



PARENT INFORMATION HANDBOOK

At Eudlo State School We Learn To

Be Safe Be Respectful Be Responsible 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 Session8:50am - 10.50amMiddle Session11:30am - 1:20pmAfternoon Session2:00pm - 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 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 and 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.

Communicating with your child's school

We value open and respectful communication with parents and carers, to support student learning.



You can expect schools to:

- recognise and celebrate your child's achievements
- · report on your child's academic progress
- communicate about your child's learning, wellbeing and development
- inform you of any serious issues concerning your child
- alert you on the same day if your child is absent without a reason
- forward requests needing your consent or payment
- provide regular school updates and notify you of school events
- offer opportunities and ways to give feedback
- offer parent/carer-teacher interviews twice per vear.



You should not expect:

- an immediate response to non-urgent inquiries - it may take a minimum of 2 or more business days
- staff to return calls or reply to emails outside standard business hours (including evenings and weekends)
- a response from staff to social media messages from their personal account
- access to teachers' personal phone numbers or emails
- teachers to discuss school matters when not at work (e.g. if you see a teacher outside of school hours in the community)
- meetings with staff during the school day without an appointment
- to be allowed on school grounds if you have been aggressive or harassed staff or students.



Contact your child's school if:

- · your child will be absent, providing the reason
- you are concerned about your child's learning, social progress or wellbeing

- there are changes to your child's medical information
- · there are changes in family circumstances
- you notice safety issues or behaviour changes at home
- issues arise that may affect student and/or staff safety at school
- you need to make or change an appointment.



When contacting your child's school:

- contact the school administration for general inquiries
- follow the school's processes for requesting meetings or contact with teachers
- for more complex or sensitive issues, request a face-to-face meeting to give the matter the attention it needs
- allow staff time to respond to your inquiry, remembering that teachers' priorities during the day are in the classroom.



How you can help your child's school:

- keep your contact details up-to-date
- read school communications
- use polite language in all spoken and written messages
- be open to ideas and willing to compromise if needed to reach an agreement.



If you are unhappy about something that has happened at school, you can make a complaint:

- first raise your concern with the school by making an appointment or sending an email
- if you're not happy with the outcome, you can speak with the principal or take your complaint to the school's Regional Office. All complaints about staff or school operations are handled fairly.



SCHOOL PARADE

A weekly parade is held on Monday afternoon between $2.40 \, \text{pm} - 3.00 \, \text{pm}$. 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	Example of	Documentation completed by doctor
medication	medication	or other prescribing health practitioner
Asthma	Asthma puffer	Asthma action plan
Anaphylaxis	EpiPen	ASCIA Anaphylaxis Action Plan
Diabetes	Insulin injection,	Department of Education Medication order to administer
	insulin pump	'as-needed' medication at school or medication order or
		diabetes management plan or other written instructions
		from prescribing health practitioner
Other types of emergency	Midazolam	Department of Education Medication order to administer
medication e.g. for seizures		'as-needed' medication at school
Medication required 'as	Ointment for skin	Department of Education Medication order to administer
needed' for minor or non-	allergies,	'as-needed' medication at school
emergency symptoms	antihistamines	
Changes to dosage (e.g. from	Ritalin	Written instructions from prescribing health practitioner
½ to 1 tablet)		(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	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.	
additional requirements for diabetes management	• insulin	Letter from the prescribing health practitioner authorising insulin AND a diabetes management plan	Consent to administer medication form
As needed (non-emergency) - medication to treat symptoms 'as needed', but not in an emergency situation	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	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

Eudlo State School Uniform Policy	P&C approved 8 May 2024	
	✓	×
Footwear: to be worn with school uniform on a daily basis	Yes	No
 Predominately black leather shoes or black sandshoes, no high tops or boots. Lace up or Velcro- No coloured laces Shoes must be fully enclosed. Slip-on and ballet flats do not offer sufficient protection when students are participating in learning experiences or in the playground. 	4	616
Shoes must be worn at all times unless at the direction of teachers for a particular activity. Footwear should be durable, comfortable and long wearing. White or black socks to be worn. These are to be ankle socks. Sockets and long socks are not part of the uniform.		4
Hats	Yes	No
 Our sun safe rule is: No hat no play Student should wear the navy wide brimmed Eudlo SS hat that is available from our uniform shop. Students must NOT wear caps. This is to ensure full sun safe protection. 		
School Shirts, shorts and skirts or skorts	Yes	No
 Navy bike pants or leggings may be worn UNDER a skirt, shorts or skort. Demin is not to be worn. Skirt and short/skorts hem line must be of a reasonable length. A reasonable length is considered to be ½ way down the thigh. Wallaby and Whipbird sports shirts are only to be worn on Friday and on sports days. 		
Winter Uniform	Yes	No
 School uniform jackets are available from the uniform shop. School uniform navy track pants and navy jumpers are available from the uniform shop. Plain navy jumpers and track pants can be worn. No undershirts or singlets should show through the shirt. 		

Jewellery	Yes	No
 Small studs and sleepers are permitted (only one per ear) Watches are permitted. Smart watches are not permitted as per Eudlo SS away for the day policy. It is against Workplace Health and Safety to allow any other piercings apart from the ears. Similarly, no necklaces, bracelets, anklets, or rings are to be worn. Upon written request outlining significance, the principal will give consideration for religious reasons, cultural and medical needs. 		
Hair, Body and Make-up	Yes	No
 Hair should be neatly trimmed and brushed back off the face. Extreme hairstyles are not permitted. This means hair cuts that are not normally seen in primary schools e.g.: tracks, mohawks, streaks and colouring. Make up it not permitted at school. This includes fake eyelashes and foundation. Hair decorations should be in school colours. Hair colouring including streaks is not permitted. All hair that is shoulder length or longer, is required to be worn pulled back and secured back from the face. Tying back the hair to help stop the spread of head lice. Hair hanging over eyes also needs to be tied or pinned back. Artificial nails and nail polish are not permitted. No fake tattoos are to be visible on any part of the body. No coloured hair extensions. Upon written request outlining significance, the principal will give consideration for exemption. 		
Uniform free days	Yes	No
Sleeves must be worn. Spaghetti straps and sleeveless tops are not acceptable. This is a sun safety issue. Sandals, flipflops and shoes with heals are not allowed. Enclosed shoes must be worn for health and safety. School hat is still expected to be worn. Shorts and skirts must be of an appropriate length. An appropriate length is considered to be halfway down the thigh. T-shirts and clothing with inappropriate messaging or pictures are not permitted. The inappropriate nature of the clothing will be decided at the teacher's discretion.		

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.

HOMEWORK CENTRE

To help ease the burden, students can now complete their homework in a supervised learning environment before they go home from school. The sessions run from 3-4pm and are free to attend. A healthy snack will also be provided. For current days of operation please contact the school office.

If you are interested in registering your child, please complete a registration form included in enrolment packs or contact the school office.

More information about Homework Centres can be found or online at www.qld.gov.au/homeworkcentres.

Homework Centres

Fact sheet for families



Homework support for busy families

Homework Centres

Homework is an important part of every child's education but finding time to help your child get their homework done can be a challenge for your busy family.

To ease the burden on families, Hornework Centres will be established in up to 120 state schools across Queensland.

What is a Homework Centre?

A Homework Centre provides a supervised and suitable learning environment where your child can complete their homework before they come home from school.

Homework Centres provide your child additional learning time with their peers, and support good study habits.

Homework Centre sessions are free for a maximum of 3 hours perweek, for 30 weeks peryear. The sessions are supervised by teacher aides.

Operation hours are determined by the school in order to meet the needs of families in the school community.

Who can attend a Homework Centre?

Any student of a participating school can attend and participation is voluntary.

What will my child do at the Homework Centre?

Your child can complete their homework tasks under the supervision of teacher aides after school. Personalised tuition or academic counselling is not provided.

As well as their school-based learning, your child may also participate in other activities designed to support their health and wellbeing, such as reading.

Each school plans the Homework Centre sessions based on the age, learning and development needs of the students attending.

A healthy snack will also be provided.

How do I register my child in a Homework Centre

Complete the registration form that will be circulated by participating schools. This form will provide a local contact who can answer any queries you have and provide support with registration.

www.qld.gov.au/homeworkcentres

