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## 1. SCHOOL STATEMENTS

### OUR VISION

"Our School, Our Students, Our Future"

### OUR MISSION

#### PIALBA STATE SCHOOL

Endeavours to educate pupils to their potential in -

- \* Academic achievement
- \* Social and emotional achievement
- \* Creativity
- \* Physical skills
- \* Worthwhile values and attitudes

So that they may become -

- \* Caring, responsible and knowledgeable citizens
- \* Able to enjoy happy, healthy and useful lives.

## 2. BELIEFS

### A GOOD SCHOOL

- \* has its members taking on ownership – Pialba's vision statement of "Our School, Our Students, Our Future" promotes ownership by our school community members.
- \* has a sense of purpose. Our mission statement needs to be accepted and understood by staff, parents and school community and translated into consistent action to achieve the school's motto - "ALWAYS OUR BEST".
- \* is a caring community characterised by a good parent/teacher/child relationship and effective two-way communication between the school, the home and the community.
- \* has an outstanding staff of dedicated professionals who have opportunities to continue to develop professionally.
- \* has positive and creative leadership.
- \* is supported by a District Office and our school's support staff who have an understanding of our school's needs and are responsive to those needs.
- \* develops an environment where teachers, parents and students are able to contribute effectively to the decision making.
- \* has a commitment to an inclusive curriculum -  
i.e. a curriculum that acknowledges the different academic, social, emotional and physical development of the students while at the same time offering equal access and opportunities for participation.
- \* recognises achievement and encourages excellence in standards and efforts.\*  
provides the opportunity to develop initiative, individuality and creativity.
- \* encourages an active interest in physical fitness, sporting and leisure activities with the view to making positive choices for a healthy life style.
- \* works toward self discipline, self direction and self regulation of pupils in a Supportive School Environment.
- \* develops in students an appreciation of our environment and responsibility to care for its future generations.
- \* develops throughout the school community, confidence, self esteem, sportsmanship and a respect for self and others.

### 3. WELCOME MESSAGES

Dear Parents,

On behalf of the students, parents and staff of the Pialba State School, I am very pleased to be able to welcome you and your family into our school community. Whether your time with us be long or short, I trust we can work together to achieve the best educational outcomes for your child.

I regard the input of parents as being important in the education process at this school. The staff will welcome your involvement in the many aspects of our school life and I strongly urge you to accept their invitation for such involvement. Please become an active member of our P & C Association.

Pialba State School is an exciting and innovative school with which to be involved. We are noted for our attention to Environmental Education, Technology innovation, Music program and high achievements in the sporting realm.

The purpose of this booklet is to help you become acquainted with our school. I will be only too happy to provide further information on request.

Simon Boss-Walker  
PRINCIPAL

#### A MESSAGE FROM THE PIALBA STATE SCHOOL PARENTS AND CITIZENS ASSOCIATION

Hello and welcome to you and your child/children from the P & C at Pialba State Primary School.

We invite you to join with other parents, teachers and friends, to contribute your opinions and ideas, with regard to important issues concerning our school. You do not have to become a member of any committees - if you feel you can offer valuable suggestions, or have any concerns you wish to discuss, then our meetings are the best place for you to talk with the other members of our school's community.

There are many ways parent helpers can make worthwhile contributions which will ultimately benefit your child. For example you could:- help at the Tuckshop, supervise art activities, assist with reading enhancement programs, or even show the children how to cook!! All children enjoy having a parent or relative participate in their classroom activities. If you are unable to contribute in a physical sense, please consider donating to our FAMILY CONTRIBUTION SCHEME, which, together with other fundraising ventures, helps to provide equipment and resources for our school. We make every effort to utilise monies from this scheme in ways that will benefit each and every child. Contributions to this scheme can be made per term, half yearly or annually.

So, it is with pleasure that we invite you to come along to our meetings - held in the Administration Building at 7.00 p.m. every third Thursday of the month - to join in some lively discussion, and get to know a group who realise the importance of fostering good relations and communication, between teachers, parents and their children.

We look forward to seeing you,

Executive Committee,

PARENTS AND CITIZENS ASSOCIATION

#### 4. SCHOOL ADDRESSES / PHONE NUMBERS

##### **PIALBA STATE SCHOOL**

Alice Street  
HERVEY BAY Q 4655  
Phone: (07) 41977777  
Fax: (07) 41977700  
Email: the.principal@pialbass.eq.edu.au

P O Box 249  
HERVEY BAY Q 4655

##### **LIBRARY**

Phone: (07) 41977717

##### **TUCKSHOP**

Phone: (07) 41977742

##### **SPECIAL EDUCATION UNIT**

Alice Street  
HERVEY BAY Q 4655  
Phone: (07) 41977714  
Fax: (07) 41977715

P O Box 249  
HERVEY BAY Q 4655

##### **PIALBA STATE SCHOOL PREP**

Alice Street  
HERVEY BAY Q 4655  
Phone: (07) 41977739

##### **PIALBA SCHOOL DENTAL CLINIC**

Alice Street  
HERVEY BAY Q 4655  
Phone: (07) 41283557

P O Box 264  
MARYBOROUGH Q 4650

#### 5. STAFFING DETAILS

##### **ADMINISTRATION**

PRINCIPAL  
DEPUTY PRINCIPAL  
HEAD OF SPECIAL EDUCATION SERVICES  
REGISTRAR  
ADMINISTRATIVE OFFICERS

Mr Simon Boss-Walker  
Mr Mark Brose  
Mrs Anne Drury  
Mrs Elaine Macdougall  
Miss Jodie Perrement  
Mrs Janell Driver

**ABORIGINAL LIAISON OFFICER**

TEACHER AIDE

Mrs Fay Gillham

**ANCILLARY**

JANITOR / GROUNDSMAN

Mr Hayden Gray

TUCKSHOP CONVENOR

Mrs Paula Moss

CLEANERS

Mrs Gloria Galloway  
Mr Stan Sanders  
Mrs Margaret Stehbens

**TEACHERS**

Mrs Jenny Ashcroft  
Mrs Greer Birt  
Mr Len Cathcart  
Mrs Pam Dean  
Mr David Dorey  
Mrs Maree Dorey  
Mr Steve Hill  
Mrs Kylie Horgan  
Mrs Wendy Johns  
Mrs Rosemary Kenny  
Mrs Sharon McGucken  
Mr John McLean  
Mrs Megan McLean  
Ms Sheryl Mewett  
Mr Lindsay Morris  
Mr Matthew Mulholland  
Mrs Laurie Pulsford  
Mrs Beth Richardson  
Mr Greg Richardson  
Mrs Stephanie Struik  
Mrs Lyn Tweed  
Miss Erin Thomson

**TEACHER AIDES**

Mrs Miesha Baumann  
Ms Lynden Beech  
Ms Katrina Benson  
Mrs Karen Briggs  
Mrs Suzanne Falconer  
Mrs Heather Goonan  
Mrs Janelle Harwood  
Mrs Karen Martin

**SPECIAL EDUCATION UNIT**

HEAD OF SPECIAL EDUCATION SERVICES  
TEACHERS

Mrs Anne Drury  
Mrs Jenny Carter  
Mrs Helen Thompson

ADVISORY VISITING TEACHER

Mrs Dellyse Harper

TEACHER AIDES

Ms Sharon Corowa  
Mrs Kym Crowder  
Ms Jane Methven  
Mrs Jan Ryan

**PIALBA PREP**

TEACHERS

Mrs Shirley Madden  
Mrs Leanne Kernke

TEACHER AIDES

Ms Lynden Beech  
Mrs Karen Martin

**CROSSING SUPERVISORS**

Mrs Louise Foley-Brown  
Mrs Lynette Pappas  
Ms Desiree Small

**SPECIALISTS**

LOTE TEACHER (Teacher of Chinese)

Mrs Natalie Chan

TEACHER / LIBRARIAN

Ms Bronwyn Lewis

PHYSICAL EDUCATION TEACHER

Mrs Amy Hatherell

MUSIC RESOURCE TEACHER

Mrs Jennifer Prasser

INSTRUMENTAL MUSIC

Strings -

Miss Kylie McIvor

Brass, Woodwind & Percussion -

Mr Chris Ryan

LEARNING SUPPORT TEACHERS

Mrs Pam Coles  
Mrs Lisa Taylor  
Mrs Alyth Shaw

READING RECOVERY TEACHERS

Mrs Lyn Tweed  
Miss Erin Thomson

KEY TEACHER

Mrs Lisa Taylor

CURRICULUM CO-ORDINATOR

Mrs Nicola Cumner

## 6. OFFICE ROUTINE

The office is open from 8.15 a.m. to 4.00 p.m. and all school business should be channelled through the office. Appointments to see staff, including the Administrative staff, should be made through the office. As the office is open for a period of 8 hours, there should be no necessity for any staff member to be contacted outside these hours.

## 7. OPENING DAY PROCEDURE

Class lists and school maps are posted at each entry point. Students then proceed to their designated classes.

Our P & C Association will provide morning tea at 9.00 a.m. for the parents of new pupils at this school.

## 8. SCHOOL HOURS

|                  |                         |
|------------------|-------------------------|
| Bell             | 8.50 a.m.               |
| School commences | 8.55 a.m.               |
| First Break      | 11.00 a.m. - 11.30 a.m. |
| Second Break     | 1.00 p.m. - 1.45 p.m.   |
| School Dismissed | 2.55 p.m.               |

## 9. YEARLY CALENDAR

|        |                  |   |                             |
|--------|------------------|---|-----------------------------|
| Term 1 | 29 January, 2007 | - | 5 April, 2007-10 Weeks      |
| Term 2 | 17 April, 2007   | - | 22 June, 2007-10 Weeks      |
| Term 3 | 10 July, 2007    | - | 21 September, 2007-11 Weeks |
| Term 4 | 8 October, 2007  | - | 14 December, 2007-10 Weeks  |

## 10. PIALBA STATE SCHOOL PREP

Each Prep class will consist of up to 25 children and will be staffed with one teacher and a part-time teacher aide. The children will attend 5 days per week from 8:55 a.m. to 2:55 p.m. as with the rest of the State School.

Due to your child's young age and this being your child's first entry into formal schooling and the impact that has on their safety, we strongly recommend that you deliver your child to the prep classroom and stay with them until the first bell at 8:50 a.m.

We also strongly recommend your child be collected at 2:55 p.m. by a responsible adult to ensure their safety. If your child is to be collected by an older sibling to go home or go on the school buses please complete the permission form attached to the enrolment. If your child is absent from school you need to notify the school in writing as soon as possible explaining the reason for this absence.

The Prep Uniform will be as per the Pialba State School Dress Code (refer to page 17) with a rainbow print added to differentiate them from the rest of the school. It is school policy that all children wear a broad-brimmed hat when outside. A Pialba State School bucket hat can be purchased from the Tuckshop for \$10.00.

There will also be a request for donations to cover the cost of cooking ingredients (approximately \$5.00 per semester).

PLEASE NAME EVERYTHING YOUR CHILD BRINGS OR WEARS TO SCHOOL.

## **11. PIALBA STATE SCHOOL SPECIAL EDUCATION UNIT**

The Pialba Special Education Unit operates as an integral part of the Pialba Primary School. The role of the unit is to support teachers in providing program options for students with disabilities.

The unit provides in-class and withdrawal support with a modified curriculum, including an alternative educational program for some students. Students are able to access support from the Special Education Unit following a placement meeting where this is the recommended setting after consideration of all options.

The Support Team consists of the Head of Special Education Services, three Special Education Teachers, four permanent teacher aides as well as casual teacher aide support staff. An Advisory Visiting Teacher for Intellectual/Speech Language Impairment is also based at the Special Education Unit and supports primary and secondary students in other schools.

Further information may be obtained by phoning 4197 7714.

## **12. SCHOOL FACILITIES**

### SPECIALIST SERVICES

Pialba School has a full time Teacher/Librarian, Physical Education Teacher and Music Resource Teacher. These teachers work with all classes from Years 1 to 7, both in the areas of instruction and support for teachers. Mandarin Chinese is taught to Years 6 and 7 by a Specialist LOTE Teacher.

### LEARNING SUPPORT

Two Learning Support Teachers are based at this school and attend to remedial needs of pupils. Referrals to this service may be made through the class teacher and/or the Administration Team. As with all assistance, it is necessary to prioritise cases in order to ensure assistance reaches those most in need.

### SPEECH THERAPIST

A Speech Therapist is available and referrals can be made by parents through the class teacher and/or Administration Team.

### OTHER SPECIALISTS

Referrals can be arranged for children requiring attention in the areas of Hearing or Visual Impairment and Physical Handicaps or learning English as a Second Language. In such cases assistance is delivered by Advisory Teachers who make recommendations to class teachers and parents.

### **13. LIBRARY**

The resource centre at the school has a variety of materials available to children, staff and community members. These include fiction, non-fiction, reference material (e.g. encyclopedias), magazines, computer programs, games, video tapes and DVDS.

All material is accessible to children and staff during school hours. However, only fiction and non-fiction resources are available for home borrowing, with a fortnightly limit. Children in all years are expected to supply a "library bag" to protect any items they borrow. Some items may only be available overnight. Library bags are available from the Tuckshop.

As the cost of library resources is increasing yearly it is our school policy to request the replacement value or a replacement item for any lost or damaged books.

Parental help is always appreciated in the library. Jobs such as covering and shelving constantly require attention. If you can help in any way, please contact us. The school library is for everyone and we welcome all visitors.

### **14. RELIGIOUS EDUCATION**

This is organised through contact with the Hervey Bay Christian Minister's Association and representatives of other church groups, and is conducted in Years 1-7 by ministers and their lay helpers. Children remain in their normal class groups for this instruction. Parents wishing to include children must sign the appropriate form upon enrolment.

Throughout the school, the year levels use workbooks from Christian Education Publications. Parents will be required to purchase this material and pay \$5.00 for this through their child's class teacher.

### **15. MUSIC**

A varied program of music is provided for all year levels in general music lessons each week. Instruction in playing the recorder is part of the music program for children in Years 4 - 7.

### **16. SCHOOL BAND AND CHOIRS**

Children from Years 4 - 7 have the opportunity to play in the school Recorder and Drum Band. The band is taught by our Music Resource Teacher together with other teachers. The band plays at some civic and public functions. The school has a number of choirs that perform at school and community functions.

### **17. INSTRUMENTAL MUSIC**

Instrumental Music Teachers, employed by Education Queensland, give instruction in brass, woodwind, string and percussion instruments. Instruction is free and given in school time. Children from Years 3 - 7 can take the opportunity of this instruction if they have been assessed (Year 3 strings or Year 5 woodwind, brass or percussion) and accepted into the program and if parents are willing to purchase instruments and give encouragement. Tuition is available in flute, clarinet, saxophone, drums, trumpet, trombone, euphonium, tenor horn, violin, viola, cello and double bass - the number of children being accepted is conditional on staff availability. Some school instruments are available for loan - arrangements for these are made directly with the instrumental music teachers.

When children are accomplished enough, it is expected they will play in the school concert band and string group. These groups are committed to public performances throughout the year and members are expected to participate.

## 18. THEATRE IN EDUCATION PERFORMANCES

In 2007 our school will be again using the performance company called TIE – Quality Theatre in Education. There are a number of performances that link well to our units of work studied in class. Year level teachers have identified these in the table below.

The table below indicates which term your child's class is booked to attend performances. The cost of each show is to be \$4.50 per student. Program may vary due to timetabling clashes.

| PERFORMANCE                 | YEAR LEVELS                    | TERM |
|-----------------------------|--------------------------------|------|
| Bye Bye Bully               | Prep, Yr 1; Yr 6 & 7 (2 shows) | 1    |
| History of Australia Part 1 | Yr 3, 5 & 7 (1 show)           | 1    |
| Medieval World              | Yr 6                           | 2    |
| 3001 A Space Oddity         | Yr 6                           | 3    |
| Tall Tales                  | Prep, Yr 1 & 2, Yr 4 & 5       | 3    |
| R & R Bounce-Back           | Yr 4 & 7                       | 4    |
| The Enviro Show             | Yr 6                           | 4    |
| Dance Around the World      | Yr 2 & 4                       | 1    |
|                             | Yr 5 & 7                       | 2    |
|                             | Prep, Yr 1 & 3                 | 4    |

## 19. SWIMMING INSTRUCTION

An effort is made to allow all children to attend swimming instruction with the Physical Education Teacher and Class Teachers. Parents should inform their child's class teacher IN WRITING when children are not able to swim due to health reasons.

Years 1 – 7 swim in Terms 1 and 4 (depending on pool time available).

Year 5 receive snorkelling instructions in Term 1.

### INSTRUCTIONS FOR SWIMMING CLASSES

#### 1. DRESS

- (a) Each pupil must have a costume and towel in a named carry bag. Costumes should not be worn under uniforms. Girls must wear one piece costumes or a T-Shirt over a two piece suit.
- (b) It is desirable that children with long hair wear bathing caps or have their hair tied back.
- (c) Children are not to enter the water wearing hair pins, ribbons, rings, bangles or other ornaments which may come loose in the water.

## 2. HYGIENE

- (a) Children suffering from any kind of infection, or from sores and skin complaints are to be excluded.
- (b) Pupils must visit the toilet before swimming lessons.
- (c) Pupils are to shower before entering the pool.
- (d) Spitting and nose blowing while in the water are prohibited.

## 3. DISCIPLINE

- (a) Boisterous or noisy behaviour in and around the pool is not permitted.
- (b) Children are to wait until they are instructed to enter the water.
- (c) Running on the curbing or concrete paving surrounding the pool is not allowed.
- (d) "Ducking" is prohibited.
- (e) Indiscriminate diving is not allowed.

## 4. SAFETY

- (a) All children, whether beginners or swimmers, will be under supervision.
- (b) Underwater swimming will not be allowed, except for life-saving and water confidence activities.
- (c) Children will be instructed in emergency procedure.
  - 1. If in difficulty or if someone else is in difficulty, raise one arm and call out for help immediately.
  - 2. If an emergency signal is given, all children must move out of the water as quickly as possible.
- (d) The teacher or an accompanying adult will be available to give mouth-to-mouth or mouth-to-nose resuscitation.

## 20. PHYSICAL EDUCATION

The school physical education curriculum provides a wide variety of skill and game related programs designed to cover all year and competency levels. Programs range from basic ball skills through to archery and golf.

## 21. SPORT

It is important for the health of most children to undertake an active part in sport, which is part of the school curriculum. There may be some children who, for medical reasons etc are not allowed to play sport. If so, parents should send a note to the classroom teacher giving particulars.

Throughout the year, a number of programs for gifted and talented students are offered, including the "Sport in Excellence Program" and training squads for athletics, cross country and swimming.

Other lunchtime sporting activities include training for all Inter-School Sporting teams from Yrs 4-7 and a school skipping team which trains twice a week.

Parents are welcome to attend sports afternoons to either encourage children or to help with coaching. Pupils who show an aptitude for a particular sport have the opportunity to gain representation in District, Zone or State Teams. Pialba School is proud of its record of representation in State and Regional Teams.

## **Sports and Health Development Class**

We are currently offering a class for students in Year 7 who excel at sport. The program gives the students the opportunity to enhance their sporting prowess whilst learning in a nurturing environment that caters to their academic needs.

It is an exciting program embracing a large range of sports. The outcomes based program links sport and health with other areas of the curriculum including literacy and numeracy.

### **22. CONTRIBUTION SCHEME**

To enable children to have the advantage of as many modern teaching aids as possible, the P & C Association seeks financial assistance from parents by means of a voluntary contribution scheme.

The current suggested minimum amount is \$30.00 per family - per year. Contributions may be forwarded to the school office in an envelope marked with the family's name and amount enclosed. Receipts will be issued by the P & C Treasurer.

### **23. COLLECTION OF PAYMENTS**

This school has the facility to accept credit card or EFTPOS payments. A minimum payment of \$10 will be required for you to access this facility. Other methods of payment are by cash and cheque. Please note – There will be no cash out facility with EFTPOS and credit card payments. Payment of any monies into the school should occur on Tuesdays and Fridays only to enable efficient banking of all funds. The co-operation of parents in forwarding money on these days only, is sought to ensure the secure operation of this procedure. The only exception to this procedure is for Theatre In Education which will depend on the days the performances are programmed.

### **24. HOUSE SYSTEM**

The school is divided into four houses for inter-house competition in academic, social and sporting activities. Early in the year each teacher will be furnished with a list of children in each house.

All the members of a family are in the same house and remain so allotted. New enrolments are added to the house with the smallest numbers. Children will be notified of their house allocation soon after enrolment.

Dolphin (Red)      Pelican (Yellow)      Mackerel (Blue)      Turtle (Green)

### **25. STUDENTS OF THE WEEK**

Each class teacher is asked to nominate a Student of the Week each Tuesday for Years 1 - 3 and Thursday for Years 4 - 7. These nominations are printed onto certificates which are presented on Parade the following day. The aim is to provide an acknowledgment of genuine effort whenever it may appear across the curriculum. Students enjoy adding these certificates to their school folios.

### **26. THE RIGHT STUFF INCENTIVES**

Our staff and P & C Association promote an incentive scheme to reward consistent, positive behaviour. Each semester, every week a number of students in each class will be nominated to receive a "Right Stuff" token and will be acknowledged at parade time. Each token goes into end of semester draw for an incentive outing eg. Maze Mania for junior classes, cinema outing for senior classes. Each child who is consistently behaving well could be nominated each week, and therefore has a great chance to be selected to go on the end of semester outing. Thirty students from each of the junior and senior sections will go on the incentive outing, fifteen through gaining the most tokens for their respective class and fifteen will be drawn out from all others nominated.

## 27. SICKNESS AND ACCIDENTS

On occasions, children arrive at school quite ill and we find that the parents cannot be contacted.

PLEASE DO NOT SEND YOUR CHILD TO SCHOOL IF THEY ARE NOT WELL ENOUGH TO ATTEND.

If a child becomes too ill to continue work in the classroom he/she is taken to the sick bay where minimum rest facilities are available. The Principal or an Administrative Officer is advised, and if it appears that the child is not going to recover in a short time, every effort is made to contact one of the parents. Unless we are sure a parent is at home, your child will be retained at school.

N.B. THERE IS A RESPONSIBILITY ON THE PART OF PARENTS TO SEE THAT OUR SCHOOL RECORDS ARE UP TO DATE AS FAR AS ADDRESSES, TELEPHONE NUMBERS, MEDICAL HISTORY AND CUSTODY ARE CONCERNED.

In the event of an accident, we make every effort to contact the parents. In some cases treatment may be urgently required and then teachers act in "loco parentis" and arrange for treatment. If an ambulance is required for treatment or transport to hospital or a doctor it will be called.

Considering the number of children in the school, accidents are very few. Most of those that occur result from an infringement of the safety rules set down.

## 28. MEDICATION

Departmental policy states that a record must be kept of all occasions when medication is administered at school. The following policy has been adopted by this school.

- (a) Children suffering from asthma who are responsible for taking their own medication at home can administer their own asthma medication at school.
- (b) For other prescribed medication or when pupils are not capable, or sufficiently reliable enough to take their own asthma medication, a staff member will administer the medication.
- (c) Medication will be administered provided staff have received:
  - 1. A request in writing to the Principal from the parents. (A tear out page is at the rear of this book.)
  - 2. The container of medicine which is clearly labelled by the pharmacist under the instruction of the medical practitioner with the following details: name of patient, name of medicine, time to be administered, and the exact dosage. If the medication is liquid a private measure needs to be supplied.
- (d) Non-prescribed oral medication e.g. Aspirin, Panadol, cough mixture, etc MAY NOT be administered at school by any staff member.
- (e) Parents are welcome to administer any medication to their children at school if they so desire.

## 29. HEAD LICE

This is a problem which is fairly common in schools. We ask you to make regular inspections of your child's hair and to please inform the school if head lice are in evidence. If head lice are detected, parents will be asked to treat the hair with a medicated shampoo obtainable from a chemist or hospital. (DO NOT use kerosene as it endangers children's eyes and it is absorbed).

Use a fine toothed comb to remove the eggs that may have survived. Shampoo again one week later to kill any lice that might have hatched from any eggs you missed. If one person in the family has nits or lice, the whole family should be treated.

As head lice cannot survive longer than 24 hours without human contact, the school facilities must be clear of any head lice after the weekend.

When an outbreak does occur it is not uncommon for parents to complain of re-infestation in the subsequent weeks. We are advised by school health services that this is most frequently due to incomplete treatment of the problem in the first instance.

Current literature also suggests that head lice are becoming resistant to the common treatment options making their eradication that much harder. Professional advice is essential as new treatments are emerging.

Why not try the alternative treatment of using hair conditioner. Saturate your child's hair with cheap conditioner which suffocates the head lice. The head lice and eggs can more easily be combed out with a fine toothed comb. Wipe the conditioner and the lice it contains on to a tissue. When you have done the whole head with the comb, wash the remaining conditioner out. If you REPEAT this procedure in 2-3 days, you should get any missed eggs that may hatch. Be diligent and the problem is easier to keep at bay.

## 30. SCHOOL ATTENDANCE

Children are required to attend school until 16 years of age.

There is no doubt that regular attendance at school is an important factor in your child's education. Sickness cannot be avoided but absences of convenience rather than necessity are not in the best interest of your child.

When a child has been absent from school he/she should return with a written explanation signed by the parent or guardian. Absentee forms, countersigned by a member of the Administrative staff, will be forwarded to parents in all cases where no explanation of absence is tendered after three days. If your child has three or more unexplained absences in any month, the school has to notify the appropriate authorities.

There have been some cases where children have missed a considerable amount of school without the parents' knowledge, because both parents work. Checking the day to day work in pads would be useful. Please check with the school if you have any doubts about attendance.

Permission for exemption from school or permission to retain a child in primary school after completion of Year 7 must be gained from the Director General of Education.

### **31. LATE ARRIVAL AT SCHOOL**

Class routines are frequently disrupted by the repeated late arrival of some students. These students are often distressed by the additional attention this focuses on them. In many cases frequent lateness is a sign of families in turmoil. Teachers and Administration will follow up repeated lateness to see if support can be provided.

Please make every effort to have students at school at least 10 minutes before the start of class. A note is requested if you know your child will be late for school. Any late students are to sign the Late Book located at the office.

### **32. TRANSFERS FROM ONE SCHOOL TO ANOTHER**

A school Transfer Certificate is required when a child transfers from one State School to another within the State. The Certificate is supplied to the destination school after the last day of attendance. Reports or details of work covered are helpful to the school to which the child transfers and are available to that school on request.

If a child transfers during the year, all issued text books and library books must be returned and personal books and materials collected before leaving.

When children transfer to High School it is normal practice for representatives of the neighbouring High Schools to visit this school for completion of enrolment details before the end of Year 7.

Parents are free to select any school. Generally it is recommended that the child attend the nearest school. If parents wish Education Queensland to pay bus transport costs, the child must attend the nearest State School. Also See "BUSES" No. 38.

### **33. NEWSLETTER AND SPECIAL NOTICES**

The school has a newsletter titled the "Pialba Post" issued each Wednesday to the youngest child in each family.

Information pertaining to the school is given out through this newsletter and it is very important that parents read it as this is our major means of home / school communication.

### **34. PARENT HELPERS**

During the year we have need to call on a band of parents to do emergency jobs (e.g. covering books with plastic). Your volunteering to assist in this way would be much appreciated.

Voluntary aides are most welcome in the classrooms. Please indicate to your child's teacher if you are available.

Some ways in which parents are involved in our school are:-

Tuckshop, School Committees, Classroom, Special Education Unit, Reading Enhancement, Excursions, Outdoor Education Activities, Working Bees, Parents and Citizens Association.

### **35. REPORTING TO PARENTS**

It is the practice of our school to report twice per year in a written form using a structure which most closely parallels the segments of our curriculum documents.

Written reports are provided in Terms 2 and 4. Face to face interviews are offered in Term 1 and Term 3, plus at any other time requested by parent or teacher.

Parents are encouraged to contact their child's teacher on a regular basis to obtain up to date information on their child's progress. Regular communication between home and school is vital to a successful educational partnership. Teachers accomplish this by many varied methods.

### **36. PARENTS AND CITIZENS ASSOCIATION**

Monthly meetings are held in the Administration building at 7.00 p.m. on the third Thursday of the month.

The Association aims to improve educational facilities by the provision of additional materials and equipment which is not provided by Education Queensland. The Association works with the Administrative Staff and Teachers to foster parent-teacher co-operation and community interest in educational matters, and to advise Education Queensland on school improvements. An effective school depends on active and interested parent involvement. A better school depends on an active and interested Association.

### **37. OTHER COMMITTEES**

From time to time parents will be asked to be a member of a committee. Please feel free to offer your name as an interested candidate for one of these committees.

### **38. TUCKSHOP**

Our tuckshop is a service organised by the Tuckshop Committee for the members of our school community.

#### WHEN WE OPEN

Our tuckshop reopens on Monday, 29 January 2007. We are open every Monday, Wednesday and Friday however if a public holiday falls on one of these days, we are open Tuesday or Thursday accordingly.

Menus are updated each semester (summer and winter menus).

#### HOW YOU CAN HELP THE SCHOOL AND YOUR CHILDREN

To achieve our aims, we rely on the valuable assistance of parents and friends of the school. Mums, Dads, relatives and friends are invited to help in one of the following ways:-

1. You could attend tuckshop once a month or more if you like, arriving between 8.30 - 9.00 a.m. until 2.00 p.m., to prepare and serve morning tea and lunch.
2. You could help for part of the time (e.g. for an hour or so after dropping your children at school, or after classroom roster).
3. You could assist the committee with food ideas, menu planning or promoting the tuckshop.
4. You could be on standby in case of illness, or for special events (e.g. sports day).
5. Meetings are held once a month on the third Tuesday at 1:00pm.

**WHAT'S IN IT FOR YOU**

- \* You can meet people with similar interests, to exchange information and form friendships.
- \* Your children enjoy seeing you at school.
- \* You get satisfaction from helping children learn about good nutrition and from seeing them experience and enjoy new foods which are attractive and nutritious.
- \* We offer you free daily specials and drinks on your roster day.
- \* All monies raised are injected back into the school for the benefit of all children.

**ORDERING PROCEDURE**

ALL morning tea and lunches must be pre-ordered for all levels. First and second break lunches to be ordered on separate bags. Print child's name, class, order and amount enclosed on bottom half of bag only. Change will be taped in corner of bag. The bag will be stamped as a receipt for cold foods ordered. The bag will need to be returned to tuckshop to obtain these items.

**DO NOT USE STAPLES OR STICKY TAPE**

|                |                        |               |
|----------------|------------------------|---------------|
| <b>EXAMPLE</b> | FIRST BREAK            | SECOND BREAK  |
|                | John Brown             | John Brown    |
|                | Year 1A                | Year 1A       |
|                | 1 Sausage Roll, \$1.50 | 1 Pie, \$2.20 |

These bags are placed in a container in the classroom. The container is sent to the Tuckshop at 9.00 a.m. Orders are delivered to the classroom before First and Second Break.

The convenor will arrange a substitute for items unavailable or short changed.

A small supply of pencils, rubbers, rulers, sharpeners and exercise books are available for emergencies.

**39. BUSES**

Buses from the following areas convey children to the Pialba School. Any information concerning times and pick-up points may be obtained from:

- \* Wide Bay Transit, Phone 4121 3719 - for Gatakers Bay, Point Vernon, Nikenbah, Condor, Scarness, Torquay, Urangan and Booral/River Heads.
- \* Mr Bruce Otto, Phone 41286411 - for Dundowran and Craignish.

Free transport is provided by Education Queensland for children to the nearest State School on the following basis: - If attending a primary school the distance from the residence to the school must be more than 3.2 km. If attending a secondary school the distance must be more than 4.8 km.

Teachers are on duty each afternoon to ensure orderly boarding of buses at the Beach Road bus stop. Misbehaviour and vandalism on the buses will not be tolerated. Instances will be reported to the Principal, Operator or Conveyance Committee as appropriate and may result in the withdrawal of transport.

**PIALBA STATE SCHOOL DRESS CODE**

**40. SCHOOL UNIFORM**

IT IS COMPULSORY THAT THE SCHOOL UNIFORM WILL BE WORN. The wearing of the school uniform gives a feeling of belonging to a school, promotes school pride and eliminates class distinction. In the long run it is less expensive and more convenient for parents. School uniforms help identify unwelcome visitors.

An iron-on school logo can be purchased from the Tuckshop.

Secondhand uniforms may be bought or sold through the Tuckshop. This is open Monday, Wednesday and Friday between 8:00 a.m. – 1:00 p.m.

\*\* Boys' shirts and shorts, girls' shirts, dresses and socks can be purchased from local stores. Many plain sky blue polo shirts are on special at department stores over the summer break.\*\*

**A navy blue Pialba SS bucket hat, or legionnaire's cap, is a compulsory part of our Sunsmart Policy. Students must wear a hat for all outside activities.**

**\*\*Uniforms must be in a state of reasonable repair and cleanliness.\*\***

**40.1. GIRLS' UNIFORM**

EITHER

- **Black pleated wrap around skirt or black shorts or skort (NOT BIKE SHORTS)**

(Jeans are unacceptable)

- **Sky blue poly cotton Polo Neck, buttoned T Shirt with sleeves.**

OR

- A-line dress with zip front, cap sleeves, rounded collar (Action back optional)

Material: - sky blue with black, white, red and royal blue stripe (Butterick Pattern No. 993)

PLUS

- Light blue or white ankle socks are recommended and closed-in shoes are compulsory.

- Hat (full-brimmed), Pialba SS bucket hat preferred or legionnaire cap

SPORT - Same black skirt with black sports briefs or shorts underneath OR black shorts and a plain coloured Polo Neck buttoned T Shirt with sleeves relating to your house colour. Representative or special, school activity shirts are also accepted.

Mackerel - Blue

Turtle - Green

Dolphin - Red

Pelican – Yellow

**40.2. BOYS' UNIFORM**

EITHER

- Black shorts

- Sky blue Poly cotton Polo Neck Buttoned T Shirt with sleeves.

OR

- Button through shirt with collar in same material as girl's dress.

PLUS

- Light blue or white ankle socks are recommended and closed-in shoes are compulsory.

- Hat (full-brimmed), Pialba SS bucket hat preferred or legionnaire cap

SPORT - Same black shorts with a plain coloured Polo Neck buttoned T Shirt with sleeves relating to your house colour. Representative or special, school activity shirts are also accepted.

#### 40.3. WINTER UNIFORM BOYS AND GIRLS

Add a Royal blue or black crew necked sloppy-joe, with matching track pants, if desired. An iron-on school logo can be purchased from the Tuckshop.

#### 40.4 APPEARANCE

- All students are to start each school day clean, neat and suitably dressed in uniform as required
- No make-up is to be worn at school
- Hair styles/cuts and fingernail décor suitability will be at the discretion of the Principal
- Shirts may need to be tucked in if not designed to be worn out
- Girls' swimwear is to be a one-piece costume for our swimming program
- Basic allowable jewellery ONLY:
  - watch;
  - signet ring;
  - ear studs or sleepers in ears only;
  - medical alert bracelets or bracelets of religious significance if supported by an official letter from the relevant authority in that religious sector/group;
  - OR medical alert necklaces or necklaces of religious significance if supported by an official letter from the relevant authority in that religious sector/group and on a chain (as defined by the Principal) that is so light that it would break if hooked or entangled.
- No tattoos (temporary or permanent) or additions to the skin, at the discretion of the Principal, are to be showing

### 41. BEHAVIOUR MANAGEMENT AND SCHOOL RULES

Our school rules and behaviour management practices have been developed after extensive consultation with all member groups of our school community. We operate under the following three rules which are broadly worded to encompass the widest range of school issues.

1. Let others learn / teach.
2. Treat others fairly.
3. Act safely.
4. Respect myself, others and property.

These rules will be regularly discussed on parade and by teachers in class.

We operate a Responsible Thinking Classroom during lunch breaks. This room is staffed by teachers who manage a precise recording and communication system which keeps track of students' behaviour patterns and informs parents when incidents of a serious nature occur. Students go to RTC for classroom disruptions and safety issues. A copy of our Responsible Behaviour Plan for students is available upon enrolment.

#### 41.1. ARRIVING AND DEPARTING

- (a) Bicycles, scooters and skateboards are not to be ridden in the school grounds or on designated footpaths. Cyclists must wheel their bicycles to and from the nearest racks. The wearing of helmets is compulsory for students riding to and from school. Skateboards and roller-blades must not be brought to school.
- (b) On arrival at school, children may place ports in places provided and immediately go outside. We do not encourage any child to be at school before 8.30 a.m., and upon arrival they need to wait quietly and act in a safe manner. No child is to be in classrooms unless a teacher is present.
- (c) All children must use School Crossings under the control and direction of the School Crossing Supervisors. Crossings are supervised on Alice Street from 8.10 a.m. to 8.55 a.m. and 2.50 p.m. to 3.20 p.m. and Beach Road from 8.00 a.m. to 9.00 a.m. and 2.50 p.m. to 3.20 p.m.

#### 41.2 ITEMS BANNED

- (a) Drugs, alcohol, cigarettes, matches, cigarette lighters and any item deemed dangerous by the principal, are not to be brought to school by pupils.
- (b) Expensive equipment e.g. MP3 players, I Pods, radios, mobile phones and toys should be left at home unless requested by a teacher for some special occasion. If a mobile phone has to be brought to school, no responsibility is accepted by the school for the loss of, or damage to, any such items brought to school. If a mobile phone has to be brought to school, it must be left at the office and collected at the end of the school day.
- (c) Chewing gum and bubble gum are banned.

#### 41.3. SAFETY

- (a) Broad-brimmed hats must be worn during all outside activities. Children without hats will be directed to a shady area.
- (b) Enclosed footwear is essential for the protection of feet. Thongs are not sufficiently safe footwear for school.
- (c) Running on verandahs, stairs, and concrete, in and around buildings is forbidden.
- (d) Students must observe the traffic rules when travelling to and from school.
- (e) The school fences constitute the boundaries for the children unless boarding buses in Beach Road.
- (f) All children should use the crossing exits and entrances in Beach Road and Alice Street.
- (g) Climbing trees or swinging from branches is forbidden.
- (h) Throwing of sticks, stones and other dangerous missiles is forbidden.
- (i) Children being collected by parents must wait inside the Junior School Play Area fence until parents arrive.
- (j) Children should go straight home after school unless they are involved in some organised school activity.
- (k) For safety reasons wooden softball and cricket bats may be used only in the net or when supervised by a teacher. Tackling games are prohibited.
- (l) Bullying and fighting are prohibited.
- (m) Children must come directly to school - no loitering on streets or visiting shops.
- (n) Children catching buses must not visit shops before or after school.

#### 41.4. LUNCHES

- (a) At lunch times children are to remain seated until the play bell rings and they are dismissed. Paper and scraps must be put in the bins.
- (b) Children going home for lunch are to have the necessary written permission from parents.

#### 41.5. LEAVING GROUNDS

- (a) No child is to leave the school grounds without written permission from his/her parents and permission from a teacher.
- (b) Children leaving school during school hours must be collected from the classroom, or the office, NOT THE GATE. An exception to this is for children who are ill and who in most cases will be collected from the sick bay in the Administration building after notifying somebody in attendance at the office.

**41.6. ASSEMBLIES**

- (a) All play must cease at the first bell. Prepare for school work - books into room, attend toilet, wash hands, have a drink etc. Children then move to class positions in readiness for the assembly on Friday morning for Years 4 to 7 and Wednesday for Years 1, 2 and 3.
- (b) Children should be sitting still and quiet in the assembly area waiting for the commencement of the assembly program.

**41.7. PARENTAL LETTERS**

- (a) Parental letters are required to explain absence from school or to gain exemption from Sport or Physical Education classes for health reasons.
- (b) A written parental request is required before medication can be administered to a child. See separate section on MEDICATION (Section 28).

**41.8. HOMEWORK**

- (a) There is an expectation that all students will do homework.
- (b) Homework tasks should be completed punctually and neatly. School policy on approximate maximum times each night are as follows:

|             |                 |
|-------------|-----------------|
| Prep        | Generally Nil   |
| Years 1/2/3 | 10 - 15 minutes |
| Year 4/5    | 20 - 30 minutes |
| Year 6/7    | 45 - 60 minutes |

- (c) Homework is not set for weekends except where projects or assignments extend over a few weeks.
- (d) The major purposes of homework are consolidation and habit formation. There should be no stress attached to completing set tasks. Should difficulties arise, encourage effort for no longer than the set time. A note of explanation will alert the teacher to the problem. Please try to establish regular routines in the home, providing a suitable time and place for tasks to be undertaken.

**41.9. PROPERTY**

- (a) Each child should have his/her property marked with his/her name in permanent marking.
- (b) Other peoples' property should be treated with respect and care.
- (c) All LOST PROPERTY is placed in the Lost Property room and can be inspected by parents and children at any time.
- (d) At the end of each school term all unclaimed lost property is displayed for children to inspect and any remaining items are donated to charity.

**41.10. GENERAL**

- (a) School rules apply to behaviour on the way to and from school. This also applies whilst travelling on school buses.
- (b) Do not leave any belongings unnecessarily at school.

#### 42. ABORIGINAL AND TORRES STRAIT ISLANDER SUPPORT PROGRAM

Our school reflects our community in its cultural mix. Our largest cultural group are students of Aboriginal and Torres Strait Islander descent. They comprise some 16% of our school population.

Being a target group within the Government's Social Justice Initiatives, there is funding available to support educational and some cultural activities involving these students. Most funding is gained by grant application that is then considered by a Federal body or committee. If passed the funding comes directly to the school for the nominated purpose as stated in the submission. These funds are managed through the school with the advice of parents and school representatives. Please note that since ASSPA has been dissolved there is no longer any funding to supplement excursion payments.

#### 43. EXCURSION AND CAMPS

Pialba School has a proud tradition of activities which enrich the curriculum across all year levels. The extent of activity on a particular year level depends on the expertise of staff and the nature of opportunities that fit the curriculum. We are mindful of the costs of these activities and endeavour to provide maximum learning value for your dollar.

By publishing a yearly overview of known activities with approximate 2007 costs it is hoped this will be helpful in budget planning for the more expensive activities.

Parents may elect to pay for activities in instalments suited to their budget situation. A letter of intent, together with a deposit is required before the event.

| SAMPLE 2006 EXTRA CURRICULAR ACTIVITIES   | APPROX. COST |
|---|--------------|
| Year 1 Sports Days, Theatre In Education, Excursions  | \$30         |
| Year 2 Sports Days, Theatre In Education, Excursions  | \$30         |
| Year 3 Sports Days, Theatre In Education, Local Area Tours  | \$40         |
| Year 4 Theatre In Education, Local Area Tours, Sports Trips   | \$40         |
| Year 5 Theatre In Education, Woody Island Tours x 2, Snorkelling Trip, Sports Trips                               | \$100        |
| Year 6 Theatre In Education, Year 6 - 3 day camp, Sports Trips  | \$200        |
| Year 7 Theatre In Education, Borumba Camp 5 days, Brisbane Trip - Parliament House & Science Centre, Sports Trips | \$300        |

## APPENDIX 1

### **BOOKLISTS**

Some classes in our school will require a chair bag - advice on this matter can be obtained from your child's teacher.

Many of the items from the previous year, if still serviceable and on the list will suffice. Please ensure that all books are covered and ALL PROPERTY is CLEARLY NAMED.

### SUNSCREEN

It is recommended that all students have access to 30+ sunscreen. The school has purchased bulk dispensers which are taken on excursions and carnivals and it suggests that students have a personal supply in the form of a roll-on which can be kept in a bag or tidy-box.

### **NEW ENROLMENTS**

The office will be open on MONDAY, 22 January to THURSDAY 25 January 2007 from 1.00 p.m. to 3.00 p.m. for the purpose of enrolling new students and for parent interviews. If a child is transferring from another school it is necessary to bring school records when enrolling. It is necessary to make an appointment to enrol any child at this time. School commences for students on Monday, 29 January 2007.

An enrolment agreement will need to be signed at the enrolment interview or before the student begins school.

### CHILDREN ENTERING PREP

A child must be turning five before June 30<sup>th</sup> of 2007 to be eligible for enrolment. Proof of date of birth is required for each child to be enrolled.

**BOOKLIST - PREP Requirements (ALL ITEMS TO BE CLEARLY NAMED)**

- Named spare clothes in a named bag
- A light healthy snack for morning tea
- A packed lunch and drink
- 1 box family tissues
- 1 roll paper towel
- 1 bottle liquid soap
- 2 small sheets, one fitted cot sheet if possible, in a named bag  
(If you wish to send a pillow it must be small for storage)
- 1 library bag
- 1 ream REFLEX brand copy paper
- 2 A4 display folders
- 1 named manilla folder
- 1 exercise book Year 1 - 64 page
- 1 Glue Stick
- 1 Recordable CD disc with case
- 1 basic headphone set for computer lab (available at discount stores)

It is recommended that all students have access to 30+ sunscreen. The school has purchased bulk dispensers which are taken on excursions and carnivals and we suggest that students have a personal supply in the form of a roll-on which can be kept in a bag.

Please note that expendable items such as pencils and glue may need to be replaced.

The \$30.00 Family Contribution Fee is to be sent in a separate envelope made payable to "Pialba State School P & C Association".

NAME: \_\_\_\_\_ CLASS: \_\_\_\_\_

\$30.00 for P & C family contribution \_\_\_\_\_  
MADE PAYABLE TO PIALBA STATE SCHOOL P & C ASSOCIATION

Signed: \_\_\_\_\_  
Parent / Guardian

**BOOKLIST - Year 1 Requirements (ALL ITEMS TO BE CLEARLY NAMED)**

- 1 pencil case
- 2 pencil grips
- 12 HB pencils (NON REFILLABLE), good quality - no erasers on ends
- 4 white erasers
- 1 30cm ruler - marked in centimetres only
- 1 chair bag
- 2 metal pencil sharpeners (Sharpening is difficult for Year 1 children, please practice at home.)
- 6 Year 1 ruled writing pads A4 size (with red and blue lines)
- 1 quad pad-10mm squares
- 1 faint ruled pad 96 pages (blue lines only)
- 4 scrap books (96 white pages)
- 2 manilla folders
- 1 paint brush No. 10 Eterna 577
- 1 set BIC Kids Thin Crayons
- 1 set of large Crayola (101mm x 11mm)
- 2 sets of 12 colouring pencils, good quality
- 2 big plastic bottles Clag glue - NOT PVA glue or glue sticks
- 1 pair blunt-nosed metal scissors (named)
- 1 paint shirt
- 1 box 100 tissues
- 1 Library bag 42cm x 30cm - drawstring type
- 4 plastic slimpick wallets foolscap
- 1 "Jigsaw Maths Student Activity Book 1 Level 1 Year 1"
- 1 "Queensland Targeting Handwriting Student Book 1"
- 1 " Queensland Sound Waves 1 A Phonemic Approach to Sounds and Letters"
- 1 A4 display folder
- 1 bottle liquid soap
- 2 reams REFLEX copy paper (MUST BE REFLEX)
- 1 basic headphone set for computer lab (available at discount stores)

It is recommended that all students have access to 30+ sunscreen. The school has purchased bulk dispensers which are taken on excursions and carnivals and we suggest that students have a personal supply in the form of a roll-on which can be kept in a bag.

Please note that expendable items such as pencils and glue may need to be replaced.

In addition to these requirements for this year level, an expense of \$5.00 for Religious Education program material is payable through the class teacher. The \$30.00 Family Contribution Fee is to be sent in a separate envelope made payable to "Pialba State School P & C Association".

-----  
NAME: \_\_\_\_\_ CLASS: \_\_\_\_\_

Please find enclosed:

\$5.00 for religious education books \_\_\_\_\_  
MADE PAYABLE TO PIALBA STATE SCHOOL

-----  
NAME: \_\_\_\_\_ CLASS: \_\_\_\_\_

\$30.00 for P & C family contribution \_\_\_\_\_  
MADE PAYABLE TO PIALBA STATE SCHOOL P & C ASSOCIATION

Signed: \_\_\_\_\_  
Parent / Guardian

**BOOKLIST - Year 2 Requirements (ALL ITEMS TO BE CLEARLY NAMED)**

- 1 large pencil case
- 12 Staedtler HB pencils (NON REFILLABLE) - good quality - named
- 2 30cm wooden rulers
- 4 white school rubbers
- 2 pencil sharpeners
- 8 Year 2 ruled writing pads (red and blue lines)(Not foolscap or botany)
- 2 feint ruled pads (blue lines only)64 page
- 2 10mm quad books
- 3 large scrap books - white pages only
- 3 plastic slimpick wallets
- 2 manilla folders
- 1 paint brush No. 10 Eterna 579 (from Year 1)
- 1 set wind up crayons
- 1 set of 12 colouring pencils - good quality
- 1 set of textas
- 2 large plastic bottles Clag glue
- 1 pair blunt-nosed metal scissors (No plastic scissors)
- 1 art shirt (large, old short-sleeved shirt to cover uniform completely)
- 2 boxes tissues (large)
- 1 Library bag 42cm x 30cm - drawstring type
- 1 "Queensland Soundwaves Student Activity Book 2"
- 1 "Jigsaw Maths Student Activity Book 2 – Blue"
- 1 A4 display folder
- 1 basic headphone set for computer lab (available at discount stores)
- 1 bottle liquid soap
- 1 ream REFLEX copy paper (MUST BE REFLEX)

It is recommended that all students have access to 30+ sunscreen. The school has purchased bulk dispensers which are taken on excursions and carnivals and suggests that students have a personal supply in the form of a roll-on which can be kept in a bag or tidy-box.

In addition to these requirements for this year level, an expense of \$5.00 for Religious Education program material is payable through the class teacher. The \$30.00 Family Contribution Fee is to be sent in a separate envelope made payable to "Pialba State School P & C Association".

-----  
NAME: \_\_\_\_\_ CLASS: \_\_\_\_\_

Please find enclosed:

\$5.00 for religious education books \_\_\_\_\_  
MADE PAYABLE TO PIALBA STATE SCHOOL

-----  
\$30.00 for P & C family contribution \_\_\_\_\_  
MADE PAYABLE TO PIALBA STATE SCHOOL P & C ASSOCIATION

Signed: \_\_\_\_\_  
(Parent / Guardian)

**BOOKLIST - Year 3 Requirements (ALL ITEMS TO BE CLEARLY NAMED)**

- 2 pencil cases
- 10 HB pencils (NAMED) Staedtler, Columbia or Faber-Castell (cheaper brands break easily and do not sharpen well)
- 1 30cm wooden ruler centimetres on front
- 2 white school rubbers
- 1 pencil sharpener
- 6 Year 3 ruled writing pads (blue and red)
- 1 Quad ruled pad - 10mm squares (BIG SQUARES)
- 3 blue lined pads – 64 page
- 1 highlighter pen
- 2 scrap books
- 1 Year 3 lined (blue and red) Botany book
- 2 slimpick wallets
- 2 manilla folders
- 1 paint brush No. 10 Eterna 579 (from Year 2)
- 1 set colouring pencils (all named)
- 1 pack of crayons (wind-up)
- 1 large bottle of Clag (not glue stick) named
- 1 pair metal scissors – pointed ends
- 1 art shirt (large, old short-sleeved shirt to cover uniform completely)
- 1 plastic covered clip-board folder for homework
- 1 Library bag 42cm x 30cm - drawstring type (from Year 2)
- 1 Chair bag (Available from the Tuckshop)
- 1 set of textas
- 2 large boxes tissues
- 1 "Jigsaw Maths Student Assessment Book 3" (Yellow)
- 1 "Jigsaw Maths Student Activity Book 3" (Yellow)
- 1 "Queensland Targeting Handwriting Student Book 3"
- 1 "Queensland Soundwaves Student Activity Book 3"
- 2 A4 display folders (with clear pages)
- 1 basic headphone set for computer lab (available at discount stores)
- 1 bottle liquid soap
- 1 ream REFLEX copy paper (MUST BE REFLEX)

It is recommended that all students have access to 30+ sunscreen. The school has purchased bulk dispensers which are taken on excursions and carnivals and suggests that students have a personal supply in the form of a roll-on which can be kept in a bag or tidy-box.

In addition to these requirements for this year level, an expense \$5.00 for Religious Education program material is payable through the class teacher. The \$30.00 Family Contribution Fee is to be sent in a separate envelope made payable to "Pialba State School P & C Association".

-----  
NAME: \_\_\_\_\_ CLASS: \_\_\_\_\_

Please find enclosed:

\$5.00 for religious education books: \_\_\_\_\_

MADE PAYABLE TO PIALBA STATE SCHOOL

-----  
NAME: \_\_\_\_\_ CLASS: \_\_\_\_\_

\$30.00 for P & C family contribution \_\_\_\_\_

MADE PAYABLE TO PIALBA STATE SCHOOL P & C ASSOCIATION

Signed: \_\_\_\_\_

Parent / Guardian

**BOOKLIST - Year 4 Requirements**

**(ALL ITEMS TO BE CLEARLY NAMED AND BOOKS TO BE COVERED)**

- 1 chair bag
- 1 pencil case
- 4 HB pencils (NON REFILLABLE-NO PACERS) Good Quality - need to be replaced when necessary
- 1 red biro
- 1 30cm ruler
- 2 white school rubbers
- 1 metal pencil sharpener
- 6 Year 4 ruled writing pads (**A4 size only**)
- 3 wide ruled writing pads - 64 pages each
- 1 Olympic Music book
- 2 slimpick wallets
- 1 set colouring pencils
- 1 set 12 felt pens
- 4 botany books - Year 4 ruling (to be replaced when necessary) - 64 pages – A4 size
- 2 glue sticks (e.g. Marbig, UHU)
- 1 basic calculator
- 1 pair blunt-nosed metal scissors (named)
- 1 Library bag 42cm x 30cm - drawstring type
- 1 Yamaha descant recorder
- 2 family boxes of tissues - replace when needed
- 1 "Soundwaves" Year 4
- 1 "Jigsaw Maths Student Activity Book 4"
- 1 "Jigsaw Maths Check Book Student Assessment Book Edition 4"
- 2 Quad ruled 1 cm sq - 64 page exercise books
- 1 clipboard folder
- 1 display book (20 plastic pages)
- 1 basic headphone set for computer lab (available at discount stores)
- 1 ream REFLEX copy paper (MUST BE REFLEX)
- 1 liquid soap

It is recommended that all students have access to 30+ sunscreen. The school has purchased bulk dispensers which are taken on excursions and carnivals and suggests that students have a personal supply in the form of a roll-on which can be kept in a bag or tidy-box.

In addition to these requirements for this year level, an expense of \$5.00 for Religious Education program material is payable through the class teacher. The \$30.00 Family Contribution Fee is to be sent in a separate envelope made payable to "Pialba State School P & C Association".

-----  
NAME: \_\_\_\_\_ CLASS: \_\_\_\_\_

Please find enclosed:

\$5.00 for religious education books \_\_\_\_\_  
MADE PAYABLE TO PIALBA STATE SCHOOL

-----  
NAME: \_\_\_\_\_ CLASS: \_\_\_\_\_

\$30.00 for P & C family contribution \_\_\_\_\_  
MADE PAYABLE TO PIALBA STATE SCHOOL P & C ASSOCIATION

Signed: \_\_\_\_\_  
Parent / Guardian

**BOOKLIST - Year 5 Requirements (ALL ITEMS TO BE CLEARLY NAMED)**

- 1 chair bag
- 1 highlighter (yellow)
- 1 pencil case
- 1 red biro
- 1 blue biro
- 1 black biro
- 1 30cm narrow ruler (marked with cm and mm)
- 2 white school rubbers (will need replacing periodically)
- 1 pencil sharpener
- 1 Kent Geometric set No. 606
- 1 quad book, 10mm squares ONLY (no 7mm squares)
- 8 wide ruled exercise books - 96 pages each
- 1 paint brush No. 12 Eterna 577
- 1 paint brush No. 0 Eterna 577
- 1 set colouring pencils all individually named
- 1 set felt pens
- 1 Bostik glue pen (will need to be replaced periodically)
- 1 pair large blunt-nosed metal scissors (named)
- 8 HB pencils (NON REFILLABLE no pacers) - WILL NEED TO BE REPLACED OFTEN
- 4 A4 96 page Exercise books - Feint ruled NO COLUMNS, or MARGINS. MUST BE STAPLED, NO PERFORATIONS, HOLES OR SPIRAL SPINES AS THESE FALL APART.
- 1 Olympic Music book (last year's may continue)
- 1 COLLINS AUSTRALIAN COMPACT DICTIONARY (hard cover) as this will be used in Yrs 6 & 7
- 1 Library bag 42cm x 30cm - drawstring type
- 1 Yamaha descant recorder
- 1 Calculator - Sharp 231 LB (or equivalent)
- 3 slimpick wallets
- 1 "Jigsaw Maths 5 Student Activity Book" by Linthorne and Doolan
- 1 "Jigsaw Maths 5 TRIQ Assessment Book"
- 1 "Soundwaves Student Book 5"
- 1 large box of tissues each semester
- 2 A4 display folder
- 1 basic headphone set for computer lab (available at discount stores)
- 1 bottle of liquid soap
- 1 ream REFLEX copy paper (MUST BE REFLEX)

It is recommended that all students have access to 30+ sunscreen. The school has purchased bulk dispensers which are taken on excursions and carnivals and suggests that students have a personal supply in the form of a roll-on which can be kept in a bag or tidy-box.

N.B. Any non-pad item if in good order can be continued to be used in Year 5.

In addition to these requirements for this year level, an expense of \$5.00 for Religious Education program material is payable through the class teacher. The \$30.00 Family Contribution Fee is to be sent in a separate envelope made payable to "Pialba State School P & C Association".

-----  
NAME: \_\_\_\_\_ CLASS: \_\_\_\_\_

Please find enclosed:

\$5.00 for religious education books \_\_\_\_\_  
MADE PAYABLE TO PIALBA STATE SCHOOL

-----  
\$30.00 for P & C family contribution \_\_\_\_\_  
MADE PAYABLE TO PIALBA STATE SCHOOL P & C ASSOCIATION

Signed: \_\_\_\_\_  
Parent / Guardian

**BOOKLIST - Year 6 Requirements (ALL ITEMS TO BE CLEARLY NAMED)**

- 1 pencil case
- 2 HB pencils (NON REFILLABLE)
- 1 red biro
- 1 blue biro
- 1 Staedtler Calligraphy Duo pen-black (3.5mm/2.0mm)
- 1 30cm ruler
- 1 white school rubber
- 1 pencil sharpener with a shavings container
- 1 Kent Geometric set No. 606
- 5 wide ruled exercise books - 96 pages each
- 1 slimpick wallet
- 1 set colouring pencils
- 1 large glue stick
- 1 pair large blunt-nosed metal scissors (named)
- 1 The Jacaranda Atlas – 5<sup>th</sup> Edition
- 1 Dictionary – The Collins Australian Compact Dictionary
- 1 Art Block – SPIRAX A3
- 1 Library bag 42cm x 30cm - drawstring type
- 1 Yamaha descant recorder
- 1 Calculator - Sharp EL 531 RHB Scientific (Used in Year 7 and High School)
- 1 Olympic music book (last years may continue)
- 1 box tissues
- 1 highlighter (any colour)
- 1 quad ruled book - 7mm squares
- 1 A4 exercise book - 48 pages
- 5 A4 exercise books (stapled books) Must be 96 pages
- 1 "Jigsaw Maths Student Activity Book 6" (Special Ed Students not to purchase)
- 1 "Jigsaw Maths Student Assessment Book 6"
- 1 A4 display folder
- 1 basic headphone set for computer lab (available at discount stores)
- 1 ream REFLEX copy paper (MUST BE REFLEX)

It is recommended that all students have access to 30+ sunscreen. The school has purchased bulk dispensers which are taken on excursions and carnivals and suggests that students have a personal supply in the form of a roll-on which can be kept in a bag or tidy-box.

N.B. Any non-pad item if in good order can be continued to be used in Year 6.

If purchasing a new dictionary, the school recommends "The Collins Australian Compact Dictionary".

In addition to these requirements for this year level, an expense of \$5.00 for Religious Education program material is payable through the class teacher. The \$30.00 Family Contribution Fee is to be sent in a separate envelope made payable to "Pialba State School P & C Association".

NAME: \_\_\_\_\_ CLASS: \_\_\_\_\_

Please find enclosed:

\$5.00 for religious education books \_\_\_\_\_

MADE PAYABLE TO PIALBA STATE SCHOOL

NAME: \_\_\_\_\_ CLASS: \_\_\_\_\_

\$30.00 for P & C family contribution \_\_\_\_\_

MADE PAYABLE TO PIALBA STATE SCHOOL P & C ASSOCIATION

Signed: \_\_\_\_\_

Parent / Guardian

**BOOKLIST - Year 7 Requirements (ALL ITEMS TO BE CLEARLY NAMED)**

\* Please ensure that the asterisked items are the listed brands, as this will assist learning to occur in a standard fashion. Equivalent items are not acceptable.

- \*1 Kent Geometric set No. 606
- \*1 Dictionary "The Collins Australian Compact Dictionary"
- \*1 Calculator - Sharp EL 531RHB Scientific (This brand is used in High Schools)
- \*1 "Jigsaw Maths Student Activity Book 7"
  - 1 pencil case
  - 4 HB pencils
  - 2 2B pencils
  - 1 highlighter
  - 2 red biros (not clicking type)
  - 2 blue biros (not clicking type)
  - 1 30cm ruler
  - 1 white school rubber
  - 1 pencil sharpener with container for shavings
  - 10 A4 wide ruled writing pad 96 pages (stapled)
  - 1 Collins student diary
  - 2 slimpick wallets (plastic preferred)
  - 1 foolscap clipboard folder
  - 1 Music book (last year's to be used)
  - 1 set colouring pencils
  - 1 bottle gum glue or glue stick
  - 1 pair metal scissors (named)
  - 1 Library bag 42cm x 30cm - drawstring type
  - 1 Yamaha descant recorder (from Yrs 5 & 6)
  - 1 96 page A4 exercise book for Chinese
  - 2 A4 display books with clear pockets
  - 1 box of tissues
  - 1 basic headphone set for computer lab (available at discount stores)
  - 1 ream REFELX copy paper (MUST BE REFLEX)
  - 1 bottle of liquid soap

It is recommended that all students have access to 30+ sunscreen. The school has purchased bulk dispensers which are taken on excursions and carnivals and suggests that students have a personal supply in the form of a roll-on which can be kept in a bag or tidy-box.

**N.B. Any non-pad item if in good order can be continued to be used in Year 7.**

In addition to these requirements for this year level, an expense of \$5.00 for Religious Education program material is payable through the class teacher. The \$30.00 Family Contribution Fee is to be sent in a separate envelope made payable to "Pialba State School P & C Association".

-----  
NAME: \_\_\_\_\_ CLASS: \_\_\_\_\_

Please find enclosed:

\$5.00 for religious education books \_\_\_\_\_

MADE PAYABLE TO PIALBA STATE SCHOOL

-----  
NAME: \_\_\_\_\_ CLASS: \_\_\_\_\_

\$30.00 for P & C family contribution \_\_\_\_\_

MADE PAYABLE TO PIALBA STATE SCHOOL P & C ASSOCIATION

Signed: \_\_\_\_\_

Parent / Guardian

APPENDIX 2

ADMINISTRATION OF MEDICATION

Education Queensland Regulations require that, before medication is administered:

- (i) A parent has completed a permission form.
- (ii) The label on the medication clearly states
  - (a) the name of the student
  - (b) the dosage and times for it

PLEASE ASK YOUR PHARMACIST FOR THIS INFORMATION WHEN HE/SHE ISSUES THE MEDICATION.

N.B. Analgesics, cough mixtures and the like **may not** be administered.

PARENT/GUARDIAN'S AUTHORITY FORM FOR MEDICATION TO BE ADMINISTERED

To the Principal

I hereby authorise medication to be administered to my student child. Details are:

STUDENT'S NAME: \_\_\_\_\_ CLASS: \_\_\_\_\_

MEDICATION: \_\_\_\_\_

TIME/S FOR ADMINISTRATION: \_\_\_\_\_

DOCTOR WHO PRESCRIBED: \_\_\_\_\_

PROBABLE PERIOD OF TREATMENT: \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent / Guardian

\_\_\_\_\_  
Date

ADDRESS: \_\_\_\_\_ Postcode: \_\_\_\_\_

HOME PHONE NUMBER: \_\_\_\_\_ WORK PHONE NUMBER: \_\_\_\_\_

APPENDIX 3

## APPENDIX 4

### SUNSMART POLICY STATEMENT

#### **RATIONALE**

Queensland has the highest rate of skin cancer in the world. Two out of every three Queenslanders will develop some sort of skin cancer in their lifetime. Research suggests that at least two-thirds of all melanomas occurring in Australia could be prevented if children were protected from the sun during their first 15 years.

Skin damage, including skin cancer, is the result of cumulative exposure to the sun. Research shows that severe sunburn contributes to skin cancer and other forms of skin damage such as sunspots, blemishes and premature ageing. Most skin damage and skin cancer is therefore preventable.

Ultraviolet radiation (UVR) levels are highest during the hours that children are at school.

With this in mind, Pialba State School realises the need to protect children's skin and educate them about SunSmart behaviour, thus reducing the risk of skin damage from exposure to the sun.

#### **AIMS**

- to provide ongoing education that promotes personal responsibility for skin cancer prevention and early detection.
- to provide environments that support SunSmart practices.
- to create an awareness of the need to reschedule work commitments and outdoor activities to support SunSmart practices.
- to encourage good habits in Sun Protection.
- to encourage parent responsibility in modelling SunSmart practices.

#### **PROCEDURES**

Our school recognises that winter sun also contributes to skin damage. The implementation of this policy will therefore be conducted throughout the year.

The purpose of this SunSmart policy is to ensure that all children attending our school are aware of the harmful effects of the sun and are encouraged to practice safe sun protection habits.

#### **Our commitment**

##### **Pialba State School will:**

- inform parents of the SunSmart policy when they enrol their child
- include the SunSmart policy statement in the school prospectus
- increase the amount of shade in the school grounds, where possible, by building shelters and planting trees
- incorporate education programs that focus on skin cancer prevention into the school curriculum
- encourage all parents, staff and visitors to act as positive role models for children in all aspects of SunSmart behaviour
- seek ongoing support from parents and the school community for the SunSmart policy and its implementation, through newsletters, parent meetings etc.
- ensure where practicable, that all students wear hats that protect the face, neck, and ears

- encourage all students to apply SPF 30+ or higher, broad-spectrum, water resistant sunscreen at morning tea and lunch breaks
- ensure students without adequate sun protection use shaded or covered areas at recess times
- review the school dress code to conform with the Queensland Cancer Fund SunSmart clothing guidelines
- encourage students to wear a SunSmart swimming costume
- ensure that, wherever practicable, outdoor activities take place before 10 a.m. or after 2 p.m. (Australian Eastern Standard Time [AEST])
- provide shade areas at sporting carnivals and other major outdoor events
- supply appropriate sunscreen for major sporting events and excursions.

### **Our expectations**

#### **Parents/carers will:**

- provide a SunSmart hat for their child and ensure that they wear it to and from school. The Queensland Cancer Fund recommends the following hats:
  - 8-10 cm broad-brimmed
  - legionnaire-style
- ensure that their child applies SPF 30+ or higher, broad-spectrum, water-resistant sunscreen 20 minutes before leaving for school.
- ensure that their child's clothing provides adequate protection from UVR. The Queensland Cancer Fund recommends clothing that has the following features:
  - dark-coloured
  - collars and sleeves
  - closely woven fabric
  - natural fibre
- act as positive role models by practising SunSmart behaviour
- support the school's SunSmart policy

#### **Students will:**

- take responsibility for their own health and safety by being SunSmart
- comply with SunSmart rules and guidelines by wearing suitable hats, clothing, sunscreen and sunglasses.
- apply SPF 30+ or higher, broad-spectrum, water-resistant sunscreen during recess times.
- use shaded or covered areas when outdoors
- act as positive role models for other students in all aspects of SunSmart behaviour
- help to design and regularly update the SunSmart policy
- participate in SunSmart education programs.

APPENDIX 5

**GETTING THE BEST FOR YOUR CHILD**

From time to time you may have concerns about your child at school or the operations of the school. These concerns may grow into bigger issues if you don't talk to the school staff about them.

This school is committed to ensuring that all parents have their concerns dealt with in a fair and equitable manner and there are processes and support structures in place to enable parents to work through any issues they may have.

Concerns should initially be directly to the **teacher** involved or lodged directly with Simon Boss-Walker the **principal**.

If the problem cannot be resolved within the school, you should contact Education Queensland at 102 Lennox Street, Maryborough, phone 41211633.

All district offices also provide access to a community participation officer or an officer responsible for parent liaison.

As part of this process, Karen Howes, who is the **Executive Director (Schools)**, will be notified and involved if needed.

Parents or caregivers may also wish to contact the **Queensland Council of Parents and Citizens' Associations** (QCPCA) on 33523900 or visit their website [www.qcpc.org.au](http://www.qcpc.org.au) for help and support.

Both the QCPCA and District Office have access to the **Office of State Schooling**, which administers the operation of all Queensland State Schools, to further resolve issues if required.

Simon Boss-Walker  
Principal  
Pialba State School

## APPENDIX 6

### **PRIVACY STATEMENT**

#### **ENROLMENT**

The Department of Education is collecting the information on the enrolment form for the purpose of school enrolment and student management. Personal information collected by the Department is protected by the Queensland Government's Information Standard 42 – *Information Privacy*.

However, in accordance with Information Sharing Protocols and Memoranda of Understanding, some of this information may be passed on to government agencies. Some of these state government agencies include Queensland Health, Queensland Transport, Queensland Police Service and Department of Families. The commonwealth government, through Centrelink, may require information for matching purposes in relation to the payment of study assistance benefits to some students.

Personal information of the enrolment form can be disclosed to other third parties without the individual's consent where authorised or required by law.

#### **ATTENDANCE/ACHIEVEMENT/BEHAVIOUR**

While students are enrolled in and attend state schools, school staff will collect personal information about their academic performance, attendance and behaviour for the purpose of monitoring their educational progress and providing educational programs to suit the needs of the student.

Year 11 and 12 student details and academic profiles will be passed on to the Queensland Studies Authority for the purpose of processing Senior Certificates and Tertiary Entrance Statements. Year 3, 5 and 7 student names are passed on to the Queensland Studies Authority for the purpose of issuing reports in relation to the assessment of numeracy and literacy skills of students.

This personal information can be disclosed to other third parties without the individual's consent where authorised required by law.

#### **WELLBEING, PROTECTION AND SAFETY**

During a student's attendance, the Department of Education may also collect personal information that relates to the wellbeing, protection and safety of the student. This personal information may be passed on to agencies such as Queensland Health, Queensland Police Service and Department of Families in accordance with Education Queensland's Student Protection Policy and other policies relating to student behaviour.

This personal information can be disclosed to other third parties without the individual's consent where authorised or required by law.

#### **CHILDREN AND YOUNG PEOPLE IN THE CARE OF THE STATE-DATA MATCHING**

The Department of Education and Department of Families conduct a data-matching program to improve school achievement outcomes for children and young people in care.

The data-matching program involves a comparison, through a unique identifier, of certain personal information of children and young people in care and those children of similar age in the general school student population, including those who have specific needs. This personal information may include:

- achievement levels;
- retention rates;
- age;
- school year levels;
- school disciplinary absences; and
- student movement between schools.

You may obtain further information about the Queensland Government's privacy regime contained in Information Standard 42 – *Information Privacy* at <http://www.iie.gld.gov.au/informationstandards>

If you have any questions about privacy or access to information, you may contact Education Queensland's Privacy Contact Officer on 3237 0546.