



Eudlo State School
Small School, Smart Choice



PARENT INFORMATION HANDBOOK

At Eudlo State School We Learn To

**Be Safe
Be Respectful
Be Responsible
Be a Learner**

Corner Rosebed Street and Highlands Road, Eudlo QLD 4554 P: (07) 5458 0333
E: principal@eudloss.eq.edu.au <https://eudloss.eq.edu.au>



**Queensland
Government**

Be safe. Be responsible. Be respectful. Be a learner.

EUDLO STATE SCHOOL

Welcome!

Eudlo State School is situated in the beautiful hinterland of the Sunshine Coast, nestled between Mooloolah, Palmwoods and Chevallum areas. In sending your child to Eudlo State School, not only will they receive a well balanced curriculum with a focus on improved Literacy and Numeracy outcomes, they will be educated in a happy and caring small school environment.



SCHOOL DETAILS

Telephone	07 5458 0333
Student Absence Line	07 5458 0366
Email	admin@eudloss.eq.edu.au principal@eudloss.eq.edu.au
Website	www.eudloss.eq.edu.au
Address	2 Highlands Road Eudlo Queensland 4554

SCHOOL HOURS

Morning Session	8:50am - 10.50am
Middle Session	11:30am - 1:20pm
Afternoon Session	2:00pm - 3:00pm

OUR PURPOSE

The school's purpose within the local community is to be their school of first choice. Therefore we need to create a safe, tolerant and disciplined environment with which young people of the Eudlo district and surrounds, prepare to be active and reflective Australian citizens with a disposition to lifelong learning. They will be able to participate in and shape community, economic and political life in Queensland and the nation. They will be able to engage confidently with other cultures at home and abroad. A distinctive aspect of our school is that students will enjoy and appreciate the environment and creative arts.

ENROLMENTS

When applying to enrol your child a range of information is required to ensure we are able to adequately manage the welfare and learning of the students of our school. Parents and Caregivers will need to show a birth certificate for the children and complete all enrolment forms and Student Resource Scheme documentation. Please ensure that before signing the documentation that you have read the Enrolment Agreement, State School Consent form, Student Internet Access Agreement, and Third Party Website Consent form. Children are eligible to enter Prep if they turn 5 before June 30 of that year.

STUDENT RESOURCE SCHEME

The Eudlo State School Student Resource Scheme provides students with stationery, textbooks and workbooks, IT subscriptions, art and craft supplies, science and technology KLA consumables and supplies used in the Stephanie Alexander Kitchen Garden Program.

The aim of this program is to provide parents with a cost effective alternative to purchasing textbooks and/or resources elsewhere. The scheme ensures that students have the resources required for them to engage with the curriculum for their education, and saves parents time and money in sourcing the prescribed materials elsewhere. Savings are gained through the school's bulk purchasing practices and hiring arrangements.

Participation in the scheme is optional and families choosing not to join will be required to purchase all items and bring them in to class on the first day of school. Fees and further information can be found in the Enrolment and Pack and obtained from the school office.

CURRICULUM

Eudlo State School delivers learning experiences to cater for children as individuals. We aim to foster the development of abilities, attitudes and skills that will guarantee progress of each child towards greater levels of independence. Balaclava State School's program is based on the Australian Curriculum.

The Australian Curriculum promotes excellence and equity for all students by providing a challenging curriculum from which rigorous, relevant and engaging learning programs can be developed that address individual learning needs.

The Australian Curriculum sets consistent national standards to improve learning outcomes for all young Australians. It sets out, through content descriptions and achievement standards, what students should be taught and achieve, as they progress through school. It is the base for future learning, growth and active participation in the Australian community.

ABSENCES

Parents should try to ensure regular attendance as each day's work is built upon the previous day's work. However, a child, when ill, does not do their best work and should be kept at home to receive the care that will enable them to recover as quickly as possible.

On the morning of an absence parents and caregivers are requested to call our student absence line on 54580366, as soon as possible, and leave an absence explanation and reason so that it can be entered into the roll.

The school carefully monitors absenteeism under the requirements of the Education Act 'Enforcement of Compulsory Schooling and Compulsory Participation Phase". If a child has an unexplained absence the parent/caregiver will be contacted by SMS, telephone and/or letter.

If you plan for your child to be away from school for 11 days or more, you are required to submit an Application for Exemption from Compulsory Schooling (available from the office) which is then considered for approval by the Principal.

LATE ARRIVALS AND EARLY DEPARTURES

It is in your child's best interests to arrive at school between 8:30am and 8:45am. The school does not provide supervision before 8.00am and children arriving before 8.30am will be required to sit in the parade area until 8.30am when they can then move about the school responsibly and play.

If your child is late, the parent/caregiver is required to come to the office and complete a *Late Arrival Slip* and give it to the student to take to their class teacher. The unexplained absence on the class roll will then be updated. If you have to collect your child prior to the end of the school day, the parent/caregiver is required to come to the office and complete an *Early Departure Slip* and give it to the teacher. No student is permitted to leave school grounds prior to being signed out and a valid reason given for the roll.

CLASS GROUPINGS

Children progress through Eudlo School in year levels, with some year levels combined to form class groups.

The Early Education Class comprises the Prep children together with children in Year One. Prep children attend our full-day program on each day of the week.

The remaining class groups are formed with the primary aim of keeping class sizes manageable. We also try to link adjacent grades for continuity and keep year level groups intact. On occasions it becomes necessary to form a class group where the grades are not adjacent (to maintain appropriate class size). In such cases we consider each child's learning ability and capacity for independent work when making the decision as to who would best benefit from such a class arrangement.

With the multi-age arrangement of each class teachers take opportunities to develop the different learning programs of each level while maintaining a common class focus. In this way, children from different year levels will often be involved in the same lesson with an expectation that the student learning outcomes will differ according to the year level - or more importantly -according to the learning needs of each child. Classes often operate in groups where it is common for the teacher to be directing the learning of one group while others are working with an aide or independently. On occasions the groups will be year level based, but needs based groups or interest groups are also used.

STUDENT SUPPORT - Learning Difficulties

Learning support will vary according to each child's identified needs. Student learning support can be short term, targeting specific weaknesses, while other children may receive support over an extended time if such support is needed. The support will most commonly be provided by our Learning Support Teacher, but can also be provided by other personnel including teacher aide's, teachers, and specialist teachers, our guidance officer or the Principal.

A student with a Learning Disability at Eudlo School will have an Individual Education Program developed as a part of their Education Adjustment (EAP). The program will be based on the careful consideration of information about that child, gathered from a variety of sources and developed using a process prescribed by Education Queensland. The student's parents play an important role in the data gathering and action planning during the development, implementation and review of the program

SCHOOL WIDE POSITIVE BEHAVIOUR

The school's philosophy concerning discipline is embedded in the school's Responsible School Behaviour Plan is developed in consultation with the Eudlo School Community and endorsed by the Principal, President of the P&C Association and the Regional Director (Schools). The Plan is based on Education Queensland's Code of School Behaviour. *Please ask for the entire copy of our Plan at the school office or access it on our website.*

Education Queensland is committed to provisions that ensure all young Queenslanders have a right to and receive a quality education. At Eudlo State School, we acknowledge the individual abilities of all students and strive to meet their needs to make a positive difference so they reach their potential as a valued and respected member of their community for the rest of their lives. The school actively promotes positive partnerships with parents and the broader community. Emphasis is placed on developing the knowledge and skills that enable our students to participate in society in an effective and productive manner.

This Responsible Behaviour Plan for Students aligns with The Code of School behaviour and is based on a School wide Positive Behaviour Support Model. Eudlo State School applied for, and was accepted into, Education Queensland's School Wide Positive Behaviour Support (SWPBS) program for 2007. We first achieved a School of Excellence rating in 2010 and have achieved an excellence rating ever since.

At Eudlo State School we acknowledge Positive Behaviours and Achievements in many different ways:

- 'Bee Slip' Rewards
- Awards on Parade and in Newsletters
- School and Class Leadership responsibilities
- P-6 Buddy Program
- Peer Mentoring in the Playground
- Assemblies Chairmanship

Eudlo State School Code of Behaviour

Be Safe
Be Respectful
Be Responsible
Be a Learner

REPORT CARDS

School report cards, designed to give parents an indication of the level of their child's academic and social development, are issued at the end of each semester. Parents are asked to read and discuss these reports with their children.

PARENT TEACHER MEETINGS

At the start of the year we hold a parent teacher information morning/afternoon. Each teacher meets with the parents of his/her class to outline plans and expectations for the year. This is run so that no two classes with members of the same family have their parent teacher meeting at the same time. Both parents and teachers will benefit from everyone's involvement.

CONTACTING STAFF

You may contact your child's teacher by leaving a message through our School Administration Office. Many of our teachers may also make use of their professional email account for communication with families. We encourage you to speak directly with your child's teacher to negotiate the best way of staying in regular contact.

INFORMATION COMMUNICATION TECHNOLOGY

Students will be using computers, laptops and iPads and they have access to internet and wifi. Each classroom is equipped with interactive data projectors or whiteboards.

INSTRUMENTAL MUSIC PROGRAM – STUDENT RESOURCE SCHEME

This program offers group tuition on String Orchestral Instruments for students in years 3 to 6. Students can choose to learn from either the Violin, Viola, Cello or Double Bass. Lessons are held each week and conclude at the end of the year with a Christmas Concert. Students will be required to practice regularly and bring all equipment to each lesson. You can choose to bring your own instrument or hire a school instrument. Please contact the office if you interested in participating in this program.

COMMUNICATION

A school newsletter is published and distributed fortnightly via email. Newsletters contain information about school events and functions, classroom activities, changes to school routine, sport, individual performances by children, parent meetings and other relevant events. Parents, as well as local groups and organisations, are invited to use the school newsletter to distribute information about upcoming events or activities. Our Newsletter is also available online from our website.

Consent forms and notes are sent home as required and we appreciate the prompt return of the activity consent and associated payment requests. Students can return these by placing them into the *Money and Forms* collection box in the school office.

Our Website is where you will find a wealth of information and also downloadable school documentation and newsletters. The school also communicates by email, SMS and through its facebook page.

The telephone is an important part of any communication system. Please ensure the school's record of your contact numbers (including emergency contact numbers) are kept current and if you are having any problems with your school we would like to know about it.

SCHOOL PARADE

A weekly parade is held on Monday afternoon between 2.40pm – 3.00pm. It includes the singing of the National Anthem, the presentation of student awards, recognition of student achievements and any general notices for the children. Parents are always encouraged to attend.

P&C ASSOCIATION

The P&C Association is made up of a group of people who want their children to have the best possible preparation and opportunity as they step across the threshold from school to the world. The P&C does not confine itself to raising funds for computers, books for the library or sporting gear. It is very important that all parents have the opportunity to take an active part in their child's education and the P&C Association provides you with that opportunity.

Functions of the P&C Association as outlined in the Constitution are as follows:

- To generally foster community interest in educational matters;
- To endeavour to bring about closer cooperation between the parents of the students attending the school, other members of the community and the teachers and students at the school;
- To provide, if requested by the Principal or if an association considers it desirable so to do, advice and recommendations to the Principal of the school upon the general operations and management of the school;
- To provide or assist in the provisions of resources or services for the benefit of the students of the school;

Monthly meetings are held throughout the school year and all parents are welcome to attend and are encouraged to take up formal membership. As a member, participants are entitled to vote at meetings and are also covered by insurance when involved in P&C activities.

TUCKSHOP

Tuckshop is run weekly and relies on volunteer workers and a volunteer convener for its operation. A tuckshop order form is sent home prior to the day outlining the special meal that will be available to purchase.

VOLUNTEERING

Our school welcomes the active support of our parents and community members. Whether it is volunteering in our tuckshop, supporting a reading program in class, helping out with the Stephanie Kitchen Garden program or offering a hand at a working bee — all help is greatly appreciated. If you are volunteering in our school, please remember to sign in and out at the School Office.

FIRST AID

Members of our school staff are permitted only to render basic First Aid. This is immediate, temporary treatment given by the staff in case of an accident. Should medical treatment beyond First Aid be required, parents are notified immediately whenever possible and/or in case of a serious accident, an ambulance will be called to transport the injured child to a doctor or hospital.

CONSENT TO ADMINISTER MEDICATION AT SCHOOL

For medication to be administered at school or during school-related activities, there must be medical authorisation for the student to have that medication, and the medication must be in its original container with intact packaging. Please contact the office to discuss your needs and obtain the required documentation.

Examples of medical authorisation include:

- a pharmacy label with both the student's and doctor's name on it;
- a signed letter from a doctor;
- a medication order from a dentist;
- an Action Plan signed by a doctor or nurse practitioner.

See below for examples of health conditions, medications and associated documentation:

Health condition/ reason for medication	Example of medication	Documentation completed by doctor or other prescribing health practitioner
Asthma	Asthma puffer	<i>Asthma action plan</i>
Anaphylaxis	EpiPen	<i>ASCIA Anaphylaxis Action Plan</i>
Diabetes	Insulin injection, insulin pump	Department of Education <i>Medication order to administer 'as-needed' medication at school</i> or medication order or <i>diabetes management plan</i> or other written instructions from prescribing health practitioner
Other types of emergency medication e.g. for seizures	Midazolam	Department of Education <i>Medication order to administer 'as-needed' medication at school</i>
Medication required 'as needed' for minor or non-emergency symptoms	Ointment for skin allergies, antihistamines	Department of Education <i>Medication order to administer 'as-needed' medication at school</i>
Changes to dosage (e.g. from ½ to 1 tablet)	Ritalin	Written instructions from prescribing health practitioner (e.g. doctor)

Documents the school requires for administering medication

Type of medication	Example of medication	Required information provided by health practitioner	Required information provided by parent/carer/student
Routine – medication to be taken regularly for short-term or long-term use	<ul style="list-style-type: none"> • antibiotics • ointments • eye drops • ear drops • Ritalin • enzyme tablets • anti-epileptic medications • asthma preventer 	The pharmacy label should have the required information and usually nothing extra is necessary.	Consent to administer medication form
– additional requirements for diabetes management	<ul style="list-style-type: none"> • insulin 	Letter from the prescribing health practitioner authorising insulin AND a diabetes management plan	
As needed (non-emergency) – medication to treat symptoms 'as needed', but not in an emergency situation	<ul style="list-style-type: none"> • antihistamines • topical creams/ointments for allergies • risperidone 	Medication order to administer 'as-needed' medication at school.	
As needed (emergency) – medication to treat symptoms 'as needed' in an emergency	<ul style="list-style-type: none"> • adrenaline auto-injector • blue asthma reliever 	Action plan (for asthma or anaphylaxis) OR Medication order to administer 'as-needed' medication at school OR Other written instructions from the prescribing health practitioner.	

SCHOOL HEALTH SERVICES

The school dental service provides free dental care to all children of school age. A qualified dentist and nurse visit the school routinely to provide dental care. No treatment is provided without parental consent.

HEADLICE

Like most schools we face a battle to keep these annoying 'pests' under control. Should an incidence of head lice be reported in your child's class, an alert letter will be sent home advising of the outbreak and requesting parents check their child's hair.

INFECTIOUS DISEASES

Chicken Pox	Exclude until fully recovered or for at least five (5) days after the first eruption.
Conjunctivitis	Exclude until discharge from eyes has ceased.
Head Lice/Scabies	Re-admit the day after appropriate treatment has commenced.
Ring Worm/Hepatitis A	Exclude until medical certificate of recovery is received.
Measles	Exclude for at least four (4) days from the onset of rash.
Mumps	Exclude for nine days or until swelling goes down (whichever is sooner).
Rubella/German Measles	Exclude until fully recovered or for at least four days after the onset of rash.
Impetigo/School Sores	Exclude until sores have fully healed.
Whooping Cough	Exclude the child for five days after starting antibiotic treatment.

Eudlo State School follows the exclusion guidelines provided by the National Health and Medical Research Council.

UNIFORM POLICY

The current Education Act enables schools to enforce a dress code and full school uniform is the expectation for all of our students. The wearing of full school uniform conveys a sense of self pride in students and in their school. It also fosters a sense of belonging and promotes the safety of our students through easy identification. With little or no exception our students present in full school uniform every day and are a credit to themselves, their parents and their school. The Student Uniform Policy has been endorsed by the Eudlo State School P&C and seeks full support from parents to ensure that their child is dressed every day in full school uniform.

The Eudlo State School uniform is as follows: All items in BOLD can be purchased from the Uniform Shop.

BOYS' UNIFORM:

- **Unisex polo shirt with school emblem**
- **School jumper with school emblem**
- **Hat with school emblem**
- **Navy blue shorts**
- Shoes – black school shoes or sneakers. No high tops or boots
- Track pants – navy or royal blue
- Visible white, grey or black short socks

GIRLS' UNIFORM:

- **Unisex polo shirt with school emblem**
- **School jumper with school emblem**
- **Hat with school emblem**
- **Navy blue skirt or shorts**
- Shoes – black school shoes or sneakers. No high tops or boots
- Leggings/tights – plain navy
- Visible white, grey or black short socks
- Blue scrunchie is available for hair

Parents can contact the Principal if they have any concerns for e.g. sensitivity to clothing.

Uniforms can be purchased from the school Uniform Shop every Friday between 8:30am and 9:00am. Students who are not in full school uniform will be asked by staff members to remove any items that are not part of the school uniform and students will be provided with a clean replacement item for the remainder of the school day. Items that do not require replacement (e.g. jewellery) will be looked after by the staff member for the remainder of the school day.

Students who are not able to be in uniform due to unforeseen circumstances (e.g. wet weather) should have a written note provided by their parent/caregiver. Families who are unable to provide any uniform items due to financial hardship should provide a written request to the Principal to determine if assistance can be provided. Students that require replacement uniforms for the day will have an explanation note sent home.

Please be aware that the following items are not accepted as part of the Eudlo State School uniform:

- Party or beach clothes (tank tops, board shorts, halter necks, skimpy shorts, singlets etc.)
- Make up, unless skin products that are required for medical reasons
- Jewellery except for watches, ear rings (sleepers and studs only), items of religious or cultural significance may be acceptable subject to a written parental request
- Hairbands or items that cover the head (e.g. scarves and bandanas) that are not royal blue, white or black in colour
- Jumpers that have slogans or are not school issued
- Hoodies, jeans or pants that are not listed in the girls' or boys' uniform
- Footwear that does not cover the whole foot (e.g. thongs and sandals)
- Any items that have writing on them (e.g. shirts and hats with pen markings)
- Additional items worn on arms or legs (e.g. arm bands and ankle bands)

OUTSIDE SCHOOL HOURS CARE – Off Site

Students requiring before or after school care can enrol and attend Palmwoods Kids Club which is based at Palmwoods State School. Children travel to and from Palmwoods by a taxi that is booked by the school. Palmwoods Kids Club are a P&C operated centre and aim to offer opportunities for all children to develop their skills and abilities in a safe and nurturing environment. Further information, including how to enrol, is supplied in the enrolment information pack or by contacting the service directly on 5478 9499.

SCHOOL BUS

Please contact Buslink to confirm the current bus timetables and bus runs.

SECONDARY SCHOOLS

With Nambour State High School, Burnside State High School and Chancellor State College as part of the local group, all provide the transition from Primary to Secondary school setting without a major change in curriculum focus. Students will continue to develop learning commenced at the school as they move to their secondary setting. Towards the end of each year all high schools operate a transition program that includes parent information nights and high school staff visiting Eudlo State School. They also have an orientation day where the students visit their intended secondary school.

WELLBEING, PROTECTION AND SAFETY

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

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