Welcome to Regents Park State School! Welcome to Regents Park State School. As a new member of this thriving school community you are actively encouraged to take up the many and varied opportunities you will have to participate in your child’s educational journey.

Regents Park State School was established in 1994 and is highly regarded in the local area and beyond as a great state school. We believe in – Your child – Our student – Their future, and in doing so we acknowledge our role in preparing children for the future while ensuring they are participating in positive and challenging learning opportunities today. Our school motto is ‘Together We Achieve’, and as such we value the relationships between school, home, and external stake holders to provide a successful positive learning environment. At Regents Park State School, we work together with your child as our student to prepare them for their future.

Involvement in your child’s schooling may take many forms. You could participate in the Parents and Citizens Association which meets regularly and supports the school, its activities and programs. You may have time to become a volunteer around the school – in classrooms, the canteen, the uniform shop, the Resource Centre, sports involvement and many other areas. At Regents Park State School education is considered a partnership between parents, caregivers, students and teachers.

Please visit our school's website www.regeparkss.eq.edu.au for more information. This website is updated regularly.

I look forward to working with you and establishing positive relationships across the whole school community during your time here at Regents Park State School.

Marilyn Moballe
Principal
OUR SCHOOL PHILOSOPHY AND CURRICULUM

Regents Park State School provides a curriculum that includes all key learning areas with an emphasis on differentiation to achieve positive learning outcomes for every learner. Our whole school curriculum, Years Prep to 7, is in accord with the Australian National Curriculum in English, Maths, Science and History with the addition of Geography in 2014. We are particularly proud of our achievements in the areas of computer technologies, literacy and numeracy, music, drama and sport. We provide support and intervention for students with particular learning needs including reading support, extension and enrichment programs.

We are also proud of our whole school Responsible Behaviour Plan for Students.

@regentspark.we... demonstrate STAR behaviour
  Safety – Teamwork – Achievement – Respect

Our keys to success are:
Confidence – Getting Along – Organisation – Persistence – Resilience. Students are taught these skills through the Social and Emotional Learning curriculum – You Can Do It!

At Regents Park we encourage our children to develop the attributes of a lifelong learner:
  ▪ a knowledgeable person with deep understanding;
  ▪ a complex thinker;
  ▪ a creative person;
  ▪ an active investigator;
  ▪ an effective communicator;
  ▪ a participant in an interdependent world;
  ▪ a reflective and self directed learner.

We have developed a whole school focus on students being ‘in class, on task and learning’. To assist us in our goal to maximise student achievement classes are organised in graded class structure with 3-4 drafts of each grade.

There is a very active Enhancing Learning Action Team (ELAT) whose membership includes, Support Teacher Literacy and Numeracy, Administration Team, Head of Curriculum, Key Teachers for English, Maths, Science & History, SEP teacher and teachers from each juncture. This group oversees data collection and analysis to formulate the direction for curriculum program development as well as formulating action plans to address identified areas for improvement through proactive intervention programs. ELAT also facilitates the efficient and effective use of available human resources. As well, we have a Special Needs Action Committee (SNAC) which works together to action referrals from class teachers and other agencies to plan and enact adjustments to the curriculum according to student needs.
THE SCHOOL DAY

School Hours
School Hours are from 9.00 am to 3.00 pm.

Arrival at School
Students are requested to be at the school no later than 8:50 am and not before 8:30 am. No responsibility will be accepted for students who arrive prior to this time as teachers are engaged in preparation for the day's work.

Bell Times
8.50 am  First Bell rings for children to go to class
9.00 am  Commence first session
11.00 am First Break – 10 minute eating time, then play (30mins)
11.40 pm Commence second session
1.40 pm  Second Break – 10 minute eating time, then play (20 mins)
2.10 pm  Commence third session
3.00 pm  Dismissal

Requirements for Enrolments
Before your child is enrolled, the school will:
- Conduct an Information Session for Prep parents;
- Interview parents individually (all year levels);
- Ask for proof of birth date (i.e. birth certificate or equivalent);
- Ask for proof of residency (Enrolment Management Plan);
- Ask parents to complete an Enrolment Form;
- Ask for instructions/paper work relating to custody arrangements (if relevant);
- Undertake a Screening Assessment with each student (Prep).

Parking and Student Collection
Parking areas and student let-down and collection areas have been provided outside the school. Please take care of children alighting from buses and other vehicles in these spaces. Observance of all road signs in the vicinity is also requested in order to provide as safe an environment as possible for our children on their way to and from school. The drop and go section of the carpark is only to be used if you are not getting out of the car yourself. Parking is NOT permitted in the drop off zone. If you need to enter the school, please park your car. DO NOT STOP on the roadway in the car park, and please avoid overtaking cars in the car park.

Please do not enter the school grounds in your vehicle unless a prior arrangement has been made with the Principal. The off-street parking areas within the grounds are for visitors and staff only in order to minimise the risk of injury to our students.

Bicycles/Scooters
Bicycles must be parked in the racks provided. Students should bring their own chain and ensure their bike is locked securely to the rack. We would value your support in reinforcing our school policy of not riding bicycles in the school grounds for the safety of pedestrians. Skateboards are not permitted at school. We discourage scooters as they pose safety and storage problems. If brought to school they must be folded at the school gate and carried and locked away at the classroom port racks for storage. ALL STUDENTS MUST WEAR A HELMET.

Lost Property
Lost property is stored in each classroom or in a container in the MPA. Articles of clothing not claimed after a reasonable time has elapsed are donated to charitable organisations. Children are encouraged to take responsibility for their own belongings. To assist your children to do this, please mark each of their belongings clearly (whether books, pencils or clothing) with their name and year level.
SCHOOL ATTENDANCE

Advice Regarding Absence
To comply with the regulations, parents must provide a note of explanation regarding a child's absence from school. If circumstances do not permit, a phone call or personal contact will be acceptable. Parents may phone the school absence line on 3802 4360 and leave a message. It is vital that attendance be as regular as possible. If your child is unable to participate in any school activities, please advise the teacher via a note to explain the situation.

Emergency Contacts - This must ALWAYS be up to date.
It is most important that the school be able to contact a parent, caregiver or other designated person if an accident or sudden illness occurs.

Please inform the school immediately of any changes to addresses, phone numbers (home or work), custody orders and current medical requirements of children. Lack of current information can cause delays in an emergency.

Emergency Procedure
If medical attention is required, every effort is made to contact the chief caregiver. If the accident is serious enough to require urgent medical attention and a parent/guardian cannot be contacted, the Principal will call an ambulance to convey the child to a hospital casualty department for treatment.

Late Arrivals/Early Departures
Students who are late for school are required to report to the student window at the administration office to receive a late slip. The late slip is to be given to the class teacher on arriving at class. To ensure the safety of your child, students departing early must be collected from the office and the parent/caregiver will be given an early departure slip. The Office and Classroom Teacher must be notified of any early departure.

Messages to Students
Parents are asked to make firm arrangements with their children prior to leaving for school in the morning. Please avoid phone calls during the day, and especially after second break, to give messages to children about going home in the afternoon. Early departure is discouraged unless there is a family emergency.

School Bus Service
Bus services are provided for children attending this school by Bus Queensland. Please contact the bus company directly if you have any queries about bus services. Students travelling on the bus will be expected to conform to the ‘Bus Code of Behaviour’. This will be taught to each student at the beginning of the School Year. If a student cannot conform to this code he/she will be given a warning. However if unacceptable behaviour continues, the student may be suspended from the bus. This process is managed by the Bus Company. Students and parents should understand that bus travel is a privilege (not a right) which can be lost.

Valuables and Large Amounts of Money
Valuable items and money should not be taken to school. Where money is necessary for activities, it should be placed in the appropriate envelope clearly stating the child’s name, class, purpose and amount enclosed. Other money should be kept in a purse or wallet, clearly marked with the child’s name and handed to the teacher for safekeeping. No money should ever be left in school bags. No responsibility is accepted for toys/mobile phones/valuables brought to school.

The school would prefer that students do not bring mobile phones to school. If a mobile phone is brought to school by a student it must be handed to the office staff at the start of the school day, and collected at the end of the day. A departmental policy on electronic devices is included in the enrolment pack.
SPECIAL FEATURES OF REGENTS PARK STATE SCHOOL

Campus Facilities

Regents Park is a Queensland State School designed by teachers to better cater for the learning needs of children. The entire school environment, its buildings and landscaping, is designed to provide optimum learning opportunities for students. Buildings are laid out in the ‘court’ format: a junior and senior court each comprising a central covered area surrounded by classrooms. This provides for children of similar ages to be kept together for organisational and educational purposes.

At the centre of the school is a large Multi Purpose Covered area. This area additionally houses senior toilets, including handicapped toilets and showers, storerooms and the school canteen. At the front, the Administration Building contains offices, production, service and staff facilities.

Classroom blocks are designed with flexibility in mind and contain General Learning Areas for a variety of learning activities, Quiet Learning Areas for small group activities, Practical Learning Areas with sinks, stove and work bench for a variety of practical activities and Shaded Outdoor Learning Areas. Blocks are connected by phone and are protected by a security system.

Library

The new Regents Park State School Library was completed in June 2011 and has been planned as a dynamic learning centre that provides access for the school community including teachers, students and parents, to a range of up to date electronic and hard copy materials. Students are able to browse for favourite picture books, popular novels and research school assignments. The Library houses a number of laptop computers for individual student and class use.

Opening Hours: The Library is open daily from 8:30am – 3:00pm.

Borrowing

Students from Year 1 – 7 are encouraged to borrow 2 books while Prep students are limited to one book. Loan terms are for 2 weeks.

Students are able to borrow

- before school
- during first break and
- during class time.

Students are required to have a library bag to take a book from the library and we encourage students to keep their books in their library bags when it is not being read.

School Library Bags are available from the school uniform shop.

Our library policy requires students to pay for or provide replacement books for lost or damaged books.

Lessons

Classes in the school are allocated a set borrowing time each week. Classroom teachers bring students to the library and students are able to borrow.

Classes also receive regular library lessons from the Teacher Librarian. The classroom teacher and the Teacher Librarian co-operatively plan library lessons to complement classroom learning and literacy development. Topics covered and skills taught vary according to age group and skills required.
Lunch Time Activities
The Library is open for students at first break. As well as being able to read or browse for a book, students are able to draw or play with one of the numerous games provided. We offer chess, dominoes, building blocks, cards, play dough, puzzles, an assortment of toys and board games. Occasionally, students are able to participate in activities based around particular themes.

Regents Park Activity Hall
We are very proud of our community’s achievement in supporting the construction of the Regents Park Activity Hall which was completed late in 2007 and officially opened in May 2008. This hall is available for assemblies, performances, discos, meetings and sports activities. Community groups also hire the hall at night and at weekends, offering different types of sporting and recreational programs for members of the wider community. This has been upgraded to include a kitchen and toilets through the Building Education Revolution (BER) federal funding.

Information and Communication Technologies (ICTs)
We offer a wide range of ICTs experiences and opportunities for students and staff. We have 2 computer laboratories, one each for the junior and senior school, both of which have networked computers with Internet access. All classes have timetabled lessons in the computer lab as well as using computers integrated across the whole curriculum. As well each classroom has a number of networked computers available for student use and most classrooms have interactive whiteboards which offer modern approaches to teaching and learning.

Vince Bull Environmental Park
The school has an environmental park area adjacent to Scrubby Creek that provides a natural learning area for practical hands on activities. The creek bank has recently been upgraded through work done by Main Roads and Greening Australia. This was necessary to rectify damage caused by the Mt Lindsay Highway construction. A Grant from NRMA was also utilised to upgrade internal paths while Logan City Council assisted to identify and replenish plant species.
SUPPORTIVE SCHOOL ENVIRONMENT

GIFTED and TALENTED EDUCATION, DAYS OF EXCELLENCE AND COMPETITIONS
Regents Park State School hosts two Days of Excellence in Literacy and an Environmental Day of Excellence for students from the primary schools in our cluster. As well, our students participate in ‘excellence’ activities with our local high schools, a Cluster German Speaking competition and the Maths Teams Challenge.
Students are encouraged to participate in a variety of academic competitions in English, Maths, Science and ICTs.
Regents Park has 2 Differentiation Mentors who provide opportunities for extension, one focussing on the Arts and the other on Academic programs. The DMs provide extension activities for students including School Musical, Wakakiri dance competition and Project 600 which is an online extension program.

Supporting Children with Special Needs
When parents are concerned about their child’s progress, they should discuss this with their class teacher. Classroom teachers refer children who are in need of additional support for learning to the Special Needs Action Committee once they have contacted the parents about their concerns. Children then receive assistance, primarily from their class teacher, who works collaboratively with the support staff to make adjustments for individual learning needs. If it is felt that additional support is necessary, the school then accesses appropriate support personnel such as the Support Teacher Literacy and Numeracy, Guidance Officer, Speech Language Pathologist etc through the Special Needs Action Committee.

Special Education Facility
An SEP (Special Education Program) operates to support students with disabilities. An SEP Teacher-in-Charge manages the SEP program to support any students with verified disabilities. Placement in the SEP needs to be approved through official departmental guidelines.

School Chaplain
We have a part time school chaplain whose role is to provide social, emotional and spiritual support to the school community. The Chaplain is able to assist school staff in supporting individual students, small groups with similar needs and class groups. The Chaplain also runs a Playground Leadership program with senior students supporting play in the junior playground. Chaplain Marlo works at our school each Monday, Tuesday, Wednesday and Friday.

Student Leadership
There are many opportunities for students to demonstrate leadership throughout their schooling at Regents Park. Junior classes select a Class Captain every term and these students are presented with a badge on assembly. School Captains, House & Vice Captains and Music Captains are required to go through an application process which culminates in staff and students voting. Student Councillors are selected from Year 5 to assist in Student Council. School Leaders are presented with a school badge at a whole school Leadership Badge Ceremony.
SUPPORTIVE SCHOOL ENVIRONMENT (cont’d)

Responsible Behaviour Plan for Students
At Regents Park State School we believe that every member of our school community has a right to develop socially, emotionally and intellectually in a safe and supportive school environment. Our Responsible Behaviour Plan for Students 2013-2016, focuses on developing this supportive school environment by promoting responsible STAR behaviour in all students.

Our school community has developed a plan for promoting and managing behaviour based on our shared belief that all members of our community have certain rights and responsibilities. We believe in creating an environment that respects the following rights:

The Responsible Behaviour Plan for Students defines the responsibilities that all members of the school community are expected to uphold in order to achieve our mission. All community members should understand and accept their roles and meet their responsibilities so that everyone’s rights can be preserved.

The Responsible Behaviour Plan outlines the STAR program and promotes 4 rules.

@regentspark.we... demonstrate STAR behaviour

SAFETY
@regentspark.we...demonstrate safety when we conduct ourselves with care and responsibility.

TEAMWORK
@regentspark.we...demonstrate teamwork when we work and play cooperatively.

ACHIEVEMENT
@regentspark.we...demonstrate achievement when we are prepared and willing to participate.

RESPECT
@regentspark.we...demonstrate respect when we speak & behave in a considerate & well-mannered way.

The STAR rules are aimed at making Regents Park a safe and happy school, in which learning and teaching can occur most effectively by promoting and encouraging appropriate choices in all learning and play situations.
The process:

3 completed STAR cards
   = STAR Certificate

4 completed STAR cards
   = Shining STAR in office foyer

5 completed STAR cards
   = STAR Club + SHOOTING STAR CARD

Completion of first of 5 STAR cards
   and 1st SHOOTING STAR CARD
   = Bronze STAR Pin and Principal’s morning tea

Completion of second set of 5 STAR cards and 2nd SHOOTING STAR CARD
   = Silver STAR Pin and Principal’s morning tea

Completion of third set of 5 STAR cards and 3rd SHOOTING STAR CARD
   = Gold STAR Pin and Principal’s morning tea

This plan aims to encourage responsible behaviour, self-control and social competency. This is a learned process and will be achieved through teaching appropriate strategies that enable children to use positive behaviours and through supporting them as they learn these skills. Children are able to develop positive relationships and are encouraged to make decisions and choices about their behaviour in order to meet their needs in the best possible way.

Our Responsible Behaviour Plan for Students involves all areas of our school life. For those students who choose to display inappropriate behaviour, there will be appropriate consequences. When a child’s conduct becomes a concern to the school, we will contact parents to develop a combined behaviour management plan. If students cannot display appropriate behaviour and do not respect the rights of other students they may be suspended or excluded.
Anti-Bullying Policy

Bullying is many different things. Anyone can be bullied and it can happen in many different environments including school, at home, on the sporting field or at work. People are often bullied because of a perceived difference which can include perceived differences related to culture, sex, sexuality, physical or mental ability or disability, religion, body size and physical appearance, age, cultural or economic background or being new to a school, a sports team, work place, to a country or to a social group.

Types of bullying Which May Occur

- **Verbal bullying** - name calling or put downs, threats, teasing, including sexual harassment and innuendo (it might also be extended to written form);
- **Physical bullying** - being punched, tripped, kicked, having belongings stolen or damaged and may include sexual abuse;
- **Social bullying** - being left out, ignored or having rumours spread;
- **Psychological bullying** - being given dirty looks or stalked, often less obvious or direct than other forms of bullying or making the individual feel intimidated or manipulated;
- **Cyber Bullying** - such as through e-mail, social networking sites or SMS messaging.

The school needs to give a clear message that being bullied is not the student’s fault and there is nothing wrong with them. Students must also feel confident that they should let someone know that they are being bullied as they can then get help. Therefore, students at Regents Park State School are taught these strategies to use if bullying occurs.

- Everyone has the right to feel safe.
- Bullying is deliberate and **repeated** unwanted words or actions.

What can you do if you are being bullied?

*Use the “High Five”*

What can you do if you see someone else being bullied.

*Use the “Bystander Five”*

The consequences of repeated bullying may include restrictions on play and other activities, which may include the development of an Individual Behaviour Plan (IBP) involving parents, in-school counselling, Suspension, Exclusion.
Social Emotional Learning Program
We are very pleased to announce that Regents Park State School has implemented a Social/Emotional Learning (SEL) Program. This is another piece of the jigsaw that makes our Responsible Behaviour Plan for Students work for all learners – students, staff and parents.

You Can Do It (YCDI!!) is a well researched program that is one of the many SEL programs recommended by our Department of Education and Training for implementation in Queensland state schools.

The 5 Keys of YCDI! Education
The core purpose of YCDI!! is the development of young people’s social and emotional capabilities, including:

1. Confidence (academic, social)
2. Persistence
3. Organisation
4. Getting Along, and
5. Resilience.

Central to the development of these 5 Key Foundations is instilling in young people 12 Habits of the Mind, including:

<table>
<thead>
<tr>
<th>1. Accepting Myself</th>
<th>7. Setting goals</th>
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<tr>
<td>4. I Can Do It</td>
<td>10. Thinking First</td>
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<tr>
<td>5. Giving Effort</td>
<td>11. Playing by the Rules</td>
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Excursions/Camps

Excursions and camps are organised to enhance the teaching programs and give children new experiences. All children are encouraged to participate in these educational activities. We advise parents as early as possible of likely costs, etc. However, sometimes this is not possible. Closer to each excursion, full information will be given in writing and your consent will be sought. Parents/carers are notified of the closing date for payment for these experiences and late receipts cannot be accepted. Instead parents are asked to discuss difficulties in meeting timelines with the BSM to negotiate regular payments. Children are requested to wear their full school uniform on all excursions as it assists to promote our school's image in the community while making it easier to locate students in a crowd.

Refund Guidelines for Excursions and Camps

Charges for excursions and camps are calculated on a cost recovery only basis.

Participation of students in an excursion or camp is indicated through payment of the excursion or camp fee and provision of a permission form completed by the parent/carer.

As the school budget cannot meet any shortfalls in funding for an excursion or camp due to the subsequent non-participation of a student who had previously indicated attendance of the activity, fees already paid for an excursion or school camp may be refunded in full or in part or not at all, having regard to the associated expenses incurred and the circumstances of the non-participation.

If a parent/carer wishes to apply for a refund due to their child’s non-participation in an excursion or camp activity, they may do so by completing a Request for Refund form available from the school office. Where possible, the request should include the receipt relating to the payment for which a refund is being sought.

It is preferred that refunds be made as a credit against the student’s account at the school, and used for any cost in the future.

Department of Education and Training policy references:
Education (General Provisions) Act 2006

Sport

As well as physical education lessons, skills clinics in various sports are arranged during the year for students. In addition a swimming carnival, cross country and athletics carnivals are conducted. Older students have the opportunity to represent the school in a variety of sports, in two rounds of interschool sport, each lasting approximately 10 weeks. Older students can also be selected to represent the Greenbank District at Regional sporting competitions.

In Term 4, there is a learn-to-swim program for students in Years 1 and 2 at a local swimming pool.
OUR SCHOOL ENVIRONMENT

Our school adopts a co-operative approach to education. It is a cheerful, purposeful place for students. We need to ensure that our environment is safe and non-aggressive. People including parents enter the school grounds with the authority of the Principal.

Safety of Our Children

All visitors who enter the school grounds between the hours of 8.00am and 4.00pm must report to the school office for a badge. Badges are to be returned to the office before leaving. To ensure that all members of our school community feel safe we ask that you be responsible for the following procedures. Failure to follow these procedures may be seen as trespassing. Some safety points to note include:

- All adults entering the school site must sign in at the school office and sign out on leaving.
- When collecting pupils at the end of the day you are asked to wait at the front of the school or in junior or senior court areas to ensure the safety of all students.
- If you wish to use the school grounds in or out of school hours, prior permission, in writing from the Principal must be obtained.
- Parents enter classrooms with an invitation from the teacher. Each teacher will have a roster for parent helpers who are most welcome.

Communication with the School

From time to time parents may have a concern arising from matters that occur in the school. We believe these concerns are best addressed in the school.

The following procedure should be followed if it concerns a class issue:

- Arrange a mutually convenient interview time with your child’s teacher.
- Clarify issues involved in the concern at the beginning of the meeting (or prior to the meeting if possible).
- Share available information about the problem.
- Give the teacher an opportunity to tell all he/she knows of the problem.
- Take steps to resolve the concern (even if a full resolution does not occur there may be a useful exchange of information).

If the concern is not resolved then an appointment should be made with the Deputy Principal or Principal. This procedure allows a calm approach where satisfactory resolutions result in win/win situations.

Money Collection

Payments may be made via cash, cheque, eftpos and credit card at the school office on any morning. Other payment options are:- direct deposit into the school’s bank account and Centrelink deductions. A receipt will be issued immediately to the student/parent.

It is important to keep this receipt as proof of payment in case you need to request a refund at a later date.

Timelines for payment must be observed so children are able to participate in all activities.

Student Banking

Student Banking is processed on Mondays via our computer link to the Commonwealth Bank. There is a small commission paid to our School for performing this task. The small group of volunteer parents are always keen for new helpers.
STUDENT DRESS CODE

Rationale:

Student Dress Codes reflect school community standards and are consistent with Occupational Health and Safety, Anti-Discrimination Legislation and Sun Safety Strategy.

School communities, through their Parents and Citizens Association, can decide on a Student Dress Code, which reflects the needs and circumstances of that school community. A dress code exists for Regents Park State School. The following resolution has been passed by the Regents Park Parents and Citizens Association.

The P & C of Regents Park State School resolves that it supports a Student Dress Code policy for Regents Park State School because it believes that a Student Dress Code policy at Regents Park State School promotes the objectives of the Education (General Provisions) Act 2006. In particular, the P & C of Regents Park State School supports the intention of the a Student Dress Code in providing a safe and supportive teaching and learning environment by:

- Promoting a safe environment for learning by enabling ready identification of students and non students of the schools;
- Promoting effective teaching and learning environment by eliminating the distraction of competition in dress and fashion at school;
- Fostering a sense of belonging in a supportive environment at the school by minimising visible evidence of economic, class or social differences;
- Minimising the risk of harassment for students.

The Regents Park State School Uniform is as follows:

**BOYS SCHOOL UNIFORM**
Jade, blue, maroon checked shirt, maroon trim
Maroon shorts

**GIRLS SCHOOL UNIFORM**
Jade, blue, maroon checked dress, maroon trim
or
Jade, blue, maroon blouse, maroon trim
Maroon culottes or shorts

**WINTER UNIFORM**
Maroon fleecy jacket/sweatshirt with school logo
Maroon track pants
Maroon school tracksuit

**SPORTS UNIFORM ~ BOYS/GIRLS**
Jade, blue, maroon polo shirt
Maroon shorts or culottes

**FOOTWEAR ~ BOYS/GIRLS**
Black shoes or black sneakers are part of the schools formal uniform. (black laces or velcro) Shoes are to be waterproof and fully enclosed. Canvas and other similar shoes are not to be worn as they do not fulfil the safety requirements.

**HATS ~ BOYS/GIRLS**
Maroon hat ~ 3 styles available
Bucket hat, broad brim hat, legionnaires cap

**HAIR ~BOYS/GIRLS**
All long hair for both boys and girls should be tied back off the face and shoulders. This guards’ against Nits. School colour scrunchies are available from the uniform shop.

**School Representation**
- The **full school uniform** is to be worn for all every day activities as well as for all school activities off site.
- The **sports uniform must be worn for Physical Education** and to participate in representative sport.
- School leaders may wear their leadership shirt as a sports uniform shirt.
- **Hair trims** must be in the school colours of school check or maroon only.
Instrumental Music / Choirs
- Students in the Instrumental Music program and in Senior Band are required to wear a special uniform for all performances.
- The Senior Band Uniform consists of white shirt (available through the Music department) long black pants, **black shoes and black socks**.
- Students in Junior Band and Choirs are required to wear the full school uniform for performances.

Jewellery
- Jewellery must be restricted to one small sleeper or stud in each ear, spikes are not permitted.
- No other body piercing or tattooing is allowed.
- Students may wear a wrist watch.
- The only exceptions for jewellery wearing are medical bracelets or religious symbols. **Parents are required to write to the Principal to gain permission for these jewellery items.**
- For sport all jewellery must be removed or taped as per EQ regulations.

Make Up
- Make-up is not to be worn to school.
- Nail polish is not to be worn to school except for clear polish.

Safety
- Students must wear a maroon hat with a brim when out of shade or cover.
- Baseball caps do not offer enough sun protection and are not be worn to school.
- Suitable footwear must also be worn to school.
- Thongs and platform soles or high heels are unsafe and therefore not acceptable.

Non Uniform Clothing
- **All warm winter clothing other than the school uniform items must be plain maroon.**
- Children should not wear clothing with commercial slogans, logos, offensive language or clothing that is revealing.

Consequences for Breaking the Student Dress Code
- Students will be given a warning and may be asked to change into appropriate clothing from the clothing bank at school when out of uniform.
- Students may be withdrawn from attending or participating in activities, when out of uniform and will be withdrawn from activities where they are representing the school in an official capacity.
- Parents/caregivers will be contacted if students are out of uniform more than once to prevent a recurrence.
- Consequences will be given to students who persistently fail to observe the student dress code.

Free Dress Days, sports carnivals etc
Throughout the school year students are invited to free dress to raise money for charity and to support their house in inter house competitions by wearing house colours. On these days, however, certain dress codes must still be adhered to.
- Students are required to wear clothing with at least short sleeves, ie no strappy tops to tank top of muscle shirts.
- A sun safe hat is required, not baseball caps.
- Closed in shoes which need to be fastened either by laces or Velcro, canvas or cloth shoes are not appropriate.

**Students not adhering to these requirements will either be withdrawn from the extra curricular activities organised for the day and may be given some suitable clothing by the school chaplain.**
COMMUNICATION WITH PARENTS

Telephone Messages and Interviews
Please arrange for interviews and telephone messages first through the school administration office - TELEPHONE 3802 4333. Teachers are not able to leave their classes to speak to parents during school time, so a mutually acceptable time will be arranged to speak about your child's needs.

School Newsletters
Platychat, our school newsletter, is issued fortnightly on Wednesdays to the oldest in each family. It contains important information with regard to school matters and is the major means of communication between the school and home, so each edition is consecutively numbered. Parents are asked to peruse each copy of the Platychat. A copy is loaded onto our school website as well at www.regeparkss.eq.edu.au.

Parent/Teacher Meetings
We value our partnership with parents. Early in Term One, time is set aside when teachers meet with parents to explain the details of their particular classroom programs. This is a good opportunity for you to get to know your child’s teacher and to learn what is happening at school. Special interviews may be arranged at any other time for parents whom teachers wish to see, or when parents may wish to speak individually to their child’s teacher.

Reporting to Parents
Formal face-to-face interviews will be organised by the end of Term 1. At the end of each semester a formal student report will be issued to parents. Other discussions can be organised by appointment.

Class Newsletters
Class Newsletters are sent home regularly to inform parents of class activities for the term.

Parent Information Board
This is located at the front of the School. Please check this regularly for messages.

Assemblies
All parents are invited to join us for Assemblies which are held fortnightly. Dates for these are published in Platychat. Special invitations are sent to parents whose children may be receiving acknowledgment at these assemblies. Assemblies occur at 2:15 pm every Monday for the whole school.
SCHOOL PROCEDURES

Book Lists
Book lists for the following year are issued in October each year for Prep to Year 7 and parents are able to order a book pack through a commercial supplier who will deliver this to your home before the start of the next school year. Parents may choose to purchase requirements elsewhere but are required to buy all the items on the list prior to the commencement of the new school year. All books, pens, pencils, calculators etc. will need to be clearly labelled with the child’s name for easy identification. All items will need to be replaced if lost or completed.

Contribution Scheme
The Parents and Citizens Association of Regents Park State School supports a Voluntary Contribution Scheme. The money is used to enhance learning. It is used to provide reproduced class materials, which complement or substitute for textbooks, art materials for student use as well as technology resources. For 2014, the contributions are:- Prep - $50.00 and Years 1 to 7 - $40.00.

Management Details: The contribution scheme is managed through the school’s financial administration system. All scheme monies received by the school on behalf of the P & C Association are banked in the school’s general account, which is subject to annual audit. If a student starts at the school after first term the requested contribution is reduced on a pro rata basis. If a student leaves the school having paid the contribution, a pro rata refund will be made on your request based on the total of the contribution made less the cost of consumed materials and the cost of any replacement of lost or damaged school materials.

Payment Details: Payments may be made via cash, cheque, eftpos and credit card at the school office on any morning. Other payment options are:- direct deposit into the school’s bank account and Centrelink deductions. A receipt will be issued immediately to the student/parent.


SCHOOL HEALTH

Dental Clinic
The opportunity exists for every child who attends the school to receive free, regular dental care. The service is conducted by the State Department of Health. Treatment may be provided, depending on the particular dental situation, by dentists or school dental therapists. You will be advised when the mobile Dental Clinic visits our school.

Medicines at School
Education Queensland has ruled that medication may only be given to children at school strictly in accordance with instructions by the pupil’s medical practitioner and with the written consent of the parents. A request to supervise Medication form is available from the school office. This must be completed and sent with all medication. All medication must be delivered to the office in its original container with the pharmacy label attached. Records are kept of all documentation of medication.

Education Queensland has rules that non-prescription medication must NOT be given to children by members of the school staff. Please do not send them with children. Examples include - cough medicines, lollies, lozenges, syrups, vitamins, Panadol, etc. which have not been prescribed by a doctor. Please comply with these regulations – they are designed to protect children.
Asthma
For students who are asthmatic, a form should be completed so that we are aware of the severity. A number of children have to use asthma sprays regularly. An Asthma Authority form may be filled in at the beginning of the year for these children and it will remain current for the year.

Students who need to have their sprays with them will need a doctor’s certificate stating that they require it and can administer the dosage. The principal’s approval is needed for students to carry, store and use such medication at school.

Hand Washing
All students are required to know about correct hand washing procedures. Soap has been installed in our toilets and we encourage children to use this responsibly.

Head Lice
As this is the world’s second most communicable disease, parents are requested to inform the class teacher if your child has head lice. An information note will then be sent home to inform all parents requesting that they check heads and treat where necessary.

Parents of students suspected to have head lice at school will be contacted and requested to take them home for treatment. It is the parent’s responsibility to treat head lice and we need to work together to keep this under control.

Allergies
If your child has serious allergies to foods or other materials likely to be found around the school please ensure that you discuss this with your class teacher at the start of each school year. Outline the possible symptoms and the course of action or training your teacher may require.

Sick Children
If your child is unwell at home please do not send them to school, we do not have the staff, facilities or qualifications to nurse them. Contact the school and inform us of their absence and the likely length of their absence.
If your child becomes sick while at school we will contact you and arrange for you to collect them from school.

Toileting
It is essential that your child is ready for school and able to toilet themselves. They need to notify their teacher when they wish to go to the toilet.
If you child has a medical condition that affects their toileting please notify their teacher each year and ensure that if it is necessary that your child has a change of clothing in the case of an ‘accident’.
### INFECTIOUS DISEASES - EXCLUSION TABLE

<table>
<thead>
<tr>
<th>Disease</th>
<th>Period Required to be Away</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken Pox and Shingles</td>
<td>Exclude for at least five days after the first appearance of the rash and the last blister has scabbed over. (Some remaining scabs are not a reason for continued exclusion.)</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Exclude until discharge from eyes has ceased.</td>
</tr>
<tr>
<td>Diarrhoea (campylobacter, cryptosporidium, giardia, rotavirus, salmonella, shigella)</td>
<td>Exclude until diarrhoea has ceased for 24 hours.</td>
</tr>
<tr>
<td>Glandular Fever (mononucleosis)</td>
<td>Exclusion not necessary.</td>
</tr>
<tr>
<td>Hand, Foot and Mouth Disease</td>
<td>Exclude until all blisters have dried.</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>Exclude until 7 days after the onset of illness or jaundice. Readmit with a medical certificate of recovery.</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>Exclusion not necessary.</td>
</tr>
<tr>
<td>Hepatitis C</td>
<td>Exclusion not necessary.</td>
</tr>
<tr>
<td>Herpes (&quot;cold sores&quot;)</td>
<td>Young children unable to comply with good hygiene practices should be excluded while sores are weeping. (Sores should be covered with a dressing where possible.)</td>
</tr>
<tr>
<td>Human immune-deficiency virus (HIV AIDS virus)</td>
<td>Exclusion is not necessary unless the child has a secondary infection.</td>
</tr>
<tr>
<td>Impetigo (&quot;school sores&quot;)</td>
<td>Exclude until treatment has started. Sores on exposed skin should be covered.</td>
</tr>
<tr>
<td>Influenza &amp; influenza like illness</td>
<td>Exclude until well.</td>
</tr>
<tr>
<td>Measles</td>
<td>Exclude for at least four days after the rash first appears.</td>
</tr>
<tr>
<td>Bacterial Meningitis and Meningococcal infection</td>
<td>Exclude until well.</td>
</tr>
</tbody>
</table>

### Insurance Cover for Students Undertaking Approved School Activities

Physical activity and physical education, particularly contact sports, carry inherent risks of injury. Parents are advised that the Department of Education Training and Employment (DETE) does not have Personal Accident Insurance cover for students. However, schools are covered for the Queensland Ambulance to provide a service in times of emergency.

Education Queensland has public liability cover for all approved school activities and provides compensation for students injured at school only when the Department is negligent. If this is not the case, then all costs associated with the injury are the responsibility of the parent or caregiver. It is a personal decision.

It is a personal decision for parents as to the type and level of private insurance they arrange to cover students for any accidental injury that may occur.
### INFECTIOUS DISEASES ~ EXCLUSION TABLE (cont’d)

<table>
<thead>
<tr>
<th>Disease</th>
<th>Period Required to be Away</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mumps</td>
<td>Exclude for 9 days or until swelling goes down.</td>
</tr>
<tr>
<td>Parvovirus (erythema infectiosum, slapped cheek)</td>
<td>Exclusion not necessary.</td>
</tr>
<tr>
<td>Ringworm, Scabies, Head Lice</td>
<td>Exclude until day after approved treatment has commenced.</td>
</tr>
<tr>
<td>Streptococcal infection (including scarlet fever)</td>
<td>Exclude until child has received antibiotic treatment for at least 24 hours.</td>
</tr>
<tr>
<td>Tuberculosis</td>
<td>Exclude until well and approval to return has been given by a Public Health Unit Physician or delegate.</td>
</tr>
<tr>
<td>Typhoid Fever (including paratyphoid fever)</td>
<td>Exclude until well and approval to return has been given by a Public Health Unit Physician or delegate.</td>
</tr>
<tr>
<td>Whooping Cough (Pertussis)</td>
<td>Exclude for 14 days from onset of coughing or until child has taken five days of a 7-day course of antibiotics. (Erythromycin)</td>
</tr>
</tbody>
</table>

### Vaccination Schedule

Children attending school should have their vaccination program up to date. The Logan City Council can be contacted for further information.

<table>
<thead>
<tr>
<th>Age</th>
<th>Disease</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 months</td>
<td>Diphtheria, Tetanus, Pertussis - Haemophilias Influenza type B - Poliomyelitis</td>
</tr>
<tr>
<td>4 months</td>
<td>Diphtheria, Tetanus, Pertussis - Haemophilias Influenza type B - Poliomyelitis</td>
</tr>
<tr>
<td>6 months</td>
<td>Diphtheria, Tetanus, Pertussis - Haemophilias Influenza type B - Poliomyelitis</td>
</tr>
<tr>
<td>12 months</td>
<td>Measles, Mumps, Rubella - Haemophilus Influenzae type B, Meningococcal</td>
</tr>
<tr>
<td>18 months</td>
<td>Diphtheria, Tetanus, Pertussis</td>
</tr>
<tr>
<td>4 years-5 years</td>
<td>Diphtheria, Tetanus, Pertussis - Measles, Mumps, Rubella - Poliomyelitis</td>
</tr>
<tr>
<td>13 years 1 month later</td>
<td>Hepatitis B</td>
</tr>
<tr>
<td>5 months after 2nd dose</td>
<td>Hepatitis B</td>
</tr>
<tr>
<td>15-19 years</td>
<td>Diphtheria, Tetanus Poliomyelitis</td>
</tr>
</tbody>
</table>
SCHOOL COMMUNITY ORGANISATIONS

Parents and Citizens Association

All parents and friends are invited to share their interest in the school by joining the Parents and Citizens Association and attending meetings which take place on the second Tuesday of each month at 7.00pm in the school staffroom. This is where parents have a chance to keep up to date with all school activities and to have a say in any issues, which concern them or their child/ren at our school. It also provides parents with the opportunity to meet with one another and share views and experiences.

The P & C have a number of objectives within the school and the surrounding community. These include:

- a forum for parents to contribute to policies and decisions regarding their child/ren's education;
- an opportunity to contribute to the school's resources through various fundraising projects;
- a place to meet fellow parents to talk and make friends.

The P & C have some sub-committees/groups and these are mentioned in detail below.

Canteen Volunteers

The canteen is open 4 days per week. A move has been made towards selling healthier foods and the menu has been adjusted accordingly. A new menu is provided to all students at the beginning of the school year. The canteen has a summer menu and a winter menu.

Our canteen is well equipped, the canteen convenors utilise the equipment by doing their own baking rather than buying cakes, etc. In order to do this we rely very heavily on volunteer helpers, and there are never enough of these! It would be greatly appreciated if you could assist by adding your name to our Volunteer Roster.

Parents are asked to write their child's name, class and order on a paper bag and place the money securely inside. Orders are sent from the classrooms after 9:00 am and class monitors collect the completed orders from the canteen prior to each break.

Uniform Volunteers

Volunteers operate a uniform shop near the canteen where parents can buy the full range of the Regents Park uniform options. It is open on Thursday morning at 8:30am to 9:00am. The uniform shop will open more frequently at the start of the year if volunteers are available.

Second Hand Uniforms

A second-hand uniform shop also operates if stock is available. It is open Monday mornings from 8:30am to 9:00am. Each year parents of Year 7 students are asked to help with this as some proceeds from the sales support the Year 7 graduation ceremony. Parent volunteers are always very welcome and desperately needed.

Fundraising

The P & C holds several fundraising events throughout the year. Parents are always needed and welcomed to help with these events. The P & C have a “safe” box in the School’s Administration Office. All fundraising monies, book club, suggestions, messages, etc should be placed in this box. It is cleared daily.
SCHOOL COMMUNITY ORGANISATIONS (cont’d)

Parent Helpers
Parent helpers are always welcome to participate in various school activities, eg. in the classroom programs, on excursions, preparing for special events, covering books or gardening. All volunteers must come through the office and wear a badge.

Ask your child’s teacher if help is required or call at the office to offer your assistance. If you are volunteering in our school it is suggested that you join our P & C Association.

2014 School Calendar

School commences - Tuesday 28 January 2014