

Guide to Deception Bay North State School



A great place to learn

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Principal's Introduction

Welcome to Deception Bay North School Community

We, as a staff, welcome you to our school community and thank you for choosing Deception Bay North State School to work with you in educating your child. Our school is 'A great place to learn' as our motto says and we trust you will see the practical application of this within the school.

Parents have a very important place in this school and we know that children gain most benefit from schooling when the staff and parents work in mutual co-operation. We are, after all, working towards the same goal of best education for your child. We take pride in the environment we create inside and outside the classrooms and work continually to ensure the best resources for learning are available to teachers and students. Through this we have provided extensive resources in the school library and computer labs, and science and reading resource rooms, in new playground equipment, sporting resources and musical instruments. These are all well used as we work towards providing for the interests of all children and creating a stimulating learning environment.

This Handbook for Parents will enable you to get a picture of our school and its operations. There are opportunities for you to become involved in your child's education through the P&C Association, volunteer work in the classrooms, attendance at parent/teacher meetings, assemblies and regular school events. We hope you will avail yourself of these and we look forward to working with you in the best interests of all our children.

Principal and Staff at Deception Bay North State School

General Information

School Profile

Deception Bay North State School is one of three primary state schools servicing the Deception Bay community.

Our area has been one of the growth areas located on the northern outer limits of the greater Brisbane City. Although close to the Redcliffe Peninsula, in a sense it is quite a distinct area. The community consists of an older seaside township surrounded by ever expanding residential developments. In general the student population reflects the social and cultural diversity of its surrounding community.

We teach the Australian Curriculum at DBNSS with additional programs that provide a well-rounded education for our students with a focus on individual growth and achievement.

The school also caters for students with a wide range of disabilities from birth - Year 6 with an inclusive approach to teaching and learning.

Our school works in partnership with parents in developing the skills and talents of our students. In particular, we understand that every parent values:

- A warm and supportive environment in which their children can learn and grow with confidence
- A focused curriculum that develops each student's potential
- Staff who are committed to their particular roles within the school and particularly in the teaching and learning process
- Fair, firm and consistent discipline that ensures that the teaching and learning process is not compromised
- High expectations of ourselves as educators and our students as learners
- Regular extensive interaction with the school community through two-way channels of communication between home and school; and opportunities for parent involvement; and
- Deception Bay North's commitment to being 'A great place to learn'

The cohesive team of staff members at Deception Bay North ensures the ongoing provision of quality education and life experiences for all students. Integral to this is our close working relationship with the local community

Our Vision

Our vision for Deception Bay North State School guides our directions and practices and affirms our claims that our school is:

A great place to learn

Our vision is as follows:

Deception Bay North State School provides a quality education by:

- Offering a curriculum that is responsive to the interests and needs of learners;
- Fostering positive partnerships between home, school and the community;
- Maintaining a safe school environment; and
- Building confidence to achieve personal best.

Our vision takes account of the particular needs of our students at this time and provides for the mix of students from a variety of cultural backgrounds and socio-economic circumstances. In particular it recognises the need to give children the confidence to achieve and the need to develop social skills that facilitate the maintenance of a peaceful, respectful society.

Our Beliefs about Learning and Behaviour

Our aim is to create the conditions for each learner to progress confidently towards responsible self-management, whilst learning about how and why people behave the way they do.

We hold the beliefs:

- that everyone owns their own behaviour;
- that students can and will accept responsibility for this;
- that students can improve their behaviour with the appropriate support; and
- that the effort to achieve positive behaviour is a shared responsibility of the student, the home and school.

Fundamental to this is the understanding that development of social skills and acceptable behaviours is a learning process of equal importance to the development of academic skills.

We at Deception Bay North State School operate by the following beliefs about behaviour and learning:

- Students from different cultures can live in mutually respectful communities devoid of racism;
- Student learning and behaviour are inextricably linked to develop into responsible citizens;
- Students are motivated to achieve personal best in both academic and behavioural areas when they have clear goals and are supported in the attainment of these;
- Mistakes are part of the learning process for all members of the school community;
- The attainment of personal best is a desirable state in the learning continuum;
- Effective modelling of desired behaviours is a responsibility of all members of staff; and
- Effective classroom management maximises and enhances the learning opportunities of students.

School Code of Behaviour

At a whole school level we expect and promote socially responsible behaviours through our school rules:



- **I am Respectful**
- **I am Responsible**
- **I am Resilient**
- **I am a Learner**

A copy of school's Student Code of Conduct is on our website and/or is available at enrolment interview.

First-day Procedures

All new students who have not been enrolled should come with their parents to the Administration Block where enrolment interviews and class allocation will take place.

For returning or previously enrolled students, please see the Office for information regarding the new class and teacher. Class teachers will be available from 8.20am to meet and greet students on this day.

Daily Procedures

- School commences at 9.00 am
- In class 9.00 am - 11.00 am
 - Eating break 11.00 am – 11.15 am
 - Play break 11.15am – 11.45am
- In class 11.45 am – 1.15 pm
 - Eating break 1.15 pm – 1.25 pm
 - Play break 1.25 pm – 1.45 pm
- In class 1.45pm – 3.00pm
- Dismissal 3.00pm

Arrival at School

We advocate that students come to school after 8.30am. However we recognise that some families have commitments before this time in the morning. Supervisory staff are on duty from 8.20am. All students are able to play supervised in their play areas between 8:20am and 8:50am. Students remain in these areas until dismissed at 8.50am. Students then proceed to line up for their classroom ready to begin their day of learning. Students arriving late for school (i.e. after 9.00am) are required to present themselves at the office for a late slip. This slip must be given to the teacher on entry into the classroom.

School equipment, including playground equipment, cannot be accessed before or after school hours unless a Teacher has organised a formal practice using these. The school grounds are out-of-bounds after school hours, on school holidays or weekends.

Departure from School

Students are dismissed at 3.00pm. Parents of students in Prep are requested to collect students from their classrooms. Years 1 & 2 to be collected from the 1/2 Eating area. Years 3 – 6 students walk with their teachers to the grassed area in front of the school and are dismissed from there. Special procedures apply for students exiting the school by the back gates of the school.

Parents and students are expected to leave the grounds through designated entry/exit gates. Crossing supervisors are on duty before and after school every school day. There is ample parking available in the vicinity of the school therefore **no parent vehicles are to be parked in the school grounds.**

Children Leaving School during the School Day

To ensure student safety, students are not permitted to leave school grounds during the school day unless written permission from parents is received by the Principal. Parents wishing to collect their children during school hours must report to the Office to complete a release form and then class teachers are advised of this.

No student will be released from class without a Release Form.

Weather Conditions



There will be occasions during the year when the weather conditions deteriorate rapidly. In particular, I refer to serious electrical storms and hail storms. These often occur before or close to student dismissal time. Our first responsibility is to ensure the safety of the children. The following procedures are followed by the school should this occur.

If severe storm warnings are received all children will remain with their classroom Teacher. Children will only be released into their parents' care if parents/caregivers come to the respective classroom with the Release Form. No child will be given permission to go to a brother's or sister's room to collect them.

If severe storms occur at 3.00pm dismissal time, Teachers have been instructed to keep all children in the classroom under supervision. Teachers will be advised to release/dismiss the children when the danger has diminished. As above, parents may access students from the classroom only after having obtained a Release Form from the Office. When danger has sufficiently diminished, bus children will be assembled under the main undercover area, to await arrival of buses.

Weather Conditions Heavy Rain

The same procedure as above will also be followed if it is raining heavily. The Office will instruct Teachers to keep students in their classrooms. If raining lightly, students will be released from the two undercover areas.

Management

Large primary schools are extremely busy and complex organisations. Because of the size of our school and our methods of operation, the Principal has delegated responsibility to deal with many issues and matters to other personnel, particularly HOSSES (Head of Special Education Services), HOC (Head of Curriculum) and the Deputy Principal. All members of the administration team communicate frequently and share information for the best interests of children's safety and education.

Enrolling in Prep

Children are eligible for entry into the Prep year if they turn 5 years of age before 30 June each year. **A birth certificate or an extract from a birth certificate is required to enrol a child.** In addition, the child's immunisation record is also requested at time of enrolment. If you have issues accessing a birth certificate or extract, please contact the principal for assistance.

Prep students are expected to wear the school uniform.

Enrolment Information

Enrolling parents are provided with an Enrolment Package, Student Enrolment Form and the School Code of Conduct. All relevant information for the organisation and management of the school are contained within these three documents. Parents/caregivers are welcomed to the school and interviewed by a member of the Administration Team to ensure appropriate class allocation of the enrolling student. Any documentary material from other schools – student reports, portfolios etc, which provide additional information about your child's progress, is appreciated by both the enrolling person and class Teacher. A student who is on suspension may not enrol at another school while on suspension.

Prep enrolment interviews for the following year are conducted across the year.

House System

The school is divided into four houses for sporting activities -each house being named after distinguished Australian sporting identities. House names are *Cawley (yellow)*, *Kellerman (Green)*, *Rosewall (Red)* and *Elliott (Blue)*.

Evonne Goolagong Cawley (born 31 July 1951) – Australian former World No. 1 female tennis player. She was one of the world's leading players in the 1970s and early 1980s winning 14 Grand Slam titles, seven in singles and six in women's doubles and one in mixed doubles.

Annette Marie Sarah Kellerman (6 July 1886 to 6 November 1975) – was an Australian professional swimmer, vaudeville star, film actress, writer and business owner.

Kenneth Robert ("Ken") Rosewall (2 November 1934) – is a former Australian world top-ranking amateur and professional tennis player. He won a record 23 tennis Majors including 8 Grand Slam singles titles and before the Open Era a record 15 Pro Slam titles and a record 35 Major finals overall, 9 slams in doubles with a career double grand slam. He is considered to be one of the top male tennis players of all time.

Herbert James "Herb" Elliott (25 February 1938) – is an Australian former athlete, one of the world's greatest middle distance runners. In the 1500 metres at the 1960 Rome Olympics, he won the gold medal and bettered his own world record with a time of 3:35.6. During his career, he broke four minutes for the mile on 17 occasions.

All new students are informed during the early weeks of school of the house to which they have been allotted. All members of the same family are allotted to the same house. House T-shirts are available from the Uniform Store and proudly worn by our students when inter-house athletic competitions take place.



Kellerman



Cawley



Rosewall



Elliott

Attendance

The Education Act requires children to be in regular attendance at school. To monitor this, Teachers record student attendance on a class roll which is marked daily. Parents are required to advise the school of student absences either by short note to the class teacher or telephone to the school office. If no explanation of a student's absence is received, parents will be contacted. Regular attendance provides each student with the best opportunity to succeed at school.

There is an expectation that all students attend school for 95% of each school year. **This means that students should not have more than two days of absence each term or more than 8 days of absence for the year.** Deception Bay

North State School follows the Queensland Education Department process for enforcement of enrolment and attendance and will issue formal letters at appropriate junctures if students are not attending school regularly. This can result in prosecution if poor attendance is not addressed promptly. If your child has a chronic illness that requires more than the expected time off of school please provide the office with the appropriate medical certificates.

Transfers

It is the parent's/caregiver's responsibility to inform the school office if a child is leaving the school and requires a transfer. Please advise Office staff when this is required and the name of the school the student will be attending. All school owned resources – library books, musical instruments, text books, sporting uniforms must be returned at the time of transfer.

Student Owned Items

Parents should be aware of all items that children bring to school. Students are not to bring toys, valuable items or anything that could be dangerous to other students or themselves.

Mobile phones must be handed in at the office before school starts and then be collected at 3pm. The phones must be electronically locked with a password, set to silent and have all alarms turned off or preferably be completely turned off before handing the device in.

Any form of recording device is not permitted in the school without express written permission from the principal. Communication enabled devices that allow students to text parents must be disabled before coming into school and/or have a specific plan written for them before students bring them to school. If an item of value is to be used for discussion purposes, it is to be given to the Teacher for safe keeping.

A plan must be in place and permission given for students to bring sensory items to school. The plan will have rules in place for how and when the sensory items are used by students to maximise therapeutic affect and minimise distraction for other students.

The school and teachers accept no responsibility for valuable items brought to school which are stolen or damaged.

Money

Payment for excursions, sports, swimming and other events can be paid at the Office. Payment and relevant forms are handed to the office. The payment will be processed and a receipt issued.

Please Note: When paying for an activity or article, please endeavour to have the correct money as no change is kept in the office. There are EFTPOS facilities at the school should you wish to use them.

Payment times at the office are Monday to Friday, 8.00am – 11.00am.

School Photographs

Photographs of classes and various school groups are taken each year. Students are required to wear full school uniform for this. Payment for photos is required by the day or online and parents are advised of the cost and method of payment.



Lost Property

Lost property is kept outside the Administration building (beside rear exit).

The clothes are kept for a period of time, before being donated to charities. The amount of lost property gathered during the year would stagger most parents. This represents a considerable cost to parents and **we urge parents to clearly label each child's clothing and equipment.** Items, which are labelled, will be returned to the owner at the end of the term. Lost property other than clothing, lunch boxes and water bottles is kept in the office. Enquiries about lost property are to be directed to the office staff.

Putting Things Right

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 do not talk to the school staff about them. We are committed to ensuring that all parents have their concerns dealt with in a fair manner and there are processes and support structures in place to enable parents to work through any issues they may have.

If you have any concerns or queries you should speak first with your child's class Teacher. If the problem cannot be resolved there, you should contact the office to make an appointment to speak with the Principal, Deputy Principal, HOSES (Head of Special Education Services) or HOC (Head of Curriculum).

English

The English program aims to develop literacy skills that are relevant to all subject areas. Up to 10 hours per week are allocated to the specific teaching of skills in reading and viewing, speaking and listening, and writing.

The program is sequentially developed across Prep – Year 6 and students are offered a curriculum to suit their particular learning needs. Year level expectations in reading have been developed and student progress is regularly monitored and recorded in relation to this. Phonemic awareness programs operate in the junior school and a whole school spelling and phonics program ensures sequential development of skills across all year levels. Our program aims to develop in students the confidence to achieve as literate persons.

Mathematics

Our program aims to develop students' ability to use mathematical concepts and processes, combined with problem solving abilities. Up to 8 hours per week are allocated to the program which teaches core skills required by students across Prep – Year 6. Major focus areas are: Number, Measurement, Patterns and Algebra, Space, Chance and Data. Core skills are identified in these areas and regular assessment of these takes place.

Year level expectations have been developed and student progress is regularly monitored and recorded in relation to this.

The Arts

The Arts include Dance, Drama, Music, Media and Visual Arts. These are taught aligned to the Australian Curriculum and are covered each year by the classroom teacher except for Drama and Music (see below).

Technology and Digital Technologies

The school recognises the vital role that computers and multimedia play in the life of the student. To cater for this the school has invested heavily in providing high quality resources in this area. Every classroom is equipped with an interactive whiteboard and teachers are encouraged to use this and other technologies in their day to day teaching.



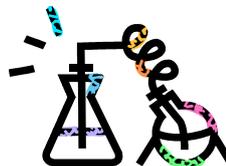
Students are taught Digital Technologies through the Australian Curriculum from Prep to Year 6. This subject incorporates information technology knowledge (computers and systems) and digital thinking (coding, program usage and programming).

All children have access to computers in the classrooms, and two computer labs. All lab computers and classroom computers are networked and have Internet access. Appropriate student access to the Internet is expected and monitored regularly by staff. Students working on computers are encouraged to have their own headphones to enable them to access all software programs.

Science

Science is taught aligned to the Australian Curriculum. Concepts developed are organised into strands, each making an equivalent contribution to this learning. These strands are:

- Science and Society
- Earth and Beyond
- Energy and Change
- Life and Living
- Natural and Processed Materials



Humanities and Social Sciences

These subjects are part of the Australian Curriculum and are taught across Prep – Year 6. They include Geography, History and Citizenship.

Japanese

Japanese is the language offered and is assessed in Year 5 and 6. The program focuses on both communication and participation. It involves a combination of four skills - listening, speaking, reading and writing - with an emphasis on listening and speaking skills through the use of real-life or life-like situations and settings.

Teaching units are developed which incorporate sequential skills development in locating and analysing information, mapping skills, understanding how societies are organised, history and government.

Music

The classroom music program is co-ordinated by the Specialist Music Teacher. Students attend music lessons each week and are taught to sing, to read and write music, to play the recorder, glockenspiel, guitar and untuned percussion. We have choirs regularly performing at school and within the local community.



Instrumental Music

Students are selected by the instrumental music teacher to begin lessons in Year 3 (strings) and Year 5 (woodwind, brass and percussion). These students attend group lessons with a Specialist Teacher and are encouraged to develop ensemble performance skills by joining the school band. Students pay a contribution to cover the cost of hiring instruments and uniforms, and copying of musical scores. They attend workshops and festivals regularly.

Health and Physical Education

The Health and Physical Education Program operates from Prep - Year 6 with students receiving a minimum of one hour lesson per week. The Health aspect of the program focuses on healthy eating, exercise and wellness, including basic knowledge of the human body, a balanced lifestyle and respectful relationships. The Physical Education aspect emphasises fitness, participation, sportsmanship and cooperation through the development of ball skills, athletics, physical fitness and gross motor skills. Hats and suitable footwear are essential for all physical education sessions and support from parents to dress students appropriately is expected. As HPE is an important part of the school program, if a student is unable to take part in lessons for periods of time due to illness or injury, written notification is required from parents.

School Sports

Students are encouraged to take part in inter- and intra-school sporting activities. Interschool sports competitions are available to students from Years 4 - 6. These are held on Friday afternoons and fees are payable to cover the costs of venues and transport.

Swimming

Swimming is seen as an integral part of the HPE program. As per the Australian Curriculum students are expected to take part. Should a student be unable to take part because of a medical condition the school must be informed in writing. Students need to wear bathing caps, sun shirts or T-shirt and sunscreen. The school heavily subsidises the cost of swimming each year and strives to keep parent cost as low as possible.



Religious Instruction

Religious instruction teachers are provided by local churches. A common curriculum selected and approved by the Ministers Fraternal is used by all Religious Education Teachers. Classes are conducted each week for students in Years 2-6 whose parents have indicated their permission to attend on the Enrolment Form. Should parents wish to change their permission at a later date, a request in writing must be presented to the school Office.

Kindergarten

Kindergarten, is a structured, play-based program led by a university qualified teacher for children in the year before they attend school. The program which runs for at least 15 hours per week, 40 weeks per calendar year, focuses on helping children to develop a wide range of essential skills and prepares them for their transition to school.

Deception Bay North State School is privileged to have a C&K Kindergarten on its campus.

Playgroup

Playgroups are an informal session where mums, dads, grandparents, carers, children and babies meet together each week in a relaxed environment. At Playgroup, families are given the opportunity to connect with other families in their local communities, to share knowledge, seek advice and gain invaluable support. At Deception Bay North State School, we offer several Playgroup options: Indigenous Playgroup each Monday; Save the Children Playgroup each Tuesday; School Based Playgroup each Wednesday and, Pasifika Playgroup each Friday.

Homework Policy

Rationale:

Homework provides students with opportunities to consolidate their classroom learning, develop patterns of behaviour for lifelong learning beyond the classroom and involve family members in their learning.

Objectives:

- Homework is designed to establish a routine of study that encourages students to be lifelong learners.

- Homework provides students with the opportunity to consolidate learning appropriate to learning needs
- Homework takes into account the need for students to have a balanced lifestyle.



Responsibilities:

Teachers are responsible for

- providing clear class homework procedures, as well as ensuring the consistent application and management of these procedures
- encouraging and acknowledging the completion of homework
- officially marking and providing timely feedback to students and parents
- discussing with parents any developing problems concerning their child's homework
- suggesting strategies to assist with their homework
- providing homework which is differentiated and appropriate to learning needs
- providing support to students to assist with their homework, e.g., before school

Students are responsible for

- taking responsibility for their own learning by accepting responsibility for the completion of homework tasks within set time frames
- handing in homework on time, completed.

Parents are responsible for

- assisting their child meet homework requirements. Ways to do this include discussing key questions, directing them to resources, reading to them and involving them in tasks at home.
- liaising with the teacher around difficulties their child is experiencing
- facilitating the attendance of Homework Club

Procedures:

Every week, homework is to include activities that assist in the reinforcement and development of student literacy and numeracy skills. It is expected that all children do homework and teachers work to facilitate this. Regular independent reading will develop sound study habits and support a child's vocabulary and general knowledge. Home readers will generally be two levels below the students 'Instructional' level.

All class teachers are expected to hand out homework weekly. Homework is to be marked and feedback given on a regular basis.

Prescribed levels of homework for different age groups	
Prep and Year 1	Could be up to – but generally not more than – 1 hour each week
Years 2 and 3	Could be up to – but generally not more than – 1 hour each week
Years 4 and 5	Could be up to - but generally not more than – 2 hours each week
Years 6	Could be up to - but generally not more than – 3 hours each week

Conclusion

This homework policy supports the view that student homework helps establish a positive routine of regular, independent study. It also provides opportunities for students to maintain a balanced afterschool lifestyle where they are able to take part in activities with parents and friends and to develop interests in other areas.

Trips, Excursions and Other Activities

Excursions, visiting programs and camps are organised throughout the school year to support curriculum delivery by giving meaning to educational activities undertaken at school. You will be notified of the details of these activities well in advance. Full school uniform is required while on excursions unless otherwise directed. Because of the curriculum links it is important that all children attend these activities where possible. Provisions are made for families who experience financial difficulties in meeting the costs of camps and excursions. CentrePay and payment plans are available to assist with this. Please contact the office for more information.

Students who are on Step 3 or higher may not be able to participate in events, excursions or camps due to associated risks. If a student is not able to attend the event they will be provided with alternative activities that will be of equal educational value and will not lead to a negative educational impact.

Library/Resource Centre

The school has a modern resource centre where all resources are computerised and the circulation system is automated. The centre aims to provide quality services to all members of the school community by providing an extensive range of resources including high interest fiction and non-fiction resources.

Students are able to borrow books for up to two weeks. Overdue books are monitored by the resource centre staff and if books are lost or damaged parents are notified and expected to donate towards the replacement costs.

The resource centre houses a collection of Aboriginal artefacts, sports trophies and other awards achieved by students.



Special occasions such as Book Week and Book Club are annual events.

Inclusion For All

The inclusion and education of students with a wide range of low incidence disabilities is supported by Inclusion Teachers led by the Head of Special Education Services.

Individual Curriculum Plans (ICP) and Support Plans are collaboratively developed for students with identified needs in English and Maths. The goals of the ICP are linked to the Australian curriculum and students are taught and assessed alongside their peers. ICP's and Support Plans are continually reviewed, adapted, modified and assessed during the semester with parent and teacher consultation and input.

An Early Childhood Development Program operates in the school for children from birth to 5 years of age with a suspected or diagnosed disability. Please contact the HOSES for more information on this program.

Student Care and Other Services

Student Support Services

Teachers and members of the school leadership team have a documented case management process to refer students to the most appropriate school based support services depending on students individual needs after school based intervention has taken place. The school's Guidance Officer, Head of Special Education Services, Support Teacher (Literacy & Numeracy), School Chaplain, and Community Education Counsellor meet regularly to consider the special needs of students at the school. The group provides procedures for the early and continuing identification of students with special needs and develops priorities and procedures for access to support services.

The school has a counsellor from Act 4 Kids on site two days per week, a family support worker from the Red Cross CARE program two days per week, and ARTIE tutors in classrooms two days per week.

Student Concerns and Problems

You should discuss with us any school problems your children are having. Make a point of meeting your child's teacher. Difficulties may be prevented if the Teacher has some knowledge of your child's educational background, or any physical and emotional factors which may influence their school life. If problems arise, please make an appointment to talk to the class teacher. If the problem continues, an interview can be arranged with the parents, student, teacher and an administrator.

Guidance Officer

A Guidance Officer is assigned to the school for five days per week. Students are mostly referred to the Guidance Officer for assessment and/or counselling via the school's case management system. Assessments, which help in understanding student's learning challenges, are only undertaken with parental approval.

The Guidance Officer is available for parents who are experiencing difficulties with their children, e.g. behaviour, coming to terms with separation/divorce, social problems such as teasing and bullying etc. Interviews to consult with the Guidance Officer can be arranged through the school administration team.

English as an Additional Language (EAL) Teacher

When students with English as a second language enrol, an EAL teacher visits Deception Bay North to promote and provide quality curriculum programs that offer appropriate support strategies for students who are learning English as a second or additional language. Students with English language development needs may be funded for EAL support for their first years in Australia, using a formula that takes into account their year level and length of time in Australia.

Breakfast Club Program

The Breakfast Program operates each Monday, Tuesday & Wednesday mornings from 8.00am to 8.30am and offers a nourishing breakfast to any student who wishes to attend. Volunteers, school staff and senior students give their time to serve breakfast to students each week.

Support Teacher (Literacy & Numeracy)

The Support Teacher – Literacy & Numeracy co-ordinates all support programs across the school in addition to providing advice to teachers regarding curriculum for students with learning difficulties.

These include: speech and language programs, support programs in Years 3 and 5 following NAPLAN state-wide testing. These also include Indigenous support programs and support for students across Prep – Year 6 with learning needs in English and Maths.

Chaplaincy Program

The school provides a Chaplaincy Program for students and families 2 days per week. This program can be accessed via a consent form available at the school office after discussions with a member of the school leadership team.

Health and Safety

Accidents and Illnesses

If a student becomes sick at school, we act in the best interests of the student and contact parents/caregivers/emergency contacts and request that he/she be taken home. It is our expectation that parents do not send sick children to school. **It is also in the best interests of the student that parents/caregivers ensure telephone numbers and emergency contacts are up to date at all times.**



Students who are sick or injured receive treatment from staff trained in first aid. In serious cases, the Ambulance will be called, and if necessary, will transport your child to the nearest hospital or doctor.

Student Health & Wellbeing

As the summer sports sessions begin, parents should note that physical activities, including sports, have inherent risks of injury. **Parents are advised that the Department of Education and Training does not have student accident insurance cover for students.**

If your child is injured at school as a result of an accident or incident, all costs associated with the injury, including medical costs are the responsibility of the parent or caregiver.

It is up to parents to decide what types and what level of private insurance they wish to arrange to cover their child.

Please contact your insurer or an approved Australian insurance broker if you wish to take out student personal accident insurance cover for your child.

Immunisation, Infectious Diseases

There is no policy requiring immunisation but parents whose children are infectious should inform staff so that other families can be informed. Some infectious diseases require exclusion from school eg: chicken pox, conjunctivitis, German measles etc. All are covered by the Queensland Health “Time Out” policy. A “Time Out” list is located in the first aid room at the school Office. Some general exclusion information includes:

Chicken Pox	Exclusion until fully recovered or at least 5 days after the eruption first appeared.
Conjunctivitis	Excluded until discharge from eyes has ceased.
Impetigo (school sores)	Excluded until appropriate treatment has started. Exposed sores should be covered with a watertight dressing.
Mumps	Excluded until fully recovered.
Rubella(German Measles)	Excluded until fully recovered or for at least 4 days from the appearance of the rash.
Measles	Excluded for at least 4 days from the appearance of the rash.
Whooping Cough	Excluded for 4 weeks from onset of illness and until a medical certificate is supplied.

Head Lice

The issue of head lice is ongoing in schools. Signs of head lice include:

- An itchy scalp
- Cream or coffee coloured eggs at base of the hair stem
- Small white or greyish parasites about the size of a pinhead

It is the parent’s responsibility to check your child’s hair regularly and treat hair if signs of infestation are evident. All family members should be treated at the same time. A repeat treatment is necessary after 10 days to prevent reinfestation.

If a student is suspected of having head lice at school, parents will be notified immediately. Class notices will be distributed when the school is aware of an infestation. A student may return to school once treatment has been provided. For additional information on head lice treatment, please contact the school Office.

Life-Endangering Medical Conditions

Parents of children with life-endangering conditions (e.g. bee sting allergy) are asked to notify the Principal and submit a clear description of the condition and emergency procedure required. In these cases an Individual Health Plan is

developed in order for the school to be fully prepared to handle an emergency situation. In addition, this information, along with a photograph of your child, will be displayed in the first aid room and in the playground duty bags.

Medication at School

The Department of Education and Training and Queensland Health regulations govern administration of medication to students by school personnel. The key points which parents should note and follow are:

- As a parent, you must make a written request indicating that such medication has been prescribed (including a doctors letter) and is necessary to be administered during school hours or school approved activities. Forms for this are available from the office.
- Medication must be handed in to staff in the school Office or the SEP by an adult.
- **Medication must be provided in the current container which clearly shows the written instructions from the medical practitioner. Instructions must indicate specific times at which the medication is to be administered as well as the dosage.**
- At no time will medication provided for one child be administered to others, even if they are brother or sister of the child for whom the medication has been prescribed.
- **Non prescribed oral medication such as analgesics or over the counter medications will not be administered by the school staff unless prescribed by a medical practitioner.**
- All unused medication will be returned to parents only. At no time must a child keep medication in their school bags.



Inhalers

Many students use Ventolin inhalers at school for the prevention or treatment of asthma. Generally inhalers are kept centrally in the Office so that the spray is readily available when needed and is not used inappropriately or lost. An asthma plan is required by the doctor. If you wish your child to be responsible for his/her inhaler, the Office must be notified and the appropriate form completed.



Dental Clinic (Queensland Health)

At approximately twelve monthly intervals, a Health Department mobile dental van visits our school and dental officers examine students' teeth and treat any student, provided parents have signed a consent form. Prompt return of consent forms and medical histories will help the dental officers provide their services to the maximum numbers of students.

Fire and Evacuation Drills

Procedures for evacuation are displayed in school buildings including all classrooms. Each family, volunteer and student should be familiar with procedures outlined to ensure their own safety in the event of an emergency and to support staff in ensuring the safety of all students.

Drills are conducted in the school at regular intervals to ensure the quick and safe evacuation from all buildings during a real emergency.

Parking

Parking in the school grounds is available to **staff only**. Such vehicles are parked at the owner's risk. Neither the Department of Education and Training nor Deception Bay North State School will acknowledge any responsibility or liability for any damages which may occur. The Principal reserves the right to initiate unspecified action against vehicles parked within the school grounds.

Neither the staff car park nor the cul-de-sac is available for parent parking. There is ample parking space close to the school for parents delivering or collecting students to/from school. In order to make this process as safe as possible we request that parking is for as short a time as possible.

Gate Closure

Due to student safety concerns the front gates are closed from 2:45pm to 3:15pm every day.

Bicycles and Scooters

Riding a bicycle on the roadway in conjunction with larger, much faster conveyances such as cars and trucks, requires a high degree of skill, knowledge and maturity.

Before allowing your child to ride his/her bicycle to school please consider the following carefully:

- * wearing of an approved safety helmet is required by law.
- * your child's ability to manoeuvre and control his/her bicycle in traffic
- * your child's understanding of the traffic rules
- * the safest route to take.

Bicycles and scooters are not to be ridden in the school grounds. Inside the grounds, students are to dismount and walk their bicycle/scooter. At the front of the school students are to enter and depart through the small gate near the large vehicle gate and follow the bicycle path to and from the bicycle compound. Students are not to walk or ride their bicycle up the driveway.

It is absolutely essential that bicycle /scooters are always padlocked when they are in the compound. We make every effort to ensure the safety of bicycles/scooters but this is conditional, in part, on the extra security of individual padlocks on each bicycle/scooter. Please ensure your children always have their locks on their bicycles/scooters and that they use locks at all times.

The bicycle compound is closed at 9.30am and re-opened at 3.00pm. If a student needs to access his/her bicycle/scooter during school hours, he/she should approach the office staff who will unlock the bicycle compound. Skateboards are banned on the school grounds.

Smoking

Smoking is banned 5 metres around school grounds

Smoking any tobacco products or using an electronic cigarette within five metres of any state or private school grounds has been banned. This applies before, during and after school hours as well as over weekends and school holidays.



On the spot fines can be issued by environment health officers, police or other officers authorised by the local government to anyone found in breach of this legislation. The ban does not extend to businesses or residences that share a property boundary with a school.

Smokers are asked to put out your cigarette and dispose of the litter thoughtfully well before you reach the school boundary. <https://www.health.qld.gov.au/public-health/topics/atod/tobacco-laws/education>

Communications

Emergency Contact

From time to time it may be necessary to make direct, individual contact with parents/caregivers. Please ensure your phone contact is up to date and your emergency contacts are available to respond. If you change your phone number or address please advise the Office so we can update our student computer database. This will enable us to make quick contact should this be required.



Class Newsletter

At the beginning of each Term your child's Teacher sends home a Class Newsletter by email outlining the class program for the Term, the Teacher's expectations and the commitment required from your child to achieve well at school. The Newsletter could include other items of interest to parents and which are current to the class.

School Newsletter



Our school newsletter is our main method of communication with all parents. In it we list details of school activities, upcoming events, items of interest, special student features and P&C Association information.

The newsletter is available every second Friday on our website, QSchools app and is emailed to parents.

The school has a discussion list in which your email address can be listed and the newsletter can be accessed via this feature.

School Assemblies

Venue: The hall

School Assembly is conducted each Monday afternoon at 12.45pm.

The focus of Monday Assembly is to welcome students to the new week, sing the National Anthem and the school Song, share important messages, generally set the school up for a week of quality teaching and learning, and to celebrate student achievement. Awards and rewards will be distributed.

Website

For your viewing we also have a very informative website where you can find newsletters, information about the school and upcoming events etc. The website can be accessed at www.deceptionbaynorthss@eq.edu.au

Facebook

The school operates a Facebook page as another method for communicating important information to parents. The page will also hold photographs and videos of students who have written Facebook permission to showcase individual student achievements and school celebrations and events. Day to day information and general news and timetables relating to school events and processes can also be found on the site.

The web address for the school Facebook site is <https://www.facebook.com/DeceptionBayNorthSS> .

Student Progress

Parent Interviews

Teacher-Parent Interviews may be arranged at any time throughout the year. It is advisable to arrange such interviews as soon as any problems or difficulties arise. Parents are asked to contact the school Office if an interview is desired and a time will be arranged to suit. Please do not go to the Teacher while he/she is engaged with the class, as this is not an appropriate time for interviews.

There may be times when the Teacher feels concerned about a student's work efforts or behaviour and considers that a discussion with the parents could be helpful. If this does occur, a message will be sent home requesting parents to see the Teacher and a time will be arranged. If you receive such a request, you are asked to make every effort to keep the appointment as in many cases a joint approach by both Teacher and parent can solve a particular problem. As the Principal and Deputy Principal are frequently occupied in the classrooms, please contact the school Office to arrange an interview with one of the above.

Reporting to Parents

Student reporting occurs four times per year with Student Led Conferences taking place at the end of Terms 1 & 3 and Student Reports written at the end of Terms 2 & 4.

Parents are encouraged to meet with class teachers across the school year to discuss their child's progress. Appointments can be made for mutually agreed times by contacting the school Office on 3897 2333.

Students

School Captains

The School Captains perform an important role in the functioning of your school. The Captains are duly elected by a democratic process by their peers. The process follows the federal, state and local government models. There are minimal behaviour and academic requirements before students can run for school captain. The final decision on which students may run for the positions lies with the Principal. The roles include:

- representing the school at functions
- welcoming guests to the school
- liaising with administration, staff, students and our parent community
- modelling good examples for all other students
- displaying and modelling a respect for the welfare of all fellow students

Student Council

A representative Student Council is a specific feature of our school. The Council consists of the School Captains, SC Chairs and elected class representatives from Years 3 to 6. The elected students not only represent their own class, but they also "buddy" with a grade from the junior classes. To assist the Student Council in their role, teachers accept an added responsibility to guide the Council.

The role of the Student Council is to:

- provide all students with the opportunity of open communication within our school community
- involve students in the decision making process
- make our school environment a better place
- foster equality amongst all students
- encourage students to be more caring and responsible

House Captains

At Deception Bay North, House Captains and Vice-Captains are elected for each of our four Sports Houses. Responsibilities of House Captains include:

- to lead their House on Sports Day
- to assist HPE Teacher and other Teachers on Junior Sports Day
- to train as games monitors and be involved in teaching and monitoring games in the playground
- to assist HPE Teacher in the distribution and organisation of sporting equipment for use in classrooms and on sports afternoons

School Dress Code

We, at Deception Bay North State School, are extremely proud of our school and students. It is important that our standard of dress should reflect our desire to maintain the high standards we as a school attempt to attain. Children are to wear school uniform at all times. We are a uniform school and the P&C Association fully endorses the wearing of uniforms at all times.

At Deception Bay North we have pride in our appearance. We wear the uniform at Deception Bay North as it:-

- Creates a sense of identity with and for our school.
- Promotes pride within our students and school community.
- Establishes a standard of clothing that is gender neutral and addresses sun protection.
- Is affordable.
- Allows easy identification of enrolled students and strangers/visitors in our school.
- Addresses the issues of peer pressure and bullying due to appearance and/or state of wealth.

All of the following items must be the same style, fabric and colour as those sold from the School's Uniform Shop. If unsure, please check with the school prior to purchase.

The DBNSS uniform consists of:-

Girls/Boys: Mid blue polo shirt with navy collar with Deception Bay North State School printed on the collar in mid blue, navy blue placket, School's logo printed on the polo in light blue embroidery.

Girls/Boys: Navy blue shorts with mid blue insert on the bottom of the left leg and DBNSS printed in navy on the mid blue insert.

Girls: Navy blue skirts with DBNSS printed in mid blue on the flap of the skirt.

Girls/Boys: Navy blue bucket hat with the Deception Bay North State School printed on the front in mid blue.

Girls/Boys: Navy blue fleecy lined, zip up front jackets with school logo embroidered on left side in light blue.

Girls/Boys: Sport t-shirts, colours according to house allocated.

The Wearing of the Uniform

It is pointless to have a uniform unless it is worn as a complete uniform, and worn with pride. It is expected that while children are in uniform, they will wear the complete uniform, including when coming to and going from school.

- House T-shirts are acceptable as uniform shirts on Mondays.
- Uniform shirts are to be worn out, not tucked in.
- Hats are to be worn out of covered areas. Legionnaire caps are **not part** of our uniform. A '**No Hat No Play**' rule applies at lunch breaks, inter-house and inter-school sport and other special activities that are held outdoors. We are a Sun Safe school and approved sun safe hats are available at the uniform store.
- Lace-up/Velcro joggers are preferred with the school uniform. Thongs and slip-on shoes are not safe in a school environment and should not be worn.
- Uniform is to be worn for the **FULL SCHOOL YEAR**.
- Shoulder length and long hair should be tied back and hair is to be kept out of eyes to promote good hygiene and so that it doesn't interfere with student learning. Hair ties and head bands are to be plain, practical and natural. This includes both hair colour and styling. Inappropriate hair styles include Mohawks, tracks and unnatural hair colours e.g. purple, green, etc. excessive use of hair product is strongly discouraged.
- As per the Department of Education and Training policy for sport, all jewellery must be removed prior to participation.

Jewellery should be kept to an absolute minimum. Students may wear an appropriate watch that does not disrupt the learning of the class. One set of stud earrings is permitted. Students are not permitted to wear any form of necklace, bracelet or anklet (safety) except for Medic Alert identification. Other body piercing is not permitted at school.

If jewellery is worn, as a family tradition or as a cultural practice, please contact the school and discuss the matter with the Principal or Deputy Principal. Visible temporary tattoos, make up, fake nails and nail polish are not permitted at school and students will be asked to remove them. Students are not permitted to draw on themselves either.

Free Dress Days

On Free Dress Days, students may wear non-uniform items provided:-

1. The clothing is sun safe.
2. Shoulders and upper arms are covered by clothing to the same extent as the usual uniform.
3. The length of shorts/skirts/dress is at least the equivalent of the regular uniform i.e. at least mid-length.
4. A hat only, not a cap that affords the same amount of sun protection as the uniform hat.
5. No offensive or inappropriate slogans or pictures are on the clothing.

Parents and Citizens' Association

All parents with children attending the school, as well as other interested citizens, are eligible to attend P&C Association meetings. The P&C Association plays an important role within the school and is one of the decision making forums within the school organisation. Funds raised by our P&C supplement government funding to enable us to provide quality facilities and resources for students. The P&C provides a variety of services to the school community including Tuckshop and the Book and Uniform shop.

Meetings are held on the fourth Tuesday of each month at 9.30am. The meetings are held in the Staffroom and all parents are most welcome to attend.

Parent Code of Conduct

The P&C supports the role that parents play in the education of their students and encourages parents to be active visitors to the school. An appropriate level of behaviour is expected from all parents and this is guided by the P&C's Parent Code of Conduct.

Uniform Store

Uniforms are available from The School Locker at North Lakes by visiting the store or ordering online at theschoollocker.com.au The School Locker also run a mini store from the school every Wednesday 8.00am to 9.30am.

School Requisites

- Each year during Term 4, parents are provided with the opportunity to purchase their children's requirements for the following year.
- Book Packs are purchased online by the parent from School Stuff or can be purchased at Officeworks, etc.
- The Book Packs represent the essential class materials which the teacher and students will use during the school year.
- The Packs are designed to provide a one-stop shopping order, as well as keeping the costs as low as possible for parents
- Enrolling parents can purchase uniforms from The School Locker.

Volunteers

The children at Deception Bay North State School are fortunate to have many wonderful volunteers helping in the school. It is because of their untiring efforts that the Tuckshop is staffed, classroom programs are supported and swimming lessons effectively supervised.

We appreciate that parents are busy people but time spent supporting your school is well spent. Over the years parents have found volunteer work at our school to be both enjoyable and worthwhile.

We encourage all parents to become actively involved in the school and therefore in your child's education.

Signing-In Procedure for Volunteers

To ensure the safety of all students and staff, identification of all personnel on the school grounds is essential. Therefore all volunteers must sign-in at the Office before commencing their support.

Refund Guidelines for Excursions and Camps

At Deception Bay North State School, we are committed to providing a safe and supportive learning environment for students, staff and volunteers. This commitment includes the health and safety of staff and students when conducting curriculum activities in the school or in other locations.

School excursions and camps enhance a student's learning by providing opportunities for the student to participate in activities, both curriculum-related and recreational, outside the normal school routine. All planned school excursions are approved by the Principal and endorsed by the Parents and Citizens Association.

State schools are able to charge a fee for:

- An educational service including materials and consumables not defined as instruction, administration and facilities for the education of the student.

- An education service purchased from a provider other than the school where the provider charges the school; and
- A specialised education program.

A school fee is directed to the purpose for which it is charged.

School fees for excursions and camps are calculated on a cost recovery only basis, according to the number of students who have indicated their attendance.

Participation of students in an excursion or camp is indicated through payment of the excursion or camp fee and provision of a permission form completed by the parent/carer.

As the school budget cannot meet any shortfalls in funding for an excursion or camp due to the subsequent non-participation of a student who had previously indicated attendance of the activity, fees already paid for an excursion or school camp may be refunded in full or in part or not at all, having regard to the associated expenses incurred and the circumstances of the non-participation.

If a parent/carer wishes to apply for a refund due to their child's non-participation in an excursion or camp activity, they may do so by completing a Request for Refund form available from the school office. Where possible, the request should include the receipt relating to the payment for which a refund is being sought. It is preferred that refunds be made as a credit against the student's account at the school, and used for any cost in the future.

Department Education and Training policy references:

- Education (General Provisions) Act 2006
- SCM-PR-002: School Excursions
- FNM-PR-019: State Education Fees

Information for Students and Parents on School ICT Network Usage

Why are schools providing student access to Information Communication and Technology (ICT) facilities?

The Smart Classrooms Strategy underpins the growth and improvement in innovative programs and resources in schools for teachers and students. Essential tools for providing these innovative educational programs are the intranet, internet, email and network services. These technologies are vital for the contemporary educational program provided in schools. At all times students will act in line with the requirements of the Code of School Behaviour and the specific rules of their school

What is acceptable/appropriate use/behaviour by a student?

It is acceptable for students to use school computers and network infrastructure for:

- assigned class work and assignments set by teachers;
- developing appropriate literacy, communication and information skills;
- authoring text, artwork, audio and visual material for publication on the Intranet or Internet for educational purposes as supervised and approved by the school;
- conducting general research for school activities and projects;
- communicating or collaborating with other students, teachers, parents or experts in relation to school work;
- accessing online references such as dictionaries, encyclopaedias, etc.
- researching and learning through the Department's e-learning environment.

What is unacceptable/inappropriate use/behaviour by a student?

It is unacceptable for students to:

- use the IT resources in an unlawful manner
- download, distribute or publish offensive messages or pictures;
- insult, harass or attack others or use obscene or abusive language;
- deliberately waste printing and Internet resources;
- damage computers, printers or the network equipment;
- commit plagiarism or violate copyright laws;
- use unsupervised internet chat;



- use online email services (e.g. hotmail), send chain letters or Spam e-mail (junk mail)
- knowingly download viruses or any other programs capable of breaching the Department's networks security.

Usernames and passwords are to be kept private by the student and not divulged to any other individual (e.g. a student should not share their username and password with fellow students).

Students cannot use another student or staff member's username or password to access the school's network, including not trespassing in another person's files, home drive or e-mail.

Additionally, students should not divulge personal information (e.g. name, parent's name, address, phone numbers), via the internet or e-mail, to unknown entities or for reasons other than to fulfil the educational program requirements of the school.

Students and parents are to employ caution with the use of mobile devices e.g. USBs, particularly as these devices can store significant numbers and sizes of files some of which may be unacceptable at school e.g. games and "exe" files which may contain viruses.

Please note that personal files on USBs may be deleted by the Department's malware protection.

What is expected of schools when providing students with access to ICT facilities?

Schools will provide information in relation to student access to and use of the network and reserve the right to restrict/remove student access to the intranet, internet, email or other network facilities if they do not adhere to the school's network usage and access guideline/statement.

Schools will prepare students for the possibility of unanticipated access to harmful information, materials or approaches from unknown persons via the internet or email.

Schools will ensure that students are aware of Occupational health and safety issues when using computers and other learning devices

Schools that are implementing or have implemented the 1 to1 Learning Program need to ensure all steps have been taken to provide a safe and effective learning environment for students while meeting the Department's standards for network usage and access security.

What awareness is expected of students and their parents?

Students and their parents should:

- understand the responsibility and behaviour requirements (as outlined by the school) that come with accessing the school's ICT network facilities;
- ensure they have the skills to report and discontinue access to harmful information if presented via the internet or e-mail;
- be aware that:
 - access to ICT facilities provides valuable learning experiences for students and supports the school's teaching and learning programs;
 - ICT facilities should be used appropriately as outlined in the Code of School Behaviour;
 - the Principal may determine that student privately owned devices may not be used at the school;
 - students who use a school's ICT facilities in a manner which is not appropriate may be subject to disciplinary action by the school, including restricting network access;
 - despite departmental systems to manage all access to information on the Internet, illegal, dangerous or offensive information may be accessed or accidentally displayed;
 - teachers will always exercise their duty of care, but avoiding or reducing access to harmful information also requires responsible use by the student.