



KAIRI
STATE SCHOOL
Strive to Improve

Parent Information Booklet



**Queensland
Government**

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Dear Parents, Carers and Visitors,

Welcome to Kairi State School. To those who already know what this fantastic school offers, welcome back; to those who are visiting to consider Kairi for your child, a very warm welcome to you. I encourage you to contact me personally so that I may show you around our school and answer any questions you may have.

Kairi State School is situated in the small township of Kairi, on the Atherton Tablelands. We average a student population of between 85 and 97, which enables all staff to know the students as individuals within the school population.

The strength of our school lies in the relationships that are built and sustained both within the school and wider community. We see daily examples of community mindedness, work ethic and values reflected at the school when volunteers arrive to run our P&C uniform shop, to man the Tuckshop, to work in the classrooms, assist with beautifying our grounds or just call in to see if there is any way they can help. The community constantly works in collaboration with the staff to improve our school for their children.

Educationally, this school stands proud amongst the other Tablelands Schools, and continues to strive for excellence in academic, sporting, artistic and social endeavours. We believe in developing students with a well-rounded education, responsible behaviours, and ethical standards of interaction with others.

Our motto, "Strive to Improve", reminds us that we need to be constantly reviewing what we do and that we can always do better. We strive to work together with parents and the community to support children at school so they can develop their full potential.

Welcome to our school.

Brent May
Principal

Dear Parents, Carers and Visitors,

On behalf of the parents, community and student body we welcome all our new parents and families, as well as our continuing families to a new school year.

Kairi School believes in maintaining a friendly, open approach to parent/student/teacher contact. Relationships between students, parents and staff are close and the school provides a family and community atmosphere where you are made to feel welcome.

Educating our children is a joint responsibility - with parents, teachers and the total school community having a major role in assisting students in accepting responsibility for their learning and attaining appropriate levels of achievement.

The school sees learning as a life-long experience and believe that to be able learners, children need to have knowledge, think, create, investigate, communicate and be self- directed and self -reflective learners. In reality school is just a part of the total educational process that we all experience during the full duration of our lives. Learning is definitely not restricted to the classroom or school surrounds and never has been. Learning occurs all of the time no matter how young or old an individual is.

Kairi School has always extended an open invitation to parents to participate in school activities. Parent involvement in classroom activities (reading, art and craft, sport etc) is very much encouraged. Please feel free to approach your child's teacher and offer your time, abilities, physical and moral support at any time. You are needed and you will be very welcome. I would like to personally extend an invitation for you to become a member of our P&C Association. This group works in many ways to enhance experiences for all students.

P&C President



Please use the QR code to quickly access our website

Teaching Staff:

Brent May	Principal and Year 5/6 Teacher
Dale Slater	Teacher
Janet Jennings	Teacher
Jean McMaster	Enrichment Teacher
Chelsey Robins	Teacher
Emma Birchmore	Teacher
Katelyn Lowe	Prep Teacher
Lisa Lee	Guidance Officer
Jessica Manlet	Guidance Officer
Mandy Rock	Inclusive Education Teacher / Support Teacher – Literacy/Numeracy
Idris Harries	Instrumental Music Teacher
Andrew Taske	Music Teacher
Sophia Prete	Physical Education Teacher

Teaching Assistants:

Tamara McCabe	
Bec Tunsted	
Carlee Bailey	
Mech Hunter	
Bonnie Crawford	AUSLAN
Janelle Sclipa	AUSLAN
Moy Carra	AUSLAN

Administration:

Bec Slatyer

Cleaner:

David Hare

Groundsman:

Andrew Hogg

Chaplain:

Admissions

It is compulsory for Queensland children to undertake Prep prior to Year 1. Prep is a full-time program in primary schools. Children attend Monday-Friday from 8:50am-2:50pm. Children must be 5 years of age by 30 June in the year they enrol. **When enrolling your child in Prep, a birth certificate (or copy) must be sighted by the school BEFORE enrolment can occur.**

Families enrolling children in our school need to complete the following forms:

- Enrolment Forms
- Enrolment Agreement
- Internet Agreement
- State School Consent form (permission to use, record, disclose image or name etc)
- Code of Conduct Agreement
- Medical / Medication forms if required
- Permission to attend / not attend Non-Denominational Religious Instruction Lessons

Please advise us immediately:

- If you change your address
- If there is a change in your emergency contact number
- If your child will be collected from school by someone else
- If you feel we should know of any other changes which relate to your child.

Emergency contact

Please supply the school with **two alternative** contact names and telephone numbers. If we need to contact you and you are unavailable, this will be the next point of call. Please ensure that this contact has a different telephone number than yours. Also, please advise the school should your address, telephone number, alternative contacts, any family matter, medical or physical condition of your child, changes. It is **imperative** that all these details are kept current.

Attendance & Absenteeism

Regular attendance at school is hugely beneficial for your child. **If your child is ill or if you know the child will be away, notification to the school is required by 9.00 am by a parent or carer.** There is a dedicated 24hr Student Absence message-bank that you can use to notify us of an **absence: 4089 3760.** All Queensland State Schools are now required to follow up on the first day of an unexplained absence if we do not hear from a parent or carer. The schools Business Manager will facilitate the messaging to parents of any children that are absent without explanation on any school day. We ask for your co-operation and understanding in this matter.

Accidents / Incidents

If your child has:

- Superficial wounds, they will be treated by one of the school's First Aid Officers.
- Injuries requiring expert medical attention, you will be contacted.
- Any injury requiring urgent attention, an ambulance will be called immediately, and you will be notified. If you are unavailable an ambulance will be called.

Ticks:

If your child presents to the office with a tick embedded in their skin, we will contact you. As the Tablelands is a known paralysis tick area, we do not pull ticks out, as it may agitate the tick into injecting venom.

Arrival Times

Children do not need to be in the school grounds before 8.30 am unless they catch the bus. It is preferred that children are not sent to school too early as teachers are busy preparing for the school day and therefore children cannot be closely supervised. Children arriving before 8:30am will be seated under the Administration building until they are released for play when staff are available to supervise. **Please do not send your child to school before 8am.**

School timetable:

<i>School commences:</i>	<i>8:50am</i>
<i>Recess 1:</i>	<i>10:50am to 11:30am</i>
<i>Recess 2:</i>	<i>1:00pm to 1:30pm</i>
<i>School finishes:</i>	<i>2:50pm.</i>

The school bus arrives at school at approximately 8.00 a.m. **No children other than "bus" children should be at school before 8.00 a.m.** The bus departs school in the afternoon at approximately 4.00 pm – only the bus children should be at school until 4.00 pm. While waiting for the bus students are to complete homework or to do some quiet reading. Teacher supervision is provided until 3.30 pm. Supervision of students outside these hours is the responsibility of parents.

Students not waiting for buses are to go directly home as soon as they are dismissed from class unless they are involved in some sort of sport or music practice.

After school/weekend use of school grounds

Community use is encouraged. The use of school facilities after school and during the weekend/holidays is strictly by arrangement with the principal. Due to misuse of facilities and acts of vandalism in the past, it has been necessary to instruct the police department in Atherton to include Kairi State School in their patrols of this area and to question anyone who is seen in the school grounds after school hours

(if you see any unusual activity at school after hours, please call School Watch on 13 17 88).

Please ring the principal for permission if you want to use school facilities on the weekend. For more formal use of the facilities / grounds there is a "Hire of School Facilities" form available at the office on request.

Behaviour Management Policy

Under the guidelines provided by Education Qld, Kairi State School has developed its own Behaviour Management Policy. Copies of this policy are available from the school office upon request, and the Levels of Behaviour chart are attached to the back of this booklet for your perusal.

Booklist

Booklists are sent home and are also available from the school office or on-line in the last week of term 4. The booklist is very detailed in exactly what is needed for the school year. Of course, stationery items will need to be replaced as they are used. To assist parents and carers with sourcing & purchasing specific textbooks required, the school offers a Student Resource Scheme. Please see the Student Resource Scheme section in this booklet or contact the school office for more information on our Student Resource Scheme.

Bus Service

Details for the bus service and timetables are available directly from the bus company. Please call Trans North on 07) 3036 2070.

Camps

Our school considers the provision of an Outdoor Education Program to be a valuable part of the education of all students. Teachers conducting camps do so on a voluntary basis and their planning is designed to:

- *develop students' social and emotional skills of being away from home/parents*
- *develop students' independence, self-awareness and responsibility*
- *provide students with a variety of challenging and exciting learning experiences not normally available in the school and home environments.*
- *promote and develop cooperation, communication and interpersonal relationships with fellow students and teachers*
- *develop students' awareness and appreciation of the environment.*
- *extend, enhance and support School programs.*

Where at all possible the school will staff camps with employees to best achieve the aims discussed above. When parents are required to attend a camp for transport or supervision, selection will be based on:

- *The skills and expertise needed on the camp*
- *Parents of students in their final year of schooling*
- *Parents who have never attended a school camp*

When no parents meet criteria two and three, parents of students in younger classes will be considered.

Complaints Management

In the event of an issue arising, parents are requested to do the following:

1. Speak directly to the appropriate teacher (usually the class teacher). In most instances this is all that needs to be done to resolve an issue.
2. Speak or write to the principal and outline:
 - The issue
 - Steps taken to resolve the issue
 - What you would like to see happen to resolve the issue.Once a discussion has occurred with either teacher or principal, the school will attempt to assist in resolving the issue.
3. If you find no satisfaction with the above process, the issue will then be referred to District Office and the attention of the Executive Director of Schools.

When an issue involves the principal, parents are reminded that in the first instance they will need to speak directly with the principal and if the issue is not resolved, they will be referred to the Executive Director of Schools.

At no time should a parent or other family members become involved in disputes between students.

When you are aware that a dispute has occurred, it is VERY important to contact the school immediately. Once the school has been notified, the students involved will be questioned and all parents will be notified of what has happened and what the consequences are for their respective children. All details of any complaints will be recorded and filed for future reference. This process is important if the matter is advanced to the Executive Director.

Dental Clinic

Children in all year levels are eligible for this free treatment from a qualified dentist. Appointments can be made by phoning the Oral Health Services 1300 300 850.

Electronic Equipment

The use of mobile phones and other electronic equipment is **NOT** allowed. Please do NOT send these devices to school unless discussed with the school beforehand. Any items found at school will be confiscated and returned to parents in the afternoon.

Emergency Contacts

Please ensure that addresses, phone numbers and emergency contacts are kept current in case we need to contact you in an emergency. You, as parents, have a responsibility to your child and the school in your Duty of Care to keep the school informed of changes. In the event of an accident requiring urgent medical assistance, we will call the ambulance for immediate attention. **Your child's health will be our priority.**

Excursions

The school has a policy of undertaking educational excursions so that students may learn from a wider variety of experiences offered outside the classroom. Parents are requested to contribute towards excursion costs. Parent assistance is often required during these excursions to assist with supervision.

Homework

It is policy and practice in this school to provide homework for children. The aims of homework are:

- to reinforce and consolidate reading skills and practices learned at school; and
- to develop a sense of self-discipline, time management and responsibility in a non-school setting.

Parents are encouraged to take an active interest in home reading each evening. If your child is having difficulty with the text that has been provided, please write a message in the home reading log so the teacher will know of the problem or see your child's teacher. We do not intend to cause heartache so if a problem exists see your child's teacher immediately.

Internet usage

It should be noted that the use of internet and information communication technology is becoming an integral part of education today. Many lessons are conducted using these technologies and are closely monitored by teachers. Students may only use these information technologies with parental consent. Completion of the 'Internet Access Agreement' form (included in this booklet) is required. All internet usage is filtered, and closely monitored by teachers, the school and Education Queensland.

Leaving school grounds during lunches

There is only one reason for children to leave the school grounds during the lunch period. This is to travel directly to their own home for lunch (a written note giving the child permission to travel home is required by the principal). Parents may remove their children at their discretion, although they will have to sign the 'Student Early Release Book' at the office.

Library

Children are encouraged to regard the School Resource Centre as their library in which they feel at ease and can approach the staff for assistance and guidance. There are time limits on borrowing items, and for effective uses of resources we need these time limits to be adhered to. Lost resources must be replaced by the borrower.

The school has been developing a section within the library that contains videos and other materials to assist parents with parenting type information in the areas of child self-esteem, self-confidence, behaviour management and body awareness. These resources are available for parents to borrow. If you have a need, please let us know as we may be able to get resources, information or professional assistance from other school libraries, organisations and the like if we don't have them on hand.

Library bags

Children will need to have a library bag to borrow library books. Library bags are required to protect expensive library books and can be homemade; however waterproofing is preferable. Damaged or lost books will need to be replaced or paid for by parents.

Medication

Administration of medication at school must now comply with strict Departmental guidelines:

- Parents are required to bring all medication to the office and complete a "Permission to Administer Medication" form. **DO NOT send medication along in your child's school bag.**
- **Medication (including over the counter or from the supermarket) must be in its original packaging complete with a current prescription label for your child, from either a doctor or pharmacist.**
- For doctor prescribed medication that is going to be long-term / ongoing, we are also required to have a signed doctor's letter giving approval for the school to administer the required dose on an ongoing basis.
- Asthma medication, whether self-administered or staff assisted; must be accompanied by a doctor's Asthma Management Plan and letter.
- **If your child suffers from Anaphylaxis you will need to provide an Epi-Pen** (complete with prescription label) for us to keep here at school. **You will also need to supply us with a signed Anaphylaxis Management Plan and letter from your doctor.**

Money sent to school

Any money sent to the school must always be in a sealed envelope and marked with your child's name, class, enclosed amount and reason for payment. Sealed envelopes may be placed in the Red Post box outside the office or handed directly to the Administration Officer. Please do not hand money to other staff or children.

Music Lessons

Music classes are held once a week. All children are expected to take an active part in these lessons. A note or a phone/email message will be required from parents each time that a child is unable to participate.

Music - instrumental

Kairi students can participate in the Instrumental Music program. Numbers are unfortunately restricted with strict criteria of commitment to practice being enforced. Details on the availability of places in this program are available from the school. A small number of instruments are owned by the school and are allotted to beginning students for a maximum of 12 months. It is expected that after this, students would obtain their own instrument. Lessons are available for percussion, sax, trumpet, clarinet and flute. A standard charge of \$50 provides access to the Instrumental Music program. A \$50 hire fee for instruments also applies.

NAPLAN - Year 3 and 5 Literacy and Numeracy Testing

All Year 3 and Year 5 students undertake national tests to determine level of ability on school curriculum. This information is used to compare Kairi to "Like Schools". In the past we have compared very well to the rest of Australia. Tests are designed and marked by an outside authority and conducted in Semester One. It is very important that your child doesn't miss this.

Newsletters

The school produces a newsletter once a fortnight and distributes them via email on a Friday. The newsletter can also be found on our school website – www.kairiss.eq.edu.au. The newsletter is our main avenue of communication with families and provides a wide range of information regarding forthcoming events, community information, general school news, individual achievements and school celebrations.

Parade

Parade is run by school leaders every Wednesday at 9:00 am.

Parents and Citizens Association

Included in our enrolment package is an application for membership of the P&C Association for the coming year. Please complete this application form if you have not done so and return this to school during the first week or so of the school year. Your membership will stand until you formally resign in writing or until the next AGM the following year. You are not obligating yourself to any specific task - this application is a legal necessity for insurance purposes, and it covers various aspects of worker injury claim eligibility and the like.

Kairi P&C are very active in raising funds for the purchase of equipment, resources and programs which benefit all the students at this school. The P&C, as part of the school community, is very much part of the consultative and collaborative school decision-making process.

The Tablelands Branch of the Queensland Council of Parents and Citizens Association (QCPCA) is operational, and our P&C elects a member to be its representative in this group.

The Annual General Meeting of our P&C is held on the second Wednesday in March (unless otherwise advertised). The monthly P&C meeting is held on the 2nd Wednesday of each month at 6:00 pm in the school library. Everyone is invited and most welcome to attend.

Physical education

Physical Education classes are held once a week. All children are expected to take an active part in these lessons. A note or a phone/email message will be required from parents each time that a child is unable to participate.

Pursuit of excellence

The P&C has a fund that assists any of our students who must travel to participate in regional, state or national competitions or events as a representative of the school and area. The assistance is 50% of the travelling costs or \$100, whichever is the lesser amount. The P&C's goal is to assist our students in the pursuit of excellence. Written application needs to be submitted to the P&C for consideration.

Refund Policy

Under the guidelines of Education Qld, Kairi School has developed its own Refund Policy Document – see page 15 of this booklet. A copy of the Refund Policy can also be found on the school website: www.kairiss.eq.edu.au

Religious Instruction

Religious Instruction is conducted by co-operative Christian religious leaders. Each weekly session lasts 30 minutes for children in Year 1 to Year 6. Only one group of religious instruction is offered at Kairi: *non-denominational - co-operative Christian religious leaders*. Upon enrolment you will be asked to nominate your child's religion (or non-religious belief) on their enrolment form. The school also includes a Religious Instruction permission form as part of the enrolment package, which indicates whether you wish your child or children to attend the non-denominational sessions each week. This permission form will stand until you advise the school otherwise, or when your child leaves the school. Availability of lessons depends on whether trained co-operative religious group volunteers are available to be assigned to Kairi School.

Reporting

Written reports are sent home twice yearly, at the end of the first semester and again at the end of the year. Parent/Teacher interviews are encouraged and can be requested as part of the semester reporting process. These can be parent or teacher initiated, by appointment at a mutually agreed time. Sometimes a phone call can be very effective. Please be aware that you do not have to wait until the end of each semester before you can arrange an interview to discuss any aspects of your child's education or wellbeing. Formal parent/teacher interviews are offered at the end of the first and third term of the school year.

State School Consent Form

(use, record or disclose image, name or personal information)

The use of students' material, image, recording or name will only occur with parental permission. EQ have developed a 'State School Consent' form which is included as part of the Kairi Enrolment Package. Please visit the school office for more information / clarification if needed.

School leaders

School leaders are required to be model students and to exemplify the attitudes and behaviours of excellent students. In this way, they are always setting an example to their peers in the school, to staff, guests and to the wider community. Leaders need to be ambassadors for our school.

At the end of each school year, eligible students from year 5 spend time in class preparing election speeches to deliver at a parade. Prior to any speech being written, the whole class discusses the roles/responsibilities and qualities that each leadership role requires. We also spend a great deal of time discussing what voters look for and require from candidates during an election.

Students in years 4 and 5, and school staff then vote. Leaders are presented with their position badges at the presentation ceremony. School leaders must be from year 6 only. Sports leaders may be from years 5/6 when there are not enough students in one cohort for fair elections to occur. If a student holds a sports leader role when in year 5, that student may run for school leader only in year 6.

School rules

Our school values of respect, responsibility and safety form the basis for all aspects of behaviour expected from our students. The most important school expectation is that children are to be polite and well-mannered in their relationship with all staff, voluntary personnel, visitors and other children. The Managing Student Behaviour processes are used as agreed if student behaviour does not reflect our values.

Sports

Our main sporting event is the Kairi School Athletics Carnival which is normally held in Term 3 as a trial and preparation for the Interschool Athletics Carnival. From our athletics carnival a team is selected to attend the Interschool Athletics Carnival. Cross Country trials are also held in Term 1 or early Term 2.

Student dress code

Our school community has agreed on a dress code for our students, which will enable them to participate fully in school activities. Student dress standards should promote the good image of our school and encourage students to uphold and enhance that image. Our Dress Code enables students to participate fully in all school activities and contributes to, and supports, a healthy and safe learning environment in compliance with Anti-Discrimination Act 1991 (QLD), Workplace Health and Safety Act 1989 (QLD), and Gender Equity in Education Policy Statement 1992. Our uniforms reflect current recommended Departmental Sun Safety material and style and are available from our P&C office at school.

Our Dress Code addresses all the following principles:

- *Responsiveness and sensitivity.*
- *Access and participation*
- *Upholding community awareness; and*
- *Continuity and fair-trade practice (as adequate availability of full school uniforms cannot be assured through retailers, our school has undertaken to sell uniforms – hats, shirts and jackets - complying with Policy Statement No.40).*

Our Dress Code considers the following considerations:

- *Personal comfort*
- *Non-discrimination between sexes*
- *Body shape*
- *Practical religious or cultural considerations*
- *Socio-economic factors, including mobility patterns of families*
- *Skin cancer protection*
- *Dress requirements for specific school activities, including extra-curricular activities*
- *Health and safety, including restriction for jewellery and protective equipment for contact sport*
- *Commercial supply or competition*

Our students are required to:

- *Wear the agreed school uniform daily.*
- *Always be of neat and tidy appearance.*
- *Wear enclosed shoes as per agreement.*
- *Wear wide brimmed hat while engaged in outdoor activities; and*
- *Wear the uniform when representing our school.*

Students, whilst in formal school activities, are required to wear the agreed Kairi School uniform on a daily basis as prescribed by the available choice:

- *School designed polo shirt*
- *Black shorts/ or skirt/skorts*
- *Black jumper or school jacket (preferred)*
- *School designed sports house shirt (preferred)*
- *School approved year 6/ leadership/ senior shirt (preferred)*

- *Representative sporting uniforms (preferred)*

Students are permitted to wear one set of earrings, preferably studs or sleepers. Additional piercing is not permitted at school.

Students may wear one small necklace.

Students may wear an appropriate watch that does not disrupt the learning of the class.

Students may wear Medic Alert identification of their choice.

As per Department of Education and Training policy, all jewellery must be removed prior to participation in organised competitive sport.

HATS: This school has a strict policy of NO HAT – NO PLAY.

Children will not be allowed to play during breaks without a hat. Please ensure your child has a hat, preferably wide brimmed, every day. NO CAPS. Kairi School black bucket hats are available from the P&C uniform office (see below).

SHOES: This school has a strict policy of NO SHOES – NO PLAY.

Student Resource Scheme

Student Resource Scheme Application is given to each family upon enrolment, this form covers the entire time that your student is attending Kairi State School. If you have decided not to participate in this scheme you are responsible for buying all the textbooks and any other items listed on the booklist information under the student resource Scheme. The school does not make a profit from any item or activity listed. The school offers this scheme in an endeavour to reduce costs involved in purchasing textbooks etc.

Please read this application carefully and indicate on the form whether you wish to participate in the scheme. (If you do not wish to participate you will need to source the required textbooks yourself.) The application (whether you are participating or not) needs to be returned to school by the end of Term 1. The SRS application is for the duration of your student attending Kairi State School, however if you change your mind at any stage, we require your written intentions

Swimming Lessons

Swimming Lessons by accredited swimming instructors are offered to families, and are conducted over 8 sessions, usually timetabled during Term 4. Water survival is part of the Department of Education Prep to Year 4 curriculum and families are strongly encouraged to participate. Participating families are invoiced per child to cover bus hire, pool entry and lessons. The school applies for a grant to assist with costs to make it more affordable for families.

Tuckshop

Tuckshop is every Friday. Our Tuckshop is cashless, so please **don't** send your child to school with Tuckshop money. Please head to the "My School Connect" App to place your order & pay. Parents are given the opportunity to volunteer their time.



Parent support is needed to ensure tuckshop continues on a weekly basis.

Uniform Shop

Kairi P&C Association operate a Uniform Shop under the main Administration Block and sell uniform shirts, sports shirts, hats and jackets. The shop is currently open every Wednesday morning from 8:45am to 9:15am. As this is dependent on volunteers manning the shop, times / days may change. Shop times and a current price list of items are advertised on the uniform shop door. P&C are unable to extend credit. Items can be paid for via our "My School Connect" App or with cash upon purchase (NO EFTPOS available sorry)

School wide Expectations Teaching Matrix

Responsible Behaviour Plan for Students (full document) available on our website

The first step in facilitating standards of positive behaviour is communicating those standards to all students. At Kairi State School we emphasise the importance of directly teaching students the behaviours we want them to

demonstrate at school. Communicating behavioural expectations is a form of universal behaviour support - a strategy directed towards all students designed to prevent problem behaviour and provides a framework for responding to unacceptable behaviour. A set of behavioural expectations in specific settings has been attached to each of our three school rules. The School wide Expectations Teaching Matrix below outlines our agreed rules and specific behavioural expectations in all school settings.

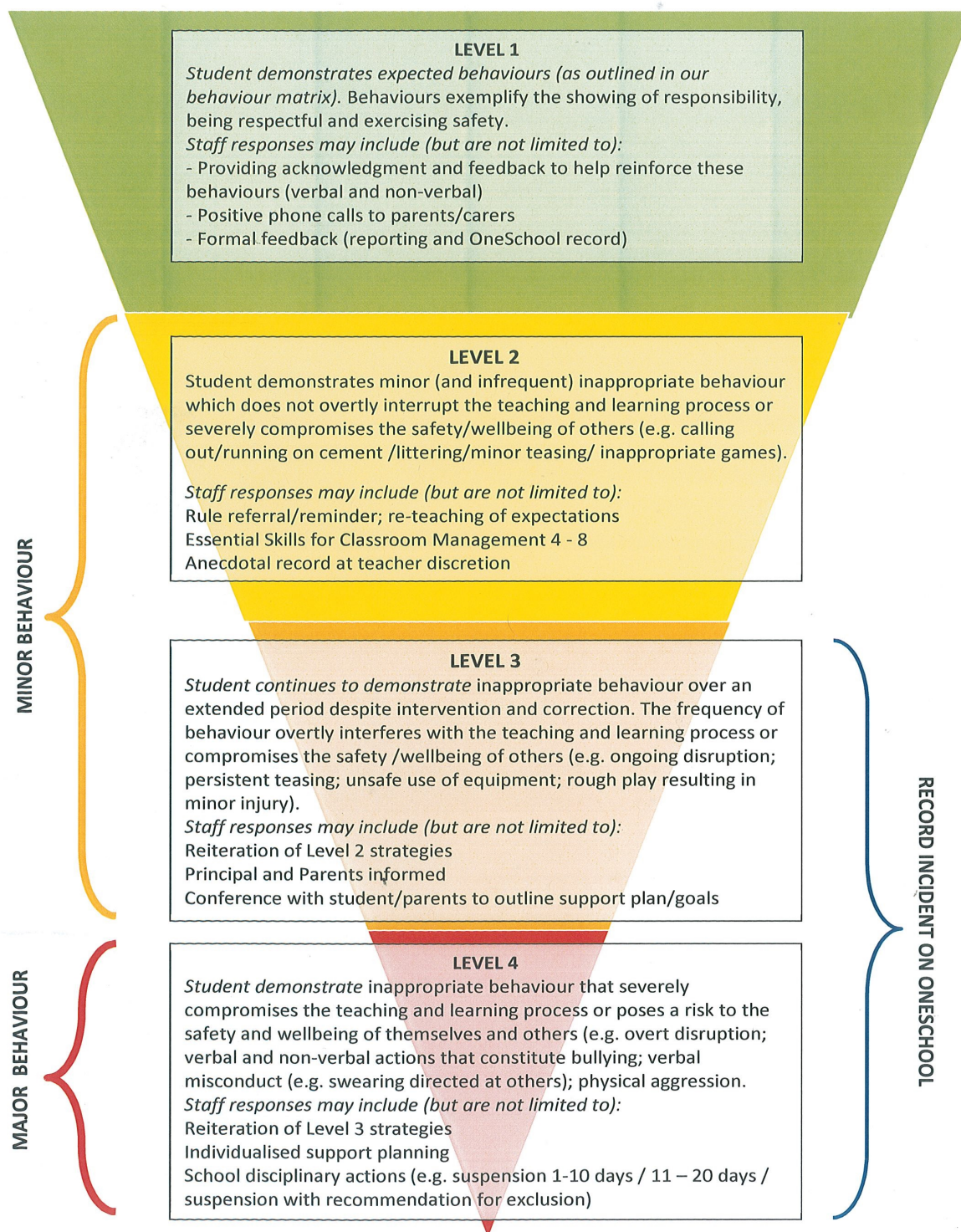
SCHOOLWIDE EXPECTATIONS TEACHING MATRIX						
	ALL AREAS	CLASSROOM	PLAYGROUND	STAIRWELLS/ WALKWAYS	TOILETS	AFTER SCHOOL
BE RESPECTFUL	<ul style="list-style-type: none"> ▪ Follow teacher/adult instructions ▪ Use kind, supportive language ▪ Respect personal space, property and school symbols 	<ul style="list-style-type: none"> ▪ Enter and exit room in an orderly manner ▪ Raise your hand to speak ▪ Be a good listener 	<ul style="list-style-type: none"> ▪ Seek teacher/adult help if you cannot solve a problem ▪ Play fairly 	<ul style="list-style-type: none"> ▪ Keep passage ways clear at all times 	<ul style="list-style-type: none"> ▪ Respect privacy of others 	<ul style="list-style-type: none"> ▪ Walk bike/scooter to the gate
BE RESPONSIBLE	<ul style="list-style-type: none"> ▪ Be on time ▪ Follow instructions straight away 	<ul style="list-style-type: none"> ▪ Respect others' right to learn/teach ▪ Ask permission to leave the classroom ▪ Be prepared & organised ▪ Be an active learner 	<ul style="list-style-type: none"> ▪ Line up for sports equipment ▪ Return equipment to appropriate place at the bell 	<ul style="list-style-type: none"> ▪ Walk quietly and orderly so that others are safe and undisturbed 	<ul style="list-style-type: none"> ▪ Use toilets appropriately 	<ul style="list-style-type: none"> ▪ Leave school promptly ▪ Tell the duty teacher you are leaving
BE SAFE	<ul style="list-style-type: none"> ▪ Use equipment appropriately ▪ Keep hands, feet & objects to yourself ▪ Stay in supervised areas ▪ Wear shoes 	<ul style="list-style-type: none"> ▪ All furniture on the floor ▪ Only be in a room when an adult is present 	<ul style="list-style-type: none"> ▪ Be sun safe; wear a broad brimmed hat at all times ▪ Participate in school approved games 	<ul style="list-style-type: none"> ▪ Walk down stairs 	<ul style="list-style-type: none"> ▪ Wash hands ▪ Walk 	<ul style="list-style-type: none"> ▪ Sit and wait on the seats under A Block ▪ Keep your belongings nearby

These expectations are communicated to students via several strategies, including:

- *Behaviour lessons conducted by classroom teachers.*
- *Reinforcement of learning from behaviour lessons on School Assemblies and during active supervision by staff during classroom and non-classroom activities*

Levels of Behaviour & Responses to Behaviour

Levels of Behaviour



Refund Policy

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

Participation of students in such activities is indicated through payment of the fee and provision of a permission form completed by the parent/caregiver.

As the school budget cannot meet any shortfalls in funding for an excursion/activity/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 camp or activity 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/caregiver wishes to apply for a refund due to their child's non-participation in an excursion/activity/camp, they may do so by completing the Request for Refund form available from the school office.

Refunds will not be paid immediately, but will be paid after the reconciliation of the activity in the process outlined below:

When a refund has been approved, it will be given using option 1 first, followed through to option 3.

1. The refund will be actioned against any outstanding amounts on the student's account.
2. The refund will be actioned as a credit against the student's account at the school.
3. The refund will be paid into a nominated bank account/EFT/Cheque

Some possible refund scenarios are outlined below.

Scenario	Refund
Students attending an excursion with a set bus cost.	No refunds will occur, the excursion cost is for the bus and this is the cost the school incurs.
Students attending an excursion with a set bus cost and a set venue cost.	No refunds will occur, the excursion cost is for the bus and venue and this is the cost the school incurs.
Students attending an excursion with a set bus cost and a venue cost that is not set.	No refund will occur for the cost of the bus but a refund may be given for the venue cost (this will depend on costings the school incurs from the venue)
Students attend camps	No refund will be given for the cost of the bus, but a refund may be given for the venue cost (this will depend on costings the school incurs from the venue)
Students attending an excursion at the school	No refunds will occur if there is one set charge for the whole event.
Students attending an excursion at the school	A refund may be given if the charge only applies to those students who attend the excursion

