

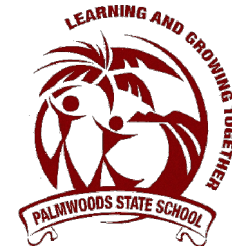
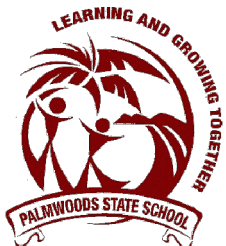
Palmwoods State School

PALMWOODS STATE SCHOOL

ENROLMENT GUIDE

&

PARENT HANDBOOK



PALMWOODS SCHOOL MAP

TYTHERLEIGH ROAD

Collect 'n' Go



Staff Carpark

LIBRARY

Music / Drama

Uniform shop
under

School Office

Sick Rm
Teacher Aide

INTER-GRATION ROOM

CLASS ROOM

Toilets

CLASS ROOM

CLASS ROOM

PREP 1, 2 OVAL

Bus Stop

CLASS ROOM

CLASS ROOM

CLASS ROOM

CLASS ROOM

PREP

Shed



Courtyard

CLASS ROOM

CLASS ROOM

CLASS ROOM

CLASS ROOM

CLASS ROOM

CLASS ROOM

CLASS ROOM

CLASS ROOM

under

Grounds

Kids Club

Toilets

CLASS ROOM

CLASS ROOM

CLASS ROOM

CLASS ROOM

Tuckshop

Sports shed

Playground



Basketball Court

Emergency Assembly area

HALL

YEAR 5 & 6 OVAL

Sports shed

YEAR 3 & 4 OVAL

Multi Purpose Court

Palmwoods-Mtville Rd



PALMWOODS STATE SCHOOL

SCHOOL INFORMATION

PHONE NUMBERS **SCHOOL:** 5453 2444
 FAX: 5453 2400
 ABSENTEE LINE 5453 2460

KIDS CLUB: 5478 9499
TUCKSHOP: 5453 2408

DENTAL CLINIC 5441 2763

EMAIL: admin@palmwoodsss.eq.edu.au

WEBSITE: www.palmwoodsss.eq.edu.au

ADDRESS: 111 Palmwoods-Montville Road
 PALMWOODS 4555

OFFICE HOURS: 8.00am to 3.30pm Monday to Friday

SCHOOL HOURS: 8.30am to 2.50pm

NOTE: the first bell to indicate that students should prepare for class rings at 8.40am. Students should be at school in time for this bell.

BREAKS: First Break : 10.50 – 11.30am
 Second Break : 1.00 – 1.40pm

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FOREWORD

The purpose of this booklet is to acquaint parents with the many facilities, administrative procedures, organisation and activities relating to the school.

It is intended to be of particular assistance to parents who are new to the school, however parents already familiar with the school will also benefit from a perusal of its contents.

It is suggested that this booklet be retained for future reference.

PRINCIPAL'S WELCOME

On behalf of all staff members, I welcome you to Palmwoods State School. I invite you to participate in the school life of your child to the extent that your busy life permits. Parents and caregivers are valued as an integral component of the school's activities and as positive contributors to the success of your child's school life. You can be involved by:-

- ★ Visiting the school frequently to join your child in class and to discuss your child's progress with the Teacher.
- ★ Emphasising constantly the importance of courteous, considerate behaviour.
- ★ Becoming one of our Parent Volunteers.
- ★ Attending the P&C Meetings and/or Parent Support Groups, Information Sessions.
- ★ Attending excursions and special events at the school.
- ★ Maintaining an open line of communication between home and school.
- ★ Reinforcing and encouraging the qualities of Persistence, Resilience, Co-operation, Confidence and Organisation in your children.

Finally, we welcome you as partners in the education of your child and we look forward to a happy, mutually rewarding and fruitful year.

Yours sincerely,

Peter Wilson
(Principal)

HISTORY OF THE SCHOOL

- * Prior to 1889: Parents provided children with their education
- 1889 Palmwoods Provisional School opened on 21 October, with an enrolment of 15 students. Mr Williams was the first teacher. The school was made of local timber and had a shingle roof.
- 1909 Provisional School was demolished, rebuilt and relocated as a home on an adjoining property. The present school, consisting of the office area and room 3 adjacent to the office, was built.
- 1942 The school was closed from 27 January to 20 February because of "War Precautions."
- 1985 The preschool was officially opened with an enrolment of 15 students on 30 October.
- 1989 Palmwoods State School officially celebrated its Centenary
- 2007 Prep Year started. The school has approximately 500 students from Prep to Year 6.
- 2010 Major building work undertaken: New Administration building, hall, library and multi purpose court.
- 2012 Additional Prep Building
- 2018 P&C Air-conditioned all classrooms





SCHOOL PROFILE

PALMWOODS STATE SCHOOL CAMPUS:

At Palmwoods State School we pride ourselves on welcoming new families into our school from the smile you receive at our front desk to the wonderful support provided by our stable and committed staff, we make sure we all enact our School Motto – *Learning and Growing Together* and our Statement of Purpose – *Harness the collective capacity of our school community to ignite the potential of every student*. Something you will notice as you walk through our beautiful grounds past our classrooms with students engaging in cooperative learning.

Palmwoods State School is an Independent Public School located in Queensland's Sunshine Coast hinterland and services the community of Palmwoods and surrounding rural areas. The school had a co-educational enrolment of about 500 students from Prep to Year 6. There are 56 staff members. In addition, many parent and community volunteers work in the school supporting students and the school with a variety of learning experiences.

Our Vision:

Together we design teaching and learning for all students that leads to deep learning and development of a growth mindset; incorporates individual goals; effective feedback and challenge igniting the potential of every student.

This vision is enacted through:

- Continuing the alignment of Curriculum, Planning, Pedagogy, Assessment and Reporting using our School Motto, Statement of Purpose and Core Values as our underpinning framework.
- Continuing the strong, inclusive school/community relationships and our positive profile, through promotion of the unique benefits of Palmwoods State School for both our students and the broader community.
- Improving student outcomes through differentiation, including digital resources, to prepare them for their futures.
- Engaging parents to be actively and positively committed to our school and their children's education.

We have embedded a strong pedagogical framework founded on the above Motto, Statement of Purpose, Core Values and Shared Vision that utilizes the Art and Science of Teaching and Kagan Cooperative Learning across our school. The school is set in spacious grounds with many gardens in beautiful rainforest

settings. We have well maintained buildings and a new Library, Hall, Administration Block and Tuckshop. There are three large playing fields, multipurpose sports courts and a central courtyard area with our 'Spirit of the Community Tree' which was carved with assistance from the students and the community.

Our school has a strong Arts Focus featuring our whole school Musical alternating with Arts Alive each year. We also have an Instrumental Music Program from Year 2 upwards and our Palmwoods Excellence Programs in Drama and Dance.

In addition, the school employs permaculture and water efficiency techniques with its gardens and other facilities. Community volunteers and students can be found working during lunchtimes in our large permaculture vegetable garden and bush tucker gardens.

Values

At Palmwoods State School we value and explicitly develop these competencies in all learners:

Collaboration
Creativity
Communication
Character
Critical Thinking
Citizenship

THE PALMWOODS CODE OF CONDUCT

At Palmwoods State School, we believe that everyone has the right to:

- 1) Be respected and treated with courtesy
- 2) Learn in a co-operative environment, free from disruption
- 3) Feel safe emotionally and physically.
- 4) Everyone has the responsibility for acting in a safe and courteous manner.

PALMWOODS SCHOOL COUNCIL

Palmwoods State School is an Independent Public School, as part of our commitment to local decision making we have a School Council. There are three elected parent representatives and three elected staff representatives, the P&C President and Principal are ex-officio members and we have one invited community representative.

The role of our School Council is to:

- monitor the school's strategic direction
- approve:
 - plans and policies of the school of a strategic nature
 - other documents affecting strategic matters, including the annual estimate of revenue and expenditure for the school.
- Monitor the implementation of the plans, policies and other documents mentioned above
- Advise the school principal about strategic matters.

The council must perform its functions in a way that achieves the best learning outcomes for the school's student

REPRESENTATIVES:

CHAIR -	Craig Agnew	
MEMBERS -	Matthew Smith	Lyndall Krost
	Peter Wilson	Leanne Baker
	Chris Davis	Jodie Wylie

CURRICULUM FOCUS

At Palmwoods State School we are implementing the National Curriculum. The way we teach this curriculum is underpinned by using the Art and Science of Teaching to inform our teaching strategies. This framework is based on extensive research.

Complementing this has been the implementation of Cooperative Learning utilising the Kagan Structures. All classrooms and school based professional development incorporates these cooperative learning strategies to maximise the effectiveness of our learning. You will notice as you walk through our schools that all classrooms have the students sitting in groups, this helps us to use these structure to enhance children's social, emotional and academic development. We have deepened our students' learning through using New Pedagogies for Deep Learning. This has been the basis our cooperative planning over the past years.

SCHOOL CALENDAR - 2021

School resumes for 2021 on Wednesday 27 January

TERM 1

Wednesday 27 January to Thursday 1 April

TERM 2

Monday 19 April to Friday 25 June

TERM 3

Monday 12 July to Friday 17 September

TERM 4

Tuesday 5 October to Friday 10 December

AUTUMN VACATION:

Friday 2 April to Friday 16 April

WINTER VACATION:

Monday 28 June to Friday 9 July

SPRING VACATION:

Monday 20 September to Monday 4 October

SUMMER VACATION:

Monday 13 December to

Friday 21 January 2022

(School resumes on Monday 24 January 2022)

PUBLIC HOLIDAYS 2020

Australia Day	Tuesday	26 January
Good Friday	Friday	2 April
Easter Monday	Monday	5 April
Anzac Day	Sunday	25 April
Labour Day (QLD)	Monday	3 May
Sunshine Coast		
Show Holiday	Friday	11 June
Queen's Birthday	Monday	4 October

PUPIL FREE DAY

Friday 3 Sept (*Term 3 Week 8*)

Only staff attend on this day.

STAFF DIRECTORY

Principal	Mr Peter Wilson
Deputy Principal	Mr Craig Wockner
Class Teachers	Mrs Chris Barton
	Mrs Catherine Barrett
	Ms Wendi Beutel
	Mr Jaime Campbell
	Ms Lesley Bowen
	Ms Rebecca Clough
	Mrs Lauren Dickson
	Mrs Geanell Elliott
	Ms Kirsty Griffiths
	Mrs Fiona Gallina
	Mrs Natalie Massingham
	Mrs Kristy Juleff
	Mrs Kellie Martin
	Ms Tesse Morley
	Mr David Notley
	Ms Lisa Skehan
	Ms Rhonda Paterson
	Mr Chris Poingdestre
	Mrs Stef Postle
	Ms Lisa Rheinberger
	Mrs Tania Fairman
Support Teacher (LaN)	Ms Claudia Garrett
Head of Curriculum Pedagog	Mrs Lyndall Krost
Coach	Mrs Rebekah Brown
Teacher Librarian	Mr Victor Mijnares
HOSES Inclusion	Mrs Sandra Gregory
Inclusion Teachers	Ms Amanda Bierton/ Ms Tania Schaller

LOTE
 Music
 Physical Education
 Guidance Officer
 Instrumental Music Strings
 Brass/Percussion/Woodwind
 School Chaplain
 Community Liaison Officer
 Teacher Aides

Business Manager
 Administrative Officers

Schools Officer
 Permaculture Garden
 Cleaners Mrs May Young
 Mrs Sharynne Appel
 Ms Tracey Rose
 Tuckshop Co-ordinators
 OSHC Co-ordinator

PARENTS & CITIZENS
 P&C Operations Manager
 President
 Vice President
 Secretary

Mr Alex Huxley
 Mrs Sally Kohler
 Mr Gavin Ireland
 Mrs Rebekah Brown
 Mr Alex Pattri
 Ms Tania Owens
 Ms Rebecca West
 Mrs Alison Donaldson
 Mrs Beverley Bradford
 Ms Peta Burmester
 Mrs Christine Davis
 Mrs Tracey Duckworth
 Mrs Lee Grant
 Mrs Debbie Habermann
 Ms Janet Howell
 Ms Katrina McMillan
 Mrs Donna Mijnares
 Mrs Debbie Smallwood
 Mrs Cheryl Pey
 Mrs Velvet Kelly
 Mrs Ann Ditrich
 Mrs Julie Blyth
 Mr Ty Odgers
 Mrs Sam Berglind
 Mrs Vicky Staal
 Mrs Joanne Kirstenfeldt
 Mr Owen Appel
 Mrs Samara Seeber/Ms Leah Morrison
 Ms Charlotte Meland
 Ms Linda Forbes
 Mr Matthew Smith
 Mrs Alisha Bubke
 Ms Rachel Irvine

PALMWOODS STATE SCHOOL POLICIES

Student Code of Conduct

Our school has a Code of Student Conduct is available from the school website. Palmwoods State School is committed to providing a safe, respectful and disciplined learning environment for all students, staff, parents and visitors.

The Palmwoods State School Student Code of Conduct sets out the responsibilities and processes we use in our school to promote a productive, effective whole school approach to discipline.

Its purpose is to facilitate high standards of behaviour from all in the school community, ensuring learning and teaching in our school is prioritised, where all students are able to experience success and staff enjoy a safe workplace.

Each Semester students and teachers rate student behaviour according to the core behaviours from our Behaviour Matrix. Prep-Yr 2 are rated on 14 behaviour statements whereas Years 3-6 are rated on 20 behaviour statements. This is done 3 times each semester on the Student Behaviour Profile which is also sent to parents. The final rating awarded each semester determines whether students reach a **Gold or Silver level** (for students in Years 1 – 6 only – not for Prep students).

Students may be issued a **Student Reflection Form** or a **Responsible Thinking Plan** for behaviours that are not in line with our Behaviour Matrix. These forms are typically completed by the student and signed by the teacher and then principal or deputy principal. They are then sent home for the parent to sign before being returned to school.

The purpose of the **Student Reflection Form** or a **Responsible Thinking Plan** are to have the student reflect on their actions and plan how to choose appropriate behaviour in the future. It also serves to inform the parent so they can also reinforce the importance of positive behaviour choices.

STUDENT DRESS CODE

Palmwoods State School is Proud of our School Uniform. The Parents and Citizens' Association of Palmwoods State School supports a student dress code policy because it believes that a student dress code provides clothing that contributes to a safe and supportive teaching and learning environment through:

- Ready identification of students and non-students at school;
- Fostering a sense of belonging;
- Developing mutual respect among students by minimising visible evidence of economic or social differences;
- Promotes an effective teaching and learning environment by eliminating the distraction of competition in dress and fashion at the school;
- Addressing health and safety requirements; Sun safety/personal safety.

Our Student Dress Code consists of an agreed standard and items of clothing, which includes a school uniform that Palmwoods State School students wear when:

- Attending or representing their school;
- Travelling to and from school;
- Engaging in school activities out of school hours.

The Palmwoods State School Student Dress Code reflects school community standards and is consistent with occupational health and safety and anti-discrimination legislation.

We will actively encourage our students to take pride in themselves and their school. One way in which this may be achieved is through adherence to the school's dress standards. As the parent/carer for your child, we seek your support in ensuring that your child abides by our Student Dress Code.

Inappropriate Dress refers to clothing or apparel worn by students that is deemed to be:

- Offensive;
- Likely to disrupt, or negatively influence normal school operations;
- Unsafe for students or others;
- Likely to result in a risk to health and safety of student or others.

UNIFORM

Students to abide by the Palmwoods State School Student Dress Code by wearing school uniform as outlined below.

Girls: Maroon checks tunic dress OR maroon or grey skirt.

Maroon or grey skorts OR unisex shorts AND school maroon insignia polo-shirt with collar.

Maroon sports brief OR maroon, black or grey bike pants may only be worn under skirts/shorts.

Boys: School insignia maroon polo-shirt with collar. Plain grey shorts.

Sports Uniform: House Sports Polos can be worn every Friday and during sporting events such as Cross Country, Sports Day, and the Swim Carnival. Please note, only the Palmwoods screen-printed Sports Polo is to be worn on Fridays.

Winter Uniform- School jumper or plain maroon jumper, maroon or grey tracksuit pants for both girls and boys. Students, may also wear, maroon, black or grey tights/leggings (only to be worn under skirts/shorts).

No Hat No Play: Broad brimmed hats must be worn for all outside play. Caps or visors are not permitted as they do not offer protection for the ears and neck. Hats are to be the school colour – Maroon

SHOES: Suitable enclosed black shoes are to be worn which protect and safely support active feet. No elevated heels, thongs, sandals or clogs.

Acceptable Shoes	Unacceptable Shoes
	

SOCKS: Plain grey or white short socks.

LONG HAIR is to be tied back and there are to be **NO** extreme hairstyles including Dreadlocks, Beads, Mohawk, colours or razor cuts and anything else deemed unacceptable by the Principal. Hair bands may be worn if they are in the school colours of maroon, black or grey.

JEWELLERY is to be limited to a watch, small plain sleepers/studs no more than one to each ear at a time. No other adornments to be worn.

FINGERNAIL POLISH is not to be worn. If worn, student will be asked to remove it immediately.

BOARD SHORTS, FOOTBALL SHORTS, JEANS are not to be worn

A rash or a T-shirt is required for Swimming Lessons to protect the students from the sun's UV rays.

In circumstances where the above uniform and/or standard of dress is not worn correctly, students will be required to change into available 2nd hand uniform to wear for the day.

All uniform items are available on Friday Mornings between 8:00 & 9:00am from the P&C room under Music Room.

Please **mark all** property so that it can be claimed readily.

SCHOOL ATTENDANCE POLICY

Each parent of a child who is of *compulsory school age* has the legal obligation to ensure their child is enrolled and attends a state school or a non-state school, on every school day for the educational program in which the child is enrolled, unless the parent has a reasonable excuse.

A child should be enrolled in and attend school in the year that they turn compulsory school age (six years and six months).

Each parent of a young person in the *compulsory participation phase* has a legal obligation to ensure that the young person is participating full-time in an eligible option, unless the parent has a reasonable excuse.

Prosecution of one or both parents may occur if the parent(s) do not fulfil their legal obligation in regard to enrolment and attendance of their child at school.

From time to time a student may be absent from their educational program. Parents comply with their compulsory schooling or compulsory participation obligation by providing a satisfactory reason for these absences, unless the student is an adult or it is not appropriate to contact the student's parents, in which case an explanation should be sought directly from the student.

At Palmwoods State School you may advise of an absence by:

1. Phoning 5453 2444 and leaving a message on the absentee line prior to 8:40am
2. Emailing admin@palmwoodsss.eq.edu.au prior to 8:40am
3. Advising administration staff of students absence in person prior to 8:40am

If your child leaves early due to illness and are away for other days you must still advise the school of why they are away on following days. The school does not and cannot assume the child is still ill. State schools will be required to notify parents of any unexplained absence in the morning of that occurring.

Any student arriving after the 8:40am bell will be required to obtain a late slip from administration staff at the office. As soon as possible after 9:15am admin staff will produce a report of any 'unexplained absences' for that day. The parents of students on that list will receive a text similar to:

'Palmwoods SS - your child has been recorded as being absent this morning without explanation. Please supply valid reason via reply text or contact the school 5453 2444.'

Children should arrive at school by 8.30am but preferably not before 8.15am (Kids Club is available)

School lessons begin at 8.40am. School is dismissed at 2.50pm.

Students arriving after 8:40am and leaving prior to 2:50pm must obtain a pass from the school office.

INTERNET USAGE POLICY

Palmwoods State School provides access to computers and the Internet for educational use and communication within the wider school community. Students accessing computers and the Internet without a specific educational purpose should do so using computer resources from outside the school.

Student expectations:

- Understand that computers and the Internet can connect them to useful information stored around the world.
- While they have access to school computers and the Internet:
 1. They will use it only for educational purposes.
 2. They will not look for anything that is illegal, dangerous or offensive.
- If a student accidentally comes across something that is illegal, dangerous or offensive, they must:
 - (a) clear any offensive pictures or information from their screen;
 - (b) immediately, quietly, inform their teacher.
- Will not reveal home addresses or phone numbers - theirs or anyone else's.
- Will not use computers or the Internet to annoy or offend anyone else.
- If the school decides that a student has broken these rules, appropriate action will be taken. This may include loss of computer and Internet access for some time.

Parent or Guardian Expectations

- Understand that computers and the Internet can provide students with valuable learning experiences.
- Understand that they give access to information on computers around the world; that the school cannot control what is on those computers; and that part of that information can be illegal, dangerous or offensive.
- Accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend finally upon responsible use by students.
- Have responsibility for explaining the policy to their children, and give permission for them to access computers and the Internet under the school rules.
- Understand that students breaking these rules will be subject to appropriate action by the school. This may include loss of computer and Internet access for some time.

iLearn@Palmwoods BYO iPad Program

Palmwoods State School runs a BYO iPad Program for Years 1 to 6.. We strive for improved outcomes in learning engagement, learning productivity, home school partnership, academic results and believe this program will enhance our ability to Learn and Grow Together. The iPads are a very useful tool to support student learning and will be the only BYO device allowed at Palmwoods State School.

You are invited to participate in the Palmwoods State School BYO iPad Program. This is voluntary. Those students who choose not to participate will have shared access to iPads and other ICT resources at school but will not be able to take them home.

The Palmwoods State School **BYO iPad Program**:

- Strengthens links between home and school, giving parents the opportunity to see, every day, what their child is learning at school and have relevant, timely, accurate and quality conversations around student learning and progress;
- Enables personalisation of student learning through access to rich learning resources;
- Best facilitates the development of knowledge and skills necessary for the 21st century workforce, including digital-age literacy, innovative and creative thinking, collaboration, effective communication and high productivity;
- Allows continuous access to educational materials allowing learning efficiency to happen anywhere, anytime;
- Provides an engaging, interactive environment for learning;
- Allows students the opportunity to display prior knowledge of topics and thus be co-constructors of their own learning journey.

Advantages of using the iPad that will enable students to:

- ✓ Access knowledge and information through the vast range of content and creation apps (many of which are free) to support student learning;
- ✓ Access a wealth of information on the Internet when they need it (using the speak ability via settings to read text for those students in the lower year levels or students with lower literacy levels than their peers) through wireless connectivity;
- ✓ Access rich media including digital stories, image and video;
- ✓ Increase productivity through quick loading of apps and quick response of the iPad and an operating system that is very reliable, ensuring maximum up-time;

- ✓ Utilise simple yet sophisticated text, audio and video-based communication facilities for collaboration with peers, teachers and experts in a local, national or global context;
- ✓ Personalise learning and provide work targeted at their correct level;
- ✓ Be highly engaged in their learning, both independently and collaboratively.
- ✓ Easily transport it to and from school and within the classroom

HOMEWORK POLICY

HOMEWORK POLICY

At Palmwoods State School, the teachers view homework as a review of the work that has been covered in class. Homework is seen as a supportive teaching tool that enhances the classroom program. An effective homework program contains.

Content: Home Reading
Maths Revision
Spelling/Sight Words/Phonics/Vocabulary
Optional Challenge Activities

Helping with tasks at home and regular physical activity should also be included.

Time:

A Teacher's individual program influences whether homework is given on a nightly basis or as a weekly task. However, students should be expected to complete some part of their homework every night. Homework should be determined by the amount given, not time. However as a guide the times below are how long children should be expected to do homework if working effectively:

Year 1 - 2	15 minutes
Year 3	20 minutes
Year 4	20 minutes
Year 5	20 - 30 minutes
Year 6	30 - 40 minutes

Responsibilities:

Teachers:-

- * developing the homework program
- * clear instructions and expectations
- * correction and feedback
- * encouraging the establishment of "sound" homework habits
- * informing parents if student's homework is not done repeatedly
- * informing parents if there is any change in the homework routine
- * establishing a system to monitor home readers eg reading log, computer system, parents changing books
- * ensuring that "lost" books are retrieved either by a note or phone call

Students:

- * responsibility of taking the work home and returning it daily or weekly
- * to complete set tasks to the best of their ability
- * to be organized and have the appropriate materials and tools
- * involve parents in the process so that parents are aware of what is happening in the classroom

Parents:

- * ensuring a homework regime is established
- * checking homework is completed and that the quality of the completed homework is of a satisfactory level
- * listening to their child/ren read and assisting in this process
- * supervising and supporting their child/ren
- * signing homework (depends on the individual teacher's request)
- * being aware of what is happening in their child/ren's classroom.

PAYMENT POLICY

Payments for all excursions, camps and activities must be received at the office at least two (2) days prior to the event to allow for administration processes.

Payments will not be accepted after cut-off dates unless prior arrangements are made with the office.

Notes are issued to all students detailing relevant costs. Permission forms may also need to be signed and returned to the office.

Notification of events is via notes sent home, the Website, QSchools App, the newsletter and Facebook. It is the parent's responsibility to ensure they are fully informed.

The P&C endorse the payment policy.

Payments can be made securely via the [BPoint](#) link at the bottom of the emailed invoice and [QParents](#). See the school for more information.

SUN SMART POLICY

School Uniform

Students are strongly encouraged to wear full school uniform which includes the collared shirt with sleeves.

The school hat is a 'Sun Safe' board brimmed hat.

Students who do not have a broad brimmed hat in their possession at school are to remain seated on a 'yellow seat' in their play area during break times and are entered into on the Yellow Playground Duty sheet. They are supervised by the teacher on duty. Our policy is 'No Hat No Play'.

For swimming Carnivals, Surf Awareness students are strongly encouraged to wear extra protective clothing eg. Rash-vest and T shirt.

Teachers are expected to role model Sunsmart behaviour by use of Sunsmart hats and sunscreen at break times and sporting events.

Provision of Sunscreen

All Classes are delivered with a yearly allocation of Sun Screen in a dispenser for classroom use.

Teachers to place Sunscreen in a prominent place in classroom for students to see and access at break times and prior to special events on request.

Teachers to take Sunscreen to Sports Meetings, Swimming Carnivals, Surf Awareness & Sailing to offer re-applications.

Management of Break Times.

The first break time is the longer play period and is timed to occur before the midday high UV period 10:50-11:30am.

Second break is after peak UV period 1:05-1:35pm.

Students eat their lunch seated under school buildings for the first 15 minutes of first break and 10 minutes for second break.

Provision of Shade.

Students are supplied with extensive covered areas, walkways and a shaded courtyard.

Our school has developed extensive shaded tree areas where students can gather under shade.

During sporting events where our school oval is used we organise shade cover from the erection of canvas tents by the local service clubs. We also include a portable shade cover for students' protection at Swimming and Sporting Events which occur away from the school site.

SMART CHOICES POLICY

“The Palmwoods State School Community aims to nurture a healthy mind, body and spirit by encouraging, supporting and promoting healthy eating.”

- Ensure the school curriculum is rich in knowledge that gives the students the skills to make informed choices.
- Provide an opportunity for students to enjoy fruits and vegetables through the inclusion of healthy brain breaks during class time.
- Encourage children to drink water as the first and best choice.
- Tuckshop menu to reflect healthy eating choices and the Smart Choices Strategy.
- Whole of School community supporting and modelling healthy habits.
- Food will not be used to reward students. Other fun appropriate alternatives will be put in place.
- The 2 'Fun Food Days' per term as outlined in the Smart Choices Strategy will be endorsed by our P&C.
- Use of School resources (tuckshop, parent room) to provide learning opportunities to enhance the promotion of healthy eating.

- The P&C Outside School Hours Care Service will provide consistent healthy messages to children in their care offering nutritious snacks in accordance with Smart Choices Strategy.

MOBILE PHONES AND ELECTRONIC DEVICE POLICY

Appropriate Use of Mobile Telephones and electronic devices by Students

The only electronic devices that students are allowed to bring and use at school is an iPad provided it is used in line with our BYO iPad Program. The use of mobile phone, pagers, portable CD and Mp3 players, Personal Digital Assistants and similar electronic devices in class is disruptive to the learning environment of all students. Students wishing to use these devices in **exceptional** circumstances should negotiate arrangements with the Principal.

No liability will be accepted by the School in the event of the loss, theft and damage of any device.

- All electronic devices, except BYO iPads, are to be turned off and **left at the school office** prior to school starting for the duration of the day.
- Failure to comply with this guideline may result in temporary confiscation.
- In-phone cameras may only be used with the permission of the Principal.
- Appropriate disciplinary action will be taken against any student who
 - (a) photographs or films other individuals without their consent
 - (b) sends harassing or threatening messages
 - (c) is caught using a mobile phone to cheat in exams or assessments.

This policy also applies to students during school excursions, camps and extra-curricular activities.

SCHOOL PARKING POLICY

The school recognises that home time can be a very busy time. To minimise risks to students and to ensure that collecting children runs as smoothly as possible the following policy has been put in place;

- Parents are to use designated parking areas on Palmwoods/Montville Road and Palmwoods School Road.
- No parking in the signed parking areas in Tytherleigh Road between 2.30 and 3.15pm as these are Collect & Go parks during these times.
- **No parking in the staff carpark**
- **Do not** park in the bus zone.
- Parents wishing to just drive though and pick up their children are to make use of the Collect & Go Service by coming down Robert Street and then up Tytherleigh Road to enable it to be safer for our children.

- If your child waits in the bus area, parents are to park and come to the gate to collect them.
- Preferable speed through the Service Road is 10Kmh.
- **Absolutely no stopping on the yellow line.**
- Parking in unauthorised areas may incur police parking fines.
- Please show courtesy and respect to all other drivers, staff and students at all times.

CHILDREN'S SAFETY AT ALL TIMES IS PARAMOUNT.

PRIVACY INFORMATION

The school and the Department of Education and the Arts are subject to *Information Standard 42 – Information Privacy* (IS42). IS42 controls how the school and the department collects, stores, uses and discloses personal information. The information collected on the enrolment form is being obtained for the purpose of processing the student's application for enrolment.

In addition, recent Commonwealth legislation requires the department to collect information concerning a student's sex, indigenous status, socio-economic background and language background.

The information collected on the enrolment form will be stored securely.

Do you have to provide the information required by the Commonwealth?

Whilst the States are legally obliged to collect the information required by the Commonwealth there is no such obligation for a parent/caregiver to supply the information requested on the form.

It is purely voluntary on the part of a parent/caregiver completing the form whether the information requested is provided.

Use of Personal Information

Generally, your personal information must be used only for the purpose for which it was collected, or a directly related purpose, unless you have otherwise given permission.

Under what other circumstances can the school and the Department of Education and the Arts disclose your personal information?

If you consent, or if disclosure is:

- Permitted by law,
- Essential for law enforcement, or
- Believed to be necessary to prevent or lessen an imminent threat to health or life.

The Department of Education and the Arts may disclose limited information (for example name, contact details, attendance, achievement etc.) about you to other parties for the purposes of issuing achievement awards, processing certificates, statements or reports in relation to assessments.

Listed below are agencies the department may give relevant personal information to where needed or authorised by law. The guidelines for release of personal information are strict. Personal Information may be disclosed to:

- Queensland Health or its nominated Health Providers
- Queensland Transport
- Queensland Police Service
- Aboriginal and Torres Strait Islander Policy
- Department of Employment and Training
- Department of Child Safety
- Disability Services Queensland
- Department of Housing
- Department of Justice and Attorney-General
- Centrelink
- Any research organisation under contract to the Department of Education and the Arts.

COMMUNITY INTERACTION EXPECTATIONS

These Expectations have been developed to protect the rights of students, staff and parents to come to a school that provides a safe and supportive learning environment.

We believe

- that everybody's behaviour should set a good example to children.
- it is important to treat everybody with dignity and respect.
- that we should all talk to one another in a respectful way.
- it is important to use behaviour that does not include swear words or abusive / threatening terms.
- that children have a right not to be touched inappropriately or subjected to undue physical contact.

We ask

- parents to not confront other people's children about issues or concerns. approach the Principal or Deputy Principal
- visitors and parents show respect for teachers' classrooms and their personal space.
- parents not to verbally harass teachers.
- parents not to speak to other children negatively.
- that parents adhere to correct bell times. First bell goes at 8.40am. School finishes at 2:50pm.
- that parents who bring students to school after 8.40am or who are picking them up before 2:50pm, complete the appropriate late/early Student Folder at the Office, before proceeding to the classrooms. Please note that all class rolls are marked by 9am.
- that parents who are waiting to collect their children at 2:50pm, wait in the appropriate areas.

- all visitors to sign on at the front desk for security reasons. All parents who come into the school during the day must also sign in at the front desk, before proceeding to their child's classroom or elsewhere in the school.
- parents to make appointments with teachers/Principal rather than requesting "on-the-spot" interviews. This ensures that a meeting is possible.
- that adults report directly to staff or Administration any concerns regarding the use of inappropriate language or perceived abuse.
- all people who come to the school to dress appropriately, including footwear. For eg, no swimwear or T-shirts with inappropriate slogans. Small children also need to have footwear, for safety reasons.
- people not to smoke on the premises, or while on excursions within proximity to the children.
- parents do not use school to spend time with their children – school is not the place for parental disputes.

Finally, we know that parents sometimes get angry and frustrated over things that happen. We ask everybody to display courtesy and issues will be dealt with as quickly and effectively as possible.

GENERAL INFORMATION

ARTS PERFORMANCES

During the year students may have the opportunity to attend performances by the Queensland Arts Council or other approved organisations. The cost for this is included in the Student Resource Scheme.

BOOK FAIR

Twice a year the Resource Centre runs a "Book Fair" in which recommended books are made available for sale to children and parents at reasonable prices. Profits are used to purchase additional books for the library.

BOOK LISTS- REQUISITES

It is necessary that parents supply and upkeep the materials requested on yearly booklists. Every effort will be made to keep these lists to a minimum in quantity and cost. Booklists will be sent home during Term 4 for the next year.

BUS TRANSPORT

Children using transport services provided by the Department of Transport are expected to show their appreciation of such a service by behaving properly while waiting for the bus, while boarding the bus, while travelling on and when leaving the bus. The school is serviced by licenced runs owned and operated by CDC Transport Company. Supervision is provided for students waiting for buses.

The CDC Transport company can be contacted on 5476 6622 or visit www.cdcqueensland.com.au for info and applications for travel.

A fee reduction is available at Maroochydore Department of Transport. All students are eligible to apply.

CONVEYANCE/ BUS ALLOWANCE

Parents of children of any age who live more than 3.2 km from the nearest school and who are transported privately to that school may be eligible for a conveyance allowance. Parents with Health Cards who live within 3.2 km may be eligible for Transport Assistance. Forms for this allowance are available from the Transport Department, Mooloolaba (Phone 5452 1800)

Form Available at: <http://www.tmr.qld.gov.au/Travel-and-transport/School-transport/Assistance-schemes/School-Transport-Assistance-Scheme/Application-forms.aspx>

CHAPLAINCY

Our school Chaplain, Rebecca West, has been known to our Palmwoods community as 'Chappy Bec' for the past four years, having been a teacher prior to this role. She is available 2.5 days a week at school, where she provides support to our school community in the areas of social, emotional and spiritual wellbeing.

Pastoral Care

Our chaplain is a safe person for children to connect with at school. Chappy Bec's door is always open to provide a listening ear and caring presence when needed. She cares for students struggling with a range of issues such as family problems, grief or loss, stressful circumstances, peer pressure, bullying, self-esteem and friendship issues. Students can seek out our chaplain themselves or be referred by friends, parents and teachers.

Connection & Development

Throughout the year, our chaplain runs various programs, activities and events that promote students' wellbeing, social/emotional development, family fun and connections, as well as wider community connections and awareness. These include things like:

- Social/emotional programs and friendship groups
- Mentoring program involving community volunteers
- Social justice projects promoting awareness of a community social issue and encouraging reasonable action
- Family events
- Whole school community events

Family Support

Our chaplain's role also involves supporting our parents and the family unit. Sometimes times are tough and the unexpected happens! These are the times when our school chaplain is available to:

- Being a listening ear and caring presence
- Provide practical support - frozen meals, emergency food hampers and so on
- Linking families with other community support services
- Providing spiritual support by answering questions, offering prayer or hosting a funeral service

Making Our Chaplaincy Service Possible

Our school's chaplaincy service is funded partly by the Federal Government Chaplaincy Funding and the rest by the local community. A charity organisation called Scripture Union Qld (SU QLD) is the employing body for chaplains, which all funds donated go through. SU Qld currently employs over 850 Chaplains in Qld State Schools. More information about SU Qld, what chaplaincy is and SU camps available throughout the year can be found at the website below.

Local Chaplaincy Committee

A 'Local Chaplaincy Committee' (LCC) oversees the running of our school's chaplaincy service, which is made up of representatives from the school, local churches, and wider community. Its purpose is to support our chaplain and ensure necessary funds are obtained to ensure the continuation of our school's chaplaincy service. If you would like to be a part of the committee or find out more, please contact our school chaplain.

Financial Support

If you would like to make a donation, you can do this via the donation link below. Please ensure you specify the money is to go to 'Palmwoods SS Chaplaincy'. Donations are tax deductible. Thank you in advance for your support!

Contact Information

To get in touch with our school chaplain, please call the office or email:

rwest100@eq.edu.au

SU QLD Website: <https://www.suqld.org.au/services/chaplaincy>

Donate: <https://www.suqld.org.au/shop/>

Social Justice

Each year our school participates in a few social justice projects to assist the disadvantaged. These programs encourage our young people to look outside themselves and their own community and see the world around them. These

programs assist in building community spirit and compassion in the heart of young people that may be the catalyst to change the world into the future, making it a better place for more people. The programs currently being implemented are:

- Homelessness Awareness Sleepover.
- 40 Hour Famine

COLLECT & GO

Parents may collect students using the "collect & go" system. **(1 minute parking area from 2.30pm – 3.10pm)** Students are dismissed from class at 2.50pm. Parents drive down Robert Street and up Tytherleigh Road, waiting, then pull forward into the designated spaces, collect their children and be gone within a couple of minutes – thus allowing for the next vehicles to do the same. Our staff will assist them into vehicles. If a child is not waiting, parents are to continue on and go around again. After 3:05pm any students remaining at Collect & Go are taken to the front gate and bus stop area to be supervised by a staff member. Students can be collected here up to 3.15pm.

CURRICULUM

The 6Cs (Collaboration, Critical Thinking, Citizenship, Communication, Character and Creativity), the Art and Science of Teaching framework and Kagan Co-operative learning structures underpin our approach to teaching and learning at Palmwoods State School, to ensure that student learning opportunities are delivered in an engaging and student focused manner so our students develop 21st Century skills.

Key Learning Areas are English, Mathematics, Science, History, Geography, Technology, The Arts and Health and Physical Education. Literacy and numeracy are our focus across all key learning areas. The way that we teach the curriculum continues to be developed through whole school professional development and collaborative planning sessions where teachers work with their year level colleagues to refine units of work for classes from Prep to Year 6. These planning sessions have a particular emphasis on identifying how teachers plan to differentiate the curriculum to best meet the needs of each child. Assessment rubrics, known as "Tuft Sheets" are used to support and assess individual student's knowledge and understandings. These "Tuft" sheets assist children in identifying the next steps needed to for them to improve their work. The "Tufts" illustrate our philosophy of learning as a growth process that is best achieved through effort. Formative assessment, school based assessment and NAPLAN data is used as a basis for reviewing our curriculum and to help us tailor our teaching strategies according to the specific needs of our students

Our *Literacy Lift* program provides all classes in Years 1 – 6 with an additional teacher and two extra Teacher Aides for three sessions a week, with the specific goal of working with students in small groups to enhance their literacy skills. We also provide extra teacher time during Mathematics lessons to enable us to work more effectively with students at their level. We understand and realise that number

is the key element in maths, so we use daily warm up structures to develop number understanding.

Specialist teachers deliver learning experiences in Music, Physical Education, Library and LOTE. At Palmwoods our Language other than English (LOTE) is Japanese.

An inclusive education program which offers teaching and learning experiences for students with disabilities, learning support and gifted and talented. These are usually integrated into classrooms with some standalone support from specialist teachers trained in these areas.

Community and parent volunteers are active in our school. These volunteers are seen each day in and around the school supporting students in reading, writing, maths, art, gardening and other areas. Contact your child's teacher or our Community Liaison Officer if you are interested in volunteering.

DENTAL CLINIC

The Health Department conducts a School Dental Clinic in our grounds for several months every 18 to 24 months and free dental services are provided for our students. Parental approval for treatment is necessary. For enquires about the Dental Clinic services etc, please contact the Clinic on 5470 6758.

EMERGENCY PROCEDURES

The school follows a well documented and detailed policy with regard to Emergency Evacuation and Lockdown of our school. Throughout the year we have regular drills to ensure familiarity and confidence.

It is a Workplace Health and Safety requirement that all parents, volunteers and contractors participate in the drills if they are on the school grounds.

So that the lives of children are not endangered, parents are requested **NOT** to drive into the school ground or park in gateways and to observe **legal** parking zones on the street. There are strict regulations regarding children leaving school grounds. Children **may not leave the school grounds** during the school day unless they have been signed out and accompanied by a parent or authorised adult.



EXTRA CURRICULAR ACTIVITIES

During the year there will be various excursions, bus trips etc which include the following:

- Special days and assemblies
- Various school camps and excursions
- Visits from the Arts Council
- Palmwoods Community Event

Enrichment Program

Nambour & District School Athletics Carnival

Interhouse Athletic Carnival

Interhouse Swimming Carnival (December)

Parents will be advised of the venues and dates of these activities throughout the year by emails, notices and our Facebook site.

GUIDANCE OFFICER

A Guidance Officer attends our school weekly. This officer assesses children who are experiencing education difficulties and/or problems of emotional adjustment. The Guidance Officer meets with teaching staff and also arranges appointments with parents. If you require assistance or further information please contact the School Office.

HATS – ‘NO HAT NO PLAY’

Hats must be worn for all outside play. Broad brimmed or bucket hats for girls and boys can be purchased from the school. Caps or visors are not permitted as they do not offer protection for the ears and neck. Hats are to be the school colour – maroon.

All uniform items are available at the school uniform shop between 8 and 9 am Friday morning. The uniform shop also stocks second hand uniforms. Please mark all property so that it can be claimed readily.

HEALTH

Immunisation is a wonderful safeguard to health and we suggest that you consult your Doctor concerning protection against Diphtheria, Whooping Cough, Poliomyelitis and Tetanus. New enrolments are requested to supply immunisation records.

Officers from the Dental Services visit the school periodically. We ask that you give them full co-operation. Advice given concerning suspected problems could be valuable.

FIRST AID

No treatment is permitted in the school except first aid. This immediate temporary treatment is given by a person who holds a current First Aid Certificate. In more serious cases parents are notified if possible, and the ambulance is called.

It is imperative that an up-to-date record is provided of parent phone numbers and emergency contacts.

MEDICAL MANAGEMENT PLANS

Parents and caregivers of children who suffer severe allergic reactions (anaphylaxis) or severe Asthma are required to provide an Action Plan provided

and signed by a medical practitioner. This management plan should incorporate information such as the signs and symptoms and planned responses to the student's severe reaction. It is the parents' responsibility to ensure these Plans are up-to-date.

MEDICATION

Where a Teacher Aide, authorised by the Principal, is to administer medication, the instructions should be written by a Pharmacist at the Doctor's direction. The staff will not accept the instructions given solely by a parent.

The medication must be presented in the original container issued by the pharmacy. The First Aid staff may give oral medication to a student provided instructions, (as mentioned above), are given and parents make a formal request in writing. Non-prescribed medications (including cough and naturopathic medication) will not be administered by teachers or other persons on school staff.

ALL MEDICATION, CLEARLY LABELLED, SHOULD BE PRESENTED TO THE FIRST AID ROOM.

SCHOOL SORES (IMPETIGO)

Impetigo is a bacterial infection that causes crusting, weeping and occasionally blistering on the surface of the skin. Scratching will transfer this infection to other parts of the body.

Impetigo is infectious and can spread from one member of the family to another and from one school child to another.

Impetigo is treated with antiseptic solutions applied to the skin.

SEE OFFICE FOR EXCLUSION TIMES FOR ILLNESSES:

HEAD LICE POLICY

Detecting and treating head lice is the responsibility of families. Our school supports families in that role through our Head Lice Management Program. The program provides information and education to parents and students.

Parents are encouraged to report all cases of head lice to the office so appropriate action can be taken to avoid further infestation. If headlice are detected on a student at school, parents are asked to take their child home for immediate treatment. They can return to school once treated.

HYGIENE

Regular lessons are given in matters of hygiene and every effort is being made to put this into practice. Children are encouraged to wash their hands on leaving the toilets.

HUMAN RELATIONSHIPS AND SEXUALITY EDUCATION HRE

The Human Relationships and Sexuality Education Policy as endorsed by our P&C incorporates aspects of personal development and sexuality and is taught in all classes from Prep to Year 6. The program is based on the "Bodies and Essential

Relationships Education Essentials" resource produced by Family Planning Queensland. This occurs in Term 4 of each year.

For more information please ask office staff for our Human Relationship and Sexuality Education Policy.

INCLUSION IN THE CLASSROOM – PART OF OUR SUPPORTIVE ENVIRONMENT

What is inclusion?

Many different terms have been used to describe the inclusion of students with disabilities into "mainstream" classrooms. The Special Education program at Palmwoods School demonstrates our commitment to educate each child to the maximum extent appropriate in the classroom he or she would otherwise have attended if not disabled. Our inclusive practices involve bringing the support services to the child and embraces teaching practices, which are designed to provide challenging learning environments to children with very diverse learning characteristics.

Our inclusion program is part of our school's commitment to maintaining a caring community that fosters mutual respect among staff, parents and students. The inclusion of children with disabilities provides all students with the opportunity for positive experiences that build a good foundation for lifelong learning about others. Our inclusion teachers are Amanda Berton and Erin Hubbard whose roles are to work with other teachers, specialists and parents to help students with disabilities to be included in all aspects of school life. They provide support to meet students' unique needs by building on the students' strengths and their learning styles.

What does inclusion look like?

Inclusion at our school is characterised by its virtual invisibility. Students with disabilities are not clustered together but are dispersed in classrooms they would otherwise attend. The inclusion teacher teaches in these classrooms in a variety of ways providing as much of the full curriculum as the students can master, modifying only as it is needed. Small group sessions such as Occupational Therapy are taken to the Inclusion room located opposite the Library

The presence of included classmates provides many opportunities for growth in a classroom. Inclusion of students with disabilities creates a learning environment in which every child has opportunities to shine and experience successes. We are committed to maintaining a caring community that believes all children benefit from respectful friendships with each other.

INSTRUMENTAL MUSIC

Instrumental Music at our school is a highly motivating and enjoyable experience for the students involved in the program as an extension of the school based music program.

Two instructors, Ms Tania Owens and Mr Alex Patri visit the school weekly teaching a variety of orchestral instruments such as violin, cello, flute, clarinet, trombone and percussion to name a few.

What does your child gain from Instrumental Music?

Learning and Teaching experiences, Mastery of an orchestral instrument, Self-confidence, Discipline and Motivation. Life be in it! Be in a band for life!

LIFE EDUCATION

Students are involved in Life Education lessons every year. These interactive Drug and Health education lessons, held in the visiting Life Ed Van, put students in situations where they need to make decisions, solve problems and discuss choices to address problem situations that relate to their own health and well-being. The cost is included if participating in the Student Resource Scheme fee.

LOST PROPERTY

Children inevitably lose or mislay belongings throughout the school year, so we have a lost property area inside the Teacher Aide Room for such items. Every endeavour is made to return the articles to their rightful owners, but sometimes these items are unmarked and their owners cannot be found. Please assist us by marking all belongings clearly and also by checking the lost property area regularly to see if any of the articles belong to your child. At the end of each term all lost property will be recycled or given away to charity organisations.

LOTE

Japanese is our Language Other Than English. Year 5 and Year 6 classes will receive LOTE lessons each week.



MONEY AND VALUABLES

Valuables, including electronic gadgets and expensive toys etc, are to be left at home. **The school will be exempt of responsibility for any lost article.**

Should you find it necessary for children to have large amounts of money at school, consider it advisable for the child to give the money (in a named purse or envelope) to the office for safe keeping. Children are discouraged from wearing valuable jewellery except plain stud/sleeper earrings and watches to school.

PARENT COMMUNICATION

Palmwoods School communicates with parents through regular emails, Facebook, Palmwoods School website and notes sent home. By taking time to read these communications parents can be well informed of events affecting their children and

are able to respond prior to due dates and deadlines. Facebook site- [Palmwoods State School - Official - Facebook](#)

PARENTS AND CITIZEN'S ASSOCIATION

P&C general meetings are held every third Tuesday of the month at 7pm in the school staff room. Meetings finish around 9pm and all parents/caregivers are encouraged to become members and participate on behalf of their children. The AGM (Annual General Meeting) is held in March each year with all executive positions - President (vices), Secretary (assistants), Treasurer (assistants) being relinquished and nominations taken with voting following. P&C aims to mentor a steady flow of new parents through these positions.

WHO WE ARE:

- P&C consists of parents/caregivers of children attending the school and interested citizens with involvement from staff and school administration. P&C represents all the parents/caregivers within our school community. Parents/caregivers from each year level are encouraged to attend monthly meetings becoming aware of P&C activities, programs, issues and budgets for the year, as well as contributing to school policy decisions and development. With a wide variety of parents/caregivers involved, decisions that represent the majority of views can be made.
- An ever-changing group of parent/caregivers volunteers. As students move onto high school, parents/caregivers do as well. This requires a constant flow of new parent/caregiver involvement from the lower year levels to add their input to the P&C.
- Members of P&C's Queensland, which lobbies State Government and its Education Department for improved systems and facilities on behalf of school children and their parents/caregivers.
- The P&C is the supervising body for the Palmwoods State School Outside School Hours Service (Kids Club), the Uniform shop and the school Tuckshop.

WHAT WE DO

- Fundraise to provide extra funds ensuring our school provides more than just the "basics" in education and upgrading of grounds and equipment. Over \$20,000 will go to enhance the curriculum. The P&C also handed over \$110,000 to pay for Air Conditioning to the whole school.
- The P&C works with staff to identify and prioritise areas of improvement in the physical environment of the school and aims to assist the school to complete these jobs with the help of a continual flow of funding.
- Implement change through discussions with parents and school administration via monthly P&C meetings and Parent Forums.
- P&C is concerned with safety issues eg. School crossings, playgrounds and shade, health and nutrition issues, food handling, etc.

- Tuckshop – providing a 3 day / week service and supporting all extra school activities. Includes the Education Queensland Healthy Food and Drink Strategy - Smart Choices and our menu in line with the schools Healthy Eating Policy, developed in consultation with the whole school community in 2006.
- School uniform supplies and management
- Outside school hours care through Kids Club.

THE BENEFITS OF JOINING OUR P&C

Joining the P&C is one of the best ways to show your children how much you value their education. You also show your children how committed you are to helping our students and the school community.

Some benefits to the school include:

- A nutritious and healthy tuckshop
- A safe and supportive after school care facility
- Quality school uniforms
- Enhanced learning environment
- Parents' voice in school matters
- Financial support for extras
- Creating close school community ties

Getting involved doesn't mean you're taking on a full time job.

We know you are busy and we value any amount of time you can spare.

Ways you can be involved are:

- Provide input on
 - School routine
 - P&C budgets
 - School budgets
- Contribute to policy
 - Behaviour management
 - School uniform
 - Sun safe policy
- Assist with
 - Fundraising
 - Functions and activities
 - Tuckshop
 - Uniform shop



HOW WE FUNDRAISE

One Major Community Event. For many years, our school has involved the whole school in an annual major fundraiser. Local businesses, families and school staff all contribute to this huge event. Each year, a new committee is formed who

are supported by a system of parent representatives and their helpers. Past events have been a great success financially and always enjoyed by huge crowds, but most especially by the children themselves.

The event provides show rides, entertainment, stalls and raffles. The event raises over half of our yearly fundraising needs.

P&C is always looking for helpers and event managers, and new ideas to keep the event popular.

Other Fundraising Events e.g. Fun Run, Raffles etc The P&C decides to go ahead with these fundraisers as the need arises.

Donations: The school and P&C has great appreciation for Heritage Bank Palmwoods Community Branch, local businesses, Sunshine Coast Council and some families who have shown tremendous generosity through their consistent support. This eases the burden of fundraising for everyone.

P&C welcomes your ideas and commitment. Your time, interest and enthusiasm are what make our school great!

Palmwoods School Building Fund: A tax deductible donation scheme that you can donate to at any time.

WHERE PARENTS CAN HELP

Classroom Assistance: Palmwoods State School has always enjoyed an active parent group who consistently spend a quantity of their valuable time inside the school lending a hand in many different ways.

Throughout the year, teachers require parent assistance in some form or another. Your child's teacher will indicate to you their particular class needs and with your input, some form of scheduling will be prepared. The school is improving training and information for classroom helpers. Some areas of assistance required are:

- Individual and small group learning – supervising and playing maths and literacy games, listening to students read (as a trained Support A Reader mentor or Tutor), checking student spelling levels, assisting with computer knowledge, helping with art and craft sessions, activities and projects, accompanying class excursions and helping out in the Permaculture garden.
- Organization of equipment and resources- contacting or making flash cards, posters, games and other resources. Colouring or mounting displays and children's work on walls, decorating classrooms. Marking homework and spelling and checking home reading.
- Tapping into your knowledge and expertise (or someone you know) – It is always exciting and beneficial for children to meet people who represent a trade or who have a special skill. You will be invited by the teacher to tell your story or share your knowledge with students, possibly when it connects with a part of the curriculum.

ASSISTING OUTSIDE THE CLASSROOM

- Attending Monthly P&C meetings (the 'P' stands for Parent!!)
(P&C meetings are where reports are presented, fundraising dates and projects are set in motion and where we hear from the Principal on updates on what is happening around the school concerning staff, facilities, equipment, school budgets etc. Without the P&C meetings many projects and fundraising ventures would not get off the ground.)
- Helping out at events – sporting, performance night, fundraisers and especially the Car Festival
- Helping out at tuckshop – always need lots of helpers (2 per day)
- Helping with the Uniform Shop
- Assisting in the Library
- Working in our Permaculture Garden
- Assisting teacher aides

The school is a “community work” organisation, meaning you can receive working credits in return for a number of hours of voluntary work if you are on Centrelink payments. The school is always willing to provide a reference to its excellent volunteers. Palmwoods State School is interested in developing excellent relationships between school and families, so please feel welcome to participate in your child's learning environment.

CONTACT DETAILS

Joining the P&C is as easy as coming along to the next P&C meeting or contacting the school.

P&C Executive 2020

President: Matthew Smith
Vice President: Leigh Martinuzzi
Alisha Bubke
Secretary: Rachel Irvine
Treasurer: Position available
Operations Manager: Linda Forbes

You can also keep up to date by accessing the minutes of the previous P&C meeting on the school website or reading the copy displayed at the parent room. A copy of our Expenditure Budget, our Income Budget, details on projects completed, and our Healthy Eating Policy are also available for viewing in our Parent Room.

WE LOOK FORWARD TO YOUR INVOLVEMENT IN THE CLASS PARENT SESSIONS (EVENING OR AFTERNOON)

Parents are invited to an afternoon or evening meeting to discuss classroom policy and procedures with the teacher on a day to be determined in February.

PAYMENTS and THE SCHOOL RESOURCE SCHEME SRS

Payment Policy

Payments for all excursions, camps and activities must be received at the office at least two (2) days prior to the event to allow for administration processes. Payments will not be accepted after cut-off dates unless prior arrangements are made with the office. Invoices are emailed to parents.

Notes are issued to all students detailing relevant costs. Permission forms may also need to be signed and returned to the office.

Notification of events is via notes sent home, emailed notes, the Website, and Facebook. It is the parent's responsibility to ensure they are fully informed. The P&C endorse the payment policy.

2021 Student Resource Scheme (SRS) including how the scheme operates and the annual participation fee.

The Queensland Government supports students' education by providing funding for:

- Instruction, e.g. teachers
- Facilities, e.g. buildings, amenities, furniture
- Administration, e.g. staffing and resources to administer the operations of the school.

Funding does not extend to individual student resources such as textbooks, computer or musical equipment for personal use, and many items used/consumed by the student in the classroom. Supply of these items is the responsibility of parents.

To provide parents with a cost effective alternative to purchasing textbooks and/or resources elsewhere, Palmwoods State School operates a SRS.

The scheme ensures that students have the resources required for them to engage with the curriculum for their education, and saves parents time and money in sourcing the prescribed materials elsewhere. Savings are gained through the school's bulk purchasing practices and hiring arrangements. The scheme is not used to raise funds for other purposes, and revenue collected through the scheme is applied only to the resources and operation of the scheme.

The scheme's operation, resource inclusions and participation fees were approved by the school's P&C Association.

SRS Participation

The objective of the scheme is to provide a convenient and cost-effective way for students to access the educational resources necessary to enhance their learning experience at school. The Department encourages parents to participate in the scheme. Participation in the SRS is optional, and no obligation is placed on a parent to participate. Participation is for the duration of your child's enrolment at the school.

Student is new to the school....

Parents are required to complete the SRS Participation Agreement Form (part of enrolment document) when joining the scheme for the first time. If the participation form is not signed, the school will take the view that the parent has chosen to opt out of the SRS. The parent is then required to provide the educational resources listed in the SRS for their child by the start of the school year. A parent can opt in or out of the scheme in subsequent years by completing another Participation Agreement Form.

Continuing student of the school.....

A parent's participation or non-participation in the scheme will continue as per their previously completed Participation Agreement Form. A parent can opt in or out of the scheme in subsequent years by completing another Participation Agreement Form.

If a parent has opted out of the scheme the parent is required to provide the educational resources listed in the SRS for their child by the start of the school year.

Type of Resources provided

Generally, the three types of resources that could be included are:

- **Owned** – these items are retained by the student and used as required (e.g. stationery, exercise books, student diary).
- **Provided and consumed**– these items are provided and used in class by the student (e.g. industry technology/cooking/art supplies).
 - work/items produced from these resources will remain the property of the student.
- **Hired** – these items are hired to the student for their personal use for a specific period of time (e.g. textbooks, musical instruments, laptops).
 - Hired items must be returned to the school in good condition at the end of the hire period or if the student leaves the school.
 - A repair or replacement cost may be charged to the parent for any hired items that are damaged or not returned.

The SRS Participation Fee

The schools SRS fee is calculated based on a flat fee for the year level cohort.

Please refer to the SRS Resource list for the associated costings.

The SRS fee payable at the beginning of the year is shown below and is also published on the schools website.

If you are not satisfied that the SRS fee represents good value for money based on the inclusions (attached), you may choose not to participate in the SRS. If that is the case, please complete a new Participation Agreement Form, indicating that you no longer wish to participate. If you choose not to participate, you will be provided with a detailed list of resources that you will need to provide for the student.

Financial Hardship

Parents experiencing financial hardship who are currently participating or wish to participate in the SRS should contact the school to discuss available options in confidence.

Payment Arrangement

Several payment options including a single payment for the full year's fee or term instalments are available. An instalment plan can also be negotiated with the school.

Payment Method

SRS payments can be made by BPOINT, EFTPOS (Credit/Debit Card), or Centrepay.

- When paying by BPOINT, please use the Customer Reference Number (CRN) and invoice number printed on the invoice received from the school. If unsure of the CRN, please contact the school.
- Payment may be made through the QParents portal using a credit card. Payment will be directed from the QParents portal to BPOINT where relevant outstanding invoice information may be selected.
- Centrepay Deductions are available to pay the SRS and User Pays Activity fees and spread your payments over 3 terms. Use Centrepay to make regular deductions from your Centrelink payment. Centrepay is a voluntary and easy payment option available to Centrelink customers. The school office can set up your payments for you or go to humanservices.gov.au/centrepay for more information on how to set up your Centrepay deductions.



PALMWOODS EXCELLENCE PROGRAM (PEP)

As an Independent Public School we are able to offer this program to provide students who meet the criteria the opportunity to reach their full potential in The Arts.

To maintain the highest standards possible numbers are limited in these programs, so students will need to be selected to participate. For Dance and Drama students in Years 3-6 and expression of Interest form will need to be submitted and students will then undergo auditions.

PLAYGROUP

Playgroup is held every Thursday in the Kids Club Building at 9.30am. Interested parents can contact the school office for more information.

PREPARATORY YEAR

A Learning Centre which is part of the Palmwoods State School Campus.

The Early Phase of Learning at Palmwoods State School is where your child will find new and exciting things to do and discover. Your child will find friends and share experiences in a warm, happy atmosphere.

At Palmwoods State School, we recognise the prior knowledge and experiences of early learners. Collaboratively, we create learning opportunities that acknowledge the potential of every child to achieve continuous improvement through a nurturing and safe, stimulating and inclusive environment.

OUTSIDE SCHOOL CARE PROGRAM KIDS CLUB

Before and After School is available on the Palmwoods State School Campus 6:30am – 8:30am and 2.50pm – 6pm, five days a week. Children are escorted to and from the Prep & Yr 1. Exciting holiday programs are available for children of working parents.

Phone 5478 9499 for further details www.palmwoodskidsclub.com.au or admin@palmwoodskidsclub.com.au

ROAD SAFETY

Reminders are provided in school on road safety but the home has a big role to play. Continued reminders of the need to obey safety rules, if given in the home and at school will avoid pain and suffering for someone. Another matter that must be stressed at home and at school is absolute refusal to get into cars with strangers. It is because of this potential risk that we discourage children waiting for long periods after school for parents. Please ensure your children are **collected punctually** or arrange for a friend to collect them. Please consider using Outside School Hours Care facilities. It is compulsory for all children who ride bicycles to wear a safety helmet.

RELIGIOUS INSTRUCTION

A ½ hour period per week is taken by visiting Minsters of Religion or appointed Religion Educators for Years 1 – 6. Children will be taught Religious Instruction using a non-denominational program within their own year level if their parents have nominated them for this program. Parents can either withdraw or enrol their child in RI by putting their request in writing to the school.

RESOURCE CENTRE

The Resource Centre has the services of a Teacher Librarian and is open throughout the day, every day. Children are encouraged to use free time to browse and do research as well as borrow books. Children may borrow books, do research and play board games at lunchtime, when Library monitors and the Librarian are on duty. Cassettes are also housed in the library with other Audio

Visual material. Children are shown educational films throughout the year and research skills are taught as part of the school curriculum.

There are also a range of great resources that would assist parents kept in the library. Borrowing time for school library books is strictly two weeks.

The Regional Mobile Library visits the school every second Tuesday and children are encouraged to avail themselves of this service. Borrowing cards are sent home and require a parent's signature before borrowing can commence. Borrowing time for these books is also two weeks.

Early Learning areas	Specific focus within the early learning areas	Key Learning Areas
Social and personal learning	Social learning Personal learning	History Geography HPE
Health and physical learning	Making healthy choices Gross-Motor Fine-Motor	HPE
Language learning and communication	Oral language Early literacy	English LOTE
Early mathematical understandings	Early numeracy	Mathematics
Active learning processes	Thinking Investigating Imagining and responding	Science History Geography Technology The Arts

REPORTING TO PARENTS

Progress Reports are emailed on a Semester basis (mid year and end of year). For Semester 1 reports are issued during the last week of Term 2.

Parent –Teacher Interviews will be held at the completion of Term 1. Interim reports are sent home at completion of integrated tasks.

At the end of Semester 2 individual Parent/Teacher Interviews are held at the request of teachers or individual parents by appointment. Parents are invited to visit the school by appointment at other times to discuss matters of mutual interest with the Principal and /or class teachers. We have a common interest – THE CHILDREN.

SCHOOL FACILITIES

Palmwoods School has three sports ovals, school hall, one multipurpose court and a bitumen netball/basketball court. These are available for community use at weekends or after school. Inquiries should be directed to the Business Manager

during school hours. Library facilities are also available for research etc. by interested persons. Inquiries are welcome.

School buildings are not just for use by children and teachers and they need not only be used during school hours. Permission must be sought for any lawful group to conduct meetings at school when children are not in attendance. School grounds may be used for various activities after seeking permission for the Principal. Please contact us if you wish to make use of the School's facilities.

SCHOOL COMMUNITY LIAISON OFFICER

Our Community Liaison Officer is Alison Donaldson. The CLO's role is to:

- ◆ Assist in the development of school and community links, and provision of information and support on education related issues for the facilitation of partnerships in decision making to enhance learning.
- ◆ Facilitate suitable consultative mechanisms and procedures to provide a non-threatening environment for effective two-way communications between the school and parents/carers and the school community. This falls into the areas of liaison activities to provide information to parents, the school and its community, and to act as a parent/carer representative; and community development activities to improve relations between the school and its community.

SCHOOL LEADERS PROGRAM

Students are formally elected to a leadership position as a School Captain, Vice School Captain, House Captain, Vice School Captain or as a member of the Student Council.

Each year the school elects 4 School Captains and 4 House Captains for each Sports House from the Year 6 class.

Students in Years 4, 5 and 6 have the opportunity to vote for a class representative on the Student Council in Term 1. Each of these councillors will have a full year tenure of office. A new Student Councillor is elected at the being of Semester 2 to join the existing class Student Councillors.

What is the Role of Student Councillors at Palmwoods State School?

- To represent with **excellence**, Palmwoods State School in daily school endeavours.
- Conduct business relating to communication to and from other students.
- To represent the voice of other students at fortnightly meetings.
- Provide a willing workforce for the running of Student Activities.
- Fundraising to support Apurbo Mali – our school sponsored child in Bangladesh.
- Activating requests passed for approval at the Student Council Meetings.
- Assist the staff of the school in keeping the Values and Beliefs of our school alive and observable.
- Participation in the annual Country Fair as stall holders.

JUNIOR AND SENIOR LEADERS PROGRAM

The Program enables younger students to be formally recognised for a leadership role by modelling exemplary behaviour and work attitudes for other students to copy.

The Junior Leader Program caters for aspirants in Years 4 and 5 whilst the Senior Leader Program is available for students in Years 6. This is an ideal avenue for those students who nominated for other positions but missed out.

In both systems, students complete a nomination form which they give to their teacher who in turn endorses the application if they are satisfied that the student can consistently perform the role. Parents are also asked to sign the form to acknowledge the school's endorsement.

At this stage, a formal interview is conducted with each applicant. If approved, the student is presented on parade with their respective badges which we expect will be worn with pride at all times.

Should an approved Leader display behaviour not befitting the position, the badge will be taken from them until such time that they can once again prove their commitment. It is not uncommon for teachers to retain nomination forms until students demonstrate that they are deserving of the status of Leader.

SCHOOL TIMES

- Children should arrive at school by 8.30am not before 8.00 am (Kids Club is available)
- School lessons begin at 8.40am.
- First Break is between 10.50am and 11.30 am.
- Second Break is between 1.00pm and 1.40 pm.
- School is dismissed at 2.50pm.
- Assembly is held at 2:30pm every 2nd Tuesday in the hall

Children arriving prior to 8.40am are required to sit under the F Block until either dismissed by a teacher or the first bell goes. Having entered the school grounds in the morning, the children are not allowed to leave the grounds until they depart at 2.50pm. Exceptions can only be made with the parent's written consent or if a child is picked up personally by a parent or nominated person. Any child who leaves the school prior to 2.50pm **must be signed out** at the school office.

SPORT

Apart from normal school sport, we will be running some interhouse sports at lunchtimes this year. In addition, we are a member of the Nambour and District School Sports Association and have our Athletics Carnival in August each year and a Swimming Carnival in December. During the year children have the opportunity to trial for selection in various school sports – soccer, cricket, tennis, netball, softball, touch football, cross country, basketball, athletics, swimming and rugby league.

SPORTS HOUSES

On enrolment students are placed in one of three houses along with other family members: NICKLIN – Blue; BENDIXEN - Green; LANDSBOROUGH – Red. These House names originate from prominent local identities. Once placed the students continue in the same house until they leave the school.

SWIMMING

Swimming lessons are held during Term 4 for Prep to Year 3. Students are taught by accredited coaches who have Auswim Accreditation. Special notices will be sent home prior to the commencement of lessons outlining the timetables, costs, etc.

Swimming is a component of the Phys. Ed School Curriculum and all students are expected to participate. Non swimmers are required to pay an admission fee. Pool passes are valid for the activity. All students are required to wear a rash or T shirt and a bathing cap during the lessons.

TRANSFER OF PUPILS

Before children are transferred to another Primary School, it is necessary to obtain an Exit Form from the school office, and pay any outstanding fees. School music instruments, Library books and other school books issued must be returned; however personal books should be retained for use at the new school.

TUCKSHOP

Tuckshop is held every Wednesday, Thursday and Friday and operates for 1st and 2nd break. It is staffed by a Convenor and volunteers.

The Convenor is always seeking volunteer helpers. Online ordering is available as well as the lunch bag system which operate for both 1st and 2nd break for Prep to Year 6. Parents are asked to supply ordinary brown paper bags clearly marked with your child's name, year level, order and whether it's for first or second break and the amount of money closed. Orders are to be handed in at the tuckshop before school. Our Tuckshop subscribes to flexischools where orders can be placed and paid for on-line. Please ask for more information if required. Tuckshop orders will be collected by class members and delivered to the classroom. The menu reflects 'Smart Choice Policy' where students are encouraged to eat healthy foods. (see policy section)

VOLUNTEERS

At our school we value volunteers highly and recognise their importance in the quality of education of our children and the smooth running of the school. The involvement of the volunteers in our school provides a range of experiences that may not otherwise be available, to members of our school community.

We aim for Palmwoods State School to be: ***A place where people enjoy doing things that are important and valued with others who care and to whom care can be given***

Why do we need volunteers at our School?





















Volunteers can:

- through their willingness, assist in school activities and show other parents what can be achieved when partnerships are formed;
- provide a positive role model for learning;
- enrich all school programs;
- complement the contribution that all staff members make to the school;
- develop a team approach of staff and parents/carers working together;
- assist the school to meet the expectations of the community; and promote the school within the community.

As a part of Palmwoods State School's obligation and commitment to student protection, it is our policy that ***all volunteers attend an annual 'Volunteer Induction'*** before undertaking any school voluntary tasks. This is run by our Community Liason Officer: Alison Donaldson. A personalised volunteer badge will be issued and the volunteer's name placed on an official volunteers' list on completion of this session. Volunteers on the official school list only may be invited to undertake voluntary tasks by the classroom teacher, program leader or administration staff. The notification of the Volunteer Induction will be sent out at the beginning of Term 1. The importance of **confidentiality** is emphasised at these workshops.

Before commencing any voluntary duties, all volunteers need to sign on in the Attendance Sign in located in School Office and wear their official volunteer's badge. This is necessary to have knowledge of your presence in the school grounds in the **case of emergency**.

The Commission for Children and Young People and Child Guardian requires all volunteers (*unless a parent of a Palmwoods student*) over 18 years of age working in specific child related duties to undergo a criminal history check. A Working with Children Check is a detailed assessment of a person's suitability to work with children based on the person's criminal history and is a commitment to protecting children from harm and promoting well-being. The Commission **requires all volunteers working in specific child related employment to undergo a Blue Card check** and on approval a Volunteer Blue Card will be issued. Although exemptions apply for **volunteer parents** of a child attending Palmwoods State School, there may be times when contact with students outside our school occurs. On such occasions, a Volunteer Blue Card would be required. Please note that it is mandatory for volunteers ***who are not parents*** of students at our school to apply for a card prior to volunteering. Grandparents are required to obtain a blue card if volunteering. The office staff can help with these applications.

	<div>   </div> SAFETY The right to feel safe emotionally and physically	<div>   </div> LEARNING The right to learn in a cooperative environment, free from disruption	<div>   </div> RESPECT The right to be respected and treated with courtesy
All Settings Classrooms Excursions Sport Camps	<ul style="list-style-type: none"> *I keep my hands, feet and objects to myself *I follow adult directions *I ask permission to leave the room *I only go into classrooms when a teacher is there *I keep valuable items at home *I walk on all paths and walkways *I report bullying or inappropriate behaviour *I wear shoes and socks at all times *I use equipment safely *I follow the Bus Code of Conduct  	<ul style="list-style-type: none"> *I cooperate with my teachers and classmates *I stay on task to complete my work *I allow others to learn *I ask for help when needed *I am ready to learn each day 	<ul style="list-style-type: none"> *I am kind to others *I include others *I use polite language *I am honest *I follow the school uniform policy *I respect my own and other's personal space and property *I care for the environment *I respect all school property  
Toilets	<ul style="list-style-type: none"> *I use toilets during breaks *I wash my hands *I return to class straight away 	<ul style="list-style-type: none"> *I am in the right place at the right time *I am a good listener *I control my own behaviour 	<ul style="list-style-type: none"> *I respect the privacy of others *I use toilet paper, water, soap and paper towels responsibly
Eating Areas And Tuckshop	<ul style="list-style-type: none"> *I sit quietly while eating *I eat/buy my own food *I use my own drink bottle *I wait my turn *I sit and eat my tuckshop in the covered area next to the tuckshop 		<ul style="list-style-type: none"> *I sit and wait for permission to leave *I keep eating areas clean *I order lunch before school *I line up quietly
Play Areas Undercover Area	<ul style="list-style-type: none"> *I am sun safe and wear a broad brimmed hat *I play school approved games *I sit on and walk around benches 	<ul style="list-style-type: none"> *I solve problems by talking and seeking assistance when necessary 	<ul style="list-style-type: none"> *I play fairly – take turns, invite others to join in, follow rules *I return equipment at the end of play
Transition Lining Up	<ul style="list-style-type: none"> *I wait quietly *I sit under the building before school until 8.30 am *I remain seated at the front gate after school until collected *I walk my bike/scooter/skateboard inside the school grounds 	<ul style="list-style-type: none"> *I stop playing on the FIRST bell  	<ul style="list-style-type: none"> *I walk quietly and orderly so others are not disturbed *I use toilets before class and at break times *I use my own bike/scooter/skateboard only
Computers and all Electronic Devices	<ul style="list-style-type: none"> *I hand electronic devices in to the office each morning *I report cyberbullying or inappropriate messages or requests *I keep my password and personal information secure 	<ul style="list-style-type: none"> *I follow the school internet policy 	<ul style="list-style-type: none"> *I send appropriate messages and pictures 

Responsible Thinking Plan Prep-Yr3 2021

Circle which rule was broken?

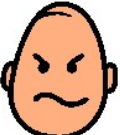
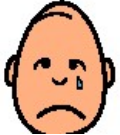


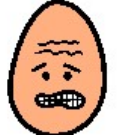
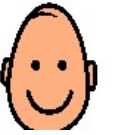
SAFETY

LEARNING







RESPECT

Write or draw what happened. Remember to focus on what you did.

Who was affected by my behaviour? How did they feel?

Angry	Sad	Scared	Confused	Worried	Happy
					





What caused my behaviour? Why did I behave that way?

Attention-seeking	Avoiding Failure	Angry	Control Seeking	Energetic	Bored	Uninformed
						

What should I do now?

Say sorry	Listen & follow instructions	Stay calm	Tidy up mess	Keep hands & feet to myself	Finish my work	Be respectful to others	Play nicely	Other
								

If I have the same problem again I will:

Walk away	Stay calm	Ask for help	Keep hands & feet to myself	Stay focussed on my work	Other
					

Restorative Action: What will I do to make up for what I've done?

If I continue to make poor choices with my behaviour the likely consequence will be:

Student: _____ Parent: _____ Class Teacher: _____ Principal / Deputy: _____

Responsible Thinking Plan

Behaviour Progress Card

To support me in making positive behaviour choices I will need to discuss and reflect on my behaviour regularly with _____.

My strategies for improving my behaviour are: (Behaviours from the Matrix)

1.
2.

Date Started:	Day 1						Day 2						Day 3						Total	
	Goal 1			Goal 2			Goal 1			Goal 2			Goal 1			Goal 2			Goal 1	Goal 2
Session 1																				
Play Break 1																				
Session 2																				
Play Break 2																				
Session 3																				
Comments																				



= Successful - achieved goal with minimal or no support



= Successful - achieved goal with support



= Not successful - did not achieve goal set for behaviour

Incident Recorded on OneSchool

Date ____/____/____

Teacher Signature _____

Monitoring Period Completed

Date ____/____/____

Teacher Signature _____

(File in Student Profile Folder)








Student: _____ Parent: _____ Class Teacher: _____ Principal / Deputy: _____

Reasons for Behaviour: (From Spencer Kagan et al "Win-Win Discipline")

Almost every disruptive behaviour springs from an attempt to meet needs associated with one of seven **positions**. Positions are **the place a student is at**. A student position is an interaction of attitudes, emotions, perceptions, cognitions, and physiology, which influences the behaviours a student chooses. It could also be a psychological state with associated needs, often unconscious, so students act out their needs without being able to verbalise them. A student position may also be a state which may be true of a student one moment but not another. Eg. A student may be angry after being hit by another student but an hour later is no longer angry.

Once we see disruptive behaviour as merely an attempt to meet the needs associated with a position, our job becomes clear. The student needs to learn non-disruptive ways to meet those needs.

The Seven Positions

Position	Explanation	Basic Human Need
Attention-Seeking 	The attention-seeking student wants everyone to see (or hear) what he or she can do.	To feel cared about by others
Avoiding Failure 	The student who is avoiding failure does not want everyone to see what he/she can't do (hiding failure)	To feel successful
Angry 	The angry student wants to hit	To express displeasure
Control-Seeking 	The control-seeking student wants to tell others what to do (and not be told what to do)	To feel able to influence people and events
Energetic 	The energetic student has so much energy that he/she can't stop moving	To move, to touch, to be expressive
Bored 	The bored student finds that nothing is stimulating and he/she disengages from classroom tasks	To be motivated, to have interesting stimuli
Uninformed 	The uninformed student is surprised by rules of appropriate behaviour . He/she is simply unaware. (Really difficult to see at Palmwoods SS if all classrooms are teaching the Behaviour Matrix as required)	To know how to interact responsibly

Name: _____ Teacher: _____ Date: _____ Time: _____

Circle which rule was broken?

Safety	Learning	Respect
Everyone has the right to feel safe emotionally and physically	All students have the right to learn in a cooperative environment, free from disruption	Everyone has the right to be respected and treated with courtesy

Reasons for My Behaviour

Consequences of Behaviour

Reasons for My Behaviour	Description of my Behaviour	Consequences of Behaviour
		Me
		Others

Restorative Action (What will I do to make up for what I have done)

Student _____

Teacher _____

Admin _____

Parent _____

Responsible Thinking Plan Yrs 4-6 Behaviour Progress Card

To support me in making positive behaviour choices I will need to discuss and reflect on my behaviour regularly with _____.

My strategies for improving my behaviour are:

1.
2.

Date Started:	Day 1						Day 2						Day 3						Total	
	Goal 1			Goal 2			Goal 1			Goal 2			Goal 1			Goal 2			Goal 1	Goal 2
Session 1																				
Play Break 1																				
Session 2																				
Play Break 2																				
Session 3																				
Comments																				



=

Successful - achieved goal with minimal or no support



=

Successful - achieved goal with support



=

Not successful - did not achieve goal set for behaviour

Student: _____ Parent: _____ Principal /Deputy: _____

What is Bullying?

Year 3-6 Bullying? No Way!

A program was introduced in 2009 where all students in Years 3-6 participated in an education program called BULLYING No Way! The program consisted of the following discussions:

Bullying? No Way!

We want school to be a safe place for everyone.
That is why we have our school Code of Behaviour:

Your Rights at School

- We all have the right to learn in a safe and supportive school environment that values diversity – an environment free from bullying, harassment, discrimination and violence.

What is diversity?

- We all have the right to be treated with fairness and dignity
- We all have a responsibility to keep others safe and to treat them in the same way – with fairness, dignity and respect.

What does Bullying Mean to you?

Think Pair Share: How would you describe bullying? Share with one other student. Responses to share with class.

What is Bullying? Some Definitions

- Bullying may be defined as a student being exposed, repeatedly and over time, to intentional injury inflicted by one or more students.
- Bullying is when someone, or a group of people, who have more power at the time deliberately upset or hurt another person, their property, reputation or social acceptance on more than one occasion.
- Bullying may be defined as a student being exposed, repeatedly and over time, to intentional injury inflicted by one or more students.
- Bullying is 'deliberately hurting other people with words or actions.' It is usually repeated often over time. It is often difficult for the person being bullied to defend himself/herself against it.

The common types of bullying at school:

1. **Physical Bullying** – hitting, punching, pinching, tripping, spitting, kicking, pushing, scratching, damaging or taking others' belongings
2. **Verbal Bullying** – name calling, making offensive remarks, insulting someone, put downs, homophobic or racist remarks, or verbal abuse.
3. **Psychological Bullying** – threatening others, stalking, gestures
4. **Social Bullying** – spreading rumours or nasty stories about someone, excluding someone from a group, ignoring someone, damaging someone's social reputation and social acceptance
5. **Cyber Bullying** – insulting someone in chat rooms, sending cruel or threatening emails/text messages, using the internet to spread rumours or information about someone.

When are some of these things NOT BULLYING?

What Bullying is Not

Many distressing behaviours are not examples of bullying, even though they are unpleasant and often require teacher intervention and management. There are three socially unpleasant situations that are often confused with bullying:

Mutual Conflict

In mutual conflict situations, there is an argument or disagreement between but not an imbalance of power. Both parties are upset and usually both want a resolution to the problem. However, unresolved mutual conflict sometimes develops into a bullying situation with one person becoming targeted repeatedly for 'retaliation' in a one-sided way.

Social rejection or dislike

Unless the social rejection is directed towards someone specific and involves deliberate and repeated attempts to cause distress, exclude or create dislike by others, it is not bullying.

Single-episode acts

Single episodes of nastiness or physical aggression are not the same as bullying. If a student is verbally abused or pushed on one occasion they are not being bullied.

Nastiness or physical aggression that is directed towards many different students is not the same as bullying.

How does bullying make you feel?

Imagine a bully is bullying another person (any of the above ways).

What feelings do you think could be felt by the person being bullied (brainstorm in groups of 3)?

What feelings do you think could be felt by the bully?

The Bullying Cycle

There are 3 groups of people in the Bullying Cycle – The bullies; the people they bully; and the onlookers who watch what is happening and do nothing.

Why does a person Bully?

They may set out to deliberately bully and feel pleasure in bullying. It may give them a sense of power. A person who bullies may not necessarily lack self-esteem or be insecure; many have average or above average self esteem. Their temperaments are more aggressive and they lack empathy.

- They may feel upset or angry or feel they don't fit in.
- They want to seem tough and show off
- They may get bullied themselves by family members
- They're scared of getting picked on so do it first
- If they don't like themselves they may take it out on someone else
- They think they will become more popular

What should you do if you see someone being bullied or picked on?

- What do you think friends of a bully might be thinking when they see bullying happen?
- What do you think friends of a person being bullied might be thinking when they see bullying happen?
- Why do you think people stay friends with someone who bullies?
- How can you help someone who is being bullied?
- How can you help someone who is the bully?

Student Survey

Are you being bullied at school, on the bus, travelling to or from school?

- Student survey: have your say
- Say no to bullying

At the completion of the sessions students can complete a survey of incidents of bullying at school either involving themselves or others. They get to name bullying offenders in a confidential way (Only Deputy Principal and class teacher will see details). Any suggestions students have for dealing with bullying at school or any questions regarding bullying can be written on the back of the survey form.

No Blame Interviews

For those bullying offenders identified by students many times, a "No-Blame interview is held with Deputy Principal, the offending student and his/her parents. The aim is to acknowledge that the behaviours are happening and what can be done to eliminate the bullying behaviour.

CYBER BULLYING

Defining Cyber Bullying

Cyber bullying is a contemporary phenomenon that can have serious repercussions for school-aged young people.

Cyber bullying is when one person is targeted by another through the use of digital technology, mobile communication devices or through the internet. This can involve students using (for example) web sites, blogs, mobile phones, chat rooms, email or SMS to send messages or images intending to threaten, harass or humiliate their peers.

Cyber bullying usually involves systematic communication over a period of time but can involve a one-off communication such as a message containing an indication of serious intended harm or humiliation. As the bullying action is delivered via the written word or through images, the target can read or view (and therefore be affected by) the same action repeatedly over time.

Proactive Approach to Inform Students

Students will be taught about the impact of cyber bullying on potential victims, through targeted lessons on this subject, which outline the following :-

A. Increased Student Empathy

On-line communication can create the perception that the user is "invisible". Students will be taught that in this anonymous, on-line world, empathy is often reduced and the recognition of harm being done can easily be minimised or ignored. They need to be aware that language and communication changes once anonymity is assumed and this can increase the likelihood of bullying.

Supportive bystander involvement will be encouraged amongst peer groups. Peer support programs will be utilised with the aim of reducing the incidence of bullying as they are based on the premise that students are more likely to talk to other students before they speak with teachers or parents.

B. Digital Footprints

Students can assume that the use of digital technology provides not only anonymity but protection for those who misuse it. Students will be taught awareness of the cyber trails they can leave and that there is no guaranteed protection for those who induce harm via this medium, despite the use of delete buttons, pseudonyms, etc.

C. Legal Penalties

Students who engage in cyber bullying (**Appendix 5**) can assume that the internet is a lawless world which provides them with great freedom. Also, they can often attribute their actions to 'joking around'. Students need to be aware of the potentially serious legal ramifications of their behaviour. The serious misuse of telecommunication devices is considered a breach of the law in Australia and is a Federal offence. Section 474 of the Criminal Code Act 1995 states that it is an offence to use a telecommunications device to menace, harass or cause offence. Young people need to be aware that they could be charged with such an offence and may face legal penalties.

MOBILE PHONES AND ELECTRONIC DEVICES

Appropriate Use of Mobile Telephones and electronic devices by Students

The use of mobile phone, pagers, portable CD and Mp3 players, Personal Digital Assistants and similar electronic devices in class is disruptive to the learning environment of all students. Students wishing to use these devices in **exceptional** circumstances should negotiate arrangements with the Principal.

No liability will be accepted by the School in the event of the loss, theft and damage of any device.

- All electronic devices are to be turned off and left at the school office for the duration of the day.
- Failure to comply with this guideline may result in temporary confiscation.
- In-phone cameras may only be used with the permission of the Principal in **exceptional** circumstances.
- Appropriate disciplinary action will be taken against any student who
 - (a) photographs or films other individuals without their consent
 - (b) sends harassing or threatening messages
 - (c) is caught using a mobile phone to cheat in exams or assessments.

This policy also applies to students during school excursions, camps and extra-curricular activities.