

Freshwater

STATE SCHOOL

2018
INFORMATION
BOOK



FOR YOUR INFORMATION

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While every effort is made to ensure the accuracy of this booklet, the dynamics of a primary school may necessitate changes to published procedures and practices.



FRESHWATER STATE SCHOOL

Welcome!

Our school opened in 1923 and now has approximately 740 eager learners from Prep to Year 6 working in 30 air-conditioned teaching classrooms.

Our VISION

Fresh Minds, Fresh Ideas, Fresh Futures

Our MOTTO

Success Crowns Effort

Freshwater State School is a great place to learn and in order to do so effectively we believe that we need to be:

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

These expectations are actively taught in all classrooms across our school.

Our professional team of teachers and support staff are caring, dedicated and committed to providing the best possible learning experiences for all of our students.

We value productive partnerships with our parents/caregivers and believe that the more we work together the better the learning is for our students.

We're proud of our school and hope that this booklet provides you with some useful information about us. Please feel free to call in for any further information.

We look forward to working and learning with you!

Sharon Jones
Principal

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CALENDAR FOR 2018

Student Free DayThursday 18th January

Student Free DayFriday 19th January

First day of school for students Monday, 22nd January

Australia Day Public HolidayFriday 26th January

Easter Vacation..... 2nd April-16th April inclusive

Good Friday 30th March

Easter Monday 2nd April

ANZAC Day Wednesday 25th April

Labour DayMonday 7th May

Winter Vacation 1st July – 15th July inclusive

Cairns Show Holiday Friday 20th July

Spring Vacation22nd September – 7th October inclusive

Queen's Birthday Holiday Monday 1st October

Student Free Day Monday 22nd October

Summer Vacation 15th December 2017 – 28th January 2019

School Recommences..... Tuesday 29th January 2019

Australia Day Public Holiday Saturday 26th January 2019

ABSENCES

Class Rolls are marked electronically by the teacher each morning after the bell and again in the afternoon approx. 1:30pm. **All students not in attendance at this time will be recorded as Absent from their Class – our computer system automatically records the absence as Unexplained until such time a parent/guardian contacts the school to confirm the absence by:**

Whole day absences - confirmed by leaving a message on the Absence Line Ph: 4058 9260

or by Email: absences@freshwaterss.eq.edu.au

Late Arrivals - student must call by the office and present as a late arrival.

A computer generated Late Slip will be issued to each student to hand to their teacher.

Early Departure or Sick - parents must pop by the office to sign students out.

Multiple Days can be recorded if a student will be unwell or absent for more than one day.

Any absences that still remain unexplained will be passed onto our Office for further follow up. Parents will be contacted to confirm the absence. If your child is to be absent for 10 days or more an 'Exemption from Compulsory Schooling and Compulsory Participation' form must be completed. See the ladies in the school office.

BOOKS & MATERIALS

A booklist will be sent home in Term 4 outlining the materials that students require for the following school year. Parents are responsible for supplying these items and are encouraged to take advantage of the stationery service run by the P&C. "Back to School" bookpacs can be purchased from the Freshie Shop towards the end of the year. Details on availability and opening times will be advertised in the school newsletter and on the back of the student booklist. Packs will also be available during limited opening times at the end of January only while stocks last. Parents wishing to make use of the Freshie Shop stationery service are encouraged to purchase a bookpac before the end of the school year to avoid disappointment. All proceeds are reinvested directly back into our school. Alternatively you are free to use the booklist to source all the items independently.

The school will supply some books on loan to pupils. Text books are decreasing in number and a wide variety of reference types of books are now being used. Some books that are issued on loan by the school may be taken out of the school for home studies, but the children who take them home are responsible for their care and return. Losses must be replaced at the parent's expense.

Parents are asked to pay into the Student Resource Scheme of \$125.00 (see 'Education Fees' over page for more information), to cover additional curriculum costs. Parents may choose to supply these privately. See the Principal for the list of items.

CHILDREN LEAVING SCHOOL GROUNDS

Children are not to leave the school grounds for any reason during school hours, unless a note from the child's parent is received, requesting permission for the child to do so.

On the rare occasion that a child living close to the school requests permission to return home for a legitimate reason, the Principal may allow this. The child concerned will be asked to report to the Principal when they return to the school. Our prime concern is the safety of your children.

For those unavoidable appointments made during school time, a register is maintained at the office. Parents are requested to sign children out/in via the office.

COMMUNICATION WITH SCHOOL

We believe that a child's learning is enhanced when parents and teachers work together effectively. If at any time you have queries or concerns please make contact in the first instance with your child's teacher. If you would then like to discuss the matter further, please feel free to contact the Deputy Principals Martina Leiter for Prep to Year 2 or Jen Maher for Year 3 to Year 6.

CROSSING SUPERVISORS

We are fortunate to have the services of Crossing Supervisors thanks to the State Transport Department. These Supervisors are now an integral part of the school life and their worth to the safety of students is immeasurable. If arriving or leaving we seek the cooperation of parents in using the supervised crossing **at all times**. "Children see, children do!"

CULTURAL ACTIVITIES

Children participate in cultural activities depending on the expertise and abilities available among staff and parents to assist with special instruction. Cultural participation is encouraged. Small games skills and athletics are taught as part of our program by a Physical Education Teacher and Class Teachers. Drama and musical activities are part of general classroom programs, assisted by the Music Teacher.

Children are encouraged to join cultural groups within the community. The opportunity is also taken whenever possible to give children the chance to view productions sponsored by the Queensland Arts Council and other groups.

The school offers the opportunity of instrumental instruction. Numbers are very limited in strings, brass, woodwind and percussion. Other short term instruction may be available, depending again, on expertise available. A fee applies to participate in the Instrumental Music Program.

CUSTODY

An area of increasing concern for schools is that of custody. Clearly our prime responsibility is to the custodial parent. We cannot prohibit access by the other parent unless there is a Family Court Order in place to support such action. We will endeavour to comply with the wishes of the custodial parent. It is however far easier to act if we have sighted the appropriate orders. These orders would be secure and used only as needed.

EDUCATION FEES

At Freshwater State School there are a number of fees.

Student Resource Scheme is in addition to the 'Back to School Requirements – Book List' that are issued at the end of each school year. Student Resource Scheme fees are invoiced to each student in Term 1 each year. This scheme offsets bulk purchases made by the school for each year level for items such as: subscriptions to websites and equipment needed to enhance the curriculum during the year. (Art equipment / text books / cooking ingredients / literacy and numeracy projects / Arts Council)

Excursion Expenses: Excursion prices are set according to a cost recovery basis only. *Schools are not allocated funding for excursions. Teachers must submit costing plans proving that all expenses for proposed excursions will be met before proceeding.*

Instrumental Music Program: For students enrolled in our Music program there is a levy payable plus a hire fee (if students are using one of our instruments). These fees must be paid in full before lessons can commence. *Fees are extremely reasonable for access to a professional music tutor.*

P&C Voluntary Contributions: Are a yearly voluntary contribution per family. The offer to contribute is sent to all families early each year.

The Freshwater P&C provides the "icing on the cake" to our school. We are very proud of our P&C. In the past they have provided: "The Canopy" undercover area (*the result of many years of fund raising and what a great outcome*), fridges in each classroom for student lunches, playgrounds and outdoor seating and the shelter shed for the Stop, Drop, Go students waiting for parents.

PAYMENT OF STUDENT ACCOUNTS

Payments may be made via:

1. Internet Banking – reference is family name; Bank account details are:
BSB: 064-804 Account: 00091751
2. EFTPOS – via the School Office
3. CASH – via the School Office Correct amount of money please as the school does not keep any change on the premises. (place cash in envelope then in drop box located in school office)
4. CENTREPAY – Centrelink deductions please sign form in office.
5. PAYMENT of accounts and invoices by instalment is always available.
6. BPOINT - see www.bpoint.com.au/payments/dete

It is very important for all students that school debts are paid as these are monies that our school is expecting that we have already planned or expended. Schools receive limited funding from the government and our hard working P&C's. Funds are used to benefit all students. Budgets are tight and schools account for every dollar collected and expended. School debts affect all students as it restricts what we may do to support student learning.

ENROLMENT AND ELIGIBILITY

Freshwater State School is an enrolment managed school meaning:

- Children living within our local catchment area must be given first priority for enrolment.
- A small number of enrolments must be reserved for 'in catchment growth' during the year.
- Any excess positions may then be offered to students residing outside of the catchment area.

Refer to www.freshwaterss.eq.edu.au *Enrolments, Enrolment Management Plan* for enrolment eligibility or *Enrolments, Catchment Area* for Equidistant Map (*use zoom to enlarge map*).

Under The Education (General Provisions) Act 2006, applications for enrolment must be accompanied by satisfactory evidence of eligibility. Documentary evidence of birth date, immunisation records and in catchment residency are required on enrolment.

Prep Year The Prep curriculum is based on active learning, which includes focussed teaching and learning, routines and transitions, inquiry, investigation and play. Children need to be five years or older on or before 30th June in the year they enrol in Prep. Target class size is no more than 25 children. Where there are not enough children to form a separate class, children may be in a composite or multi-age class.

Year One Children need to be six by 30th June the year they enrol in Year 1.

ENROLMENT PROCEDURES

FIRST DAY OF SCHOOL YEAR

If enrolment papers have been lodged with the school office prior to the first day of school, families can check classroom maps behind the school office and move to class.

Teachers will be in attendance to take care of Prep and Year 1 students in their rooms. Should a child appear to be unduly upset, it is best that parents do not delay their departure from the scene. Experience has shown that the child generally settles and joins in fairly quickly. (If not, we would contact you.) As they will be meeting many new parents and children on this first day, time for longer conversations will be limited until later in the week.

ALL ENROLMENTS

New enrolments need to report to the school office. A staff member will then take you, or direct you, to your child's classroom. Your child's teacher will allocate a desk and a buddy upon, or soon after, your arrival. If you wish to discuss issues concerning your child you will need to make an appointment.

Please see that the teacher knows how your child is to get home in the afternoon, i.e. bus, collected by you, or older brother/sister and/or any other major issues.

HEAD LICE

Most children will experience head lice sometime during their early childhood years as head to head contact is the main source of transfer.

Head lice is a community problem which, unfortunately is likely to spread through the school if left untreated. Whenever we are made aware of an infestation we inform parents in the class by way of a note issued to each student. We trust each family will follow the recommendations in the note, thus doing their part towards eradicating the lice. **The failure of one parent to do so ruins the efforts of all the rest.** Your cooperation in this matter is appreciated.

The detection and treatment of head lice is the responsibility of all families.

Website: <http://www.health.qld.gov.au> Search Head lice to access the latest information.

HOMEWORK

Home exercises are set by the teachers of this school as reading or written tasks to follow up lessons that have already been taught in class. No homework will be set on topics or subject areas that have not already been explained during school lessons, unless it is a research project.

Homework appropriate to the phase of learning:

Regular reading to, along with general conversation by parents/caregivers, is highly recommended across all year levels	
Prep	Up to and no more than 15 minutes per night
Years 1-2	Up to, but no more than, 1 hour per week
Years 3-4	Up to, but no more than 1-2 hours per week
Years 5-6	Up to, but no more than 2-3 hours per week

At times, the upper classes have contracts or projects that have to be completed within a certain time limit - generous timeframes are given.

It is felt that homework develops the habit of quiet, unsupervised study and provides the satisfaction of success that results from organisation, rather than sacrifice of leisure time. The use of a homework notebook is recommended from Year 3 to Year 6. A check by parents of the work listed against work completed is helpful.

The best help and support parents can give is to ensure that children have a set time and place in which to do their homework. This routine may overcome the difficulties and anguish encountered if everything is left to the night before it's due.

IMMUNISATION

QUEENSLAND'S HEALTH POLICY ON CHILDHOOD IMMUNISATION aims at developing mechanisms to ensure that:

“Vaccination certificates or statutory declaration of conscientious objection to vaccination are provided by all parents/guardians to persons in charge when their children are enrolled in Schools.”

The presentation of such certificates allows for accurate recording of children's immunisation status and aids in safeguarding public health.

Recommended childhood vaccinations range from Ages: Birth to 15 years. For further advice on the National Immunisation Program Schedule telephone your local Public Health Unit on:

Cairns 4050 3600

INFORMATION TECHNOLOGY

Freshwater State School is a fully networked school, with both cable and wireless connections. Every classroom is able to connect to the Internet using our multimedia computers. The equipment is modern and up-to-date with the latest software. Each classroom is fitted out with an interactive data projector or, data projector and Interactive White Board and has a minimum of 3 workstations/ laptops – most have 4 or 5. Digital cameras, scanners, robotics kits, MP3 players, iPads and laptop labs are also available for classroom use. Computer hardware is expanding each year as we move towards more mobile devices.

At present, as part of a school initiative we have the services of an Information Technology Teacher who is available to work with classes across the school. Currently, Years 1 and 2 have weekly classes in our computer lab. Other classes utilise our computer labs as part of their classroom curriculum / activities with their class teacher.

Students and staff are provided with opportunities to use ICTs for the attainment of curriculum goals in all learning areas. Development of digital literacy is seen as an integral part of the learning process. Students also have the opportunity to gain an understanding of the role of computers in society as they work towards achieving ICT Benchmarks.

Our online presence is available through our website, www.freshwaterss.eq.edu.au, Facebook and the QSschools App.

Parents and students must sign an Internet Agreement form when enrolling which complies with the Department of Education and Training state-wide computer policies. Any breaches of the terms of the Internet agreement will result in suspension of privileges.

L.O.T.E. (Language Other Than English) - JAPANESE

Students at Freshwater State School are given the opportunity to learn Japanese from Year 3 to Year 6. Learning a Language Other Than English (LOTE) is intellectually challenging and can give students increased problem solving skills, improved knowledge of the English language, important study skills, insight into another culture, sensitivity towards people, and skills that can expand career options. Confidence in a second language takes time and commitment, so the younger a student begins to learn a LOTE the better!

LOST PROPERTY

All articles (including articles of clothing) brought or worn to school by children should be clearly marked with the child's name.

Lost property is collected and every endeavour is made to return articles to their owners. This is made easier when each article is marked with the child's name. Children in Prep and Year 1 experience considerable difficulty in recognising their bags and hats. Even older children will not always recognise their belongings. The use of an identifying mark e.g. colour patch on the hat, or a picture pasted on their bag, as well as a name, is recommended. Lost property that is found is stored in a box near the amenities beside the playground. Unclaimed articles are donated to a local charity at the end of each term.

LUNCH

Freshwater State School encourages healthy lunches to promote your children's health and well-being. As there are fridges in every classroom a standard sized lunchbox is all that is required.

MEDICATION

As per Department of Education and Training regulations, staff are only authorised to administer **prescribed medication** to children. A written request must accompany the medication, which needs to be in its **original packaging**. The packaging must have a chemist label attached indicating **the child's name, the medication's name, dosage and time**.

MOBILE PHONES

The Department of Education and Training has developed policies and guidelines for mobile phones due to the increase in the number of students who own these devices. We do not encourage the use of mobile phones, but we recognise that there are times when it is genuinely appropriate and beneficial for students to have access to mobile phones. At Freshwater State School mobile phones are to be switched off and signed in in the morning and out in the afternoon at the school office. They should only be used before or after school.

MONEY AT SCHOOL

Periodically, money needs to be brought to school for such things as swimming, book club, books and excursions. Please ensure that all money is brought to the school office in an envelope or plastic zip lock bag with the child's name, amount and purpose clearly written on it. Money **SHOULD NOT** be left in school bags.

MUSIC

Classroom Music is taught by a specialist classroom music teacher with each class attending a half-hour lesson each week. They may have follow-up activities with their class teacher. Lessons and materials used are designed to follow a developmental program employing the Orff-Schulwerk Process with elements of Kodaly. Students in Years 4-6 supply their own recorders and all students participate in a variety of activities including singing, dancing, reading, writing, composing and performing music.

Orpheus Ensemble Students from Years 5 and 6 may join the Freshwater Orpheus Ensemble. This is an extension group and utilises the Orff (xylophones and un-pitched percussion) instruments. They represent the school at various occasions and augment the Concert Band at times.

Instrumental Music lessons are offered to selected children from Year 3 in Strings, Year 4 in Wind and Brass instruments and from Year 4 in Percussion. In Semester 2 all students in Year 2 and 3 sit a Music Aptitude test. The results from this test, in tandem with information from the classroom music teacher and class teacher, are used to inform the selection of students for the Instrumental Music Program. Children attend a weekly lesson at school and are expected to maintain regular practice at home. When they reach the required standard they join the ***String Orchestra or Concert Band*** to further develop their skills. Other ensembles are formed according to the children's skills eg. recorder group, wind ensemble. **An annual fee applies to participate in the Instrumental Music Program which includes a levy and where applicable an instrument hire fee. All fees in relation to the music levy and hire fees MUST be paid in full before the student will be permitted to attend lessons.**

If a student begins learning a stringed instrument in Year 3 it does not mean they can swap to a wind or percussion instrument in Year 4.

For further information please refer to "FSS Music Program" Brochure available at the school office.

NEWSLETTERS

The school publishes a newsletter every Tuesday which is sent via email to each family. Most school related date reminders are published in this newsletter, along with Tuckshop and P&C Association matters. For your convenience, the school newsletters are also available on the school's web page www.freshwaterss.eq.edu.au. If you wish to receive newsletters electronically please email newsletter@freshwaterss.eq.edu.au

OUTSIDE SCHOOL HOURS CARE

The Outside School Hours Care service provides before and after school care each term and vacation care for school holidays. Our service operates from Monday to Friday from 7:00am to 9:00am and from 2:50pm to 5:50pm.

The OSHC service offers age appropriate free choice activities and experiences, sports play, and children's OSHC committee. Nutritious breakfasts and afternoon teas are provided each day.

Vacation and student free day care are available on school holidays from Monday to Friday from 8:00am to 6:00pm and include fun activities at the OSHC centre and local excursions.

OSHC Administration is available Monday to Friday from 9:00am to 2:30pm. If you would like to know more about OSHC, please visit the service or phone 4058 0252 to pick up an enrolment pack and discuss your child care options.

PARENTS' AND CITIZENS' ASSOCIATION

Freshwater State School P&C is a fun, energetic and active group working for the benefit of all our students.

The P&C Association's official aims include:

- foster community interest in educational matters;
- endeavour to bring about closer co-operation between all members of the school community;
- provide advice and recommendations to the Principal upon issues and concerns in respect of students;
- provide advice and recommendations to the Principal upon the general operations and management of the school; and
- to provide and assist in the provision of resources or services for the benefit of the students.

To achieve these aims, the Freshwater P&C is involved in a broad range of activities. It operates the Outside School Hours Care Service, the Freshie Café (Tuckshop) and the Freshie Shop. P&C members and volunteers also organise the annual school fete, events such as Ovation, Granfriends and, at the end of the school year, the Back to School stationery lists.

The P&C meets in the Admin Building Staffroom on a monthly basis. Notice is given in the weekly school newsletter to advise dates and times. The Principal also attends these meetings, and they provide a forum for the exchange of views and ideas between the parents and school administration. It is also a time for reporting on and planning P&C activities. All parents are encouraged to attend these friendly meetings.

PARKING INSIDE / OUTSIDE SCHOOL GROUNDS

Parents are not permitted to park inside the school grounds, when dropping off or collecting their children (including the carpark at the front of the administration block or the staff carpark located at the rear of the school (tuckshop area), unless authorised by the Principal. **The cooperation of all parents is sought to ensure that the designated parking areas inside / outside the school are adhered to. Signs are posted to indicate areas.**

The NO PARKING zones and BUS STOP zones are clearly marked. If cars are parked correctly our students will not be in danger when they cross the roads when arriving and leaving school.

Supervised School Crossings OLD SMITHFIELD RD & CORKILL ST The school directs all students to use the supervised crossings. In the interests of the safety of your children, we ask you to ensure your children use these routes. Parents are urged to set an example by using the crossings, especially when the Supervisors are on duty. Our Crossing Supervisors are required to report dangerous driving and illegal parking to the Transport Department.

STOP DROP/COLLECT & GO ZONES mean no parking and or leaving your car Located at: Old Smithfield Road – *Behind the bus zone next to school fence (waiting time 2 minutes);* Corkill Steet – *Adjacent to the Outside School Hours Care building.* If your child is not waiting for you at the Stop Drop/Collect Go area or you are waiting any longer than the time allowed please drive around the block and try again. *Please note the Police regularly patrol these zones and do issue infringement notices if cars are left unattended in these zones.*

RELIGIOUS INSTRUCTION (RI)

Religious instruction (RI) is offered at the school and is conducted on Thursday at 1:30pm or 2:00pm depending on year level. The faith groups that provide religious instructors to deliver an authorised program are listed below:

Arrangements for programs	Participating faith group/s	Name of authorised program
Cooperative program Combined Churches	<ul style="list-style-type: none">Baptist ChurchAnglican	<ul style="list-style-type: none">God Space
Single program Bahai Faith	<ul style="list-style-type: none">Bahai	<ul style="list-style-type: none">Ruhi Book 3, Volume 1 & 2, with Supplementary material from Peace Pack
Single program Buddhism	<ul style="list-style-type: none">Buddhism	<ul style="list-style-type: none">Buddhist Education Services for Schools
Single program Catholic	<ul style="list-style-type: none">Catholic	<ul style="list-style-type: none">Christ Our Light and Life

Parents of child/ren participating in these programs will be advised if a faith group requires funds to cover the expense of materials used in RI.

Students are allocated to RI based on information provided by parents on the completed [Application for Student Enrolment](#) unless other written instructions have been provided to the school.

Note: *This information remains operational unless the parent informs the school otherwise in writing.*

Students who are not participating in RI will be provided with other instruction in a separate supervised location. Other instruction must relate to part of a subject area already covered in class and may include, but is not restricted to:

- personal research and/or assignments
- revision of class work such as creative writing or literacy and/or numeracy activities which could include online programs currently accessed by the students of that school (i.e. [Mathletics](#), [Reading Eggs](#))
- wider reading such as independent reading appropriate to the student

Parents will be advised of any changes to the RI and other instruction programs to ensure they are able to make an informed decision of their child's participation.

RESOURCE CENTRE (LIBRARY)

The school's multi-media Resource Centre is the hub of the school. With spacious teaching and learning areas, meeting rooms, media rooms, computer pods, teacher lounge and teacher-resource room, this is a popular educational facility. It is staffed by the Head of Curriculum - Mrs Sue Fuller, 2 part-time and efficient teacher-aides - Mrs Sheena Shepherd and Ms Leah Spriggs, and the Head of IT (Information Technology) - Mr Russell Spanner.

The Resource Centre meeting rooms are available for community members to hire out of school hours.

The Resource Centre has a 2-week borrowing period. All classes are encouraged to come to the library on a weekly basis to borrow books. Prep, Year 1, 2 and 3 students must have a library bag to borrow. As a general rule, Prep and Year 1 students borrow 1 book at a time, Year 2 borrow two books and Years 3-6 borrow three books. However this is flexible according to needs. Lost or damaged books are the responsibility of the parent and child, and payment or replacement is requested if books are lost or irreparable.

Displays of children's work are often on show. The Resource Centre is open for both borrowing and activities including puzzles, computers and chess at first lunch break and Reading Club before school.

The library also operates two Book Fairs a year (in Terms 2 and 4) to promote reading and raise valuable funds to purchase books. Book Week, held during Term 3, showcases the best books of each year and Mrs Fuller and Mrs Shepherd run a variety of competitions to foster a love of reading. The library is promoted as a fun and happy place where children are encouraged to read because 'reading makes you smart' and is lots of fun!

SCHOOL ATTENDANCE (COMPULSORY)

The Education (General Provisions) Act 2006 states:

Each parent of a child who is of compulsory school age must:

- (a) ensure the child is enrolled at a State school or non-State school, and
- (b) ensure the child attends the State school or non-State school on every school day for the educational program in which the child is enrolled.

Class Rolls are marked electronically by the teacher each morning after the bell and again in the afternoon approx 1:30pm. **All students not in attendance at this time will be recorded as Absent from their Class – our computer system automatically records the absence as *Unexplained* until such time a parent/guardian contacts the school to confirm the absence by:**

Whole day absences via message on the Absence Line Ph: 4058 9260 or via Email: absences@freshwaterss.eq.edu.au

Late Arrivals a student must call by the office and present as a late arrival.

A computer generated late slip will be issued to each student to pass onto their teacher.

Early Departure or Sick parents must pop by the office to sign students out.

Multiple Days can be recorded if a student will be unwell or absent for more than one day.

Any absences that still remain unexplained will be passed onto our Office for further follow up. Parents will be contacted to confirm the absence.

SCHOOL & ADMINISTRATION OFFICE HOURS

The administration office hours are from 8:15am – 3:30pm on school days. The administration office is not staffed for public access during school or public holidays.

School commences each day at 8:45AM.

Recesses occur during the day:

First Break: 10:50–11:30AM (ALL STUDENTS)

Second Break: 1:00–1:30PM (ALL STUDENTS)

The times and significance of bells rung during the school day are:

Morning	8:45AM	Warning bell - Prepare for School - Classes to be on parade or in classroom by 8:50AM
First Break	10:50AM	Break for morning recess for all year levels. No play before 11:00AM. <i>(Bell will sound)</i>
	11:30AM	Form class lines to move into school
Second Break	1:00PM – 1:30PM	Children sit to eat their food, then go to play.
Dismissal	2:50PM	Prepare for dismissal

The first bell rings at 8:45AM. Students should be at school by this time so they can prepare for the day's lessons. Valuable learning time is lost when children regularly arrive late to school. If a student is late arriving they must go straight to the office and receive a late slip before proceeding to their class. As school start time is 8:45AM, no formal supervision of the playground occurs before this time. If children arrive before 8:15AM they must remain seated in the covered area. After 8:15AM they may only participate in quiet, small group activities such as Reading Club in the library.

SCHOOL SPORT

Sport forms part of the school program with the overriding principle being participation. Basic skills, tactics and strategies in most sports are taught at Freshwater State School with Inter-house and Inter-school competitions conducted in season.

Throughout the year, students have the opportunity to qualify for representation in District, Regional and State Championships. Freshwater State School is affiliated with the Barron River School Sport District and the Peninsula School Sport Region. Students are provided with information about District trials – which are usually held after school – via the school newsletter, noticeboards, their class teacher and PE teacher. Information regarding Regional and State Championships is also obtained via these avenues, along with accessing the Peninsula School Sport website – www.pensport.eq.edu.au

Further information concerning sport options can be obtained from our PE teacher.

SCHOOL SWIMMING

All Prep-Year 6 students participate in a swimming program as part of our Physical Education Program. Unless children have received medical advice to the contrary they are expected to participate. The cost to parents for the swimming program is kept to a minimum. Qualified swimming instructors are employed to assist class teachers and the PE teacher to implement the program. All students receive a certificate to verify their participation.

SCHOOL TRANSPORT SERVICES

Bus services operate to this school. Children may be eligible for travel assistance to ride school buses, eligibility is determined by: age and residing distance from your nearest State School - *not necessarily Freshwater* - (approx distances are: > 3.2km for under 10 years, and > 4.8km for 10 yr +). There are a range of subsidies available according to eligibility, full / partial subsidy or no subsidy-meaning parents will need to pay the full fare to travel.

Application forms for 'Bus Travel Assistance' may be obtained from our office or online at www.transport.qld.gov.au - (Passenger & Public Transport, School Transport Assistance Scheme, Bus Travel Assistance Application -Form F2208 can be downloaded from this site. A new application each year is not required as the bus pass is automatically renewed showing your child's new grade. If you change address you must notify Loves Bus Company on Ph: 4035 4500 so your child's bus pass can be amended. If your child loses their bus pass another can be re-issued for a cost of \$20.

Other assistance may be available to students who are identified as a low income family. This safety net is conditional but not dependent upon distance. Applications are available from the School Transport Officer, Department of Transport.

Our teachers supervise the boarding of buses at the end of each school day. Parents please hop online and check your child's bus route at the beginning of each year (routes do change) and remember to familiarise your children with bus numbers, street pick up/drop off names. If your child is young it would be a good idea to organise a 'bus buddy' friend that can help with this.

Student behaviour whilst travelling alone is extremely important. Parents need to discuss and constantly remind their children of their expected behaviour, their respect to other students and the bus driver and their surrounding areas near bus stops. Parents of students who display unruly behaviour will be contacted by the bus company and these students may be required to make alternative arrangements if a child's behaviour does not improve.

SCHOOL WIDE POSITIVE BEHAVIOUR SUPPORT PROGRAM (SWPBS)

The main focus of School Wide Positive Behaviour Support Program (SWPBS) is to provide a clear system for all expected behaviours at Freshwater State School. While many staff and students may have assumptions of what is expected behaviour, we cannot assume that everyone's beliefs are similar. Through SWPBS, we will work to create and maintain a productive, safe environment in which ALL school community members have clear expectations and understandings of their role in the educational process.

Freshwater State School has implemented a school-wide system of positive behaviour support with a focus on teaching appropriate behaviours to all students at the school.

As **effective learners** at Freshwater State School we all need to be:

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

SCHOOL UNIFORM

The P&C Association of Freshwater State School has resolved that it supports a student dress code policy for our school because it believes that a student dress code policy promotes the objectives of the school, and in particular that it:

- promotes a safe environment for learning by enabling ready identification of student and non-students of the school;
- promotes an effective teaching and learning environment by eliminating the distraction of competition in dress and fashion at the school;
- fosters mutual respect among individuals at the school by minimising visible evidence of economic, class or social difference; and
- promotes a supportive environment at the school by fostering a sense of belonging.

Uniforms have been adopted and accepted in the development of the school. Sun Safety, Health and Safety issues have been of primary concern in the development of our uniform. The school must accept its responsibilities in relation to a number of legislative and Departmental Policy issues.

School Community Expectations

- School uniform will be worn on all occasions.
- Uniforms should be worn with pride and when in uniform students should behave in a way that reflects well on themselves, their family and their school.
- The wearing of the school uniform includes the wearing of a school hat and shoes/sandals (no thongs or scuffs).
- Students should wear appropriate footwear for their own foot protection and the general health and hygiene of the whole school community.
- Students are required to wear sun protective hats (hats that protect face, neck and ears) for all outdoor activities. For example, broad-brimmed hat or legionnaire hat. No caps are allowed.
- The school strictly enforces a 'NO HAT NO OUTDOOR PLAY' policy.
- All items should be clearly marked with the student's name.
- School badges (given to school leaders and junior councillors) are acceptable adornments to the school uniform.
- A watch may be worn, however the student must take full responsibility for its safe keeping.

- Make-up is not appropriate to be worn at school. Sunscreens etc are actively encouraged (colourful zinc creams and the like are not permitted).
- The wearing of jewellery (except studs or sleepers) or other adornments to school is not permitted as it often causes a distraction to learning and in other cases may be a cause for concern on health and safety grounds. Therefore, neck-chains, rings, anklets etc are not permitted.
- Nail polish and/or fake tattoos are not permitted.
- The school encourages children to be neat and tidy at all times and to take pride in their appearance. For example tying long hair back in the interests of health and safety.

Optional Dress

All students are required to wear school uniform. However there may be occasions when dress other than school uniform is worn, for example Free Dress Days. Free Dress Days are organised at the discretion of our Principal and are publicised in advance via our weekly newsletter. Dress sense should be neat, comfortable and of a nature that:

- Ensures Sun Safety.
- Does not restrict or inhibit participation in full range of school activities.
- Is not offensive to others.
- Is acceptable in terms of climatic and hygiene matters.

Freshwater School Uniform:

Girls	- polo shirt with school emblem (unisex bottle green)
	- dresses in school check
	- skorts (bottle green)
	- unisex shorts (bottle green)
Boys	- polo shirt with school emblem (unisex bottle green)
	- unisex shorts (bottle green)
Hat	- bottle green bucket hat in school colours
Shoes	- mostly black joggers or school shoes with white socks is the preferred footwear requirement (no lights, glitter, roller balls etc.)
Prep Hat	- lime green bucket hat
Library Bag	- bottle green, waterproof with school emblem
Winter Jacket	- in school colours

House Teams' Sports Uniform:

House polo shirts: Crocodiles (yellow) Eagles (purple) Marlins (blue) Taipans (red)
Bottle green shorts, unisex shorts or skorts.

Freshie Shop (School Shop) Open: Tuesday & Thursday 8:30am to 9:00am

The P&C operates the Freshie Shop which offers new and second-hand school and sports uniforms for purchase. The shop is open on Tuesday and Thursday mornings, with additional times when needed. If you cannot come to the shop you can order through Flexischools (see Flexischools information on page 12) and go to the Freshie Shop tab. The Freshie Shop relies on volunteers. New members of the team are always welcome.

SICKNESS

There are some common diseases for which children are to be kept at home for a short time. The table below indicates the general times subject to the added clause "or until a medical certificate of recovery is produced".

DISEASE	PERIOD OF EXCLUSION	CONTACTS
Chicken Pox	Exclude for at least 5 days after the beginning of the illness & until the last lesion has healed	Not to be excluded
Conjunctivitis	Exclude until discharge from eyes has ceased.	Not to be excluded
Impetigo-School Sores	Exclude until appropriate treatment has commenced & sores on exposed surfaces are covered with a dressing	Not to be excluded
Measles	Should be excluded for at least 4 days from the appearance of the rash	Immunised contacts not excluded
Mumps	Exclude for at least 9 days after onset of symptoms or until a medical certificate of recovery is produced	Not to be excluded
Ringworm	Re-admit the day after appropriate treatment has commenced	Not to be excluded
Rubella-German Measles	Exclude until fully recovered, or at least 4 days after the onset of the rash	Not to be excluded
Scabies	Re-admit the day after appropriate treatment has commenced	Not to be excluded
Whooping Cough	Exclude the child for 5 days after starting antibiotic treatment or for 21 days from the onset of coughing	Immunised contacts not excluded

Please consult the school if you have any queries about infectious conditions.

SICKNESS & INJURY AT SCHOOL

If a student is ill, please do not send them to school. School is not a place for sick children. If a child becomes sick whilst attending school, parents or the nominated emergency contact will be contacted. Children becoming sick should report to a teacher. **Please STRESS to your children that they MUST NOT leave the school grounds without permission.**

If a child is injured at school we immediately assess the extent of the injury and the urgency for further treatment. An ambulance will be called if deemed necessary by the Principal or nominee. Parents would be contacted. Our prime concern at all times is the welfare of your child.

A register is maintained to account for unscheduled departures. Please ensure you sign this register which is located at the front office before taking your child from the school.

SMOKING IN SCHOOL GROUNDS

Parents and visitors are advised that in line with Government regulations, Freshwater State School has a total ban on smoking. **Smoking is NOT permitted in any area within our school grounds and within 5 metres of any fence or gate.** Smoking is not permitted in the presence of students while on excursions, camps or other school activities. Your cooperation in contributing to a healthy smoke-free environment is appreciated.

STUDENT BANKING

A school banking service is carried out at the school in conjunction with the Commonwealth Bank. Banking is processed via the school office electronically each FRIDAY. To participate in school banking each child will need to open a 'Dollarmite Account' made up of a plastic wallet with deposit slips and a resealable pocket for money. Parent/Children fill in the deposit slip and place money in the pocket then drop their banking folders to the office during the week. Teachers do not handle the money in any way. The plastic wallets handed into the office are returned to students via their classroom.

For forms for those wishing to open a school bank account please see your nearest Commonwealth Bank.

STUDENT LEADERSHIP

Students are important members of our school community. They participate in the decision making process of the school through the Student Council

Student Council is comprised of school captains and representatives from Year 3-6. Representatives are nominated by their peers. The School Captains organise school assembly each Monday morning.

The purpose of the Student Council is to:

- Promote life within a democratic society
- Develop confidence and leadership skills
- Enhance communication between students, staff and school management
- Provide an avenue for students to participate in **the school's decision making process**
- Establish a fundraising body to finance student initiated programs and facilities

The operations of the Student Council are supported by staff through modelling and teaching the principles and processes of leadership, active and informed citizenship and democracy.

STUDENT RECORDS

As each child is enrolled, a student record is created from information supplied by parents. We refer to these records often when needing to contact parents if a child is sick or some advice is sought, also for emergencies. **It is important to keep the data up to date especially telephone numbers and contacts. PLEASE CONTACT THE SCHOOL IMMEDIATELY WHEN INFORMATION CHANGES.** Some thought should be given to nominated emergency contacts. While every effort is made to contact parents directly, circumstances may arise where emergency contacts need to make significant choices for the wellbeing of your children.

TELEPHONE & INTERVIEWS

We welcome and encourage open communication with teachers and parents.

During class time telephone messages can be left at the office. Teachers will return your call at the first opportunity during out of class time.

Meetings can also be arranged at appropriate times for both teachers and parents. During class time teachers are responsible for the whole class of students and need to focus attention on them at all times. Thank you for your understanding.

TRANSFERS

If your child is to leave this school please let the office know beforehand so that necessary transfers can be completed.

When a child leaves this school all text books, library books and equipment owned by the school and lent to the child should be handed to the class teacher.

TRESPASSING

No one is to be on school property after school hours without written permission from the principal. If you see people within our school grounds assist us to look after our school by phoning:

1. **School Watch – 13 17 88**
2. **Crimestoppers – 1800 333 000**
3. **Cairns Police – 4030 7000**

TUCKSHOP – FRESHIE CAFÉ

The tuckshop (Freshie Café) is the responsibility of the Freshwater State School P&C and aims to provide a quality service to the school community through offering a varied selection of healthy food and drinks at an affordable price.

The tuckshop (Freshie Café) operates five days a week – Monday to Friday. It is managed by our Convenors, Diane Chattington and Manfred Richter, with the assistance of Tomoyo Bonney and volunteers.

Café Menu - Smart Choices

Our café menu complies with the Queensland Government's "Smart Choices – Healthy Food and Drink Strategy for Queensland Schools". As part of this strategy, all items on the menu are coded with a "traffic light" system, i.e. Green – good; and Amber – select carefully (see further reading for more information).

Ordering System

There are two options for ordering from the Freshie Café

1. FLEXISCHOOLS ONLINE ORDERING

You can choose to order through the convenient Flexischools online ordering system, which even has an app (download from the app store) allowing you the freedom of ordering from your phone, tablet or computer.

For more information and to register with Flexischools, click on the following link: <https://www.flexischools.com.au>.

Remember - all Flexischools orders need to be placed before 8:30am!



OR

2. TRADITIONAL PAPER BAG

1. Clearly write your child's name and class, the items required and price of each, total cost of the order and whether it is required for first or second lunch on a paper bag (a sample is provided on the reverse of the tuckshop menu)
2. Place the correct amount of money (if possible) in the bag and fold the top over. Do not use sticky tape or staples.
3. Your child then places the paper bag with their order and money into the tuckshop box in their classroom.

If ordering items for both first and second lunch, please note that separate bags are required for each. Foreign currency is not accepted by the tuckshop.

Volunteering

Volunteers are a vital part of the Freshie Café service. Regular volunteer support helps the café run smoothly and keeps prices low. Volunteering in the Freshie Café is a great way to get involved with your child's school and meet new friends. You will gain food handling experience, and of course your child will love to see you working at "their" school.

Volunteer hours and duties are flexible. You may wish to help out one day a week, or you may only be able to help for a few hours each fortnight. Perhaps you can only stay up until first lunch, or it might suit you better to pop in for a short time in the morning to place Flexischools stickers on to paper bags. Any help you are able to give would be appreciated. If you are interested in getting involved and helping out, please drop in and see Di our friendly convener on a Wednesday or Thursday at the tuckshop, or call her during school hours on 4058 9252.

Queries or concerns

If you have any queries or concerns regarding the tuckshop, please contact the P&C Office on 4055 2946 or via email at freshwaterpandc@bigpond.com

Further Reading

More information regarding the Queensland Government's Smart Choices strategy and guidelines can be found at the Smart Choices website:

<http://education.qld.gov.au/schools/healthy/food-drink-strategy.html>

A more in-depth explanation of the codes together with foods that fit within each category, information regarding serving sizes and so on can be found via the following link:

<http://education.qld.gov.au/schools/healthy/docs/smart-choices-strategy.pdf>

VALUABLES AT SCHOOL

Parents are asked to monitor carefully the items which children are allowed to bring to school. Generally speaking expensive items such as iPods or iPads and large amounts of money are to be kept at home. Children must accept responsibility for what they bring to school including mobile phones. It is not a school responsibility for lost or damaged items. Unsuitable or dangerous items will be confiscated. Toys should also be left at home as children can become very distressed if these are lost or stolen.

FRESHWATER STATE SCHOOL

OUR LEARNING IS IMPORTANT!

In order to learn effectively we are:

Respectful

Safe

Responsible

Student Expectations

- ❖ We take responsibility for learning.
 - We arrive at school on time.
 - We are prepared for class.
 - We demonstrate responsible attitude in daily work.
 - Homework is carefully and thoughtfully completed and handed in on time.

- ❖ We settle our differences in a peaceful manner.
 - We respect other people's property and personal space.
 - We discuss our differences respectfully.

- ❖ We follow the directions of adults in charge, the first time given.
 - We as a matter of courtesy always face and look at the adult whom is speaking.
 - We always respect the teachers or adults in charge.

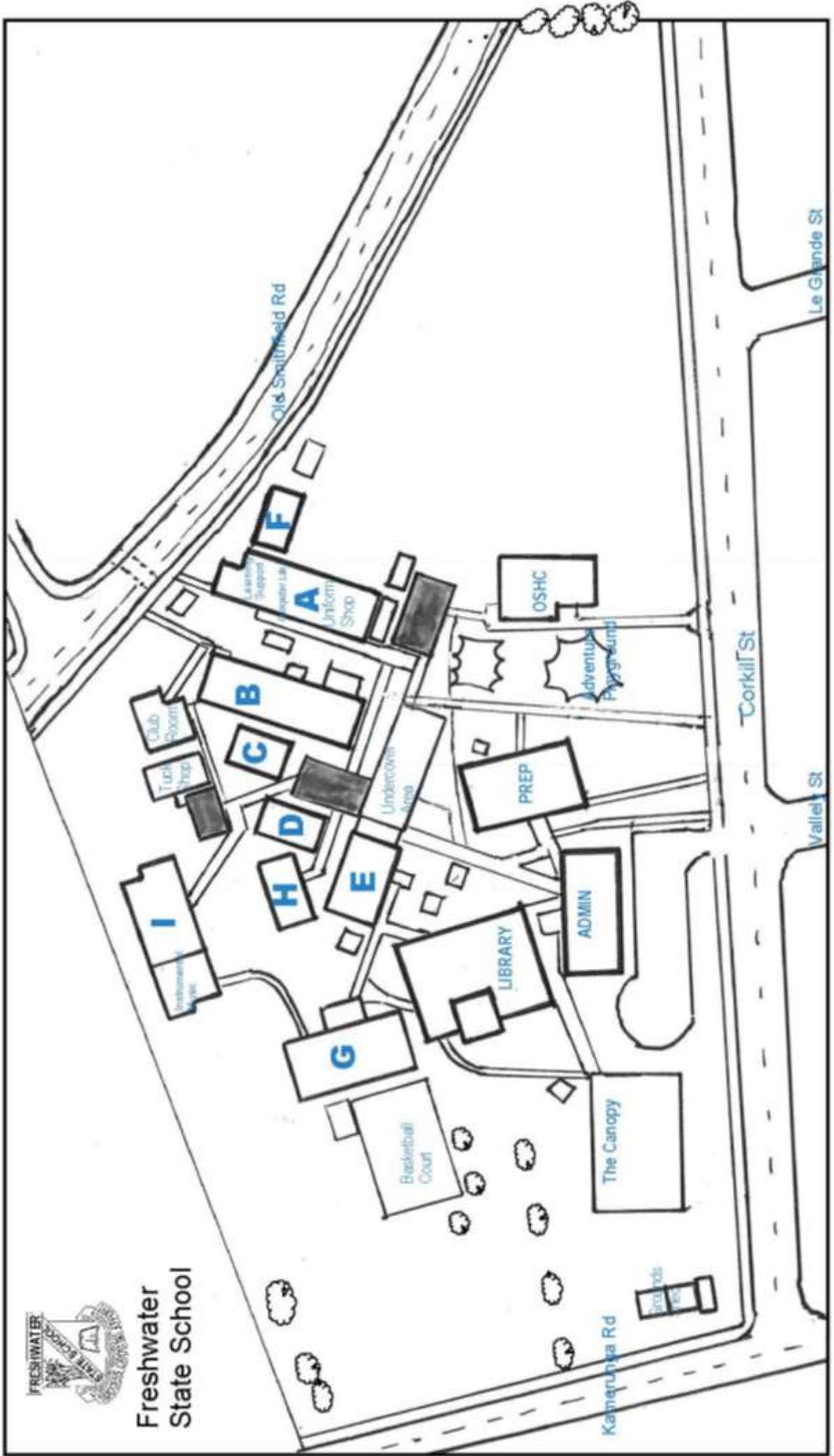
- ❖ We are sensitive to the needs and feelings of others.
 - We use appropriate language at all time.
 - We always treat others respectfully.
 - We always use good manners.
 - We are willing to help each other.
 - We are friendly and courteous.

- ❖ We are expected to move safely through the school.
 - We always play in agreed areas.
 - We always walk on paved and cement areas or up and down stairs.
 - We always sit down to eat and drink.

**Our School Is Special
Let's Keep It That Way!**



Freshwater State School





For further information contact:

The Principal
Freshwater State School
PO Box 5F
Freshwater Qld 4870

Street Address:
10 Corkill Street
Freshwater Qld 4870
Email: principal@freshwaterss.eq.edu.au

☎ (07) 4058 9222

