Welcome to

Rollingstone State School

 

Routine Operations and Procedures

2024

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 set in a semi-rural area between Townsville, to the south, and Ingham, to the north. It is situated between two World Heritage listed areas – the Great Barrier Reef and Paluma Rainforest. Our students come from Rollingstone, Balgal Beach, Mystic Sands, Toomulla Beach and Hencamp Creek. 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 community of learners!

Andrew Stallman, Principal

CURRENT STAFF OF 2024

Principal: Andrew Stallman

Business Service Manager: Melonie Burstow

P/1 Class Teacher: Daisy Hawkes

2/3/4 Class Teacher: Trish Ratcliffe/Relief 1 day

4/5/6 Class Teacher: Tracy Ukosich

Hands on Maths Teacher: Bruce Mills

Permanent Full Time Teacher Aides: Merissa Tilberoo & Cherril Smylie

Health and Physical Education Teacher: Jenni Jackson

Intervention Teacher Aide: Rachael Haigh

Casual Teacher Aides: Rebecca Truscott & Michael Zegenhagen

Cleaners: Stacey Collins & Cherrill Smylie

All staff members have current first aid certificates.

**SCHOOL VISION**

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

**SCHOOL MOTTO**

“AIM HIGH”

**SCHOOL VALUES AND BELIEFS**

At Rollingstone State School we are:

* Courageous
* Responsible
	+ - * + United

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 citizenship in behaviour, in learning, and in life.

### **BEHAVIOUR MATRIX**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **COURAGEOUS** | **RESPONSIBLE** | **UNITED** |
| ***Rolly Students*** | * We know OUR and OTHERS’ emotions
* We know how to ask questions and use a calm voice
* We take safe risks and ‘have a go’
* We bounce back from our mistakes
* We roll with changes
* We are confident
 | * We know what is safe
* We are responsible for our actions and behaviour
* We keep our hands/feet to ourselves
* We are active/engaged in all activities
* We respect our and others’ property
 | * We listen to and cooperate with others
* We own our environment together
* We care for and help each other
* We value different ideas and opinions
* We communicate positively to solve problems
* We are proud of our school and community
* We acknowledge and value those who help us
 |
| ***Learning Time*** | * We recognise our strengths and challenges to set positive learning goals
* We understand and accept that new learning can be difficult
* We identify new skills to become flexible learners
 | * We are organised, active learners
* We act on feedback from teachers to assist our learning
* We attempt tasks independently first, then ask for help
* We respect others’ rights to learn
 | * We find ways to care and help others learn
* We recognise the skills of others
* We listen to others
* We learn together
 |
| ***Play Time*** | * We play with different people
* We listen to others’ ideas
* We try new games
* We know it is ‘ok’ to lose
 | * We play be he agreed rules
* We car for and return all equipment
* We show good sportsmanship
 | * We look and listen to others’ words and bodies to understand their feelings (verbal and non-verbal cues)
* We positively negotiate problems to help all involved
* We play as a team
 |
| ***Toilets*** |  | * We practice good hygiene
* We respect others’ rights to privacy
* We use toilets for their intended purpose
 | * We keep shared spaces clean
 |
| ***Bus*** |  | * We stay seated
* We enter and exit the bus safely
* We follow directions
* We use inside voices and actions
 | * We help our bus drivers
* We help and care for each other
 |
| ***Online*** | * We ask before we upload photos or videos
* We report any online behaviour that makes us feel unsafe
 | * We are smart online: once online, always online
* We protect our personal information
* We respect all ICT equipment and use it correctly
 | * We think of others before we post online
 |

**SCHOOL CURRICULUM**

Our school provides Nation Curriculum subjects:

* English
* Mathematics
* Science
* Technology and Engineering
* Health and Physical Education (HPE)
* The Arts
* Humanities and Social Science (HASS)
* Languages other than English (LOTE) – this year is Sign?????

At Rollingstone State School, all students are entitled to relevant and engaging learning programs drawn from a curriculum that addresses their individual learning needs. In a world where knowledge is constantly growing and evolving, students need to develop a set of knowledge, skills, and behaviours that apply *across* learning areas, and equip them to be lifelong learners able to operate with confidence in a complex, globalized world.

At Rollingstone State School we also focus on seven general capabilities: Literacy, Numeracy, Digital Technologies (with 1 to 1 iPads across the school), Critical and Creative Thinking, Ethical understanding, Person and Social capability, and Intercultural understanding. We also incorporate three cross-curriculum priorities: Aboriginal and Torres Strait Islander histories and cultures, Australia’s engagement with Asia and Sustainability.

Special Programs at Rollingstone State School include:

* Futures Education (integrating Sustainability and Technology in real life contexts)
* Global Tropics
* Reef Guardian Schools
* Scientists in School
* Intra-school and Inter-school Sports
* Pick of the Crop – gardening and cooking

**RESPONSIBLE BEHAVIOUR**

Rollingstone State School is committed to providing a safe, respectful learning environment for students and staff. We strive to encourage and support every student as they strive to achieve their full potential.

We currently have a focus each week as we take part in the Positive Behaviour Learning Program. Merit certificates are also awarded on parade, to recognise efforts and achievements of students in every class.

**ENROLMENT PRIVACY STATEMENT**

As a state-run and funded school, Rollingstone is accountable to the Department of Education for information and record keeping regarding student enrolments. This information is protected under the Queensland Government Information Standards. Per law, other government agencies may access this information under defined circumstances. For more information on collection and use of personal data, please see www.education.qld.gov.au/home/privacey.htm

**PARENT-SCHOOL PARTNERSHIP**

We encourage active involvement of parents in their children’s education. Parents can be involved in the school in many ways, including by helping out with classroom and sporting activities, P&C involvement, and in various out-of-hours activities. We encourage an open-door policy for parents to call and discuss any concerns they have regarding their children’s progress at any time throughout the year. Regular communication is also established through our SchoolStream App (see page for information), individual notes and informal chats.

**COMMUNITY INVOLVEMENT**

In recent years we have been involved with raising funds for the McGrath Foundation by holding a ‘Pink Stumps’ day at the community centre. We are involved with the local RSL Sub-branch and attend the ANZAC Day and Remembrance Day Ceremonies at Balgal Beach. We support the Cancer Bike Ride in July on their way to Cairns, by attending the local rest stop, cheering them on and handing over collected monies. The RACQ Educators visit the school presenting a ‘Road Safety’ program. In the past we have had QRail present a program on ‘Rail Safety’.

The Lions Club are a great support to our school, in recent years they have donated 20 iPads for the classrooms. We have a Junior Leos Club at the school and each year students are invited to join. The Lions assist the JNR Leos with holding two breakfasts a year and the gold coin donation goes to support the school chaplain or gardening program.

We hold our annual intra-school Athletics at Pace Park on Community Crescent, Mystic Sands. We join the pineapple themed colouring-in competition that offers great prizes at the annual Pineapple Festival.

**HEALTH/INSURANCE COVER PROCEDURES**

All volunteers are covered through a public liability policy taken out by our P&C association. Volunteer workers must sign in and out in a time book (located in front office) in order to be covered by this policy, should an incident occur.

Students transported in private vehicles to/from school activities are only covered by our public liability policy if the parent (driver) has signed in at the office and has ensured that their driver’s licence, registration number are current. Parents providing transport will need to sign the volunteer time book.

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’ from the Commission for Children and Young People and Child Guardian (Employment Screening Service) before being engaged on the premises, visit [www.bluecard.qld.gov.au](http://www.bluecard.qld.gov.au) to download a current volunteer application form.

**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 to upload relevant provisions and maintain the safety and wellbeing of its students.

**P&C COMMITTEE**

The Parents and Citizens Association (P&C) meets at the school once a month at 3.30pm (unless otherwise notified on SchoolStream). The Annual General Meeting is usually held on the 3rd Thursday in February. The P&C provides services, entertainments and fundraising functions. Monies raised are used to purchase resources for the classroom, upgrade facilities and subsidise school activities, such as school camps/excursions. Our school P&C welcomes new members, and plays an important part in bringing about co-operation with parents in the day-to-day running of the school.

**ATTENDANCE & BELL TIMES**

Attendance is **compulsory** by law. Absences must be reported to the school vis SchoolStream (the ‘Absentee’ form), or by phone, on the day of the absence.

Parents/caregivers who are delivering children late to class are required to report at the front office first. Children being picked up early from the school are required to be ‘signed out’ in the Early Departure book.

There is not always adequate supervision before and after school so is would be appreciated if children do not arrive to school before 8.30am and be collected from school as soon as possible after 3.00pm.

**BELLS**

8.50am Preparation for class: toilet stop, handwashing and morning messages

9.00am Morning session begins

11.00am First lunch break (big)

11.40am Transition to Middle session

1.15pm Second break (little)

1.40pm Transition to Afternoon session

3.00pm End of school day

3.15pm Bus leaves

**OFFICE HOURS**

The office if open from 8.30am to 3.00pm every day, however, our admin officer is not a full-time employee. If the office is unattended when you arrive, please report to staff in the classroom in the next building along the pathway, and they will help to point you in the right direction.

**PHONE MESSAGES**

Phone messages will be passed on to your child/children’s teacher during school breaks, and then passed on to students. Please ring before 3.00pm if your child’s transport home changes and it will be passed on.

**COLLECTION OF MONIES PROCEDURE**

All monies should be sealed in an envelope with name (s) of child (ren) and purpose clearly marked on the front. Children should hand this into the office before school starts. Receipts will be issued on request.

**ACCIDENT PROCEDURE**

Minor injuries occurring during school hours may be treated by staff with appropriate training. Incidents are recorded as per Education Queensland policy and procedures.

In the event of a serious injury, appropriate first aid is given and staff will contact the Queensland Ambulance Service as well as a parent, guardian or nominate emergency contact.

NO private transport is available to carry students to hospital or medical centres, or to their usual place of residence.

**ADMINISTRATION OF MEDICINE AT SCHOOL**

As instructed by the Education Department, medication is administered at school ONLY when necessary, and only if the following guidelines are satisfied:

1. On a medical practitioner’s advice; or
2. When 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. A Medication Permission Form will need to be filled in. Over-the-counter medications (e.g. Panadol, cough mixture) cannot be administered at school, unless prescribed by a medical practitioner and labelled by a chemist. Parents are able to come to the school and administer any medication themselves.

**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 updates need to be made.

**INFECTIOUS ILLNESSES AND EXCLUSION**

Students who are unwell should not attend school. 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 registered doctor or nurse.

**EVACUATION AND LOCKDOWN**

We have a plan within the school, in the event that an evacuation is required. All students are informed of the procedure and a drill is conducted regularly. Students are fully aware of the procedures to follow when the alarm is sounded. All children and staff are accounted for on arrival at the evacuation point. These procedures and map are displayed in all rooms.

A lockdown procedure exists alongside this plan, during which students are kept within buildings (or otherwise sheltered), to prevent exposure to a hazard or dangerous event. This procedure is similarly taught and practiced.

**SCHOOL STREAM**

At Rollingstone State School we use the SchoolStream App (for smart devices) to keep parents and guardians up to date with school activities, permissions, and changes to policy and procedure. The app is free to download and use, and is available from the App Store (Apple/iPhone) and Play Store (Google/Android), or through the SchoolStream website, <https://www.schoolstream.com.au>

After installing the app to your device, please enter ‘Rollingstone State School’ in the ‘School Name’ section (the app will prompt you to do this). Select the full school name from the drop-down menu to proceed to the RSS page.

Then the office will get notification that you are wanting to join our school, they will accept you and then you can start using the app.

Tips for troubleshooting are available on the SchoolStream website, along with frequently asked questions (FAQs). If you have any questions or concerns about using the app, please get in touch with someone at the school, and they will help to point you in the right direction.

If you intend to access School Stream from a web browser (e.g. desktop or laptop computer), please contact school administration for the required link. School Stream is designed for smart phones and tablets, for portable, easy-to-use information, when and where you need it; however, we recognise that not everyone has access to a smart device, and other access points are always possible.

Please note: SchoolStream is more that just photos and P&C events! School staff share calendar dates, permission forms, emergency contacts and alerts through the app, so parents and guardians are **strongly encouraged** to register and check often for updates.

**EXURSIONS**

Excursions are included in your child’s education programme and should be attended. Signed 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, a broad brimmed hat, sunscreen and water bottles as necessary. Permission notes are sent through the SchoolStream App when an activity is planned.

**PLAYGROUND**

No hat, no play policy is mandated in the school. Hats must be worn if sitting or playing in the sun.

Children are asked to sit for 15 minutes whilst eating their lunch, before heading off to play.

We strongly discourage children bringing ‘home toys’ to school as this often results in loss or breakages and can be a distraction from learning. Staff will not be held accountable for the loss and damage of toys that the students bring to school.

**CAMP**

Every year the school invites students in years 4-6 on an annual camp. Any students not going to camp will be attending school with another class teacher to continue their learning.

Whilst of camp the students may participate in activities such as: canoeing, abseiling, archery, low/high ropes courses, and obstacle courses. School camp allows students to develop their independence, social skills, teamwork, and resilience, and take part in a shared life experience that they will remember for years to come.

The P&C usually contributes towards the cost of transportation (approx.. $2500 - $3000) to take the students to and from camp, which allows us to reduce the cost per student. Cost per student for all activities, accommodation and all meals is approx.. $200 - $350 each; (subject to change depending on the location of camp). This amount is payable to the office before camp either in a lump sum or instalments. Annual camps have been held at Mungalli Falls EEC, Magnetic Island Apex Camp and Paluma EEC.

There is a separate medication form distributed prior to the annual camp.

**CURRICULUM LEVY**

At present we do not have a curriculum levy to be paid, (this may subject to change in the future), all we ask is for parents to purchase all items on the booklist and a set of headphones from the office.

**DENTAL SERVICE**

Every odd year the mobile dental van visits the school. Forms will go home to parents regarding permission and times that the service is available, via paper copy. The permission forms are sent by our office to the Oral Health Office for processing, hence not being on SchoolStream. All appointments and correspondence are handled by the van staff and not by the school.

**SCHOOL PHOTOS**

Each year (usually May/June) school photos are taken. Order and money envelopes are sent home two weeks prior to photo day. Parents are asked to fill in the order on the front, enclose correct monies, or direct funds into their account direct (not to school), and return envelopes to the office before the nominated day.

**HEADLICE**

Head lice are a recognised problem in all schools. To assist is in controlling this problem, we ask that you:

1. Notify the school immediately if your child is found with evidence of lice.
2. Do not return you child to school until they have been treated.
3. Send children to school with long hair tied back.
4. Regularly check all children.

**REPORT CARDS**

It is important that communication is ongoing throughout the year between parents and teachers. Formal reporting occurs via written reporting at the end of each semester (June and December). A parent teacher interview is encouraged for the beginning of Term 2 and 4.

**HOMEWORK**

Please talk to your child’s classroom teacher regarding the homework policy at the time of enrolment.

Parents/caregivers can assist students by:

* Reading to/with them every day
* Encouraging them to organise their time and take responsibility for their learning
* Encouraging them to read and to take an interest in and discuss current local, national and international events and
* Helping them to balance the amount of time spent completing school tasks, watching television, playing computer games, playing sport and engaging in other recreational activities.

**LIBRARY**

Our school’s library has much to offer, and we encourage children to utilise this great resource. Our loan period is one week, and children are allowed to borrow two resources at a time. Borrowing is usually done during library lessons or during lunch breaks. We encourage the use of library bags to protect the books.

**SPORTS**

Each year selected students are involved in the ‘F’ schools Athletics Carnival as part of our sports program. Student selection for this event is from our own Intra-school Athletic Carnival organised by the PE teacher and school staff. These students travel to ‘Red Track’ in Townsville. The carnival is led by qualified physical education teachers from the schools involved across Townsville.

We also try to invite other sporting clubs (e.g. Cricket, Rugby League, Basketball, AFL, Tennis) to visit our school and engage our students in as many sports codes as we can during the year.

**SWIMMING**

Students participate in water safety lessons in Term 4 each year. We travel by buses to Ingham Pool. Lessons are prepared by our PE Teacher in conjunction with trained staff at the pool. Participants need to make sure that all of their clothing is clearly labelled. Supervising teachers and aides travel with the students.

**TECHNOLOGY**

Students should not be bringing devices to school, e.g. phones or tablets/iPads. Students carrying a device to use before or after school will need to leave it at the office at the beginning of the day and collect it again at 3.00pm. All devices must be turned off. Staff do not accept the responsibility for loss or damage of any devices brought to school.

**TUCKSHOP**

We are lucky enough that the local BP/Roadhouse gives us the opportunity to have a treat every Thursday. Orders are to be placed on SchoolStream app the night before or early morning of. Money is to be brought to the office before 9.00am in a named bag of some sort.

**HOT BOX/PIE WARMER**

We have a hot box in the kitchen and students can bring food items wrapped in foil and put in before school, then is hot and ready to go at 11am lunch break.

**BOOKCLUB**

We get a catalogue twice a year that we can order from.

**BUS PASSES**

It is now mandatory to have a bus pass. You can log in and fill out the form via [www.qld.gov.au/schooltransportassistance](http://www.qld.gov.au/schooltransportassistance)

**UNIFORM**

All students are expected to wear their full school uniform, unless adaptations are required and have been discussed with an appropriate member of staff. Our school colours are maroon and gold.

For Girls Maroon skirt/shorts and Polo shirt with school emblem

For Boys Maroon shorts and Polo Shirt with school emblem

The Polo Shirts with school emblem are available at the office at a cost of $35.

Students must wear closed-in shoes for school, any colour, as per health and safety requirement.

A wide-brimmed/bucket hat must be worn, we have bucket hats for sale from the office at $18 each.

**COMPLAINTS**

During the course of your child’s school years, you may have cause to make a complaint about an issue or concern you have with their education. The Department of Education and Training is committed to ensuring that all complaints are dealt with in a fair and equitable manner. There are processes and support networks in place to enable you and your child to work through any issues or concerns you may have.

The following four-step procedure is in place to assist parents/carers and school staff to reach an outcome that is in the best interest of the student.

1. Discuss your complaint with the class teacher.

If your complaint is with your child’s teacher or relates to an issue concerning your child’s experience at school, make an appointment with that teacher as soon as possible.

2. Discuss your complaint with the Principal

If after approaching your child’s teacher your complaint remains unresolved, make an appointment to see the school principal to discuss the issue further.

3. Contact your local education office

If you have discussed your complaint with the principal and still feel that you have not reached a resolution, you have the right to contact you local Department Education and Training Office. Addresses and telephone numbers for them are available on [www.education.qld.gov.au/contact-us/state-schools-reginional-contacts](http://www.education.qld.gov.au/contact-us/state-schools-reginional-contacts).

4. Independent review

If you have not been able to resolve your complaint through these formal processes, you can lodge your complaint with the Queensland Ombudsman. Via phoning (07) 3005 7000 or going on website www.ombudsman.qld.gov.au