



TINANA STATE SCHOOL PROSPECTUS

PRINCIPAL - Ms Janet Austen

DEPUTY PRINCIPAL

Mr Kyle Marler

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UNIFORM SHOP:

Uniform Shop is open on Monday's from 2:30pm till 3:30pm. Qkr! orders are also fulfilled on Fridays by a volunteer who brings them to the office to be distributed to the student.

New School Polo Shirts, Sports Polo Shirts, Hats, Winter Jackets, Chair Bags, and a large range of 2nd Hand Uniforms are available for purchase. Payment by cash or via Qkr! Only. Lay-by's are offered. All profits help support your School.

Other Suppliers

- Sauers Clothing Supplies – 202 John Street
- B&H Designs - 136 Kent Street
- The Workers Wardrobe – 354 Alice Street

SCHOOL CHAPLAIN:

Amanda Waterson "Chappy Amanda" is employed at our school for two days per week and provides a pastoral care type program for the students. This is a non-denominational position and provides our school with an extra person for support for our students where necessary.

It is expected that the Chaplain will also be heavily involved in organising and running extra school activities for the students.

TRANSPORT VIA SCHOOL BUS:

QUEENSLAND TRANSPORT – 4121 8315

WIDE BAY TRANSIT - 4121 3719

POLLEYS COACHES - 5480 4500

Subsidies are available for some students.

Please contact Queensland Transport for more information.

TUCKSHOP:

Tuckshop operates on **MONDAYS** and **FRIDAYS**. Ordering is preferred via the Qkr! App. Orders need to be placed before 8am on the day.

A volunteer parent and the convener is at the tuckshop from 8am to 9am to collect orders and money. Online ordering of Tuckshop is preferred by visiting the Qkr! App and following the prompts. You may also write your student's name, class and order on a paper bag and send it along with cash.

Lunches are processed and placed in paper bags. This system allows parents to guide their child in what food to order, thus encouraging healthy eating habits.

For more information or to register for on-line ordering please go to Qkr! App.

ROSTERS: Participation is on a voluntary basis on a roster system

AIMS:

1. To set an example for the development of good eating habits
2. To provide nutritious food and where possible to keep foods low in salt, sugar, fat and chemical additives
3. To aim for an overall net profit of approximately 25% to 30%

FULFILMENT OF AIMS:

We hope to fulfil the aims by providing **ONLY NUTRITIOUS FOOD** from the following groups

- (a) The Dairy Group
- (b) The Meat Group
- (c) The Vegetable and Fruit Group
- (d) The Cereal and Bread Group

The following **NON-nutritious** foods will **NOT** be sold at the tuckshop on a regular basis.

- (a) commercially prepared snack foods, with the exception of those which have a nutritious value as indicated by the products label
- (b) soft drinks and cordials

We have Tuckshop Convenors who help in organising and instructing new helpers on the procedures. A copy of the procedure is on the wall of the tuckshop.

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Welcome to Tinana State School:

A Community School which invites and values your active involvement and participation.

Telephone 07 4120 8000

Absence Line 07 4120 8066

Email admin@tinanass.eq.edu.au





OUR MISSION STATEMENT

Every day, in every classroom, every student,
learning and achieving.

SCHOOL AIMS

1. To establish and maintain cordial relations amongst all the people of the school - students, staff, parents and administration
2. To foster co-operation
3. To have all grievances openly discussed
4. To encourage students to work together effectively and to understand one another
5. To promote respect for human dignity and human differences
6. To keep alive in each student the desire to learn and to give to each student a feeling of achievement at his or her own level of ability
7. To foster self-respect and self confidence in each student
8. To impart knowledge, skills and understanding to the highest standard possible, commensurate of course with the abilities of the individual

GENERAL INFORMATION

ACCIDENTS

All minor injuries will be dealt with at our First Aid area and parents will be called after assessing the injury where necessary. An ambulance will be called immediately if it is considered necessary for the wellbeing of the student.

EMERGENCY CONTACTS

Please ensure that addresses, phone numbers and emergency contacts are kept current in case we need to contact you in a hurry. You, as parents/ caregivers, have a responsibility to your child and the school in your Duty of Care to keep the school informed of changes.

DENTAL CLINIC

A free clinic visits the school each year. All children are eligible for this treatment from a qualified dentist. Forms will be sent home close to visiting time. Eligible students can attend a van in the area if treatment is required at any time. (West and Central Schools).

Dental Clinic can be contacted on 4122 8670.

BOOK CLUB

The school operates a Book Club on a once per two months basis. Students are given brochures of the latest children's books available and if they so wish may place an order with the school. No cash payments are taken. All orders must be paid for with cheque/credit card online via Scholastic LOOP. The books are those recommended by teacher librarians and other experts on children's books. The school benefits by receiving free books and bonuses.

COMMUNITY

PARENTS AND CITIZENS ASSOCIATION & TINANA SCHOOL TUCKSHOP MANAGEMENT COMMITTEE

Our school is most fortunate in having a parent body providing for the many needs of the school. We are justly proud of the work which has been done by so many interested people. We urge your support of the P & C Association in the school.

P & C meetings are held on the LAST TUESDAY of every month at 6.00pm in the staff room.

The school tuckshop is operated by the Tinana School Tuckshop Management Committee and is staffed by parents/helpers who volunteer on a roster basis. Tuckshop helpers are required to help on tuckshop days, and the Tuckshop could not operate without Volunteers. If it is possible for you to help, please contact the school. Online ordering is available through Qkr!

All parents are most welcome and encouraged to attend the monthly meetings as above.

SUN PROTECTION

Tinana State School values sun safety. Our school rules make wearing a hat compulsory at morning tea and lunchtime. We strongly recommend that hats are also worn before and after school and that sunscreen be applied at home each morning and reapplied at morning tea and lunch time.

SunSmart Policy Statement

Rationale

Queensland has the highest rate of skin cancer in the world. Most skin damage, including skin cancer, is the result of cumulative exposure to the sun. 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, Tinana State School realises the need to educate children about SunSmart behaviour, thus positively influencing student behaviour and reducing the risk of skin damage and exposure to the sun.

Our expectations are that Parents / carers will:-

- Provide a Tinana State School broad-brimmed hat for their child and ensure that they wear it to and from school.
- Ensure that their child applies SPF 30+ broad-spectrum, water-resistant sunscreen 20 minutes before leaving for school;
- Ensure that their child's clothing provides adequate protection from UVR. The Cancer Council Queensland recommends clothing that has the following features:
 - * dark-coloured;
 - * collars and sleeves;
 - * closely woven fabric and natural fibre.
- Act as positive role models by practising SunSmart behaviour; and
- Support the school's SunSmart policy and help to design and regularly update the policy.

Students will:

- Be aware of the school's SunSmart policy;
- Take responsibility for their own health and safety by being SunSmart;
- Comply with SunSmart rules and guidelines by wearing the Tinana State School broad-brimmed hat, clothing, sunscreen and sunglasses;
- Apply SPF 15 broad-spectrum SPF 30+ broad-spectrum, water-resistant sunscreen 20 minutes before going outdoors;
- Act as positive role models for other students in all aspects of SunSmart behaviour;
- Help to design and regularly update the SunSmart policy; and
- Participate in SunSmart education programs.

A BRIEF HISTORY

Tinana School opened its doors on 31 May 1875 with an enrolment of 41. Tinana was one of the first state schools to be established in Queensland. The school was established on 36 acres, 16 of which were set aside for a horse paddock for the students. The size of the school reserve was rather surprising as in those days it was common for 2 acres to be allotted for schools. Today, over 125 years down the track, we must be grateful for the forethought that gave us our spacious school grounds.

Problems encountered by a school student in 1875 included danger from wild cattle being driven down the road, snakes, white ants and lack of playground space due to the heavily timbered nature of the grounds.

Extracts from the Inspector's report in these early years highlight the difficulties these men encountered. "Very wet year. Covered, mostly on horseback 3278 miles." was one succinct comment. He also noted, "The first class (infants) is backward and badly instructed - the writing...is mere scribbling." He also commented unfavourably on the low windows in the school which allowed the children to be distracted by passing teams.

One of the requirements of a Head Master was that he should be married, and matrimonial aspirations figured heavily in job applications at the time. The Head Master's wife of course, had to teach sewing to the girls, with no extra remuneration.

Over a century on, Tinana School presents a very different picture. The enrolment is well over 500. The spacious grounds are dotted with modern double teaching classrooms, tastefully landscaped, and if the children still do look out the windows, it is the roar of busy highway traffic that distracts them, not the clip clop of the passing teams.

Tinana School keeps up-to-date with modern technology and the pioneers would be amazed to see our students working with computers, various modern teaching aids designed to make learning more interesting and meaningful. Tinana School is now connected to the Internet, so we have the resources of the world at our fingertips.

The grounds of Tinana School are one of its finer assets. The children are able to exercise and play, invent age old games of make-believe on the adventure playground, use the new multi-purpose court, cricket pitch or play a variety of sports on our large oval. Our surrounds are also "environmentally friendly" and the students are encouraged to plant trees and tend the gardens to create a leafy barrier around the classrooms.

The greening of our school continues with the Rainforest providing a cool alternative. Trees are added regularly and we are extremely proud of the development of this area. The completion of the new oval with irrigation certainly assisted the school in many ways. Tinana School celebrated its 125th Anniversary on 31 May 2000.

We think the pioneers would thoroughly approve of the progress of "The Old Bush School."

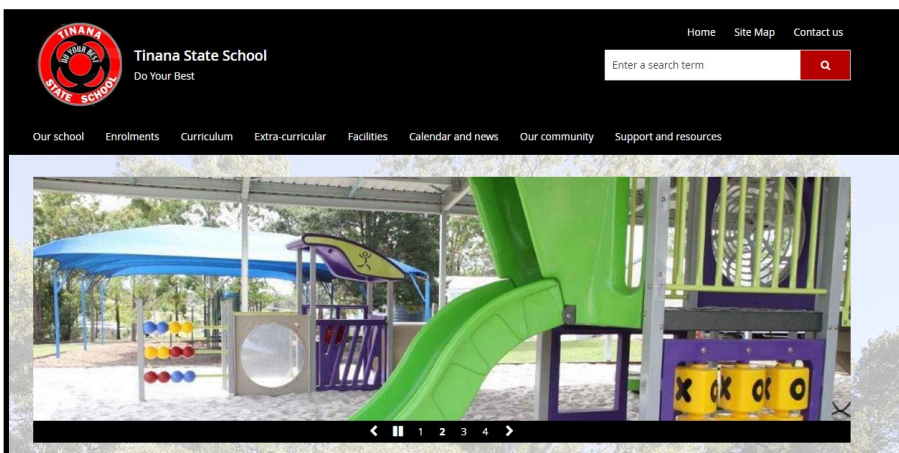
Please follow us on Facebook for up-to-date information about the school



Tinana State School

For other information, including the newsletter visit the Tinana State School website.

Find us at: www.tinanass.eq.edu.au



SUMMER UNIFORM

Shirt: Red Polo Shirt

Shorts/Box pleated skirt/Skortis - Black

(Skirt - 2 pleats only at front and back please)

WIINTER UNIFORM

Track suit – plain black pants/red jumper or red & black school jacket available from P&C Uniform Shop.

HATS

Black hat with school emblem.

HATS TO HAVE WIDE BRIM (MIN 65 centimetres)

FOOTWEAR

Fully enclosed black shoes

Black or white Socks

JEWELLERY

- Watch
- Small plain sleepers or stud earrings
- Medical alert bracelet or necklace
- Items of significant religious belief with notification to administration

NAIL POLISH

Finger nail polish is not permitted to be worn at school.

HAIR

Collar length hair is to be plaited, braided or tied back with appropriate accessories (red or black). Only natural coloured hair should be worn to school.

SCHOOL DRESS CODE

Tinana State School is a strict uniform school. We have the support of our Parents and Citizens' Association to promote 100% adherence to the uniform. Our student dress code consists of an agreed standard and items of clothing, which includes a school uniform that Tinana State School students wear when:

- attending or representing their school;
- travelling to and from school; school pride;
- engaging in school activities out of school hours.

The Tinana State School Parents and Citizens' Association supports a student dress code policy because it believes that a student dress code provides clothing that aims to contribute to a safe and supportive teaching and learning environment through:

- ready identification of students and non-students at school;
- fostering a sense of belonging; and
- developing mutual respect among students by minimising visible evidence of economic or social differences.
- promotes an effective teaching and learning environment by eliminating the distraction of competition in dress and fashion at the school

The Tinana student dress code reflects school community standards and is consistent with occupational health and safety and anti-discrimination legislation.

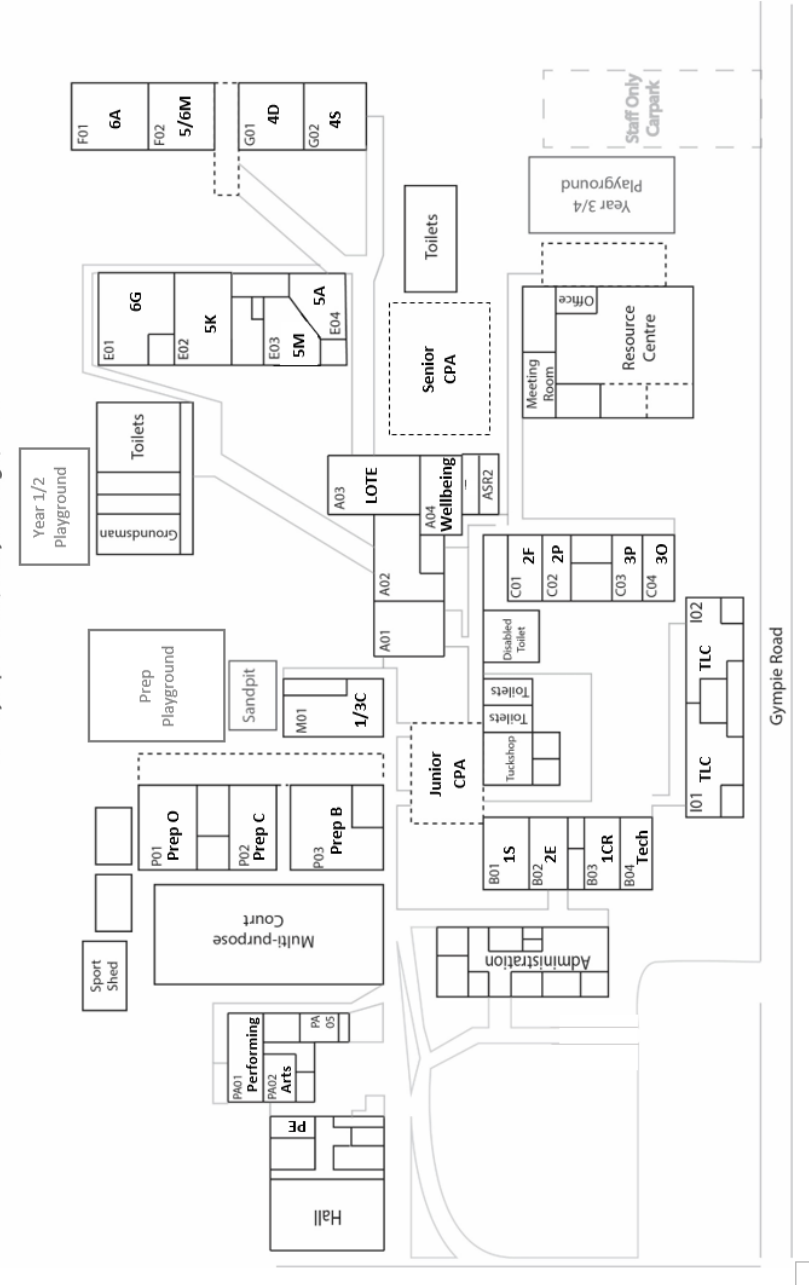
We will actively encourage our students to take pride in themselves and their school. One way in which this may be achieved is through adherence to the school's dress standards. As the parent/carer and provider of your child, we seek your support in this matter.

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

- **Offensive;**
- **Likely to disrupt, or negatively influence normal school operations;**
- **Unsafe for student or others; and**
- **Likely to result in a risk to health and safety of student or others.**
- **In circumstances where inappropriate or unreasonable dress is worn, appropriate action will be taken.**

2023

Tinana State School Map
239 Gympie Road, Maryborough, 4650



PRIVACY STATEMENT ENROLMENT

The Department of Education is collecting the information on this 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 benefits to some students.

Personal information on 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 3 and 5 student names are passed on to the Queensland Studies Authority for the purpose of issuing individual 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 or 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 Child Safety 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 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 Queensland Government's privacy regime contained in Information Standard 42 - *Information Privacy* at

<http://www.iie.qld.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.

HOMEWORK

Homework guidelines for Queensland state schools help children establish a balanced lifestyle that allows time for activities with family and friends. The guidelines provide our school with the chance to develop our own homework policy in consultation with parents, to ensure a common-sense framework for students, teachers and parents. Homework supports each student's in-class learning for the week and students need to be supported and encouraged to participate in this revision of learning at home. Good communication between teachers, students and parents is also very important to ensure students reach their full potential.

STUDENT PROGRESS REPORTS

All students will be issued with a written progress report twice per year. The information contained in this report is a summary of your child's achievement in learning areas studied over the reporting period. This report is one of a number of strategies used by our school to communicate with you throughout the year about your child's achievement, effort and behaviour.

All student achievement will be reported to students using a 5-point school (e.g A - E / Very High to Requires Support)
Parent teacher interviews will also be offered to discuss your child's progress.

The home and the school are the two agencies responsible for the education of your child. It is therefore very important to have a close and continuing communication between the two - home and school.

Written report cards prove at the best a poor one-way communication between the two - home and school. Report Cards are issued at the end of 1st and 2nd Semester. Oral reporting provides an opportunity for the parents and teacher to meet and share information they have gained about a student. Parents can provide a deal of information which will help the teacher understand better the child you place in his or her care for so many hours of his/her waking time. Interviews to discuss your child's progress are offered twice, at various times throughout Semester 1 & 2. Outside these times, parents wishing to have an interview or raise concerns with teachers should arrange with the teacher concerned, a suitable time before or after school. Teachers are unable to arrange interviews with parents during teaching time. Interviews before or after school are welcomed and encouraged.

Teachers will be holding meetings for parents to discuss the operation of their teaching space as early as possible in Term 1.

Matters to be discussed include subjects for which the teachers are responsible, expectations regarding homework etc and to answer any questions regarding their individual spaces. Parents are urged to attend these meetings and will be notified early in the year as to when each meeting will be held.

CURRICULUM

INTERNET USAGE AGREEMENT

It is school policy that all students sign an agreement on Internet Access. The internet can provide students with valuable learning experiences. The internet gives access to information on computers around the world. The school of course is unable to control what is on those computers. You will all know that a very small part of that information can be illegal, dangerous and offensive.

Teachers at Tinana State School will always exercise their duty of care. However protection against exposure to harmful information should depend finally upon responsible use by students. It is for this reason that we have an Internet Agreement, which we ask students to read and sign in the presence of their parents. This form will be signed at the enrolment interview.

CURRICULUM

The key learning areas of English, Mathematics, Science and HASS will be aligned with the Australian Curriculum. The other KLAs of Studies of Health and Physical Education, Languages Other Than English (Japanese), Information Technology and the Arts (Music/Art) will be aligned with the Curriculum Assessment and Reporting Framework. Specialist teachers are appointed for Health and Physical Education, Music and Languages Other Than English.

INSTRUMENTAL MUSIC

The school offers Instrumental Music courses in woodwind, percussion and strings. Children who wish to join the course will be expected to buy an instrument and practise regularly. A concert and string band are now fully operational. Children in these bands are expected to attend practices each designated morning from 7:45am. It is expected that when a student joins our instrumental music program they give a commitment to remain in the program. Students who withdraw from the program before this time will not be allowed to re-join that program at a later stage except under special circumstances. For more information, please contact the school.

RELIGIOUS EDUCATION

Religious Education is held in some classrooms weekly. All students will be expected to attend these classes unless we are advised in writing to the contrary. Parents are asked to advise in writing of any change of religion after enrolment.

PREP INFORMATION

For information regarding Prep Enrolment Eligibility please visit:

<http://www.qld.gov.au/education/childcare/prep/pages/enrolment.html>

Our Prep program operates five days each week. Regular daily attendance will maximise your child's opportunities for achievement.

The Prep program will follow the Australian Curriculum through focussed teaching, investigations and play. The social/ emotional learning program "You Can Do It" begins in prep with emphasis in the 5 keys to success, Confidence, Organisation, Getting Along, Persistence and Resilience. Your child will attend specialist lessons in Physical Education, Music & Library. The prep year is aimed at developing a positive attitude towards learning and to broaden your child's knowledge of the world.

An orientation program for students and parents of prep students begins in Term 3 consisting of parent information sessions, open days, and parent enrolment interviews. Parents are encouraged to register their child's intention to enrol at the beginning of the year prior to their intended commencement at the school office.

SAMPLE OF WRITING

Please encourage your child to use this form of writing. This is The Beginner's Alphabet as taught in Prep.

a b c d e f g h i j k l m n
o p q r s t u v w x y z

Here are the capital letters. They remain the same for both print and cursive.

A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z

They are sloped

They all start at the top

They never join.

SCHOOL ROUTINE

ARRIVAL AT SCHOOL

School commences at 8.45am and students should be at school between the first bell at 8.30am and 8.45am.

Teachers who arrive at school early have come to prepare for their classes and not to act as child minders. Please take this into account and adjust your child's time of arrival at school accordingly. Students should not arrive at school prior to 8.00am unless for a specific reason eg band. **All children arriving before 8.00am must sit on the seats outside the administration building. Prior arrangements need to be made with administration.** A Bell will ring at 8.00am to let children go and sit at the JCPA where they will be supervised until 8:30am. At 8:30 they will be sent to their classrooms to prepare for the day.



For Information Regarding Term Dates, Holidays & Pupil Free Days please visit:

<https://education.qld.gov.au/about-us/calendar/term-dates>

TINANA STATE SCHOOL : BEING SERIOUS ABOUT BULLYING

Tinana practises a “zero tolerance” to bullying of any kind, physical, social, verbal, sexual or psychological, in line with Education Queensland policy and the provisions of the Student Protection Act. Our School Community endorses a Behaviour Code that is grounded in the principles of Safety, Effort, Respect and Self-Responsibility. Bullying is in violation of this code, and as such cannot be tolerated.

Proactive measures in place to minimise bullying at Tinana include class participation in “You Can Do It” programs, explicit class/group/individual discussion and explanation of the school’s Responsible Behaviour Plan for Students, and information sharing in various forums (school assemblies, newsletters). As defined in Education Queensland’s Student Protection policy SMS-PR-012: 3.2 bullying, “includes deliberately hurtful behaviour, repeated over a period of time, where it is difficult for those being bullied to defend themselves.

The four main types of bullying are :

- Physical Attacks (hitting, kicking, sexual assault, theft)
- Verbal Attacks (name-calling, racist comments, offensive remarks, ridicule)
- Indirect (spreading rumours, explicit ostracism from social groups)
- Cyber (inappropriate phone calls and SMS , on-line attacks)

What to Do if Bullied

This school endorses three main responses to acts of bullying:

- Selectively ignore minor incidents (walk away, sit in a different area, make no response)
- Tell the Bully to stop, identifying what they are doing that you do not like. (Stop Saying that. I don’t like it. Stop touching me. I don’t like it)
- Report the incident to someone who can do something about it. (Parent, Teacher, Deputy Principal, Principal, Teacher Aide)

At Tinana we recommend students report the bullying to school staff to instigate immediate action.

What to do If Bullying is reported to you

Staff: Flowchart SMS-PR-012 Student Protection Policy

- Ensure reported behaviour is discontinued
- Investigate incident thoroughly, listening to all sides of the story, to determine if it constitutes bullying. Remain non-judgemental, despite prior knowledge of students involved.
- Take action in line with Correction/Crisis plan in the Responsible Behaviour Plan for Students.

Parents :

- Listen to your child. Be aware that there may be other sides to the story so remain calm and be as non-judgemental as possible.
- Make contact with the school administration to report incidents of alleged bullying.
- The shorter the time between the incident and the investigation, the greater likelihood of satisfactory resolution and restitution taking place.

PROCESSES FOR FACILITATING STANDARDS OF POSITIVE BEHAVIOUR AND RESPONDING TO UNACCEPTABLE BEHAVIOUR

Tinana State School recognises that different students require different levels of support in relation to the nature of strategies and number of personnel in order to be able to uphold or at least operate within the behaviour code of the school. These levels assist teachers, parents and support personnel to recognise their roles and responsibilities and support networks in assisting the individual student.

Levels of Student Behaviour Support

Level 1 Self-Managed (Student alone)

- School Response – Whole school behaviour support
- Teacher Response – Class Management Plan

Level 2 Self-Managed + Teacher Support

- School Response – Targeted behaviour support
- Teacher Response – Class Management Plan

Level 3 Self-Managed + Teacher Support + Parent

- School Response – Targeted behaviour support
- Teacher Response as above, with possible addition of parent-requested strategies

Level 4 Self-Managed + Teacher Support + Parent + Behaviour Teacher/ Deputy Principal/G.O.

- School Response – Targeted behaviour support / Intensive Behaviour Support
- Teacher Response – As above + use of Crisis Plan of School-wide Plan

Level 5 Self-Managed + Teacher Support + Parent + Behaviour Teacher/ Deputy Principal/G.O. + Principal.

- School Response – Targeted behaviour support / Intensive Behaviour Support
- Teacher Response – As above + Possible Individual Behaviour Management Plan and possible Risk Management Plan

****NOTE** At Level 5 formal referral to other agencies and support personnel may also take place. Informal approaches to such personnel, including the Guidance Officer, may be instigated by the class teacher as early as Level 2.

At any stage during this process Administration may make the decision to recommend Suspension or Exclusion as per Student Code of Conduct.

THE SCHOOL DAY

8.00am – 8.30am	Early Arrivals supervised by Admin in the
8:30	First bell (ALL students should be arriving)
8:45	Second bell (ALL students should be at
8:45 – 11.00	First Session – 2.25 hour teaching block
11.00 - 11.55	Lunch Break
12.00 - 1.30	Second Session – 1.5 teaching block
1.30 - 2.00	Afternoon Tea
2.00 – 3.00	Third Session – 1 hour teaching block

As the first session is longer than usual, each class has a 5 minute Fruit or Vege Break during this session.

All students bring a piece of fresh fruit or vegetable – examples apple, orange (peeled please) mandarin, banana, pear, plum, grapes, strawberries etc – carrot, cucumber, capsicum, celery, beans etc. – any fresh fruit or vegetable that your child likes to eat. Students are not allowed to eat anything other than fresh fruit or vegetables during this break -NO processed foods – chips, rollups, fruit bars, muesli bars, tinned fruit etc. These items may be consumed during normal lunch and afternoon tea breaks.

Students without fruit or vegetables are allowed to have a drink of water only at this break.

This is part of the Healthy School's Program which identifies ways of encouraging our students to become more active and eat more healthy foods – particularly fresh fruit and vegetables.

Before school and during lunch breaks, students are not allowed on veranda, or in the classrooms unless they have jobs to carry out or they have been sent for by their teacher.

Once released from JCPA each morning students are to place their ports in the racks outside their classrooms and wait for teachers to arrive. As some school bags are very similar, it might be a good idea to paste a picture on Year 1 bags for quick identification, as well as their name and year.

Lunch is at 11.00am. Students eat and remain seated until they are dismissed. Hats must be worn when playing. When the bell is sounded at 11:55am, students should visit the toilet, wash hands, have a drink and line up ready for school again.

Afternoon Tea is at 1.30pm for 25 minutes only. Therefore, students are to eat their afternoon tea, have a drink, visit the toilet and wash their hands ready to go back into school. Fifteen (15) minutes of play is allowed.

SAFETY INFORMATION

Please note the following points of school policy as they are essential to the safety of students.

1. No student is allowed out of the school grounds once he/she has set foot within the area without written parental permission.
2. Students should come directly to school and return directly home.
3. If you want your child to leave early on any occasion, please ring the school office or send a note to that effect to the class teacher. Parents are requested to collect children from the office, or call from the carpark when they arrive.

ROAD CROSSING SUPERVISOR

The Road Crossing Supervisor works Mondays to Fridays 7.55 - 8.55 and 2.55 - 3.25 for students who need to cross Gympie Road. Students and parents must obey his/her instructions and cross only when requested. Please ensure all parking regulations are obeyed to avoid the possibility of an accident.

SMOKING

QLD Health regulations state that smoking is not permitted on school premises/grounds, or within 5 metres of the boundary.

A) SAFETY

School community members will through action or inaction behave in a lawful and responsible manner that promotes the physical or emotional well being of themselves or others. Safety is exhibited in such conduct as:

- Safe use of equipment
- Acknowledgment and respect of the personal space of self and others
- Following of school rules and routines
- Moving safely through the school environment
- Resolution of conflict without violence
- Wearing clothing appropriate to the school context

B) EFFORT

School community members will be mindful of the fact that the primary aim of schooling is student learning. Each member will actively endeavour to meet their responsibilities to the school environment to the best of their ability. Effort is exhibited in such conduct as:

- Working to best of one's ability
- Effective management of time
- Contribution to life and activities of the school
- Cooperation in support plans
- Seeking help through appropriate means

C) RESPECT

School community members will treat each other with courtesy and consideration at all times, being mindful of the rights and differing responsibilities, viewpoints and beliefs of each person. Such courtesy will be reflected in both action and communication. Respect is exhibited in such conduct as:

- Courteous and considerate treatment of self, others and property
- Demonstration of an awareness of the rights and feelings of others
- Appropriate communication
- Support of school expectations
- Maintaining positive relationships with all school community members

D) SELF-RESPONSIBILITY

School community members will endeavour at all times to make appropriate behaviour choices relative to the social context, and accept consequences for the outcomes of their actions. Self-Responsibility is exhibited in such conduct as:

- Following instructions of supervisors
- Making appropriate choices without supervision
- Accepting responsibility and consequences for own behaviour in any given situation
- Being prepared for the required task
- Conforming to routines and procedures (and changes to these)

CODE OF SCHOOL BEHAVIOUR

Our school has a **Student Code of Conduct** based on rights, rules and responsibilities.

In short

1. Teachers have the right to teach.
2. Students have the right to learn.
3. Students and teachers have the right to feel safe and happy.
4. We all follow a Code of Conduct.
5. We all take responsibility for our actions.

Each teacher develops their own class Responsible Behaviour Plan for Students which is aligned to the Student Code of Conduct and is jointly negotiated with the students at the beginning of the school year. In addition to this we operate a Reflection Room for incidents of a more serious nature where students reflect on their choice of action. This is conducted in a designated room during the lunch break and is manned by the teaching staff on a roster basis.

Our school has implemented the “You Can Do It” social emotional learning program. Through the persistent embedding of the principles of the program (Confidence, Persistence, Organisation, Getting Along, Resilience) it has provided a common language for staff and students.

To balance our behaviour management plan we also have a behaviour reward system in place. We believe that it is important to acknowledge and reward the positive contribution that most of our students make to our school community.

Tinana State School has a Behaviour Agreement that is required to be signed by both parents and students at time of enrolment. This Agreement will be discussed with all parties during an enrolment interview with the Principal.

CARPARKING / DRIVING INTO SCHOOL GROUNDS

Vehicles are NOT permitted to drive into school grounds or staff car park.

Students must be dropped off and picked up from the official car park on the corner of Gympie Rd & Lindah Rd West. We have a “Kiss & Go” lane which runs parallel with the hall. This is a 2 minute loading zone. Parents are not to exit their vehicle while waiting in this zone. If your child isn't ready to be collected, please do a lap and try again. Anyone wishing to leave their vehicle must use one of the angled parking bays. Do not park in the Bus Zone alongside Gympie Rd. Do not park in the Emergency Vehicle Bay.

Please always use the pedestrian crossings to safely navigate the carpark when on foot.

Being patient, respectful & courteous to other drivers is the expectation for all parents.

Past history seems to indicate there will often be times during summer that we will have storms at the wrong time for us - just on 3 o'clock. If the storm occurs before the bell has rung, we'll keep the students in the classrooms for their own safety. You will need to collect your children from the classroom.

The school works in cooperation with the Fraser Coast Regional Council & QLD Police Service to reduce the incidence of illegal parking in the vicinity of the school.

The various offences are in relation to -

- (a) Parking in the 2 min drop off/pick up zone
- (b) Parking on the footpath
- (c) Parking on pedestrian crossings
- (d) Parking in a bus zone

Parents are not permitted to enter the staff car park, unless prior arrangement has been made.

TRANSFERS

If you are moving and a change of school will be involved, you must inform Administration. When you arrive at the new school, a transfer will be requested.

In addition the school will provide an information statement regarding your child's school work at this school. Please let us know at least a few days in advance of your intention to transfer so that this information can be collated.

ABSENCES

Please Phone 41208 066 and leave a message on the Absence Line In the event of a student being absent. This prevents any misunderstanding and ensures the safety of your child. Verbal messages by the student are not sufficient. Please note that, by law, we are required to report any long term unexplained absences from school which may then be investigated by the police. If we have not heard from you, a text message will be sent asking you to explain your child's absence via return text message.

LATE ARRIVAL

Late arrival should be accompanied by a note, but parents may ring the office with this information. Students must first report to the office to obtain a late slip that is to be given to their teacher.

EARLY DEPARTURE

Children leaving school early must be picked up via the office. Parents may ring in advance to arrange their child/ren to be ready for collection or by sending a note to the class teacher. Your child will be given an early departure slip from the office.

PARENT CONCERNS

If any problems arise with regard to your child at this school, please contact the office to arrange a meeting with your child's teacher. If these concerns continue an appointment can be made through the office to discuss matters with the Principal/Deputy Principal and make him/her aware of the problems.

Many times parents have been misled by inaccurate reporting of incidents by students. Please remember a problem aired is a problem shared.

Condition	Person with the infection	Those in contact with the infected person*
Hepatitis B and C	NOT EXCLUDED cover open wounds with waterproof dressing.	NOT EXCLUDED
Hepatitis E	EXCLUDE until at least 2 weeks after the onset of jaundice.	NOT EXCLUDED
Human immunodeficiency virus (HIV/AIDS)	NOT EXCLUDED cover open wounds with waterproof dressing.	NOT EXCLUDED
Influenza and influenza-like illness	EXCLUDE until symptoms have resolved, normally 5-7 days.	NOT EXCLUDED
Measles	EXCLUDE until the doctor confirms the person is not infectious but not earlier than 4 days after the onset of the rash. ¹ <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY NOT EXCLUDED vaccinated or immune contacts. EXCLUDE immuno-compromised contacts (including those receiving chemotherapy) until 14 days after the appearance of the rash in the last case. EXCLUDE non-or incompletely vaccinated contacts, without evidence of immunity. <i>Contact your Public Health Unit for specialist advice.</i>
Meningitis (bacterial)	EXCLUDE until well and has received appropriate antibiotics.	NOT EXCLUDED
Meningitis (viral)	EXCLUDE until well.	NOT EXCLUDED
Meningococcal infection	EXCLUDE until the treating doctor confirms the child is not infectious and at least 24 hours of appropriate antibiotics have been completed. ¹ <i>Contact your Public Health Unit for specialist advice.</i>	NOT EXCLUDED <i>Contact your Public Health Unit for specialist advice about antibiotics and/or vaccination for close contacts.</i>
Molluscum contagiosum	NOT EXCLUDED	NOT EXCLUDED
Mumps	EXCLUDE for 5 days after onset of swelling. Pregnant women should consult with their doctor.	NOT EXCLUDED pregnant women should consult with their doctor.
*Norovirus	EXCLUDE until no symptoms and no loose bowel motions for 48 hours. ¹	NOT EXCLUDED
Roseola, sixth disease	NOT EXCLUDED	NOT EXCLUDED
Scabies	EXCLUDE until the day after treatment has commenced.	NOT EXCLUDED
School sores (impetigo)	EXCLUDE until 24 hours of appropriate antibiotics have been completed. Cover sores on exposed areas with a waterproof dressing until sores are dry, and encourage handwashing.	NOT EXCLUDED
Shiga toxin-producing E.coli (STEC)	EXCLUDE until diarrhoea has stopped and 2 samples have tested negative. <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice.</i>
Slapped cheek syndrome, fifth disease (parvovirus B19, erythema infectiosum)	NOT EXCLUDED pregnant women should consult with their doctor. Note: Children are contagious until 24 hours after the fever resolves. Rashes generally occur after the infectious period has passed.	NOT EXCLUDED pregnant women should consult with their doctor.
Shigellosis	EXCLUDE until there has been no diarrhoea or vomiting for 48 hours. <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice.</i>
Shingles (herpes zoster)	EXCLUDE all children until blisters have dried and crusted. EXCLUDE adults if blisters are unable to be covered. NOT EXCLUDED in adults if blisters can be covered with a waterproof dressing until they have dried.	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice, including advice for pregnant women and any person who is immuno-compromised (including receiving chemotherapy).</i>
Streptococcal sore throat (including scarlet fever)	EXCLUDE until 24 hours of appropriate antibiotics have been completed.	NOT EXCLUDED
Tuberculosis (TB)	EXCLUDE until written medical clearance is received from the relevant Tuberculosis Control Unit.	NOT EXCLUDED
Typhoid and paratyphoid fever*	EXCLUDE until appropriate antibiotics have been completed. ¹ Stool sample clearance will be required, <i>contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice.</i>
Whooping cough (pertussis)	EXCLUDE until 5 days after starting appropriate antibiotics or for 21 days from onset of cough AND confirmed that they are not infectious. ¹ <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY for contacts of an infected person. <i>Contact your Public Health Unit for specialist advice regarding exclusion of non-or incompletely vaccinated contacts.</i>
Worms	EXCLUDE until diarrhoea has stopped for 24 hours and treatment has occurred.	NOT EXCLUDED

This is an assistive tool, it is not intended to replace clinical assessment, management or judgment.

If you have any medical concerns, contact your healthcare provider or 13 HEALTH (13432584)

For further advice on the information within this poster, contact your nearest Public Health Unit via 13Health or at www.health.qld.gov.au/system-governance/contact-us/contact-public-health-units

Further information on recommendations:

- Communicable Diseases Network Australia (CDNA) guidelines <https://www1.health.gov.au/internet/main/publishing.nsf/content/cdnasongs.htm>
- National Health and Medical Research Council publication: Infectious diseases in early childhood and education and care services, 5th edition www.nhmrc.gov.au/guidelines-publications/ch55
- Queensland Department of Health Communicable Disease Control Guidance <http://disease-control.health.qld.gov.au>



Use this QR Code to access a digital copy of this poster or visit www.health.qld.gov.au/public-health/schools/prevention

HEAD LICE - Parents are asked to regularly check their children's hair for infestations of head lice. At various times outbreaks of head lice do occur and we seek your co-operation in ensuring that your child's hair is regularly checked to endeavour to control the problem.

INFECTIOUS DISEASES

Queensland Health

Time Out

Keeping your child and other kids healthy!

- Information for a number of infectious conditions that may require¹ exclusion of children from school, education and care services.
- Additional public health recommendations that apply to children and adults.
- To assist medical practitioners, schools, preschools and childcare facilities to meet the public health requirements¹ and recommendations.

*Refers to contagious conditions as per the Public Health Regulation 2018.
 1. Observing the exclusion period meets the intent of the Public Health Act 2005 for a person to be non-infectious. See schedule 4 of the Public Health Regulation 2018 for a complete list of contagious conditions and their exclusion criteria.
 2. Doctors should notify the local Public Health Unit as soon as possible if children or staff are diagnosed with these conditions. Refer to page 2 for Public Health Unit contact details.

Condition	Person with the infection	Those in contact with the infected person (The definition of 'contact' will vary between diseases)
*Chickenpox (varicella)	EXCLUDE until all blisters have dried, and at least 5 days after the onset of symptoms. ¹	EXCLUSION MAY APPLY EXCLUDE non-immune pregnant women and any child with immune deficiency or receiving chemotherapy. Advise to seek urgent medical assessment. Contact your Public Health Unit for specialist advice. Also see Shingles information below.
Cold sores (herpes simplex)	NOT EXCLUDED if the person can maintain hygiene practices to minimise the risk of transmission. Young children unable to comply with good hygiene practices should be excluded while sores are weeping. Sores should be covered with a dressing where possible.	NOT EXCLUDED
Conjunctivitis	EXCLUDE until discharge from eyes has ceased unless a doctor has diagnosed non-infectious conjunctivitis.	NOT EXCLUDED
*COVID-19 ²	EXCLUDE those who have symptoms and relevant contacts. ¹ See latest Queensland Health guidance for exclusion periods and criteria. Contact your Public Health Unit for specialist advice.	EXCLUSION MAY APPLY Contact your Public Health Unit for specialist advice.
Cytomegalovirus (CMV)	NOT EXCLUDED pregnant women should consult with their doctor.	NOT EXCLUDED pregnant women should consult with their doctor.
Diarrhoea and/or Vomiting <i>including:</i> • amoebiasis • campylobacter • cryptosporidium giardia • rotavirus • salmonella • gastroenteritis <i>but excluding:</i> • norovirus • shigellosis • toxin-producing forms of E.coli (STEC)	Exclusion periods may vary depending on the cause. EXCLUDE a single case until the person, has no symptoms ¹ (includes vomiting if applicable), is feeling well and they have not had any loose bowel motions for at least 24 hours or if the person has confirmed norovirus exclude for at least 48 hours. ¹ EXCLUDE all persons who prepare or serve food until they have not had any diarrhoea or vomiting for 48 hours. NOTE: If there are 2 or more cases with diarrhoea and/or vomiting in the same location, which may indicate a potential outbreak OR a single case in a food handler, notify your Public Health Unit. Diarrhoea: 3 or more loose stools or bowel movements in a 24 hour period that are different from normal and/or escapes a child's nappy. See information below if norovirus is confirmed or considered likely as the cause of diarrhoea and vomiting.	NOT EXCLUDED
<i>See advice for these specific conditions below</i>		
*Enterovirus 71 (EV71 neurological disease)	EXCLUDE until written medical clearance is received confirming the virus is no longer present in the person's bowel motions. ¹	NOT EXCLUDED
Fungal infections of the skin and nails (ringworm/tinea)	EXCLUDE until the day after antifungal treatment has commenced. (No exclusion for thrush).	NOT EXCLUDED
Glandular fever (mononucleosis, Epstein-Barr virus)	NOT EXCLUDED	NOT EXCLUDED
*German measles (rubella) ³	EXCLUDE for 4 days after the onset of rash ¹ or until fully recovered, whichever is longer. Pregnant women should consult with their doctor.	NOT EXCLUDED pregnant women should consult with their doctor.
*Haemophilus influenzae type b (Hib)	EXCLUDE until the doctor confirms the person is not infectious and has completed 4 days of appropriate antibiotic treatment. ¹ Contact your Public Health Unit for specialist advice.	EXCLUSION MAY APPLY Contact your Public Health Unit for specialist advice.
Hand, foot and mouth disease	EXCLUDE until all blisters have dried.	NOT EXCLUDED
Head lice	Exclusion is not necessary if effective treatment is commenced before next attendance day (i.e. the child does not need to be sent home immediately if head lice are detected).	NOT EXCLUDED
*Hepatitis A ⁴	EXCLUDE until at least 7 days after the onset of jaundice ¹ OR for 2 weeks after onset of first symptoms, including dark urine if there is no jaundice. If a person is asymptomatic contact your Public Health Unit for Specialist advice.	NOT EXCLUDED Contact your Public Health Unit for specialist advice about vaccination or treatment for children and staff in the same room or group, children transferring to another centre and new enrolments.

September 2021

MONEY COMING TO SCHOOL

The preferred method of payment for all school expenses is via the Qkr! App.

For quicker, hassle-free school payments, try Qkr! today

Introducing Qkr! (pronounced "quicker") by MasterCard, the secure and easy way to order and pay for school items from your phone at a time and place that suits you.

With Qkr! you can:

- Order and pay for your child's lunches, reducing the need to bring cash to school;
- Pay for school fees, uniforms, excursions and more;
- See your receipts on the app and get them sent by email if required.

Getting started is easy - try it yourself today

Step 1 Download Qkr!
on your Android phone or iPhone. iPad users can download iPhone app

Search for our school name

Step 2 Register
Select your Country of Residence as 'Australia' and follow the steps to register

Step 3 Find our school
Our school will appear in 'Nearby Locations' if you're within 10km's of the school, or search for our school by name.

Step 4 Register your children
When first accessing our school you will be prompted to add a student profile for your child. This allows you to make orders and payments for them.

If you have made a purchase you can select our school from 'Previous Location'

If you're within 10 kms of the school, you can select our school from 'Nearby Locations'

Would parents please ensure that any money sent to school for any purposes is to be placed in an envelope with the student's name, grade and particular item or excursion they are paying for, clearly marked on the front of envelope.

Parents are also asked to note the date money **MUST** be returned. Monies arriving late **CANNOT BE ACCEPTED** because of banking and related bookings and the extra burden it places on administrative time. This is **EXTREMELY** important and we ask parents to co-operate in this matter. EFTPOS is available in the office for your convenience.

TELEPHONE CALLS RE PUPILS

All telephone calls relating to students will initially be dealt with by Administration Staff. If we feel you are best to talk to a teacher you will be transferred to the person concerned, provided it does not interrupt class teaching time. If you wish to discuss the matter with the principal or deputy, please indicate when phoning.

SCHOOL NEWSLETTER - TINTAKS

A school newsletter is published online each second WEDNESDAY with a link sent home via email and available on our school website www.tinanass.eq.edu.au. Details of coming events, news of school activities and educational news items are published. Facebook is a good option for keeping up with current information.

LOST PROPERTY

Very few items are genuinely lost or stolen. Most of them are unclaimed. Please clearly name all items (if named it can be returned to student). All unclaimed property is placed in under A Block. This is displayed in the covered play area at regular intervals.

STUDENTS RIDING BIKES TO SCHOOL AND ACCEPTING LIFTS FROM STRANGERS

Parents are asked to impress upon their children the importance of observing the rules of the road when riding to school. Also the importance of not accepting lifts with strangers must be emphasised. Bicycle racks are found in two separate locations at either end of the school. Please ensure your child uses the one closest to his point of exit. Securing bikes is recommended. The wearing of bicycle helmets by cyclists is **COMPULSORY**.

MOBILE PHONES AND ELECTRONIC DEVICES

The following guidelines relate specifically to the appropriate student use of mobile telephones and similar electronic devices at Tinana State School:

- ◆ Devices must be stored and used in the school office only.
- ◆ Devices may not be brought to school unless they are accompanied by an explanatory note from the student's parent/carer.
- ◆ Devices will not be allowed on excursions or camps under any circumstances. Parents wishing to contact their children should contact the school - the school will then contact a supervising teacher.
- ◆ Devices will be confiscated under the following circumstances:
 1. They are discovered in a student's possession without appropriate permission or being used outside of the school office.
 2. They are found in school grounds.
- ◆ Confiscated items will be available for collection by the student's parent/carer at the school office.
- ◆ Devices are stored and used at the owner's risk. No liability will be accepted by the school in the event of the loss, theft or damage of any device unless it can be established that the loss, theft or damage resulted from the department's negligence.
- ◆ MP3, iPods/CD Players/Electronic Games etc are considered non-essential to the learning program and are not permitted at school.

ISSUE OF MEDICATION

Following departmental policy on the issuing of medication at school, a medical permission form, available at the office, must be filled in by the parent before prescribed medication can be given.

Medication must be sent in the **original container** which has specific time eg. 12.30pm on which medication is to be administered as well as the quantity eg. 5ml of medication to be administered clearly marked on the container by the pharmacist. NB. The direction "Give 3 times daily" is not sufficient. Parents will need to alert the Doctor and/or Pharmacist of this requirement at the time of prescribing the medication.