WELCOME TO
ROLLINGSTONE STATE SCHOOL

SCHOOL PROCEDURES; ROUTINE INFORMATION & AGREEMENT FORMS.

Welcome to our beautiful piece of paradise.

Thank you for showing an interest in our school.

Principal       Ms Kacey Constantine
Welcome

On behalf of the staff and students of Rollingstone State School I would like to welcome you to our community. Rollingstone State School is a wonderful school and is situated in a semi-rural area between Townsville, to the south, and Ingham, to the north. Rollingstone Creek meanders through the community towards the sea at Balgal Beach. Our students come from Balgal Beach, Mystic Sands, Toomulla Beach and Hencamp Creek. Rollingstone State School has an enrolment of 70 students. I hope that the information in this booklet helps you to become familiar with our school operations. If you need any assistance please don’t hesitate to contact me, or one of the other staff members. I look forward to seeing you become part of our proactive and supportive community of learners.

Kacey Constantine
the.principal@rollingstoness.eq.edu.au
CURRENT STAFF | 2015

Teaching Principal: Ms Kacey Constantine
Class Teacher: Mr Bruce Mills
Class Teacher: Mrs Esme Burstow
Class Teacher: Mrs Trish Ratcliffe
Permanent Part Time Teacher Aide: Mrs Jeanette Pratt
Permanent Part Time Teacher Aide: Mrs Cherrill Smylie
Administration Officer (AO2-8): Mrs Nina Rattazzo
Cleaners: Mrs Cherrill Smylie & Mrs Kirsty Pratt
Casual Volunteer Groundperson: Mr Robert Zander
Special Needs / Intervention Teacher Aides: Ms D Lewis / Mrs K-A Fitszimmons
Learning Support: Mr Bruce Mills
Health and Physical Education Teacher: Mrs Jenni Jackson

SCHOOL VISION

We work together, as a community of learners, to ensure that every day, in every classroom, every student is learning and achieving. We strive to encourage and support every student as they strive to achieve their full potential.

SCHOOL MOTTO

“Aim High”

VALUES AND BELIEFS OF THE SCHOOL

Rollingstone State School envisions all young people to be:

- Respectful of themselves;
- Respectful of others; and
- Responsible.

To support our students in living these values, our school community will:

- Value and celebrate individual achievements;
- Value and celebrate our differences; and
- Promote and encourage proactive, responsible citizens in behaviour, in learning and in life.

Using our school vision the school community collaboratively developed the ‘3 Rolly R’s’ which are the school rules:

- Respect yourself;
- Respect others; and
- Be responsible.

The Three Rolly R’s
- Respect yourself
- Respect others
- Be Responsible
RESPONSIBLE BEHAVIOUR
A set of behavioural expectations in specific settings has been attached to each of our three school rules. The Schoolwide Expectations Teaching Matrix below outlines our agreed rules and specific behavioural expectations in all school settings.

<table>
<thead>
<tr>
<th>SCHOOLWIDE EXPECTATIONS TEACHING MATRIX</th>
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</thead>
<tbody>
<tr>
<td><strong>ALL AREAS</strong></td>
</tr>
<tr>
<td><strong>CLASSROOM</strong></td>
</tr>
<tr>
<td><strong>PLAYGROUND</strong></td>
</tr>
<tr>
<td><strong>TOILETS</strong></td>
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<tr>
<td><strong>TECHNOLOGY</strong></td>
</tr>
<tr>
<td><strong>BUS</strong></td>
</tr>
<tr>
<td>▪ Use equipment appropriately</td>
</tr>
<tr>
<td>▪ Keep hands, feet and objects to yourself</td>
</tr>
<tr>
<td>▪ Stay within the school grounds</td>
</tr>
<tr>
<td>▪ Wear full school uniform and take pride in your appearance</td>
</tr>
<tr>
<td>▪ Walk</td>
</tr>
<tr>
<td>▪ Sit correctly</td>
</tr>
<tr>
<td>▪ Enter and exit room in an orderly manner</td>
</tr>
<tr>
<td>▪ Try your best</td>
</tr>
<tr>
<td>▪ Be an active and involved class member</td>
</tr>
<tr>
<td>▪ Look after your belongings</td>
</tr>
<tr>
<td>▪ Participate in school approved games</td>
</tr>
<tr>
<td>▪ Wear shoes and socks at all times</td>
</tr>
<tr>
<td>▪ Be safe</td>
</tr>
<tr>
<td>▪ Be aware of what is around you</td>
</tr>
<tr>
<td>▪ Use toilets during breaks</td>
</tr>
<tr>
<td>▪ Wash hands</td>
</tr>
<tr>
<td>▪ Use appropriate language</td>
</tr>
<tr>
<td>▪ Think before you go on-line</td>
</tr>
<tr>
<td>▪ Think before you upload</td>
</tr>
<tr>
<td>▪ Know who you are communicating with</td>
</tr>
<tr>
<td>▪ Have bus pass ready</td>
</tr>
<tr>
<td>▪ Sit safely until the bus stops</td>
</tr>
<tr>
<td>▪ Look after your belongings</td>
</tr>
<tr>
<td>▪ Walk quietly through the school</td>
</tr>
<tr>
<td>▪ Respect others’ personal space and property</td>
</tr>
<tr>
<td>▪ Care for equipment</td>
</tr>
<tr>
<td>▪ Clean up after yourself</td>
</tr>
<tr>
<td>▪ Use polite language</td>
</tr>
<tr>
<td>▪ Wait your turn</td>
</tr>
<tr>
<td>▪ Don’t push and shove</td>
</tr>
<tr>
<td>▪ Respect differences and choices of others</td>
</tr>
<tr>
<td>▪ Raise your hand to speak</td>
</tr>
<tr>
<td>▪ Respect others’ right to learn</td>
</tr>
<tr>
<td>▪ Talk in turns</td>
</tr>
<tr>
<td>▪ Use your whole body to listen</td>
</tr>
<tr>
<td>▪ When moving as a class stay in line and be patient</td>
</tr>
<tr>
<td>▪ Keep the classroom safe</td>
</tr>
<tr>
<td>▪ Respect others opinions</td>
</tr>
<tr>
<td>▪ Play fairly – take turns, invite others to join in and follow rules</td>
</tr>
<tr>
<td>▪ Hands off, feet off</td>
</tr>
<tr>
<td>▪ Watch out for others</td>
</tr>
<tr>
<td>▪ Be grateful</td>
</tr>
<tr>
<td>▪ Demonstrate good sportsmanship</td>
</tr>
<tr>
<td>▪ Respect privacy of others</td>
</tr>
<tr>
<td>▪ Please flush</td>
</tr>
<tr>
<td>▪ Use the toilets as they are meant to be used</td>
</tr>
<tr>
<td>▪ Always get consent before taking or posting images</td>
</tr>
<tr>
<td>▪ Take care with other peoples devices</td>
</tr>
<tr>
<td>▪ Communicate appropriately with others (would you say it to your principal or your parents?)</td>
</tr>
<tr>
<td>▪ Wait your turn</td>
</tr>
<tr>
<td>▪ Sit quietly while the bus is moving</td>
</tr>
<tr>
<td>▪ Follow instructions immediately</td>
</tr>
<tr>
<td>▪ Have patience</td>
</tr>
<tr>
<td>▪ Ask permission to leave the classroom</td>
</tr>
<tr>
<td>▪ Be on time</td>
</tr>
<tr>
<td>▪ Be in the right place at the right time</td>
</tr>
<tr>
<td>▪ Follow instructions straight away</td>
</tr>
<tr>
<td>▪ Have your equipment ready for learning</td>
</tr>
<tr>
<td>▪ Be prepared</td>
</tr>
<tr>
<td>▪ Complete set tasks</td>
</tr>
<tr>
<td>▪ Take an active role in classroom activities</td>
</tr>
<tr>
<td>▪ Keep work space tidy</td>
</tr>
<tr>
<td>▪ Be honest</td>
</tr>
<tr>
<td>▪ Be a problem solver</td>
</tr>
<tr>
<td>▪ Return equipment to appropriate place</td>
</tr>
<tr>
<td>▪ Care for the environment</td>
</tr>
<tr>
<td>▪ Stop, think, then do the right thing</td>
</tr>
<tr>
<td>▪ Walk</td>
</tr>
<tr>
<td>▪ Ensure that you leave the area clean and tidy</td>
</tr>
<tr>
<td>▪ Put your hand towel in the bin</td>
</tr>
<tr>
<td>▪ Use technology wisely</td>
</tr>
<tr>
<td>▪ Ask before you use</td>
</tr>
<tr>
<td>▪ Report bullying behaviour</td>
</tr>
<tr>
<td>▪ Line up promptly</td>
</tr>
<tr>
<td>▪ Walk to the bus line</td>
</tr>
<tr>
<td>▪ Pick up any rubbish</td>
</tr>
<tr>
<td>▪ Sit appropriately</td>
</tr>
<tr>
<td>▪ Look after yours and others belongings</td>
</tr>
</tbody>
</table>
PARENTS AND SCHOOL WORKING IN PARTNERSHIP
We encourage the active involvement of parents in their children's education. Parents can be involved in the school in many ways, such as classroom activities, P & C, and out-of-hours activities. It is our belief that if children see parents and teachers sharing common beliefs, attitudes, and goals, they feel more secure. Research has found that when parents have expressed confidence in their children's school and are involved with it in some way, the children are likely to be happier and achieve to their full potential - academically, socially, emotionally and culturally.

We encourage an open-door policy for parents to call and discuss any concerns they may have regarding their children's progress at any time throughout the year. Regular communication is also established through newsletters, individual notes and informal chats.

Our school's Parents and Citizens Association welcomes new members and plays an important part in bringing about closer co-operation between parents and the day-to-day running of the school. Your children derive benefits through the efforts of the P & C members in the way of resources, financial help and feedback. We do urge you to come along to the next meeting which is held on the third Thursday of each month.

SCHOOL CURRICULUM
Our school provides programs in across all areas of the curriculum within the scope of the Australian Curriculum (ACARA) together with Education Queensland Essential Learnings:

- English;
- Mathematics;
- Studies of Society and the Environment;
- History;
- Science;
- Health and Physical Education (HPE);
- The Arts; and
- Languages Other Than English (LOTE)- Japanese (year 5 and 6).

At Rollingstone State School, all students are entitled to rigorous, relevant and engaging learning programs drawn from a challenging curriculum that addresses their individual learning needs. We endeavour to develop teaching and learning programs that build on students' interests, strengths, goals and learning needs, and address the cognitive, affective, physical, social and aesthetic needs of all students.

Increasingly, in a world where knowledge itself is constantly growing and evolving, students need to develop a set of knowledge, skills, behaviours and dispositions, or general capabilities that apply across learning area content and equip them to be lifelong learners able to operate with confidence in a complex, information-rich, globalised world. At Rollingstone State School we also focus on seven general capabilities: Literacy, Numeracy, Information and communication technology (ICT) capability, Critical and creative thinking, Ethical understanding, Personal and social capability and Intercultural understanding. We also pay attention to three cross-curriculum priorities: Aboriginal and Torres Strait Islander histories and cultures, Asia and Australia’s engagement with Asia and Sustainability.

Special Programs at Rollingstone State School include;

- Peer Support program;
- Guided reading;
- Reciprocal teaching;
- Reef Guardian Schools;
- Whole school science program; and
- Chaplaincy Program.
SCHOOL ROUTINE

ATTENDANCE
Attendance is compulsory. If your child is absent a phone call to the office or a note to the class teacher is required. “Every Day Counts” flowchart seen in every classroom and office boards – 1 missed day per fortnight equals 4 weeks per year; equals 1 ½ years of total schooling.
Parents / Caregivers who are delivering their children late to class are required to sign them “in” in the Late Arrival Book found at the front office.

OFFICE HOURS
The office is available from 8.30am to 3.00pm every day; however, our admin officer is not a permanent full time employee. There will be times when it is unattended and it would be appreciated if you would report to staff in the first classroom in the next building along the pathway, where they may be able to help you.

SUPERVISION
Teachers may find it is difficult to provide adequate supervision before and after school. It would be appreciated if children could be collected from school as soon as possible after 3.00pm and not arrive at school before 8.30am unless prior arrangements have been made.

BELL TIMES
8.55am preparation for school
9.00am morning session begins
10:00am *Fruit break for the Prep to year 3/4 students; (dependant on class sizes each year – Prep to year 2/3)
11.00am first lunch break (big) [this is the time students receive their Thursday ordered lunch]
11.45am beginning of mid session
1.15pm second break (little) [usually something from home]
1.45pm afternoon session
3.00pm end of school day.

*Students in these classrooms are encouraged to bring along an extra piece of fruit to be shared with the class.

PLAYGROUND
Children are obliged to sit reasonably quiet for 15mins whilst eating their lunch.
Children may not leave the grounds during the day without written permission.
Sensible games are encouraged.
Hats must be worn if children are playing in the sun (No Hat, No Play).
We discourage children bringing ‘home toys’ to school as this often results in breakages. Staff will not be held accountable for the loss or damage of toys that the students bring to school.
Student should not wear jewellery to school.

MORNING LUNCH / RECESS
There is no tuckshop facility available at the school.
Students should bring a healthy lunch to school each day. NO LOLLIES.
Students should not share food.
The children may order lunch from the Rollingstone BP Servo on Thursdays, by writing their order, from the menu published in the fortnightly newsletter, on the front of an envelope and leaving it in the magenta/pink box provided in the office before school. An aide will collect this order prior to recess.

HOMEWORK
As a general guide the requirements for homework are:
Prep Students will generally be given no more than 30 minutes each week.
Years 1, 2 and 3 will generally be set approximately 1 hour each week.
Years 4 and 5 will generally be up to 2 ½ hours each week.
Years 6 and 7 will generally be up to 3 ½ hours each week.
For our younger students, it is important that parents get involved by reading books with them and encouraging them in a range of activities. For the older students, parents can help balance the amount of time spent completing homework, watching television and playing sport. It is important that students read every day, both at home and at school.
REPORTING
It is important that communication is ongoing throughout the year between parents and teachers. Should you have any concerns please feel free to contact your child’s teacher. Formal reporting will be in the form of oral reporting at the end of term 1 and 3; and written reporting at the end of each semester (June and December). An interview once the written report is received can be requested.

COLLECTION OF MONIES PROCEDURE
All monies should be sealed in an envelope with names of children and purpose of money clearly marked on the front. Children should put these in the secured blue box, that is provided in the office, before school starts. You may use recycled envelopes from your mail if you wish. Receipts will be issued in due course through the appropriate process in the financial system.

NEWSLETTERS
A newsletter is distributed fortnightly, generally a on Wednesday. This newsletter informs you of things happening at the school and any upcoming events. If parents have misplaced it; it is also uploaded onto our school website – www.rollingstoness.eq.edu.au. Notices and permissions are sent home as required.

SCHOOL EQUIPMENT FOR HOME USE
School equipment for home use is not allowed unless borrowing arrangements have been made with the principal. This is not encouraged unless in exceptional circumstances.

EXCURSIONS, SPORTING EVENTS etc.
These activities are part of your child’s education programme and should be attended. Permission is required before children can leave the school grounds and staff try their utmost to keep costs to a minimum. A school uniform must be worn on these occasions, with closed-in shoes and a broad brimmed hat. Permission notes with a medical form are sent home when an activity is planned. The medical form is taken on the excursion and is handed over to ambulance officers should an accident occur. The form contains vital information for the care of the student until a parent / caregiver arrives.

HEALTH / INSURANCE COVER PROCEDURES
Ambulance Cover Students are covered on all school related activities while at school (e.g. excursions, camps, after school activities).

Volunteer Workers All volunteer workers are covered through a public liability policy presently taken out by our P&C. Volunteer workers must sign on and off in a time book in order to be covered by this policy should an incident occur. The sign in book is in the front office so that WHS procedures are followed.

Transporting Students Transporting students by parental vehicles on school activities is only covered by our public liability policy if the parent has signed in at the office and has ensured that their driver’s licence, registration number and expiry dates are current. Parents providing transport will only then need to sign the volunteer time book on the day on which transport is provided.

A reminder that the school rules apply at all times whilst on these activities. Students are not allowed to leave the venue with any adult unless the teacher-in-charge has been notified, as they are under the duty of care of the teacher in charge.

PHONE MESSAGES
Phone messages will be passed on to your child / children’s teacher during the school breaks, and then passed on to the student. Messages about transportation home are written in the messages book in the office and are checked by teachers at the end of the day.

TRANSFERS
If your child is leaving the school a transfer form is requested by the new school after enrolment is confirmed.

UNCLAIMED PROPERTY
All unclaimed property is stored in a box provided in the storeroom. It is displayed periodically and you are welcome to come along and peruse it for your child’s missing property. After suitable notice to parents, unclaimed property is given to charity.
LEAVING SCHOOL GROUNDS
We do not allow students to leave school grounds without written parental consent. Parents / Caregivers who are picking up their children early from class are required to sign them out in the Early Departure Book found at the front office.

VOLUNTEERS AND VISITORS
All volunteer, specialist teachers, special visitors, contractors and anyone wishing to work within the school’s grounds must read the Code of Conduct, Evacuation, Lockdown and Student Protection Fact Sheet as they are signing in at the front office. Laminated copies are within the ‘sign in’ folder. People working with children (any school, organisation or club) must have a ‘Blue Card’ applied for and obtained from the Commission for Children and Young People and Child Guardian (Employment Screening Service), visit www.bluecard.qld.gov.au to download a current volunteer application form.

TECHNOLOGY
Students should not be bringing devices to school. If students carry a phone or listening device, students need to leave them at the office at the beginning of the day and collected again at 3.00. All devices must be turned off. Staff do not accept the responsibility for loss or damage of any technological device brought to school.

COMPLAINTS
Under no circumstances are parents to approach any student regarding a grievance. All grievances are to go through the class teacher or principal. If you wish to talk with the class teacher or principal, please call the school to make an appointment.

EMERGENCY CONTACTS
Accurate emergency contacts are vital if we need to contact you in the case of illness or emergency. Please notify us immediately if any alterations need to be made. These numbers are also used if the bus has broken down or can’t get out due to a malfunction of the railway boom-gates.

CUSTODY ORDERS
If a court order has been issued in respect to the custody of a child, the school requires a copy of the current order.

HEAD LICE
Head lice are a recognised problem in all schools. To assist us in controlling this problem we would appreciate it if you would follow this procedure:

1. If your child contracts head lice, notify the school immediately. A general warning can be issued to other class members.
2. Do not return your child to school until he/she has been treated. Removing all eggs from the hair will assist you in reducing further possible outbreaks.
3. We ask all students with long hair to wear their hair tied back.
4. Regular weekly checks should be conducted at home for all children.
5. Please refer to the Time Out (Medical Exclusions) chart at the end of this handbook and contact the office if you require more information.
**SCHOOL SERVICES**

**LIBRARY**
Our school's library has much to offer in the way of resources and we encourage children to utilise this great resource. Our loan period is for one week and children are allowed two resources out at a time. Borrowing is usually done during library lessons on Wednesdays. We encourage the use of library bags to protect the books.

**DENTAL SERVICE**
Every second year (usually odd years) the departmental van comes to the school. A note will go home to parents regarding permission and times that the dental van on school grounds. The permission forms are sent by our office to the Oral Health Office for processing. All appointments and correspondence is handled by the van staff and not by the school office.

**PREPARATORY YEAR**
Instruction for all students turning 5 in the appropriate period will be eligible for enrolment. The Early Years Curriculum will be implemented for students and is available from the Prep teacher. Please bring in your child’s birth certificate for eligibility to enrol in Prep.

**CHAPLAIN**
This school community provides a chaplaincy program endorsed by the school’s Parents and Citizens’ Association and available on a voluntary basis to all students. The chaplain is involved in a range of activities at this school that are free of religious, spiritual and/or ethical content. These activities can include mentoring, coaching, involvement in sports/games, reading/learning support, conflict resolution, intervention and prevention of bullying and general encouragement that are available to all students on a voluntary basis. The chaplain provides a listening ear and caring presence for students, staff and the wider school community.

**UNIFORM**
We strongly encourage all students to wear their full school uniform. If there is a problem please see the office.

- **For Girls**  Maroon skirt/shorts and Polo Shirt with school emblem.
- **For Boys**  Maroon shorts and a Polo Shirt with school emblem.

The wearing of suitable closed in shoes is a health and safety requirement of our school.

**Tops**
Maroon and Gold Polo style shirts with emblem are available at the office at a cost of $25.00. A large order is placed in Term 4 for the beginning of each year and we only carry minimal stocks at other times.

**Skirts / Shorts**
Pleated maroon skirts and shorts are available at most department stores in both Townsville and Ingham.

**Shoes**
Students must wear closed-in shoes for school.

**Hats**
**WIDE-BRIMMED / BUCKET HAT**
The bucket hat is available for purchase from the office for $12. (This may vary depending on cost at time of ordering).

**Dress Code**
Please refer to Standard of Dress policy
P & C COMMITTEE

Members meet at the school on the 3rd Thursday of each month at 3.15pm (unless otherwise notified).

The Annual General Meeting (A.G.M.) is usually held on the third Thursday in February. The elected office bearers hold office for a period of twelve (12) months. In the event of resignation a replacement is elected at the next general meeting.

The P & C provides services, entertainment and have fund-raising functions. Monies raised are used to purchase resources for the classroom, upgrade facilities and subsidise school activities, such as a school camp.

ADMINISTRATION OF MEDICINE AT SCHOOL

As instructed by the Education Department, we administer medication at school ONLY if absolutely necessary and then only if the following guidelines are satisfied:
1. On medical practitioner’s advice; or
2. Medication is clearly labelled by a chemist with the child’s name, dosage and time to be given.

All medication is to be delivered and stored at the office except for Ventolin puffer. A Medication permission form will need to be filled in – one is included in this package. Over-the-counter medications (e.g. panadol) cannot be administered at school, unless prescribed by a medical practitioner and labelled by a chemist.

Parents may wish to come to the school and administer medication themselves.

If the school is to administer prescribed medication then the “short term” form in this booklet can be removed, filled in and sent along with the prescribed medication. There is a different medication form for “long term” medications and the annual camp.

All classroom staff members have current first aid certificates.

ACCIDENT PROCEDURE

If a minor injury requires treatment then a staff member will apply first aid as appropriate. This is recorded in the appropriate book.

In the event of a serious injury, appropriate first aid is given and staff will contact the Queensland Ambulance Service, a parent / guardian or nominated emergency contact will be called. This type of injury will be recorded on the appropriate forms.

NO private transport will be available to transport students to hospital / doctor other than parents / guardians.

INFECTIOUS DISEASES/ RECOMMENDED EXCLUSION PERIODS

Students who are unwell should not attend school. The following guidelines have been drawn up by the National Health and Medical Research Council on the premise that students who have been ill with an infectious disease will not return to school until they have fully recovered.

The recommended periods of exclusion from school are issued as a guide to teaching staff and may be modified in individual cases as circumstances warrant.

For guidance please seek advice from a relevant clinician, child health medical officer or medical officer of health.
### EXCLUSION TABLE FOR COMMUNICABLE DISEASES

**COMMON LOCAL DISEASES AFFECTING PUPILS’ SKIN, HAIR AND EYES**

<table>
<thead>
<tr>
<th>CONDITION</th>
<th>EXCLUSION PERIOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONJUNCTIVITIS (Acute Infection)</td>
<td>Exclude until discharge from eyes has ceased</td>
</tr>
<tr>
<td>IMPETIGO (School Sores)</td>
<td>Exclude until sores have fully healed. The pupil may be allowed to return provided that appropriate treatment is being applied and sores on exposed surfaces such as scalp, face, hands or legs are properly covered with occlusive dressings.</td>
</tr>
<tr>
<td>RINGWORM, SCABIES, HEADLICE</td>
<td>Re-admit when appropriate treatment has commenced and supported only when requested by a medical certificate.</td>
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<tr>
<td>TRACHOMA</td>
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### EXCLUSION TABLE FOR COMMUNICABLE DISEASES

**GENERAL INFECTIOUS DISEASES**

<table>
<thead>
<tr>
<th>CONDITION</th>
<th>EXCLUSION</th>
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</thead>
<tbody>
<tr>
<td>AIDS</td>
<td>Symptoms will preclude attendance.</td>
</tr>
<tr>
<td>CHICKEN POX</td>
<td>May return to school 6 days after the appearance of the rash unless heavily scabbed. (With chicken pox, some remaining scabs are not an indication for continued exclusion).</td>
</tr>
<tr>
<td>DIPHTHERIA</td>
<td>Readmit after receipt of a medical certificate of recovery from infection following at least two negative nose and throat swabs, the first not less than 24 hours after cessation and anti-microbial therapy and the other 48 hours later.</td>
</tr>
<tr>
<td>GLANDULAR FEVER</td>
<td>Symptoms will preclude attendance in acute phase. Pupil should return on doctor’s advice.</td>
</tr>
<tr>
<td>HEPATITIS A (Infectious Hepatitis)</td>
<td>Readmit of receipt of a medical certificate of recovery or on subsidence of symptoms, but not before 7 days after onset of jaundice.</td>
</tr>
<tr>
<td>HEPATITIS B</td>
<td>Readmit on production of medical certificate.</td>
</tr>
<tr>
<td>MEASLES</td>
<td>Exclude for at least 7 days from appearance of the rash or until a medical certificate of recovery is produced.</td>
</tr>
<tr>
<td>MENINGITIS (Bacterial) other than Meningococcal</td>
<td>This is not a specific clinical entity. Readmit on production of a medical certificate.</td>
</tr>
<tr>
<td>MENINGITIS (Viral)</td>
<td>This is not as specific clinical entity. Readmit following treatment and recovery.</td>
</tr>
<tr>
<td>MUMPS</td>
<td>Exclude until fully recovered.</td>
</tr>
<tr>
<td>POLIOMYELITIS</td>
<td>Exclude for at least 14 days from onset and also until a medical certificate of recovery is produced.</td>
</tr>
<tr>
<td>RUBELLA (German Measles)</td>
<td>Exclude until fully recovered.</td>
</tr>
<tr>
<td>WHOOPING COUGH (Pertussis)</td>
<td>Exclude for 4 weeks from onset of illness and until a medical certificate of recovery is produced.</td>
</tr>
</tbody>
</table>

More fact sheets for Communicable Diseases (general infectious diseases and local ones that affect the skin, hair and eyes) can be found at [www.health.qld.gov.au](http://www.health.qld.gov.au) website.
EVACUATION PLAN:
We have in place a plan in the event that an evacuation is required. All students are informed of the procedure and a drill is conducted at least once every term. Students are fully cognisant of the procedures to follow when the alarm is sounded. All the children and staff will be accounted for on arrival at the evacuation point. These procedures and map are displayed in all rooms. (See attached general map.)

*All volunteers will read the procedure, site the map and sign the visitors ‘sign in’ book.*

LOCK DOWN PROCEDURE:
We also have in place a lock down procedure that ensures that we secure all buildings as soon as possible in the event of a threatening or dangerous situation. This is to ensure the safety of all students and staff by minimising the possibility of injury or being placed in a potentially life-threatening situation. Staff and students are fully cognisant of the procedures to follow when the alarm is sounded. This procedure is displayed in all rooms and a drill is conducted at least once every term.

*All volunteers will read the procedure and sign the visitors ‘sign in’ book.*
ENROLMENT PRIVACY STATEMENT
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 study assistance benefits to some students.

Personal information on the enrolment form can be disclosed to other third parties without the individual’s consent where authorised or required by law.

ATTENDANCE/Achievement/BEHAVIOUR
While students are enrolled in and attend state schools, school staff will collect personal information about their academic performance, attendance and behaviour for the purpose of monitoring their educational progress and providing educational programs to suit the needs of the student.

Year 11 and 12 student details and academic profiles will be passed on to the Queensland Studies Authority for the purpose of processing Senior Certificates and Tertiary Entrance Statements. Year 3, 5 and 7 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.

You may obtain further information about the Queensland Government’s privacy regime contained in Information Standard 42 – Information Privacy at [http://www.lle.qld.gov.au/informationstandards](http://www.lle.qld.gov.au/informationstandards). If you have any questions about privacy or access to information, you may contact Education Queensland’s Privacy Contact Officer on 3237 0546.

Your Right to Privacy

What is Education Queensland’s Role?

The Department of Education, known as Education Queensland, operates the state education system through a network of more than 1300 sites and administers grants and funding on behalf of the Government to the non-state school sector and universities. The department also provides advisory, monitoring and regulatory functions and strategic support to these areas.

Why does your privacy need protecting?

Every day, a vast amount of personal information is given to State Government departments and agencies. The Queensland Government respects your privacy and has established rules to ensure that your personal information is protected.
The Government’s privacy policy (Information Standard 42 – Information Privacy) stipulates that personal information be collected, stored, used and disclosed under very strict guidelines to prevent it from being misused or passed on without your permission.

Education Queensland is committed to protecting your privacy.

**What is personal information?**

Personal information is an opinion or information about a person, whether true or false, that identifies or could identify the person. This information may be recorded in a document, or form part of a database. Examples of personal information include (but are not limited to) your date and place of birth, race or ethnicity, religion, financial record, criminal record or medical record.

Sometimes personal information about a person can reveal their identity even if their name is not mentioned.

**How does the privacy policy work?**

In all your dealings with Education Queensland, staff will make sure that your privacy is protected. Any personal information collected must be:

- Directly related to, or necessary for, a lawful purpose or function of the agency;
- Relevant, up-to-date and complete;
- Collected fairly and lawfully; and
- Stored safely and securely.

Generally, your personal information must be used only for the purpose for which it was collected or a directly related purpose, unless you have otherwise given permission.

The privacy principles do not apply to personal information contained in documents concerning covert police activity, witness protection, disciplinary actions and misconduct, whistleblowers and Cabinet and Executive Council matters. This is because the law overrides privacy principles in particular cases.

**Under what other circumstances can Education Queensland disclose your personal information?**

If you consent, or if disclosure is:

- Permitted by law;
- Essential for law enforcement; or
- Believed to be necessary to prevent or lessen an imminent threat to health or life.

Education Queensland may disclose limited information (for example, name, contact details, attendance, achievement etc) about you to other parties for the purpose of issuing achievement awards, processing certificates, statements or reports in relation to assessments.

Listed below are agencies Education Queensland may give relevant personal information to where needed or authorised under law. The guidelines for release of personal information are strict. Personal information may be disclosed to:

Queensland Health or its nominated Health Providers, Queensland Transport, Queensland Police Service, Aboriginal and Torres Strait Islander Policy, Department of Employment and Training, Department Families, Disability Services Queensland, Department of Housing, Department of Justice and Attorney-General, Sport and Recreation Queensland, Centrelink and research organizations under contract to Education Queensland.

**Data-matching**

Education Queensland passes some personal information collected on to Centrelink for data matching purposes in relation to entitlements to Centrelink-administered payments: for example, study assistance benefits.

The Data-matching Program (Assistance and Tax) Act 1990 and the Social Security Administration Act 1999 authorises Centrelink to compare the personal information they hold to ensure that payments are being paid correctly.

Education Queensland and the 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 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. Personal information may include achievement levels, retention rates, age, school year levels, school disciplinary absences and student movement between schools.

**Can you have access to personal information held by the Government?**

Yes. You can apply under the Freedom of Information Act 1999 to access, or to correct personal information held by State Government departments and agencies. This can be done by writing to the FOI Coordinator, Education Queensland, PO Box 33, Brisbane Albert Street, Q 4002 or telephone (07) 32370546.

**Worried about privacy?**

If you have a question about privacy, confidentiality or access to information, contact Education Queensland’s Privacy Contact Officer.

If you believe that Education Queensland has breached your privacy or confidentiality, you can make a complaint to the department’s Privacy Contact Officer. Your complaint will be taken seriously and investigated thoroughly.

**How do I find out more?**

For further information contact Education Queensland’s Privacy Contact Officer (07) 3237 0546 or email InformationPrivacy@qed.qld.gov.au or write to the Privacy Contact Officer, Education Queensland, PO Box 33, Brisbane Albert Street, Q 4002.

A copy of the Queensland Government’s privacy policy and principles is available by accessing the Education Queensland’s website www.education.qld.gov.au/home/privacy.htm
ENROLMENT AGREEMENT

This enrolment agreement sets out the responsibilities of the student, parents or carers and the school staff about the education of students enrolled at Rollingstone State School.

Responsibility of student to:
- attend school regularly, on time, ready to learn and take part in school activities;
- act at all times with respect and show tolerance towards other students and staff;
- work hard and comply with requests or directions from the teacher and principal;
- abide by school rules, meet homework requirements and wear school's uniform; and
- respect the school environment.

Responsibility of parents to:
- attend open evenings for parents;
- let the school know if there are any problems that may affect my child’s ability to learn;
- inform school of reason for any absence;
- treat school staff with respect and tolerance;
- support the authority and discipline of the school enabling my child to achieve maturity, self-discipline and self-control; and
- abide by school’s policy regarding access to school grounds before, during and after school hours.

Responsibility of school to:
- develop each individual student’s talent as fully as possible;
- inform parents and carers regularly about how their children are progressing;
- inform students, parents and carers about what the teachers aim to teach the students each term;
- teach effectively and to set the highest standards in work and behaviour;
- take reasonable steps to ensure the safety, happiness and self-confidence of all students;
- be open and welcoming at all reasonable times and offer opportunities for parents and carers to become involved in the school community;
- clearly articulate the school’s expectations regarding the responsible behaviour plan for students and the school’s dress code policy;
- ensure that the parent is aware of the school’s record-keeping policy including the creation of a transfer note should the student enrol at another school;
- set, mark and monitor homework regularly in keeping with Education Queensland’s homework policy;
- contact parents and carers as soon as is possible if the school is concerned about the child’s school work, behaviour, attendance or punctuality;
- deal with complaints in an open, fair and transparent manner;
- consult parents on any major issues affecting students; and
- treat students and parents with respect and tolerance.

I accept the rules and regulations of the Rollingstone State School as stated in the school policies that have been provided to me as follows:

☐ Responsible Behaviour Plan for Students
☐ Student Dress Code
☐ Student usage of internet, intranet and extranet
☐ Absences
☐ School Excursions
☐ Complaints management
☐ Consent to use Copyright Material, Image, Recording or Name

I acknowledge that information about the school’s current programs and services has been explained to me.

..............................................  ..............................................  On behalf of Rollingstone State School
Student Signature                  Parent/Carer Signature                 Kacey Constantine: Principal
Internet Access Agreement Form

**Student**

I understand that the Internet can connect me to useful information stored on computers around the world. While I have access to the Internet:

1) I will use it only for educational purposes.

2) I will not look for anything that is illegal, dangerous or offensive.

3) If I accidentally come across something that is illegal, dangerous or offensive, I will:
   
   (a) clear any offensive pictures or information from my screen; and
   (b) immediately, quietly, inform my teacher.

4) I will not reveal home addresses or phone numbers - mine or anyone else’s.

5) I will not arrange to meet with anyone using email, or over the internet

6) I will not use the Internet to annoy or offend anyone else.

7) I understand that if the school decides I have broken these rules, appropriate action will be taken. This may include loss of my Internet access for some time.

____________________________  (Student’s name)  ______________________________  (Student’s signature & Date)

**Parent or guardian**

I understand that the Internet can provide students with valuable learning experiences. I also understand that it gives access to information on computers around the world; that the school cannot control what is on those computers; and that a very small part of that information can be illegal, dangerous or offensive. I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend finally upon responsible use by students.

I believe ______________________________ (Name of student) understands this responsibility, and I hereby give my permission for him/her to access the Internet under the school rules. I understand that students breaking these rules will be subject to appropriate action by the school. This may include loss of Internet access for some time.

____________________________ (Parent or guardians name)  __________________________ (signature) Date_________
Dear Parent / Caregiver

As part of the school’s regular activities, students will prepare work that could be published, or the students could be photographed in relation to newsworthy items. An example of this would be the IN PRINT section of Tuesday’s Townsville Bulletin. As parents / caregivers, would you please fill out this consent form (Yes / No), so that we have current records relating to the publishing of student work and photos.

Thank You  
Principal.

I do / do not give permission for my child / children …………………………………………………………………………

to have work placed in publications available to the general public (e.g. Newspapers).

I do / do not give permission for my child / children ……… ……………………………………………
to have their photograph or image placed in publications available to the general public    e.g. (Newspaper).

Signed _______________________________             ______________________________________           _______________

Parent / Caregiver                               Printed Name                               Dated:
Parental/Guardian Consent for Voluntary Student Participation in Chaplaincy Program at Rollingstone State School

Parent/Guardian Name/s

Student Name (in full)  
Class

Student Name (in full)  
Class

Student Name (in full)  
Class

This school community provides a chaplaincy program endorsed by the school’s Parents and Citizens’ Association and available on a voluntary basis to all students. The chaplain is involved in a range of activities at this school that are free of religious, spiritual and/or ethical content. These activities can include mentoring, coaching, involvement in sports/games, reading/learning support, conflict resolution, intervention and prevention of bullying and general encouragement that are available to all students on a voluntary basis, unless a parent or guardian requests in writing that this is not to occur for their child/ren.

Please tick one of the boxes below:

☐ I give my consent for my child/ren to participate in these activities

☐ I do not give my consent for my child/ren to participate in these activities.

Chaplains may also be involved in activities with religious, spiritual and/or ethical content and additional consent is sought from parent/guardians for these specific activities.

Information about the school’s chaplaincy program is on the school’s website. Prior to commencement of any additional activities with religious, spiritual and/or ethical content in the school, parents/guardians will be advised through the school newsletter.

Voluntary Student Activities with Religious, Spiritual and/or Ethical Content

These activities are available to students on a voluntary basis if a parent or guardian has given consent in writing.

1. One-on-one meeting with Chaplain for pastoral, ethical, spiritual or religious support.
2. Group meeting with chaplain for personal, behavioural, emotional or social support.

Please tick one of the boxes below:

My child/ren as listed above

☐ has/have my consent to participate on a voluntary basis in activities within the chaplaincy service that have religious, spiritual and ethical content. I understand that this consent is inclusive of all such activities and remains operational unless I advise the school otherwise in writing.

☐ do/does not have my consent to participate on a voluntary basis in activities within the program of chaplaincy services which have religious, spiritual and ethical content.

I understand that, where I agree that my child/ren may participate in the chaplaincy program, this information will be passed on to the school chaplain.

Parent’s Signature ________________________________ Date __________

Office Use:
Retain original in student’s file and provide a copy of notice to the parent/guardian.

Refer to SCM-PR-012: Chaplaincy Services in Queensland State Schools at http://education.qld.gov.au/strategic/eppr/schools/scmpr012 Updated Version 3.0... 16/07/2010
G:/Comdata/Admin/Office Documents/Operations/Enrolment Forms/2011 Enrolment Forms/Word Documents/Chaplaincy Program Consent.doc
ONE WEEK ONLY----Student Occasional Medication Record

Student Name: _______________________________ Date of Birth: ____________________________

N.B……..Only prescribed medications will be administered at school by school staff.

<table>
<thead>
<tr>
<th>Name of Medication</th>
<th>Type (eg. syrup, tablets,)</th>
<th>Strength (eg. 10 mgs)</th>
<th>Dosage (eg. 1 tablet)</th>
<th>Times given</th>
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<td>1........</td>
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Prescribing doctor: ______________________________ Contact phone: _______________________

Date medication commenced________________________

Date medication ceased___________________________

The condition for which this medication has been prescribed is:

____________________________________________________________________________________

Request to Administer Occasional Medication

• I hereby request that the designated school staff administer the appropriately prescribed medication to my child while at school.
• This medication is to treat a short term illness described above and I expect it will be no longer required past the date indicated above.
• I agree to notify the school, in writing, if there are any changes in the above medication.

Yes [ ] (as detailed above) No [ ]

IMPORTANT: Please ensure that all medication to be administered at school be sent to school in the original container with a pharmacy label stating the child’s name, dosage of the medication and times to be given.

Parent/Caregiver: ____________________________ Signature: ____________________________ Date: _____________

<table>
<thead>
<tr>
<th>Date</th>
<th>Medication</th>
<th>Dose</th>
<th>Time</th>
<th>Signature</th>
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