# Table of Contents

**Personal Notes Table of Contents** ............................................................................................................ 2

**WELCOME TO ESK STATE SCHOOL** ........................................................................................................ 5

**Student Exit Statement** .......................................................................................................................... 6

- The Healthy Citizen .................................................................................................................................. 6
- The Informed Citizen ............................................................................................................................... 6
- The Democratic Citizen ............................................................................................................................ 6
- The Creative Citizen ............................................................................................................................... 6
- The Eco-Citizen ..................................................................................................................................... 6

**CONTACT DETAILS** ............................................................................................................................... 7

**SCHOOL HOURS AND BELL TIMES** ........................................................................................................ 7

**SCHOOL CALENDAR 2017** .................................................................................................................... 7

- Pupil Free date for 2017 – 19 and 20 January and 16 October .................................................................... 7
- Please check the school newsletter, school website and our street noticeboard for various dates throughout the year .......................................................................................................................................................................... 7

**ESK STATE SCHOOL STAFF 2017** ......................................................................................................... 8

**GENERAL INFORMATION** ................................................................................................................... 8

- **ARRIVAL AND DEPARTURE OF PUPILS** .......................................................................................... 8
- **ABSENCES** ......................................................................................................................................... 9
- **ACCIDENTS** ....................................................................................................................................... 9
- **ASSEMBLY** .......................................................................................................................................... 9
- **AUSTRALIAN CURRICULUM** ............................................................................................................. 9
- **BEHAVIOUR MANAGEMENT – Positive Behaviour for Learning** ......................................................... 10
- **BICYCLES** .......................................................................................................................................... 11
- **BOOKCLUB** ....................................................................................................................................... 11
- **BOOK LISTS AND REQUISITES** ........................................................................................................ 11
- **CHAPLAIN** ......................................................................................................................................... 11
- **COMMUNICATION** ............................................................................................................................ 12
  - NEWSLETTERS ................................................................................................................................. 12
  - TEACHERS ......................................................................................................................................... 12
- **COMPUTERS AND TECHNOLOGY** ................................................................................................... 12
- **DENTAL TREATMENT** ....................................................................................................................... 12
- **DOGS ON SCHOOL PROPERTY** ......................................................................................................... 12
- **EMERGENCY PROCEDURES** ........................................................................................................... 12
- **ENROLMENT** ................................................................................................................................... 12
- **INDIGENOUS EDUCATION AREA** .................................................................................................... 13
- **EXCURSIONS AND CAMPS** ............................................................................................................. 13
- **FEES AND VOLUNTARY CONTRIBUTIONS** ...................................................................................... 13
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRST AID, ILLNESS AND MEDICATION</td>
<td>13</td>
</tr>
<tr>
<td>Disease</td>
<td>13</td>
</tr>
<tr>
<td>Period of Exclusion</td>
<td>13</td>
</tr>
<tr>
<td>ILLNESS</td>
<td>13</td>
</tr>
<tr>
<td>FIRST AID</td>
<td>14</td>
</tr>
<tr>
<td>GROUNDS CARE</td>
<td>14</td>
</tr>
<tr>
<td>GUIDANCE OFFICER</td>
<td>14</td>
</tr>
<tr>
<td>GIFTED AND TALENTED STUDENTS</td>
<td>14</td>
</tr>
<tr>
<td>HARASSMENT</td>
<td>14</td>
</tr>
<tr>
<td>HATS</td>
<td>15</td>
</tr>
<tr>
<td>HOMEWORK</td>
<td>15</td>
</tr>
<tr>
<td>Written:</td>
<td>15</td>
</tr>
<tr>
<td>Reading:</td>
<td>15</td>
</tr>
<tr>
<td>INTERNET ACCESS AGREEMENT and MEDIA RELEASE</td>
<td>15</td>
</tr>
<tr>
<td>LEARNING SUPPORT</td>
<td>15</td>
</tr>
<tr>
<td>LIBRARY</td>
<td>15</td>
</tr>
<tr>
<td>LOST PROPERTY</td>
<td>16</td>
</tr>
<tr>
<td>LUNCHES</td>
<td>16</td>
</tr>
<tr>
<td>LEARNING AND WELLBEING FRAMEWORK</td>
<td>16</td>
</tr>
<tr>
<td>MUSIC</td>
<td>16</td>
</tr>
<tr>
<td>CLASSROOM MUSIC</td>
<td>16</td>
</tr>
<tr>
<td>INSTRUMENTAL MUSIC</td>
<td>16</td>
</tr>
<tr>
<td>CHOIR</td>
<td>16</td>
</tr>
<tr>
<td>PEDAGOGICAL FRAMEWORK</td>
<td>17</td>
</tr>
<tr>
<td>PARENTS AND CITIZENS' ASSOCIATION</td>
<td>17</td>
</tr>
<tr>
<td>TUCKSHOP</td>
<td>17</td>
</tr>
<tr>
<td>VOLUNTEERS' PROGRAM</td>
<td>17</td>
</tr>
<tr>
<td>REPORTING</td>
<td>17</td>
</tr>
<tr>
<td>RELIGIOUS INSTRUCTION</td>
<td>18</td>
</tr>
<tr>
<td>SCHOOL FACILITIES</td>
<td>18</td>
</tr>
<tr>
<td>SPORT and PHYSICAL EDUCATION</td>
<td>18</td>
</tr>
<tr>
<td>INTRA-SCHOOL SPORT</td>
<td>18</td>
</tr>
<tr>
<td>PHYSICAL EDUCATION</td>
<td>19</td>
</tr>
<tr>
<td>INTER-SCHOOL SPORT</td>
<td>19</td>
</tr>
<tr>
<td>SWIMMING</td>
<td>19</td>
</tr>
<tr>
<td>SWIMWEAR AND JEWELLERY</td>
<td>19</td>
</tr>
<tr>
<td>COMPULSORY SWIMMING</td>
<td>19</td>
</tr>
<tr>
<td>FUN SWIMMING</td>
<td>20</td>
</tr>
<tr>
<td>SWIMMING CARNIVALS</td>
<td>20</td>
</tr>
<tr>
<td>FORGOTTEN SWIMMING ITEMS</td>
<td>20</td>
</tr>
<tr>
<td>TRANSPORT</td>
<td>20</td>
</tr>
<tr>
<td>BUS RUNS</td>
<td>20</td>
</tr>
<tr>
<td>CONVEYANCE ALLOWANCE</td>
<td>20</td>
</tr>
<tr>
<td>UNIFORMS</td>
<td>20</td>
</tr>
<tr>
<td>VISITING PERFORMANCES</td>
<td>20</td>
</tr>
</tbody>
</table>
WELCOME TO ESK STATE SCHOOL

We are so glad your family has joined our school and we hope that your time here is rewarding.

The Esk State School offers an Australian curriculum program from the Preparatory Year to Year Six. Specialist subjects include Physical Education, Music, Instrumental Music, Teacher Librarian, LOTE and the Learning Support Teacher supports classroom teachers. The staff at Esk State School reflect a range of experience in terms of length of service and areas of expertise and interest. Ongoing professional development and training of all staff is encouraged. We also have many volunteers who work in the classrooms and other related areas within the school. Our School Chaplain is on site to support our students two days per week.

If at any time you wish to discuss any aspect of your child’s education or any aspect of the school, we are only too happy to make the time to see you. Your involvement in your child’s education and their school enhances their future prospects for a successful education. We believe that first and foremost our core business is the education of your child. We believe that a child’s education is enhanced by establishing effective partnerships between staff, parents and students which is supported by clear policy and guidelines.

Primary school years, especially Kindy to Year 3 are very important for your child. It is here that your child’s lifelong view of the value and wonder of learning becomes firmly established. We live in a dynamic world and we are constantly fine-tuning our balanced educational program to reflect the world in which our children, and future citizens live. Key goals of our curriculum provision are to produce future citizens who are informed, healthy, democratic, creative and ecologically minded. All of what we do at our school works towards achieving our goals.

We are strongly committed to providing our students with programs that challenge and extend them as individuals because we recognise that each child is unique. Esk State School’s Responsible Behaviour of Student’s Policy supports our students in their development as responsible citizens of our community. At Esk State School we share a common philosophy about supporting students to manage their behaviours and subsequent choices. We keep parents informed about behaviour as necessary. We focus on the development of literacy and numeracy skills that are essential for building a sound base for lifelong learning.

We welcome and encourage your involvement in the school. This Prospectus provides you with initial information to enable you to understand the values, policies and processes of our school. My staff and I look forward to working with you as we prepare our young citizens for the challenges of the future. If you would like further information, please feel free to make contact.

Our Motto: Ever Seeking Knowledge
We Value: Safety, Respect and Learning
Our Expected Behaviours: Be Safe, Be Respectful and Be a Learner
Our Mission: Every student succeeding. We aim to work together as a team to develop our students’ full potential in a caring, supportive and learning environment. Individuals will be respected and an understanding of the rights and responsibilities of good citizens will be nurtured.

Please keep this booklet in a safe place so that you may refer to it whenever necessary as it contains important information. We have included basic information on many topics. More detailed information on any topic is easily available.

Regards

Brian Crichton - Dip T (Prim), B Ed
Principal
Student Exit Statement

This statement is a detailed description of the type of student we aspire to cultivate at Esk State School. We aim to develop our students into well rounded and informed individuals who possess the positive qualities of an Australian citizen. The daily activities of staff at Esk aim to produce students who embody the following qualities:

The Healthy Citizen

Students leaving Esk State School have personal qualities which promote and strengthen relationships. They use skills and strategies to enhance personal identity and self-esteem. They operate well as members of a variety of social and cultural groups. They are aware of the social, physical and economic world around them and can take action to manage the health, wellbeing and safety of themselves and others. They have a connection with the world and can think critically to solve problems as they participate in the world.

The Informed Citizen

Our students are informed about the world. They can gather and critically analyse information to help them make decisions. They will use reasoning skills to justify their own beliefs and actions. They can communicate and explain their views and understanding of the world through their use of language, text, sounds and symbols in a variety of ways.

The Democratic Citizen

Students from Esk State School display an understanding of political and legal systems of Australia and their relationship on a global level. They can be active socially and politically in their local and the wider community. Our students have an awareness and understanding of difference social, political and cultural groups and associations. They recognise the need for the preservation of equality both locally and globally. Our students understand, promote and display attributes of good citizenship. They are able to take on social responsibilities and value the common good.

The Creative Citizen

Our students will understand that creativity involves the use of their imagination to produce something of value. They will be capable of using a range of media to create functional, aesthetic and expressive results. Students will be confident to take risks and seize opportunities. They will be encouraged to adapt to change, explore ideas and look for solutions.

The Eco-Citizen

Students leaving Esk understand the relationship between the natural and physical world. They work together to make choices about how resources are used within our world to enable them to take action to protect the earth for present and future generations.
CONTACT DETAILS
Principal  
Mr Brian Crichton
School Address  
49 East Street  
Esk Qld 4312
Telephone  
07 - 5424 4111
Facsimile  
07 - 5424 4100
E-mail  
admin@eskss.eq.edu.au
Website  
www.eskss.eq.edu.au
Office Hours  
8:15 am - 3.30 pm
Student Absence Line 24/7  
07 – 5424 4160
Tuckshop  
07 – 5424 4116

SCHOOL HOURS AND BELL TIMES
School hours 8.45 am to 2.45 pm
8.15  First bell - commencement of playground duty
8.40  Bell to get ready for school - line up
8.45  Students ready for classes to start
10.50  Start of first break - eating time
11.00  End of eating time - start of play time
11.25  End of play time - line up for classes to start
11.30  Classes start
1.00  Start of second break - eating time
1.10  End of eating time - start of play time
1.25  End of play time - line up for classes to start
1.30  Classes start
2.45  School finishes
3.00  Bus bell – All students are supervised in the Library. Students who have not been collected by parents will go to the Library.

SCHOOL CALENDAR 2017

<table>
<thead>
<tr>
<th>Term</th>
<th>Term dates</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>Tuesday 23 January – Thursday 31 March</td>
<td>10 weeks</td>
</tr>
<tr>
<td>Term 2</td>
<td>Monday 18 April - Friday 23 June</td>
<td>10 weeks</td>
</tr>
<tr>
<td>Term 3</td>
<td>Monday 10 July - Friday 15 September</td>
<td>10 weeks</td>
</tr>
<tr>
<td>Term 4</td>
<td>Tuesday 3 October - Friday 8 December</td>
<td>10 weeks</td>
</tr>
</tbody>
</table>

Pupil Free date for 2017 – 19 and 20 January and 16 October

Please check the school newsletter, school website and our street noticeboard for various dates throughout the year.
ESK STATE SCHOOL STAFF 2017

Principal
Mr Brian Crichton

CLASSROOM TEACHERS
Mrs Debra Dolan
Mrs Ailsa Richter
Mrs Sharyn Smith
Mrs Joanna Rollston
Mrs Michelle McTaggart
Mrs Dawn Nan
Mrs Susan Kitching

Teacher/ Librarian
Ms Hilary Benson

LOTE Teacher
Mr Gladwyn Arwadi

Music Teacher
Mr Adam Smith

Instrumental Music Teacher
Mr Adam Smith

Physical Education Teacher
Mrs Joanna Rollston

Learning Support Teacher
Mrs Andrea Oxenford

Guidance Officer
Mr David Seng

Head of Curriculum
Mrs Larissa Vale

Master Teacher
Mr Mark Robertson

School Chaplain
Mrs Ella Green

Learning Support Teacher
Mrs Karen Chin

Teacher Aides -
Mrs Terry Whiting
Mrs Jacqui Walsh
Mrs Sarah Dennehy
Ms Rhonda Porter

Administration Officer
Mrs Annaleise Lukritz & Mrs Donna Brough

School’s Officer
Mr David Smith

Cleaners
Ms Yvonne Carter & Ms Gaylene Belz

GENERAL INFORMATION

ARRIVAL AND DEPARTURE OF PUPILS

The students’ school day starts at 8.40 am. Children who are not travelling on school buses are requested to arrive at school at about 8.30 am. Students who arrive prior to 8.15 must go immediately to the A Block corridor where they are to remain quietly seated until the first bell at 8.15 am. Students are not permitted to be in any other areas of the school prior to 8.15 unless in transit to the office. The assistance of parents is sought in ensuring pupils arrive at a suitable time. If, through family circumstances, students have to occasionally arrive at school earlier than 8.15am you must make the school aware so that suitable arrangements can be made for the supervision of children during this time. Prior to 8.15 no responsibility is taken for students’
safety. Students arriving late need to make their way to the Administration Office immediately to collect a Late Slip.

Classes are dismissed at 2:45 pm. **Parents are asked to collect their children from East Street not Ann Street** as we have staff on duty in the East Street area. We ask parents to avoid leaving their children at school for long periods after 2:45 pm. If you are going to be late you need to contact the school so we can let your child know and make arrangements for their supervision. Non bus children who are being picked up from school are to wait in the designated ‘Waiting Area’. If you have not collected your child by 3.00 pm they are to go to the Library. If you choose to stay in or nearby the school grounds after the 2.45pm bell your children are **not to use the school equipment** or climb the trees or fence and we ask that you supervise them closely during this time. **Parents who need to collect their children from school before 2:45 pm need to first go to the school office and collect and Early Departure Slip which parents then give to the classroom teacher. If a child is to be collected by anybody other than the Parent or Caregiver on record, our Administration Office must be notified in advance.**

**ABSENCES**

Every day counts! Rolls are marked promptly at 8:45am. Regular, punctual attendance is necessary for the educational progress of your child and this is the responsibility of parents. Records are kept so that we are sure that children staying away from school are doing so with the knowledge of their parents. Education Queensland records instances of **unexplained absences** so it is important you inform us if your child is away. The number of unexplained absences your child has is recorded on their report card. When your child is absent from school his/her teacher needs to be notified as soon as possible. Our school follows up with Parents to explain unexplained absences on the same day they occur.

There are several options available:
- a brief explanatory note forwarded to his/her teacher upon your child’s return to school
- leave a message on the student absence line 5424 4160 stating your child's name, class and reason for absence.
- or email admin@eskss.eq.edu.au stating your child’s name, class and reason for absence.

**ACCIDENTS**

Accidents do happen from time to time. When a child has an accident first aid treatment is given by one of the staff members. In the event of a serious accident appropriate medical attention is sought then the child’s parents are contacted. Urgent cases will be transported to the Esk Hospital or the appropriate facility. **Please ensure that current information is available at the office for emergency contact.**

*If your child receives any head or facial injury we will contact you once first aid has been administered.*

**ASSEMBLY**

We have a school assembly in the hall at 9:00am each Friday. This is a chance for all of us to be together for a short time to share what is happening in and around the school and to celebrate achievements. Students chair Friday's Assembly at which awards and class items are presented. Parents are invited to attend Assembly.

**AUSTRALIAN CURRICULUM**

The rationale for introducing an Australian curriculum centres on improving the quality, equity and transparency of Australia’s education system. The Australian Curriculum has a **three-dimensional design** – discipline-based learning areas, general capabilities as essential 21st century skills and contemporary cross-curriculum priorities. The **learning areas** for which the Australian Curriculum is developed are:
- English
- Mathematics
The general capabilities define knowledge, skills, behaviours and dispositions that can be developed and applied across the curriculum to help students to become successful learners, confident and creative individuals and active and informed citizens. The general capabilities to be included in the Australian Curriculum are:

- Literacy
- Numeracy
- ICT competence
- Critical and creative thinking
- Ethical behaviour
- Intercultural understanding
- Personal and social competence

The cross-curriculum priorities are contemporary issues about which young Australians should learn. The cross-curriculum priorities to be addressed in the Australian Curriculum are:

- Aboriginal and Torres Strait Islander histories and cultures
- Asia and Australia’s engagement with Asia
- Sustainability

In the early years of schooling priority is given to literacy and numeracy development because these are the foundations on which further learning is built. The foundation for literacy is built primarily in English and the foundation for numeracy primarily in mathematics. However, both literacy and numeracy must be reinforced and strengthened through learning in other contexts including science, history and geography. Priority is also given to motor skills development, physical activity and the development of safe and healthy personal practices through the teaching of health and physical education. Equally, all students in these early years will have the opportunity to develop their sensory, cognitive and affective appreciation of the world around them through exploratory and creative learning in the arts and in technologies. The opportunity to learn a language may also be available, subject to school and curriculum authority arrangements.

In the upper primary years and the first years of lower secondary schooling the Australian Curriculum continues to prioritise English and literacy and mathematics and numeracy along with the opportunity for a broad education drawing from each of the eight learning areas outlined in the Melbourne Declaration. The Australian Curriculum across these years of schooling provides core or common learning opportunities while also providing opportunities for students to deepen their learning in particular areas according to their interests and needs.

BEHAVIOUR MANAGEMENT – Positive Behaviour for Learning

Our school is a Positive Behaviour For Learning school. We believe that we are forming citizens of the future. We consider behaviour management to be an opportunity for valuable social learning as well as a means of maximising the success of academic education programs.

Our Responsible Behaviour Plan (download from website) outlines our systems and processes for facilitating positive behaviours, reducing incidences of problem behaviour and responding to unacceptable and expected behaviours.

Our plan has clearly defines expectations of student behaviour. These are taught so they become understood thus creating and maintaining a calm, positive and productive learning and teaching environment.
ALL members of the school community have a clear understanding of their role in the educational process. Positive behaviour practices are defined, modelled and reinforced by all members of the school community in ways which are explicit and understood. We use the research of Archer and Hughes and their model of Explicit Instruction (2011) when teaching academic and behaviour lessons. Flexibility is required in the application of consequences to ensure consideration is given to an individual’s circumstance, background and ability. This is an important aspect of our plan and often will require conversations among community members.

The Responsible Behaviour Plan allows staff and school administration to make professional judgements relating to student behaviour in each specific situation and focuses upon solving the issue, restoring relationships and re-engaging students in learning.

Our school’s Expected Behaviours have been agreed upon and endorsed by all staff, students and our school P&C. They are aligned with the values, principles and standards outlined in Education Queensland’s Code of School Behaviour.

**BICYCLES**

If students ride bicycles to and from school they must be parked in the bike racks provided under A Block. This area is out of bounds to all students other than riders when they park or pick up their bikes. NO riding is permitted in the school grounds or on the footpaths outside. In accordance with the law all cyclists are required to wear helmets and observe the road rules for cyclists.

**BOOKCLUB**

This school participates in the Scholastic Bookclub. Twice a term catalogues of very reasonably priced books are sent home with each child from which you may choose to purchase one or more of the titles. Three levels of books are provided to cater for varying levels of reading interest and ability. Our school utilises the online ordering process which is available for Parents to use. It is a simple process to make ordering easier for both school and Parents.

**BOOK LISTS AND REQUISITES**

A book and general requisites list is available for each level at the school. We would greatly appreciate any attempt made to have all materials ready by the first day of school. We also would encourage the covering and naming of all books as we see pride in children books and possessions as one of a number of prerequisites for pride in their work. Booklists can be downloaded from our website. See also FEES AND VOLUNTARY CONTRIBUTIONS.

**CHAPLAIN**

Our Chaplain is funded through the Federal and State Governments’ ‘Chaplains in Schools’ Program. The official body overseeing this program is Scripture Union. The Chaplain’s role in our school is very broad and does not focus solely on religion or spirituality. Chaplain works across the main areas of Pastoral Care, mentoring and education support. All areas are sensitive to and considerate of a range of cultural, spiritual and religious backgrounds and other belief systems represented in the school system. Queensland state schools may adopt one or a combination of these models. We have chosen a combination of all three models. A committee called the Upper Brisbane Valley Chaplaincy Committee works to manage chaplaincy across five schools.
COMMUNICATION

NEWSLETTERS
Every second Friday, the school distributes a newsletter to the youngest child in each family. This is our major form of written communication between parents and the school. Please take the time to read our fortnightly newsletter as it will contain important information relating to your school. Our newsletter as well as a wide range of other information can be accessed through our website www.eskss.eq.edu.au

FACEBOOK
The school has a Facebook page for helping to stay connected to our community. The P&C Association also has a Facebook page.

TEACHERS
Please feel free to make an appointment with your child’s teacher to discuss any issue relating to your child at school. Requests for appointments need to be made through the school office.

COMPUTERS AND TECHNOLOGY
We have a real commitment to the use of computers at this school. We have a number of computers and printers which are used extensively for word processing, data base management and educational activities by all children from Years Prep to Six. Children have access to the Internet as per your enrolment agreement. They access several outlined programs to improve learning outcomes. Our technology has been acquired through Education Queensland and federal funding as well as Parents’ & Citizens' Association support. Each classroom is equipped with a data projector and a Smartboard.

DENTAL TREATMENT
All children over the age of five years are eligible for free dental treatment by the School Mobile Dental Clinic team. The Dental Clinic makes an annual/biennial visit to the school. Parental approval is sought before any treatment is carried out.

DOGS ON SCHOOL PROPERTY
Occasionally dogs are attracted to the school environment either following children to school or straying into the grounds. Dogs and large groups of children are not compatible and constitute a danger and a health hazard. It is therefore the school’s policy that any dogs appearing on the grounds will be removed by the relevant authority.

EMERGENCY PROCEDURES
The school has a plan to cater with an emergency eg fire, severe storm; should any arise. Our staff is aware of the procedures to ensure that your children’s safety is maintained during any emergency situation. We also have a plan to cater for a lockdown situation. Both the lockdown and the evacuation procedures are practised regularly.

ENROLMENT
A non-compulsory, full-time Preparatory Year of schooling has replaced the part-time Preschool program. Children enrolling in Prep must be aged five by June 30 in the year they enrol. Parents can enrol their child in the Preparatory Year by contacting the school directly. There will be no waiting list for enrolment in the Preparatory Year. Any parent enrolling a child at a school for the first time is asked to bring along a birth certificate or extract for their child as it is regulation that we must sight such before approving enrolment.

You will be required to fill out an application for enrolment giving details such as parents’ names, address and emergency contact numbers. If at any time these details change would you please advise the school. This is especially important for home and work phone numbers, as we may need to contact you in an emergency. An interview with the Principal is required as part of the enrolment process. During the interview you will have an introduction to the school campus and
procedures. Prep students enrolling for the first time in the school system do not require an
interview before enrolment.

INDIGENOUS EDUCATION AREA
The school has an Indigenous education area called Dirran Yani (Meeting Place). Dirran Yani is
used in creative ways during the year and is an excellent way to educate our students about
Indigenous cultures. It is located between the pool and Principal's residence.

EXCURSIONS AND CAMPS
Educational trips which broaden the educational experiences of the children are encouraged by
the school. Such trips are linked to regular classroom instruction and programs and utilise the
community and regional resources as part of the curriculum. Trips are well planned, supervised
and conducted on efficiently operated buses. As such, all pupils are encouraged to participate in
these excursions. Parents will be advised of full details regarding itinerary, program and costing of
each excursion planned for the respective classes.

FEES AND VOLUNTARY CONTRIBUTIONS
In line with Education Queensland’s policy [and approved by the P & C] we charge a fee for
Instrumental Music. The music fee is spent on enhancing the Instrumental Music program and
maintenance of instruments. A voluntary contribution is requested of all families to cover items
which enhance your child’s educational experience. We can bulk buy items making your dollar go
much further. The funds from the voluntary contribution are spent on items such as classroom
photocopying and printing, arts and crafts materials and sunscreen. Notice about payment is sent
out to you mid-way through Term One.

FIRST AID, ILLNESS AND MEDICATION
EXCLUSION FROM SCHOOL - From time to time children fall ill and are unable to attend school.
Should your child contract one of the diseases listed below they will be required to stay away from
school for the period stated. If you have any concerns about whether your child is fit for school,
please check with your family doctor.

<table>
<thead>
<tr>
<th>Disease</th>
<th>Period of Exclusion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mumps</td>
<td>Exclude until fully recovered.</td>
</tr>
<tr>
<td>Chickenpox</td>
<td>Return six days after appearance of spots.</td>
</tr>
<tr>
<td>Rubella (German Measles)</td>
<td>Exclude until fully recovered.</td>
</tr>
<tr>
<td>Whooping Cough</td>
<td>28 days and with a medical certificate.</td>
</tr>
<tr>
<td>Measles</td>
<td>7 days or with a medical certificate.</td>
</tr>
<tr>
<td>Head Lice</td>
<td>Until treated.</td>
</tr>
<tr>
<td>Ringworm</td>
<td>Not to be excluded if covered.</td>
</tr>
<tr>
<td>School Sores</td>
<td>Not to be excluded if covered.</td>
</tr>
<tr>
<td>Vomiting and Diarrhoea</td>
<td>Exclude for 48 hours after last motion.</td>
</tr>
</tbody>
</table>

ILLNESS
Should your child fall ill at school, every effort will be made to contact you by telephone to let you
know. This may result in you having to collect your child from school. In the event of an
emergency where we are unable to contact a parent or guardian we will transport the child by
ambulance or private vehicle to the Esk Hospital. Should your child contract one of the illnesses
listed in the “Exclusion from School” paragraph, would you please observe the exclusion period.
Please note that if we deem it necessary we will call an ambulance to attend to your child.

Parents may request in writing that staff administer medication. This MUST be accompanied by
the medication with its original pharmacy label detailing the name of the person authorised to take
the medication, dosage, time to be taken and medical practitioner’s name. Please note that staff
must follow the directions on the original label attached to the medication container. As stated
in policy HLS-PR-009, for over the counter medications, including analgesics and homeopathic
medications, a medical practitioner will need to have provided a letter to authorise administration
of this medication.
This letter must detail the name of the person authorised to take the medication, dosage, time to be taken and medical practitioner’s name. Except in emergency circumstances under the policy SMS-PR-009: Administration of Routine and Emergency Medication and Management of Health Conditions staff are unable to administer medication without this information.

**FIRST AID**

The school has facilities to deal only with minor injuries and parents are advised if we think a minor injury may require further medical attention. In the case of asthma and asthma like symptoms, we will, in accordance with the relevant legislation, provide Asthma First Aid as directed by the Asthma Foundation. We are an Asthma Friendly School with most of our staff trained in First Aid and CPR. In more serious cases the parents are contacted after the student’s medical needs have been attended to. If they are unavailable the nominated emergency contact person is contacted. If there is no response the ambulance is called. **The ambulance is also called immediately to assist with all accidents resulting in serious injury or urgent need for medical attention.**

There is no charge for parents if an ambulance is called. **Please ensure that current information is available at the school for emergency contact.**

**GROUNDSCARE**

Under Education Queensland’s funding our Groundscare grant allows us to employ a groundscare person during school terms for approximately 10 hours per week. Any volunteer or organisation who would like to help maintain/improve our grounds would be most appreciated. If you can help please come in and talk to the administration staff.

**GUIDANCE OFFICER**

A Guidance Officer visits the school on a fortnightly basis to assess and counsel children and parents referred to them through the school. Parents who wish for their child to see the Guidance Officer should first discuss the need with their child’s class teacher who will refer the student on if the Guidance Officer is the appropriate person. At times teaching staff may approach you to discuss the need for a Guidance Officer interview.

**GIFTED AND TALENTED STUDENTS**

Optimizing every student’s opportunity to achieve their full potential lies at the heart of Education Queensland’s commitment to students. Esk State School aims to support and challenge gifted students in the pursuit of excellence and to develop a passion for lifelong learning. We believe that students who have a gift need to be challenged and extended so that gift becomes a talent.

Our programs of differentiated curriculum, compacting curriculum, intervention and extension allow students to advance their skills, knowledge and processes to meet their potential for success and improved development. By using the principles of effective learning and teaching and an inclusive approach to the provision of quality curriculum programs Esk State School aims to improve learning outcomes for all students.

Definition of giftedness, as stated in Education Queensland Framework: “Students who are gifted excel, or are capable of excelling, usually in one area such as general intelligence, specific academic studies, visual and performing arts, physical ability, creative thinking, interpersonal and intrapersonal skills.”

At our school we identify gifted students as early as possible so that we can provide them with opportunities to turn their gift into a talent. This is done through differentiation of the curriculum. This may include a specially designed individual education plan. We encourage positive communication between all concerned ie parents, students, teachers, administration, District Office and our Guidance Officer.

**HARASSMENT**

Under the provisions of the Anti-Discrimination Act harassment is against the law. It affects the way a person feels about themselves and lowers their self-esteem. Any child who feels they are being harassed by another child may report their concerns to any staff member. The school has a staff member appointed to act as a Sexual Harassment Referral Officer. Any child who feels they
are the victims of this form of harassment may report their concerns to their teacher or the Principal.

**HATS**

Maroon school hats are preferred for all students excluding Prep who wear a yellow hat. School uniform hats are mandatory whilst playing outdoors. For the sake of their long term health, children without suitable head-wear may be prevented from playing outdoors. The school rule in relation to hats is: “**NO HAT NO OUTSIDE PLAY**”. **Visors and caps are NOT considered to be suitable sun protection and as such children will not be allowed to wear them to school.** If children wear caps or visors they will be prevented from playing in the direct sun.

**HOMEWORK**

Written:

Teachers are not obliged to set homework but usually some work will be expected to be completed at home. If homework is set our policy is in line with EQ policy. These times would generally be considered by teachers as maximums for the various year levels. Teachers will inform students when homework is given out and when it is due back.

- **Upper Primary [Years 6]** - 30 minutes per night
- **Middle Primary [Years 3/4/5]** - 20-30 minutes per night
- **Lower Primary [Years prep, 1 and 2]** - 10-20 minutes per night

Reading:

Our school’s reading program has a large literature component especially in the Upper School ie reading of library books and other examples of high quality children’s literature. The more children can be encouraged to read for pleasure the better. If it is possible to set aside fifteen minutes before bed each night for this purpose, attitudes toward reading and literature generally will be greatly enhanced.

One point we would stress to every family is: “Never allow the homework table to become a battleground”. A positive attitude to work is essential. If there are problems with completing homework, simply contact the school the next day explaining your concerns and we will assist you.

**INTERNET ACCESS AGREEMENT and MEDIA RELEASE**

All students at Esk State School have access to the Internet. To ensure parents and students understand the responsibilities involved in Internet usage we have in place an Internet Access Agreement. Only students who have a signed Internet Access Agreement are able to participate in activities using the Internet. This is signed upon enrolling in the school.

**LEARNING SUPPORT**

In any school there are children with special needs who require additional support over and above that provided by the classroom teacher. These special needs may be because of physical, intellectual, hearing or visual impairment, or behavioural, emotional, social or learning differences. Additional support for children with special needs is provided to the classroom teacher by our support staff. We offer a range of support services such as speech pathology, advisory teachers for visual, hearing, physical and intellectual impairments. These are all available to visit the school and assist parents and teachers to meet children’s needs. We also provide support for students with learning difficulties.

**LIBRARY**

The aim of the library is to foster a love of books and therefore the motivation to want to learn to read. It is very important for children to acquire an appreciation of literature that will last a lifetime. It is also the aim of the library to develop information retrieval skills that will take the children into the future. Cooperative planning and teaching is undertaken with classroom teachers to ensure the basic skills taught are integrated with themes or subjects studied in the classroom. These skills include understanding alphabetical order, call numbers, Dewey decimal system, reference and encyclopaedia; being able to access information through computers: locating information, note
taking and researching; oral presentations and book reports. Time is also allowed for students to browse and borrow for home or class reading.

**LOST PROPERTY**

Schools by their very nature tend to collect a large amount of lost property. Much of this can be avoided if all children have their name on each of their articles. Lost property is stored under the main school building. Unclaimed property will be donated to a recognised charity at the end of each term. **We implore parents to name every piece of their child's property.** We regularly search through the lost property pile to return any item with a legible name to its rightful owner.

**LUNCHES**

Two breaks during the day are provided for eating - 1st break from 10.50 to 11.00 am and then from 1.00 to 1.10 pm. All children should be provided with a suitable portion of food for both breaks. Many children leave home early to travel on buses and are often hungry before school starts. Please ensure they have a healthy nutritious snack for before school. We recommend that chips, dried noodles, chocolates, lollies, etc were not provided for lunches. Drinks in glass bottles and sharp knives are not permitted at school as a matter of safety. Students must not share lunches. Sharing food is not permitted as students with food allergies may be exposed to inappropriate ingredients. If students wish to eat before school begins they are welcome to eat fruit only.

**LEARNING AND WELLBEING FRAMEWORK**

All state school have in place a Learning and Wellbeing Framework which, in four domains, explains how we cater for student learning and wellbeing. The full document is on our website.

1. **LEARNING ENVIRONMENT** - A positive school ethos and rich learning environment that is open, respectful, caring and safe optimises learning through a commitment to wellbeing.
2. **CURRICULUM AND PEDAGOGY** - Curriculum that enhances wellbeing equips students with the knowledge, skills, attitudes and strategies to understand and manage themselves and their relationships. Pedagogy that enhances wellbeing builds positive relationships.
3. **POLICIES AND PROCEDURES** - Policy intentions are transformed into action by school staff, students and the wider community.
4. **PARTNERSHIPS** - Productive partnerships expand the knowledge, skills and resources available in the school.

**MUSIC**

The school has two music programs as well as choirs.

**CLASSROOM MUSIC**

A specialist music teacher provides the opportunity for every student to understand the contribution music makes in one’s life. The aim of this program is for the student to become competent in singing, playing instruments (such as recorder or percussion), creating, listening and enjoying music. Music involves the effective combination of the hands, the eyes, the ears, the emotional, stylistic, memory, rhythmic, mathematical and spatial centres of the brain and the inner voice. Of all art forms it demands the highest left/right brain communication and an insistent use of instantaneous stylistic creativity with the performance of every single note.

**INSTRUMENTAL MUSIC**

Children from Year's 3, 4, 5 and 6 have the opportunity to learn a musical instrument such as a clarinet, trumpet, flute or saxophone. The school owns a variety of instruments that the students may take home and use for their first year of tuition. Students have weekly lessons. Once a degree of proficiency is reached students join the school band. The School Band plays at local community events as well as entering various competitions throughout the year.

**CHOIR** Students are given the opportunity to participate in either a Junior or Senior Choir depending on their year level. Corporate singing creates an environment where students are able to develop their aural and vocal skills in a friendly and secure setting.
PEDAGOGICAL FRAMEWORK

All state schools have in place a Pedagogical Framework. For our school this document tells:-

- What we believe about teaching and learning
- How we do it (the teaching)
- All the people who work together to make it happen.

The framework so on our website. It is a dynamic document which will grow and change over the coming years.

PARENTS AND CITIZEN'S ASSOCIATION

The Parents & Citizens' Association contributes greatly to the school not only through their fundraising activities but their overall support for the school. Please become involved in our P & C Association. All parents are most welcome to attend our monthly meetings usually held on the third Monday of each month in the Library. The Annual General Meeting is held in February each year. Positions to be filled at that meeting are President, Vice President, Secretary, Treasurer, Tuckshop Convenor, Fundraising Co-ordinator and Volunteers' Coordinator.

TUCKSHOP

A range of nutritious food is available for purchase by the children and staff from the tuckshop each Wednesday. The tuckshop’s menu adheres strictly to Education Queensland’s Healthy Choices Policy. The school’s tuckshop is manned totally by volunteers. We are always seeking the assistance of parents who are able to help in the tuckshop. Should you be in a position to assist, please contact the school’s office. All profits are used by the school’s P & C Association to fund various school projects.

VOLUNTEERS' PROGRAM

The involvement of volunteers in our school is important in providing a quality education for students and in the smooth running of the school. Volunteers enrich our school programs and activities, complement the contribution that all school staff members make to the school, help develop a team approach of staff and parents working together, assist our school meet parental expectations and promote Esk School within the community.

In order to promote and coordinate the work of volunteers the Esk Parents' & Citizens' Association in partnership with the school staff is establishing a Volunteer Program. The aim of the Esk Volunteer Program is to formalise the work offered by volunteers, provide them with orientation and initial training as well as providing ongoing support and recognition. Esk is not the only school implementing such a program and we are working together with a number of schools in the Toowoomba area as well as Education Queensland Community Participation Officers.

Through the Esk P&C Association a Volunteers Coordinator develops a Volunteers Register to identify who is able to provide voluntary support and what school or P&C activities they can help out with. Having a Volunteers’ Register will ensure that QCPCA or Education Queensland Insurance covers volunteers for any activity that they undertake. The Esk P & C Volunteers’ Register and the volunteers personal contact details will remain confidential and only be used for P&C or school purposes. Unless you are a parent of a student at Esk State School, you will be required to hold a Blue Card. Forms may be found online at https://www.bluecard.qld.gov.au/ If you wish to register as a volunteer please contact the school office.

REPORTING

Reporting to parents will provide information about a student’s actual achievement against the achievement standards. The use of Australian Curriculum achievement standards as a common reference point for reporting to parents will contribute to national consistency in reporting. Current Commonwealth requirements for reporting to parents include the requirement for student achievement to be reported in terms of A-E grades (or an equivalent 5-point scale). Report cards are issued at the end of Term 2 and Term 4 for all year levels. Parent/teacher interviews are offered at the beginning of Term 2 and Term 4. We would, however, stress that every parent or caregiver with children at this school has an open invitation to discuss any aspect of their child’s progress with us at any time. This is best done by appointments made through the school office. We attempt to make this school as open to you as possible. Our aim is to provide the best education possible for your children and this is best achieved if we can work together.
RELIGIOUS INSTRUCTION

Religious instruction (RI) is offered at the school and is conducted on every Wednesday from 1:45pm to 2:45PM.

The faith groups that provide religious instructors to deliver an authorised program are listed below:

<table>
<thead>
<tr>
<th>Arrangements for programs</th>
<th>Participating faith group/s</th>
<th>Name of authorised program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cooperative program</td>
<td>• Catholic</td>
<td>• Christian Education Publications (CPE) Connect</td>
</tr>
<tr>
<td></td>
<td>• Baptist</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Anglican</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Lutheran</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Seventh Day Adventist</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Uniting</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• New Seasons</td>
<td></td>
</tr>
</tbody>
</table>

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 on their child’s participation.

SCHOOL FACILITIES

We would stress that all facilities at our school are available to be utilised by all members of our local communities. This includes use of the school for meetings, adult education classes, weekend sport etc. Should you or a group you are associated with wish to use the school’s facilities, please contact the school office.

SPORT and PHYSICAL EDUCATION

HOUSE AND INTRA-SCHOOL SPORT
This school is divided into two houses, Eskdale and Ivory, for the purpose of the sporting activities held during each year. New enrolments are allocated to the house with the least number of children for that age group unless they have an older sibling. We work on a family basis - siblings will always be in the same house. Ivory and Eskdale are names with a long association with the Esk District. James Ivory and David Graham took up the Eskdale run in 1841. “Eskdale” Homestead is on the western bank of Ivory Creek. We hold an annual athletics carnival where the Esk team for Lowood District Athletics is selected. We hold an annual cross country event where the Esk team is selected for the Lowood District Cross Country. We hold our school cross country event on site. For both, the athletics and cross country students compete in their houses and earn points for their house. A house trophy is presented for both events. An annual swimming carnival is also held.

PRIZES
The following outlines who is awarded medallions, certificates and ribbons at Esk School Sporting events:-

Athletics
Medallions – These are awarded to Age Champion athletes (Boys and Girls) Ages 8 to 11/12.
Certificates – These are awarded to Athletes who break a record in any event in their age group.
Ribbons – These are awarded to Athletes who gain 1st, 2nd or 3rd in any event. Competitor Ribbons are awarded in Sprints, of all ages groups, to Athletes who did not achieve a 1st, 2nd or 3rd placing.

Cross Country
Medallions – These are awarded to Age Champion athletes (Boys and Girls) Ages 8 to 11/12.
Certificates – None awarded as races are not recorded for record breaking.
Ribbons – These are awarded to Athletes who gain 1st, 2nd or 3rd in their age group. Competitor Ribbons are awarded to Athletes who did not achieve a 1st, 2nd or 3rd placing but completed the race.

Swimming
Medallions - These are awarded to Age Champion athletes (Boys and Girls) Ages 8 to 11/12.
Certificates – These are awarded to Athletes who break a record in their age group.
Ribbons – These are awarded to Athletes who gain 1st, 2nd or 3rd in their age group. Competitor Ribbons are awarded in Freestyle to Athletes who did not achieve a 1st, 2nd or 3rd placing.

PHYSICAL EDUCATION
A visiting specialist physical education teacher takes all classes for a session each week.

INTER-SCHOOL SPORT
Inter-school, non-competitive sport is arranged occasionally between schools within the area.

SWIMMING

SWIMWEAR AND JEWELLERY
Students participating in any swimming need to have the following items:
- Sunsmart type shirt
- swim cap
- towel
- sturdy waterproof bag
Girls need an appropriate one piece or sun smart two piece.
NO jewellery is to be worn in the pool. Under exceptional circumstances small studs may be worn.

COMPULSORY SWIMMING
Our Physical Education Swimming lessons are conducted during the season by our PE Teacher following our school's swimming program. Swimming is part of the Education Queensland Curriculum, like any other subject studied at school, and it is expected that all children will be swimming. Illnesses causing students to be excused from swimming should be made known to class teachers by either a note or email. Students unable to attend the lessons will still be taken to the pool area with appropriate school work to complete.
Please note that we encourage parents to attend and help as volunteers with swimming lessons in the Prep to Year Three area of the school.

**FUN SWIMMING**

Fun swimming sessions happen during the swimming season in Terms 1 & 4 on Fridays. Fun swimming is for Year 1-6 only and is free of charge.

**SWIMMING CARNIVALS**

The Esk Swimming Carnival for students in aged 8 to 11/12 is held annually at the end of the year as well as an interschool carnival - the “Lowood District Swimming Carnival”.

**FORGOTTEN SWIMMING ITEMS**

What happens if your child leaves their swimming togs etc at home -

1. If it has happened on a PE day and we are able to contact you we will ask you bring in the student’s swimming essentials provided the student has realized the items are missing in time for you to be able to get to the school.

2. If your child leaves their swimming items home on a Fun swim day we will not be contacting you to bring in their togs. They will miss swimming that day.

**TRANSPORT**

**BUS RUNS**

There are three separate bus runs to Esk State School. They are Esk/Gatton, Murrumba District and Hampton Road. Children who live 3.2 kilometres or further from school are eligible to catch the school bus. Those who are not eligible for the bus run may still be carried on the bus provided seating is available. This decision is at the bus driver’s discretion.

We would stress that safe, sensible and polite behaviour is expected at all times on the bus. There is a code of conduct for bus travel. Breaches of this code may result in your child being refused travel. School bus travel is managed by the Department of Transport not Education Queensland.

**CONVEYANCE ALLOWANCE**

Parents who are not serviced by a school bus run may be able to claim a conveyance allowance from the Department of Transport to off-set the costs involved in transporting children daily to school. A conveyance allowance may be claimed by parents if they live more than 3.2 kilometres from the school. Application forms are available from Queensland Transport.

**UNIFORMS**

The wearing of the uniform helps to give the school an identity and reinforces school pride. School uniforms are not compulsory in Queensland State Schools, however all children are expected to wear the uniform. The uniform is designed to be unisex and easy care - ironing is not necessary. The uniform is available for purchase through the uniform shop at school run by the P&C. Order forms are available at the office. Singlets [the style worn like a t-shirt] are not to be worn to school. T-shirts carrying offensive messages are not acceptable. Children are only permitted to wear bike shorts under dresses and skirts. They are not to be worn only with a t-shirt.  Children are encouraged to wear lace-up shoes each day. Children are not permitted to be barefooted inside the Primary School grounds. Students are required to wear a school uniform hat. Prep students are required to wear a yellow broad brimmed hat. This is so they are easy to recognise and manage within the larger school population. A uniform price list is available from the Documents section of our website.

**VISITING PERFORMANCES**
Throughout the year the school may host various performances. The performances will be chosen on the basis of integration with the school curriculum framework. There is usually an admission fee to these shows, however, they are very good value for money.