Our vision is to inspire students to reach their full potential in a safe, caring and educationally challenging environment.
History of Dayboro State School

In September 1873 a small group of local citizens, who saw a need to improve the educational opportunities of their children, formed the first Committee of the Terror's Creek Provisional School.

Mr F.W. Richardson was appointed as Provisional School Master by the Board of Education and opened the school on 18 May 1874. The building in which Mr Richardson began teaching the children of the district was a barn on the property of Haagen Raaen situated on the east side of Terror's Creek.

A new building was erected on the West side of Terror's Creek on land donated to the School Committee by Mr W.H. Day after Mr Raaen resumed his barn. School commenced there in 1878.

In 1916 there was a move to resite the school to a more central and accessible position and with attendances rising, the old school was now inadequate for the pupils’ needs. Finally in 1919 it was decided at a School Committee Meeting that "Heathwood Hill" would be the best site for the new school. Early in 1920 the new building was completed on the site the school occupies today. This building is currently the music room. In 1924 a new wing complete with verandahs was added to accommodate the rising enrolments.

On 14 May 1946 a far sighted School Committee wrote to the Department advising that because of cramped playing area in the district, further land should be acquired to enlarge the school grounds. After negotiation, on 20 August 1950 a further one and three quarter acres adjoining the school were acquired for sixty pounds. The new sports oval was constructed on this land in 1972.

Our school will celebrate its 143rd Anniversary in 2017
The school celebrated its Centenary from 30th March to 7th April 1974. Since the building of the original section, the school has continued to grow.

1984 Two demountable classrooms
1985 Two permanent classrooms completed (Stage 1) New Pre school built
1986 New area of land acquired and toilet block constructed. Two more permanent classrooms completed (Stage 2)
1987 New Administration wing completed
1989 Covered Sports Complex and tuckshop completed
1991 Four permanent classrooms completed
2007 Three new playgrounds constructed
2007-2008 Two Prep classrooms opened to replace Preschool
2010 Hall and new library resource centre completed
2011 All classrooms air-conditioned
2012 Interactive whiteboard technology in all classrooms
2013 Year 1 & 2 Playground constructed
2014 Demolition of old Ambulance Shed
2014 Refurbishment of Hall Kitchen
2014 Construction of Archive Shed
2015 Construction of Year 1 Sandpit
2016 Upgrade to whole school wireless system
CONTACT DETAILS

Address: 58 McKenzie Street
Dayboro  4521

Home Page: http://dayboross.eq.edu.au/

Email: admin@dayboross.eq.edu.au

Telephone Directory:
- School: 3425 6111
- Fax: 3245 6100
- School Absence Line: 3425 6160
- Outside School Hours Care: 0459 991 697 or 5438 9549

Administration Team:
- Principal: Mr Garry Drummond
- Deputy Principal: Mrs Susan Hughes
- Business Services Manager: Mrs Kayleen Giles
- Administrative Officer: Mrs Kay McDonald & Ms Karen Walters
Dates of terms and school holidays for 2017

Student Free Days: 19th & 20th January

Australia Day Holiday: Thursday 26 January

1st Term: Monday 23 January - Friday 31 March

2nd Term: Tuesday 18 April - Friday 23 June

3rd Term: Monday 10 July - Friday 15 September

4th Term: Tuesday 3 October - Friday 8 December

School Houses are named after local creeks:

RUSH (red)
ARMSTRONG (blue)
TERRORS (green)
A MESSAGE FROM THE PRINCIPAL

Dear Parents,

Welcome to Dayboro State School. I trust that your child will learn and grow happily at our school. Our school team hopes to work in partnership with you to enable your child to gain the maximum benefit from their primary education and to develop positive life long learning habits.

I believe that the education of your child is a shared responsibility and that school and home must work together to provide the best possible educational outcomes. This sentiment is articulated in our School Vision;

“To inspire students to reach their full potential in a safe, caring and educationally challenging environment.”

This is reflected in our programs and the various services that are offered for all students, and ensures that opportunities are made available to students to suit their individual needs.

I invite you to become an active member of our P & C Association. It is one way for you to be informed and aware of what is going on at school. The P & C provides support and assistance with school activities and resources and is highly valued by staff and students. The Association meets monthly in the Administration Block.
When I show visitors around our school they are often amazed by the facilities available that are not visible from the front of the school. Take the time to tour our school making sure to visit the very picturesque oval at the top of the hill, our wonderful new library and to see the lovely trees that grace the playground. Our hall and library, opened in 2010 are well used and it won’t be too long before you have the opportunity to participate in a school event in one of these new teaching spaces.

I extend a warm invitation to you to contact me to discuss issues in relation to your child’s learning at Dayboro State School. Together we can provide a quality education for your child, that will build a desire for life long learning and active, responsible citizenship.

Regards,
Garry Drummond
Principal
A MESSAGE FROM THE P&C ASSOCIATION

Dear Parents and Guardians,

Welcome to Dayboro State School! We trust that your experience with our school will be happy and fulfilling.

About the P&C

The P&C is an active group of dedicated volunteers with one common goal: improving our school for our children. Throughout the year, we provide services and raise funds to provide equipment, books, computers and other resources to meet the expanding needs of our school.

About our services

Tuck Shop

Our Tuck Shop is run by our very experienced and helpful Convenor, Allison Taylor, with the support of volunteers. The Tuck Shop is open on Wednesdays and Fridays.

The Uniform Shop

Our Uniform Shop is staffed by volunteers, allowing us to keep this service affordable to the school community. The Uniform Shop is open on Wednesday mornings from 8:30am - 9:15am.

School Banking

Our school has a team of volunteers that run the Commonwealth Bank Dollarmite School Banking Program each Tuesday.
Fundraisers

We hold several fundraisers throughout the year, including the Walk-a-thon, Mother’s Day and Father’s Day stalls, Dayboro Day Stall and Chocolate Throw, Easter Raffle and School Disco.

Join in!

We love to see new faces and there are so many benefits to joining the P&C or helping at the school. It is a great way to help your children and their school. If you are new to the area, it is a fantastic way to meet new and interesting people in our community. We encourage and welcome all families to participate in school events and become involved with your children’s educational journey.

Come to a meeting!

The P&C Association meets at 6:30pm on the 2nd Monday of each month in the school staff room. These meetings are very friendly with all parents and guardians welcome to attend. We discuss the management of P&C services and committees we are responsible for, how we will use fundraising dollars and other issues that arise in the school. It is a great way to get to know what is going on at your child’s school.

If you wish to learn more about the P&C and its role at Dayboro State School please contact me on 0417 636 858 or presidentdsspc@gmail.com. Once again, we welcome you to our school and hope you enjoy your time with us.

Caroline Burns

President

Dayboro State School P&C Association
Vision

Our Vision is to inspire students to reach their full potential in a safe, caring and educationally challenging environment.

Statement of Purpose
At Dayboro State School we aim to reflect the educational aspirations of the community we serve, as well as provide the stimulus for planned innovation. At all times the needs and wellbeing of our students must be the focus of our effort.

Guiding Principles:
Dayboro State School, by its management and administration, has the following core values which will guide the way it conducts its business.

• Excellence
To provide a learning environment that is intellectually challenging, building a desire for lifelong learning in students so that they become active citizens in a learning society.

• Community
To promote productive partnerships with our community and with business, industry and other government agencies.

• Innovation
To pursue flexible and innovative practices in meeting the needs of our students and school community.
• **Consultation**
To actively seek the views and assistance of the staff and school community in a harmonious, pro-active and cooperative manner to ensure the best possible outcomes.

• **Environment**
To create a safe, tolerant and disciplined environment for students and to promote an appreciation of the natural environment in which we live.

• **Co-ordination**
To co-ordinate human and physical resources in an effective, efficient and timely manner to meet student and staff needs.

• **Enterprise**
To identify opportunities and facilitate strategies to enhance the learning environment in a way that it meets the needs of our school community.

• **Teamwork**
To ensure the vision of Dayboro State School is achieved through students, staff, parents and the community working together as a committed and caring group.

• **Participation**
To create and maintain a healthy and physically active school community.
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ABSENCES

If your child is absent from school, please phone the school to leave a message on the dedicated absence line (07) 3425 6160, send an email to admin@dayboross.eq.edu.au or use the QParents app to make a notification. All absences must be explained or they will be deemed unacceptable absences by the Principal.

If you know in advance that your child is going to be absent, an early note to the teacher is helpful or if calling before or after school hours you can leave a message on the student absence line or use the QParents app to make a notification. If students are going to be absent from school greater than 9 days, an Application for Exemption from Compulsory Schooling must be completed. This form is available from the office.

ALLERGY AWARENESS

Procedures are in place for reducing the risks for children with allergies. Staff are trained to recognise allergic reactions and in the use of an epi-pen. Parents should inform the school of any known allergies when children are enrolled.
ARTS COUNCIL
From time to time the Arts Council of Queensland offers excellent presentations for primary school students. A fee is charged for these performances which are held during school time. You will be advised when such shows are due. Attendance is, of course, completely voluntary.

ASSEMBLY
Each Monday morning the students assemble in the School Hall before going in to school. During this Assembly, students are informed of upcoming arrangements for the week. Presentations and awards are also included in the weekly Assembly.

Parents are most welcome to attend.

ATTENDANCE
Attendance at School is deemed compulsory by law. Children need to attend regularly to obtain the best from our school program.

One of the priority areas for our Department this year is Student Attendance. A Regional Education target of 95% has been set, which in effect becomes our school target for 2017.

At Dayboro, we believe that good attendance at school leads to success as a student and assists in developing positive work habits into the future. Students who maintain regular on time attendance at school are well organised and are ready to engage with the day’s activities.
BEHAVIOUR - RESPONSIBLE BEHAVIOUR PLAN

Our school has a comprehensive School Code of Behaviour with a published Responsible Behaviour Plan that outlines expectations and processes followed to encourage positive relationships and ensure students perform to their potential. This document is distributed to all school families on enrolment. Dayboro State School’s Responsible Behaviour Plan can be found on the school website or accessed from the Office.

To keep things simple our code focuses on five values that encompass the behaviours that we want to see in our children.

Simply called the 5 Bs they are:

Be RESPECTFUL  Of yourself, others and property
Be RESPONSIBLE  Be safe and aware
Be POSITIVE     Be kind, helpful and cheerful
Be PROUD        Take pride in yourself, your work and your school
Be TOLERANT     Be understanding of others’ ideas beliefs and feelings

Our three school rules are Safety, Respect and Learning.

At Dayboro State School, we believe that our school community should;
• have a consistent approach to students’ behaviour across the school;
• respect the teacher’s fundamental right to teach without disruptive behaviours hindering his/her success and enjoyment of teaching;
• respect the fundamental right that students be treated with respect and learn without being interrupted by others.

We also believe that consistent consequences should be applied so that they;
• provide the opportunity for all students to learn;
• ensure the safety of all staff and students; and
• Assist students who exhibit challenging behaviours to accept responsibility for themselves and their actions.

See Appendix A - The Dayboro School, Behaviour Expectation Matrix.
BICYCLES
All bicycle riders are required by Queensland law to wear a safety helmet. The riding of bicycles in the school grounds is not permitted. Children must dismount and walk their bikes to the bike racks. It is strongly recommended that children use a chain and lock to secure their bikes.

BIRTHDAYS
Children are welcome to celebrate their birthdays at school. We ask that if you are sending a cake that it be a simple birthday cake or cupcakes that are easy to manage and serve to students. Children with particular dietary needs or allergies are most welcome to bring along an alternative food option to be stored at school in case of birthday celebrations. If your family does not celebrate birthdays or other special events please inform the class teacher.

BOOKLIST
A comprehensive list of the requirements for each year level is provided and distributed in term 4 for the following year. It is very important that children have all requirements from the start of each year so they can participate fully in class. Parents experiencing financial difficulty in obtaining requisites are asked to advise the Principal.

BUS TRANSPORT
Eight buses transport children from the Kobble Creek, Ocean View, Lacey’s Creek and Mt. Pleasant areas to this school, and on to the various High Schools. To be eligible to use these buses, children must live over 4.8 km (3.2 km for children under 10) from the school. Children living closer may use the service providing that there is room on the bus. While on the buses, children are expected to exhibit their usual high standards of behaviour. Instances of misbehaviour are to be reported to the Principal and/or the Bus Committee who will take necessary action. Brisbane Bus Lines, Ph: (07) 3354 36 33 run the bus service. Please collect a form from the school office, complete it and forward it to Brisbane Bus Lines.

Please note rolls are not called for buses so children must remember whether they are catching the bus or whether other arrangements have been made. These arrangements should be made clear each day before school.
CHANGE OF DETAILS

It is imperative that the school has accurate information regarding address, medical information and contact numbers. Please advise the school if any details change. Valuable time can be lost if information is incorrect.

CHAPLAINCY PROGRAM

Our chaplain attends our school on Mondays, Thursdays and Fridays. The chaplain assists with sporting and cultural events, school camps, in classrooms and runs programs that help students develop social and life skills. Involvement with the Chaplain is entirely voluntary and families decide whether they want to be a part of activities that are offered. SUPA club is offered after school on Friday afternoons for Year 4 to 6 students.

CHILD SAFETY – CROSSING SUPERVISORS

All children who leave the grounds at the front of the school near the bus shelter must walk along the footpath and use the pedestrian crossing if they have to cross the road. Parents are advised, for the safety of their children, NOT to park opposite the school and then call children across the road to the parked car. Use the pedestrian crossing at all times. Crossing Supervisors (Lollipop Ladies) times are 8:10am to 8:55am and 2:55pm to 3:25pm.

Bus children are to assemble in the CSA after school and the staff on duty will dismiss them in an orderly manner so that they can board their buses.
CURRICULUM

Australia is moving toward a national framework for schooling, with the aim of achieving nationally consistent curriculum, assessment and reporting. Dayboro State School is proud to be a part of this exciting change in education. The Australian curriculum in English, Maths, Science, History, Geography and HPE, will be implemented in 2017 with the remaining curriculum areas of Technology, The Arts (Visual Arts, Music, Drama, Dance & Media), and Languages Other Than English (French) being drawn from the current Queensland Curriculum Essential Learnings as outlined by the Queensland Studies Authority.

Information Communication Technology is integrated across all curriculum areas through the use of computers, interactive whiteboards, green screen technology, Virtual Classrooms and other digital technology.

Teachers participate in collaborative year level planning, teaching, assessing and moderating of student work. A Curriculum Overview for each class for each term is posted on the school web site and on the notice board in the Admin Block so the parents can follow the Units of Work being taught, the key concepts being developed and the activities that children will be involved in. Parents are invited to a Culminating Day at the end of each term to view and celebrate their child’s achievements.

Literacy and Numeracy development remains the main focus throughout the primary years. NAPLAN (National Assessment Program Literacy and Numeracy) tests are carried out in Years 3 & 5 in May. Students who are identified as needing additional assistance, undertake special programs on an individual or small group basis to assist with skill development.

Parents are kept informed of each student’s academic progress through report cards, distributed twice yearly, parent teacher interviews, official test reports and informal interaction with class teachers.

Opportunities to participate in competitions and extra curricula programs are offered regularly throughout the year.
EARLY DEPARTURE & LATE ARRIVALS
If it is necessary for your child to leave school prior to 3:00pm, parents/caregivers are required to go to the school office to sign them out. The office will issue a departure slip, which needs to be presented to the class teacher in order for the student to leave the room. Students arriving late must obtain a late slip from the office prior to going to the classroom and hand it to the class teacher upon entry to the classroom.
The process to print a slip involves automatic entry into the One School roll system, therefore minimising any unexplained part absences. Your assistance in helping to ensure our rolls are kept up to date and accurate is very much appreciated.

EMERGENCY CONTACT INFORMATION/TEXT MESSAGE SYSTEM
In the event of a school wide emergency e.g. flood danger, the school will send a text message to each family if a mobile phone number has been provided. Please make sure that mobile phone details and kept up to date.

EXCURSIONS
Throughout the year children will participate in excursions which support the curriculum. Written permission is required for students to participate. Information and permission slips will be sent home prior to the excursion. Money required for excursions is to be sent to the school office clearly labelled with student name, class and excursion name. Receipts for this payment will be sent home via your child’s classroom teacher. EFTPOS is available at the school office from 8:30am until 10am.
**EXCURSION COSTINGS**
To assist parents in forward planning, we have included a list of possible excursions and indicative costings. Please see table below:

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>CLASS</th>
<th>INDICATIVE CHARGE ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>World of Maths</td>
<td>All</td>
<td>$5.00</td>
</tr>
<tr>
<td>Dance Fever</td>
<td>All</td>
<td>$30.00</td>
</tr>
<tr>
<td>Curriculum based class excursions</td>
<td>All</td>
<td>$25.00</td>
</tr>
<tr>
<td>Life Education</td>
<td>Prep - Yr 4</td>
<td>$9.00</td>
</tr>
<tr>
<td>Swimming Lessons</td>
<td>Prep - Yr 4</td>
<td>$95.00</td>
</tr>
<tr>
<td>Athletics - Regional etc Swim Trials</td>
<td>Yr 4-6</td>
<td>$10.00</td>
</tr>
<tr>
<td>Year 5 Camp</td>
<td>Yr5</td>
<td>$200.00</td>
</tr>
<tr>
<td>Let's Talk About It</td>
<td>Yrs 5 &amp; 6</td>
<td>$10.00</td>
</tr>
<tr>
<td>Young Leaders Day</td>
<td>Yr 6</td>
<td>$55.00</td>
</tr>
<tr>
<td></td>
<td>(Student Captains)</td>
<td></td>
</tr>
<tr>
<td>Year 6 Camp</td>
<td>Yr6</td>
<td>$345.00</td>
</tr>
<tr>
<td>Instrumental Music Program</td>
<td>Voluntary Year 4 to 6</td>
<td>$105.00</td>
</tr>
<tr>
<td>Fanfare</td>
<td>Instrumental music</td>
<td>$8.00</td>
</tr>
<tr>
<td>Inst Band Camp</td>
<td>Advanced music</td>
<td>$30.00</td>
</tr>
<tr>
<td>Inst Band Camp</td>
<td>Intermediate music</td>
<td>$20.00</td>
</tr>
<tr>
<td>Music - Choir Excursions</td>
<td>Kidsing, Pine Rivers Show, Comps</td>
<td>$20.00</td>
</tr>
<tr>
<td>Voluntary Contribution</td>
<td>All - maximum $100</td>
<td>$50.00</td>
</tr>
<tr>
<td>ICAS Competitions</td>
<td>Voluntary Year 2 to 6</td>
<td>$8.00</td>
</tr>
</tbody>
</table>
FIRST AID / ILLNESS

A child who is unwell will not enjoy the benefits of school and may spread the illness to others. Please use discretion when deciding whether or not to send your child in these situations. There are a number of contagious diseases for example chicken pox, which require students do not attend school for a period of time. Please refer to Appendix B.

If your child becomes sick at school, the staff will notify you first. If this fails we will notify a nominated emergency contact person to collect your child. In case of an emergency an ambulance will be called and parents will be contacted as soon as possible. For this reason it is important to ensure that we have accurate emergency contact numbers.

If your child needs to take prescribed medication while at school, Education Queensland requires that written permission be supplied by parents. For ongoing medication, forms must be completed. These are available from the office. Medication must be in the original container issued by the chemist with child’s name, dosage and time to be taken clearly labelled.

**Non-prescription medication or analgesics are not able to be administered by staff.**

If children are injured or ill they will be sent to the office by the teacher. The first aid room is attended by a staff member with first aid qualifications. Children’s details are recorded and treatment is provided. Parents are notified if there is any concern. In case of an emergency an ambulance will be called and parents will be contacted as soon as possible.

All children who have a medical condition will be listed in the section in the front of the class roll. Their details are also recorded in the school’s Student Management Database. Parents are requested to advise school staff of their child’s medical needs upon enrolment. In the case of serious medical problems, parents should provide class teachers with up to date information on any necessary school responses.

HALL

Our hall is an excellent facility where students can participate in a range of curriculum based learning. The stage, sophisticated sound system, modern kitchen and amenities means the hall is fully equipped for special functions; such as parades, school discos and talent shows.
HEADLICE
Head lice are an unfortunate fact of school life. Please be vigilant and check your child’s hair regularly. We ask that long hair be tied back. We discourage the sharing of hats and brushes. If a child is found to have head lice, parents will be called immediately and a notice will be sent home with all children in the class asking that hair be checked.

HEALTHY FOOD
Good nutrition is closely linked to learning. Please ensure your child has had breakfast and brings sufficient healthy food to get through the day. Sharing of food is discouraged as some children have allergies or food intolerances.

We encourage all parents and caregivers to support our healthy eating policy by sending appropriate food. A water bottle is essential to ensure the children have an adequate intake of fluids, especially on very hot days.

Children should be given a variety of foods to cover all the essential food groups. For example: sandwiches, cheese, crackers, fruit, vegetable sticks, yoghurt, popcorn, dried fruit.

We will also have Fruit and Veg Break at around 10:00am every day. Children are encouraged to eat fresh fruit at this time. You may wish to send an extra piece of fruit or vegetable for this.

It is requested that all lollies and chocolates be left at home.

HOMEWORK
Parents play an important role in encouraging and praising good work habits. Homework is not meant to disrupt family life. Please inform the class teacher if you have concerns with the type and amount of homework your child has been given. The best way to find out about the class homework policy is to attend the Information Session for that class at the beginning of the year.

ICT (INFORMATION & COMMUNICATION TECHNOLOGIES) CONTRIBUTION
A contribution of $50 per child or $100 per family to cover some of the cost of providing access to computers and other information technology throughout the school is requested annually.
## IMMUNISATION

The table below shows the recommended schedule of immunisation from the National Health and Medical Research Council:

<table>
<thead>
<tr>
<th>Age</th>
<th>Recommended Immunisations</th>
<th>Vaccine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birth</td>
<td>Hepatitis B</td>
<td>HBVaxII (paediatric)</td>
</tr>
<tr>
<td>2 months (can be given from 6 weeks of age)</td>
<td>Hepatitis B, diphtheria, tetanus, whooping cough (pertussis), Haemophilus influenzae type b, polio (poliomyelitis), pneumococcal disease, rotavirus</td>
<td>Infanrix hexa, Prevenar 13, RotaTeq</td>
</tr>
<tr>
<td>4 months</td>
<td>Hepatitis B, diphtheria, tetanus, whooping cough (pertussis), Haemophilus influenzae type b, polio (poliomyelitis), pneumococcal disease, rotavirus</td>
<td>Infanrix hexa, Prevenar 13, RotaTeq</td>
</tr>
<tr>
<td>6 months</td>
<td>Hepatitis B, diphtheria, tetanus, whooping cough (pertussis), Haemophilus influenzae type b, polio (poliomyelitis), pneumococcal disease, rotavirus</td>
<td>Infanrix hexa, Prevenar 13, RotaTeq</td>
</tr>
<tr>
<td>12 months</td>
<td>Haemophilus influenzae type b, meningococcal C, measles, mumps, rubella</td>
<td>Menitorix, PriorixTM or M-M-R II</td>
</tr>
<tr>
<td>18 months</td>
<td>Measles, mumps, rubella, chickenpox</td>
<td>Priorix Tetra</td>
</tr>
<tr>
<td>4 years (can be given at 3 years and 6 months)</td>
<td>Diphtheria, tetanus, whooping cough (pertussis), polio (poliomyelitis)</td>
<td>Infanrix IPV, PriorixTM or M-M-R II</td>
</tr>
<tr>
<td>Year 8</td>
<td>Human papillomavirus, chickenpox (varicella), diphtheria, tetanus, whooping cough (pertussis)</td>
<td>Gardasil, VarilrixTM or Varivax Boostrix</td>
</tr>
<tr>
<td>Year 10</td>
<td>Diphtheria, tetanus, whooping cough</td>
<td>Boostrix</td>
</tr>
<tr>
<td>Adults (over 65 years)</td>
<td>Influenza, pneumococcal disease</td>
<td>Influenza Pneumovax 23</td>
</tr>
</tbody>
</table>
LIBRARY – INFORMATION & RESOURCE CENTRE

Officially opened on the 14 July 2010, our new Library features state-of-the-art facilities to enable students and teachers to access both print and electronic resources relevant to the modern curriculum. Quiet reading and study areas are available for students (including a scenic outdoor deck area), along with several multi-purpose teaching and seminar rooms equipped with the latest in ICT connectivity. Teachers can also utilise the specifically designed Teacher Resource Room which houses all of the specialized curriculum resources and includes a planning/conference area.

Through the School Library Resource Centre, children of all year levels develop essential Information Skills (traditional and digital) and a love of Literature on their journey as life-long learners. All classes have timetabled borrowing times during the school week. Children may also borrow independently any day during lunch breaks.

**Borrowing Rules:**
- Students in Prep – 2 require a library bag to borrow
- Prep students are allowed 1 book for up to 2 weeks
- Years 1-3 students are allowed 2 books for up to two weeks
- Years 4-6 students can borrow up to 4 books at a time
- Overdue notices are issued towards the end of each term before holiday breaks
- It is our policy to request that parents (or students) make a donation to cover the replacement cost of lost or badly damaged books.

LEAVING SCHOOL GROUNDS

Children are not permitted to leave the grounds at any time without parent’s and Principal’s permission. A parent/carer must sign their children in or out at the school admin.

LOST PROPERTY

To prevent the loss of property please mark all belongings clearly with your child’s name and check periodically to make sure marking has not faded. Please follow up immediately an item is lost. Lost property is stored in a trolley in the CSA.
LANGUAGES OTHER THAN ENGLISH (LOTE)

The LOTE program has operated for Years 5 & 6 since 2015. At Dayboro the children learn French. The activities in LOTE - involving oral and written communication - aim to develop both cultural awareness and language skills. There is an emphasis on building responsible attitudes, cultural understanding and mutual respect. Students learn about the nation’s way of life, sports, tradition, etiquette, festivals and schools.

MEDICATION

Only prescribed medication will be administered by admin staff and then only at the written request of a parent. Parents may obtain a form from the office covering such requests.

Medication will be administered to the person whose name appears on the pharmacist’s label only. Medication bearing the name of one person will not be administered to another.

Medication will be administered only when written directions as to the time and duration have been received from the parent of the child and then only in accordance with the doctor’s directions as outlined on the pharmacist’s label.

MOBILE PHONES

Mobile phones are considered a valuable item and are therefore not to be brought to school by students. The risk of damage, inappropriate use or loss is extremely high.

If, due to special circumstances, parents require a mobile phone to be carried by a child, the phone must be given to the child’s class teacher for the duration of the day.
MONEY AND PAYMENTS
From time to time payment is required for various activities in the school. Payment can be accepted in the school office by:

- **Cash** - If paying by cash, please ensure the correct money is in an envelope with your child’s name, class and what the money is for, clearly written on the outside. The envelope is to be placed in the collection box located at the school office before school commences.

- **Centrepay** - Centrepay is a free direct bill paying service available to customers who receive a Centrelink payment. Deductions forms are available from the school office.

- **Cheque** - Please make cheques payable to Dayboro State School

- **EFTPOS** - (minimum $10)

- **Electronic Funds Transfer**

- **BPoint**

MUSIC PROGRAM & THE ARTS
The school has a very healthy music program with the school Concert Band, Dayboro School Choir, Instrumental Music program (this starts in year 4) and class music lessons. The band and the choir perform at Assembly, in competitions outside the school and at community events.

The school is developing a greater emphasis on cultural activities through the General Music, Instrumental Music and Choir Programs. The General Music Program features songs and compositions from all over the world.

The school band performs at local events throughout Pine Rivers including the Dayboro Anzac Day Service, Dayboro Day Festivities, Festival of Music and the Pine Rivers Combined Bands Concert. Students are encouraged to audition for the Advanced Music Camp with many being successful in this.

Students in the choir regularly perform on Assembly and participate in events such as Kidsing and promotional events at shopping centres. All music students showcase their skills to the local community with their end of year Music Night. The annual Dayboro Show provides an opportunity for students to showcase their creations in Visual Arts and Media.
NEWSLETTER
Newsletters are sent out on Tuesday. It is the usual practice to send one newsletter per family through the eldest child in the family. Extra copies of the newsletter are available from the school office. It is also available on the school website.

OUTSIDE SCHOOL HOURS CARE
Helping Hands Network is working in partnership with Dayboro State School to provide Outside School Hours Care services to the school community. Helping Hands Dayboro tailors their programs to meet the local school community needs, providing much more than child minding. Their programs are designed to develop stronger, healthier, happier children and to provide an environment that is like a “home away from home”.

Programs are developed in consultation with children, parents, the school community and staff. They are tailored to cater to the children’s age, skill, interests and abilities through a variety of challenging and recreational activities. Helping Hands Dayboro provide a healthy breakfast at Before School Care and a healthy afternoon tea at After School Care. In addition to these meals the children also have the opportunity to participate in cooking activities and the occasional special treat.

Helping Hands Dayboro is an approved child care provider and families are able to access government rebates, CCB and CCTR. (subject to meeting Centrelink criteria). Please contact us for a quote or if you would like more information regarding benefits and rebates available.

Care is available 5 days per week during term time. Children can walk straight to and from their classrooms. Staff from the service pick up and drop off the Prep and Year 1 students.

Hours
Before School Care  6:30am – 8:30am
After School Care   3:00pm – 6:00pm
Vacation Care       6:30am – 6:00pm
Pupil Free Days     6:30am – 6:00pm

Children at OSHC are fully supervised by experienced staff and enthusiastic and dedicated assistants. All staff hold a current First Aid and CPR certificate.

All enquires should be directed to the Coordinator on 0459 991 697. Notification of illness or any other reason for non-attendance must be made directly to the OHSC as soon as possible.
PARENT INVOLVEMENT

There are many ways parents can support children’s learning. However, the most important task for parents is to show interest daily in what your child is learning; ask questions, listen to and above all encourage.

You can assist your children’s development by:

- reading to your children daily
- planning activities that will develop their thought processes and stimulate language development
- visiting the school frequently to discuss progress with the Principal and the teacher
- taking an active interest in homework activities
- stressing constantly the importance of courteous, considerate behaviour
- becoming a member of the P & C Association which meets on the second Monday of the month at 6.30pm
- joining the happy group of volunteers helping in the Tuckshop
- assisting with classroom activities, library, excursions, sport and the many other ways in which we welcome parents’ involvement in our school
- and again, reading with your child daily.

PARKING

The bitumen area near the Admin Block is for staff parking, delivery and emergency vehicles only. The parking area on the street and in the parking bays along McKenzie Street are available for public parking. The co-operation of all is requested with these arrangements, in an endeavour to make the grounds safer for our children. For safety reasons parents should not park on school property and pedestrian access through the car park or driveway is strictly prohibited.

PHOTOGRAPHY OR VIDEOTAPING AT SCHOOL

Due to copyright and privacy laws, parents/guardians may photograph their own child but no one else. This includes the videotaping of a performance. Please note it is not our role to enforce this, but that people who ignore this request may compromise themselves legally.
PREP

Opening Hours
The Prep Rooms will open at 8:40 am. After this time you are welcome to come in and spend time with your child until the day begins at 8:50 am. Children should be accompanied to and from the room by a responsible adult, unless arriving by bus. Children arriving on buses will be taken to the undercover area to wait for a staff member to collect them and take them to class.

Please collect your child at 3:00 pm. After this time the staff will not be available to supervise your child. We must know if another adult is collecting your child, or if children will be catching a bus home. Children still on site after finishing time will be escorted to the Administration office to wait for parents. If you arrange for someone else to collect your child, please inform the Prep Teacher or Teacher Aide.

Drop off and collection of children must be via the front school gate not the gate leading from the car park driveway into Prep.

PLEASE DO NOT LEAVE YOUR CHILD AT THE GATE OR FRONT DOOR.

A Day In Prep
In Prep we begin the day with literacy and social learning activities, spend time doing physical activities and games, 15 minutes for fruit and veg break, group time or circle time (incorporating reading and early writing activities), music and movement, first break, negotiated inside play, numeracy activities, second break, quiet reading time, news, home time. Gradually we introduce more explicit teaching sessions to incorporate the Australian curriculum.
The Early Years Curriculum (P-3) Overview

Research indicates that education in the early years of school:

- should not be limited to academic preparation for school
- should focus on children, making decisions, solving problems, developing thinking processes, developing effective communication, developing collaboration strategies, developing positive dispositions to learning, developing a positive sense of self.

The Early Years Curriculum focuses on building continuities between Preparatory and early school settings. Cross-curricular priorities of literacy, numeracy, life-skills, and a futures perspective provide important linkages within the Early Years Curriculum Guidelines, and the curriculum documents for other stages of schooling.

The Prep year promotes continuities:

- between children’s diverse prior learning experiences and new learning settings (Prep settings and year one)
- by establishing relationships, valuing and expanding cultural resources and managing the transition processes.

The key components of an effective Early Years curriculum include:

- understanding children
- building partnerships
- establishing flexible learning environments
- creating contexts for learning
- exploring what children learn.
There are 2 specific Learning Areas within the Early Years Curriculum:

- Social and Personal Learning
- Active Learning Processes.

These learning areas along with the Australian curriculum provide a holistic learning framework for exploring children’s understandings, dispositions and capabilities, and also assist teachers as they plan, interact, monitor, assess and reflect on the children’s learning.

Within the flexible learning environments, teachers will purposefully create five main contexts for learning and assessment:

- routines and transitions
- real-life situations
- investigations
- focused learning situations
- play.

A balanced curriculum provides opportunities for children to engage in all five contexts for learning on a daily basis, with longer blocks of time for engaging in active learning through play, real-life situations and investigations, interspersed with meaningful routines and transitions and short, appropriate, focused learning situations.

Assessment is an integral part of the learning-teaching process and is not a separate activity.
Assessing involves the purposeful, systematic and ongoing monitoring of children’s learning. The information gathered is used to:

- plan for future learning
- make judgments about a child’s learning and development
- inform comments that will be written in each child’s Report Card
- inform conversations with the children, parents or carers, specialist teachers, year one teachers and other professional colleagues

At Dayboro State School our learning environment is an informal setting where children learn through their contact and exploration of materials, their play, and their interactions with teachers, parents, other children and community members.

Everything your child does in our classroom has a purpose to prepare them for later life. Children are assisted to:

- share, co-operate and make friends
- communicate with others
- develop physical skills
- form basic ideas that will help them understand the world
- develop literacy and numeracy skills
- gain confidence and independence
- become problem solvers
- develop a positive attitude to learning
- be responsible for themselves and their belongings
- be responsible for their behaviour
- make good choices.
QPARENTS

The QParents web and mobile application provides a more convenient, easier way for parents and legal guardians of Queensland state school students to interact with their child’s school. Parents will have secure, online access to their child’s student information, anytime, anywhere, through a smartphone, tablet or computer.

QParents allows parents to connect instantly with their child’s school to access and manage their child’s student information, including:

- Attendance and absence details, as well as the ability to notify the school of an absence
- Behaviour information
- Academic report cards
- Class timetables
- Viewing unpaid invoice details, payment history, and making payments online
- Viewing and updating student details, including medical conditions and address
- Enrolment details

QParents will assist both staff and parents in sharing and responding to information in an efficient and effective way. It won’t replace the traditional ways you communicate with our school, but it will provide another way to communicate with us.

You will receive an invitation email or letter from us containing your unique invitation code. Simply follow the instructions in that email or letter to complete the QParents account registration process. If you do not want to register, you can just ignore the invitation and your child’s student information will not be available to anyone through QParents. Or, if you want another parent to be the QParents Account Owner (QPAO), you can advise us and we will send them an invitation email or letter with their own unique invitation code.

Help and contact information
For more information see https://qparents.qld.edu.au/#/about
For help, visit https://qparents.qld.edu.au/#/help or call 13 QGOV (13 74 68)
REFUND GUIDELINES FOR EXCURSIONS AND CAMPS

School fees for excursions and camps are calculated on a cost recovery only basis, according to the number of students who have indicated their attendance.

As the school budget cannot meet any shortfalls in funding for an excursion or camp due to the subsequent non-participation of a student, 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.

REPORTING

Written student reports are issued twice a year at the end of each semester. Other written reports include the Year 3 & 5 NAPLAN reports

Parents are also given the option of interviews with the class teacher, formally twice yearly before written reports, and on a needs basis throughout the rest of the year.
SCHOOL BANKING

Dayboro State School is excited to offer the Commonwealth Bank School Banking program to all students. The School Banking program provides children with an opportunity to make deposits into their personal Commonwealth Bank Youthsaver account at school each week. The program is about how often your child makes deposits, not how much they deposit.

To encourage regular savings behaviour the program offers an exciting Rewards Program. Every deposit earns your child a Dollarmites token, and once they've collected 10 tokens they can redeem them for a reward.

The Commonwealth Bank holds an account opening day at the beginning of the year. No identification is required for your child attending school, as the school will confirm their identity. Alternatively, you can open an account at any branch, by calling 13 22 21, or online if you are an existing Commonwealth Bank customer. **School Banking day is Tuesday.**

SCHOOL ROUTINE

The school day commences at **8:50am** and finishes at **3:00pm** for all year levels.

First break is from 11:00am to 11:50am. Second break is from 1:20pm to 1:50pm.

**Arrival** - Unless participating in authorised activities, children should not arrive at school before 8:30am. As there is no playground supervision before school children must sit quietly in the Covered Sports Area before school. Playgrounds and the oval are out of bounds before school. Children should be at school in time to prepare for classroom activities. Dayboro State School students are able to access a before and after school care facility at a cost. See OSHC - Helping Hands.

**Departure** - Children should leave the school grounds as soon as they are dismissed, except for bus children and children enrolled in the Outside School Hour Care Program. Bus children are supervised until the last bus has departed.
SCHOOL SPORT - INSURANCE COVERAGE

Parents are advised that the Department does not have Personal Accident Insurance cover for students. Physical education, particularly contact sports, carries inherent risks of injury. 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.

SPORT AND PHYSICAL EDUCATION

The need to offer a curriculum that meets the needs of the whole child is recognised through a sport and cultural focus. Students in Years 5 and 6 participate in interschool sports with another local school. Interhouse athletic and swimming carnivals are held to encourage participation as well as to identify talented athletes. Students are encouraged to try out for district representative teams.

A Swimming Program is conducted for Prep to Year 4 at the local Dayboro pool during one of the summer terms. Since 2008 a term of dance lessons has been provided for all classes by the Company Dance Fever.

Students in Prep to Year 6 are involved in Health and Physical Education lessons.

SPORTS HOUSES

To encourage competition the school is divided into three houses. These are the houses for the intraschool sports as well as for competition in other areas of our program. Sports Houses are:

- RUSH (red)
- ARMSTRONG (blue)
- TERRORS (green)
STUDENT LEADERS

School Captains, Vice Captains and House Captains are selected through a process that combines student and staff voting, short listing and panel selection. Student Leaders become part of the Student Council that meets regularly to be involved in school decision making.

Student leaders will be seen to be consistently:

- modelling appropriate behaviour to other children including demonstrating the 5Bs.
- actively supporting school initiatives
- modelling appropriate dress requirements
- co-operative and supportive of school rules
- demonstrating positive participation and support for younger children
- worthwhile ambassadors of the school
- organised
- willing to be engaged in public speaking
- showing initiative
- wearing the school uniform.

SUN SAFETY

Children must wear a navy blue broad-brimmed hat for all outside activities. Children are encouraged to use sun screen, drink plenty of water and play in shaded areas. The school rule is NO HAT, NO PLAY.

SUPPORT SERVICES

The school has the services of a Head of Learning, Special Needs Teacher, a visiting Guidance Officer and visiting teachers for children with disabilities. If you have any concerns about your child, you are encouraged to make an appointment with the class teacher. The School Dental Service visits the school during the year. Information will appear in the school newsletter.
TUCKSHOP

The School Tuckshop operates each Wednesday and Friday. The P&C administers it, while day-to-day proceedings are organised by the convenor and voluntary workers. All profits are spent within the school, the Tuckshop being an important source of funds for the P&C.

Orders can be placed on-line using Flexischools or by using brown bags. The children deposit their First and Second Break order bags in the container provided at the Tuckshop when they come to school. The orders are distributed to each class eating areas before each break. Limited across the counter items such as flavoured mild and juice are available.

The Tuckshop provides nutritious food at a reasonable price. Your support, both as a voluntary worker and by using the service that the Tuckshop provides, greatly assists our school.

UNIFORMS

The wearing of school uniforms is compulsory. Our expectations that students wear their uniform and are neatly dressed and well groomed each day are fully endorsed by the Parents & Citizens’ Association. Children’s safety is a high priority of the school. By complying at all times with the uniform standards, we promote school pride, maintain a healthy school tone and give students a strong sense of identity.

The school uniform consists of a formal uniform and sports uniform for both boys and girls. As well, we have a sports shirt for each of our Sports Houses; RUSH, ARMSTRONG and TERRORS. A navy blue broad brimmed hat is compulsory. Caps cannot be worn in place of the required hat as they do not provide adequate protection. Most aspects of our school uniform are available from the Uniform Shop at the school. Enclosed footwear is compulsory at all times. For prep students - Tying shoelaces is typically listed as a developmental milestone reached between the ages of 6-8, which make Velcro shoes the preferred option for Prep students.

Please ensure that all property is clearly marked with name and class. Jewellery apart from watch and earrings should not be worn to school as it may be lost and can be potentially dangerous.

The full Uniform Policy is available from the School on request.

Suggested Days of Wear for our Uniform

Monday - Assembly Day – Formal Uniform
Tuesday to Thursday – Formal or Polo Shirt
Friday – House Shirt
UNIFORM SHOP
Should you require assistance with uniforms or uniform shop hours, please contact the school office on 3425 6111 for further assistance. Order forms for uniforms are available from the school office.

Opening Hours
Wednesdays – 8:30am - 9:15am
The uniform shop will be open before the school year commences. Further details will be provided in the school newsletter.

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<tr>
<th>SCHOOL UNIFORM REQUIREMENTS</th>
<th>BOYS</th>
<th>GIRLS</th>
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<tbody>
<tr>
<td><strong>FORMAL</strong></td>
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<tr>
<td>• SHIRT Unisex Polyester/cotton (light check)</td>
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<td>• or SHIRT Polo (Navy/Gold)</td>
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<td><strong>WINTER OPTIONS</strong></td>
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<tr>
<td>• TRACKSUIT PANTS Navy</td>
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<tr>
<td>• SPRAY JACKET or FLEECEY JUMPER with School Emblem, Navy</td>
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<tr>
<td><strong>SHOES</strong></td>
<td>Black Leather or Sneakers All shoes must be enclosed (sandals not allowed)</td>
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<tr>
<td><strong>SOCKS</strong></td>
<td>White / Navy</td>
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<td><strong>HAT</strong></td>
<td>Broad Brimmed Navy Blue Sunsafe or bucket style</td>
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<td>Only Watch and Earrings (Sleepers / Studs)</td>
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<td>• WRAP SKIRT Navy</td>
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USE OF SCHOOL FACILITIES
The School Hall, Library - Information and Resource Centre, Covered Sports Area, tennis court and oval are available for community use for a set fee. A Joint User Agreement, available at the school office, needs to be completed and fees paid to the P & C Association.

There is electronic security in the hall and library and arrangements for disarming the system using the pin code need to be made in advance. A Booking System for these spaces will be used to make your reservation. See the school Business Services Manager for further information.

VALUABLES
Valuable items or toys brought from home may get lost or broken. For this reason, we ask that children do not bring valuables or toys to school.

VISITORS/VOLUNTEERS
All visitors must report to the office to sign the visitor/volunteer’s register. Visitors and volunteers must make themselves aware of the Student Protection Policy and Evacuation/Lock Down Procedures.

WEBSITE & INTERNET
Students have access to the internet throughout the school. All students have their own email address, login code and password. A permission note regarding the use of the internet signed by a parent/guardian is required to be kept on file. Children are taught the importance of keeping their login and password secret and teachers ensure that this message is regularly reinforced.

The school website http://dayboross.eq.edu.au/ is used to communicate with staff, parents and the wider community. A calendar of events is maintained and school newsletters are available on the web. Articles of interest about the school are posted regularly on the school web page. Outlines of the units of work being studied in each classroom are available on the website. Many classes have their homework accessible on the web page and class assignments can be completed through the Learning Place.
Finally, we are here to provide quality education and care for your child. We hope that your year will be a happy one, as we share the joys of helping to work with you and your child.

If you have any questions, concerns or ideas, please do not hesitate to talk with either the Class Teacher or the School Administration. Feedback is important to us - we pride ourselves on open communication.

Class teachers are always eager to discuss the progress of students. Please see the teachers at a mutually convenient time. We look forward to our association with you and your child this year and in the years to come.
<table>
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<tr>
<th>Safety</th>
<th>Respect</th>
<th>Learning</th>
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<tr>
<td><strong>All Settings</strong></td>
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<td><strong>All Settings</strong></td>
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<tr>
<td>• Follow school safety rules</td>
<td>• Treat everyone respectfully by using manners and polite language</td>
<td>• Approach tasks confidently and positively – have a go!</td>
</tr>
<tr>
<td>• Keep hands and feet to yourself</td>
<td>• Treat school property, property of others and personal property with care</td>
<td>• Take pride in your learning</td>
</tr>
<tr>
<td>• Report injury or illness immediately to your teacher or other staff</td>
<td>• Recognise and praise the achievements of others</td>
<td>• Accept that mistakes are a valuable way to learn</td>
</tr>
<tr>
<td>• Move safely around the school and follow the rules of the area</td>
<td>• Keep hurtful or bullying actions and words out of our school – no put downs</td>
<td>• Develop resilience</td>
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<td>• Follow staff directions at all times</td>
<td>• Co-operate with others</td>
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<td></td>
<td>• Understand, accept and appreciate that people are different</td>
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<td></td>
<td>• Care for and protect the school environment</td>
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<td><strong>Before and After School</strong></td>
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<td><strong>Before and After School</strong></td>
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<tr>
<td>• Keep dangerous and banned items at home</td>
<td>• Sit quietly and talk with friends</td>
<td>• Complete homework on time</td>
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<tr>
<td>• Follow road safety rules</td>
<td>• Raise hand silently when the bell goes</td>
<td>• Be on time and ready to learn</td>
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<tr>
<td>• Use the pedestrian crossing</td>
<td>• Wait to be dismissed</td>
<td>• Be a life-long learner</td>
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<tr>
<td>• Arrive at school between 8:15 and 8:40</td>
<td>• Treat others in bus lines and on buses with courtesy</td>
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<tr>
<td>• Go directly to the CSA</td>
<td>• Be a positive school representative</td>
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<tr>
<td>• Remain seated</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Go straight home after school</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Eating Times</strong></td>
<td><strong>Eating Times</strong></td>
<td><strong>Eating Times</strong></td>
</tr>
<tr>
<td>• Remain seated while eating</td>
<td>• Sit quietly and talk with friends</td>
<td>• Eat the food your family provides</td>
</tr>
<tr>
<td>• Eat your food only – no sharing food</td>
<td>• Place rubbish in the bins</td>
<td>• Make healthy food choices</td>
</tr>
<tr>
<td>• Sit quietly until dismissed</td>
<td>• Raise hand silently when the bell goes</td>
<td></td>
</tr>
<tr>
<td>• Walk at all times</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Tuckshop</strong></td>
<td><strong>Tuckshop</strong></td>
<td><strong>Tuckshop</strong></td>
</tr>
<tr>
<td>• Line up sensibly</td>
<td>• Line up politely</td>
<td>• Make healthy food choices</td>
</tr>
<tr>
<td>• Wait your turn</td>
<td>• Use manners - say please and thank you</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Use volunteers’ names if known</td>
<td></td>
</tr>
<tr>
<td>Play Times</td>
<td>Play Times</td>
<td>Play Times</td>
</tr>
<tr>
<td>------------</td>
<td>------------</td>
<td>------------</td>
</tr>
<tr>
<td>Safety</td>
<td>Respect</td>
<td>Learning</td>
</tr>
<tr>
<td>• Wear a broad-brimmed hat</td>
<td>• Follow the rules of the game</td>
<td>• Follow the rules of the game</td>
</tr>
<tr>
<td>• Walk on concrete paths</td>
<td>• Include other in games</td>
<td>• Encourage others</td>
</tr>
<tr>
<td>• Play running games on the grass</td>
<td>• Share equipment – take turns</td>
<td>• Be a gracious winner or loser</td>
</tr>
<tr>
<td>• Follow the rules of the game</td>
<td>• Encourage others</td>
<td></td>
</tr>
<tr>
<td>• Use equipment appropriately</td>
<td>• Resolve problems peacefully – keep your cool</td>
<td></td>
</tr>
<tr>
<td>• Run safely in supervised games</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Report accidents to the staff on duty</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Play Times</th>
<th>Play Times</th>
<th>Play Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Class</td>
<td>In Class</td>
<td>In Class</td>
</tr>
<tr>
<td>• Hand mobile phones to class teachers</td>
<td>• Be on time and ready to learn</td>
<td>• Be an active learner and allow others to learn without disruption</td>
</tr>
<tr>
<td>• Use equipment appropriately</td>
<td>• Listen carefully to others.</td>
<td>• Complete all tasks to the best of your ability</td>
</tr>
<tr>
<td>• Walk when moving around the room</td>
<td>• Raise hand to talk</td>
<td>• Take pride in your work</td>
</tr>
<tr>
<td>• Ask permission to leave the room</td>
<td>• Remain seated.</td>
<td></td>
</tr>
<tr>
<td>• Sit on chairs safely</td>
<td>• Refrain from interrupting others</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Play Times</th>
<th>Play Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toilets</td>
<td>In Class</td>
</tr>
<tr>
<td>• Wash your hands</td>
<td>• Be water and paper wise</td>
</tr>
<tr>
<td>• Flush the toilet</td>
<td>• Leave the area clean</td>
</tr>
<tr>
<td>• Move safely – no playing</td>
<td>• Wait patiently</td>
</tr>
<tr>
<td></td>
<td>• Respect others’ privacy – no peeking</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Play Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Off Campus Activities</td>
</tr>
<tr>
<td>• Remain with your teacher at all times.</td>
</tr>
<tr>
<td>• Follow instructions at all times</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Play Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Off Campus Activities</td>
</tr>
<tr>
<td>• Represent your school with pride</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Play Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transition Times</td>
</tr>
<tr>
<td>• Walk at all times and keep left</td>
</tr>
<tr>
<td>• Be aware of surroundings</td>
</tr>
<tr>
<td>• Use hand rails appropriately</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Play Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transition Times</td>
</tr>
<tr>
<td>• Observe quiet zones</td>
</tr>
<tr>
<td>• Sit and chat quietly in two lines</td>
</tr>
<tr>
<td>• Walk quietly past working classes</td>
</tr>
</tbody>
</table>

*Following our rules of respect, safety and learning, all staff and students at Dayboro State School will be:*  

![Respectful, Responsible, Positive, Tolerant and Proud]
## APPENDIX B

### Recommended minimum periods of exclusion from school

<table>
<thead>
<tr>
<th>CONDITION</th>
<th>PERIOD OF EXCLUSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cold Sores (Herpes Simplex)</td>
<td>Child to be excluded until the sores are dry. Sores should be covered with a dressing, where possible.</td>
</tr>
<tr>
<td>Chickenpox</td>
<td>Child to be excluded until fully recovered</td>
</tr>
<tr>
<td>Conjunctivitis (acute)</td>
<td>Child to be excluded until discharge from the eyes has ceased.</td>
</tr>
<tr>
<td>Influenza and influenza like illness</td>
<td>Child to be excluded until well.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Child to be excluded until fully recovered</td>
</tr>
<tr>
<td>Rubella (German Measles)</td>
<td>Child to be excluded until fully recovered.</td>
</tr>
<tr>
<td>Viral Hepatitis</td>
<td>Child to be excluded until a medical certificate of recovery is received and until at least seven days after the onset of jaundice.</td>
</tr>
<tr>
<td>Measles</td>
<td>Child to be excluded at least four days from the appearance of rash or until a medical certificate of recovery is provided.</td>
</tr>
<tr>
<td>Scarlet Fever</td>
<td>Child to be excluded until appropriate medical treatment and a medical certificate of recovery is provided.</td>
</tr>
<tr>
<td>Whooping Cough (Pertussis)</td>
<td>Child to be excluded until five days after starting appropriate antibiotic treatment, or for 21 days from onset of coughing.</td>
</tr>
<tr>
<td>Head lice</td>
<td>From time to time outbreaks of head lice will occur throughout the school or in individual classes. When this occurs children are to be treated. Our local chemist carries a range of medicated treatments. Please ensure that in addition to washing your child’s hair it is necessary to wash the clothes, bed linen and hats etc. in order that re-infestation does not occur.</td>
</tr>
<tr>
<td>Ringworm, Tinea, Scabies</td>
<td>Child to be excluded until the day after appropriate treatment has commenced.</td>
</tr>
<tr>
<td>Diarrhoea and/or Vomiting</td>
<td>Child to be excluded until there has not been a loose bowel motion for 24 hours.</td>
</tr>
<tr>
<td>School sores (Impetigo)</td>
<td>Child to be excluded until they have received appropriate antibiotics for at least 24 hours. Sores should always be covered with a watertight dressing.</td>
</tr>
<tr>
<td>Worms</td>
<td>Child to be excluded if loose bowel motions present.</td>
</tr>
</tbody>
</table>
APPENDIX C

Dayboro State School Map