Country Values City Opportunities

Prospectus 2016

Striving for Success
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Disclaimer: at the time of collation the information in this prospectus is correct. Changes beyond our control after printing are unavoidable.
Introduction:

Yarwun State School students can claim to have the best of both worlds. Their school is situated in an idyllic rural setting, yet provides air-conditioned comfort, and access to a broad range of educational and social activities. The Yarwun State School Community provides a secure, challenging environment catering for individual needs, with emphasis on the provision of support and encouragement to enable students to achieve their potential in developing desired learning outcomes.

Our staff continually strives to provide for every child, a sense of security, challenge, and self-esteem in a caring environment. At Yarwun State School, children experience the best possible learning opportunities in a caring, friendly atmosphere. Our experienced teaching staff is dedicated to helping children develop the knowledge, skills and attitudes that will enable them to lead meaningful lives as active, responsible citizens. Respect for others, good manners, courtesy, and responsibility are an integral part of the school curriculum. We have committed teachers, innovative programs, quality facilities, ample resources and strong community ties.

Parents are encouraged to become actively involved in their child’s education and to work in partnership with teachers, affording students the opportunity to achieve the best possible outcomes within and beyond the classroom.

Our emphasis on the basics is reflected in our literacy and numeracy results, which are consistently at or above the state and ‘like-school’ averages. At the same time all students have access to technological resources that will ensure that our students are well placed to meet the challenges presented by a rapidly changing world. There is a strong sense of community in the school with parents and teachers working closely together to ensure all children leave Year 6 looking forward with confidence to meeting the new challenges of the higher education environment.
SCHOOL PROFILE

Yarwun State School is located in the Gladstone District approximately 18km by road from Gladstone and is situated in the Yarwun Township. There are currently 56 students enrolled in the school from Prep to Year 6. The school has three multi-age classes of Prep,1,2, Year 3/4 and a Year 5/6 offering quality curriculum programs across the eight key learning areas. A number of specialist teachers service the school including Physical Education, LOTE, Music, Library, Guidance Officer and Speech Pathologist.

Yarwun State School is proud of its heritage and tradition. Our school began providing a quality education service to our community in 1906.

Our community is split between rural and industry. The majority of our children travel to school by bus.

To the parents who are new to the Yarwun community I extend my personal welcome and assurance that we, at the school, will always endeavour to promote the best service that we can in the education of your child.
OUR VISION

Country Values, City Opportunities

Our School Motto: “Striving for Success” reflects the quest for excellence in terms of academic, sporting, cultural, personal and spiritual development. To help us pursue our motto we recognise the importance of working with parents and the community. Our staff will strive to ensure that every student completing their Primary Levels of education will leave with Confidence and Self-Esteem, having achieved a level commensurate with their abilities. This will be accomplished in a variety of ways, including the following:

**Security:** through the understanding, interest and caring of the teachers through consistency of decision making relating to the child; and through the predictability of routines.

**Challenge:** through activities and experiences incorporating stimulus, motivation and problems at the appropriate level of maturity and ability.

**Self Esteem:** being treated courteously and respectfully; by promoting independence which leads to self-confidence; by developing a consciousness and acceptance of own strengths and weaknesses; through encouragement to contribute positively to the School and Community.
STAFF

The staff at Yarwun are committed to providing the students with rich learning experiences in a caring and supportive environment.

**Full time Staff:**

Teaching Principal: Mrs Jayne Hoffman/Mrs Patricia Jenkinson
Prep 1,2 Classroom Teacher: Miss Ashleigh Cuthbert
Years 3-4 Classroom Teacher: Mrs Patricia Jenkinson
Years 5-6 Classroom Teacher: Mrs Jayne Hoffman/Mrs Amanda Ryan

**Visiting Staff:**

Physical Education: Mrs Jayne Hoffman/Mrs Patricia Jenkinson
Library: Miss Desley Haigh
LOTE: Mrs. Sunni Kim
Music Teacher: Miss Ashleigh Cuthbert
Speech Pathologist: Needs Basis
Guidance Officer: Needs Basis

Visiting Religious Instruction Teachers: Mrs Dell Leyden
Mrs Maureen Bloomer

**Ancillary Staff**

Administration Officer: Mrs Nesta Lenz
Teacher Aides: Ms Desley Haigh, Mrs Roslyn Penrose, Mr Dan Horton
Cleaners: Ms Desley Haigh, Mrs Roslyn Penrose, Mrs Carla Douglas
Grounds Person: Mr Kevin Miers
Admissions to our school

Enrolments are conducted through our Administration Team at the main office. Copies of our Prospectus, Responsible Behaviour Plan and Enrolment Forms are available on request or online. Meeting times can be arranged to discuss our Operational Plans, Policies and Curriculum.

Our Principals are always willing and happy to meet parents. Please contact the school to arrange for an appointment.

Platypus Club & Playgroup

Playgroup meets at our school on Friday mornings from 9am until 11 am. All welcome. Please confirm day and date at beginning of year. Yarwun State School runs in conjunction with parents a Platypus Program on Friday from 9am until 3.00pm for children who are four years old.

Prep & Year 1

Prep Year is a non-compulsory full time year. Children must turn 5 before June 30th to be eligible. The first year of a child’s education is the Prep Year. Enrolments for Prep Year would be appreciated in order to assist us with forward planning.

Children must be six years of age by June 30th to start Year 1.

When will children be eligible for Prep & Yr 1?

Check the table and match your child’s birth date.

<table>
<thead>
<tr>
<th>Birth Date</th>
<th>Prep</th>
<th>Yr 1</th>
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<tr>
<td>July 2010 – June 2011</td>
<td>2016</td>
<td>2017</td>
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<td>2018</td>
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<td>July 2012 – June 2013</td>
<td>2018</td>
<td>2019</td>
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Transfers

Requests for transfer notes are made from the office of the receiving school. Student files will be forwarded directly to the new school following the request for a transfer note.
Please note, guidance files (if any) must be requested by the guidance officer who services the receiving school.

IMPORTANT NUMBERS

Telephone Number: 07 4971 1111
Mobile Phone 0427038867
Fax Number: 07 4971 1100
Postal Address: 35 Butler Street
YARWUN Q 4694
Email Address: the.principal@yarwunss.eq.edu.au; admin@yarwunss.eq.edu.au

Communications with the School/Classroom Teachers

We welcome your communications with the school and classroom teachers. Calls to the school office can be made at any time. In the event that the office is unattended, your call will be diverted to C Block and the Principal will take the call. Please note that this will take several minutes. Telephone calls will not generally be put through to classrooms during teaching time, although messages will be taken and passed on.
A variety of communication strategies are available and teachers will work with parents to determine the strategies which best suit. Parents of Prep/Year 1 students often find face-to-face communication most practical, whilst parents of upper school students may find the children’s diary a more convenient form of communication. Additionally, teachers and parents may differentiate communication strategies according to the matter to be communicated e.g. advising a sore toe or getting advice for homework.
School Times

Children who arrive at school before 8.00am will sit outside the Library. A bell will ring at 8.15am after which children who have arrived early will attend Reading Club until 8.45am. We encourage students to attend Reading Club.

- **Reading Club**: 8.15 – 8.45
- **Morning Exercise**: 8.45 – 8.55
- **Morning Session**: 8.55 – 11.00
- **Fresh Fruit Break**: approx.10am Classroom
- **1st Break**: 11.00 – 11.15
- **Play Time**: 11.15 – 11.45
- **Middle Session**: 11.45 – 1.15
- **2nd Break**: 1.15 – 1.30
- **Play Time**: 1.30 – 1.45
- **Afternoon Session**: 1.45 – 3.00

Staff supervision is provided from 3pm until the bus collects students. Students not collected by that time will be required to sit in front of the office to await parents.

Fruit Break

As stated in the ‘Smart Choices’ for Queensland Schools, ‘a healthy diet can improve behaviours critical to education success and performance at school’. To support students with their daily fruit intake, Yarwun State School has ‘Fruit Break’ to encourage all students to bring a piece of fresh fruit each day to eat during 1st session.

School Dress Code

Yarwun is a uniformed school and our students wear green and orange with pride. The bottle green/orange school shirt is available from Everything Uniform in Gladstone. Bottle green shorts, skirts, skorts, sweatshirts, track pants are available at the uniform shop or from retail outlets at very reasonable prices.

Broad brimmed bottle green hats or bottle green legionnaire style caps are required for outdoor play. Hats are available from the uniform shop. Designer hats are not permitted.
Hair accessories must be bottle green in colour. A variety of bottle green clips, ties and bands are available through the uniform shop or retail outlets.

Students must wear closed in shoes. Joggers allow students to participate in the range of activities of a normal school day. Black is the preferred colour for joggers. White socks should be worn, and the socks must be visible above the top of the jogger.

**Girls:** Bottle green wrap around skirt, skort and bottle green/orange shirt. Bottle green hair bands/hair ties, headbands and bandanas.

Girls may also wear shorts or bottle green bike pants under their skirt.

**Boys:** Bottle green shorts and bottle green/orange shirt.

**Sports – Girls and Boys:** Bottle green shorts/ skorts and school shirt.

**Winter Uniform**

The winter uniform is the regular school uniform with bottle green sweatshirt, jacket, track pants worn over the top. Bottle green winter wear is readily available at very reasonable prices from retail outlets.

**School Dress Code Principles**

- Shirts are to be worn tucked in and at least one of the buttons on the shirt is to be done up.
- Shoelaces are to be firmly tied at all times. Laces must be of the same colour in each shoe. Fluorescent or brightly coloured laces are not to be worn.
- Hair is to be neatly cut, clean and brushed. Students with long hair must wear their hair tied back. Hair is not to fall over the eyes. Students should be content with the natural colour of their hair. Colouring hair is not encouraged. Colouring, if absolutely necessary, should look natural.
- Finger nail polish and make–up is not to be worn.
- Port Curtis and Capricornia team shirts are not part of our school uniform.
Jewellery

The only permissible jewellery is:

- A wristwatch
- One flat signet ring
- One pair of plain studs or sleepers worn in the ear lobes only,
- Medical alert bracelet

Items of religious or deeply personal significance require the consent of the principal. Permission to wear such items must be requested, in writing. Students may be required to remove or tape jewellery items when playing sport or when participating in P.E. lessons to prevent injury to self and others.

Performance Uniforms

**Girls:** Bottle green wrap around skirt, skort or shorts.

**Boys:** Bottle green shorts

**Both:** School shirt, white socks and black shoes.

Students representing the school in cultural (e.g. Eisteddfod), Awards Night or sporting teams must comply with the School Dress Code. Failure to comply with the Code will disqualify the student from participating. The excursion note from the school will confirm the uniform requirements.

Free Dress Days

From time to time throughout the year, we hold free dress days. Students are asked to bring a gold coin donation on these days. Proceeds will go to the Student Council or a chosen charity. Free dress days are an opportunity for students to wear non-uniform clothes and hair accessories, however the following requirements remain:

- Clothes are to be sun-safe, i.e. shirts must have a collar and sleeves
- Tank tops and midriff tops are not permitted
- Closed in shoes are to be worn
- Only permissible jewellery may be worn (see above)
- Broadbrim hats or legionnaires caps to be worn
- The requirement to have shirts tucked in does not apply on free dress days
- Long hair is still to be tied back
- Make up and nail polish is not to be worn.
School Discos / Movie Evenings/ Sleepovers
The School Council hold a night-time school disco / movie evening / sleepover. These events are an opportunity for students to wear their prettiest clothes and accessories. As these events are held at night, there is no requirement that clothes be sun-safe.

Curriculum
Curriculum offerings at Yarwun State School are guided by the requirements of the Queensland Department of Education and Training.

The Australian Curriculum
The Australian Curriculum sets out what all young people should be taught through the specification of curriculum content and the learning expected at points in their schooling through the specification of achievement standards.
Each learning area or subject includes:

- a statement of rationale and a set of aims
- an overview of how the learning area is organised
- year level descriptions
- content descriptions (knowledge, understanding and skills) specifying what teachers are expected to teach
- content elaborations to provide additional clarity by way of illustrative examples only
- achievement standards that describe the quality of learning (the depth of understanding, extent of knowledge and sophistication of skill) expected of students at points in their schooling
- annotated student work samples that illustrate the achievement standard at each year level. As the Australian Curriculum is implemented, the available work samples will be enhanced in both volume and range of forms.
- a glossary to support consistent understanding of terms used
Increasingly, in a world where knowledge itself is constantly growing and evolving, students need to develop a set of skills, behaviours and dispositions, or general capabilities that apply across discipline content and equip them to be lifelong learners able to operate with confidence in a complex, information-rich, globalised world.

The Australian Curriculum includes a focus on seven general capabilities (literacy, numeracy, information and communication technology competence, critical and creative thinking, ethical behaviour, personal and social competence and intercultural understanding) and three cross-curriculum priorities (Aboriginal and Torres Strait Islander histories and cultures, Asia and Australia’s engagement with Asia and Sustainability).

Continua of learning have been developed for each, to describe the relevant knowledge and appropriate in each learning area and can be viewed explicitly in the curriculum online.

The Australian Curriculum is published online. This provides maximum flexibility in how the curriculum can be accessed and organised. For example, the curriculum may be viewed by learning area, by multiple year levels, or by year level across learning areas, and may be downloaded and printed in those views.

**Curriculum planning resources**

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<th>Curriculum into the classroom(C2C) exemplars</th>
<th>A comprehensive set of exemplar school curriculum plans for Australian Curriculum: English, mathematics and science.</th>
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| P-10 Australian Curriculum and supporting materials | A collection of resources, developed by the Queensland Studies Authority (QSA), to support schools to plan and prepare for teaching, assessing and reporting using the Australian Curriculum. Resources include:  
  - curriculum auditing tools  
  - sample curriculum and assessment plans  
  - curriculum mapping  
  - planning and implementation advice for regular and multi-age classes. |
The QCAR Framework further mandates reporting student progress using a Five Point Rating Scale. Student report cards are issued at the end of each semester (June and December) and show student progress in each of the key learning areas using a five point rating scale (A-E for Years 4-6, Very high – Requires Assistance for Years 1-3).

National Assessment Program Literacy and Numeracy (NAPLAN)
NAPLAN is a whole of Australia literacy and numeracy testing program. It is administered to students in Years 3, 5, 7 and 9 in the second week of May each year. NAPLAN is a ‘point-in-time’ test of a student’s literacy and numeracy ability and provides data which teachers use in reporting to parents. Data from NAPLAN also identifies students requiring extra assistance in literacy and numeracy.
Reading Club

Reading Club is held every day. Reading club runs from 8.15-8.40am and all students are encouraged to attend. Reading data collected has indicated that students who regularly attend Reading Club have made major improvements in reading fluency and inferential comprehension. Reading Club is run by Teacher Aides and Parent volunteers. If you would like to assist in Reading Club please contact the office.
Yarwun State School Green Footprint Sustainability Plan

Yarwun State School is fully committed to its Green Footprint Sustainability Plan. The program is currently run by the children as the belief is “doing becomes lifelong learning”. The program was introduced in 2008 after staff, community and students performed energy audits. The current program includes energy, water and waste reduction. The children investigate best practice, implement, record data and report on weekly parades. This part of the program includes: electricity monitoring, reduction of water (including recycling water from bubblers and hand basins) and waste, and recycling. The children also have worm farms, native bee hive, compost bins, hydroponic garden, student gardens and chickens. All food scraps are recycled to these areas. Paper is shredded and used in vegetable gardens and the chicken coop. Vegetables supply tuckshop and community. The program has extended to partnerships within the community. A partnership has been developed with Rio Tinto and 2000 Acacia seeds were studied, propagated and planted on Rio Tinto’s site by our children working with Rio scientists in 2011. This is an ongoing program. The children will embark on a new focus each year. Last year we investigated, nurtured and planted Eucalypt seeds. The children working with scientists also established a thicket to attract the endangered Black Breasted Button Quail and have developed an environment to attract the Fire Tail Skink. We are an Earth Smart Science School who has achieved accomplished or exemplary levels in all fields. In 2014 we received a 5 star accreditation in the Cleaner Greener School Program.

Each class in our school have energy monitors who ensure that best practice occurs in every aspect of schooling, this includes the use of air conditioners, fans, lights and computers. A certificate is presented to the class or staff area each week on parade.
Notices and suggestions are also put in the newsletter. Our school perform energy audits and we follow all recommendations. Students have made and placed energy saving signs around the school. Children have also been part of a program to inform parents about sustainable practices. They have completed home audits and made suggestions to parents. They also acquired energy saving light bulbs and water saving devices to take home. Solar panels have been installed on our school roofs. In 2013 the school was successful in gaining a grant to purchase three new rain water tanks. Water collected in these tanks will be used to water our gardens. Our children supply the tuckshop with vegetables from our vegetable gardens. The children run Healthy Eating Days where they collect eggs (from our chickens) and vegetables (from our gardens) and cook a healthy lunch for students to share e.g. quiche, egg and lettuce days, potato bake. Our tuckshop is also committed to reducing impact on the environment by serving all tuckshop food on reusable plates and in reusable cups. We do not have poppers but rather serve juice/milk etc. in cups. We do not use plastic wrapping. Our food is made in the tuckshop reducing the use of packaged food to zero. We encourage and reward children and teachers who have a nude lunchbox. All rewards and data is placed in the newsletter.

We have undertaken audits for water, rubbish and energy. From there whole school programs have been developed. Children are encouraged to run these programs. They monitor, graph and record data, report and make suggestions in order to improve our consumption of water, electricity and waste. This includes turning off lights and fans when rooms are not in use; only using air conditioners in Term 1 and 4 and then only for period two and/or three. Fluorescent tubes have been removed from areas where the light metre has indicated strong natural light. Runoff from our bubblers and hand basins is caught and this grey water is put onto our gardens. Children also bring a drink bottle which is used instead of bubblers. We work closely with our community and welcome donations of plants or trees to beautify our school grounds. We collect the recycle newspapers from the local store and use in our gardens as weed control.
Aluminium cans from the community are collected and sent away for recycling.
Smart Moves Program

Our Smart Moves Program runs daily from 8.45 to 9.00 every day of the week.

Religious Instruction

Religious Instruction is offered to students in accordance with the Education Act (General Provisions). An inter-denominational approach is used. Jehovah Witness children do not attend. Children who have parental consent given in writing or on the application for student enrolment form will attend the lesson. Students who do not participate in Religious Instruction will complete curriculum revision tasks in another room supervised by a teacher.

Parades

A whole school parade is held once a week at 2.30pm on Mondays and is run by our school leaders. During parade messages are passed on to students and awards are given to children who have demonstrated improvements in all walks of school life.

Each year we conduct special parades to mark ANZAC Day and Remembrance Day. Presentations and performances are also held at some parades to showcase student achievement. The presence of parents and community members is encouraged, as all of our parades are hosted by our children.
Newsletter

Our newsletter is published weekly and is sent home to parents and carers each Wednesday by the oldest child in each family at the school. This newsletter is important to us for communicating to parents and the wider community; our school information, coming events, achievements, community news and it is our official communication for school information. It is also located on the school website for your convenience at http://yarwunss.eq.edu.au.

Booklists

A list of requirements will be issued at the end of each year for the next years’ classes. This list of books and stationery items can be purchased by the parents or by the school. We stress the importance of children having all items prior to the start of school. This helps them settle into their class and helps teachers concentrate on delivering their teaching and learning programs. Students commencing school with us throughout the year are encouraged to bring the materials they already have and purchase any additional materials specific to their class.

Wet Weather Procedures

During play breaks students may play under cover or go to the Library. The following principles will guide our actions should a thunderstorm threaten around going home time:

- Safety of students is of prime concern and this may mean we will briefly delay the exit of students in the event of a thunderstorm. It is safer for students to remain inside a classroom than to walk out to a car/bus during a storm.
- In the event of a thunderstorm, the school will go into ‘lockdown’ at 3.00pm. Lockdown means students remain inside their classrooms with doors and windows shut. When the storm front has passed students will be released.
- Students are not to be collected from classrooms during a lockdown. Parents are welcome to shelter in / under school buildings during the lockdown.
- A lockdown will be signalled by the intermittent ring of bell. The Principal will indicate the end of the lockdown.
- The school bus will wait for students if a lockdown is invoked.
Library

Students are encouraged to borrow books from our growing range of resources. Students in grades Prep to 6 may borrow up to four books at a time and may keep them for one week. These books can also be extended as required, however regular weekly borrowing is desirable. Students are encouraged to use the Five Finger Test when borrowing books so that they have a better chance of borrowing books suitable to their reading level.

All classes visit the Library on a two week basis and students participate in various curricula, cultural and recreational activities with the Teacher/Librarian. A Teacher Aide will allocate time within the second week for students to return and borrow new books.

Students require a fabric library bag large enough to protect and carry borrowed books. It is expected these book/s are cared for while on loan, and then returned punctually in good condition. It is understandable that accidents and unexpected situations arise from time to time, and in the event of damage or loss, a message via written note or a phone call from parents/guardians is appreciated, and a replacement cost will be requested.

When transferring or leaving the school, please ensure that all Yarwun books and resources are returned.

A ‘Book Fair’ is held either in Term 3 or 4 in the Science/Music Block where students, staff, parents and community members are invited to view and purchase books and related items. The school receives free books as a percentage of sales for running the Book Fair.

The focus of our library is to foster a love of reading for all purposes. We encourage reading in a variety of modes e.g. novels, magazines, cooking/construction books etc.
P&C Association

We have an active Parents & Citizens group (P&C) which meets on the third Monday of each month in the Staff Room at 6.30pm. They ensure our school is well resourced, being involved in the budget design for the school as well as fund raising.

Our P&C Executive for 2015 will be decided at our Annual General Meeting on Monday 16th February. All parents are encouraged to become members of our P&C or its subcommittee, the Tuckshop Committee. Class camps or year level camps may apply to conduct a raffle/minor art union to help reduce the cost of camp through the P&C.

Parent and Community Helpers

Parents and carers are encouraged to become voluntary helpers in many aspects of school life as partners in their child/ren’s education. There are many ways in which you may be able to assist the teacher with class activities. These may include hearing children read, supervising small groups working independently, art and craft, Reading Club, helping on excursions, camps etc. Please contact your child/ren’s classroom teacher/s to see how you can help.

Volunteers may also actively participate on the P&C Association, or sub committees, in the Tuckshop, Swimming Lessons, Sports Team coaching, transporting etc. Any help is always welcomed. To cover you, in case of an accident whilst helping, you must sign in and out in the book held in the Office, classrooms or tuckshop. Volunteers are covered through P&C Association insurance only.

Volunteers must use appropriate behaviour and maintain confidentiality regarding their interactions with children, following the expectations of Education Queensland’s Code of Conduct for all Employees (including volunteers), the Child Protection Act and policies including a ‘Working with children” check if not a parent at the school.
Student Welfare
Ensuring the emotional welfare of individual students is of utmost importance. Our school actively teaches the ‘You Can Do It’ program which promotes success and happiness through the development of the five foundations of confidence, persistence, organisation, resilience and getting along. A visiting guidance officer is available to assist with issues impacting performance at school. Parents may also access assistance through Gladstone Child and Family Health (Ph. 4976-3335)

Emergency Evacuation, Lockdown and Drills
Each term the whole school takes part in an organised evacuation. All visitors, including parents who are in the school grounds at the time of the evacuation must take part. Visitors need to sign in / out as part of the school routine for this purpose. All classrooms, administration areas and Tuckshop have the Emergency Evacuation procedure on display. A continuous siren signals the evacuation (e.g. a fire or bomb threat).
At times, a lockdown may be required where classes close doors and windows. This may occur, for instance, if a wild storm suddenly occurs or a dangerous situation exists in the school grounds. If this should occur the signal is intermittent.

Extra-curricula Activities and Sport
We provide as rich and varied a curriculum as possible. Both boys and girls are offered the opportunity to participate in sports programs. We have a whole school choir, a guitar and recorder band.

Our school participates in the Gladstone Eisteddfod
       Literacy Carnivale
       QMEA/Toolooa SHS Super Challenge
       Under 8’s week
       Gladstone Carols by Candlelight
       Six-a-Side Soccer Competition
       Dance Fever
       Five-a-Side Touch
       Gladstone Netball
Gladstone District Football Competitions.

Swimming
Swimming lessons are conducted in first term for all students. Lessons take place at the Calliope/Gladstone pool. Students travel to the pool by bus. Lessons are prepared by physical education teachers/qualified swimming instructors and may be conducted by physical education teachers, swimming instructors, classroom teachers, teacher aides or parents.

Excursions
Parents will ALWAYS be advised of impending excursions and may withdraw permission at any time by sending a note to school. Our policy is to use buses rather than parents for transport, excepting where it is uneconomical to hire a bus for a small group of children. We endeavour to keep bus costs to a minimum on each excursion. Parents assisting by transporting students will need to show current drivers licence and registration papers prior to each event. In keeping with new regulations children less than 7 years will be required to have booster seats. Children 12 and under are not permitted to ride in the front seat of a vehicle.
The wearing of green/orange school uniform is a compulsory requirement when representing the school on an excursion or in sport. This includes green legionnaire’s caps or green wide brimmed hats.
Yarwun School Sports

All children are encouraged to participate in intra-school sports and games. Those children who demonstrate the potential to excel are asked to represent the school at an inter-school level. The school is divided into two houses: Oxley and Leichhardt. These houses are used to make up teams for intra-school sport.

Ten, eleven and twelve year old children may be invited to participate in higher level selection trials (Port Curtis & Capricornia), beyond the normal school standard. We encourage parents to allow their children to accept these invitations, as this allows them to experience a better standard, and may motivate them to strive towards reaching their true potential.

Participation of our school in sports is dependent upon:

- A competition being organised,
- Sufficient student interest in the sport,
- Availability of team coaches and managers.

Parents are welcome, and encouraged, to take responsibility for coaching a sporting team.

Selection Policy for all teams representing the school:

Children are invited to try out for a variety of groups or teams at our school. In some cases not all children who try out for selection are picked. Some of the reasons a child is picked for a team are as follows:

- Is co-operative with teachers;
- Is willing to be coached;
- Displays some skill/expertise in the area;
- Gives a commitment to training;
- Displays self discipline; and is prepared to wear the school uniform with pride.

In general, preference will be given to older students. Students in Year Five may be given preference over an older student if they meet the above criteria to a higher level than the older students. Where an older student and a younger student show similar skill/commitment etc, the older student will be given preference. It is also important that a number of Year Six and Five students are included in teams to ensure our whole school philosophy.
Resource Centre

Mrs Roy, our teacher librarian opens the library during first break on every second Monday. On the other days senior students who are Library Monitors supervise a variety of activities. These activities include: Games, Puzzles, Drawing or Story Telling.
Cultural and Academic Activities

Our Whole School Choir, Whole School Speech Choir, Recorder and Guitar Bands form part of our school’s cultural program.

Homework

The Queensland Government ‘Homework in State Schools’ Policy sets out guidelines for the amount of time a student should spend on homework each week. All children should read each night. Home readers are provided for students in Years Prep to Year 6.

These are to be returned to school the following morning and exchanged. Children requiring more reading material than provided by the home reading program should be borrowing from the school or council library.

Teachers generally provide a homework sheet each week. Students should plan their homework around other after-school commitments. Where doing some written homework each afternoon/night suits most students, it may not suit all.
Prep  - generally no more than 20 minutes each week  
Yrs 1/3 - generally no more than 1 hr  
Yrs 4/5 - generally no more than 2-3 hrs  
Yrs 6 - generally no more than 3-4 hrs

Spelling:

- Yr 1 = 3-10 words per week  
- Yr 2 = 10-15 words per week  
- Yr 3 = 10-20 words per week  
- Yr 4 = 10-20 words per week  
- Yr 5 = 15-25 words per week  
- Yr 6 = 15-25 words per week

Teachers do not set new work for homework. Students who do not understand the homework task must speak to their teacher early in the week. Parents are most welcome to ask for teacher guidance for homework tasks. Please do this early in the week.

Money

All money sent to school must be in a sealed envelope. The child’s name, class and the amount of money enclosed and the activity for which the money was forwarded must appear on the front of the envelope. **All money should be given to your child’s teacher and not sent to the office.** Your child’s teacher will record all monies that come into the school.
Yarwun’s School Camp Program

At Yarwun, children in Years 4 to 6 spend a week away from the school once every two years. The Camp Program consists of a camp within Queensland and one that may travel interstate. The location is determined by teachers and is often tied in with work being completed in class. Camps are not restricted to children in the middle and upper year levels and teachers in infant classrooms have the option of organising sleep overs at the school.

In recent years students from Yarwun have gone to:
- Riverside Retreat
- The Caves
- Canberra
- Stockman’s Hall of Fame

The majority of the camp costs are subsidised by funds raised from fundraising and parents are asked to pay the balance. Also associated with camps is the requirement of practised good behaviour by all students prior to camp in all school activities, including completion of work set by teachers, bus travel to and from school, general behaviour in both the classroom and the playground.
Responses to Intervention

Intervention is provided at three levels and in response to assessment:

1. **Whole of School** – each year NAPLAN (National Assessment Program Literacy and Numeracy) data is analysed to determine the effectiveness of the school curriculum and possible strategies that can be put in place at a school level to intervene for improvement.

2. **Focused / Targeted Teaching** – groups of students not responding to approaches in Level 1 are targeted with significant additional teaching to achieve the standards expected of their same-age cohort.

3. **Intensive Teaching** – intensive scaffolding for short periods may be required for individual students not responding to approaches in Level 2.

Students who do not respond to the third level of intervention will require more intensive assessment involving input from special education service providers.

Guidance Services

A Guidance Officer visits our school on a needs basis. The role of the Guidance Officer includes:

- Assessing students who fail to respond to intervention,
- Counselling students and parents,
- Working with staff and providing professional development.

Parental permission is required before the guidance officer may assess or counsel an individual student.
Reporting To Parents

Parent – Teacher interviews are held toward the end of Semester 1. Written reports are issued at the end of Semesters 1 and 2 (June and December).

Our school uses a report card format developed by Education Queensland to satisfy the requirements of Australian Government Legislation.

Parents who work alongside our teachers with their child’s education, usually find few surprises in report cards.

Meetings to discuss elements contained in report cards are mutually arranged between parents and teachers.

A weekly newsletter is issued and is aimed to keep you abreast of classroom, school, local and Education Queensland developments.

Our school web-page provides a range of documents and information of interest to parents and the wider school community. Please make a habit of checking it regularly. Our web address is http://yarwunss.eq.edu.au

The Principal and representatives of our P&C sub committees present to the P&C on a monthly basis. This occurs on the third Monday of the month. Each year the President of the P&C and Principal prepare an annual report to the parents of our school community.

Notes are sent home from time to time so it is a good idea to check school bags on a regular basis. Students from Grade 3 to 7 have diaries and Prep to Year 1 students have Kit Books which are used as a communication tool between school and home.
Parents Requiring Interviews

If we are at all concerned about your child then we will contact you either by letter or telephone. Conversely, if you have any concerns please contact your child’s teacher.

We encourage parents to approach teachers quickly with regards to any concerns or problems that may arise. We do ask parents to be mindful of the fact that teachers are often very busy in the mornings, and after school is a more appropriate time for an interview. If you feel you may need a lengthy discussion we do ask you to contact the teacher to make an appointment the day before.

Please do not ring staff at their home numbers without having made a prior agreement.

Sickness & Medication

Illness

Occasionally, children become sick while at school. If this happens, we will contact you by telephone. If you are not available, we will contact the emergency number given to us on enrolment. Failing that, we will do our best to make your child as comfortable as we can. However, school is not the best place for a sick child and we do ask you to ensure that you have adequate arrangements in the event of illness or accident.

Please keep us up to date with changes of address, telephone number, emergency contact and work number.

Absences

Department of Education & Training data shows a direct correlation between attendance at school and academic achievement. It is imperative that all students attend school regularly and consistently. However, sick children need to be kept at home where they can make a full and rapid recovery from their illness. Parents are required to advise the school when their children are absent. Notification can be made, by telephone, on the first day your child is absent. A written note of explanation must be sent to school on child’s return.
Each semester on our Report Cards a record of absences is published for parents. These are reported in the following manner:

# Unexplained Absences, i.e. failure to notify the school.
# Explained Absences, i.e. notification has been made to the school.

**Medications**

School staff may only administer medication prescribed by a medical practitioner. Medication must be in the container supplied by the pharmacist with the name of the medication, student’s name and dosage rates displayed on a label attached to the container.

Parents should deliver the medication to school rather than entrusting it to students. An Administration of Medication form must be completed at the office.

Students are not to keep medication in their bags. Medication will be administered by an adult person designated by the principal. The Principal may, at parent’s request, allow older and responsible students to self-administer asthma medication (Ventolin). Students, including siblings, must never share any medication, including Ventolin.

Children going on camps or excursions must follow the same procedures listed above.
### Illness & Exclusions

<table>
<thead>
<tr>
<th>Condition</th>
<th>Exclusion</th>
<th>Exclusion of Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken Pox</td>
<td>Exclude until fully recovered for at least five days after the eruption first appears. Note that some remaining scabs are not a reason for continued exclusion.</td>
<td>Any child with an immune deficiency (e.g., leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded.</td>
</tr>
<tr>
<td>Glandular Fever</td>
<td>Exclusion is not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>Exclude until a medical certificate of recovery is received, but not before seven days after the onset of jaundice or illness.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>Exclusion is not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Hepatitis C</td>
<td>Exclusion is not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Cold Sores</td>
<td>Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>School Sores</td>
<td>Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Measles</td>
<td>Exclude for at least four days after onset of rash.</td>
<td>Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours</td>
</tr>
<tr>
<td>Disease</td>
<td>Duration/Remarks</td>
<td></td>
</tr>
<tr>
<td>---------------------------------</td>
<td>---------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Meningococcal Infection</td>
<td>Not excluded if receiving Rifampicin.</td>
<td></td>
</tr>
<tr>
<td>Mumps</td>
<td>Exclude for nine days or until swelling goes down (whichever is sooner)</td>
<td></td>
</tr>
<tr>
<td>Ringworms &amp; Scabies</td>
<td>Re-admit the day after appropriate treatment has commenced</td>
<td></td>
</tr>
<tr>
<td>Rubella</td>
<td>Exclude until fully recovered or for at least four days after the onset of the rash.</td>
<td></td>
</tr>
<tr>
<td>Whooping Cough</td>
<td>Exclude the child for five days after starting antibiotic treatment.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Exclude non-immunised household contacts aged less than 7 years for 14 days after the last exposure to infection or until they have taken five days of a 14 day treatment for antibiotics.</td>
<td></td>
</tr>
</tbody>
</table>

**Headllice**

**PREVENTION**

- Inspect hair weekly i.e. every weekend
- Comb hair twice daily – combing needs to reach the scalp.
- Keep hair tied back or in plaits when at school
- Avoid sharing hats, combs, hairbrushes, pillows, bicycle helmets etc.
- A note recommending parents check their children’s hair may be sent home from time to time.
Accident Policy

The following procedure will be followed in the case of accidents at school:

1. If the child is seriously injured and requiring urgent medical attention:
   - The ambulance will be called
   - Parents will be notified

2. If injuries need medical attention, but are obviously not serious:
   - Parents will be notified to discuss appropriate course of action

3. Minor injuries requiring first aid
   - First aid facilities and qualified personnel are available for such treatment at school.

Head injuries, including bumps or knocks, should always be treated seriously and medical advice sought.

School staff has basic first aid training and if unsure of the extent of an injury, will recommend to parents that medical advice be sought.

On our admission form, you will find details to be completed regarding emergency contacts and family contact phone numbers. Please complete it fully and if at any time the details are changed, please notify the school immediately (especially telephone numbers for contact).

School Dental Service

The School Dental Service provides oral health care at specified dental clinics.

The mobile clinic visits our school bi-annually.
Valuables & Lost Property

Lost Property

Please ensure that all possessions are suitably marked for easy identification.

A lost property box is located in the under cover area.

At the end of each term children in all classes view lost property and items still remaining are taken to one of the local charities.

Money, Toys, Mobile Phones

We discourage children from bringing money to school unless it is in an envelope for payments.

Expensive toys should be kept at home.

Students who need to bring mobile phones to school for security reasons are to leave their phones in their school bags. Mobile phones must be switched off, during the school day. Parent communication with students during the school day is to be through the school office. The school is not responsible for student mobile phones lost or damaged at school.

Forbidden Articles

Water pistols, toy and cap guns, matches, pocket knives, chewing gum or any objects teachers may deem dangerous are forbidden at school. These will be confiscated and may be returned at the end of term. In general, personal property which bears no educational significance (e.g. collector cards, games, toys) is not permitted. Should your child bring such items to school, no responsibility will be taken if they are lost/stolen.
Bus Runs & Conveyance

Transport Services

Buses run from Targinnie, Calliope River Road and Gladstone. Eligible pupils (those who travel free) are those:

- Primary children living more than 3.2km from the nearest school
- High school age children living more than 4.8km from the nearest high school.

Ineligible children (those under previously mentioned distances) may travel on the bus for a fare, of which the bus driver will notify you.

Good behaviour on the bus is very important. Children must obey the driver and sit quietly while travelling to and from school. Behaviour on the school bus is regulated by the Queensland Transport’s Code of Conduct for School Students Travelling On Buses which can be downloaded from the Queensland Transport website: www.transport.qld.gov.au. Students who fail to comply with the requirements of the Code may be prevented from travelling on the bus.

Conveyance Allowances

Students who live more than 3.2km from the school and who cannot access school bus services may be eligible for conveyance assistance. Please visit the Queensland Transport website www.transport.qld.gov.au for details:

### Approximate Bus Times

**Morning**

Bus arrives at Yarwun 8.00am

**Afternoon**

Bus arrives at Yarwun 3.30pm
Borrowing School Equipment

Our P&C Committee raise funds and when combined with our General Account adequately cover the cost of our resources. From time to time members of the community request to borrow P&C resources. The procedure for this is to make an application to the P&C which will be presented at the next general meeting. Without this procedure being followed these resources cannot be borrowed.

Use of School Facilities

Parents and community groups may access school facilities after hours at the Principal’s discretion. A Public Liability insurance policy must be sighted for organisations wishing to use the facilities as the school/Education Queensland does not accept responsibility for injury/damages. A request and appointment needs to be made through the Principal. Please note, people found on school property without authorisation from the Principal may be questioned and charged by police for trespassing. Please contact the police or School Watch on 131788 if you see suspicious people in the school grounds after school hours.

Tuckshop

Our tuckshop operates once per week. We thank all parents who assist in running and helping in our tuckshop. They are busy days commencing at 8.30 and involve preparing food, some cleaning and serving. For those who don’t like to handle money, still feel free to volunteer as there is plenty to do. The more we have on your roster day the easier it is and you may even have time for a cuppa and a chat. Please consider helping. A tuckshop menu is supplied at the beginning of each term. To order, please include your NAME, CLASS on the order form for FIRST or SECOND break and items from the menu. Please place this money (correct change whenever possible) in an envelope or bag. Your child then places the bag in the tuckshop basket in the office.
School Calendar 2015

A school calendar is attached to the weekly newsletter.

School Terms

Term 1  Starts Tuesday 27th January  Finishes Thursday 2nd April  10 Week Term
Term 2  Starts Monday 20th April  Finish Friday 26th June  10 Week Term
Term 3  Starts Monday 13th July  Finishes Friday 18th September  10 Week Term
Term 4  Starts Tuesday 6th October  Finish Friday 11th December  10 Week Term

Behaviour Management

Responsible Behaviour Plan for Students

Our school vision statement “Striving for Success” and our school community has identified the following school rules to teach and promote our high standards of responsible behaviour:

- Be a learner
- Be responsible
- Be respectful
- Be safe

Students are actively taught the behaviour and procedures required to comply with the school rules in learning settings, in the playground, when transitioning from learning areas, at the toilets, in lunch areas, when on excursion/camp and at bus time and after school.

Our school prides themselves on the positive approach to behaviour management.

Yarwun State School conducts fortnightly You Can Do It! behaviour lessons.

Throughout the whole school community, we aim to develop the YCDI Philosophy of:

- Confidence (academic and social)
- Being organised
- Persistence
- Getting along
- Resilience
Students who continuously display good behaviour will receive encouragement which may include:

- Certificates
- Prizes, rewards and incentives
- Student of the Week
- Student of the Month

Students who fail to comply with our school rules will receive consequences commensurate with the severity and frequency of the breach.
Conflict Resolution

- Minor concerns should be addressed with the teacher in a calm, clear and courteous manner. You may arrange an appointment with the teacher or telephone them before/after school, through administration.
- When complaints are not resolved, an appointment with the Principal may be necessary.
- Serious allegations will be reported and investigated. It is often wise to discuss these with the principal. They may be investigated by the Principal, Departmental Officers, the police and/or Crime and Misconduct Commission (CMC).
- Complaints referred to our Central or District Office are generally referred back to the Principal of the school unless of a very serious nature or involving the Principal, in which case the above process may apply.
- Most complaints are handled at the school level and we attempt to resolve the issue as fairly and as best we can.
- All complaints about staff, students, procedures and policies are investigated as per EQ processes and policies.
- Feedback and suggestions for improvement are most welcome as part of our ongoing review and improvement cycle.
- Unruly, abusive or threatening behaviour by any adult in the school may result in the person being prohibited from entering the school by the Principal or Executive Director as per the Education Act and Relevancy Policy or may involve the police.
- Under no circumstances are parents to approach children other than their own on the school premises for the purpose of disciplining the student or students. Concerns regarding the conduct and consequences administered as outlined in our Responsible Behaviour Plan for students.
Department of Education School Code of Conduct.

Under Division 4 Section 339 of the Education Act 2006.

Direction to leave and not re-enter
(1) A State instructional institution’s principal may give a person (the prohibited person) a written direction requiring the prohibited person to immediately leave and not re-enter the institution’s premises for 24 hours after the time of the direction if the principal reasonably suspects the prohibited person—
(a) has committed, or is about to commit, an offence at the premises; or
(b) has used, or is about to use, threatening, abusive or insulting language towards another person at the premises; or
(c) has engaged, or is about to engage, in threatening or violent behaviour towards another person at the premises; or
(d) has otherwise disrupted, or is about to disrupt, good order at the premises; or
(e) does not have a good and lawful reason to be at the premises.

Under the Code of School Behaviour

Students are expected to:

- participate actively in their school’s education program
- take responsibility for their own behaviour and learning
- demonstrate respect for themselves, other members of the school community and the school environment
- behave in a manner that respects the rights of others, including the right to learn
- cooperate with staff and others in authority.

Parents/carers are expected to:

- show an active interest in their child’s schooling and progress
- cooperate with the school to achieve the best outcomes for their child
- support school staff in maintaining a safe and respectful learning environment for all students
- initiate and maintain constructive communication and relationships with school staff regarding their child’s learning, wellbeing and behaviour
- contribute positively to behaviour support plans that concern their child.

Schools are expected to:

- provide safe and supportive learning environments
- provide inclusive and engaging curriculum and teaching
- initiate and maintain constructive communication and relationships with students and parents/carers
- promote the skills of responsible self-management.