Vincent
STATE SCHOOL

Parents’ Handbook

280 Palmerston Street
Vincent 4814
Phone: 4728 0444
Fax: 4728 0400
admin@vincentss.eq.edu.au
CONTENTS

Our Mission Statement ........................................................................................................... 4

Our four rights......................................................................................................................... 4

Principal’s Welcome ............................................................................................................. 5

P &C’S WELCOME ................................................................................................................. 7

School Details ....................................................................................................................... 8

School Staff .......................................................................................................................... 9

School Calendar .................................................................................................................... 10

Enrolments and Transfers ..................................................................................................... 11

Raising Concerns, Questions or Complaints ......................................................................... 13

General Information ............................................................................................................. 14

Absence from School ............................................................................................................ 14

Access to School Grounds .................................................................................................... 14

Accidents ............................................................................................................................... 15

Assemblies ............................................................................................................................. 15

Bicycles ................................................................................................................................ 15

Book Club .............................................................................................................................. 15

Book Lists .............................................................................................................................. 16

Breakfast Program ................................................................................................................. 16

Chaplain ................................................................................................................................. 16

Community Health Visits ..................................................................................................... 16

Educational Excursions ......................................................................................................... 16

eLearning................................................................................................................................. 16

Head lice ................................................................................................................................. 17

Healthy Nibbles ..................................................................................................................... 17

Instrumental Music ................................................................................................................. 17

Lost Property .......................................................................................................................... 17

Medical Information ............................................................................................................ 18

Medication .............................................................................................................................. 18

Mobile Phones & Personal Belongings .................................................................................... 18

Payment of Money ................................................................................................................ 18
OUR MISSION STATEMENT

To create and sustain

a safe and respectful learning community

where quality teaching is used
to build success together.

OUR FOUR RIGHTS

Everyone has the right to:

• Be Learners
• Be Respected
• Be Safe
• Be Successful
Welcome to Vincent State School

Our mission is to create and sustain a safe and respectful learning community where quality teaching is used to build success together.

**We plan to do this through:**

- the delivery of high quality curriculum
- excellence in teaching and learning
- school/home/community partnerships
- recognising and catering for diversity
- reinforcing positive behaviour
- a safe, supportive learning environment—by implementing proactive school wide systems for defining, teaching and supporting appropriate student behaviours to create a positive school environment
- providing inclusive education

**We encourage all our students to be:**

- Knowledgeable people with deep understanding
- Creative people
- Effective communicators
- Reflective and self-directed learners
- Complex thinkers
- Active investigators
- Problem solvers

**We believe the staff play a significant part in student learning through:**

- Supporting and encouraging individual success
- Being skilled and professional in their roles
- Modelling our school’s core rights and values
- Providing a caring and stimulating learning environment
- Working collaboratively with parents
We believe that through their learning, students should:

- Achieve to the best of their ability
- Respect and accept self and others
- Have a positive, responsible attitude towards and ownership of their own learning and behaviour
- Commit to learning by attending school, engaging in learning activities and completing homework

We believe parents and the community should be:

- Enthusiastic and positive partners in education
- Informed and involved in the life of the school
- Supportive of the school’s rights, values and teachings
- Responsive and encouraging of school’s curriculum programs and activities

We believe that our curriculum should:

- Focus on the 8 Key Learning Areas
- Challenge and engage students
- Cater to a diverse range of learning abilities and styles
- Incorporate current Queensland and Australian curriculum initiatives
- Provide a balance of academic and extracurricular activities
- Encompass the social skilling of students

At Vincent State School everyone has the right to:

- Be Learners
- Be Respected
- Be Safe
- Be Successful

This information guide is an introduction to what we hope will be a very happy association for you with Vincent State School.

Yours in Education

Christie Schmid
P & C’S WELCOME

A warm welcome to Vincent State School from the P & C Association

The parents at Vincent have a strong sense of community and a commitment to the education of our children as they progress through our school.

While our P & C Committee is small in number, it is very focused on providing as much assistance as possible to teachers and staff. A big focus is providing a daily tuckshop which serves healthy and well-prepared food for our school community. Funds raised provide support to school excursions, sport, resources and generally any items which will enhance the education of children and allow access for all to a quality education.

Our P & C Meetings are held on the second Wednesday of every month, during school terms, in the Prep centre and are advertised in the newsletter and on the notice board. It is a relaxing and interesting way to meet other parents, contribute to the running of the school and work as a team to improve what we can offer to our children here at Vincent.

A number of opportunities are available for parents to volunteer around the school. These include the tuckshop, helping children with reading and library work. All help is greatly appreciated.

With the tuckshop, to ensure it is able to be open 5 days per week, we do need quite a number of willing volunteers. One day per week from 8.30 a.m. until 12 noon is always welcome.

Yours sincerely

Jennifer Buckby

P & C President 2013
SCHOOL DETAILS

STREET ADDRESS: 280 Palmerston St, Vincent, Townsville, 4814
POSTAL ADDRESS: PO Box 415, Aitkenvale, Townsville, 4814
TELEPHONE NUMBERS: School Office 4728 0444
                    ECDP 4728 0436
EMAIL the.principal@vincentss.eq.edu.au or
        admin@vincentss.eq.edu.au (Administration)
        library@vincentss.eq.edu.au (Library)
WEBSITE: http://vincentss.eq.edu.au
FAX NUMBERS: School Office 4728 0400
               ECDP 4728 0432
OFFICE HOURS: The school office is open from 8:30 am to 3:30 pm Monday to Friday. An answering machine normally operates outside of these hours.
SCHOOL ROUTINE: Students are not to be at school prior to 8:30 am. If on occasion students arrive at school earlier, they must wait under C block, until the 8.30 am bell.
8.30-8.55am Breakfast Program opens. Students may move around the school in covered play areas only. No one is allowed on the basketball court, oval or play equipment areas.
8.55am Morning Bell
9.00am School Starts - FIRST SESSION
11.00am First Break -Eating Time
11.15am First Break - Play
11.45am SECOND SESSION
1.15pm Second Break - Eating Time
1.30pm Second Break - Play
1.45pm THIRD SESSION
3.00pm School Finishes
SCHOOL STAFF

Leadership Team

Principal: ................................................................................................................. Mrs Christie Schmid

Head of Special Education: ...................................................................................... Mrs Judy Clancy

Head of Special Education - Early Childhood Development Program: .... Mrs Majella Staweno

Head of Curriculum: .................................................................................................. Mrs Diana Morgan

Literacy Coach: .......................................................................................................... Mrs Diana Morgan

Mobility Support Teacher/Family Liaison Teacher................................................. Mrs Ilma Murray Prior

Teaching Staff

Class Teachers, Teacher-Librarian, Physical Education Teacher, Music Teacher, Support Teacher - Literacy and Numeracy, Special Education Program Teachers

Support Staff

Teacher Aides, Indigenous Education Worker, Educational Interpreters, Auslan Language Models, Chaplain

Administration Staff

Administration Officer – Reception......................... Lauri Helmstedt

Administration Officer - Finance......................... Annette McMahon

Administration Officer - Special Education............... Andrea Robinson

Administration Assistant..................................................... Alison Walton

Visiting Staff

Instrumental Music Teacher

Guidance Officer

Advisory Teachers for Students with Disabilities

Behaviour Management Support Teacher

Speech Language Pathologist
SCHOOL CALENDAR

School Commences:
Tuesday 28 January 2014

**Term 1** *(10 weeks)*
Tuesday 28 January 2014 - Friday 4 April 2014

**Term 2** *(10 weeks)*
Tuesday 22 April 2014 - Friday 27 June 2014
Friday 25 April – Anzac Day Public Holiday

NAPLAN Test dates for Year 3, 5 and 7 Students – 13, 14 and 15 May 2014
Monday 9 June – Queen’s Birthday Public Holiday

**Term 3** *(10 weeks)*
Monday 14 July 2014 - Friday 19 September 2014

**Term 4** *(10 weeks)*
Tuesday 7 October 2014 - Friday 12 December 2014
Monday 7 October – Labour Day Public Holiday
Monday 20 October – Pupil Free Day

**Easter Vacation:** Monday 7 April 2014 – Monday 21 April 2014

**Winter Vacation:** Monday 30 June 2014 - Friday 11 July 2014

**Spring Vacation:** Monday 22 September 2014 - Friday 3 October 2014

**Summer Vacation:** Monday 15 December 2014 - Monday 26 January 2015
ENROLMENTS AND TRANSFERS

Eligibility for Enrolment

Vincent State School caters for children from Prep to Year 7.

The Early Childhood Development Program (ECDP) caters for children with disabilities or suspected disabilities from birth to pre-prep age.

As part of the Education (General Provisions) Act 2006, principals have the responsibility of assessing an applicant’s eligibility to enrol in a state primary school. The principal may require documentation to confirm eligibility such as a birth certificate or Australian citizenship documents.

Enrolment Package and Agreement

As part of Education (General Provisions) Act 2006, all state primary schools are to provide to parents or students a copy of the school’s enrolment package including:

- Application for enrolment
- Enrolment agreement
- Responsible Behaviour Plan for Student
- Student Dress Code
- Homework policy
- Other school policies, programs and services

Enrolment Process

Please contact the school office to organise an interview time to speak with the principal or delegate. During this interview information will be collected to determine the student’s eligibility to enrol at Vincent State School and to assist with a smooth transition.

Primary

Prep

All children of eligible age may attend a full-time year of education before starting Year 1. Children must be five (5) by 30 June in the year they intend to commence Prep.

When creating official school records, the name on the child’s birth certificate is used, therefore parents must provide a copy of the birth certificate before enrolment.

A birth certificate is required to show proof of age.

<table>
<thead>
<tr>
<th>Birth date:</th>
<th>Eligible for Prep Year in:</th>
<th>Eligible for Year 1 in:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child born 1 July 2008 to 30 June 2009</td>
<td>2014</td>
<td>2015</td>
</tr>
<tr>
<td>Child born 1 July 2009 to 30 June 2010</td>
<td>2015</td>
<td>2016</td>
</tr>
<tr>
<td>Child born 1 July 2010 to 30 June 2011</td>
<td>2016</td>
<td>2017</td>
</tr>
<tr>
<td>Child born 1 July 2011 to 30 June 2012</td>
<td>2017</td>
<td>2018</td>
</tr>
</tbody>
</table>
Years 1 - 7

To be eligible to enter Year 1, children must turn six by 30 June of that year. When creating official school records, a birth certificate is required for students entering an Education Queensland school for the first time.

Transfers

Parents whose children are transferring to another school need to notify the School Office of the last day of attendance and destination school. Early notice should be given so that teachers can prepare transfer information. An exit interview may be conducted.

Special Education Program

There is a specific process for the enrolment of students with a disability. This process will be discussed at the enrolment interview.

The Special Education Program caters for primary age children who have a disability. The SEP aims to support students in inclusive settings in classrooms, with adjustments and modifications made to accommodate particular needs.

Early Childhood Development Program

The Early Childhood Development Program (ECDP) caters for children across the district aged from 0 – 5 with a range of impairments. The ECDP is located within the grounds of the Vincent campus. Children enrolled at ECDP may continue their program throughout their early childhood until they are old enough to enrol at their neighbourhood school for Prep.

Parenting Agreement

In cases where a parenting agreement from the Family Court is in force, a copy of the document is to be provided. This information may be sensitive and will be treated as confidential, but is necessary to enable the school to be aware of individual family circumstances.
RAISING CONCERNS, QUESTIONS OR COMPLAINTS

During the course of your children’s school years, you may have cause to ask questions, raise concerns or make a complaint about an issue with your child’s education.

Education Queensland is committed to ensuring that all questions, concerns and complaints are dealt with in a fair and equitable manner. There are processes and support structures in place to enable parents/carers and students to work through any issues they may have.

The following 5-step procedure may assist parents/carers and school staff to reach an outcome that is in the best interest of the student.

1. Discuss your complaint with the class teacher
2. Discuss your complaint with the principal or ask the principal to assist by participating in informal conflict resolution.
3. Contact district office
4. Complaint still not resolved
5. Independent review
**GENERAL INFORMATION**

**ABSENCE FROM SCHOOL**

Parents/Caregivers must ensure their child attends school on every school day required by the educational program.

The principal is required to:

- record unexplained absences
- advise the parent in writing of unexplained absences and request a reason;
- report unexplained absences to the relevant authorities.

If a principal is not reasonably satisfied about the reason given for an absence, the principal may again ask the parent to provide a reason.

A note or phone call outlining the reason for a child’s absence from school is required when:

- a child is ill;
- a child has to leave the school to attend specialised instruction;
- a child has to leave the school to receive medical/dental treatment during a school day.

If you are collecting your child early, please sign them out through the main office or classroom prior to leaving the school.

**ACCESS TO SCHOOL GROUNDS**

Wheelchair access and disability parking is available near the Early Childhood Development Program on Fulham Rd. A disabled person’s parking bay is located on the grounds in the school office car park on Palmerston St.

Pedestrian gates are provided on Hodges Cres, Fulham Rd and Palmerston St. Students should enter and leave the grounds safely using the pedestrian gates. The bus set down area is located in Palmerston Street. All parents are asked to use the street parking provided.

The car park within the grounds of the Early Childhood Development Program is reserved for staff parking only. The ring road can be used for childcare buses and taxis dropping off and picking up students attending the program within designated times. There are designated disability parking bays on the road immediately outside the ECDP for all other parking.

All community members should heed the ‘**No Parking**’ signs outside the school and the two minute drop off zones. Our local police patrol the area regularly to ensure that drivers are following regulations and keeping our children safe.

Before 8.30am, after 3.00pm weekdays, and at any time on weekends, permission must be obtained from the Principal or delegate before using the school grounds.
Arrival at School

Prep and ECDP

To ensure the safety of children with due respect to their age and need for supervision, children must be brought into the Prep classroom or ECDP classroom by parents/carers.

Years 1 –7

Students are permitted to enter the school grounds after 8.30am. Supervision is not available before school. Students should wait under C Block until 8.30am if they need to be in the school prior to 8.30am. Children should arrive at school no later than 8.55am.

Departure from School

Students are only permitted to remain after dismissal if under the supervision of a teacher for sporting, choir or other extra-curricular activities, or if formally detained by a teacher. A teacher may formally detain a student for 30 minutes at the end of a school day, after contacting the parent/carer. The playground areas are out of bounds for all students after hours. If collecting your child from school this should be done promptly at 3.00pm as no formal supervision is provided beyond this time.

Accidents

Minor accidents are treated at school. Where the accident requires professional attention, an ambulance will be called to administer first aid treatment and to take the injured student to hospital if required. Parents are contacted as soon as possible. It is important that the school has up to date contact details for at least one parent and a close friend or relative in case of an emergency.

Assemblies

A school assembly is held each Monday afternoon, commencing at 2.40pm, in the Multipurpose Hall. Parents and friends are most welcome. Student achievement awards and attendance award presentations are a highlight. Special assemblies are held from time to time. These are advertised through the school newsletter.

Bicycles

By law, all bicycle riders MUST wear protective helmets. These should be clearly labelled with the child's name. Helmets should be kept in the class bag racks. All bicycles must be placed in the racks provided near K Block. It is recommended that all bicycles be secured to the racks by chains and locks. No bicycles may be ridden in the school grounds. Scooters, skateboards and Ripstiks are not permitted at school.

Book Club

Scholastic Book Club order forms are distributed to children, and parents are requested to forward the order to the school, by the due date, enclosed in an envelope with correct money. Cheques should be made payable to ‘Scholastic Book Club’. The child's name, class and the amount of money enclosed should be written on the front of the envelope.

Books are delivered to classrooms upon receipt (usually about 14 days after being ordered).


**BOOK LISTS**

The book list in the Enrolment Information Pack outlines the supplies that parents will need to purchase. Students will be required to have these supplies by week 2 of the school year or within two weeks of enrolling.

Some additional writing books, pencils, glue etc may be needed throughout the year. Parents are requested to provide these supplies. Teachers will provide reminders to parents regularly about each student’s required supplies, but parents should check with their child regularly to find out what they need.

*There is a copy of the book list for all year levels on page 31 and 32.*

**BREAKFAST PROGRAM**

The school operates a breakfast program, Monday to Friday, at 8.30am, for all children who would like more breakfast. The Townsville City Council and Food Bank generously sponsor this program. All food is free of charge to the students. Breakfast program operates from the staffroom.

**CHAPLAIN**

Our school chaplain provides pastoral care for students, staff and families. The Chaplain is available to families to discuss any concerns, spend time building positive relationships with each class and supporting individual students. Participation is strictly voluntary. Please feel welcome to contact the Chaplain via the office.

**COMMUNITY HEALTH VISITS**

In partnership with James Cook University, The Smith Family, Department of Aboriginal and Torres Strait Islander and Multicultural Affairs and local General practitioners, Vincent State School conducts a Community Health Visits program each Tuesday afternoon. Basic health checks are carried out and any health concerns can be attended to. This service is provided for all community members. Parent permission is required for students to access this service.

**EDUCATIONAL EXCURSIONS**

From time to time, excursions to places and events of educational interest are undertaken. Parents will be advised of such visits, by either newsletter or separate letter. Children participating in school excursions are expected to adhere to the school dress code and the Responsible Behaviour Plan for students.

**E-LEARNING**

Students at Vincent State School have access to a range of devices to enable eLearning. All classrooms are equipped with Interactive Whiteboards as well as a number of computers which are connected to the school network and enable internet access. Students are also able to access iPads for specific purposes. From 2014 all students will have access to a personal XO laptop for school use. Students who meet attendance and other criteria will also be able to take their XO home to complete learning tasks.
**HEAD LICE**

Head lice do appear from time to time in schools, or anywhere close-knit communities are found. They are easily picked up, and though they carry no disease, sores can develop from scratching. They can cause acute discomfort.

An easy way to find the head lice is to use the **conditioner and nit comb technique**:

1. Apply conditioner to dry hair aiming to cover each hair from root to tip with a layer of conditioner.
2. Detangle the hair using an ordinary comb.
3. Immediately comb the hair with a fine tooth (headlice) comb. Wipe the conditioner off the fine tooth comb onto a paper tissue and look for lice and eggs.
4. Repeat the combing for every part of the head at least 5 times.
5. Also examine the comb for lice and eggs.

If you find lice, your child should be treated. If your child has not been treated for head lice before, and you only find eggs, you should consider treating for head lice. However, another option if you do not want to use insecticidal treatments is to check again the next day using the conditioner and comb technique.

If your child has been treated recently and you find only hatched eggs, but no lice, you may not need to treat since the eggs could be from the old infection. You should check your child every week using conditioner, a fine tooth comb and paper tissue as described above.

Parents will be notified when head lice are detected in their child’s class.

**HEALTHY NIBBLES**

All students are encouraged to participate in “Healthy Nibbles”. Eating a healthy snack mid-morning gives students a “brain boost” and helps them stay focussed on learning. Parents are asked to provide a small, healthy and easy to manage snack. Foods low in fat and sugar, which are not messy, are suitable for Healthy Nibbles. Examples include a small quantity of dried fruit, cut fruit, cheese and biscuits, half a sandwich and plain popcorn. Pre-packaged snack foods and bars are not suitable.

**INSTRUMENTAL MUSIC**

The school has the services of an Instrumental Music teacher for ½ day per week. Interested children are tutored in brass or wind instruments and percussion. Instruction usually commences at age 10 (Year 5). Aptitude Tests are conducted in Term 4 each year with Year 4 students to determine which students will be included in the program the following year. The school has a small selection of instruments available on loan for the first 12 months. Parents may be asked to purchase an instrument for their child after this period if there are other students on the waiting list to learn that instrument.

**LOST PROPERTY**

We stress to parents the importance of **having all property (articles of clothing and school requisites) boldly marked with the child’s name**. This allows us to return property to students.
**MEDICAL INFORMATION**

Parents are asked to advise the school if a child has an illness or condition that may need medical attention or medication at school.

**MEDICATION**

Strict procedures have been developed by Education Queensland regarding the administration of prescription or over the counter medication in schools. We are committed to working with parents and students to ensure medication is administered appropriately, and to highlight the risk of students misusing these medications.

All parents and carers must:

- Notify the school of a health condition requiring medication at school
- Make a written request for school staff to administer medication or assist in the management of a health condition
- Provide the medication in the original labelled container to be held at the school office
- Ensure the medication is not out of date, and has the student’s name, dosage and time to be taken clearly printed on the pharmacy label

**MOBILE PHONES & PERSONAL BELONGINGS**

Mobile phones are not to be brought to school. Should students need to contact parents/caregivers while at school they should contact the teacher or office staff. If your child has a genuine need to carry a mobile phone to and from school, please contact the school to discuss these arrangements.

The school cannot take responsibility for personal belongings brought to school. We ask that parents ensure that valuable items are kept at home.

**PAYMENT OF MONEY**

When making any payments (for excursions, Book Club, contributions) please place correct money in an envelope provided by the school. The correct amount of money is required as the school does not carry a cash float.

If using a plain envelope please write on the front:

<table>
<thead>
<tr>
<th>Student’s name: Joe Citizen</th>
<th>Class: Prep</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reason for payment: Museum Trip</td>
<td>Amount of money: $8.00</td>
</tr>
</tbody>
</table>

All money is to be put in to the money slot at the office, immediately on arrival at school. All money must be paid by due date.

**PLAYGROUND AREAS**

Children should play in the area allocated for their use. **Hats and shoes must be worn at all times.** Teachers will show all children their play areas and explain out of bounds zones.
REPORTING TO PARENTS
Parents are welcome to make an appointment to see their child’s teacher at a mutually agreeable time to discuss your child’s progress.

Scheduled Reporting Timeline:
Written reports - Terms 2 and 4.
Face to face reporting - Terms 1 and 3.

SCHOOL DENTAL SERVICE
The School Dental Service visits the school approximately every two years. Children may be treated at no expense to parents, during school hours. The Dental Clinic will contact parents through the school for permission for children to attend. Parents of children new to the school during the year, and of children requiring emergency treatment, may phone the School Dental Service, and an appointment will be made for the child to attend the van wherever it is currently sited.

Phone: 4789 9900

SCHOOL HEALTH SERVICES
Queensland Health provides child health services for primary aged children. These services can be offered on a referral basis.

SCHOOL NEWSLETTER
A school newsletter is sent home to parents each Wednesday with the eldest child in each family. It provides information about school activities, future planned events and community notices.

SCHOOL VOLUNTARY CONTRIBUTION SCHEME
This Contribution Scheme was endorsed by Vincent Parents and Citizens’ Association on 14 August 2004, and is updated each year.

Each family is asked to contribute at the following rates:

- $25 for one child.
- $40 for a family of 2 children.
- $50 for a family of 3 or more children.

This money is used to provide classroom consumables such art materials, photocopying and other resources used by the class.

This contribution does not include costs for Excursions, Arts Council, School Sport and similar activities.

While the scheme is voluntary, the benefits for the school and students are quite significant. All families are asked to participate in the contribution scheme.

Payments may be made at the office from the beginning of Term One, eg:
Parents may negotiate other forms of payment with the Principal.

**Speech Pathology Services**

A Speech Pathologist works with children who are referred for assessment and possible therapy. Referrals may be requested by parents, teachers and Guidance Officers.

**Student Information**

It is essential to have up-to-date school records for each family at the school. Therefore, we ask that, if there is any variation in the information we have on record - particularly change of address, parents' contact phone numbers, emergency contacts or serious health condition - the school office is advised accordingly.

**Tuckshop**

Our tuckshop is staffed by volunteer parents. New helpers are always welcome. The P&C Association operates the tuckshop service daily to provide nutritious food for children as follows:

First break – 11:00 am to 11:45 am: Monday and Tuesday, Thursday and Friday (Closed Wednesday)

All orders must be placed in tuckshop box on arrival in classroom, and orders to tuckshop before 9.30am.

Our school tuckshop follows Education Queensland’s Smart Choices Healthy Foods strategy.

There is a copy of the Tuckshop menu on page 33.
SCHOOL POLICIES

VINCENT STATE SCHOOL RESPONSIBLE BEHAVIOUR PLAN FOR STUDENTS

Vincent State School is committed to providing quality learning opportunities that enable all students to achieve within safe, supportive and disciplined learning environments. The staff is committed to maintaining high standards of ethical behaviour as described in the Education Queensland’s Code of School Behaviour.

We have developed our Responsible Behaviour Plan for Students in consultation with the local school community while maintaining the values, principles and standards outlined within Education Queensland’s Code of School Behaviour. When enrolling a child in the school, parents sign a form accepting this plan and making a commitment to support it.

The following table is taken from the Vincent State School Responsible Behaviour Plan for Students

Responses for Inappropriate Behaviour

| Any behaviour which compromises the learning, safety and wellbeing of self or others. |
|Teacher responses may include the following: |
| Proximity |
| Pause |
| ‘The Look’ |
| State student’s name |
| Gesture |
| New task |
| Redirection |

Rule reminder linked to an agreement: “...bottom on seat thank you. You need to follow our safe agreement”

Rule reminder with a choice: “...task finished now or in your own time”

Rule reminder/consequence“... by choosing not to finish the task you are choosing a consequence”

Thinking space: a place to continue to work, sit or reflect
Continued or Increasing Compromising Behaviour

- Relocation to another area – Buddy Break
  Time away at next break

- Exit to Leadership Team – Response determined depending on context

Consequence/Response could include:

- Return to normal routine
- Time Away
- Suspension with negotiated return to school and Individual Management Plan
- Individual Management Plan and continued monitoring
- Behaviour Monitoring Record / Data Collection

Case Management Team
Teacher, Parents, Leadership Team, Guidance Officer, Behaviour Management Support Teacher, and other specialist support staff

Misbehaviours which put others at risk, which cause serious injury or which result in serious disruption to school routines may lead to suspension or exclusion, after all other responses are considered, but with due consideration for the welfare and safety of other students and staff.
**STUDENT DRESS POLICY**

At Vincent State School we believe that the wearing of our school uniform by all students every day:

- Reduces peer group pressure
- Enhances student safety
- Ensures that students have appropriate items of dress to allow full participation in all school activities
- Promotes the school identity

The School Uniform Policy is endorsed by our P & C.

At Vincent State School the uniform for all students is:

- A Vincent polo shirt (available from school canteen)
- Black shorts for boys and skirts or shorts for girls
- White socks
- Firmly secured closed in shoes eg. joggers
- A brimmed hat (available from school canteen)

As part of our dress policy, the wearing of jewellery is discouraged; however the following functional jewellery may be worn at each student’s own risk of damage or loss:

- studs/sleepers
- watch
- a medical alert bracelet or necklace

The following are unacceptable:

- Decorative jewellery
- Facial and multiple piercings
- Bare feet
- Silicone wrist bands
- Revealing clothing
- Clothing with offensive language
- Clothing in poor or soiled condition

Students who breach the Student Dress Policy may be asked to change into appropriate clothing. Students may be withdrawn from attending or participating in activities where they are representing the school. Parents and carers may be contacted to prevent the recurrence.

Parents are asked to support our student dress policy and ensure their child wears full uniform every day.
SCHOOL HOMEWORK POLICY

At Vincent State School we believe that homework provides children with opportunities to:

- consolidate their classroom learning
- develop a pattern for lifelong learning beyond the classroom
- take responsibility for aspects of their learning
- involve family members and caregivers in the learning process.

We believe that homework enhances a student’s learning when it:

- is purposeful and relevant to the student’s needs
- is appropriate to the child’s phase of learning
- is appropriate to the ability of the child
- develops the student’s independence as a learner
- allows time for students to pursue other activities

Homework tasks might include:

- daily reading to, with and by parents/caregivers or other family members
- linking concepts with familiar activities such as shopping, food preparation and family outings
- conversations about what is happening at school
- preparation for oral presentations
- opportunities to write for meaningful purposes
- revision tasks to consolidate learning
- pursuing knowledge by investigating

For more information visit:


SUN SAFETY POLICY

The school has extensive covered areas and seating in shaded areas. The school day has been organized to minimize the effects of extreme sunshine and heat. Sun safe school hats are available from the canteen.

The school provides sunscreen for use when students spend prolonged periods in the sun eg. organised sports. Parents are responsible for providing sunscreen during regular playground times. Children are to wear hats for all outdoor activities. Caps are not permitted at school – all students must wear a brimmed hat. The school has a ‘No hat - No play’ policy.
WAYS TO HELP YOUR CHILD SUCCEED AT SCHOOL

To support your child’s social, emotional and educational wellbeing we recommend the following:

- A good night’s sleep – early to bed every night.

- A healthy breakfast.

- Be organised and ensure they have the correct school equipment every day.

- Provide a healthy lunch, water bottle, sun smart hat and closed in shoes.

- Talk to your child about school – celebrate with them their achievements and rewards and give them regular praise for their efforts.

- Read with them every day

- Monitor and limit TV and computer time – particularly before school

- Regular Routines:
  - Meals
  - Bath time
  - Bedtime
  - Getting up time
  - Leaving for school
MAP OF SCHOOL
## TIME OUT FOR ILLNESS

<table>
<thead>
<tr>
<th>CONDITION</th>
<th>CHILD WITH INFECTION</th>
<th>PERSON EXPOSED TO THE CHILD WITH INFECTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHICKEN POX (varicella)</td>
<td>Exclude until all blisters have dried. This is usually at least 5 days after the rash first appeared in unimmunised people and less in immunised people</td>
<td>Pregnant women and anyone with an immune deficiency (e.g., leukaemia) or receiving chemotherapy or immunosuppressive therapy may require preventative immunoglobulin and/or exclusion for their own protection. Contact local public health unit for advice. Otherwise not excluded.</td>
</tr>
<tr>
<td>COLD SORES (herpes simplex)</td>
<td>Exclude young children unable to comply with good hygiene practices while sores are weeping (sores should be covered with a dressing where possible.)</td>
<td>Exclude young children unable to comply with good hygiene practices while sores are weeping (sores should be covered with a dressing where possible.)</td>
</tr>
<tr>
<td>CONJUNCTIVITIS</td>
<td>Excluded until discharge from eyes has ceased unless non-infectious conjunctivitis.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>CYTOMEGALOVIRUS (CMV, Herpes)</td>
<td>Exclusion not necessary</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>DIARRHOEA and/or VOMITING (amoebiasis, campylobacter, cryptosporidium, giardia, rotavirus, salmonella, and viral gastroenteritis, but not norovirus or shingella – see separate section)</td>
<td>Exclude until there has not been a loose bowel motion 24 hours. Exclude staff whose work involves food handling until they have not had any diarrhoea or vomiting for 48 hours. If there are more than 2 cases with loose bowel motions in the same centre or a single case in a food handler notify your nearest public health unit.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>DIPHTHERIA</td>
<td>Exclude according to public health unit requirements.</td>
<td>Exclude according to public health unit requirements.</td>
</tr>
<tr>
<td>ENTEROVIRUS 71 (EV 71) Neurological Disease</td>
<td>Written medical clearance is required confirming the virus is no longer present in the child’s bowel motions.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>GLANDULAR FEVER (Epstein Barr virus EBV, mononucleosis)</td>
<td>Exclusion not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>HAEOMOPHILUS INFLUENZA TYPE B (Hib)</td>
<td>Exclude until child has received appropriate antibiotic treatment for at least 4 days. Written medical clearance from a doctor or public health unit is required to return to childcare/school is required before returning.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>HAND, FOOT and MOUTH DISEASE</td>
<td>Excluded until all blisters have dried</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>CONDITION</td>
<td>CHILD WITH INFECTION</td>
<td>PERSON EXPOSED TO THE CHILD WITH INFECTION</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>--------------------------------------------------------------------------------------</td>
<td>-------------------------------------------</td>
</tr>
<tr>
<td>HEPATITIS A</td>
<td>Excluded until at least 7 days after onset of illness. Medical clearance from a doctor or public health unit is required to return to child care/school, confirming child is not infectious.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>HEPATITIS B</td>
<td>Exclusion not necessary.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>HEPATITIS C</td>
<td>Exclusion not necessary.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>HUMAN IMMUNodeficiency VIRUS (HIV/AIDS)</td>
<td>Exclusion not necessary.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>INFLUENZA and INFLUENZA-LIKE ILLNESS</td>
<td>Exclude until well.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>MEASLES</td>
<td>Exclude until at least 4 days since the onset of rash. Written medical clearance from doctor or public health unit is required to return to child care/school, confirming child is not infectious.</td>
<td>Immunised and immune contacts not excluded. Exclude unimmunised contacts of a case until 14 days after the first day of appearance of rash in the last case, unless they are immunised within 72 hours, or receive an immunoglobulin injection within 7 days, of first contact during the infectious period in the first case. Exclude all immunocompromised children and staff until 14 days after the first day of appearance of rash in the last case.</td>
</tr>
<tr>
<td>MENINGITIS (bacterial)</td>
<td>Excluded until well and has received appropriate antibiotics</td>
<td>Not excluded</td>
</tr>
<tr>
<td>MENINGITIS (viral)</td>
<td>Excluded until well.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>MENINGOCOCCAL INFECTION</td>
<td>Excluded until chills is well and has received appropriate antibiotics. Written medical clearance from doctor or public health unit is required to return to child care/school, confirming child is not infectious.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>MOLLUSCUM CONTAGIOSUM</td>
<td>Exclusion not necessary.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>MUMPS</td>
<td>Excluded for 9 days after onset of swelling.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>NOROVIRUS</td>
<td>Excluded until they have not had any diarrhoea or vomiting for 48 hours.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>PARVAVIRUS (erythema infectiosum, fifth disease, slapped cheeked syndrome)</td>
<td>Exclusion not necessary.</td>
<td>Not excluded (pregnant women should consult their medical practitioner).</td>
</tr>
<tr>
<td>CONDITION</td>
<td>CHILD WITH INFECTION</td>
<td>PERSON EXPOSED TO THE CHILD WITH INFECTION</td>
</tr>
<tr>
<td>-------------------------</td>
<td>---------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>PERTUSSIS (whooping cough)</td>
<td>Excluded until child has received 5 days of appropriate antibiotics or for 21 days from the onset of coughing. Written medical clearance from doctor is required to return to school. Written medical clearance from doctor or public health unit is required to return to childcare/school, confirming child is not infectious.</td>
<td>Exclude from childcare settings children who have received less than 3 pertussis vaccinations who are in the same household or childcare room as case until completed 5 days appropriate antibiotics. If no antibiotics, exclude 14 days from last exposure to infectious case. Staff who have not had a pertussis booster in last 10 years who are in same childcare room as case and do not commence antibiotics; exclude 14 days from last exposure to infectious case.</td>
</tr>
<tr>
<td>POLIOMYELITIS</td>
<td>Exclude for at least 14 days from onset of symptoms and case has recovered. Written medical clearance from doctor or public health unit is required to return to childcare/school, confirming child is not infectious.</td>
<td>Not excluded until considered necessary by public health unit.</td>
</tr>
<tr>
<td>RINGWORM / TINEA/SCABIES</td>
<td>Excluded until the day after appropriate treatment has commenced</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>ROSEOLA (sometimes referred to as “baby measles”)</td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>RUBELLA (German measles)</td>
<td>Exclude until fully recovered or for at least 4 days after the onset of rash.</td>
<td>Not excluded (female staff of childbearing age should check their immunity to rubella with doctor).</td>
</tr>
<tr>
<td>SCHOOL SORES (Impetigo)</td>
<td>Exclude until case has received appropriate antibiotics for at least 24 hours. Sores on exposed areas must be covered with watertight dressing.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>SHINGELLA</td>
<td>Exclude until diarrhoea has stopped for 48 hours and two stool samples negative, as per public health unit requirements.</td>
<td>Exclude until two stool samples negative as per public health unit requirements.</td>
</tr>
<tr>
<td>STREPTOCOCCAL SORE THROAT (including scarlet fever)</td>
<td>Exclude until well and has received antibiotic for at least 24 hours.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>THRUSH (Candidiasis)</td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>TUBERCULOSIS (TB)</td>
<td>Written medical clearance is required from Queensland Tuberculosis Control Centre to return to childcare/school confirming child is not infectious.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>CONDITION</td>
<td>CHILD WITH INFECTION</td>
<td>PERSON EXPOSED TO THE CHILD WITH INFECTION</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>---------------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>TYPHOID, PARATYPHOID</td>
<td>Exclude from childcare/school/food handling and health care workplaces until there is written medical clearance from doctor or public health unit confirming child is not infectious and has met public health unit requirements.</td>
<td>Not excluded unless considered necessary by public health unit.</td>
</tr>
<tr>
<td>WHOOPING COUGH</td>
<td>See PERTUSSIS</td>
<td>See PERTUSSIS</td>
</tr>
<tr>
<td>WORMS</td>
<td>Exclude if loose bowel motions present.</td>
<td>Not excluded.</td>
</tr>
</tbody>
</table>

Recommended Minimum Exclusion Periods for Infectious Diseases for Schools, Preschools and Child Care Centres (Based on the National Healthy and Medical Research Council Guidelines). This information is taken from TIME OUT, Queensland Government, Queensland Health. (Oct 2010).

If you require further information please contact the Public Health Unit – Queensland Health (formerly Population Health Unit) on 4753 9000
## 2014 Book List for Prep, Years 1, 2 and 3

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Prep</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scrapbooks 72 page (Not large newsprint)</td>
<td></td>
<td>5</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Scrapbooks (1 page lined / 1 page blank)</td>
<td></td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grid book 10mm 48 page</td>
<td></td>
<td>2</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>Exercise Books Year 1 Ruling</td>
<td></td>
<td>2</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Botany Books Year 1 Ruling</td>
<td></td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exercise Books Year 2 Ruling</td>
<td></td>
<td></td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>Exercise Books Year 3/4 Ruling</td>
<td></td>
<td></td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>Botany Books Year 3/4 Ruling</td>
<td></td>
<td></td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>A4 Display Folder</td>
<td></td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Manilla Folders</td>
<td></td>
<td>1</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Manilla Wallet</td>
<td></td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Plastic Wallet</td>
<td></td>
<td>2</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Ream White A4 Paper</td>
<td></td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Soft Pencil Case</td>
<td></td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Felt Pens - Pack (thick)</td>
<td></td>
<td></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Jumbo Triangular Pencils (2B)</td>
<td></td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Colouring Pencils – 12</td>
<td></td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>HB Pencils</td>
<td></td>
<td></td>
<td></td>
<td>20</td>
</tr>
<tr>
<td>Black Felt Pen (70)</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Glue Stick – 35g</td>
<td></td>
<td>5</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Scissors 135mm</td>
<td></td>
<td></td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Eraser (Large)</td>
<td></td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>30cm Wooden Ruler</td>
<td></td>
<td></td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Pencil Sharpener – Metal (single hole)</td>
<td></td>
<td>1</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Set head Phones</td>
<td></td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Tissues (box 200+)</td>
<td></td>
<td>4</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Perforated Paper Towel Roll</td>
<td></td>
<td></td>
<td></td>
<td>12</td>
</tr>
</tbody>
</table>
### 2014 BOOK LIST FOR YEARS 4, 5, 6 AND 7

<table>
<thead>
<tr>
<th>ITEM DESCRIPTION</th>
<th>Year 4</th>
<th>YEAR 5</th>
<th>YEAR 6</th>
<th>YEAR 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scrapbooks 72 page (not large newsprint)</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Grid Book 10mm 48 pages</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A4 Grid Book 7mm</td>
<td></td>
<td>6</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>A4 Exercise Book 64 pages</td>
<td></td>
<td>8</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>Exercise Book Year 3/4 Ruling</td>
<td></td>
<td>10</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>A4 Display Folder</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Manilla Folders</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Clear Plastic Wallet</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Ream White A4 Paper</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Pencil Case Large PVC</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Felt Tip Pens 12’s</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Colouring Pencils – 12</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>HB Pencils</td>
<td>20</td>
<td>20</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>Biros (red, Blue, Black) 2 of each colour</td>
<td></td>
<td>6</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Highlighters (Pack 4)</td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Glue Stick – 35g</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Scissors 135mm</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Eraser (Large)</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>30cm Wooden Ruler</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Pencil Sharpener – Metal (single hole)</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Kent Set (Metal compass – not plastic)</td>
<td></td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Oxford Australia School Dictionary 4th Edition</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Calculator (Sharp EL240SB)</td>
<td></td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Set Head Phones (not ear buds)</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>USB Memory Stick</td>
<td></td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Tissues (Box 200+)</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>
TUCKSHOP PRICE LIST
(Subject to change)

Hot Food

Plain pie or Cheesy pie ..................$3.50
Party Pie.................................$1.20
Sausage Roll............................$2.50
Lasagne..................................$4.00
Spaghetti Bolognaise .................$4.00
Pizza (ham & pineapple or bacon & cheese ...$2.50
Pizza Toast.............................$1.00
Cheese Toasty..........................$1.00
Hot Dogs................................$3.00
Hamburger..............................$6.00
Roasted Chicken Drumstick.........$2.00
4 Chicken Nuggets....................$3.00
Sauce or Mayonnaise...............20c

HOT FOOD MUST BE ORDERED
BEFORE 9.30AM

Snacks

Brownies............................50c
Snack Pack (cheese, kabana, crackers)....80c
Fruit (in season)......................60c
Red Rock Chips..................$1.00
Noodles..............................50c
Saos and Cheese / Saos and Vegemite ......50c

Extras

Billabong............................$1.60
Icy Pole (lemonade or raspberry).........$1.20
Zing..................................$1.00
Frozen Yoghurt......................$2.00

Sandwiches and Rolls

Lunch Pack – sandwich (jam, vegemite, peanut paste or cheese), fruit and juice tub........$5.00
Vegemite or jam..........................$1.50
Tomato.................................$2.00
Cheese..................................$2.00
Egg....................................$3.50
Egg and Lettuce.........................$4.00
Salad..................................$5.00
Ham...................................$3.50
Ham and Salad........................$5.00
Ham and Salad Wrap..................$5.50
Ham and Salad Roll..................$5.50
Chicken................................$4.50
Chicken and Salad.....................$5.00
Chicken and Salad Wrap..............$5.50
Chicken and Salad Roll..............$5.50
Salad Plate – Ham or Chicken........$7.00
Salad Plate – Boiled Egg................$6.00

Drinks

Juice Tub..............................$1.00
Juice -Apple/Orange ..................$2.50
Bottle Water..........................$2.50
Milk – Strawberry/Chocolate...........$2.50
Quench Cola..........................$2.50