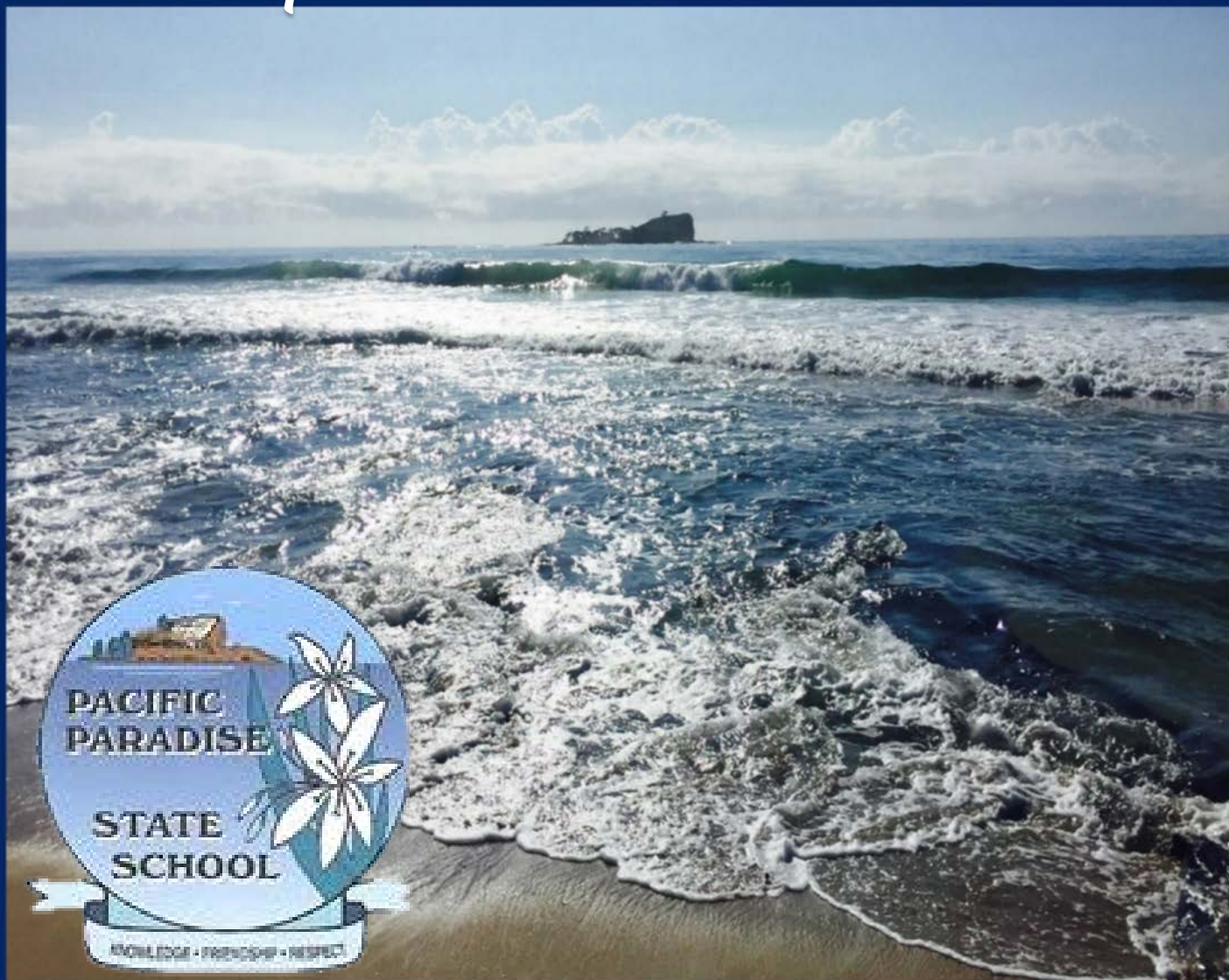


Pacific Paradise State School



Parent Information Handbook

Knowledge • Friendship • Respect

Engaging Minds, Empowering Futures

In keeping with our school's motto "Knowledge • Friendship • Respect", the purpose of this handbook is to provide parents and carers with as much information as possible about the school's operation so that we can minimize misunderstandings and ensure good order and management of our school.

This handbook is periodically updated and is available on our school's website.

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SCHOOL CONTACT DETAILS

Location:	14-24 Menzies Drive Pacific Paradise, Q 4564
Office Hours:	8:00 am – 3:30 pm
Instruction Hours:	8:50 am – 2:50 pm
Phone:	School Office 54572333 Absences 54572333
Tuckshop	Monday – Friday 8:15am-1:30pm
Email:	admin@pacificparadisess.eq.edu.au
Website	www.pacificparadisess.eq.edu.au
Principal:	Mrs Margie Burrell
Deputy Principals:	Ms Jo Beck and Mr Brett Dowdell
Business Services Manager:	Mrs Judy Jenkins
Administration Officers:	Ms Sue Moore Mrs LEEANNE ROBERTS
P&C Meetings:	Dates are advertised via email, Facebook and newsletter
P&C Email:	ppss.pc.operations@gmail.com
Uniform Shop:	Near the senior undercover area – Mon 8:15am-9:15am & Thurs 2:30pm-3:30pm
School eNewsletter:	Emailed fortnightly



WELCOME



The Pacific Paradise State School community extends to you a warm welcome to our school. Thank you for choosing Pacific Paradise State School for the education of your child.

Starting a new school is an important step in your child's life. Every child is different with special needs, special interests and special characteristics. Your child is important to you and to us so we will work together to help him/her grow, learn and develop both as an individual and as a caring member of our school community.

Our success in providing a quality education at Pacific Paradise State School depends upon all members of the school community taking responsibility for and being involved in their child's education. By supporting the vision, values and beliefs upon which the activities, policies and procedures of the school are based, you are working in a partnership with the staff to ensure that your child's needs are catered for.

The following aspects are assumed to be common in this partnership:

- (a) The safety and education of all students is the core business of the school;*
- (b) All members of our school community can make worthwhile contributions to support students;*
- (c) Open, honest and respectful communication;*
- (d) Support for the school's values, policies, procedures and programs.*

When there is a strong commitment to this partnership by all members of the school community, not only does student learning prosper, the school is also an enjoyable place in which to be.

As you commit to this partnership by your enrolment in this school community, you can be assured that the time you are involved in our school will be rewarding for both you and your child or children.

Please do not hesitate to contact me to arrange for an appointment should you have any queries. Yours in education,

Margie Burrell

Principal

SCHOOL PROFILE

Pacific Paradise State School is a P-6 co-educational primary school established in 1992. The school services an area that includes Pacific Paradise, Twin Waters, Marcoola and Mudjimba. The school population is around 580 students and a teaching and non-teaching workforce of around 60. Enrolment is managed through an Enrolment Management Plan. The catchment area map is available on the school's website. Most students come to school by private transport, walk, ride a bike/scooter or catch a bus.

OUR VISION

Our school vision, Engaging Minds and Empowering Futures, is evident across our school. We are excited about introducing more innovative, flexible learning environments over the next few years, we are dedicated to preparing our students for their 21st century futures.

Engaging Minds, Empowering Futures

Pacific Paradise State School students are part of the 21st century world. They are growing towards a future that is increasingly embedded in digital technologies within a context that makes distant locations part of our local community. OUR Students are our 'why' –

OUR MISSION

We aim to give pupils, staff, parents and community members every opportunity to –

- Reach their full potential by acquiring KNOWLEDGE that is relevant to both the present and the future, and accept the need for life-long learning
- Learn how to get along well with others; demonstrating care, concern, courtesy and co-operation in a true spirit of FRIENDSHIP.
- Develop self-respect and pride in achievements as well as RESPECT for property, the environment and others from far and near.



OUR BELIEFS

- Our first consideration in decision-making is what will lead to achieving the optimum academic and social learning outcomes for kids.
- Every minute in every day counts, thus daily and on-time attendance is essential;
- All stakeholders are encouraged to be involved in and take responsibility for the education of all students at Pacific Paradise State School
- Quality Whole School policies and targets explicitly articulated and communicated will lead to benchmarks and targets achieved;
- Strategies and programs must be research and evidence- based;
- Decisions without data are opinions;
- High expectations are communicated through benchmarks for achievement, guides to making judgements, feedback and goal setting;
- Effective relationships are essential for quality social and academic outcomes;
- A disciplined teaching and learning environment is built on allegiance to a common set of values and expectations: learning, respect, consideration and safety;
- Learning outcomes are best achieved when everyone is involved and taking responsibility;
- School is a socialisation experience and should provide children with a wide variety of social contexts to which they learn to respond appropriately and effectively, so that in meeting their needs they are considerate of the needs of others;
- In recognising the individuality of each child and giving attention to the individual needs, interests and abilities of pupils is an affirmation by teachers of a belief in the intrinsic worth of each individual;
- That effective learning depends on children having a positive self-concept which is developed in a caring, supportive environment where their efforts are valued, their attempts to extend themselves through risk- taking are encouraged, self-evaluation is explicitly taught and encouraged, and goals are set and met;
- That children learn developmentally and experientially and access different learning styles which require teachers to utilise a variety of teaching strategies;
- That the role of professional staff is to facilitate learning in a stimulating, supportive environment in which the child is viewed as an active participant in the teaching-learning process, and are thus provided with regular feedback on their progress assisted to identify areas to improve and to be supported in plans for improvement;
- That part of the learning process is to equip students with the wherewithal to be independent, life-long learners;
- That communication among all members of our school community should be open and effective
- That education is a partnership between home and school;
- That as a progressive school, we should be aware of the findings of recent educational research and respond after critical examination by choosing strategies and procedures that are supported by evidence

OUR SCHOOL CONTEXT

Pacific Paradise State School, its students, staff and community acknowledge the traditional owners of the land on which the school now sits, the Kabi Kabi (Gubbi Gubbi) people. We honour the elders past, present and future and look forward to continuing the positive and respectful relationship between the school and the traditional owners.

Our school is a 'beautiful' school, in every sense of the word. Its physical setting is glorious, the students are friendly and welcoming and the staff are focused on the well-being of every student, building upon their natural abilities to ensure opportunities for all.

Our school is situated in an ideal location – one that truly makes its name appropriate! Close to Twin Waters' community and home to many golfing enthusiasts, it is also very near Marcoola with easy access to a stunning stretch of white sand and surf and neighbouring Mudjimba which includes 'Old Woman' island, just off the shoreline.

The traditional story that explains the creation of this part of the Sunshine Coast describes how two warriors, Ninderry and Coolum, loved the beautiful Maroochy. Ninderry defeated Coolum, his head rolling into the ocean. 'Old Woman Island' represents Coolum's head, which rolled from the top of Mt Coolum. Maroochy was so saddened by what happened between the warriors that she fled to the mountains where she cried and cried and cried – her tears becoming the Maroochy River.

Our school is developing a curriculum framework to reflect the community identity: the coastal location, digital world, life-style, health and well-being and local histories. We are calling this curriculum framework 'Our Tracks':

🎧 **Story Tracks:** histories, both oral and recorded and literature including traditional narratives

🎧 **Tech Tracks:** design technologies, communication and STEaM

🎧 **My Tracks:** family, community, citizenship, health and well-being

🎧 **Coastal Tracks:** geography, sustainability, weather, geology and life sciences



Like all schools, and families, we have a unique history and our story has been evolving for over 25 years. From the school's beginning in 1992, the campus has grown and developed so that it now boasts a massive performing arts hall, a large and inviting library that includes a computer lab and teaching and learning centre, almost 2 hectares of play space and beautiful grounds and gardens surrounded on two sides by bushland that creates a buffer so that the school is sheltered from the busy-ness of the outside world.

Of course, **Pacific Paradise State School** is more than the sum of its physical attributes. Our school *welcomes* all students and their families, we value diversity and embrace the idea that we all share responsibility for each other, our learning and our community...that our success is based on how we work together.

Our staff focus on the skills and abilities of each student, building on their current knowledge and understanding and celebrate with the student and their classes, progress and demonstrations of learning.

STAFF

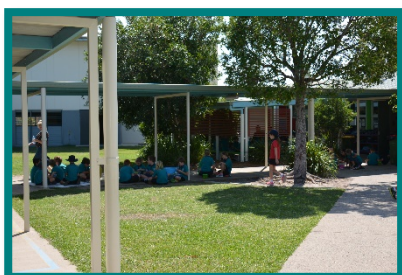
The school is staffed by:

- 1 Principal;
- 2 Deputy Principals (DP);
- Head of Curriculum (HOC)
- Head of Special Education Services (HOSES)
- Master Teacher
- 1 Business Manager;
- 2 Administration Officers
- Classroom Teacher positions in Prep to Year 6 allocated according to enrolment by Day 8 of the new school year. Please note that some classroom positions will be shared by more than one teacher in permanent part time arrangements;
- Specialist Teachers for Music, Physical Education, Language (Japanese), Instrumental Music (Strings, Percussion, Woodwind and Brass);
- A Support Teacher Literacy and Numeracy, allocation according to enrolment numbers;
- Special Education Program Teacher/s, according to ISC enrolments
- Prep–Year 6 Teacher Aides - time allocation is given annually according to number of enrolments on Day 8, term 1 and is to be distributed amongst classes and support duties.
- Special Education Program Aides, supporting students with Education Adjustment Plans
- Cleaners
- 1 School Officer Grounds and Facilities
- Guidance Officer (3 days a week)

Staff who provide a service to the school

- Speech Therapist (needs/resources availability basis, which has been upon average around 1 day a week)
- School Nurse (needs/resource availability basis. Usually visits once a year and sees student as per request by parents)

- Casual and temporary teacher aides as per needs of the school and when funds are available



FACILITIES

Our school has been described as having a welcoming ambience due to the large number of trees and garden beds.



Classrooms: We are very fortunate here at Pacific Paradise State School, we have lots of space therefore our classrooms are nicely spread out mostly on the ground level. Some of our buildings are slightly raised with a few steps.

The Prep classrooms have their own special space which includes their own oval space and playground for the students to access.



Hall: Pacific Paradise State School has a large and well ventilated multi-purpose hall that can be used for a variety of purposes. The hall features a large stage, audio visual system, stage curtaining and seating for 400. Our school is committed to providing the facilities for use by the larger community and the hall can be used after hours for appropriate uses. All information can be found at www.pacificparadisess.eq.edu.au/support and forms/hall hire or by phoning the Business Manager on 54572310.



Resource Centre: Our Resource Centre was upgraded in 2010 through the Building Education Revolution which has enabled it to be turned into a dynamic, interactive space where students are able to engage with books, digital technology, craft, hands on games and weekly programs.

Play areas: Our school has allocated areas for Prep/Year 1s, Year 2s/3s, Year 4, Year 5/6 students, with plenty of options for running around on an oval each. There are also other areas – multi-purpose court and the hall.

Unfortunately, our ovals are quite low – apparently as low as the water table, so after heavy rain, the oval can become too soggy for use. As a result, when necessary we alter the plan for play as a result of the wet and unsafe grounds.



Asbestos: Since the school was built in 1992, there is no asbestos materials in the school buildings.

SCHOOL GOVERNANCE

Pacific Paradise State School is a State Government Public School, and is supported by the Pacific Paradise State School P&C.

The Pacific Paradise State School P&C:

- Supports strategic plans, including performance targets and strategies that set the future direction of the school
- Supports other strategic documents such as those relating to school revenue and expenditure
- Supports the school's principal in future endeavours
- Is represented on the selection panel for the principal.
- Supports the school's initiatives through fundraising and financial support

To assist in decision making, the Principal may actively consult with the various forums representing the stakeholders of the school: Parents (P&C); Students; and Staff (Staff Meetings and Planning teams). The Principal must also consider legislation such as the Education Act and General Provisions 2006 as well as the various departmental policies and procedures.

School's Planning Overview and Annual Implementation Plan are linked to the budget and inform decision-making and direction of the school. These are formulated in collaboration with school staff and in consideration of consultation with parents & student forums. It is also informed by data such as the Annual School Opinion Survey and other data sources such as the school's assessment schedule and NAPLAN.

A number of teams operate within the school to progress the various agendas associated with programs and policies such as The Strategic Management Advisory Team, Data Team, Curriculum Team, Supportive School Environment Team, the Local Consultative Committee (LCC), and the Workplace Health and Safety Committee.

Pacific Paradise State School is in the North Coast Region as designated by Education Queensland, with the Regional Office located at Maroochydore.

FINANCIAL

The major source of school funding is provided through Education Queensland's grant allocation. Such allocation is mainly influenced by the number of students enrolled. Funds from Education Queensland come as a base grant with other monies attached which have designated purposes, for example, payment of administrative assistant (AAEP). Some Education Queensland initiatives have a funding allocation such as Literacy and Numeracy support and Information Communication Technologies (ICTs). Usually there are criteria to follow in the spending of such funds.

The Parents and Citizens Association also provides additional funding to support school programs and the development or maintenance of facilities. Funds are dispersed through budget allocation according to the Annual Strategic Plan.

The school also administers a Student Resource Scheme which assists with the provision of resources to enhance student's individual learning programs. The scheme operates under the policy and guidelines of the Department of Education and Training FNM-PR-018: Student Resources Scheme and in accordance with section 51 of the Education (General Provisions) Act 2006.

The provision of this scheme ensures that well- resourced and individualised learning by our students remains our key focus. The scheme is not a fund raiser for the school, but is an essential component of the service we provide. Its purpose is to provide you, the parent, with a cost effective, value for money alternative to purchasing textbooks, resources, consumables and materials not included on the school's stationery list through reduced prices gained from the school's bulk purchasing processes. For example, the costs passed on to you for the reproduced workbooks, worksheets and teacher prepared materials are subsidised by the money the school receives to provide resources for teaching and learning (School Grant).

Our school invites donations and sponsorships by businesses to fund enhancements to our curriculum. Our areas of focus are the Performing Arts, Visual Arts, Digital Technologies, EATSIPs (Embedding Aboriginal and Torres Strait Islander Perspectives) and Sport. Philanthropy and Innovation are welcome in these and other areas. Please contact the Principal or Business Manager for further information.

SCHOOL PROCEDURES

FOR YOUR CONVENIENCE, THE CONTENTS OF THIS INFORMATION SECTION IS IN ALPHABETICAL ORDER. If the information you are seeking is not included, please ring the school. Phone: 54572333

ABORIGINAL AND TORRES STRAIT ISLANDER PERSPECTIVES

Pacific Paradise State School is committed to embedding Aboriginal and Torres Strait Islander (ATSI) perspectives through our curriculum and school activities. Reconciliation



and NAIDOC Weeks as well as a weekly visit from the Gubbi Gubbi people – Goombucca Bus to provide opportunities for a whole school focus on cultural awareness.

On Assemblies, we acknowledge the Gubbi Gubbi people via the Welcome to Country. We also encourage our Indigenous students to be involved with the Year 6 Indigenous Camp organised by Education Queensland.



ABSENCE of TEACHERS

It is foreseeable that teachers will be absent from class or duties for a variety of reasons. While this may be upsetting for some students or carers, it is a reality of any workplace.

We purposefully consider the impact of teacher absence through the following strategies that ensure a quality service to students continues:

- Relief teachers are provided with a folder which contains information about the class including routines, names of students who require special considerations, the classroom management plan, emergency procedures and at least one day of a teaching plan;
- All Teachers implement routines in their classrooms including student responsibilities. These routines ensure predictability in classroom operations even when a teacher is absent;
- In line with our belief that students are to be involved and take responsibility for their learning, they are provided with the wherewithal to progress their own learning for short periods such as criteria for tasks, explicit expectations in how to set out work and complete tasks and use of time;
- Our school commits significant resources to enable teachers to plan together once a term as well as after instruction time when possible. When a teacher is absent, the other teachers in the cohort are aware of what needs to be covered and so offer assistance to the relief teacher.
- We are aware of a number of students who have high anxiety when there is change and do what we can to minimise the distress. The impact of change can be obvious to us or can be a result of a parent letting us know. In both cases we work together positively.

It helps to view teacher absence as an opportunity for children to learn how to adjust to change as this is a skill that all of us require for life.

Student Absence – see ATTENDANCE

ACCIDENTS

1. Unfortunately, while due care is given, accidents do occur. First Aid trained school staff will administer first aid for minor conditions.
2. The school should be officially advised of any medical problems from which a student may suffer.
3. A student should report to their class teacher any accident they suffer which causes them distress.
4. Should a student, in the opinion of staff members, require medical attention during the day, every attempt will be made to contact a parent to request him/her to take appropriate action. If a parent cannot be contacted, medical attention will be sought for the student on the parents' behalf, usually by calling an ambulance.
5. If at any time it is reported to the office that a student has received a knock or fallen and the head or neck are effected, as a school we take this very seriously. Even if the student seems fine and reports no ongoing pain or soreness, parents/ carers will receive a courtesy call from the school informing of the incident. This is to enable parents/ carers the opportunity to make the decision to collect their child and/ or seek further medical care if they feel it is appropriate.
6. In an emergency situation, the school may call an ambulance to support the child's medical needs. A parent will be contacted prior to the ambulance if the condition is not rapidly deteriorating. All efforts will be made to contact a parent concurrently with an ambulance or prior to medical treatment in cases that require immediate attention and depending upon the condition of the patient.



ADMISSION TO SCHOOL

Entitlement to Enrolment

Under the *Education (General Provisions) Act 2006*, an applicant for enrolment at a state school must be enrolled if they are entitled to enrolment. While not exhaustive, the following matters may affect an applicant's entitlement to enrolment at a state school:

- Failure to adequately complete the [Application for Student Enrolment Form](#) and to supply a birth certificate for sighting
- If the school has an [Enrolment Management Plan](#) or an Enrolment Eligibility Plan (enrolment is subject to eligibility under the plan)
- If the applicant is a [mature age student](#), the applicant may only apply for enrolment at a mature age state school and will be subject to a satisfactory criminal history check, or as a student in a program of distance education. All mature age students must have a remaining allocation of state education (as defined in the [Mature Age Student Applications](#) procedure)
- The applicant is not of correct age for enrolment (e.g. [Prep Year](#) and Years 1 – 6). Upon enrolment of their child, parents must provide the state school with a copy of the child's birth certificate for sighting.
- The applicant has been [excluded or cancelled from enrolment](#) or is subject to suspension from a state school at the time of the application
- The school is a state special school and the applicant does not meet the [criteria for enrolment in a special school](#).
- The school principal reasonably believes that the applicant presents an unacceptable [risk to the safety or wellbeing of members of the school community](#) (application is referred to Director-General)
- The proposed enrolment requires approval as part of a [flexible arrangement](#) under s.183 of the EGPA 2006, and the arrangement has not yet been approved
- The student is not an Australian resident or citizen or the child of an Australian permanent resident or citizen (visa restrictions may apply, fees may be charged, in some cases legislation requires that the applicant must obtain approval from the Chief Executive via [Education Queensland International \(EQI\)](#) to enrol).
- The school does not offer the year level that the student should be enrolled in
- The prospective student has no [remaining semester allocation of state education](#).

Enrolment Process

Our enrolment process for both in-catchment enrolments has two aspects, the completed enrolment form with relevant documents and permissions and an interview. The interview provides the opportunity for the applicant to have the school's enrolment agreement explained. The school will be in touch to make the appointment time. Please understand that a student may not be able to commence school on the day an application is received as the interview must be conducted prior to commencement.

Out of catchment enrolments cannot be offered a place unless there is sufficient spare capacity to do so after ensuring capacity is left available for current and future students living in-catchment. Students from outside the catchment area applying for enrolment are placed on a waiting list. These applications for enrolment are assessed in order of receipt.

The following needs to be provided to the school upon enrolment:

- Copy of your child's birth certificate (or alternative document such as passport or visa if birth certificate is not available) **if enrolling for the first time in a Queensland state primary school**. If not an Australian citizen, provide passport or visa details. Other documents may be requested by the school.
- Proof of residence if in-catchment:
- One primary source – a current lease agreement, rates notice, or unconditional contract of sale, **and**
- One secondary source – a utility bill (e.g. electricity, gas) showing this same address and parent's/legal guardian's name

In addition to the documents listed above, students living with a relative/other person within catchment must provide the following:

- Properly sworn Statutory Declaration from the student's parent/legal guardian; and
- Properly sworn Statutory Declaration from the person/s the student will be residing with in-catchment.

The Principal may also request additional pieces of proof of residency and interview/s with all parties to discuss the living arrangement.

- Details of any relevant [Family Court or other court orders](#), if applicable;
- If the child is in the care of the State, provide details to school of arrangements and/or order regarding the child's care;
- Where relevant, details of any medical conditions, symptoms, management, medications or disabilities the child may have. Medical conditions may include (but are not limited to) seizures/epilepsy, fainting, diabetes, asthma, heart problems, anaphylaxis and allergies (such as food or insect stings).

Preparatory Year (Prep)

As from 2017, the Prep year is a compulsory school year.

When do children start Prep in Queensland?

Queensland children are eligible to attend the Preparatory Year (Prep) if they will reach the age of 5 years by 30 June in the year they propose to attend Prep.

Who is eligible for early entry to Prep in Queensland?

Children whose 5th birthday falls in the month of July during the proposed year of Prep, and children who have previously enrolled at school in another state or country, may be able to commence Prep early if they are assessed by the school principal as being ready for school.

These are the only circumstances in which early entry to Prep is permitted under Queensland legislation.

How do you decide if a child is 'ready for school'?

If your child will turn 5 years of age in July or has previously attended school in another state or country and you are considering applying for early entry to Prep, the principal at the school at which you are intending to enrol will need to decide whether or not your child is ready for education.

The principal's decision will be based on your child's attributes including ability, aptitude, social and emotional competence, physical development, and level of knowledge and understanding.



The principal may consider things such as whether your child can:

- Confidently make choices/decisions and follow through
- Make several attempts to complete a new or challenging experience before seeking help
- Actively seek and accept help from familiar and unfamiliar adults
- Recall past experiences, events, or discussions
- Talk confidently, including expressing feelings and ideas, to familiar and unfamiliar people
- Demonstrate coping skills and resilience when things don't go to plan
- Interact appropriately with other children and adults
- Cope well with separation from parents or carers for the duration of a school day
- Confidently use fine and gross motor skills to complete tasks
- Sustain active involvement in challenging experiences
- Monitor and manage their own physical needs (e.g. toileting)
- Sustain energy and display endurance across the learning and routine expectations of a school day
- Apply knowledge from past learning to a new learning situation
- Use a variety of vocabulary when classifying, sorting, sequencing and comparing everyday materials and objects
- Use language associated with, and show understanding of, spatial positions and directions
- Handle a book and recognise some letters, numbers and symbols (i.e. is familiar with printed material).



In making a decision, the principal will consider what is in your child's best interests for achieving success throughout their schooling. While a child may be extremely capable in certain areas of knowledge or have high levels of skill, they might not have the social or emotional maturity for early entry to Prep.

A July birthday or previous school enrolment in another state or country does not guarantee early entry to Prep in Queensland.

How do I apply for early entry to Prep for my child?

If you wish to apply for early entry to Prep, you should first discuss your intention with the local school principal. The principal will be able to provide information about the application process and the evidence required.

The application form is available from your local school or can be downloaded from the internet in the [Enrolment at State Primary, Secondary and Special Schools](#) procedure. Your application is not restricted to one page.

You will need to show your child's birth certificate or passport to the school as proof of your child's age.

You should also provide the principal with copies of any documentation that will assist in determining your child's eligibility for early entry. This could include progress reports from childcare or kindergarten programs, evidence of enrolment at a previous interstate or overseas school and report cards or other information from that school.

You are NOT required to obtain specific assessment of your child's school readiness from a psychologist, paediatrician or other childhood expert.

What happens next?

- The principal will consider your application, possibly in consultation with school staff such as a Guidance Officer or Prep teacher, to determine whether your child meets the criteria for early entry to Prep.
- The principal may invite you and your child to a meeting at the school to discuss and observe your child's readiness for school.
- The principal will notify you of his or her decision regarding early entry to Prep for your child and advise you of the enrolment process if appropriate.

If approved, can I change my mind about enrolling my child in Prep?

- Yes. If you decide not to proceed with early entry to the Prep, notify the principal.

Delayed entry to Prep for children who have not previously been enrolled in Prep

Parents may delay their child's entry to Prep (and subsequently Year 1) if they feel that the child is not ready to start school. For example, the child is not ready to cope with the social and emotional demands of schooling, or has delayed development.

No formal documentation or approval is required for delayed entry to Prep.

Enrolment Management Plan

Pacific Paradise State School is an Enrolment Management School due to available facilities to accommodate classes.

The Department of Education, Training and Employment (DETE) is responsible for providing facilities to meet the educational needs of students residing within a school's catchment area.

A School Enrolment Management Plan (School EMP) is introduced in a state school which is nearing its Student Enrolment Capacity. In order to ensure sufficient facilities are available for in-catchment students, Principals of these schools are required to restrict the enrolments from out-of-catchment students.

Schools are required to implement a School EMP when enrolments reach 80% of the school's Student Enrolment Capacity. A school's Student Enrolment Capacity is the number of students the school can accommodate within the existing learning spaces in the school.

To enrol in Pacific Paradise State School – State Public School, students must meet the eligibility criteria outlined in the school's School EMP document available on the school's website.

ADOPT-A-COP

Pacific Paradise State School's is very fortunate to have the services of Rob Ward to come and further educate our students on certain topics that are relevant for our primary aged students. Rob is stationed at Maroochydore State High School which is the main school that our students attend once they finish schooling here. It is wonderful that Rob can build relationships with both our students and families even before these students begin high school.



AFTER SCHOOL

Students in Prep – Year 6 are dismissed from class at 2:50pm. Prep students must be collected from their classroom by 2:50pm until the end of Semester 1. Students in Year 1-6 can be collected near their classrooms.

It is appreciated that parents and carers do not congregate around a classroom door or the windows as this distracts the students during instruction and clean up time.

Students are not to play on the Built Playgrounds before or after school unless supervised by their parent or carer. Students who are not supervised by their parent or carer are to be instructed to leave the area otherwise it will be assumed that the parent with their own child is assuming responsibility of care for any other child on the equipment.

Students who catch a bus in the afternoon are to move to the Senior undercover area for supervised play and at the appropriate time move to wait inside the school fence with the duty officer.



Students not collected by 2:50 pm are to wait at the front gate till the bus duty officer has supervised all students on to their respective buses, then are asked to wait at the office until pick-up.

Parents who are aware that they will be consistently late should reinforce this arrangement. If consistently late after 3:10 pm, after school care may be a preferred option.



Any child who has not been collected by 4 pm - Should the school be unable to contact the parent or the parent/ carer has not made contact with the school after 4pm the police and the Department of Child Safety will be called with the expectation that your child will be taken into care.

Detention sessions: By Legislation, (Education (General Provisions) Act 2006 Section 283 students may be detained for up to 20 minutes during recess or lunch for disobedience, misconduct, wilful neglect to do homework, or for any other breach of school discipline.

ALCOHOL

No alcohol is to be consumed on school premises without permission in writing from the Principal. Fund- raising events which have alcohol sold on school premises must have the relevant licence by application and the Principal's permission.

ALLERGIES

A number of students in our community have serious allergies which are life threatening, such as an allergy to nuts. The allergy is so severe that even to be touched by the hand that touched a nut can cause the allergic reaction **Anaphylaxis**.

Each year, our classrooms focus on the management of allergies that particular students may have. The following message is referred to at all times and reinforced when necessary.

Due to the high sensitivity and the **severe reaction** that **can lead to death** if students bring any nut products to school, please explain to your child our school rule about not sharing food and to wash hands after eating.

Your understanding and cooperation in this matter will be greatly appreciated – it may save a life!

APPOINTMENTS

Parents/Carers are welcome to consult with teachers, Deputy Principals or Principal **by appointment** regarding student progress or concerns at school.

Making an appointment is necessary to enable the teacher or Deputy Principal/Principal to

- ensure that you receive quality time,
- be prepared for the interview if certain information is needed,
- be available, as there are regular meetings and other commitments which place a demand on Teacher/Principal time.

Appointments with your child's teacher can be arranged by making contact either by phone, letter or speaking with the Teacher or Deputy Principals with suggested times you are available so that a mutually convenient time can be arranged. Appointments with the Principal or Deputy Principal can be made in the same way.

When requesting an appointment, please let us know of the nature of your request so that information can be gathered to assist.



ALLOCATION OF SEMESTERS

Each student is allocated 24 semesters of schooling by Education Queensland, which allows progression through the 12 years of schooling Year 1 – 12 (as from 2017, the allocation will be 26 Semesters since Prep will be compulsory). The allocation total taken is recorded on the report card at the end of each semester

There are a further 2 semesters available at the discretion of the Principal to cater for the need of a repetition of a grade level.

ASSEMBLIES

Assemblies occur during each term on scheduled Monday afternoons. Assemblies are led by the School Leaders to allow their development of leadership skills. Regular features of the assemblies are:

- Acknowledgment of the traditional landowners
- Singing the Australian Anthem and school song
- Student progress messages – school focus
- Presentation of student achievements in sport and the arts
- Performances by classes as per a roster, as well as occasionally individual students, the school band, ensembles and the choir

Parents and carers are welcome to attend the assemblies. It is courteous to sit quietly if you do join the assembly in the hall.

Talking outside distracts from the Assembly. While photographs can be taken of your own child, no photo with other students or staff also in the photo should be posted on a website, Facebook, YouTube or any other public space without prior written approval from those people. Annual timetable of assemblies is available on the school website and is updated as necessary.



ATTENDANCE

As stated in the **Education (General Provisions) Act 2006, S176, Compulsory schooling:**

(1) Each parent of a child of compulsory school age must—

- a) ensure the child is enrolled within a year of schooling, other than the preparatory year, at a State School or non-State school; and
- b) ensure the child attends the State school or non-State school, on every school day, for the educational program in which the child is enrolled; *unless the parent has a reasonable excuse.*

When does my child have to attend school?

Children of eligible age may attend a full-time Preparatory Year of education before starting Year 1. As of 2017, the Prep year is part of compulsory schooling. Children will be five by 30 June in the year they intend to commence Prep. All children must attend Year 1 by the compulsory school age. **Compulsory School Age** means the child is at least 6 years 6 months.

What do I do if my child is away?

From time to time, a student might be absent from school. Parents / Carers must comply with their compulsory schooling or compulsory participation obligation by providing a **satisfactory reason** for these **absences**.

Q Parents

QParents is a secure online portal that is free for all Queensland state schools to use, and gives parents a quick and easy access to their student information twenty-four hours a day.



The benefits are:

- access your child's report card and their timetable
- Get your invoice history and payments owing
- An app easily accessible from your mobile phone
- Log your child's absence without waiting in a queue on the telephone

You can email the school to advise of your child's absence on admin@pacificparadisess.eq.edu.au stating their name, class, date of absence/s and reason, or alternatively by phoning the office on the Student Absentee Line on 5457 2333. **Please do this by 8:30 am** as the school will be contacting parents to report an unexplained absence.

Parents can expect to be contacted by the school if a student is away for three consecutive days, where there is a pattern of absence and/or lateness, or for extended periods of time. Please also be aware that absences of over 3 weeks without contact from parents/carers to explain the absence will be taken as cessation of enrolment.

Absences are recorded and monitored weekly. Parents and Carers can expect official letters from the Principal to inform of absences where there are regular absences and to request an interview to discuss needs and required support to meet the obligation of an education. In accordance with legislation, regular absence with no improvement after the process of a number of letters may result in a fine after due process.

Where there are genuine circumstances, the school will work with the parent or carer to ensure that the student is given every opportunity to receive the education that is their right. Where there is no satisfactory explanation for consistent non-attendance, and no support from the care giver to work with the school to ensure the student receives their education, the matter may be referred to the appropriate authorities as neglect.

What is a satisfactory reason for my child being away?

A reason will be considered satisfactory if it identifies the absence as an allowed absence. Allowed absences are absences from school for up to 10 days due to illness. It is important that a parent/carer **state the reason** for the child's absence - to state that the child was away is insufficient. Reasons for allowed absences may include such factors as:

- medical or dental treatments or procedures
- specialised training
- sporting events other than those associated with the or the education system
- funerals
- cultural reasons, or
- family reasons

Professional judgment is exercised when deciding whether other types of reasons offered to explain an absence are satisfactory and the following are taken into consideration:

- a student's past attendance record;
- the student's particular circumstances; and



- Pacific Paradise State School – Parent Information Handbook

BEHAVIOUR MANAGEMENT

The school upholds the School Code of Behaviour and the School's Responsible Behaviour Plan for Students. A copy of the plan is provided with the Enrolment Pack and is available in the school's website. It is imperative that every parent and student is aware of the school's expectations, support programs and consequences when expectations are not met.

Rationale

In the pursuit of life-long learning, staff and students at Pacific Paradise State School have the right to work to their potential, free from disruption, abuse or threat in a safe and supportive environment.

To assist children in the development of responsible behaviour, teachers need to develop **clear expectations** and **routines** with children around their behaviour and to be **consistent** in these expectations.

Pacific Paradise State School applies a consistent process for the teaching and management of behaviour across all classes Prep to Year 6.

Our expectations for students' behaviour will be clear and consistent and fall under the following statements:

I am Safe

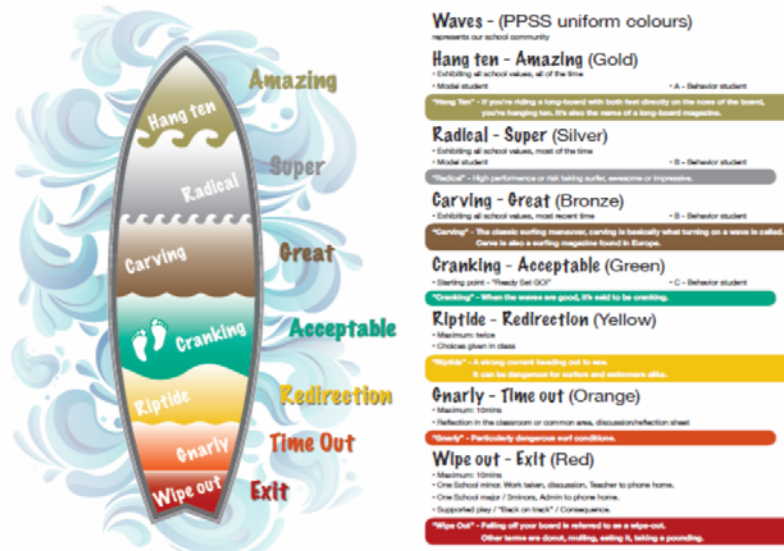
I am a Learner

I am Respectful and Friendly

Classroom Behaviour Chart

Every classroom will have a recognisable presentation of the following chart and steps:

- Congratulation letter
- School eNewsletter article/ positive report



Pacific Paradise State School positive behaviour phases are:

- Gold: *hang ten, amazing (all of the time)*

A student exhibits gold level behaviour, by

- ☒ ensuring all students are included, respected and treated in a friendly manner by all others
- ☒ independently setting challenging goals in all learning areas and working diligently to achieve them
- ☒ designing co-operative activities in which all participants (staff, volunteers and students) are respected and valued
- ☒ volunteering to undertake responsibilities to achieve positive outcomes for the school.

A student at gold level is able to gently remind others of behaviour expectations in quiet and supportive ways, is a self-managed and independent worker and is an effective peer tutor and/or role model.

Gold level students maintain high standards of behaviour in all school contexts.

- Silver: *radical, super (most of the time)*

A student exhibits silver level behaviour, by

- ☒ modelling a friendly and inclusive attitude to all students
- ☒ seeking ways to improve the quality of work tasks
- ☒ working co-operatively and respectfully with staff, volunteers and students
- ☒ modelling protective behaviours in all areas of the school.

A student at silver level rarely requires any behaviour reminder, and is typically self-managing, an independent worker and is able to collaborate with others.

Silver level students set behaviour goals for themselves in terms of personal responsibility and as part of a team, group or class and clearly note how these goals will be achieved in a variety of contexts.

BUS SERVICE TO THE SCHOOL

There is a school bus servicing some areas around the school that picks up students outside the school gates. You are advised to contact the BusLink COMPANY – Telephone 5476 6622 or visit www.buslink.com.au to find out about specific routes and eligibility for assistance for transport costs. All students are expected to behave according to the Code of Conduct for safe school travel, a copy of which is available on our school's website.



BIKES

Bike racks are positioned at the front of the school. Bikes are parked in the school grounds at the owner's risk. The school accepts no responsibility for damage, loss, theft or deterioration of bikes on site. Since the bike racks are not enclosed, students need to provide a security lock to secure the bike to the rack.

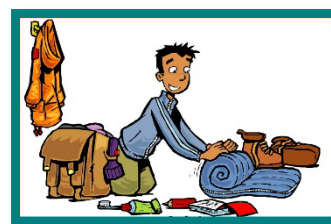


Riders must dismount from their bikes and "walk and wheel" whenever in the school grounds and on the footpaths immediately outside the school. Students who do not follow the "walk and wheel" will have a consequence according to our Responsible Behaviour Plan for Students.

Students are also expected to ride their bikes safely in and around pedestrians after leaving the school grounds, being mindful of pathways, crossings and traffic.

CAMPS

At Pacific Paradise we have structured a camp program that begins in Prep and continues in development through to Year 6. The offer of camps from year to year is at the discretion of the teachers, who are giving up personal time with their own families to take students on camp. They are committing themselves to being accountable for students the whole period of time of the camp. This is an enormous responsibility, and one that our teachers do not take lightly. It is essential that all students who go on camp display in all interactions with all staff a high level of respect and responsibility to ensure safety of self and others and for camp goals to be realised.



Where a student's behaviour is considered by staff to be potentially at risk of safety to self or others, or if the student displays behaviours that are not consistent with the school values, it is the right of the staff to request that a student does not participate in the camp.

CELEBRATIONS

We enjoy celebrating birthdays at Pacific Paradise State School. You can organise with our tuckshop to make it a very special day for your child at school by purchasing a class celebration treat.

It is advisable that you check with the class teacher in advance so that any class members who have a food intolerance or allergy to a certain food/ ingredient can be accommodated with the teacher's and that child's parent's support.

CLASS ALLOCATION

Classes are usually formed at the end of an academic year for the following year. Teachers make up new classes in consideration of social and academic factors. Classes are composed in an attempt to provide an effective spread of academic and social ability across the number of classes in a cohort.

Decisions about class compositions are based on the belief that the teachers who know the students in their class over the academic year are best positioned to judge of the most effective mix of students for a new class. Draft class compositions are reviewed by the school's Administration, support staff and specialist teachers who may have additional knowledge, relevant to student needs and abilities. Communication between home and school that occurs over the year is the way a parent perspective is gained.

Teachers know their students – who should/should not be together, the particular learning needs of their students as well as having an understanding of playground relationships and groupings. Teachers are the people best qualified to form classes for the coming year. **No requests will be accepted.**

Your child's teacher knows and understand the particular needs of your child and will work closely with their cohort colleagues to create class groupings that are fair, balanced and as socially supportive as possible.

Students are informed of their new class for the following year during the last week of the current year by meeting their new teacher & class group.

The classes, once formed, are not changed at any time for any parental or student request.

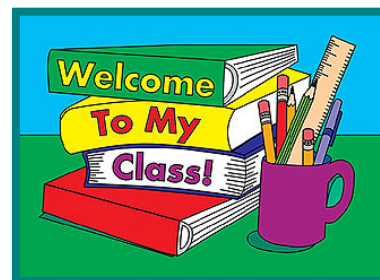
Changes may occur as initiated by the school for a variety of factors, the most common being a change in anticipated enrolment that may necessitate making up new classes.

COMPOSITE CLASSES

Schools are staffed according to enrolment. The number of teachers allocated to a school is determined by the number of students enrolled. The target class sizes are 25 for Prep to Year 3 and 28 for Years 4 – 7. Unfortunately, students do not come in batches of 25, nor increase to make even batches of 28 after Year 3 to allow the school to be totally organised in single year levels. Composite classes may need to be formed.

Composite classes can be formed in a variety of ways. At Pacific Paradise, every cohort is considered as a whole, with a composite formed by the teachers in consideration of independence of learning habits, social attributes of individuals or groups and academic range.

Students are not disadvantaged by being part of a composite. All classes represent a range of learning abilities and learning styles. A composite may or may not provide the same complexity. Students are delivered a curriculum that matches their needs whether in a composite or single class



CLASSROOM PROCEDURES AND MANAGEMENT

The classroom is the teacher's workplace. Management procedures and routines are as individual as the teacher in charge. Certain management procedures and routines are part of the whole school routine, such as the marking of the roll etc. However, the teacher orchestrates most of the structures within the classroom.

Classroom procedures and teacher expectations are discussed initially at a *Meet the Teacher* afternoon session held early in the first term. It is very important that at least one parent comes to this meeting to understand the environment that their child will be working in so that you can work with the teacher as partners.

COMMUNICATION

Home/Classroom: All teachers are willing to speak to you about classroom procedures or your child's progress. **Please make an appointment.** If you write, please give the teacher a reasonable amount of time to respond, as an opportunity may not come up in the normal course of the day.

All teachers communicate with families at least twice a term via a class newsletter.

For more regular communication, teachers may use the app Class Dojo or email for reminders.

School/Home: The most frequently used and main modes of communication between home and school is **electronic** such as email, Our school's Facebook page and the school website. Paper copy communication is provided for families who have registered for needing to receive a hard copy because they do not have access to a computer.

Newsletter: Our school has a whole school eNewsletter that is emailed to parents, and is sent out fortnightly during the school term. The newsletter is **one of the most important forms of communication between the school and parents**. It can contain information, dates, school procedures, reminders and celebrations.

Important information will be sent by email or SMS at other times on school letterhead or as a Bulletin.

The newsletter is also on the school's website www.pacificparadisess.eq.edu.au



Home/School: Since we are partners in your child's education, Parents/Carers are encouraged to keep in touch with the school through email (principal@pacificparadisess.eq.edu.au) letter, face to face by appointment or use of the phone (after instruction time). A note is required for any absence from school. It is appreciated if you communicate anything that may affect your child's performance at school to his/her class teacher by appointment.

CONCERNS

We believe that positive partnerships with the home are fundamental to the effective performance of our students. From time to time you may have a concern about a school matter or there may be a decision you cannot understand.

This is a reminder that, if you have an issue or concern about any matter, e.g. your student's performance, our performance, school decisions or procedures, we invite you to make an appointment to come and talk the matter over with either the teacher or the Principal. It is better to get the matter off your chest and resolve it quickly rather than letting it fester and grow into a big issue that is more difficult to resolve later.

We need to know about the matter quickly so that it can be resolved quickly. We are committed to listening to you positively and to working with you to resolve matters in a way that all can accept, so that we can improve our school and enhance our students' learning.

Please be aware that it is not conducive to building positive relationships within the school to talk about concerns with people other than the teacher or Principal. We are more likely to have the information that will assist you. Talking about concerns amongst parents has resulted in many situations becoming worse rather than better, as judgments are made on perceptions rather than actual facts, with a whole different understanding coming from information that can only be given by the teacher or Principal. We request that you trust that we are doing the best job we can and that we want to provide the best we can.

Please refer to the online link to: "Working Together" available on the school's website.



CONFIDENTIALITY

Guidelines for Confidentiality and Ethics

Teachers, staff, and other adults working in the school setting will be at times privileged to confidential information as they work and spend time with children and their families. A strict code and policy of confidentiality is maintained and upheld at all times during school and after school hours to ensure the privacy of the children and families who are involved in any aspect of the elementary school program.

All members of the Pacific Paradise State School Community must protect and respect confidentiality. Pacific Paradise State School staff members do not discuss your child with unauthorised personnel outside of school. Parents, carers, visitors and workers must uphold and support our policy, which protects the confidentiality for all staff members and students. We ask that you refrain from commenting on, reporting about, or discussing any child in and out of the school. By supporting our policy of confidentiality, dignity and respect will be afforded to all members of the Pacific Paradise State School Community.

The recommended "best practice" for those involved in our school programming is to treat all information regarding children with complete confidentiality. These guidelines protecting student and family rights with respect to confidentiality and ethics will assist you:

- Never share a child's or family's issues with another family.
- Avoid talking about a particular child in the presence of other students or people who are not authorised to access information.
- Refrain from discussing personal issues with parents and families.
- Avoid judging families or imposing personal values on a child if there is a difference in belief systems.
- Avoid gossip at all times and refer direct questions and/or concerns to someone authorised to provide accurate information.
- Do not ask a person who works as a volunteer for a report about your child or any other child in the school, or about what happens in the classroom. All reporting is to be done by the class teacher. Any concerns should be taken up with the class teacher or the Principal
- Be aware that written permission must be sought to take a photograph and/or to make video or audio records used for research, advertising, and/or publishing in a newspaper, or for any other purpose (including for memorabilia purposes).

CONFISCATED ITEMS

If students bring prohibited items to school, or if items they bring to school inhibit the teaching, learning program because they become a distraction, they can expect to have them confiscated. It is preferable that the child or carer collects the items by the end of the day.

Items which have been confiscated and are then taken from the place of safekeeping will not be replaced by the school.

Prohibited items include but not restricted to: Bubble-gum, chewing gum, lollies, and digital devices (unless designated for classroom), electronic toys, caps, weapons.

CONTACT WITH TEACHERS

When you wish to provide information to your child's class teacher or request an appointment to discuss your child's progress or share a concern, the best way initially is to write a note and send it with your child. You can phone the office to leave a message for the teacher to contact you. You could also send an email to admin@pacificparadisess.eq.edu.au which will be forwarded to the teacher. While some teachers do provide their email address, this is their own choice and not a mandatory requirement of the school.

Due to the nature of the school day, please give at least a 48-hour turn-around for a response to your communication. Most times we are able to get back to you sooner than this and this "rule of thumb" is only to explain the times that it may not happen so that you understand that we are not ignoring you.



Please understand that expecting to speak to a teacher once teaching has commenced is not permitted unless under extraordinary circumstances. Even the "quick word" distracts from the important teaching and learning routine. Once the teaching day has commenced (8:50am) any messages must be relayed through the school office.

COSTS

Enrolment in a State School provides you with the cost of instruction and use of facilities covered by the state.

For the delivery of the instruction program, our curriculum, it is your responsibility to provide enhancement materials as requested for your child by either contributing to the *Student Resource Scheme* or by providing those materials and resources itemised by year level teachers – year level *Supply List*.

The Student Resource Scheme includes:

- Exercise books, consumables and resources.
- contribution for expendable computer supplies
- contribution for Art Supplies
- contribution for cooking costs (if part of the classroom program)

Supply List

- provided on request from the Administration Office

Uniforms

- The Pacific Paradise State School endorses a school uniform policy. Uniforms are available through the school's uniform shop.

The P&C supports the school financially through fundraising activities throughout the year and in the collection of the voluntary Student Enhancement Learning contribution scheme.



CROSSING – School Crossings

Supervision is provided at the front of the school on Menzies Drive, with a Crossing supervisor supervising the crossing before school between 7:50am and 8:00am then after school between 2.45pm to 3.15pm and are employed by the Department of Main Roads.

All members of the school community MUST use the crossing. To do so ensures that we are modelling the correct behaviour to students. Not complying with this request may endanger the life of a student should they follow or attempt to cross unsupervised.

AUSTRALIAN CURRICULUM



Implications for Teaching, Assessing and Reporting

The Australian Curriculum defines a solid foundation in knowledge, understanding, skills and values for all Australian children. It recognises that children are different: they develop at different rates, have different learning preferences and areas of interest, and have different aspirations.

At Pacific Paradise State School, teachers implement (teach, assess and report on) the Australian Curriculum Version 8 which consists of eight learning areas, seven general capabilities and three cross-curriculum priorities.

LEARNING AREAS

- English
- Mathematics
- Science
- Health and Physical Education
- Humanities and Social Science
- The Arts (Music, Media, Visual Arts, Dance, Drama)
- Technologies (Digital and Design)
- Languages (Japanese)

GENERAL CAPABILITIES

- Literacy
- Numeracy
- Information and Communication Technology (ICT)
- Critical and Creative Thinking
- Personal and Social Capability
- Ethical Understanding
- Intercultural Understanding

CROSS-CURRICULUM PRIORITIES

- Aboriginal and Torres Strait Islander Histories and Cultures
- Asia and Australia's Engagement with Asia
- Sustainability



At Pacific Paradise State School, students have access to additional extra-curricular programs that enhance opportunities for individual talent and support the school vision. These include:

- Choirs
- Interschool Sport
- Student Leadership and Student Council
- Instrumental Music and Performing Arts.

Our Tracks

The Australian Curriculum is designed to develop successful learners, confident and creative individuals, and active and informed citizens. At Pacific Paradise State School, our curriculum team is developing a curriculum framework to reflect not alone the values of the Australian Curriculum but also the community identity: the coastal location, digital world, life-style, health, well-being, and local histories.



We are calling this curriculum framework '**OUR TRACKS**':

- **STORY TRACKS:** histories, both oral and recorded and literature including traditional narratives
- **TECH TRACKS:** design technologies, communication and STEAM
- **MY TRACKS:** family, community, citizenship, health and well-being
- **COASTAL TRACKS:** geography, sustainability, weather, geology and life sciences

National Assessment Program in Literacy and Numeracy (NAPLAN)

The National Assessment Program – Literacy and Numeracy (NAPLAN) tests were first implemented in May 2008 when national tests were held in literacy and numeracy for all students in Australia in Years 3, 5, 7 and 9.

Purpose of the tests

The NAPLAN tests are designed to assess the skills of Australian students in literacy and numeracy. The specific purposes are:

- To collect data from the population of Years 3, 5, 7 and 9 students for reporting to parents/carers and schools for systematic reporting
- To accommodate the assessment of students against national minimum standards.
- Provide independent information to supplement other assessment information and to support teacher judgement about student learning outcomes
- Assist teachers to provide additional information to parents/carers about student achievements and areas identified in the test for further development
- Provide the school and system level information to guide decisions about learning and teaching and resource management.

What is tested?

A series of tests will assess areas of literacy and numeracy.



The following areas of **literacy** are assessed:

- Language conventions - spelling, grammar and punctuation
- Writing - knowledge and control of written language
- Reading - comprehension.

In **numeracy**, the content areas assessed are:

- Number and algebra
- Measurement and geometry
- Statistics and probability

What information is provided?

A written report to Parents/Carers about their child's performance on the test (published during Term 3).

Class teachers will be provided with reports about the performance of their students individually, against every item on the test, as well as information about class performance as a whole.

Adjustments for students with disabilities

The tests aim to be inclusive of all students groups. Special consideration will be given to students with particular needs, including disabilities, learning difficulties and when the first language is not English. Variations to normal test conditions may be made so that these students can sit for the tests. Special arrangements could include the use of support staff, the use of specialised equipment and/or additional time to complete the tests. Generally, the support that students with particular needs receive in the classroom will be available in the context of the test situation.

Parent and Volunteer Program

Parent programs are conducted regularly to inform parents of current teaching and learning program content so that they can be involved in their child's education. We invite parents to be trained to work in the classrooms to support student learning.

A compulsory Induction Session is conducted on more than one occasion for all volunteers in term 1 and early in Term 3 for newcomers. Other programs are offered to train volunteers to assist with the needs of students in the school, such as the teaching of number, reading, handwriting and spelling.

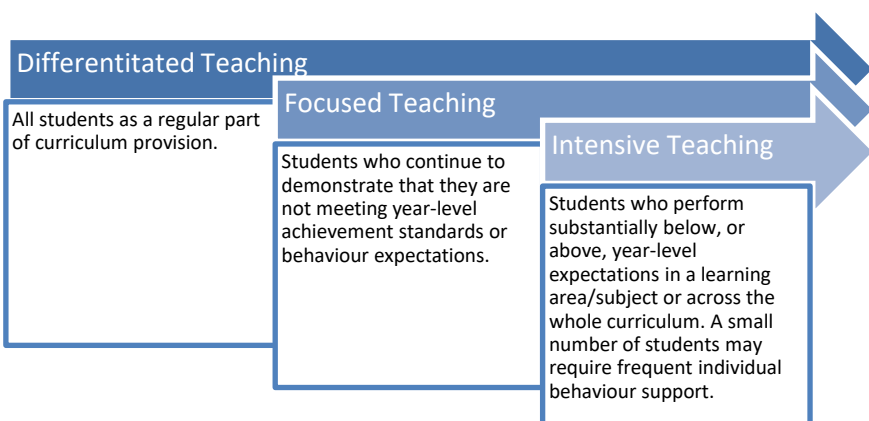
Parental involvement is highly valued, encouraged and essential to provide the much needed support for our students. Parents who are invited to accompany students on excursions or camps to meet our school preference for adult-to-child ratio, are required to participate in the compulsory annual induction training.

A Whole School Approach to Support Student Learning

Every student has the ability to learn and should be able to demonstrate progress in their learning.

A whole school approach ensures a cohesive response to diverse learning needs and consistent practice in a culture of ongoing improvement, which sets high expectations, monitors student progress with school-wide analysis and discussion of student achievement data, and supports student learning with quality teaching focused on improving the achievement of every student.

A whole school approach to curriculum provision, using a continuum of support, caters for the learning needs of all students. This includes those in need of learning support or behaviour support; those who have educational support needs arising from disability; those who are gifted and talented; and those learning English as an additional language or dialect (EAL/D), or a combination of these. Cultural and linguistic background and socio-economic status contribute to the diversity and complexity of student learning needs.



At Pacific Paradise State School, students have access to three layers of support; differentiated teaching, focused teaching and intensive teaching.

Within each of these levels, different support staff are used to ensure the best possible outcomes for all students.

Learning Support: The Support Teacher Literacy and Numeracy (STLaN) assists the class teacher in building a profile of students with learning difficulties and learning disabilities and then assists the teacher with developing programs to cater for the various needs. This is referred to as Differentiation. While teacher aides support students with learning difficulties, students are mainly supported by the classroom teacher in the day-to-day operation of the classroom with the extent of program adjustment dependent upon level of difficulty.

Inclusion Services Centre (ISC): The size of the program depends upon the resources allocated to the school according to the number of students with an Education Adjustment Plan who require support to achieve their full potential in the intended learning outcomes for their year level. Students who access this program have a medical diagnosis that has been verified through a process consistent across all State Schools. Students are supported by a combination of in-class support and out-of-class support programs.

Guidance Officer: Guidance Officers provide counselling, psychoeducational assessment and individual student support. They also advise students, teachers and parents/carers about educational, behavioural, career development, mental health and personal issues. At Pacific Paradise State School, the Guidance Officer is available to speak with parents/carers to discuss any concerns they may have regarding their child. If there are school based concerns, generally the class teacher will discuss these with parents/carers and a referral to the Student Support Team made. The Guidance Officer will then contact parents/carers to obtain informed and written consent if it is likely that the student will continue seeing the Guidance Officer for ongoing assessment or support.

Counselling is provided to individuals or small groups for the purpose of supporting students in relation to personal, social and/or emotional issues, which may or may not be related to the student's education. Guidance Officers carry out psychoeducational assessments to determine a student's individual support needs at school. These assessments might relate to their cognitive, academic, behavioural, social and emotional functioning, or their mental health and well-being. Sometimes a Guidance Officer will carry out more than one assessment for a student in order to develop a comprehensive understanding of the student's needs. The results of these tests will be shared with the student, their parent/carer and with other school staff involved in the education and support of the student (for example, class teacher, speech language pathologist). The Guidance Officer also closely liaises with government (eg Qld Health) and non-government services to facilitate wrap-around care for our students and their families.

School Chaplain: Hi my name is Maneena Roberts, known by the students and staff at Pacific Paradise State School as, 'Chappy Neen'. I have been honoured to support this school community through the Federal Government Chaplaincy program three days a week. I have been on staff at Pacific Paradise State School for the past 3 years. As a Chaplain I provide spiritual, emotional and practical support to the school community. I am in the prevention and support business; helping students find a better way to deal with issues ranging from friendship difficulties, family breakdown, loneliness, stress and anxiety. I provide a listening ear and a caring presence for kids in crisis, and for those who just need a friend. I am also on-hand to provide support for staff and parents in the school community. The support offered comes in various forms such as, face-to-face contact, external referrals, mentoring programs, class support, camps and special school events.



CUSTODY OF CHILDREN

The principle is 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 you are expected to maintain appropriate behaviour while on school premises.

It is not the school's role to act as referee in these disputes. 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.
- 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.

Assistance is available through a Family Relationship Centre, a family law service, a family dispute resolution service or the Family Court to resolve any differences over matters like those outlined above and respective compliance with relevant court orders.

If a court order is in force the school must see **the original order** and have a photocopy of it for our records. This information must be kept up to date with the school. Where relevant, a photograph and description of an estranged partner who does not have custody should be provided to the school. A contingency plan will be developed with the enrolling parent in the event of an unauthorised entry into the school.

The school is to remain neutral in communications with biological parents who do not reside together. It is preferable that interviews are conducted with both parents in attendance so that information is consistent. Where this is not possible, correspondence in writing is preferred with information available to all concerned.

DAILY ROUTINE

08:40 am	Bell for commencement of Instruction: Session One (All students expected to be at school)
10.50 am	First Break
11:30am	Commencement of Session Two
12:50pm	Second Break
01:30 pm	Commencement of Session Three
02:50 pm	End of School Day



DENTAL SERVICE

Queensland Health provides the School Dental Service offering treatment to children from 4 years through until completion of Year 10. The school dental van visits the school, usually annually. This is communicated through the school's newsletter. Emergency or toothache treatment is available by contacting Oral Health: 0412 706 500.

DISAGREEMENTS BETWEEN STUDENTS – PARENTAL INVOLVEMENT

From time to time, there may be concerns about the interactions between children at school. Such matters need to be brought to the attention of a teacher, Deputy Principal or the Principal, who will deal with the matter. Under no circumstances should parents take matters into their own hands, such as speaking to a child other than their own while at school.

It is important to us that all students feel safe in the school, so any situation which would make a student feel uncomfortable must be taken seriously and addressed.

Should a parent wilfully disregard this request, please be advised that the parent may be wilfully disturbing the good order and management of the school which could be in breach of the Education (General Provisions) Act 2006 - Section 47. This may result in a direction from the Principal by letter according to Section 337 of the Act.

If your child is unhappy about anything at school or does not feel safe for any reason, please let their teacher and/or the Principal know immediately.

Your understanding and support in this is very much appreciated, as it is essential to Pacific Paradise State School being a quality school. Please refer to the link to: "Parents and Schools Working Together" available on the school's website.



DOGS IN SCHOOL GROUNDS ARE NOT ALLOWED

Please do not bring a dog into the school grounds, even if on a leash.

Some students are allergic, others have fear due to a past experience and sometimes the presence of a dog interrupts the school routine or management. Dogs may be loving and docile at home in the family environment but may react differently with lots of strangers around including other dogs.

Then there is the possibility that you forget to bring your pooper-scooper and there is that unpleasant surprise someone may find as they walk through the grounds. In the event that an unauthorised animal is on the school grounds, a school lockdown may be required to ensure safety.

It is understood that dogs are a valued member of many families and our students are just as eager to see their pet as the pet is to see them. Even in consideration of this, please keep your pet at home or wait with your dog outside the school gates. Thank you for your understanding and support in this.

Dogs that are accredited as assistance animals and are required to support a person with a disability are exempt from this rule. Likewise we have the 'Story Dogs Reading Support Program' operating in our school;

Story Dogs is a fun, unique and exciting reading program in our school. Benefits to our school and students:-

- Year 2 students receive one on one time, approx. 20 mins, with an accredited Dog Team, the dog handler and the dog.;
- A reading support program that gets results – see web site for more details;
- Minimal class disruption – the dog does not go into the classroom unless invited by the classroom teacher. All reading sessions are outside of the classroom in a quiet space nearby;
- A new and exciting spin on reading for our students and;
- A FREE unique reading support program.
- The Dog Team visits on the same day at the same time each week, seeing the same 4 – 6 Target Students.
- Books are chosen to suit the child's reading level. Story Dogs does supply books and books can also be from the classroom or library.
- During the session the handler often speaks through the dog, such as; "Lassie doesn't quite understand what is happening on this page could you help him out?" The child becomes the teacher; confidence soars!



DONATIONS

Donations to the school are gratefully accepted. Donors may like to choose a specific area where funds donated can be used. All donations will be acknowledged in the newsletter unless otherwise specified by the donor.

Donations of clothing such as socks and out-grown uniform items are especially appreciated

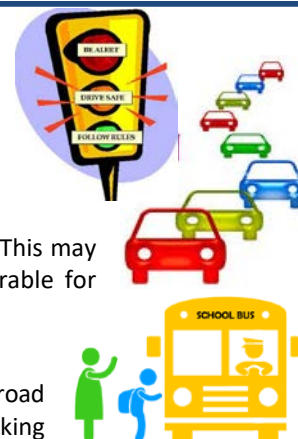
DROP OFF AND PICK UP

Please observe the road signs and crossing supervisors. Keep calm, as those 40 minutes between 2:50pm and 3:30pm are very busy with buses, pedestrians and cars all converging around the school to pick up very precious cargo! Please keep alert at all times to ensure that the safety of children remains paramount.

There is a drop off and pick up zone at our school but on occasion you may need to park. This may necessitate using Menzies Drive if no spaces available in the parent carpark. It is preferable for students to walk from where you can find a park rather than not to comply with road rules.

Please keep the bus zone clear. It is not a wait zone for pick up.

A YELLOW LINE MEANS **NO STOPPING**. Please model to our students' correct adherence to road rules. By not complying with road rules you are putting child safety at risk. You are also breaking the law and police have patrolled the area to enforce it.



ELECTRONIC EQUIPMENT

Electronic equipment such as Electronic pets, MP3 players, CD players, DVD players, iPods, iPads, Laptops (unless permitted as a student in a BYOD class) or the like **must not be brought to school**. Should a request by a teacher be made for such items as may be necessary for the teaching/learning program, such a request can be expected to be given to parents in writing, which would include the reason and the period of time. **No responsibility will be taken for damage, loss or theft of such items if brought to school, including if the item is confiscated and kept on behalf of the student.** Disregard of this policy may result in disciplinary action at the discretion of the Principal or delegated officer.

Mobile phones that are absolutely essential for parent child communication outside school hours that must be brought to school by a student **must be brought to the school office for safe-keeping as soon as a student enters the school grounds**. The mobile phone is not handled by office staff. Students are allocated a place to which they take and deposit their phone and collect it at the end of the school day. Responsibility for the phone rests completely with the student & subsequently with the parent, not with the school. Breaches of this expectation is taken very seriously so students who do not hand in their phone will be given a consequence according to the school's Responsible Behaviour Plan for Students.



EMAIL

The school's email is principal@pacificparadisess.eq.edu.au. All teachers have access to email. Most classes, depending on year level and need, have direct access to the Internet. All classes have access to the Internet. Emails are for school-related business only. The link to the website where the school newsletter is uploaded is sent by email each fortnight.

Student's inappropriate use of the Internet will result in suspension from the use of the Internet at school for a period of time and may also result in a suspension from school e.g. cyber bullying, exposure of inappropriate materials, pictures or sites, inappropriate comments or language in emails, etc.

EMERGENCY CONTACTS

It is of utmost importance that our **records of emergency contacts are kept up to date**. We require two emergency contacts other than the parents (neighbour, relative - please let them know!) for those times when a parent may not be able to be contacted. Remember in an emergency, time is crucial. It is important that precious time is not wasted or others put under added stress because of out of date records.

EMERGENCY EVACUATION & LOCKDOWN

Fire and bomb evacuation drills and lock-down procedures are conducted at regular intervals. Building design allows for a speedy evacuation. Procedures and routes for evacuation are displayed in all classrooms. All persons on site are expected to participate in a drill. The signals are:

Evacuation: "This is an Evacuation Plan ____ (A or B)" followed by continuous Siren

- Plan A – Evacuate School Grounds
- Plan B – Evacuate to the School Hall

Lockdown: "This is a Lock Down, This is a Lock Down" followed by Intermittent school alert tone



ENTRY INTO THE SCHOOL

The official entry into the school for pedestrians is Menzies Drive. The driveway accessed through the boom gate is a VEHICLE ENTRANCE ONLY for Service vehicles and staff vehicles. Use of this entry by pedestrians is putting safety at risk.



ENVIRONMENT

Pacific Paradise State School staff and students take great pride in the school environment. We promote recycling and encourage our school community to support us. Having pride in our grounds means that all members of the school community are encouraged to keep Pacific Paradise State School a litter free zone. As Principal, I do not hesitate to pick up litter, so encourage all members of the community to do so while in the school. Please also consider sustainable and environmentally friendly packaging of food and drink for lunches

EXCURSIONS

From time to time, children are taken on excursions away from the school to enhance the curriculum, extending some of the areas covered in class lessons. For a child to participate, a signed consent form must be submitted with any payments to be made. At least two weeks' notice is given, more if possible. Excursions usually occur no more frequently than once per class per term. It is a policy of the school that only buses with seat belts will be hired. Costs may include transport, supervision and entry.

Volunteers who have completed the induction training only are able to accompany students on excursions or camps to act in a supervisory manner. The number of Volunteers to attend an excursion is at the discretion of the teacher and is for the purpose of providing supervision to meet safety and learning requirements, not to accompany your own child.

A risk assessment conducted by teachers may result in some students being considered at risk of safety to self or others if they participate in the excursion by behaviours that have been observed at school. In such cases, a parent may be invited to attend the excursion to provide individual supervision, or an extra supervisor may be organised. Parents may be requested to assist in meeting the extra cost of extra supervision. In some cases, a student on a high level Behaviour Support Plan and/or whose behaviour breaches school expectations may not be invited to participate in an excursion. The decision to exclude a student from an excursion due to behaviour may be made at any stage and the school's decision is final.

FIRST DAY OF SCHOOL

The first day of school will commence with the routines of the year before so will be familiar to our Year 1 – Year 6 students.

Class lists will be displayed in the school with signage on the day to indicate where. Our Year 1 – 6 students participated in a transition program prior to the end of the preceding year; continuing students will probably be aware of where year level classrooms are situated in the school campus, and can make their way to their classrooms. Since there could be changes due to enrolments, students do need to check for their names on the lists displayed. Surnames are not displayed – first name and initial of the surname only.

Preps: Parents are asked to accompany children to school on the first day. Proceed to the prep classrooms where you will find your child's name displayed on a class list.

New Enrolments Years 1 – 6: Please go to the school office

The before school routine: All P-Year 2 to go straight to the junior covered area adjacent to the Prep buildings as soon as they arrive All Year 3 – Year 6 students to go straight to the senior covered area adjacent to the Tuckshop as soon as they arrive. They are to sit and wait with their schoolbag until the morning music plays at 8:40 and they are dismissed by supervising staff. Students then proceed to their classroom and place their schoolbag in the rack outside the classroom. Students accompanied by the Parent or Carer are permitted to sit outside their classroom and wait under the supervision of their parent/ carer until the 8:40am bell indicates they need to move into class.

- The morning music plays at 8:40 am which is the indication to move to the classroom and wait for the teacher to open the door.
- The time before 8:40 am is an important time when everyone prepares for the day. We ask you to please leave your child with class teacher as soon as possible to allow children to settle into their class groups.
- **Children are expected to be punctual for school.** Rolls are marked at 9 am. Late arrivals are recorded and reported on the end of semester report to parents
- Prep children are to be collected from the classroom.
- All articles of clothing should be clearly marked with your child's name. It is suggested that a distinguishing picture be pasted on the outside of the school bag to help your child quickly recognise it.



FREE DRESS DAYS

Our Student Council and P & C regularly raises money for both school purposes and registered charities through Free Dress Days.

Students are not obligated to participate in Free Dress days. If a student participates, the expectation is for a gold coin donation to be made for the fundraising event which will be advertised at the time. Students who do not wish to donate should come to school in regular dress (full school uniform).

The Free Dress Day is not a fashion show. The following guidelines meet school expectations:

- Cover as much of the body as the school uniform covers for sun safety
- No singlet tops
- no shorts shorter than above the knee or mid -thigh
- no obscene, derogatory, racist or other disrespectful motifs or phrases on apparel
- No mid-riff tops or belly showing – check when stretching
- No high heel shoes. Closed –in shoes recommended
- Caps allowed but if playing in the sun, must have the broad brim, sun-safe hat.
- Jewellery, nail polish, tattoos, makeup not allowed.



The guidelines are enforced for Free Dress Days by contacting parents of students who do not comply to these guidelines to bring clothes that do, or, if parents are not able to provide clothes, student may be requested to wear a provided uniform, wear clothes inside out or not participate in regular activities during the day.

HEALTH

In the interest of student health, please take the following actions:

- your child should not come to school when ill;
- your child should have a tissue or handkerchief available for personal use at all times;
- your child should be collected from school as soon as possible when a parent/carer is informed that a child has taken ill while at school;
- you should check your child regularly for **head lice (daily is recommended)** and use one of the recommended treatments should head lice or/and their eggs are found to be present;
- treatment should be given as soon as eggs or live lice are detected. When given, eggs should be also combed out. This should be done every day for a few days after the initial treatment;
- parents of children who have head lice detected at school will be immediately contacted and requested to collect their child for immediate treatment so that infestation is kept under control and your child is not left to experience discomfort any longer than needed;
- if head lice is detected, please let the school know so that a notice can go out to the families in that class so that parents can be vigilant in minimising any further outbreak;
- **Children are not to share food or drink at school;**
- lollies or chocolates are not to be sent to school;
- energy drinks and drinks that contain caffeine are **banned**;
- encourage healthy selections of food for morning teas and lunches;
- all wounds should be covered appropriately;
- children with asthma are encouraged to keep their medication with them at all times or to have it easily accessible;
- no student is to self-administer medication (except for asthma medication/puffer);
- no medication is administered by staff unless prescribed by a doctor, with the pharmaceutical label showing doctor's name and instructions for administration (time and dosage) and the medication itself has not exceeded its expiry date;
- children are encouraged to wash their hands with soap before eating and after going to the toilet.

There is a list of typical illnesses and the period of time out from school where applicable included in this Handbook

HELP FROM PARENTS

You can help your child gain the best from their education by

- **positively supporting the school in front of your child even if you disagree about something.** (Make a time to come and talk to the Class Teacher, Deputy Principal or Principal should you have any concerns, as the majority of concerns arise from misunderstandings that are soon cleared when we can talk and when you can hear both sides.)
- reading to your child regularly (nightly if possible) and encourage them to read to you
- showing an interest in what your child/children have done at school
- praising their efforts and encourage them to do their best
- giving positive support but resist the urge to do the work for them
- asking questions of your child, which require thinking
- providing books that interest your child
- letting your child see you read and write
- letting your child make mistakes - that is how we learn
- resisting making comparisons with other children
- providing a quiet place for children to work at home
- establishing a routine at home for when homework can be done
- keeping informed about happenings at the school, procedures and policies through reading the newsletter and other communications
- communicating regularly with your child's teachers



You can help the community of students by

- becoming a volunteer to work in the school, for example, helping with reading, working with a child;
- letting a teacher or a Principal know if you witness anything of a concern, such as harassment of a student;
- attending training sessions to skill you in providing assistance to students;
- not intervening (eg speaking to or touching) in any situations that involve students other than your own at any time OTHER than if a student's safety is immediately being threatened. Take your concern to the Principal or staff member who will act on your behalf;
- trying to understand the operation of a school as a community of many individuals, which must operate differently than if there were only a few individuals, thus understanding that your child will be different at school than home, because at school, they are one of many. They must learn social skills, such as turn taking, considering the needs of others and accepting responsibility for their action;
- supporting the school's efforts to engender the sense of community and citizenship;
- **supporting Inclusivity, that is, acceptance of the range of needs that are catered for in the school, which may require new understandings, tolerance and patience.**



HOMEWORK

Schools are required to develop a school homework policy in consultation with the school community. Individual teachers set homework according to the school policy. Pacific Paradise State School's Homework policy will be reviewed at the end of 2018.

It is acknowledged that parents and carers hold strong views about homework, with as many who believe in homework as those who don't. The school aims to set homework that is useful in supporting student learning and the development of positive work habits.

Homework is most effective when it:

- is clearly related to class work
- is appropriate to particular years of schooling
- is varied and differentiated to individual learning needs
- consolidates, revises and/or applies students' classroom learning
- develops students' independence as a learner through extension activities such as investigating, researching, writing, designing, making
- assists students to prepare for upcoming classroom learning, such as collecting relevant materials and information, completing surveys and audits
- Is monitored by the teacher.

Parents are advised to control television viewing and other distractions. (Television viewing before school tires children and thus causes loss of concentration in school). It is wise to encourage a love of reading, which will help greatly with reading abilities and the development of general knowledge.





INCLEMENT WEATHER

School hours on wet days are the same as for all other days. The school endeavours to ensure the safety of students by making alternate arrangements during very wet lunch hours, keeping children in their classrooms on afternoons in very bad conditions (such as hail, fierce wind etc.) until it is considered safe for them to be dismissed.

Including a raincoat, umbrella and towel in the school bag is advised.

INFECTIOUS DISEASES

It is imperative that a student who contracts an infectious illness is kept home. Consider the common cold as highly infectious in a school environment.

A list of the more common diseases that children tend to contract and the period of time for which they need to be away from school is included on page 38. Information regarding more serious diseases may be obtained from the school.

Children are exposed to the risk of catching infectious diseases when in close contact with one another at school. Some examples of infectious diseases that may spread in schools are measles, mumps, chicken pox, rubella and hepatitis B.

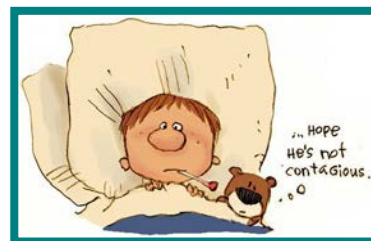
Infectious children may have little or no outward sign of disease. They may not even realise they are carrying a disease. It is therefore important that general precautions be taken to reduce the chance of infections spreading. Only in this way will the spread of illness from undetected infectious children be prevented.

To reduce the chance of infections spreading, the school follows strict safety, hygiene and first aid guidelines. It is particularly important that children with open skin wounds have these covered with fresh waterproof dressings before coming to school. Children are instructed not to share food or drink. Your co-operation is sought in this regard.

Also you are advised to consider having your children vaccinated against diseases that are likely to spread at school. Information about vaccination can be obtained from your Child Health Doctor or from your Family Doctor

Infectious Diseases Time Out Periods

Recommended minimum exclusion periods for infectious diseases for schools, pre-schools and child care centres based on the national health and Medical Research Council Guidelines are outlined in the table below.



Children who are physically unwell should stay home from school, pre-school and child care centres.

<i>Condition</i>	<i>Child with the Infection</i>	<i>Persons exposed to the child with the infection</i>
Chickenpox and shingles	Exclude for up to 5 days after the first appearance of the rash and the last blister has scabbed over. (Some remaining scabs are not a reason for continued exclusion)	Exclude Children with immune deficiency leukaemia or on chemotherapy), other excluded
Conjunctivitis	Exclude until discharge from eyes has ceased	Not excluded
Cytomegalovirus	Exclusion not necessary	Not excluded
Diarrhoea (campylobacter, cryptosporidium,	Exclude until diarrhoea has ceased for 24 hours	Not excluded
Giardia, rotavirus, salmonella, shigella)		
Glandular Fever (mononucleosis)	Exclusion not necessary	Not excluded
Hand, Foot and Mouth disease	Exclude until blisters have dried	Not excluded
*Hepatitis A	Exclude until 7 days after the onset of illness or jaundice. Readmit with a	Not excluded

	medical certificate of recovery	
Hepatitis B	Exclusion not necessary	Not excluded
Hepatitis C	Exclusion not necessary	Not excluded
Herpes ('cold sores')	Young children unable to comply with good hygiene practices should be excluded while sores are weeping. Sores should be covered with a dressing where possible.	Not excluded
Human immune- deficiency virus (HIV AIDS virus)	Exclusion not necessary unless a child has a secondary infection	Not excluded
Impetigo ('school sores')	Exclude until treatment has started. Sores on exposed skin should be covered	Not excluded
Influenza and Influenza like illness	Exclude until well	Not excluded
*Measles	Exclude for at least 4 days after the rash first appears	Immunised children not excluded. Non immunised children and staff should be excluded until after the first day the rash appears in infected person. Excluded children or staff return to the school or centre if immunised 72 hours after contact with the first infected
*Bacterial Meningitis and Meningococcal infection	Exclude until well	Not excluded
Mumps	Exclude for 9 days or until swelling goes down	Not excluded
Parvovirus (erythema infectiosum, slapped cheek or 'Fifth Disease')	Exclusion not necessary	Not excluded
Ringworm, Scabies, Head lice	Exclude until day after approved treatment has commenced	Not excluded
Rubella (German Measles)	Exclude for at least four days after the rash first appears	Not excluded (Female staff of childbearing age should check their immunity to rubella with their GP)
Streptococcal infection (including Scarlet Fever)	Exclude until child has received antibiotic treatment for at least 24 hours	Not excluded
*Tuberculosis	Exclude until well and approval to return has been given by a Public Health Unit Physician or delegate	Not excluded
*Typhoid Fever	Exclude until well and approval to return has been given by a Public Health Unit Physician or delegate	Not excluded unless advised by public health authority
*Whooping Cough (pertussis)	Exclude for 14 days from onset of coughing or until child has taken five	Household contacts who have received < 3 doses of pertussis vaccine should be excluded from child
# These exclusions are specific to Queensland Health	days of a 7-day course of antibiotics. (erythromycin)	care until they have taken 5 days of a 7-day course of erythromycin or from 14 days after their last exposure to the infection.
<i>* Schools and Child care centres should notify the nearest public health unit as soon as possible if attend children or staff are diagnosed with any of these conditions.</i>		
For full details of common infectious diseases, please refer to the NHMRC's publication 'Staying Healthy in Child Care' available from the Australian Government Publishing Service on ph 13 24 47		

INSTRUMENTAL MUSIC PROGRAM



The Instrumental Music Program consists of Concert Band and Strings. We offer a wide range of Woodwind, Brass, Percussion and String instruments. Our students have a weekly group lesson of 30 minutes during class time and are invited to participate in an Ensemble before school when they achieve a certain level. There is an expectation of a positive attitude from all students and daily practice. Students selected in to the Instrumental Music Program is based on their classroom behaviour, attitude and recommendation from classroom teacher and music teacher. Students who are selected in the program may hire a school instrument for their first year of learning with the understanding that in the second year of learning an instrument is purchased.

All State Schools that operate an Instrumental Music Program require that the families of participating students make a contribution towards the program through the payment of a levy. The Levy is used to supplement the funds that the school is able to contribute towards the Instrumental Music Program. Items purchased from the Levy include new pieces of band music and physical resources such as music stands and new instruments. Additionally, the Instrumental Music Levy helps to pay for regular maintenance and servicing of school instruments and any competitions entries.

The Concert Band and String Ensemble have many opportunities to perform such as school parades, the Sunshine Coast Junior Eisteddfod, FANFARE (the biennial State wide festival for bands and orchestras in Qld state schools), Workshop days where special conductors and tutors are invited to help teach in their specialist instruments, Soiree (a concert where students perform in small groups for parents), Under 8s day where students become 'roaming buskers' and community events.

As well as performing it is also important for the students to hear other professional ensembles play so an excursion to the Qld Symphony Orchestra in Brisbane is a fantastic opportunity. All these performances and extra excursions showcase the wonderful music making that occurs in Pacific Paradise.

The Instrumental Music Program continues to strive for excellence with their performances and overall presentation of the ensembles. Both the Concert Band and String Ensemble have music uniforms to promote that Pacific Paradise State School has a wonderful Instrumental Music Program and how it is committed to cultural growth of both the school and its students.

INTERNET

An essential tool for schools in the provision of innovative educational programs is the utilisation of intranet, Internet and network services. Therefore, access to these technologies is an increasingly essential part of the modern educational program provided in schools.



All students will have access to the Internet with permission provided at the time of enrolment. Students will be supervised while using the Internet. A permission note is also required before a student's name and/or work and/or photo can be used on the school web page. The permission note provided upon enrolment is sufficient for most occasions, however sometimes a specific permission may be required dependent upon the activity and the purpose for use.

Students will be taught appropriate use of the internet. Inappropriate use of the Internet will carry consequences such as suspension from its use at school, or suspension from school, depending upon the situation. Students are not supposed to be using Facebook, so please do not encourage. Cyberbullying will not be tolerated.

LEARNING SUPPORT

Students who have difficulty in the areas of Literacy and Numeracy may be referred to the Student Services Committee through the class teacher. Student Services Committee Members are the Head Of Special Education (HOSE), Support Teacher Literacy and Numeracy (ST:LaN), the Guidance Officer, the Deputy Principal with other personnel being involved according to availability and need, such as the class teacher or Advisory Visiting Teachers - AVTs (ESL, Hearing Impaired, Intellectually Impaired, etc.)

Students who speak English as a second language or who come from a non-English speaking background may be offered assistance with program development and/or program delivery. The Advisory Visiting Teacher for ESL (English as a second language) provides support to the school community by assisting with enrolment, including the use of interpreters, assisting with the initial assessment of English language skills, case conferencing to determine level of support, appropriate materials and resources; participating in reviews of student progress; advocating for individual student's needs; raising awareness of Cultural Equity issues and identifying and facilitating networks of schools and community groups. Students who do not have a level of English that allows them to engage in the normal teaching and learning program with the support available may be referred to Nambour State College which have Extensive English classes.



Due to the number of students referred and the available resources in this school, priority is given to students with the highest level of need. Responding to students needs is largely done by the class teacher, with the Learning Support Teacher assisting with administering additional assessments to gain a better profile of need and then supporting the teacher by collaboratively developing programs. Individual support is only possible when personnel are available. Parents and carers will need to assist in most cases.

RESOURCE CENTRE (Library)

Children may change books before and after school each day. Parents are also encouraged to visit the Library. Please encourage your child to read and enjoy books and try to find time to read to your child. Results of research



show that this is very important. Please try also to listen to your child read and talk about the book. To take a book home, your child will need a library bag, which is made of cloth material and measures approximately 35cm x 50cm (library bags with the school logo and made of durable material are available from the office for \$10).

Parents and carers are welcome to bring their child to the library before school as from 8:30am to enjoy books with your child before the commencement of school. After school times may also be arranged.

LUNCH AND MORNING TEA

The school follows the SMART CHOICES program. This means that only healthy food is offered by the tuckshop, students are encouraged to bring healthy lunches to school and days for higher fat/sugar content in food (the "red" foods) is limited to two days a term. For healthy lunches, please note the following:



- We encourage you not to send lollies or chocolates as part of a school lunch
- Students are not allowed to share food – even with siblings.
- Do not send food or drink in glass
- Do not send food or drink in rip-pull cans
- Please send food that your child can easily access e.g. begin to peel the orange, choose yoghurt that can be opened easily. Remember to send a spoon with tubs of yoghurt.

Lunches are kept in your child's bag all day so you may consider sending lunches packed in containers that keep food cool, perhaps including a frozen drink or ice brick to keep cool. First break is 10:50 am –11:30am, second break is 12:50 pm- 1:30pm. Students have a supervised 20 minutes to eat at first break and 10 minutes to eat at second break in designated eating areas for each year level. **Students are instructed not to share food or drink, or to purchase food or drink for another.**

LOST PROPERTY

ALL property belonging to children should be clearly marked with their names. This includes lunch boxes (base AND lid), books, other equipment and all items of clothing, including hats, shoes and socks.

If a child has lost something, a check should be made of the Lost Property Box in the school office. You are welcome to check it for lost items anytime. Unnamed property which is unclaimed by the end of term will be sorted and either sold as second hand uniform or given to a charity. ALL named items are returned to the owner.

MEDICATION

Who can administer the medication?

School staff can assist a student with medication under the carer provisions of the Health (Drugs and Poisons) Regulation (1996) provided that a written request is received from the student's parent/caregiver and that the medication includes an original pharmacy label detailing the name of the person authorised to take the medication, dosage, time to be taken, expiry date of the medication, (which has not been exceeded), and medical practitioner's name. Staff must follow the directions on the original label attached to the medication container. **Some students may be approved to self-administer their medication such as for asthma.**

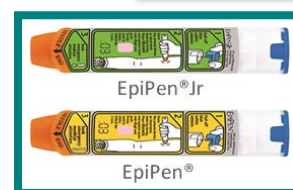
The administration of over-the-counter medications, including analgesics and homeopathic medications, are subject to the same accountabilities as prescription medications. However, as many over-the-counter medications will not have an original pharmacy label detailing the name of the person authorised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

For asthma relieving medications such as Ventolin, parents/caregivers are to notify the school with an 'Asthma Management Plan' if their student has been prescribed this medication by a medical practitioner.

My child needs medication at school, what should I do?

Parents/carers need to:

- notify the school in writing of a health condition requiring medication at school;
- request the school in writing to administer prescribed medication or to assist in management of a health condition by filling in a form called "Request to Administer Medication" which is available upon request from the school office;
- 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.



MOBILE PHONES

Pacific Paradise State School accepts that some parents may give their child/children a mobile phone to enable contact between them outside of school hours, such as when travelling to and from school, or if involved in an activity before or after school that may not have phone contact facilities.

Since contact by parents and carers with students can occur during the school day through the use of the school contact numbers, the following policy exists at Pacific Paradise State School in relation to Mobile Phones storage and use while at school. Parents are reminded that in cases of emergency, the school office remains a vital and appropriate point of contact and can ensure your child is reached quickly, and assisted in any appropriate way.

Students who do not adhere to the school's process and policy may be disciplined according to the school's Responsible Behaviour Plan for Students which could result in suspension. Students who do not adhere to the school's process and policy may be requested to not bring their device to school.

Acceptable Use

- Upon arrival to school, students must hand in their mobile phones at the school office where all are stored in the school office, and collect it at the end of the school day. Failure to do so may warrant a detention or a suspension if consistently not meeting this expectation.
- All phone users must accept this condition of having a mobile phone: Storage of the mobile phone on the school premises are at the owner's risk. While all due care is taken, the school will not replace or repair any phone that may be lost, stolen or damaged while in care.



- If the above condition is not agreed to, the only option is for the mobile phone not to be brought to school.

Unacceptable Use

- Mobile phones should not be used to make calls, send SMS messages, surf the Internet, and take photos or any other application during school hours.
- Students will be instructed to take their mobile phones and other electronic equipment to the school office if they are seen with it during the school day. Failure to follow the direction of a staff member may result in disciplinary action.
- Inappropriate messages sent to a student or staff member or photos taken will be dealt with a consequence



Theft or damage

- Students are required to mark all their mobile phones clearly with their name.
- Students who bring mobile phones onto school premises must leave it at the school office during the school day. Students take their own phone to the designated place for storage and pick up at the end of their school day. The school is not responsible for damage, theft or misuse of the phone.
- Mobile phones and other electronic equipment which is found in the school and whose owner cannot be located should be handed to front office reception.
- The school accepts no responsibility for replacing lost, stolen or damaged mobile phones
- The school accepts no responsibility for students who lose or have their mobile phones and other electronic equipment stolen while travelling to and from school.

Inappropriate conduct

- Any student who uses vulgar, derogatory, or obscene language while using a mobile phone will face disciplinary actions as sanctioned by the Principal.
- Students with mobile phones may not engage in personal attacks, harass another person, or post private information about another person using SMS messages, taking/sending photos or objectionable images, and phone calls. Students using mobile phones to bully other students will face disciplinary actions as sanctioned by the Principal.

MOVEMENT AROUND THE SCHOOL

In the interest of child safety, please use the pathways to walk around the school rather than cutting through the carpark. Students have all been shown precisely where to walk around the school, in particular the entry into and out of the school. Parent support is essential and very much appreciated, as we are a community working together to model the expectations we teach the students. **Vehicle entry into the staff carpark by persons other than staff and essential suppliers is prohibited at all times.**

NON-CONTACT TIME

Through the process of Enterprise Bargaining, teachers have been given a minimum of 2 hours of non-contact time per week for planning and preparation. This time is taken when students have Specialist lessons. Teachers may also be involved in developing school programs or be involved in consultation or collaborative processes for which time from class may be required.

NURSE – SCHOOL

The School Nurse routinely comes to the school each year and sees students as per parental request. You will be advised of visits through the newsletter and website.

ONESCHOOL

What is OneSchool?

OneSchool is a fully integrated, automated, information management system that will be used in all Queensland state schools. It is web-based and can be accessed by staff anywhere, at any time from any computer with Internet capabilities.

You are able to view the OneSchool website to find out more information about the program at <http://education.qld.gov.au/oneschool/>



PARENTS AND CITIZENS ASSOCIATION



A Parents and Citizens Association is formed under the *Education (General Provisions Act) 1989* to represent a school community - parents, carers and interested community members.

The objectives of the P&C are to: promote the interests of the school and assist with the school's development and improvement.

Functions of the P&C Association are:

- fostering general community interest in educational issues
- providing advice and recommendations to the Principal on issues which affect students and the general operation of the school
- Providing financial or other resources for the benefit of students.

The association is open to all parents and citizens who have an interest in the school. P & C Meetings are held regularly and times will be advertised in the first newsletter for the year. The function of the Association is to encourage community involvement in school activities as well as fundraising. It has been found to be of great benefit to children if parents/carers take an active interest in their school.

The Principal reports at every P&C meeting on major events that have happened in the school over the month, presents the budget and frequently invites input for school programs being developed. Your participation in the P&C helps you to keep informed and join in on the consultative process that is part of the school culture.

The P&C supports the school financially through fundraising activities throughout the year.

PARENT TRAINING AND INFORMATION COURSES

Pacific Paradise State School acknowledges that families play an integral role in the education of their children and it is through the partnership between the school and student's families that we achieve the best outcomes for our students. Each year our school offers a range of parent training and information courses across a broad range of topics to enable our staff to share their knowledge and strategies for supporting children's learning. These sessions include but are not limited to topics such as:

- Early Reading/ Writing skills and strategies
- Numeracy Development
- 1,2,3 magic
- Digital Pedagogies
- Social/ Emotional Development
- Mental Health and Well Being
- NAPLAN Online skills
- Languages
- Extension and Enrichment



Training and information courses are developed annually, and are varied from year to year in response to our staff's expertise and the needs and interests of our students and their families. The schedule for when these courses will be available will be advertised on the school website and in the newsletter. All interested families are welcome and are encouraged to participate in as many courses as they choose.

PARKING

PARKING FOR PARENTS – the car park on Menzies Drive is provided for parents for safety reasons.

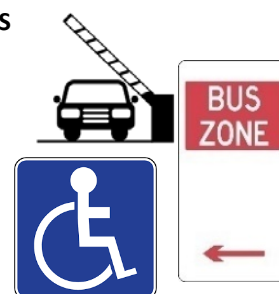
FOR SAFETY REASONS PARENTS' CARS ARE NOT TO BE DRIVEN INTO THE SCHOOL GROUNDS

NO PARKING in the bus zones.

STAFF ONLY parking in the school grounds.

Obeying parking rules and regulations assists with the safety of the children at our school and provides a strong model for how children should behave.

The disabled bays are for the disabled only; please be considerate in this regard.



PART TIME TEACHING /JOB SHARE

The Department of Education and The Arts supports job sharing or permanent part time positions. Thus, a class may have the entitlement of a class shared between two teachers. The school principal may also elect to cover certain positions needed within the school with school staff.

All effort is made to ensure a smooth transition between teachers, including a consistency of expectations. Partners will explain to parents how they will be setting up their classroom at the "Parent Information Session" early in the first term.

In the first instance, concerns should be directed to the class teacher, then to the Deputy Principal or Principal who would arrange for contact to be made by the class teacher or teachers.

PAYMENTS

Occasionally, the school will invoice your student for various activities. These activities may include excursions, Arts Council visits, school camps and sporting activities. There are a number of options for making payments to school on your child's behalf.

1. PAYING BY INTERNET BANKING: Direct Payment into School Bank Account – Preferred method

Bank Account Name: Pacific Paradise State School

BSB Number: 064-420

Account Number: 100 40 899

Reference/Details: Please record both the reference code and the students first initial and surname eg, B Smith SWIM2014

PLEASE PROCESS 3 DAYS PRIOR TO FINAL DATE FOR PAYMENT TO ENSURE DEPOSITS SHOW IN THE SCHOOL'S ACCOUNT

Please note that late payment may result in your child not being able to participate in an activity. The school's decision in relation to payment deadlines is final.

2. QParents – Credit Card

3. BPOINT – ONLINE CARD PAYMENT SYSTEM.

Details required for BPOINT payments can be found on the bottom of an invoice issued for payment for an event/excursion.

4. PAYING IN PERSON: Payment by Credit Card, Debit Card, Cash, Cheque or Money Order

Payment can be made at the school office cash window 8:00am – 10:00am and 2:00pm – 3:00pm **Mondays, Wednesdays and Fridays ONLY.**

Minimum transaction for Eftpos is \$10

PERFORMING ARTS PROGRAM

Every student at Pacific Paradise State School studies Music as an intensive curriculum area and explores the other Performing Arts in their classroom and through extra-curricular activities and clubs. Dance and Choir are both offered as extra-curricular activities before school. This is available to all students from Yr 1 – 6. All students from Prep to Year 6 at some stage during the year will be exposed to the different dimensions of The Arts Key Learning Area - drama, dance, music, visual art and media art. Our school is gaining a reputation for providing a high quality Performing Arts program which has been shared with our community through musicals and other performances. See our website for more photos.

We offer the following opportunities for our students:

Junior & Senior Singers – meet before school for rehearsal on a scheduled day once a week.

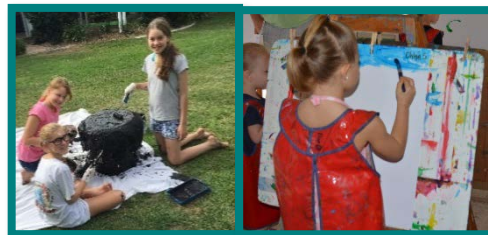
Junior & Senior Dance- meet before school for rehearsal on a scheduled day once a week

Junior groups - years 1-3.

Senior groups – years 4-6.

Anyone can join for the first two weeks of a new term and are then expected to commit to a term's work.

Students who are unable to commit to rehearsals and are not attending regularly will be unable to perform at events.



Main Events

Our school performs a **Musical** Bi-annually and every other year hosts a **Performing Arts evening** that encompasses all of the arts activities offered by our school, this includes our instrumental and strings groups. There is no limit of involvement in our groups with many students choosing to take part in several of our extracurricular activities.



Lunchtime Activities

Rock band – Rock bands are rehearsed in a negotiated lunchtime with teachers and are joined by audition at the start of a term. Our Rock band program provides opportunities for students to come together to play music and have the experience of being part of a Rock ensemble. These bands are suitable for students who are already competent on an instrument. Our School Rock bands are involved in performances throughout the year.

Glee club is offered to our year 5& 6 students in a negotiated lunchtime and is a combination of singing and movement. Songs are chosen collaboratively with the teacher and worked on to perform at various events during the year.

PHOTOGRAPHY AT SCHOOL EVENTS

Rather than make school events “photography free” we ask that you observe the following conditions at all of our events:

📷 Still photography of **your own child only**.

📹 No video capture

📱 No posting on Social Media of anyone other than your child. This includes not posting if anyone is in the background.

Failure to comply with these conditions may result in a discussion with the Principal of possible consequences according to the breach.



PROHIBITED ITEMS

The following items are strictly prohibited: Drugs, Alcohol, Cigarettes, lighters, matches, Weapons, Play weapons, bubble gum, chewing gum, lollies, electronic toys & devices, aerosols, caffeine containing drinks such as coke, pepsi, energy drinks. This list is not exhaustive. The rule of thumb is that any item that could cause harm to self or others and/or disrupts the good order and management of the school is not to be brought to school.

While collector cards are not banned, the trade of cards is. Pokémon is an example of collector cards which are traded. If trading occurs, those involved in the trading will have a period of ban imposed.

RELATIONSHIPS

Children do not automatically know how to get along with others, how to make friends or how they don't make friends. These skills are taught at school and home, but the interaction with MANY children and adults requires more understanding and skills than the home environment may provide. At Pacific Paradise, we recognise that children are learning about how to get along with others, and how to be productive members of a society.

Our students also need to have a healthy relationship within themselves. Our school supports social emotional learning through the *You Can Do It* program.

RELIGIOUS INSTRUCTION

Religious instruction (RI) is offered at the school and is conducted on a day negotiated at the beginning of the school year. In the past, the day has been a Thursday. The faith group that provides religious instructors to deliver an authorised program is:

Arrangements for programs	Participating faith group/s	Authorised program
Cooperative program	All Christian groups such as Roman Catholic, Anglican, Baptist, Presbyterian, Uniting Church, Seventh Day Adventist	Connect

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 information remains operational unless the parent informs the school otherwise in writing.*

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, but is not restricted to:

- personal research and/or assignments
 - revision of class work such as creative writing or literacy and/or numeracy activities which could include online programs currently accessed by the students of that school
 - 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.

REPORTS ON STUDENT PROGRESS

Parents/Carers are invited to discuss their child's progress at an interview at the end of first term (or beginning of second term) and other times at the parent/carer's and/or teacher's request.

Written reports are given twice a year at the end of each semester. Interviews will be invited at these times through the report card where teachers will indicate if they would like to see a parent/carer. A parent/carer can arrange an interview with the class teacher by contacting the school office and the class teacher will call back to make an appointment at their earliest convenience. Parents and carers can request an interview at any time. Interview times will most likely be offered before or after school.



If a report is to be given to a parent other than the custodial parent, this request must be in writing. Our preference is for a copy to be requested by the custodial parent who can pass the copy on to the non-custodial parent.

Please note that the teachers in the school are the only ones authorised to report on the progress of your child. Please do not approach a volunteer who works with your child to ask how your child is going. This is not within the role of a volunteer. It can lead to misinterpretation of information and puts the volunteer in the position of breaching confidentiality and jeopardising their position as a classroom volunteer.

As part of the school's vision that all members of the community take responsibility for quality learning, the vision is for students to take active responsibility for their learning by setting goals and achieving them.

SAFETY

This list is not comprehensive, but comments are included because of some instance where a situation either occurred or potentially could have occurred.

- Children must stay with the supervising adult at all times before and after school. Supervision is provided for
 - early arrivals from 8:15 – 8:40am P-2 students in the junior undercover area, Yr. 3-6 students in the senior undercover area. All students must go directly to the appropriate area upon arrival;
 - from 2:50 – 3:30 pm for students waiting for a bus in the Senior under cover area
 - from 2:50 – 3:30pm parent pick-up after dismissal time just inside the school fence closest to the main pedestrian entrance.
 - Student still in the school after 3:30pm are to wait inside the Administration building of the school office.
- Children are not to play with sporting equipment other than handballs before or after school unless a coach is in attendance.
- Children are not to play on the playground equipment before or after school.
- VISITORS to the school MUST report to the school's office immediately upon entering the grounds.
- **NO ONE** is permitted in the classroom unless the teacher is present and has given permission or there is a lockdown.
- Children should be dropped off outside the school grounds. All other entries into the school grounds are for staff **only**.
- Only under special circumstances will permission be given by the Principal for entry into the school grounds other than described. Proof of permission may be required.
- Sharp objects or blades must not be brought to school (including fruit knives, penknives).
- Weapons must not be brought to school. This will result in immediate suspension.
- Play weapons are not to be brought to school.
- Fingernails are to be kept short (not to be seen above the tip of the finger).
- Laser lights/pointers are not to be brought to school.
- Alcohol is not to be brought to school by adults without written permission from the Principal. Students who bring alcohol or drugs to school can expect immediate suspension.
- Students must not self-administer medication without Principal approval.
- Asthmatics and Diabetics should have medication available in their school bag, on their person or in the school office. While they can self-administer, it is preferable if it were done under the supervision of a teacher.



Parents should not speak to a child other than their own while on school premises or in the car park, unless to assist in their safety (e.g. calling them out of the way of a car). Parents are certainly not to reprimand or discuss any incident, including those that have occurred between their child and another. The school staff must deal with such circumstances. Do not take matters into your own hands.

SCHOOL SHOP ONLINE

Tuckshop ordering can now be done online.

Our school has now introduced a great new online ordering system for tuckshop called SchoolShopOnline. This system allows parents, students and staff to place orders from home, work or school at any time. The payment is also done online, so **less paper bags, cash, cheques, and envelopes are sent via your student to school**. As well as being convenient for parents, the online orders are much faster and easier for the school coordinator to process - so it makes everyone's life a little easier. SchoolShopOnline is well established and tested, operating in hundreds of schools across Australia.



Getting online is easy and only takes a few minutes to register. Simply go to <https://schoolshoponline.net.au> and click "**Register Now**". Once registered, you can start placing orders immediately.

There are a variety of payment options supported, including Visa, Mastercard (credit and debit) and Bank Transfer. The system operates via a pre-paid account, so you no longer have to worry about the manual process of sending payments into school, and you can easily budget your students spending and expenses throughout the year. You can order ahead by just selecting the required delivery day. You can order any time of the day or night

Orders must be placed by 8:45 am if needed for that day.

If you have any questions about the online services please ask the school tuckshop for more information

SCHOOL WATCH

You are encouraged to keep watch on the school both during and out of school hours, reporting anything suspicious or out of the ordinary to the Principal during school hours and to the **School Watch hotline** during out of school hours on **13 17 88**.

SECURITY AND SAFETY

The safety of students and staff is paramount. It is important for all school personnel to be easily identified and staff members wear identification badges. Parents are required to report to the office when visiting the school, to sign a register and receive a visitor sticker. If working as a volunteer, Admin Officers in the School Office will provide you with a temporary identification tag.

The school is patrolled by a security firm and has a system of security sensors activated when staff leave for the day. The security system is linked to live monitoring with State Government Security.

SOCIAL MEDIA

Since most social media sites such as Instagram and Facebook is not designed or licenced for individuals under the age of 13 years, students in a primary school setting should not be accessing these sites.



The age restriction is there to protect kids from the range of implications of using the World Wide Web. Any upload onto the web leaves a digital footprint. Kids are still developing their understanding of the implications of their actions in the small contexts of family and school community relationships. The internet expands the forum to world- wide contexts.



Due to our strict, vigilant supervision of the use of internet while at school, the use of social media is outside school hours, off campus.

Complaints about what Pacific Paradise kids do even outside school hours come to the Principal. As a community, we work together to help our kids. There is only so much the school can do and will do in regards to events that happen outside the school. Involvement occurs when the matter comes into the classrooms and impacts on the teaching and learning programs and/or when the school's good name is affected.

Please be advised that in the event of cyberbullying and/or inappropriate use of social media off campus, the matter may be reported to the police. It can also be reported to the school so that we can be aware of the relationships and respond if signs of inappropriate interactions occur while at school, including disruptions to the teaching and learning programs.

The following is a link to a publication which you may find helpful as it is a guide for parents:

<http://behaviour.education.qld.gov.au/SiteCollectionDocuments/cybersafety/cyberbullying- cybersafetyprintfriendlyguide.pdf>

These sites also provide information and would be a great resource to work through with your child:

<http://cybersmart.gov.au> <http://stopcyberbullying.org/tweens/areyouacyberbully.html> Instagram tips for parents: <https://help.instagram.com/154475974694511/>

SMOKING

The use of cigarettes, other tobacco products or electronic cigarettes within five metres of school property has been banned. Smokers are asked to put out the cigarette and dispose of the litter thoughtfully, well before the school boundary is reached. For more information visit: www.health.qld.gov.au/publichealth/topics/atod/tobacco-laws/schools/default.asp



PHYSICAL EDUCATION

At Pacific Paradise State School emphasis has been placed on developing enjoyment of Physical activity through a games approach program. The philosophy behind this is no matter what a player's individual skill level is they can still enjoy playing a game with their peers and contribute to a team performance. This means children from Prep to Year 6 have opportunities to play various sports in a game situation depending on their year level. During the first, third and fourth terms, students are exposed to units such as Softball, Touch football, Basketball, AFL, cricket, modified netball, modified hockey football/soccer. During the second term the students focus on track and field events. Children in the lower school also complete units in Gym and dance. Middle school, dance and skipping and upper school table tennis and dance.



All students, from Prep - Year 6, participate in specialist Physical Education classes once a week.

Children in Prep – Year 4 have swimming lessons in term 1 or term 4, while Year 5 & 6 have Surf Skills at Mudjimba Beach in term four.

School Sporting Teams

Students at Pacific Paradise have the opportunity to represent our school in carnivals run by sporting Development Officers as well as Nambour District carnivals. The list below are our school representative teams that attend carnivals.

- Pacific Paradise Nambour District Swimming Carnival Team.
- Pacific Paradise Nambour District Athletics Carnival Team.
- Pacific Paradise Nambour District Cross Country Carnival Team.
- Pacific Paradise NRL Development Cup Boys Rugby League team.
- Pacific Paradise NRL Girls Rugby League team
- Pacific Paradise AFL Boys Youth Cup team.
- Pacific Paradise AFL Girls Youth Cup team.
- Pacific Paradise Year 6 Boys Football/Soccer Team
- Pacific Paradise Year 5 Boys Football/Soccer Team
- Pacific Paradise Year 6 Girls Football/Soccer Team.
- Pacific Paradise Year 5 Girls Football/Soccer Team
- Pacific Paradise All Schools Rugby Union Carnival Team.
- Pacific Paradise Girls Senior Sevens Rugby Union Team
- Pacific Paradise Girls Junior Sevens Rugby Union Team
- Pacific Paradise Boys Senior Sevens Rugby Union Team
- Pacific Paradise Boys Junior Sevens Rugby Union Team
- Pacific Paradise Billy Moore Carnival Year 4 Years Rugby League Teams.
- Pacific Paradise Billy Moore Carnival Year 5 Years Rugby League Teams.
- Pacific Paradise Nambour District T20 Blast Cricket Boys Cricket Team.
- Pacific Paradise Nambour District T20 Blast Cricket Girls Cricket Team.



Representative Sport

As a member of the Nambour District and Sunshine Coast School Sport children have the opportunity to represent their school at District, Regional, State and National level in a wide variety of individual and team sports. Every year we have an average of 40 to 50 students who gain selection in District teams as well as some Sunshine Coast Regional Representatives.

Sports Houses

The school has four houses for sport and in particular for its Athletics Carnival. Members of one family are placed in the same house.

GODFREY – Green

WICKERSON - Yellow

BAKER – Red

PARSONS - Blue



Interschool Sport

Pacific Paradise State School participates in the Nambour District Interschool Sports Program in Term 3. This comprises of one Skills day and 3 game days in Term 3. Students have the opportunity to play AFL, Rugby League, Volleyball, Football/Soccer, OZ Tag and Netball against other District schools.



Swimming

Our swimming program at Pacific Paradise State School involves the Year levels of Prep to year 4 each completing 8 lessons at Flying Fish Swim School. We do this in a block format of 4 lesson in one week and 4 lessons in the following week. Years 2 & 4 swim in term 1 and Prep, Year 1 and year 3 in Term 4. Children receive a certificate of their swimming ability at the end of the program.



Surf Skills

Year 5 & 6 complete a 5 week surf skills program in term 4, each year level going separately. We use Flying Fish Swim School, Mudjimba Surf Lifesaving club and Coolum Surf School to run our program. Our 5 week program consists of a pool session to ability group students. All children then have 4 beach sessions these involve one week of surf board riding lesson and 3 weeks of rotationally skills of Body surfing, Nipper boards and run swim run activities.

Sport Extension Program

At Pacific Paradise State School children in Years 3 to 6 have the opportunity to be involved in our Sport Extension Program. Students are able to take part in programs run by Sporting Development Officers. Some of the activities we have been involved are Tennis, Soccer, Cricket, Athletics, AFL, Golf and Rugby League.

Afterschool Sport “Come & Try” Programs

Sporting Development Officers run various after schools programs during the year at our school. Some sports are done yearly and others every alternate year. Sports that have been offered at our school are AFL- Auskick, Rugby league-Backyard footy, Cricket-T20 Blast, Basketball-Aussie hoops and Rugby Union -Rookies to Reds.



STUDENT RESOURCE SCHEME

Pacific Paradise State School operates a Student Resource Scheme (SRS) for students from Year Prep to Year 6. Whilst the cost of providing instruction, administration and facilities for the education of a student is met by the State, a parent/guardian is directly responsible for providing the student with textbooks and other resources for a student's use while attending school.

Purpose of Scheme

The purpose of the scheme is to provide the parent with a cost effective alternative to purchasing textbooks and/or resources elsewhere, through reduced prices gained from the school's bulk purchasing practices. The scheme is endorsed by the P&C but managed by the school and operates within the policy and guidelines of the Department of Education, Training and Employment (DETE). DETE encourages schools to operate a scheme as a service to parents.

Option A: Participation in the Scheme

Participation in the scheme is voluntary, and those parents/carers who join the scheme are required to pay a fee in return for their child to access materials and resources managed by the scheme. Please note - If you choose not to participate in the scheme, you will be required to provide all the listed items yourself.

All parents/carers, regardless of whether they wish to join the scheme or not, will need to sign the Student Resource Scheme Participation Agreement form indicating that they have read the Terms and Conditions. If a student leaves the school during the school year, a pro-rata refund will be made on the basis of a 40 week year.

Benefits of the Scheme

- The scheme ensures that students have the required resources for their education when they commence school.
- The scheme saves parents/carers time and money in sourcing appropriate textbooks and other materials provided through the scheme.
- The benefits from the savings that the School can secure through bulk purchases, and discounts through early purchasing, are passed on to the students.
- Every child receives exactly what they need when they need it. Children therefore do not waste valuable learning time when a small number of children do not have their items.
- Parents have a hassle free start to the year.
- Expensive resources are purchased by the school so parents share the cost over several years.
- Parents do not waste money buying the wrong item.
- Teachers have the flexibility with the resources.
- Students have ready access to teacher prepared booklets/work sheets.

Option B: Non participation in the Scheme

Upon request, the school will provide a comprehensive list of all items that are covered under the Student Resource Scheme, applicable to your student, early in the school year. It is the responsibility of non-participants of the scheme to purchase all the textbooks and resources provided by the scheme.

Financial Difficulty

Anyone experiencing financial difficulties, should phone the School to arrange an appointment with the Business Manager. It is our intention to encourage all families to join the Scheme and enjoy its benefits.

SUN SAFETY

Pacific Paradise State School is a Sun Smart School. As such, all members of the school community have a responsibility and commitment to adopt sun smart practices, such as wearing a broad brim hat and sunscreen.

Sunscreen: Students are encouraged to bring sunscreen to school and apply it before each playtime. This is the responsibility of the student, as it is the responsibility of parents to provide the protection.

Hats: Students are not allowed to play in the sun unless they have a broadbrim or legionaries hat (navy blue preferred). **No caps are allowed.** This school has a NO BROADBRIM HAT, NO PLAY policy. Please name your child's hat, as this item is regularly lost and cannot be returned without a name. Hats should have a brim of about 7 cm – 10 cm to provide adequate shade to the face and can be purchased from the uniform shop

Sunglasses: Sunglasses will be acceptable if they are plain (e.g. black rims to blend with the uniform), provide the proper protection according to Australian standards, are marked with the student's name and are the sole responsibility of the student. They should not be worn during sport or physical activity due to the possible risk to the eyes of the wearer or other students if knocked off or broken in during the activity.



SWOOPING BIRD SEASON

Our beautiful school is residence for a variety of wildlife, including magpies and plovers which have a habit of swooping. Here are a few tips to help us through this time:

- Avoid areas where the birds are nesting if possible
- Travel in a group, as the birds tend to swoop individuals rather than a group
- Do not panic and run, as this will encourage the bird to swoop
- Wear a hat or carry an umbrella
- Do not throw sticks or stones at the bird as this only makes them more aggressive and defensive
- Do not take or destroy nests as the birds may re-nest and the breeding season extend
- Do not handle the baby birds

These strategies allow us to care and cooperate with our wildlife – a valuable lesson for our students.



TECHNOLOGY – INFORMATION and COMMUNICATION TECHNOLOGIES (ICT)

Technology at Pacific Paradise State School is varied and always increasing. Pacific Paradise State School students are part of the 21st century world. They are growing towards a future that is increasingly embedded in digital technologies within a context that makes distant locations part of our local community.

How we communicate with each other – with a variety of media, including technology, and also how we design solutions and share ideas to build on each other's understandings. This includes hardware, Bring-Your-Own Device programs, software, staff capability, STEaM (Science Technology Engineering Arts and Mathematics), applications of technology and infrastructure.

All Classrooms have either a state of the art interactive short throw projector or an interactive Smartboard.

Each classroom from Year 3 to 6 have a pool of 10 Laptops as well as the ability to hire extra laptops and iPads to assist the students meet their curriculum needs.

Each classroom from prep to year 2 have 5 iPads. In 2018 we introduced the Bring your own Device (BYOD) Program where students were invited to bring their own laptop in years 4 and 5.

In 2019 prep and year 1 students are invited to bring their own iPads and year 4, 5 and 6 students are invited to bring their own laptops.

Computers in this school are seen as a valuable resource and students will be encouraged to use this resource as they would any other resource in the school to assist in the learning program.



Students will be able to use email only for the purpose of schoolwork, not for personal use. Inappropriate use of the Internet will result in disciplinary action. Having a computer at home will certainly assist your child's progress in technology skills and knowledge.

TRESPASS

Please note: this school is not a public place and people who enter the premises do so by permission of the Principal or Officer in Charge. The Principal may determine conditions of entry and is entitled to order people to leave the premises if they fail to comply with those conditions. **Skateboards, scooters and bikes are banned inside the school after hours.**

You can put a request in writing to use the oval after hours. Our facilities are hired out to community groups for a reasonable charge. Please enquire at the school's office for details. Reference: Section 334 Education (General Provisions) Act 2006

TUCKSHOP

The tuckshop is operated 5 DAYS PER WEEK by the P&C Association. Whilst there is a paid convenor position, the Tuckshop can function only with the support from Volunteers every day. Food from the tuckshop follows the Smart Choices program. Our school tuckshop is operated by the P & C as a separate identity and orders can be taken online through Flexi School, see brochure.

The school tuckshop is open five days a week 8:30am – 1:30pm. A tuckshop menu is revised and available on the school's website. If a student brings a large amount of money to school which would be in excess of need, a parent may be contacted to check whether this was with parental knowledge and permission.

We require volunteers to work one or two days per month in order for this 5-day service to continue. If you are able to offer your help, please contact our Tuckshop Convenor, Jane Bickel, on 54572333.

UNIFORM

A child in school uniform readily identifies with his/her school and establishes a school identity in the local community. Your P&C Association strongly endorses the wearing of school uniforms. The school community has developed a uniform policy, which reflects aspects of sun safety, durability and gender equity.

Rationale: A Student Dress Code provides a set of guidelines for student dress that considers day-to-day comfort while pursuing school activities, sun safety, modesty and equity. Adherence to the school's dress code engenders a sense of belonging to the community it is designed to represent, and thus a sense of pride.

Purpose: A school uniform fosters self-discipline, community identity and pride in self and the school community.

We are proud of our school and students demonstrate that pride by wearing the correct uniform as outlined in the following dress code.

The Pacific Paradise State School P&C Association has endorsed the dress code for all our students.

We believe there are benefits in students following an agreed upon dress code. These benefits include:

- **Appropriateness** - to ensure that all students are dressed appropriately for all school activities
- **Safety** - to make student identification easier in the school grounds, while travelling to and from school and on excursions – to provide for sun protection
- **Equity** - to discourage fashion competition, e.g. the wearing of brand names
- **Expense** - to minimise the cost to families that wish to dress students appropriately
- **Identity** - to develop in students a sense of pride in their school and of belonging to the school

Implementation of Dress Code: Pacific Paradise State School's P&C Association reviewed the dress code in 2011.

The P&C has approved this dress code policy in accordance with the objectives of the Education (General Provisions) Act 2006

The Uniform Dress Code will be enforced via the following:

- Students undertaking official roles or representing the school or whilst on school excursion will need to be in full uniform. Parents experiencing difficulty may approach office or uniform shop for second hand or loan items well in advance of event;
- Use of appropriate means of encouragement;
- Use of conflict resolution processes with students, parents or carers
- Students will need a school Sun smart hat to play
- Sanctions through the school's Responsible Behaviour Management Plan

Provisions and Exemptions:

The school Principal has the discretion to vary the dress code for individual students following an application from a school family. Such variations may be for defined periods of time or permanent in nature for the following reasons:

- Religious, cultural or ethnic reasons
- New students or itinerant students
- Financial hardship
- Genuine medical or family reasons
- Provisions for students with disabilities
- Transitional arrangements where students are wearing previously approved items for a reasonable period of time

Where there are individual cases of conflict with student dress codes, or persistent failure of a student to uphold the code, or a student is inappropriately dressed:

- an offer of appropriate item/s from a bank of clothing/uniforms will be made;
- student's parents/carers will be informed of incident - discuss further with parents or carers, representatives of school and student to prevent a recurrence
- impose sanctions

Sanctions for non-complying students ensuring that students are not:

- excluded, suspended, or at risk of having their enrolment cancelled for not complying with student dress codes;
- given any sanction that damages their academic or external career prospects such as negative mentions in references or school reports;
- prevented from continued participation in essential curriculum activities, except where necessary for reasons of safety (in which case, alternative educational activities are provided); and
- disadvantaged where required dress code items are not available because of circumstances beyond their control.

For repeated offences, a sanction may be imposed.

Sanctions will be reflective of the severity and recentness of the non-compliance and shall be limited to one of the following:

- Imposing a detention for a student during lunch or after school (where after school, parents/guardians shall be informed before detention occurs);
- Preventing student from attending, or participating in, any activity for which student is representing school e.g. excursion;

Preventing student from attending or participating in any school activity that is not an essential school educational program

DRESS UNIFORM

All Students: PPSS Navy blue and teal polo shirt

Boys: Navy blue shorts

Girls: Navy blue skirts or Navy blue shorts

SPORTS UNIFORM

All Students: PPSS blue (), red (), yellow () or green () sports polo shirt

Boys: Navy blue shorts

Girls: Navy blue skirts or Navy blue shorts

WINTER UNIFORM

Unisex:

- Navy blue pullover or fleecy zip up jacket
- PPSS jacket
- Navy blue track pants
- Girls may wear plain navy or black tights

Footwear:

- Plain black fully closed-in shoes with velcro or laces matching the main shoe colour
- No slip-ons or high heels
- Plain white socks

Sun safety:

- School Navy Blue Dress hat (broad brimmed)
- School Navy Blue bucket style hat
- Swim rash shirts for swimming lessons

Hair:

- Tied back at all times if longer than collar length – boys and girls
- Hair accessories should be practical in nature and in school colours
- Hair to be of a 'natural' colour
- Hair style should be conservative, neat and tidy

Accessories:

- Watch
- A signet ring
- Up to two sets of sleepers or studs in the ear only can be worn – studs to be small and metallic or of school colours
- One necklace for religious, cultural or medical reasons only (**letter addressed to Principal**)
- Bracelets for medical reasons **only**
- No visible body piercing
- No make-up or nail polish

Free Dress Days (fundraising days)

- Sun safe clothing including unsafe hat – no singlet tops, exposed midriffs, short shorts or short skirts
- Closed in footwear – no thongs or high heels
- No make-up, nail polish, jewellery
- Only appropriate messages on shirts



UP TO DATE INFORMATION

In the office, information on each child is held which details address, phone number, contact numbers, allergies, etc. If at any time these details change, let the school know immediately in case contact needs to be made with you. The types of information that may change that we need to know are: phone numbers, emergency contacts, email address, change in living arrangements that may impact upon communication or your child, such as custody arrangements.

VISITORS TO THE SCHOOL

ALL visitors to the school MUST report to the school office upon arrival and departure to register and to be given a visitor badge.

VOLUNTEERS



Who can volunteer?

Volunteers can be anyone who wishes to provide a service free of charge to Pacific Paradise State School and contribute to either one or some of the following:

- ☺ the educational experiences of students,
- ☺ development or maintenance of facilities,
- ☺ the development or maintenance of resources ,
- ☺ the provision of services which support students during their school day
- ☺ Any other school activity.

Your contribution as a volunteer in the school will be highly valued as an essential part of the service provided by our school.

All volunteers must sign the volunteer register at the Main Office upon arrival each visit.

All volunteers **must** participate in an Induction session with the Principal or Deputy Principal before working in the classroom or supervise for excursions or camps. Such sessions are held frequently during the first term and at other times as necessary. These sessions are informative and afford a chance to get to know the Principal and other volunteers.

Any volunteer in the school must be able to keep confidentiality and to speak of the school in a positive manner. Any concerns should be discussed with the teacher or Principal, who will have the information to assist.

Any volunteer who is not a parent of a student in the school must have a Child Protection Card (Blue Card) before being able to work with children. Application forms are available through the school office.

WATER BOTTLES

Students are permitted to have water bottles in class, but must be respectful of the teaching and learning program in their use. If water bottles are frozen, it should be wrapped in a small towel so that condensation does not leave wet patches on the desk or floor



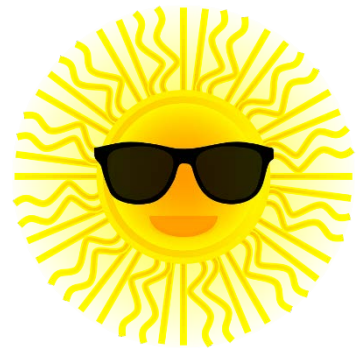
WEATHER

Hot Weather Response Plan

In response to the predicted hot weather typical of our Sunshine Coast summers, I wish to advise that our school will operate in accordance with the procedures

<http://education.qld.gov.au/schools/healthy/wellbeing-guidelines/heat.html> as outlined by the Department.

- Pacific Paradise State School will remain open
- There is no capacity for students to be sent home when a certain temperature is reached
- *We manage excessive heat by undertaking the following procedures:*
- Conducting PE lessons under cover
- Conducting Dance lessons in the Hall, with the use of the air- conditioning as necessary
- Restrict playtimes to shaded areas
- Encourage a regular intake of water
- *We recommend that parents:*
 - Supply their child with a refillable water bottle which is kept with the student
 - Pack food for breaks in cooler bags



during

Sudden Severe Weather Response

In the event of a sudden severe storm at the end of the day the following procedures are followed:

Parents who wish to collect their students early may do so directly from the classrooms without the need to come to the administration to sign them out.

The Principal will call a lockdown if the situation is deemed unsafe either through the storm or associated conditions;

Teachers will keep students in classrooms away from windows;

The Principal will announce through the external PA and internal phone paging system when it is deemed safe to release classes;



- Year levels will be released in a progressive manner starting from Yr 6 when deemed safe to do so. Older students will proceed to wait with their younger siblings in their classroom until they are released;
- Any planned activities or meetings organised by the school will be cancelled;

After School Care providers will be responsible for providing their own specific information regarding programs involving our students after school care

DO NOT PUT OUR STUDENT'S SAFETY AND WELL-BEING AT RISK BY DRIVING INTO THE SCHOOL GROUNDS. FOR THIS REASON THE GATE MAY BE CLOSED



WEB SITE

Our school's website is designed to contain all information assumed to be needed by our school community. The school's web site can be accessed on

<http://www.pacificparadisess.eq.edu.au>