



Parent Handbook

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PRINCIPAL'S WELCOME

Elanora State School has been proudly serving the community of Elanora since 1983.

Our school is an Independent Public School which allows us more flexibility and greater autonomy. A School Council operates to monitor the school's strategic direction and approve plans and policies.

Elanora State School has a strong tradition of excellence and we are proud of our student achievement in the Academic arena, Music and Sport. The school has been acknowledged State-wide for our Inclusive Education focus and Lead to Succeed Program.

NAPLAN achievement levels are high and we aspire to benchmark against top performing schools throughout Australia.

We are most fortunate to have an expert staff of outstanding teachers who are committed and highly skilled. Support and para-professional staff members are also highly trained in providing the best education possible for our students in terms of support, extension and maintaining a quality learning environment.

Our school Curriculum follows the Australian Curriculum and our teachers are proficient at differentiating learning experiences to cater to students' needs and interests. We believe our teaching methods focus on the foundations of learning required for today as well as contemporary technology to develop skills for the future.

Our school proactively seeks to address the social and emotional well-being of students. We strive to be a positive, community-based school and our values are founded on developing respectful relationships and creating a sense of belonging and inclusion for all. We actively engage students in social and emotional learning activities and encourage all our students to become "Everyday Leaders".

Parents are welcome and active participants in the schooling program.

Our school's motto, "Excellence and Honour", guides us to do our very best, to set high standards in all that we do and to develop in our students the values of honesty, pride and respect. Our mascot is an eagle and symbolises strength, courage, seeing opportunities and staying focused on our goals. The eagle is an Aboriginal totem for this area and is seen as a protector of families.

I welcome you and your family to our school. We are privileged to be the school of choice for your children and look forward to guiding them through Primary school and developing their love of learning.

Regards,

Stephen O'Brien

Principal

SCHOOL DIRECTORY

Principal:	Stephen O'Brien	sobri34@eq.edu.au	
Deputy Principal:	David Lang	dlang29@eq.edu.au	Year 5-6
Deputy Principal:	Pip Traucnieks	ptrau1@eq.edu.au	Year 3-4
Deputy Principal:	Robyn Diaz	rdiaz2@eq.edu.au	Prep – Year 2
Address:	Elanora State School		
Postal Address:	K.P. McGrath Drive Elanora QLD 4221		
Telephone:	(07) 55599222		
Tuckshop:	(07) 55599222		
After School Care:	School Plus - Phone: 0400 767 969 Email: elanora@schoolplus.com.au		
C&K Elanora:	(07) 55346117 for all enquiries.		
Email Address:	principal@elanorass.eq.edu.au		
Website Address:	www.https://elanorass.eq.edu.au		
Facebook Page:	Facebook/elanorastateschool		
Office Hours:	8.00am to 4.00pm		
Payment Window:	8:00am – 10:00 am Tuesday and Wednesday		
Uniform Shop:	8:00am – 10:30am Monday, Wednesday, Friday		

School Times

8.45am	Warning Bell
8.50am	School Starts
11.00am - 11:45	First Break - Lunch
1.15pm -1:45	Second Break - Afternoon Tea
2.55pm	Home Bell

TERM DATES AND VACATIONS – 2024

Term 1	Monday 22 January – Thursday 28 March	Easter	29 March – 14 April
Term 2	Monday 15 April – Friday 21 June	Winter	22 June – 7 July
Term 3	Monday 8 July – Friday 13 September	Spring	14 September – 29 October
Term 4	Monday 30 September – Friday 13 December	Summer	14 December – 28 January 2025
PUPIL FREE DAYS:		PUBLIC HOLIDAYS	
18 th and 19 th January 2024		Australia Day – 26 January 2024	
11 th and 12 th April 2024		Anzac Day – 25 April 2024	
30 th August 2024		Labour Day – 6 May 2024	
		Gold Coast Show Holiday – 30 August 2024	
		King's Birthday – 7 October 2024	

SCHOOL FACILITIES

Our school is built to a modern Education Department design. Special features include:

- Resource Centre
- Science & Technology Centre
- Teaching & Learning Centre (TLC)
- Support Services
- Music Room
- After School Care facilities on site
- Each year level has a mobile set of iPads. Every class has their own 6 iPads and each Year 6 class has access to laptops.
- C & K Kindergarten on site. Phone 07 55346117 for all enquiries.
- Air-conditioned classrooms
- Covered walkways linking all permanent buildings and facilities
- Gradients of the walkways and special toilets designed to cater for physically impaired students
- P&C Room
- Makerspace
- Playgroup on site
- Uniform Shop on site

Some permanent classrooms are built on an open plan design. Withdrawal rooms for small group activities are located between each pair of double-teaching spaces.

The school has a growing number of special facilities which have been provided with the assistance of the Parents and Citizens' Association for the benefit of the Students. These include:

- Performing Arts Centre (PAC)
- Four adventure playgrounds
- Large, covered cement recreational facility
- An oval, cricket practice wickets and sealed in ball/basketball/tennis centre
- Covered shade and walkway areas

- **Prep:** Prep playgrounds, Rainforest Yard, Front and Middle Play Yards. Prep students commence playing in the Junior Adventure Playground later in the year on a roster basis and with their class during Outdoor time.
- **Years 1-2:** Junior Adventure Playground, Tuck-shop covered games area and Junior Grassed area.
- **Years 3-6:** Oval play areas, senior basketball/netball courts, undercover areas outside PAC, beside the Resource Centre and the Senior Adventure Playground.

STUDENT SOCIAL AND EMOTIONAL WELLBEING

As a whole school we strive to be a positive community, based on respectful relationships, a sense of belonging and inclusion. We recognise that parents and carers are the most important and influential people in children's lives and as such, we promote parents/carers and teachers working together to support children.

THE 4 Rs	BEHAVIOURAL EXPECTATIONS
R1 RESPONSIBILITY a) Keep hands, feet and other objects to yourself b) Move and play safely	<ul style="list-style-type: none"> ▪ Acknowledge and respect the personal space of self and others ▪ Follow school rules and routines ▪ Move safely through the school environment ▪ Resolve conflict without violence ▪ Use equipment safely ▪ Accept responsibility for own behaviour ▪ Learn from mistakes and losses
R2 RESPECT a) Be respectful b) Treat others the way you want to be treated	<ul style="list-style-type: none"> ▪ Respect self and treat others as you want to be treated ▪ Be respectful when challenged, win or lose ▪ Encourage others to be respectful and make good choices ▪ Be proud of achievements ▪ Respect others right to learn ▪ Respect the belongings of self and others ▪ Be courteous and polite in all online and face to face communications ▪ Respect others right to use online resources free from interference or bullying
R3 RELATIONSHIPS (Social and Learning) a) Strive to do/be your best b) Strive to achieve excellence and honour	<ul style="list-style-type: none"> ▪ Demonstrate an awareness of the rights and feelings of others ▪ Demonstrate effort and commitment to school activities ▪ Contribute to the greater good ▪ Serve and support others both inside and outside of the school community ▪ Be a good listener ▪ Care for the environment
R4 Do what's RIGHT a) Make good choices – even when no one is looking b) Act and think with integrity	<ul style="list-style-type: none"> ▪ Make appropriate choices, even when unsupervised ▪ Set a high standard for your behaviour and stick to it, even in difficult situations ▪ Be honest ▪ Problem solve and resolve conflict in peaceful ways ▪ Be an honourable bystander ▪ Report bullying/harassment incidents immediately ▪ Follow instructions given by supervisors

INFORMATION ON FAMILY LAW MATTERS

It is important that students, staff and parents/carers have a shared understanding of the school's responsibility in relation to family court matters. This information sheet reinforces the principle that family law disputes should not happen at schools. Schools are meant to promote a safe, secure learning and teaching environment for students and staff. Schools are not the place to resolve matters that can more properly be resolved privately. To this end parents are expected to maintain appropriate behaviour while on the school premises and if necessary, measures, such as calling the Police, will be taken to maintain the good order of the school.

State schools have standard processes for dealing with certain matters in circumstances where both parents retain parental responsibility, there is no Court order prohibiting a matter and there is no need to intervene as part of our duty of care. For example:

- Collection from and access to children at school: school staff will not enforce collection arrangements or prevent either parent from attending or picking up a child from school, as long as the school routine is not unreasonably interrupted and compulsory schooling requirements are met and no child protection concerns arise.
- Should a Child Protection concern arise, for example:
 - If a student appears distressed,
 - is being protected as outlined in a legal document,
 - is in an unsafe situation (e.g. parent is intoxicated at pickup time), the school will exercise a duty of care, which may involve calling the Police.
- Absence information: The school will not automatically contact a non-residential parent of a child's attendance at or absence from school on a daily basis. If a school is not informed of the child's absence, the school will contact the known residential parent in the first instance to seek an explanation. Only if the residential parent fails to provide a reasonable explanation for the absence will the school then proceed to notify both parents of the absence. Total absences for a child (both explained and unexplained) are recorded on the semester report card and a summary of absences can be provided to either parent upon request.
- Access to scholastic information: Subject to some exceptions, each parent will be entitled to the same schooling information about their child. Parents who are not recorded on school records may not receive this information until they have school records amended to reflect their status.
- Consent for student participation in school excursions: The school requires only one parent signature on the permission form. As long as one parent signs a permission slip the student can participate in the activity in question.
- Student access to the school's appointed Guidance Officer (GO) for purposes of counselling support: Should a student request to speak with a GO for counselling support, the school will allow the student to speak to the GO. Parent permission is not required for counselling support to students. In the case of a parent requesting a GO referral (for counselling) then one parent's consent is sufficient. Learning referrals to the GO are different from counselling support offered by GO's. A learning referral involves the collating of student data (by classroom teacher) and may include a cognitive assessment of the student. These referrals require consent from only one parent.

- Student's diet at school: Students will be allowed to eat food provided by a parent. Students will also be allowed access to the school tuckshop with one parent's permission.
- Parents volunteering at school: Unless a court has ordered otherwise and subject to the school principal's discretion about general suitability, parents who do not live with their children are acceptable applicants to be volunteers at the school their children attend. Parents who seek to volunteer in these circumstances should understand that if they are accepted as volunteers it is not for the purpose of facilitating contact with their child.

Parents are encouraged to seek the assistance available through a [Family Relationship Centre](#), a [family law service](#), a [family dispute resolution service](#) or the Family Court to resolve any issues they may have with each other over matters like those outlined above and their respective compliance with relevant court orders.

ENROLMENT PROCEDURES

The vast majority of students who enrol at Elanora do so at Prep level. Most students remain at Elanora for their primary school years.

The Department of Education determined that from 2015, student enrolment be generally restricted to those students who reside in the Catchment area.

The catchment area is the geographical area from which our school is to have its core intake of students. The catchment map defines the catchment area for Elanora State School.

The school's catchment is available to be viewed at either the school office or online at <http://www.qgso.qld.gov.au/maps/edmap/>

Parents or legal guardians who wish to enrol their child at the 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 on one of each of the following

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

If the school has capacity to enrol students from outside the catchment area, enrolment will be determined through a waiting list process. Please contact the office for more information.

BYOD

What is BYOD?

BYOD stands for Bring Your Own Device. This program allows students to bring an IT device to Elanora State School that best supports their learning needs. Our BYO iPad program introduces students to a single IOS mobile operating system to develop their ICT skills. The use of personal iPads is recommended from Year 3 to Year 6.

Teachers in the Early Years are exploring the exciting possibilities for students to begin to use their personal iPads at school, and staff are participating in Apple Classroom Professional Development. Families who wish to explore this option in Years Prep to Year 2, are invited to discuss the processes with their child's class teacher.

Our School is committed to moving students and staff forward in a contemporary learning environment. IT devices are a powerful means of differentiation and personalising a student's education, a student-owned devices facilitate student choice over which device best suits their learning and communication style. The BYOD program will strive to ensure students at Elanora State School are provided the very best educational opportunities to match their counterparts in other states and countries and prepare our senior students for high school. By supporting students to become responsible digital citizens, we enhance not only their learning in the classroom, but also the development of skills that will prepare them for their future studies and careers.

The following documents are available on the Elanora State School web site.

1. BYOD FAQ
2. BYOD Handbook: Information for Parents and Students
3. BYOD Application Form
4. BYOD Student Charter

THIRD PARTY WEBSITE CONSENT

The use of web based educational resources has risen steadily over the last decade and are increasingly being used by teachers across Queensland to improve student learning outcomes.

Our school and teachers make decisions about the best technology to meet the needs of our students. Sometimes it is beneficial for students to utilise services provided by third party web based providers. Your child's teacher will send home information about the third party apps and websites that they are using at school in their year level and seek your consent at the beginning of each year.

GET SET FOR PREP

Students must turn 5 years old by June 30 in the year they enroll in Prep. Original written proof of date of birth, (no photocopies) such as a birth certificate or passport, is required. There are a number of special events designed for parents who are enrolling their child into Prep. Ask at the office for a Prep Pack.

STUDENT RESOURCE SCHEME

Elanora State School has a Student Resource Scheme, endorsed by the P & C Association annually. The scheme has many benefits for students, parents and the P & C. It provides a uniform level of supplies for all students, cost savings due to bulk purchasing and saves time spent purchasing classroom resources.

Included in this scheme is the student stationery pack and essential classroom resources such as IT program and license fees, work books.

All families will be asked to complete and sign the Participation Agreement Form for each student. Families will indicate their intention to participate or not to participate by selecting YES or NO in the relevant box.

Please Note: If you choose not to participate, the school will provide you with a Student Resource Scheme list. This list sets out the year level stationery requirements to be purchased and payment amount to be made to the school for essential classroom resources. These lists can also be found on our website. All items on the lists; stationery items and payment for essential classroom resources **MUST** be purchased and be available to the student on the first day of the school year.

All Year Levels \$164.00

VOLUNTARY CONTRIBUTION SCHEME

The funds from this voluntary scheme will be used to enhance our air conditioning, information technology, classrooms and grounds care programs throughout the school. These additional funds will be of valuable assistance in the development and enhancement of these programs. The Principal appreciates all families supporting the school by contributing to this scheme.

All Year Levels \$135.00

PLACEMENT OF PUPILS

Students from interstate and overseas will be placed in classes after their ages, year level reached, progress reports, work samples, etc. are considered, and this placement will be reviewed after a short time, generally one or two weeks.

ELANORA STATE SCHOOL DRESS CODE

Elanora State School is a uniform school in accordance with the decision made by the school community.

- A school uniform helps in achieving the school's identity, tone, cohesion, pride and spirit.
- All students are required to wear the uniform correctly including plain black shoes and are encouraged to take pride in their appearance and keep their uniform neat and tidy.
- Hair must be clean, neat and tidy and of uniform length in a style appropriate for school. The hair must be of natural toning and consistent in colour. Long hair must be tied back and off the face. Shoulder length hair or longer is to be tied back. Collar length hair may also need to be tied back if it is untidy. Hair should be tied back in a full ponytail, plait or bun rather than only half the hair being tied back. Ribbons or scrunchies should be in the school colours of green or white. Extreme hair styles such as mohawks, rat's tails, shaved sections, tracks, multi toning, etc., are not permitted.
- Jewellery: Students may wear a watch, signet ring, identification and medical bracelets. Students with pierced ears may wear gold or silver studs or sleepers. Any facial studs must be clear. For sport only studs should be worn.
- Makeup: Makeup and coloured fingernail polish are not appropriate and are not permitted.
- Body ink (tattoos) real or fake are not permitted.
- All students are expected to wear the Elanora SS broad brim hat. Hats must be worn before, during and after school. Students are required to wear the school hat when playing in all areas of the school.
- On the rare occasion that a student is unable to be correctly attired they should present a note to their relevant Deputy Principal before school.
- Students must remember that when wearing their school uniform outside of school they are representatives of Elanora State School and are required to behave in the expected exemplary manner.
- Full school uniform is worn all week. Students in years 5 – 6 wear their sports shirts every Friday. During interschool sport season they change into their interschool sporting team uniform at morning recess on Fridays.

If a student is incorrectly attired, The Education (General Provisions) Act 2006 allows schools with dress codes like that of Elanora State School to:

- Impose a detention for a student during lunch or after school (if after school, parents will be advised before detention occurs).
- Prevent a student from attending or participating in any activity for which the student is representing the school.
- Prevent a student from attending or participating in any school activity that is not an essential school educational program.

Boys: Green Polo shirt, bottle green shorts, the approved green school hat, plain black leather shoes or black joggers and white socks.

Girls: A-line dress, blouse in school check or green polo shirt, netball skirt, bottle green shorts or long leg shorts. The approved green school hat, plain black leather shoes or black joggers and white socks.

Winter Accessories – Green and white micro fibre jacket, green polar fleece jumper, green track pants, green micro fibre pants and green tights in school colours.

Seniors: A compulsory sports shirt has been introduced to students in Year 5 & 6 to wear each Friday. A special graduation shirt may be ordered for Year 6 students.

UNIFORM SUPPLIER

Our school has a dedicated Wearitto Smart Clothing Centre (uniform shop) on campus operated by our clothing partner Wearco.

The Uniform Shop is open three days a week: - Monday, Wednesday and Friday from 8:00 am to 10:30am

Elanora State School Wearitto Smart Clothing Centre has a personalised web store enabling parents or guardians to order any uniform item online and have it shipped directly home or to the classroom. A uniform convenor is also available on campus for fittings, purchases and online order collections during the above operating hours.

To view and order your uniform items please visit our online store <https://www.wearitto.com.au/schools/elanora-state-school>

The uniform shop is located directly behind the TLC (old library) in Mod D. Walk through the tuckshop area and, at the mural, turn left towards the side gate that leads to K.P. McGrath Drive. The uniform shop is on your right-hand side as you walk towards the gate, next door to the P&C Room.

Payment options - Cash, EFTPOS, credit card. We do not accept cheques.

Prices are subject to change without notice.

ARRIVALS AND DEPARTURES

Students are **not to arrive at school prior to 8am**. They are encouraged to arrive **from 8.30am** and depart as soon as possible after 2.55pm. The major point of entry and exit is located on K.P. McGrath Drive.

If students arrive before 8.30am they are to put their bags away, collect their hats and sit quietly outside the tuckshop. At 8.30am students will be directed to the oval or junior playground.

Students, who arrive after the commencement bell of 8.45am, but before 8.50am, are to report directly to the classroom. Students who arrive after 8.50am are to report to the office and office staff will record the arrival time.

Students not collected by 3.30pm will be directed to wait inside Administration. Parents arriving late will need to collect Students from the office. Parents should ensure that arrangements are made for their children to be picked up on time.

In cases of extremely wet weather, students will wait for parents in the Tuckshop area and undercover walkway. Parents will need to come in and collect the children from this area. If there is an electrical storm around 3pm, students will be kept safe in their classrooms until the storm passes. Parents may pick up their children from the

classroom.

Students who arrive late for school are expected to bring a note of explanation from a parent/ guardian. Students should report to the office on arrival. Students will not be permitted to leave the school grounds during school hours unless they bring a letter of request from a parent/guardian. Students must be collected from the Administration Building to be 'signed out'.

STUDENT ABSENCES

All student attendances are electronically recorded twice daily. The school will notify parents of any unexplained absence via SMS on the day. Should a student be absent from school, parents and caregivers are asked to provide a note so that teachers may record the reason for the absence: illness, appointment, holiday, off campus. Parents can also phone the school office or email address absences@elanorass.eq.edu.au to let the school know of their child's absence or record the absence on QParents.

MAKING A COMPLAINT – INFORMATION FOR PARENTS AND CARERS

During the course of your child's school years, you may have cause to make a complaint about an issue or concern you have with their education.

The department 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. It is not appropriate to use Social Media to attempt to resolve issues or make complaints.

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.

PEDESTRIAN CROSSING

Crossing supervisors are on duty at the Pedestrian crossing adjacent to our front gate between 8.00am and 9.00am and from 2.55pm to 3.25pm daily. Please note that the speed limit past the school is 40 kph, between 7.00am - 9.00am and 2.30pm - 4.00pm. Police radar traps frequently visit the area.

SCHOOL ENTRIES AND EXITS

The school has a number of gated entries. All the side access gates are locked at 9:30 each day and then opened up before school finishes in the afternoon. The front pedestrian gate remains unlocked, however all adults are asked to ensure they shut the gate behind them.

SCHOOL BUSES

Information and application forms for bus passes are available from Surfside Buslines, PO Box 2186, Nerang BC 4211 or telephone 5571 6555. Students, who live more than 3.2 km from the nearest state school, may be eligible for conveyance allowance. For further information, contact Queensland Transport direct on 56308857. The web site is: www.transport.qld.gov.au/schooltransport. For updated information on bus routes to and from school please ring Surfside Buslines, telephone 5571 6555.

PARKING OF VEHICLES

Parents should park in the car park provided at the front of the school. The school driveway and internal car park should not be used except in an emergency. The roadway through the car park is to be left clear at all times.

PARKING IS PROHIBITED IN THE BUS SET-DOWN ZONE AND THE 2 MINUTE SETDOWN AREA.

ACTIVE SCHOOL TRAVEL

Students may ride bikes or scooters to school provided parents accept their responsibility in teaching them the necessary road safety rules and set a clearly defined route for the students to ride. It is compulsory for helmets to be worn and bikeways are to be used where possible.

Due to safety and security reasons, students are not permitted to bring skateboards to school. Regular active school travel events such as National Walk Safely to School Day and Bike Week are part of the Active School Travel strategy. There is an easy Park, Walk and Ride map on our web site and students are encouraged to safely and actively make their way to and from school.

AFTER SCHOOL HOURS CARE

An Outside School Hours facility is located with our school grounds. This is open each school day both before and after school. The facility is open over holiday periods providing an excellent program for users. The facility is run by School Plus and is not affiliated with the school.

Phone: 0400 767 969 Email: elanora@schoolplus.com.au

MOBILE PHONES

Students may bring a mobile phone to school. However, phones are not to be used during the school day. The school accepts no responsibility for the safety of these phones. Students should store phones in their bags. Students should not have mobile phones in their possession during school time. Parents needing to contact students during the day should do so by contacting the administration office on 555 99 222.

MONEY COLLECTION

Monies for sport / excursions etc should be paid online, via QParents or by BPoint payment. Our preferred method of payment is BPoint, however the payment window is open 8.00am – 10.00am, Tuesday & Wednesday. Payments can be made by cash, cheque, credit card or EFTPOS. If payment is not received by the due date Students will not be able to participate in the excursion or event.

COMMUNICATIONS

To help parents keep up to date with what is happening at the school, our newsletter is emailed out every Thursday informing parents about events happening in and around the school community. Please provide a current email address to our office staff. Paper copies are available from the office. The newsletters are also archived on the school web site under the Newsletter tab.

The school's Facebook page is also another source of information for parents and families. You do not have to have a Facebook account to view the page on the internet. Search for "Elanora State School Facebook page".

PARENTS' AND CITIZENS' ASSOCIATION

The Elanora State School P & C Association meets at 3:00pm 6 times a year on a Wednesday in the school staffroom, which is located at the eastern end of the Administration Block.

It aims to make a difference for all students by providing the extra facilities to enhance the education of the students of Elanora State School. It's about the pooling of energy and ideas of our community. Every parent care about the well-being of their child, so the P & C is not just about fundraising. The Parents and Citizens Association supports the school as a whole and endeavors to bring about closer co-operation between the parents, teachers, administration and Students who attend Elanora State School. Every contribution, whether it's time, effort, ideas or money gives all parents an opportunity to support the school and contribute to a strong sense of school community.

TUCKSHOP – Eagle Eats

Tuckshop operates on a daily basis and aims to provide nutritious food at reasonable prices. All of the foods sold at the Tuckshop comply with the Smart Choices Food Supply strategy for Queensland Schools. Commencing at 8.30am each morning, a paid convener runs the Tuckshop with the support of volunteer helpers who are always appreciated. We use the Qkr for online orders. Paper bag orders must be placed in the class Tuckshop box at 9.00am. Students can purchase certain items over the counter at first break only. Updated price lists are available from the Tuckshop, school office and on the web site under the Tuckshop tab.

Please assist by offering some time. Your child will appreciate your input.

Parents are encouraged to order tuckshop online via the Qkr app. The cut off time for daily orders is 8.45am.

PARENT PARTICIPATION

Parent participation is greatly valued at our school. There are various ways in which this can occur - the Parents and Citizens' meetings, Tuckshop, fundraising and various classroom activities as well as membership of the school's strategic planning committees. Teachers appreciate your support in the classroom. Each class has a Parent Representative for the duration of the year and these names are displayed on the door of your child's class.

ADMINISTRATION OF MEDICATION AT SCHOOL

Parents/carers

- provide information to the principal/delegate about the student's health condition/s, including written information from qualified health practitioners, at enrolment or on diagnosis, and provide updated information when any information changes
- complete the Consent to administer medication form when medically authorised medication is to be administered to a student (Collect form from office)
- refer to the information for parents to ensure all documentation required for the safe administration of the medication is provided to the school (Collect form from office)
- ensure that enough well-maintained equipment, in-date medication and consumables, labelled clearly with the student's name, are supplied
- collect unused medication from the school when it is no longer required or has expired
- provide the Request for additional medication advice to the student's prescribing health practitioner and return the requested document/s to the school as soon as possible.

SCHOOL DENTIST

The school dental van may visit the school at times and Students whose parents request treatment can be attended to. In cases of emergency when the van is not at the school, parents may contact the Oral Health Call Centre on 1300 300 850.

SPECIALIST STUDENT SERVICES

Your child's Deputy Principal will be able to advise you about the processes for accessing the school Guidance Officer, Speech Therapist and other Student Welfare specialists.

SCHOOL CHAPLAIN

Our School Chaplain is an integral member of our Student Wellbeing team. Our Chaplain works in close conjunction with staff, students and the wider community to offer support the school's Social and Emotional Wellbeing priority. Contact your class teacher or deputy principal to arrange a time to meet with the Chaplain.

RELIGIOUS INSTRUCTION

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 at our school is provided below.

Religious Instruction

Participating faith group: Christian

Authorised program: Christian Faith Group

Aims and goals: To teach a Bible-centred and life-related curriculum using the curriculum above & to work co-operatively together as a group of Christian churches and on behalf of each other as required.

Lesson structure: 30 minutes per week

For further information, including module and/or lesson descriptors visit: www.christianri.org.au and www.cepconnect.com.au

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, Reading Eggs, Literacy Planet, etc)
- 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

Parent/teacher face to face interviews are conducted twice a year. Formal report cards are emailed to parents at the end of Semester 1 and Semester 2 (June and December) using the 5 point A-E rating scale. Parents are encouraged to discuss any concerns regarding the progress or behaviour of their child with their class teacher or administration. Appointments should be made. Please phone the office staff to arrange an appropriate time. Don't let something that is concerning you wait until the end of the semester. We encourage parents to be on a first name basis with teachers and feel comfortable contacting them at any time during the year. Every teacher's email address is listed on the school web site under the Staff tab.

HOMEWORK

Homework may be given to review and reinforce work covered in the classroom. It might be used for individual research and preparation of work to be presented to the class. However, homework is not set just for the sake of setting homework.

Recommended homework could be up to, but generally not more than:

- 1 hour per week in Year 1-3
- 2-3 hours per week in Year 4-5
- 3-4 hours per week in Year 6

If your child has difficulty completing homework tasks, please contact the class teacher.

THE AUSTRALIAN CURRICULUM

The F-10 Australian Curriculum sets out the core knowledge, understanding, skills and general capabilities important for all Australian students. It describes the learning entitlement of students as a foundation for their future learning, growth and active participation in the Australian community. It makes clear what all young Australians should learn as they progress through schooling. It is the foundation for high quality teaching to meet the needs of all Australian students.

<http://www.australiancurriculum.edu.au/>

Elanora State School, as with all State Schools across Queensland implements the Australian Curriculum across the following Subject areas

- English
- Maths
- Science
- Humanities and Social Sciences
- The Arts
- Technologies
- Languages
- Health and Physical Education

MATHEMATICS

Teachers guide students to think and work mathematically by using a wide variety of concrete materials to develop their thinking and understanding. There is a focus on the application of their knowledge in everyday situations. Mastering the operations of adding, subtracting, multiplying and dividing are important, but if they are to be truly meaningful such processes must be based on understanding.

Students are encouraged to participate in higher order thinking skills in Maths. Here they articulate their thinking through analysing, evaluating and creating. Students are able to work explicitly on problem solving skills and processes. The strands for reporting in Mathematics for the Australian Curriculum are Number & Algebra Measurement & Geometry and Statistics & Probability.

HOW PARENTS CAN HELP WITH MATHEMATICS

Remember the influence that you have on your child's attitude to mathematics. Comments such as "Girls are not as good at maths as boys", or "No one in this family is much good at maths", set up tremendous barriers to learning.

- Work with your child on their basic number facts. Using the four operations (addition, subtraction, division and multiplication) helps your child to access the maths curriculum with greater ease.
- Involve your child in real-life mathematics around the home - counting change, measuring, weighing, estimating, playing games that involve keeping scores, calculating journey times etc.
- Do all you can to develop your child's sense of number, size, length, weight, width, volume, area and time. Find maths everywhere!
- Use solid objects - buttons, sticks, pieces of string etc. when helping with mathematical problems.

Think for a moment about what you could teach your child every time you plant a garden, prepare a meal, play a sport, plan a holiday or party, take out a loan or read a timetable. You are demonstrating, in a very real way, that mathematics is part of everyday living. The mathematics used at home and at work (measurements and calculations) is an important part of the mathematics children learn at school.

SCIENCE

At Elanora State School our students have access to a fully equipped Science Lab and classroom and Science teachers. The Science lab facilitates 'hands-on' and inquiry Science principles.

READING

Elanora State School focuses on the teaching of reading from P-6. Pedagogy is designed to improve and extend the skills of our students in the key areas of reading, along with spelling and writing. Our junior school program ensures our students have the essential knowledge of sound/letter relationship, decoding, word concepts and sentence structure. Our middle and upper school program continues this focus and builds on the important higher order thinking skills of critical literacy and inference level comprehension skills as well as the ability to read fluently and with accuracy.

At Elanora State School we have a series of screeners, checklists and standards to ensure our students are achieving set goals and targets in these key areas. A key focus of our reading program is the use of a systematic

synthetic phonics approach to reading that ensures all students are able to read at a stage that is appropriate to their needs and they develop efficient reading and skills. Your teacher would be happy to discuss with you your child's progress in reading.

TO HELP YOUR CHILD WITH READING

- Have a routine of reading to him or her every day. This is one of the best ways of developing lifelong positive attitudes to reading and an understanding of print and books.
- Give books as presents and show your child how to care for them.
- Upload child friendly texts to your iPad or Kindles.
- Praise every effort in reading, especially if confidence is low. Don't compare a child's performance with that of relatives and friends.
- Be seen as a reader yourself. Take the family to the local library.
- Help in selecting books but resist the temptation to impose your own choices.
- Buy your child a bed lamp and encourage the routine of reading in bed before lights out.
- Encourage your child to make good use of the school Resource Centre. Ask: "What have you borrowed this week? Would you like to read some of it to me? Would you like to read the whole book to me a chapter a night?"

WRITING

Children are given opportunities to frequently practise writing in a variety of styles. Writing is a very important part of thinking and learning at school and all students are engaged in Daily Writing. In today's classrooms writing is now seen as a process that involves pre-writing, drafting, revising and preparation for an audience. This process results in a product - a finished piece of writing. Teachers aim to help children attain mastery of all parts of the writing process across a number of genres and text types.

TO HELP YOUR CHILD WITH WRITING

- Let him or her see you write - emails, letters, cards, shopping lists, short messages and so on.
- Encourage the family to write - emails to friends and relatives, thank you notes, get well messages...
- Display writing in the home - reminders, lists of things to do, messages of congratulations, postcards from friends on holiday. Have a kitchen notice board or some attractive magnets on the fridge door.
- Give presents associated with writing - different types of pens and pencils, paper of different shapes and colours, a desk lamp, a diary, a dictionary, erasers.
- Be an interested listener and reader. Talk over ideas for writing, encourage the reading aloud of early drafts, read the finished product with enthusiasm.
- Praise writing completed by your child.

SPELLING

Spelling is seen as an integral part of your child's learning. Spelling strategies are developed in all year levels. Children learn spelling through a systematic synthetic phonics approach (PLD) which explicitly teaches students letter/sound relationships and the way that letters are combined to spell words.



ELANORA STATE SCHOOL'S 4Rs

R1

RESPONSIBILITY

- Keep hands, feet and other objects to yourself
- Move and play safely

R2

RESPECT

- Be respectful
- Treat others the way you want to be treated

R3

RELATIONSHIPS

- Strive to do/be your best
- Strive to achieve excellence and honour

R4

Do what's RIGHT

- Make good choices - even when no one is looking
- Act and think with integrity