



SCHOOL INFORMATION HANDBOOK

At Eudlo State School We Learn To

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

Telephone: 07 5458 0333
Facsimile: 07 5478 9540
Student Absence Line: 07 5458 0366

principal@eudloss.eq.edu.au
www.eudloss.eq.edu.au

Corner Rosebed Street and Highlands Road
Eudlo Queensland 4554

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SCHOOL STAFF

Principal	Ruth Machen
Teaching Staff	
Year 4-5-6	Cassy Sutton and Darin May
Year 2-3-4	Ruth Machen and Darin May
Year Prep-1	Sarah Mallet and Sue Kemsley
Physical Education Teacher	Robert Brennan
Learning Support Officer	Darin May
Learning Support – Inclusion Teacher	Sue Kemsley
Music Specialist Teacher	Cath Galloway
Guidance Officer	Andrew Graham
Instrumental Music Teacher	Alex Pattri
Teacher Aides	Leanne Gregory, Kaylene Dunbar, Karen Cornish, Kristen Cutlack, Louise O’Reilly Kylie Strand
Administrative Officer	Linda Whysall
School Chaplain	Kristen Cutlack and Jacky Von Magius
School Cleaners	

SCHOOL DETAILS

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Email:	principal@eudloss.eq.edu.au
Website:	www.eudloss.eq.edu.au
Address:	Corner Rosebed Street and Highlands Road Eudlo Queensland 4554

SCHOOL HOURS

School commences	8:50am
First break	10:50am – 11:25am
Second break	1.20pm – 2.00pm
School finishes	3:00pm

LATE ARRIVALS AND EARLY DEPARTURES

It is in your child’s best interests to arrive at school between 8:30am and 8:45am and to leave promptly when school concludes, but no later than 3:30pm as there is no supervision after this time due to teacher meetings, preparation, etc.

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.

SCHOOL VISION

Our shared vision, expressed as desired outcomes for the children at Eudlo State School is that:

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- | | |
|---|--|
| <ul style="list-style-type: none"> ◆ they will be Happy
enjoy life
feel safe and secure
enjoy friendships ◆ they will hold a High Self-Esteem
self-confident
self-worthy
self-disciplined ◆ they will be skilled at Social Interactions
cooperative
tolerant
good communicators
caring
respectful | <ul style="list-style-type: none"> ◆ their Potential will be Encouraged
academically able
physically adept
creative ◆ they will be Adaptable
flexible
accepting of change
able to solve problems
make informed decisions ◆ they will be Life-Long Learners
motivated
enjoy learning
take pride in their achievement |
|---|--|
-

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.

ABSENCES

Student attendance is vital to the attainment of the best possible learning outcomes. When your child is absent they do miss schoolwork and regular absences can have an extremely detrimental impact upon student progress.

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

Exemption for absences over 10 days

Parents can apply for an exemption from this obligation when their child cannot attend or it would be unreasonable in all the circumstances for their child to attend school or participate in an eligible option for a period of more than 10 consecutive school days.

Situations where an application for an exemption may be made include:

- Illness
- Family reasons
- Cultural or religious reasons

If your child is exempted from compulsory schooling, you are excused from your obligation in relation to compulsory schooling or compulsory participation.

The school principal is not responsible for providing an educational program to your child, however they may provide advice on other educational options available.

Applying for an exemption

You are encouraged to discuss with the school whether an application for exemption is a suitable option. The school can provide you with an application form for an exemption. It is important that supporting documentation and evidence are attached to the application.

Every Day Spent at School Counts!

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. We will require documentary evidence that the child being enrolled is of the appropriate age and/or has the prior learning to be entering a particular year level. In the case of a child entering the Preparatory Year or Year 1, this would be a certificate of birth or extract to verify the child's age. In the case of a child enrolling from another school, a certificate of transfer is required. Students transferring from interstate will find that year levels and learning experiences do not exactly match in some cases and chronological age is often a better guide. Parents are required to sign an ENROLMENT AGREEMENT on reading documents containing school procedures such as the Responsible Behaviour Plan for Students and the school Dress Code.

EARLY LEARNING CENTRE

Our Early Phase of Learning Program offers a unique experience for our PREP YEAR. They share the day with our Year 1 class and we value and work towards a sense of unity in the classroom. The children grow through balanced, flexible learning environments and social activities developing skills in literacy and numeracy, within the Australian Curriculum. We value each individual child and enjoy their input into our program.

CURRICULUM

Queensland State Education recognises the challenge facing schools as we move into an era where knowledge supersedes information. Teachers need to be supported in reflecting on their teaching approaches (pedagogy), as school communities reflect on the appropriateness of current curriculum. This school, in partnership with other schools (the Future Schools) on the Sunshine Coast, has embarked on a program of school renewal and development based on our core business of teaching and learning. With the support of Education Queensland we are part of implementing the Australian Curriculum and Queensland Essentials Curriculum, under the Values Framework. Literacy, especially Reading is a major focus of our school curriculum.

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.

PLAYGROUND SUPERVISION

The principal, teachers and teacher aides provide playground supervision according to a duty roster that commences at 8:30am of a morning, includes recesses, and finishes at 3.30pm. Staff on duty are required to move about the grounds and students are expected to behave appropriately and safely at all times. The duty officer's first responsibility is to support the **LEARNING / SAFETY / RESPECT / RESPONSIBILITY** of all students around the grounds.

Students are not permitted in classrooms during the breaks except when their teacher is present. An exception to this is that students rostered for computer time may use the computer area, although this privilege can be revoked for individuals or groups for a period of time if the privilege is abused.

For morning tea and lunch breaks, all students are required to spend some time (10 minutes) seated in or beside the under cover area (*eating area*) adjacent to the administration area. Parents are reminded that the staff on playground duty have an important role to perform and should not be engaged in conversations during this time.

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.

While Co-operative teaching or Team teaching is not a school wide teaching approach at Eudlo School, classrooms are allocated to support opportunities for groupings to form across neighbouring classes. This provides the flexibility for learning environments to best provide for student learning needs towards improved outcomes.

INFORMATION TECHNOLOGY

Computers are incorporated in learning activities through the provision of a computer network in our laboratory and classrooms, which is easily accessible by all classes from years 1 to 6 (the ELC uses several stand-alone computers as part of its program). Our laptop computers, which connect to the internet via wireless, can be transported into any classroom for students to use. The desktop and laptop computer ratio is 1:2 students.

To be granted access to the school's ICT resources and computer network, students and parent/caregivers must sign and agree to abide by the school's Acceptable Use Agreement.

The school has also purchased iPads and interactive whiteboards or projectors for each classroom.

STUDENT SUPPORT - Learning Difficulties

All students' learning is continually monitored by their classroom teacher and the teacher refers students identified as possibly having some difficulty with any aspect of their learning to the school's Special Needs Committee. Parents with a concern about their child's learning development or learning outcomes should discuss their concerns with their child's teacher, who can then raise the concern at the next Special Needs meeting. This committee meets as required to monitor the Learning Support program, looking towards maximising this program in a way that is equitable throughout the school.

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 volunteer parents, other students, other teachers, and specialist teachers, our guidance officer or the Principal.

An overview of the current and planned support activities is reviewed each term. Students identified as requiring support will be included in the program at the first available opportunity. You will be advised by form letter if your child is being considered for any Learning Support program. Your permission will be sought before any formal assessments of your child are made. Any concerns with the provision of support for your child should be communicated to the principal.

Education Queensland provides specialist support for students with disabilities. The disability could be a physical impairment, an intellectual impairment, or multiple impairment. Sunshine Coast North Regional Office manages such support services. The decision on matching the student's needs with the school's capacity to meet these needs rests with the Parents.

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

COMMUNICATION

Newsletters and Updates: We rely on our school newsletter as a regular means of keeping parents informed of events at the school. It is sent home each fortnight with the youngest child in each family. Parents may also obtain newsletters from our website or request to receive them by email.

Permission slips and notes are sent home as required and we appreciate the prompt return of the activity consent and associated payment requests.

Our Website address is www.eudloss.eq.edu.au where you will find a wealth of information and also downloadable school documentation and newsletters. The school also communicates by SMS and through its facebook page, and information and notifications can also be accessed through the use of the QSchools App. Once you have downloaded this app you can search for our school and get easy access to school notifications, upcoming events and also general school information. Links can be found for these on our website.

This one-way communication is necessary, but a much better process is through conversation at a visit or arranging/attending interviews and meetings. This school encourages staff to take opportunities for dialogue with parents, to seek parent interviews and to attend school meetings. As a Small School this can be done without excessive formality and parents are also encouraged to be involved or to instigate these two-way communication processes.

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.

CHAPLAINCY

The school chaplain provides pastoral care, general religious and personal advice, and comfort and support to all students and staff irrespective of their religious beliefs.

The school chaplain's role is to support school students and the wider community in a range of ways, such as assisting students in exploring their spirituality; providing guidance on religious, values and ethical matters; helping school councilors and staff in offering welfare services and support in cases of bereavement, family breakdown or other crisis and loss situations.

Our Chaplain is at school on Mondays and Fridays but available on call for any urgent needs. He organises lunchtime activities for students, visits each room on a regular basis and may also attend school functions, camps and excursions.

Our chaplaincy program is funded by a federal grant along with our P&C Association and Student Council who organise fundraisers to help with the shortfall.

Please Support All Our Fundraisers as It All Contributes!

RESPONSIBLE BEHAVIOUR PLAN FOR STUDENTS

The 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 RBPS at the school office or access it on our website.*

Rationale

Education Queensland is committed to provisions that ensure all young Queenslanders have a right to and receive a quality education. The Responsible Behaviour Plan is based on the following rights:

- ✚ The rights of all students to learn
- ✚ The rights of teachers to teach
- ✚ The rights of all to be safe

School beliefs about behaviour and learning**EXPECTATIONS OF THE SCHOOL COMMUNITY**

A clear understanding of the relationships between the **rights** of **individuals** and the associated **responsibilities** is essential in developing appropriate behaviour in students.

RIGHTS	RESPONSIBILITIES
To be respected and to care about oneself and to have others care about people and their property.	Students and staff treat each other with courtesy, kindness and respect and are co-operative and tolerant of others. Students and staff care for their own property and the property of others in a responsible way.
To learn or to teach or to work without disruption and to achieve one's full potential as a student, teacher or staff member.	Students and staff have the responsibility to consider their actions and the effects of these actions on other people, and to accept the consequences of their own actions. Students and staff have the responsibility to try their best at all times and to ask for assistance. Students should maximize attendance at school and be prepared for learning.
To enjoy the rights of living in a democratic society, having consideration for the rights of the group. To participate fully, free of barriers that derive from ethnicity, culture, gender or disability.	Making a positive contribution to school improvement and accepting roles of service and leadership. Members of the school community behave in a manner which does not bring discredit on students, teachers or parents. Students and adults observe the laws of the land, operate within school rules and perform according to the employees' code of conduct.
To be safe at school and to work in a clean, hygienic, presentable and well-maintained environment.	Members of the school community keep all areas of the school safe and clean and do not engage in dangerous or hazardous behaviour. Students and staff display a good standard of personal hygiene and dress neatly and positively at all times in an appropriate and safe manner as professional people and students.
To receive clear and regular communication.	Staff, parents and students communicate openly, respectfully, honestly and in a timely manner with one another.
To express concerns and to have these dealt with in a fair and just manner.	The school provides the opportunity for an informal and formal complaints process. The parties involved are prepared to take steps to resolve the complaint.

VALUES AND BELIEFS

- Positive relationships through Getting Along, Organisation, Persistence and Confidence
- The VALUES of Right Conduct, Peace, Truth, Love and Non-violence
- Professionalism – committing to the highest standards of accountability and performance
- Excellence – seeking to accomplish achievements of value and performing to one's best potential, supporting and encouraging others in what they are doing to improve
- Recognising our core business of learning and teaching – lifelong learning, whole of person approach, protection of teaching and learning time and opportunities
- Responsibility – showing care for self and others' well-being and safety through self-discipline, exhibiting teamwork and social, civic and environmental awareness
- Valuing diversity – taking into account individual circumstances during decision-making.
- The value of learning from mistakes and restoring damaged relationships
- A high regard for moral, ethical and professional integrity
- A respect for the law, for social justice and fair treatment

CODE OF BEHAVIOUR STANDARDS

Our Responsible Behaviour Plan for Students has a whole school focus and a standard format for consistency.

EUDLO STATE SCHOOL CODE OF BEHAVIOUR		
Students will assist our community by:-	Parents/ Caregivers will assist our community by:-	Staff will assist our community by:-
<ul style="list-style-type: none"> • Treating all other students, staff and parents with respect • Wearing the correct school uniform • Being respectful of other people’s belongings • Engaging in all learning experiences at an appropriate level by being co-operative and committed to learning 	<ul style="list-style-type: none"> • Treating all students, fellow parents and staff with respect • Communicating with the school any issue that may affect their child’s application to learning • Ensuring their child has sufficient nutrition and work materials for each day 	<ul style="list-style-type: none"> • Treating all students, parents, fellow staff with respect • Formally communicating academic achievement of students twice yearly in a written report • Challenging and supporting the learning by recognising the cognitive, emotional, cultural and physical differences of individuals

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

- ‘Bee Slip’ Rewards and the Eudlo State School ‘Hall of Fame’
- Awards on Parade and in Newsletters
- School and Class Leadership responsibilities
- P-6 Buddy Program
- Peer Mentoring in the Playground
- Assemblies Chairmanship
- Greeting/Thank you for visitors

We emphasise mutual respect. To do this all students are encouraged to think about the choices they make and the possible consequences of those choices. Proactive programs such as School Wide Positive Behaviour Support ‘Bee Slips’, Drug and Alcohol Education, Life Education, Community Participation Program, Family Planning Sexuality Program, Hinterland Trailer Kinesthetic Program, Speech craft Leadership and Camping Programs.

Students who are experiencing some traumatic or anxiety-producing circumstance will be given due consideration through the Student Support Services team and our School Chaplain.

Eudlo State School Code of Behaviour

- Be Safe**
- Be Respectful**
- Be Responsible**

Be a Learner

Targeted behaviour support and the network of student support

Notification of Behaviour Form

At times there is a need to provide further targeted support in addition to whole school support. All students who display behaviour that is considered contrary to school Code of Behaviour and is deemed serious or consistent enough to be considered above normal levels of misconduct are issued a Notification of Behaviour. This is the method of ensuring all key stakeholders (administrators, parent/caregivers, and teachers) are made aware of the transgression and are able to be part of the subsequent planning or developmental process that follows. It is our way of keeping everyone associated directly with this student informed. This form contains information on what, when, where and how the incident occurred along with the consequences and follow-up actions.

PARENT AND STUDENT AGREEMENTS

Parents and students are asked to indicate their support or their understanding of particular aspects of our school's operation. Should any aspects of these agreements cause concern you are encouraged to discuss the matter with the principal.

- **Permission Forms:** These forms will be sent home during the year and parents are asked to indicate their permission for their child/ren to be involved in activities, sporting events, camps and excursions, etc, by signing and returning these forms to the office.
- **State School Consent Form:** At time of enrolment you will be asked to sign this form for approval to use, record or disclose copyright material, image, recording, name or personal information.
- **Enrolment Agreement:** At time of enrolment you will be asked to sign this agreement which sets out the responsibilities of the student, parents or carers and the school staff about the education of students enrolled at Eudlo State School.

ASSEMBLIES

A school assembly is held each Monday afternoon at 2.40pm which 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 welcome to join us for these events.

P&C MEETINGS

The Parents and Citizens Association meetings are held monthly at various times. We look towards continuing a productive two-way communication at these meetings and all families and community members are encouraged to attend. The adopted constitution of this P&C refers to a need to maintain a register of members. ***Please become involved - new faces and ideas are always welcome.***

REPORTING ON STUDENT PROGRESS

A student progress report is sent home after each completed task at the end of each semester. This report consists of a written report prepared by the class teacher(s), giving an indication of the student's *achievement as a member of the class* and their *effort as an individual* for each of the areas along with the teacher's considered opinion of each child's personal development. (Oral and written reporting is provided each semester. School results, not individual, are posted on our web site yearly).

Also, these school-based reports are supplemented by a report in years 1, 2 and 3 on each child's progress along the developmental continuum for Literacy and Numeracy. This is done as an oral report in semester 1 for years 1 and 3 and an oral and written report in semester 2. For year 2 students the oral and written report is in semester 1, with the oral report in semester 2.

Prep Student's progress is mapped on their Early Learning Record which is communicated to their parents and carers each Semester.

STUDENT WELFARE

We will not hesitate to call for ambulance assistance if we suspect the situation may warrant it. We will also contact parents. The order with which we make these contacts will depend on the situation.

Similarly, we will contact parents in the event of a child complaining of a headache, feeling ill, or a bump, cut or scrape other than the most clearly superficial. It is important that families advise the school immediately if there is any change to emergency contact procedures or phone numbers.

If you have any concerns regarding your child's welfare at school please contact the school to discuss it with the Principal.

HOMEWORK

Homework is set regularly. This school provides simple guidelines to teachers on the homework they set. Teachers are expected to limit homework to a maximum of what each child can reasonably be expected to complete in 1 hour/week for children in year one through to 3 hours/week for children in year seven. It involves aspects of reading, research (looking for objects, pictures, or information which can reasonably be expected to be found at home) and more traditional learning of number facts and spelling, as well as preparing for the next day.

Your child's teacher will outline his/her expectations regarding homework during the parent teacher evening. Unless your child's teacher specifically directs otherwise, it is expected that parents will oversee their child's homework activities, encouraging, supporting, and, on occasions, assisting them with their efforts. Be sure to guard against allowing homework to become a disruption to family tranquility, but instead, a very necessary part of the child's home routines. Please contact your child's teacher concerning difficulties with homework before they develop into major problems.

ROAD SAFETY

The divided road with off-line intersection means that motorists need to be extra cautious in this area. Cyclists and pedestrians compound the problem when they use the area for recreational activities.

It is important that parents join us in impressing upon all children the importance of riding sensibly, particularly in the vicinity of the school between 3:00pm and 3:30pm. We expect that when a student leaves the school gate after 3:00pm that they do not loiter in the area in front of the school, but proceed directly towards home. Students are expected to wait inside the school grounds until parents arrive if they are being collected of an afternoon. Parents can also assist by using the off-road parking area and ensuring the crossing zones are free from cars stopping or parking. Children need to cross between the special flagged poles in both Highland Road and Rosebed Street.

MEDICATION

In cases where medication needs to be administered at school we require a signed and completed *Request to Administer Medication* form, which is available from the school office and from our website. A teacher or other adult staff member will then be permitted to administer the medication to the student according to the instructions outlined on the form. Medication must at all times be given to the school office to be kept in a secure place.

SCHOOL HEALTH SERVICES

The School Dental Van visits the school periodically. Advice regarding their confirmed up-coming visits is given in our newsletters and information notes will be sent home. Parents wishing to take advantage of the School Dental Service for emergency treatments at any other time should contact the school for advice on its location.

HEADLICE

Each year, infestation of headlice throughout Queensland is quite common. They are not a disgrace, anyone, child or adult, can pick them up. They can be contracted through direct contact with infested people or objects used by them, especially shared clothing, combs or headgear.

Parents need to:

- Check children's hair daily during an outbreak
- Tie children's long hair back
- Encourage children not to share hats, combs, headgear or jumpers
- Treat headlice with an approved solution twice, 7 to 10 days apart
- Treat all family members at the same time
- Wash linen, towels and pillowslips in hot water

As a small school we are better able than most to conduct a whole school headcheck when several cases are reported. Where a child is found to have signs that suggest the presence of headlice, parents are contacted and asked to treat their child and to finish the treatment before the child returns to school.

HEALTH – COMPULSORY EXCLUSIONS

We have adopted the recommendations of the Sunshine Coast Regional Health Authority with regard the minimum exclusion periods from schools as set out in the following table. Where a student is suspected of having an infectious disease, parents will be contacted immediately.

Chicken Pox	Exclude until fully recovered or at least five days after the eruption first appears. NOTE: some remaining scabs are not an indication for continued exclusion
Measles	Exclude for at least 4 days from the appearance of rash
Mumps	Exclude for at least 9 days after the onset of symptoms
Rubella (German Measles)	Exclude until fully recovered or for at least 4 days after the onset of rash
Impetigo (School Sores)	Exclude until appropriate treatment has commenced and sores on exposed surfaces are covered with a dressing
Diphtheria	Exclude until medical certificate of recovery, following at least 2 negative throat swabs, the first not less than 24 hours after the cessation of antibiotic treatment, and the other 48 hours later
Hepatitis A	Exclude until receipt of a medical certificate of recovery but not before 7 days after the onset of jaundice
Leprosy	Exclude until approval to return has been given by an appropriate Health Authority
Meningitis (Bacterial)	Exclude until well
Meningococcal Infection	Exclude until well

Poliomyelitis	Exclude for at least 14 days from onset. Readmit on a medical certificate of recovery
Ringworm, Scabies, Pediculosis (Lice), Trachoma	Exclude until the day after treatment has commenced
Whooping Cough	Exclude for 5 days after starting antibiotic treatment
Streptococcal infection (including Scarlet Fever)	Exclude until the person has received antibiotic treatment for at least 24 hours and the person feels well
Conjunctivitis (Acute Infectious)	Exclude until discharge from eyes has ceased
Typhoid and Paratyphoid fever	Exclude until production of a medical certificate of recovery
Tuberculosis	Exclude until the production of medical certificate from appropriate health authority

**Infectious Diseases which do not require exclusion include:-
Glandular Fever; Hepatitis B; Hepatitis C and Human Immunodeficiency Virus infection (HIV)**

TUCKSHOP

Tuckshop is run weekly, during first break, relying on volunteer workers and a volunteer convener for its operation. It has traditionally been a wonderful service and a good fundraiser for the school and operates through the convener reporting to the monthly P&C meeting where major changes are discussed and opinions sought.

A tuckshop order form is sent home the day before outlining the special meal that will be available to purchase.

SWEETHEARTS CAFÉ AND GENERAL STORE PURCHASES

We have a school rule that students arriving at school must stay inside the school grounds until departing for home at 3:00pm. Students needing to buy their morning tea or lunch must complete these arrangements prior to entering the school grounds of a morning. Students are not permitted to access the café or store during school hours.

LEAVING THE SCHOOL GROUNDS

Once at school, inside the gates, students must remain until they depart for home after school or with their parent/caregiver for an appointment before 3:00pm.

Children who go to the store or skate park before or after school do so only with their parents/caregivers permission. We cannot supervise children across the road or in the park, therefore, parents must take responsibility for their children's activities and safety.

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 are to 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 – school shoes (preferable) or sneakers NO high tops or Boots
- Long sleeved undershirts that are royal blue or red in colour
- Track Pants - Royal blue or navy

GIRLS' UNIFORM:

- **School dress**
- **Unisex polo shirt with school emblem**
- **School jumper with school emblem**
- **Hat with school emblem**
- Navy blue skirt or shorts
- Shoes – school shoes (preferable) or sneakers NO high tops or boots
- Long sleeved undershirts that are royal blue or red in colour
- Leggings/tights-plain royal blue or black- no prints bows or lace

Eudlo P&C Association Uniform Policy effective 25/05/2016

UNACCEPTABLE UNIFORM ITEMS

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 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, bandanas) that are not royal blue, white or black in colour
- Jumpers that have slogans or are not school issued
- Hoodies/jeans/pants that are not listed in the girls' or boys' uniform
- Footwear that does not cover the whole foot (e.g. Thongs, sandals)
- Any items that have writing on them (e.g. Shirts, hats with pen markings)
- Additional items worn on arms or legs e.g. arm bands, ankle bands

Uniforms can be purchased from the school Uniform Shop every Friday between 8:30 am and 9:00 am.

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.

COLLECTION OF MONEY AND PERMISSION FORMS

Returning forms and paying for school activities or equipment should all be done at the office. Children returning permission notes and/or money should bring them to the school office before school and place them in the Money and Forms Collection Box. Payment envelopes are available at the office.

The school also accepts payments by BPOINT, EFTpos, Credit Card, Direct Deposit and cheque.

BOOKLISTS

The school maintains a list of learning requirements for each year level that is available from our office and on our website. Students need to be prepared for learning each day and part of their preparation is to have their books and equipment ready. Copies of these can be provided from the office or downloaded from the school website.

TRANSFERS

Parents of students transferring to another school should inform the office and be sure to have all school materials, including any library books, returned prior to leaving our school.

SCHOOL BUS

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

USE OF SCHOOL FACILITIES

We are happy to extend the use of School facilities to our Community after normal school hours. Please contact the Principal for further information and permission.

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.

SECURITY

All classrooms have sensors which have been installed to protect the resources for our students. The alarm will trigger if an intruder enters. Please report to the office or the cleaner before entering a room outside normal school hours to ensure you do not trigger an alarm.

Community use of the school facilities by individuals or groups must have the expressed permission of the Principal. An exception to this is when there is appropriate, sensible use of the oval or use of the bitumen court for tennis. This exception does not extend to loitering under and around the buildings and cement paths which must be considered illegal trespassing.

The school is part of the 'School Watch' program, promoting community involvement in ensuring the security of the school. Everyone has a role to play in supporting the security of the school facilities. All families have a responsibility to uphold the practices as mentioned in the paragraph above and the '*no wheels*' practice as mentioned in the paragraph below. School watch provides this community with an avenue to report concerns. The toll free number is 13 1788.

This school is a **pedestrian, no wheels** environment, where the use of wheels (bikes, roller blades, skates, skateboards, etc) in the school grounds is expressly forbidden. The cement areas under the school were not designed with such activities in mind, and the risk of injury and damage is great.

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

Whilst 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 Families in accordance with Education Queensland's Student Protection Policy and other policies relating to student behaviour.

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

CHILDREN AND YOUNG PEOPLE IN THE CARE OF THE STATE – DATA MATCHING

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

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

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