school 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	Term 2, 3 & 4
<ul style="list-style-type: none"><li>• Junior oval - Years 1 &amp; 2</li><li>• Middle oval - Years 3 &amp; 4</li><li>• Top oval - Years 5 &amp; 6</li></ul>	<ul style="list-style-type: none"><li>• Junior oval - Prep, Years 1 &amp; 2</li><li>• Middle oval - Years 2 &amp; 3</li><li>• Top oval - Years 5 &amp; 6</li></ul>

Year 2 students have the choice of junior and middle oval. We also run activity clubs during the breaks for students. These clubs give our students some different options for their play break and also provide us with another way to foster some of the talents of our students. Examples of clubs that may run throughout the year include: iPads, Coding, Skipping, Dance, Handball, Japanese, Art & Craft, sporting activities and Choirs.

The Learning Resource Centre (Library) is also open Monday to Thursday at second break.

### **PROBLEMS/COMPLAINTS MANAGEMENT**

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

- behaviour, progress, attendance or 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 Principals.

Regular or incidental meetings with your child’s teacher are a valuable exercise leading to understanding and cooperation between home and school. Please feel free to contact individual teachers in person or through the office to arrange such meetings.

### **Flowchart**

The Department of Education and Training is committed to ensuring that all complaints are dealt with in a fair and equitable manner. There are processes and support networks in place to enable you and your child to work through any issues or concerns you may have.

To achieve an effective resolution for all parties, when making your complaint, you should ensure you:

- provide complete and factual information in a timely manner
- deliver your complaint in a calm and reasoned manner
- avoid making frivolous or vexatious complaints
- or using deliberately false or misleading information

You should be aware that if you are making a complaint about a staff member that, in most instances, the staff member will be told of the complaint and offered the right of reply. You also have the right to have a support person participate throughout the process.

The following four-step procedure is in place to assist parents/carers and school staff to reach an outcome that is in the best interest of the student.



### 1. Discuss your complaint with the class teacher

If your complaint is with your child's teacher or relates to an issue concerning your child's experience at school, make an appointment with that teacher as soon as possible through the school administration. Discuss your complaint with the teacher and give the teacher an opportunity to suggest a solution. The teacher will make a record of your complaint and report your meeting and any outcomes to the school principal. Together, both you and your child's teacher should be able to resolve the problem at this level.

### 2. Discuss your complaint with the principal

If after approaching your child's teacher your complaint remains unresolved, make an appointment to see the school principal to discuss the issue further. Alternatively, you and the teacher may agree to ask the principal to act as a go-between in informal conflict resolution in an attempt to resolve the problem.

If your complaint relates to more general school matters, including issues of school policy and issues of compliance or non-compliance, you should raise your complaint directly with the principal or their delegate. The principal may refer your complaint to a delegate such as the deputy principal or Business Services Manager. The staff member will make a record of your complaint and work with you to come to a resolution.

Complaints to the principal may be lodged in person, by telephone, writing or via email.

Principals' email addresses is: [the.principal@runcheigss.eq.edu.au](mailto:the.principal@runcheigss.eq.edu.au)

### 3. Contact your local education office

If you have discussed your complaint with the principal and still feel that you have not reached a resolution, you have the right to contact your local Department of Education and Training office. Complaints may be lodged by telephone or in writing. Your complaint should be specific in detail and outline the steps you have taken to resolve the issue. Ensure your complaint includes your full name and address and that you have signed and dated it. It is also a good idea to keep a copy for your own records.

Anonymous complaints will only be acted on if enough information has been provided to allow for follow-up with the relevant school principal.

When you contact your local education office a record will be made of your complaint. You will also be advised that your name and the nature of your complaint will be reported back to the principal of your school. Local office staff will then work with you and your school to seek a resolution.

Address and telephone numbers EQ offices are available through the Schools Directory at [www.education.qld.gov.au/directory/](http://www.education.qld.gov.au/directory/)

### 4. Independent review

If you have not been able to resolve your complaint through these formal processes, you can lodge your complaint with the Queensland Ombudsman. The Ombudsman may be contacted at:

#### Office of the Ombudsman

GPO Box 3314, Brisbane, Qld 4001

Email: [ombudsman@ombudsman.qld.gov.au](mailto:ombudsman@ombudsman.qld.gov.au) Telephone (07) 3005 7000 or Toll Free 1800 068 908 Fax (07) 3005 7067

#### The role of Parents and Citizens' Associations (P&Cs)

Complaints about services that are run or managed by the P&C at your school, for example outside school hours care or the tuckshop, should be directed to the P&C in the first instance.

## **Q PARENTS**

QParents is an online portal giving the parents and caregivers of Runcorn Heights State School's students 24 hour access to a range of information about their child.

This online channel helps parents save time by allowing them to access information through the secure, online portal. It provides another channel of communication between parents and schools.

Parents are able to log in anytime to QParents via their computer or mobile device to access the following information:

- attendance and absence details, as well as the ability to notify the school of an absence
- behaviour information
- academic report cards
- class timetables
- viewing unpaid invoice details, payment history, and making payments online
- viewing and updating personal student details, including medical conditions and address
- enrolment details

## **Q SCHOOL APP**

The Website is also linked to the **Q-School app**. The Q-Schools app is a convenient way to receive up-to-the-minute information from Queensland state schools. You can download it for your smart phones (both Apple and Android). The App is automatically updated with the latest news and events. It also sends out 'push' notifications about department and school information for example school closures and cancelled school events (sports days/music rehearsal). We encourage all families to download the app and add Runcorn Heights as one of your favourites.

## **RELIGIOUS INSTRUCTION (RI)**

Religious Instruction classes are conducted once a week for students in Year 1 – Year 6, in several denominations. Your child will attend the RI class designated on the enrolment form. Any changes must be notified to the office in writing. Queensland state schools embrace a multitude of cultural, religious and non-religious beliefs. Under the *Education (General Provisions) Act 2006*, schools are to provide Religious Instruction (RI) if approached by a faith group seeking to provide RI and students of that faith attend the school.

RI informs students about the beliefs and values of a particular religion. It is delivered by volunteers of a faith group using instructional materials approved by that faith group. RI is required to be consistent with legislation and Department of Education policies and procedures.

All RI instructors must hold a blue card and participate in compulsory Student Protection and Code of Conduct training. RI instructors are only entitled to deliver the RI program outlined below. A school staff member will be present during the delivery of RI.

Participation in RI is not compulsory. Any student (except Prep students) may participate in RI if a parent has provided written instructions to the school.

Students are allocated to RI based on information provided by parents on the completed [Application for student enrolment](#) unless other written instructions have been provided to the school.

**Note:** *This consent remains in effect unless the parent informs the school otherwise in writing.*

A description of the RI available is provided below.

### **Christian Religious Instruction**

**Participating faith groups:** Anglican, Baptist, Catholic, Jesus Christ of the Latter Day Saints, Lutheran, Methodist, Orthodox, Pentecostal, Presbyterian, Uniting Church, Seventh Day Adventists

**Authorised program:** Connect Christian Program

**Aims and goals:** The aim of Christian RI is to inform students about the basic beliefs of the Christian faith from a non-denominational perspective.

**Lesson structure:** Christian RI may involve a variety of up-to-date teaching methods including storytelling, prayer, music, drama, craft, activity books, games, quizzes, video clips and puppet shows. Program resources are written by professional educators and are age-appropriate. The 30 minute weekly lessons are Bible based covering Bible history from creation to God's ultimate purpose. Each lesson introduces concepts, themes and major characters from the Old and New Testaments. Lessons also cover key Christian events such as Easter and Christmas. Students engage with the concepts through music, drama, reading and writing, puzzle-solving, drawing and asking questions.

For further information, including module and/or lesson descriptors visit: <https://christianri.org.au/info-for-schools/>

### **Islamic Religious Instruction**

**Participating faith groups:** Islamic

**Authorised program:** Islamic Special Religious Education

**Aims and goals:** Our aim is for students to **love, learn and live Islam**.

**Lesson structure:** Our program uniquely caters for key learning stages in your child's school life. Throughout the years, students will cover everything from the basics of faith- such as the pillars of Iman and Islam, to moral and manners, Islamic celebrations, prophets and role models as well as ethics and how to develop a positive sense of identity.

For further information, including module and/or lesson descriptors visit: <https://www.isre.org.au/our-program/>

Parents of students participating in these programs will be advised if a faith group requires funds to cover the expense of materials used in RI.

### **Other Instruction**

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

- personal research and/or assignments
- revision of class work such as creative writing or literacy and/or numeracy activities which could include online programs currently accessed by the students of that school (i.e. [Mathletics](#), [Literacy Planet](#))
- wider reading such as independent reading appropriate to the student

Parents will be advised of any changes to the RI and other instruction programs to ensure they are able to make an informed decision on their child's participation.

### **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. Our school community has identified the following school rules to teach and promote our high standards of responsible behaviour. These are called our STAR rules and they encourage the students to:

1. Be **S**AFE
2. Be a **T**EAM PLAYER
3. Be an **A**CHIEVER
4. Be **R**ESPONSIBLE

A copy of the Responsible Behaviour Plan is an appendix to this document and can also be 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 during lunch break as a consequence for misconduct or for other breaches of school discipline. Students do not miss their eating breaks.

Parents will be informed if their child is placed in the Responsible Thinking Room.

## **SCHOOL CALENDAR**

A copy of the School Calendar is an appendix to this document and can also be downloaded from our website. 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](http://www.health.qld.gov.au/metrosouth/oralhealth)

## **SPEECH LANGUAGE PATHOLOGIST (SLP)**

The SLP supports students with speech, language and communication difficulties or with eating and drinking difficulties who are experiencing barriers to learning. They assist classroom teachers to build students' communication, language, and learning including literacy skills.

At RHSS, the SLP works collaboratively as part of the Support Team to build capability, adjust curriculum to meet the diverse needs of learners with speech language communication difficulties, identify and monitor the needs of students and implement evidence-based strategies to support students.

## **STUDENTS WITH DISABILITY**

All Queensland State schools are required to adhere to the Disability Discrimination Act 1992 (DDA) and the Disability Standards for Education 2005 (DSE). Schools and teachers are therefore legally obligated to make reasonable adjustments to ensure students with disability are able to participate in education on the same basis as students without disability.

As a result, RHSS must ensure that all facets of the educational environment and experience are inclusive and accessible by all learners, and does not result in additional hardship or exclusion for any student. Special Education Teachers are utilised as co-teachers to support the implementation of this obligation.

## **ADVISORY VISITING TEACHER (AVT)**

AVTs are experienced teachers who provide advice to classroom teachers and school teams around adjustments for students with autism spectrum disorder, hearing impairment, intellectual impairment, physical impairment, speech-language impairment and vision impairment regarding all aspects of the curriculum involving movement through learning environments.

## **OCCUPATIONAL THERAPISTS AND PHYSIOTHERAPISTS**

Occupational therapists and physiotherapists can assist to identify and address barriers to access, participation and achievement for students with disability in all aspects of school life. The service supports schools to make reasonable adjustments. Occupational therapists and physiotherapists work with the school team to determine the best way to deliver services to meet school needs. Support might be provided at the whole of school or whole of class level, in small groups or individually. An occupational therapist or a physiotherapist or both therapists may provide a service depending on the

student's and school needs. They use a prioritisation framework to determine which services requested by schools can be delivered.

### **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. Students in Year 5 & Year 6 also have a session for sport once a week. There are sports carnivals throughout the year:

The Junior and Senior Athletics Carnival and Cross Country for Year 3 – Year 6. These are held during the cooler months.

For safety reasons, it is strongly recommended that students involved in contact/collision sports be vaccinated against Hepatitis B. Students can wear protective devices such as mouth guards when participating in contact sport events.

### **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.

<p><b>Leadership Team</b></p> <ul style="list-style-type: none"> <li>• Principal</li> <li>• Deputy Principal (Prep – Year 2)</li> <li>• Deputy Principal (Year 3 – Year 6)</li> <li>• Head of Department (Curriculum) (HOC)</li> <li>• Head of Special Education Services (HOSES)</li> </ul>	<p><b>Specialist Teachers</b></p> <ul style="list-style-type: none"> <li>• Physical Education Teacher</li> <li>• Music Teacher</li> <li>• Instrumental Music Teachers</li> <li>• Support Teacher – Literacy &amp; Numeracy</li> <li>• Language/s Other Than English (Japanese) Teacher (4 days per week)</li> <li>• EAL/D (English as Additional Language or Dialect) Teacher</li> <li>• Special Education Teachers</li> <li>• Health Teacher (Prep to Year 4)</li> </ul>
<p><b>Ancillary Staff</b></p> <ul style="list-style-type: none"> <li>• Teacher Aides</li> <li>• Cleaners</li> <li>• Schools Officer</li> <li>• The office is staffed by             <ul style="list-style-type: none"> <li>1 - Business Manager</li> <li>3 - Administration Officers</li> </ul> </li> <li>• 1 -Systems Technician (Computer networks) (2 days per week)</li> </ul>	<p><b>Visiting Specialists</b></p> <ul style="list-style-type: none"> <li>• Guidance Officer (2 days per week)</li> <li>• Speech Language Pathologist (consultation only)</li> <li>• Advisory Visiting Teachers (as required)</li> </ul> <p><b>Classroom Teachers</b> (may vary year to year)</p> <ul style="list-style-type: none"> <li>• 30 Classroom Teachers</li> </ul>

### **STUDENT RESOURCE SCHEME**

A Student Resource Scheme operates for parents of Prep to year 6 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.

### **SWIMMING**

For Prep to Year 6, a swimming program is conducted at an approved Swimming Pool. Swimming is an essential part of the Australian Curriculum. 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 3-6.

### **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.

### **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 in electronically at the school office and sign out when you leave. Toddlers are not covered by this policy.

### **WEBSITE**

Our school's website can be viewed at <http://www.runcheigss.eq.edu.au>. The site is an important tool in communicating with parents and our community. The site has a calendar that is kept up to date with school events and reminders for parents. The site also 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 contacts and executives. The gallery is full of pictures of our wonderful students celebrating the learning taking place at Runcorn Heights State School.