

# 2022 PARENT INFORMATION BOOKLET



## WELCOME TO REGENTS PARK STATE SCHOOL!

### 2022 School Priorities

- Knowing our Learners
- Systematic Curriculum Delivery
- Clarity of Pedagogical Practice

Welcome to Regents Park State School. Regents Park State School is a friendly, community orientated school which values and fosters positive behaviour and academic achievement. Our school motto is 'Together We Achieve', and as such we value the relationships between school and home to provide a successful, positive learning environment.

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. We pride ourselves on our school-wide approaches to English, Mathematics and Science. At Regents Park State School, we work together with your child as our student to prepare them for their future.

### **We believe that 'Every Child Succeeds'**

We encourage you to participate in the **Parents and Citizens Association** which meets regularly and supports the school, its activities and programs. We welcome you to become a **volunteer at 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](http://www.regeparkss.eq.edu.au) and Facebook 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.

Ronnie Kostaschuk  
**Principal**

Emma Cairns  
**Deputy Principal**

Norman Gill  
**Deputy 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 6, is in accordance with the Australian National Curriculum in English, Maths, Science, Humanities and Social Sciences (HaSS), The Arts, Technologies, Health & Physical Education, and Language in 2022.

We are also proud of our whole school Student Code of Conduct, implemented in 2021. @regentspark.we... demonstrate STAR behaviour

Safety – Teamwork – Achievement – Respect



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 a graded class structure.

## 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.** There is limited supervision prior to 8:30am 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	Eating Time
11.10 am	Play Bell
11:35 am	Walk to Class
11:40 am	Commence second session
1.40 pm	Eating Time
1.50 pm	Play Bell
2.05 pm	Walk to Class
2.10 pm	Commence third session
3.00 pm	Dismissal

### Requirements for Enrolments

Before your child is enrolled, the school will:

- Conduct Information Sessions 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. **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 ensure your email is up to date.

**Please inform the school immediately of any changes** to addresses, email, 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. Early Departure – report to office, collect receipt and parent to collect from class room.

### 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 on 3802 1233 if you have any queries about bus services. Students travelling on the bus will be expected to conform to the 'Bus Code of Behaviour'. 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.**

## SUPPORTIVE SCHOOL ENVIRONMENT

### 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, Public Speaking and ICTs.

### Supporting Diverse Learners

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 **Student Support Team** 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 reasonable adjustments for individual learning needs. If it is felt that additional support is necessary, the school then accesses appropriate support personnel such as the Guidance Officer, Speech Language Pathologist, EQ Occupational Therapist, EQ Physiotherapist, School Nurse or AVT's etc through the Student Support Team.

### Inclusion Model

An SEP (Special Education Program) operates to support students with disabilities or any student that meets NCCD requirements. The Head of Inclusion manages the SEP program to support any students with verified disabilities. Support provided by Inclusion Teachers needs to be approved through official departmental guidelines.

### Student Leadership

There are many opportunities for students to demonstrate leadership throughout their schooling at Regents Park State School. All Junior classes select a Class Captain every term and these students are presented with a badge on assembly. School Captains, House & Vice Captains, Music Captains and Sports 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 2021 - 2022, 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 and behave in  
a considerate and 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:

## Recognition of Positive Behaviour

At Regents Park State School, communication of our key messages about behaviour is backed up through reinforcement, which provides students with feedback for engaging in expected school behaviour. A formal recognition and monitoring system has been developed. This reinforcement system is designed to increase the quantity and quality of positive interactions between students and staff. All staff members are trained to give consistent and appropriate acknowledgement and rewards.

Regents Park State School is a PBL school in implementation phase. Collaboratively with our school wide community we have developed a STAR System based on our school values. Student behaviour is acknowledged verbally and non-verbally throughout the school day in both classroom and non-classroom areas. Students consistency in demonstrating the school values and STAR behavior is rewarded with the receiving of STAR Pins and attending STAR Club at the end of each Term.

We acknowledge students demonstrating expected behaviours verbally and non-verbally.

- In the classroom – we distribute STARS using a self-inking STAR stamp or paper STAR tokens when verbally acknowledging STAR behaviour
- In the playground – we issue paper STAR tokens when verbally acknowledging STAR behaviour
- Stamps & tokens collected are transferred to STAR cards by the classroom teacher
- Prep-2 Teachers can use the “one red star stamp” to stamp cards



Teachers are required to still use the language of the school values/expectations when stamping cards.

- Years 3-6 Teachers will use the “4 different coloured stamps” modelling the school values of “Safety, Teamwork, Achievement & Respect”.

Teachers in Year 5-6 may choose to have Stamp Monitors in place in their classrooms to assist with the STAR SYSTEM – however the classroom teacher will ultimately be responsible for this process.



completing STAR card \_\_!

\_\_\_\_\_ has demonstrated STAR  
behaviour!



@regentspark we...are  
STARS

SAFETY TEAMWORK ACHIEVEMENT RESPECT



**SHOOTING STAR CARD**  Bronze  
 Silver  
 Gold

Name \_\_\_\_\_

**SHOOTING STAR CARD**  MEDALLION  
 TROPHY

Name \_\_\_\_\_


**Congratulations!**  
You are a Shooting STAR!

---

\_\_\_\_\_ has demonstrated exemplary STAR behaviour!



@regentsparkwe...are STARS

SAFETY TEAMWORK ACHIEVEMENT RESPECT

To maintain the integrity of the STAR System staff adhere to a timeline for completion of STAR Cards to ensure that the earning of Pins and Medallions is fair and equitable for all students.

**Term 1** – Upon completion of 5 Star Cards students are eligible to work towards their Bronze Pin.

**Term 2** – Upon completion of 5 Star Cards students are eligible to work towards their Bronze and Silver Pins.

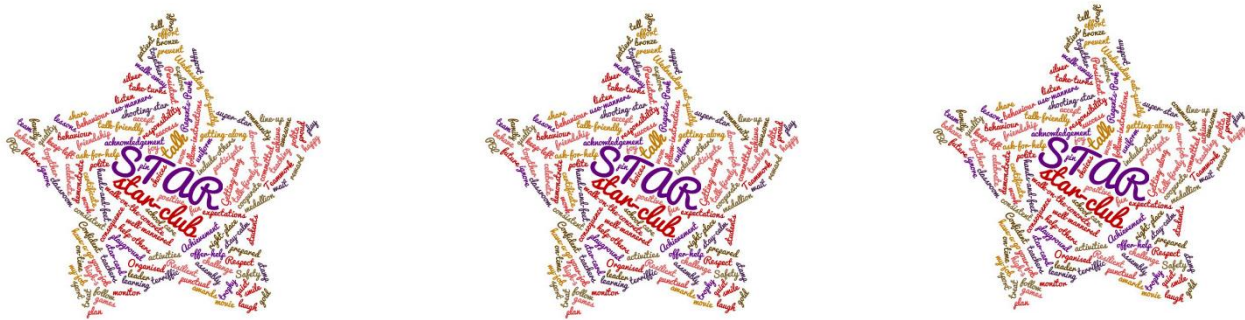
**Term 3** – Upon completion of 5 Star Cards students are eligible to work towards their Bronze, Silver and Gold Pins.

**Term 4** – Upon completion of 5 Star Cards students are eligible to work towards their Bronze, Silver, Gold Pins and Medallion.

*In Term 4 if students have earned Bronze, Silver, Gold Pins and Medallion they may then proceed directly onto their Trophy Shooting Star Card for consistently demonstrating STAR Behaviour throughout the year and recognize their attendance at school for the year if it is 95% or above.*

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.

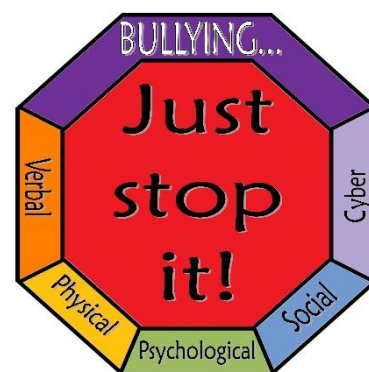
Our Responsible Behaviour Plan for Students involves all areas of our school life. For those students who choose to display inappropriate behaviour, there will be appropriate consequences. When a child's conduct becomes a concern to the school, we will contact parents to develop a combined behaviour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



## SUPPORTIVE SCHOOL ENVIRONMENT (cont'd)

### 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.



CONFLICT	RUDE	MEAN	BULLYING
Occasional	Occasional	Once or Twice	Is REPEATED
Not planned; in the heat of the moment	Spontaneous: unintentional	Intentional	Is planned and done on purpose
All parties are upset	Can cause hurt feelings; upset	Can hurt others deeply	The target of the bullying is upset
All parties want to work things out	Based in thoughtlessness, poor manners or narcissism	Based in anger; impulsive cruelty	The bully is trying to gain control over the target
All parties will accept responsibility	Rude person accepts responsibility	Behavior often regretted;	The bully blames the target
An effort is made by all parties to solve the problem			The target wants to stop the bully's behavior, the bully does not
Can be resolved through mediation	Social skill building could be of benefit	Needs to be addressed/ should NOT be ignored	CANNOT be resolved through mediation

### Types of bullying Which May Occur

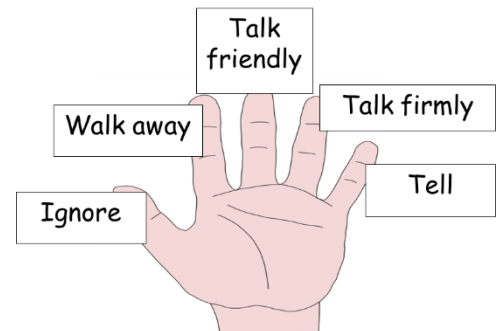
- **Verbal bullying** - name calling or put downs, threats, teasing, including sexual harassment and innuendo (it might also be extended to written form);
- **Physical bullying** - being punched, tripped, kicked, having belongings stolen or damaged and may include sexual abuse;
- **Social bullying** - 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.

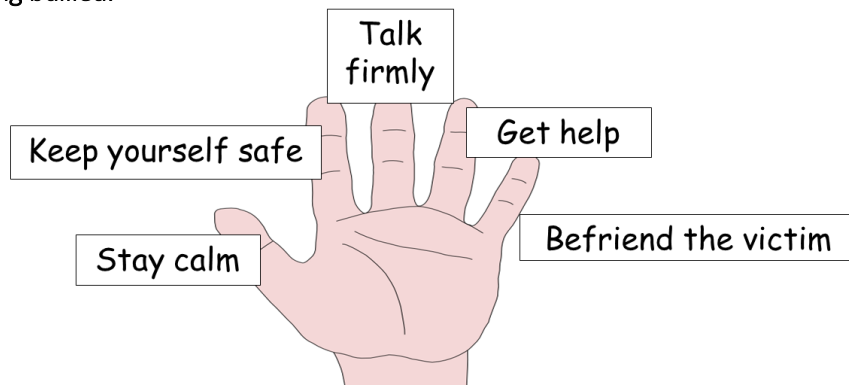
What can you do if you are being bullied?

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.

## 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 BM 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 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, cross country and athletics carnivals are conducted.

Year five and six students have the opportunity to represent the school in a variety of sports during 6 Gala Days competing against other schools.

Any student of Regents Park State School who succeeds in an individual sport will be selected to represent the school in the Southern Scorpions District sporting competitions.

## **Instrumental Music**

Regents Park provides Woodwind, Brass and Percussion tuition to students selected from Years 4, 5 and 6. An itinerant Instrumental Music teacher visits the school to provide lessons and rehearsals for the students involved.

The process starts in the second half of year 3 where students are tested by the school's music teacher and instrumental music teacher for their suitability in the program. Consultation takes place with Administration, the Classroom teacher, and specialist staff. Once selection has taken place, the students are then allocated an instrument ready to commence in week 3 of the following year. Regents Park has a number of school instruments available for loan for one or three years, but there will be some students who will require to purchase their own instruments for all or some of the three year program.

Instrumental Music has two components - Lessons and Band Rehearsal. These go hand in hand. Each year level receives one half hour lesson in school time each week with the visiting instrumental music teacher. Year 4 students combine to form the Regents Park Junior Concert Band early in Term 2 and the remaining Year 5 and 6 students combine at the beginning of the year to become the Senior Concert Band. Rehearsals start at 7.45am and conclude at 8.45am before school once a week.

## 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, eftpos and credit card at the school office on Monday – Thursday 8:00am – 10:00am. 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 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 skorts, skirt or shorts

#### WINTER UNIFORM

Maroon fleecy jacket/sweatshirt with school logo  
Maroon track pants with Logo  
Maroon school tracksuit with logo

#### SPORTS UNIFORM ~ BOYS/GIRLS

Jade, blue, maroon polo shirt  
Maroon shorts, skorts or skirt

#### 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

Reversible Bucket Hat available in house colours. ALPHA, BETA or GAMMA

#### HAIR ~BOYS/GIRLS

All long hair for both boys and girls should be tied back off the face and shoulders.

Maroon hair accessories

### 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

Regents Park has a specified music shirt, available for purchase from the school's office. This is to be worn with black full length pants, shoes and socks for all music performances, competitions, in and out of the school.

## 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 to 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 or tank tops or 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 be withdrawn from the extra curricular activities.**



## 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

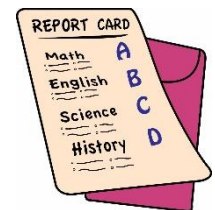
**Platychat**, our school newsletter, is issued fortnightly digitally. It contains important information with regard to school matters and is the major means of communication between the school and home, so each edition is consecutively numbered. A copy is loaded onto our school website as well at [www.regeparkss.eq.edu.au](http://www.regeparkss.eq.edu.au).

### 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

Face to face interviews will be held twice a year. The students will receive a written report at the end of Semester 1 and Semester 2. Your email needs to be up to date to receive a report card.



### Class Newsletters

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

### Assemblies

All parents are invited to join us for Assemblies which are held fortnightly at 2:30pm in the Activity Hall. Dates for these are published in our newsletter. Special invitations are usually sent to parents whose children may be receiving acknowledgment at these assemblies.



## SCHOOL PROCEDURES

**Student Resource Scheme:** The Student Resource Scheme is an economical method for parents/caregivers and it is GST free. Parents no longer have the worry of filling book lists and keeping up with items that have been lost or have run out. This is an extremely cost effective method of providing for your child's classroom supplies. The school also contributes to the fund by purchasing additional classroom resources. Family contributions are not used to purchase teacher supplies, only your child's share of the materials they use in the classroom. The scheme does not cover the cost of Year level excursions, camps or interschool sport.

The following items are not covered by the scheme and will need to be purchased by parents/caregivers: Prep to Year 6 – library bag, USB, writing implements or equipment required for homework, projects etc.

In return for a fee of approximately \$135.00 per year, the scheme provides: Sound Waves Resources, class sets of resources eg. Atlases, dictionaries, calculators etc. consumables for The Arts – eg. paints, brushes, pastels, crayons, paper, specialised art supplies etc. materials used for classroom projects – eg. card, coloured paper etc. classroom stationery supplies, photocopying paper, Life Education and Mathematics.

**Payment Details:** Regents Park State School will invoice families and provide receipts and statements of payments throughout the year. The cost to parents is approximately \$135.00 per child per year. Parents may choose to pay per Term. The cost is \$45.00 per Term over 3 Terms for a total for the year of \$135.00. The payment window is open from Monday to Thursday 8:00am to 10:00am. Payments can be made through Centrepay, credit card or EFTPOS. Alternatively, Direct Debit through internet banking is available and is the preferred method of payment.

**Book Lists:** If you do not wish to participate in the Student Resource Scheme, parents/caregivers may choose to purchase requirements elsewhere. Book lists for the following year are issued in November each year for Prep to Year 6. All books, pens, pencils, calculators, text books 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 stolen. An Art levy fee of approximately \$30.00 per year will be invoiced to cover the cost of consumables for The Arts – eg. paints, brushes, pastels crayons, paper, specialised art supplies, paper and Computer Program Mathematics and Soundwaves \$30.00.

**Legislative and Policy Context:** Education (General Provisions Act) 2006.

## SCHOOL HEALTH

### 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.

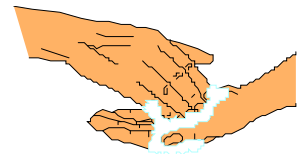
Students who need to have their sprays with them will need a doctor's certificate stating that they require it and can administer the dosage. The principal's approval is needed for students to carry, store and use such medication at school.

### 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.

### 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 your 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'.

### **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

Disease	Period Required to be Away
Chicken Pox and Shingles	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.)
Conjunctivitis	Exclude until discharge from eyes has ceased.
Diarrhoea (campylobacter, cryptosporidium, giardia, rotavirus, salmonella, shigella)	Exclude until diarrhoea has ceased for 24 hours.
Glandular Fever (mononucleosis)	Exclusion not necessary.
Hand, Foot and Mouth Disease	Exclude until all blisters have dried.
Hepatitis A	Exclude until 7 days after the onset of illness or jaundice. Readmit with a medical certificate of recovery.
Hepatitis B	Exclusion not necessary.
Hepatitis C	Exclusion not necessary.
Herpes ("cold sores")	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.)
Human immune-deficiency virus (HIV AIDS virus)	Exclusion is not necessary unless the child has a secondary infection.
Impetigo ("school sores")	Exclude until treatment has started. Sores on exposed skin should be covered.
Influenza & influenza like illness	Exclude until well.
Measles	Exclude for at least four days after the rash first appears.
Bacterial Meningitis and Meningococcal infection	Exclude until well.

## INFECTIOUS DISEASES - EXCLUSION TABLE cont'd

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

### Vaccination Schedule

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

Age	Disease
2 months	Diphtheria, Tetanus, Pertussis - Haemophilias Influenza type B - Poliomyelitis
4 months	Diphtheria, Tetanus, Pertussis - Haemophilias Influenza type B - Poliomyelitis
6 months	Diphtheria, Tetanus, Pertussis - Haemophilias Influenza type B - Poliomyelitis
12 months	Measles, Mumps, Rubella - Haemophilus Influenzae type B, Meningococcal
18 months	Diphtheria, Tetanus, Pertussis
4 years-5 years	Diphtheria, Tetanus, Pertussis - Measles, Mumps, Rubella - Poliomyelitis
13 years 1 month later 5 months after 2 <sup>nd</sup> dose	Hepatitis B Hepatitis B Hepatitis B
15-19 years	Diphtheria, Tetanus Poliomyelitis

## 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 6:00pm 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/rens 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 (Tuesday to Friday) 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. 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 Tuesday afternoon at 2:45pm to 3:30pm and Thursday morning at 8:30am to 9:30am. The uniform shop will open more frequently at the start of the year if volunteers are available.

### Fundraising

The P & C holds several fundraising events throughout the year. Parents are always needed and welcomed to help with these events.

## 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.



## School commences - Monday 24<sup>th</sup> January 2022

Term	Date	Length
Term 1	Monday 24 January - Friday 1 April	10 weeks
Term 2	Tuesday 19 April - Friday 24 June	10 weeks
Term 3	Monday 11 July - Friday 16 September	10 weeks
Term 4	Tuesday 4 October - Friday 9 December	10 weeks



# REGENTS PARK STATE SCHOOL HOMEWORK POLICY



## Statement of intent

At Regents Park State School homework is regarded as an extension of the learning that occurs in the classroom. It is aimed at:

- Promoting sound work habits and practices,;
- Developing student independence and initiative;
- Promoting a love of learning;
- Giving opportunities to consolidate classroom learning;
- Patterning behaviour for lifelong learning beyond the classroom;
- Involving family participation in learning.

Homework should strengthen the home – school links and reaffirm parents as partners. It provides parents with insights as to what is being taught and the progress of their child. The setting of homework takes into account the need for students to have a balanced lifestyle. This includes sufficient time for family, recreation, cultural and employment where appropriate.

## Relevant legislation and policy

- [Education \(General Provisions\) Act 2006](#)
- [Education \(General Provisions\) Regulation 2006](#)

## Guidelines

Homework that enhances student learning:

- Is purposeful and relevant to students needs;
- Is appropriate to the phase of learning (early, middle and senior);
- Is appropriate to the capability of the student;
- Develops the student's independence as a learner;
- Is varied, challenging and clearly related to class work;
- Allows for student commitment to recreational, employment, family and cultural activities.

Homework appropriate to students' learning needs can engage students in independent learning to complement work undertaken in class through:

- Revision and critical reflection to consolidate learning (practising for mastery);
- Applying knowledge and skills in new contexts (a topic of interest, an authentic local issue);
- Pursuing knowledge individually and imaginatively (investigating, researching, writing, designing, making);
- Preparing for forthcoming classroom learning (collecting relevant materials, items, information).

## Responsibilities

### **Principal's Role**

- Develop school homework policy, in [consultation with the school community](#), particularly the Parents and Citizens' Association and School Council;
- Distribute the school homework policy to staff, students, and parents and caregivers, particularly at the time of student enrolment;
- Ensure the homework policy are effectively implemented throughout the school;
- Include an up-to-date school homework policy as part of annual school reporting.

### *Teacher's Role*

- Inform and clearly explain homework procedures to parents and students;
- Comply with the school's policy and guidelines with regard to homework;
- Provide quality homework related to class work;
- Give clear instructions on how homework is to be completed and assessed;
- Allow sufficient time for homework;
- Set homework that is varied, challenging and directly related to class work and appropriate to students' learning needs;
- Take individual student circumstances into account when setting and monitoring homework tasks;
- Discuss with parents and caregivers any developing problems concerning their child's homework and suggesting strategies to assist with their homework;
- Check homework regularly and provide timely and useful feedback.

### *Student's Role*

- Understand the importance of homework;
- Be aware of the school's homework policy;
- Discuss homework expectations with parents and caregivers;
- Seek assistance from parents and teachers when difficulties arise;
- Complete homework in given time;
- Follow up on comments made by teachers;
- Show homework to parents and teachers;
- Ensure homework is of a high standard;
- Organise time to manage home obligations, participation in physical activity and sports, recreational and cultural activities.

### *Parent's Role*

- Know and support the school and teacher's homework policy;
- Provide a quiet work place for students;
- Establish a homework routine;
- Encourage children to organise their time and take responsibility for their learning;
- Be supportive and positive when assisting students with homework;
- Assist teachers to monitor homework;
- Communicate with teachers about any concerns with homework;
- Help children to balance the amount of time spent completing homework, watching television, playing computer games, playing sport and engaging in other recreational activities.

## **Homework Guidelines per Year Level**

The Regents Park Homework Policy follows the Queensland Government guidelines for the amount of time students should spend on homework each week.

Maximum homework hours over a week vary each year up to Year 12 as follows:

- In the **Prep Year**, generally students will not be set homework.
- **Years 1-3:** Could be up to but generally not more than 1 hour per week.

- **Years 4-5:** Could be up to but generally not more than 2-3 hours per week.
- **Years 6-7:** Could be up to but generally not more than 3-4 hours per week.
- **Years 8-9:** Could be up to but generally not more than 5 hours per week.
- **Years 10-12:** The amount of time devoted to homework and independent study will vary according to the student's learning needs and individual program of learning, determined through their Senior Education and Training (SET) Plan.

## Operating Guidelines for Homework

### Considering students' other commitments when setting homework

In determining homework, it is important to acknowledge that students may be engaging in many different activities outside of school. These include a range of physical activities and sports, recreational and cultural pursuits. Some students have responsibilities as caregivers.

### Homework appropriate to particular phases of learning

The following is to operate as a guide in determining the amount of set homework that students might be expected to undertake. Parents may want to consult with a student's teacher about additional materials or practice exercises with which parents can assist their children at home.

Years (**Prep to Year 3**) many activities at home or in play can assist children to develop literacy, numeracy and problem-solving skills. However, generally no homework will be set for Prep and Years 1 to 3 should be up to but no more than 1 hour per week.

Homework tasks for Years 1 to 3 may include:

- Daily reading to, with, and by parents/caregivers or other family members;
- Linking concepts with familiar activities such as shopping, preparation of food, local environment and family outings;
- Conversations about what is happening at school;
- Preparation for oral presentations;
- Opportunities to write for meaningful purposes.

Years (**4 to 6**) some homework can be completed daily or over a weekly or fortnightly period. Years 4 and 5 should do up to 2-3 hours per week and years 6 should do no more than 3-4 hours homework per week.

Set homework activities for Years 4 to 6 may include:

- Daily independent reading;
- Revision and extension of class work;
- Activities coordinated across different key learning areas;
- Preparation for oral presentations;
- Activities relating to real life situations;
- Research leading to projects and presentations, including multi media.

## Steps to Address Non-compliance

In accordance with the Department of Education Training and The Arts *Code of School Behaviour* policy (See Appendix 4), teachers at Regents Park State School will address student **non-compliance with this Homework Policy** through the following strategies:

1. Making guidelines for homework explicit to students and parents;
2. Adjusting homework expectations for students with special needs;
3. Encouraging students to take personal responsibility for their own homework;
4. Initiating and maintaining supportive parent/teacher conversations; \
5. Monitoring student progress in relation to homework.

In the event of **continued non-compliance** teachers at Regents Park State School will proceed with the following strategies:

1. Informing the Deputy Principal of actions taken and the need for additional support;
2. Monitoring student progress for at least one month;
3. Approaching the Principal for support in sending out Homework Letter 1;
4. Monitoring student progress for at least one more month;
5. Approaching the Principal for support in sending out Homework Letter 2;
6. Monitoring student progress for at least one more month;
7. Approaching the Principal for support in sending out Homework Letter 3;
8. Adding a comment on the student's semester report card.

**Please Note:** Use of detention and other forms of punishment are not applicable to our school's Homework Policy.