

EMERALD NORTH STATE SCHOOL



PARENT INFORMATION BOOK

A Message from the Principal

Welcome to Emerald North State School. Thank you for taking the time to consider our school as the primary option for your child's education. Our school offers quality learning outcomes in all areas of the curriculum for students in Prep - Year 6.

Our ethos is built tightly around the recognition that everyone has a story. We live the belief that equity is the most important value a school can have.

We *actively teach* behaviours that we want students to exhibit. The selected behaviours come from significant data captured on student behaviour, and is therefore tailored closely to student need.

Working Smarter is a real goal for staff at ENSS. We proudly boast:

- High levels of IT integration in all of our classrooms with Interactive Whiteboards, Phonic Ear Teacher Support systems, iPads and laptops.
- Access to interactive response technology.
- A very thorough profiling process allowing teachers, students and parents to be finely attuned to student progress.
- The best support process for our students at ALL levels.
- The most comprehensive process for identification and support of Gifted and Talented students.

Most significantly, the communication processes we have at this school focus on building effective partnerships between school and home. This means two things:

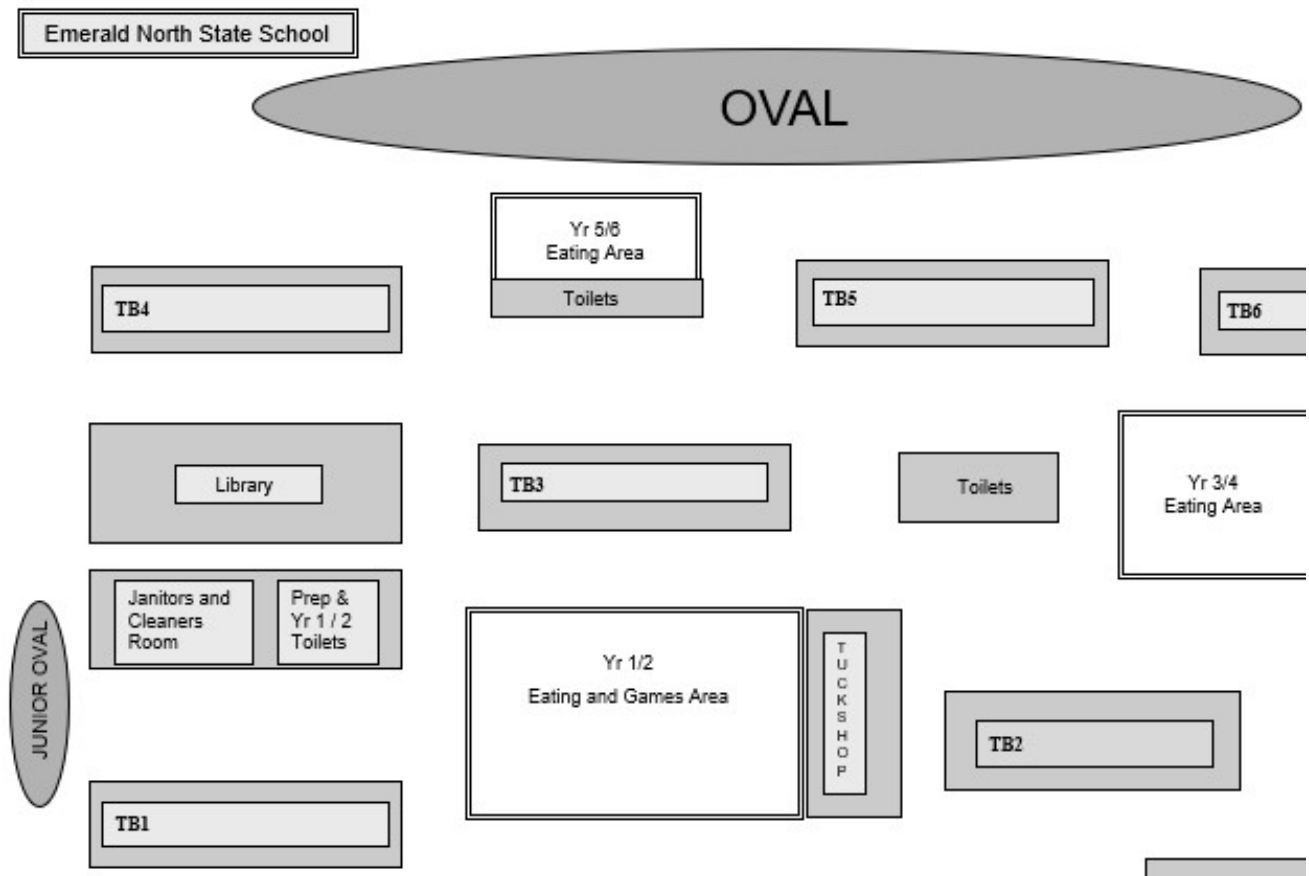
1. An open door policy at school where concerns, discussions, messages is welcome.
2. A clear understanding that the level of connectedness between school and home, the better the outcomes for the student.

Please take the time to read this information to ensure that you and your children enjoy your time at our school. I look forward to working with you, and openly invite you to be as involved as possible, as we start this successful journey, together.

Regards,

Jeremy Callaghan
Acting Principal

School Map



SCHOOL DETAILS

Administration Telephone:	4988 2333
Student Absence Line:	4988 2366
Text Absence:	0429 669 626
ECDP:	4988 2327
Email Address:	admin@emeraldnorthss.eq.edu.au
Website Address:	https://emeraldnorthss.eq.edu.au/
Facebook:	https://www.facebook.com/EmeraldNorthSS/
Postal Address:	PO Box 706, Emerald, QLD, 4720
Street Address:	Campbell Street, Emerald QLD, 4720



Administration

As the Administrator of the School, the Principal retains ultimate authority and responsibility for all that occurs within the school – standards, organisation, behaviour etc.

Staff are available for assistance and discussion, concerning any matter pertaining to any queries or problems of an individual or general nature. Any contact with the School regarding matters of a serious nature should be put through to the Principal. In most cases, parents are able to approach teachers directly (outside times of direct instruction).

The Principal, HOSES, Head of Curriculum and teachers are available throughout the year to discuss with parents aspects of children's educational development. Parents wishing to discuss issues should contact the School Office on 4988 2333 to organise an interview time. Teachers are unable to meet with parents during school times – interviews are to be conducted before or after school.

Admission to School & Enrolment

Under the terms of Regulation 33 of the Education Regulations, a parent is required to send children who have attained the age of six years to school for the purpose of tuition.

Children who turn five years of age by 30th June that year will be enrolled in Prep.

Proof of date of birth will be requested for all students enrolling in Prep and Year 1. If a student is not of legal school age, then his/her enrolment will be cancelled.

Enrolment procedure at Emerald North State School is quite simple and may be undertaken any time during normal school hours. Advance enrolment of a child is also welcome.

Interviews will be held with all parents at the time of enrolling, and they are also welcome to discuss their child's enrolment with the Principal or Deputy Principal at any time during normal hours. If possible prior arrangement for an interview would be appreciated.

For children new to the school a book list and tuckshop price list are obtainable at the office at the time of enrolment.

School Office Hours

The Emerald North State School Office hours are **8.30am to 3.30pm**. Phone: **4988 2333**

School Times

8.40 am	Bell to move to classrooms. Classes begin.
10.00 am	Brain break (fruit snack)
10.40 – 11.20 am	1 st Break
1.10 - 1.50 pm	2 nd Break
2.45pm	Bus Bell
2.50pm	Children Dismissed

Any children who arrive at school before 8.40am will be required to sit under the covered area until the 8.40am bell rings, at which time they can move to their classrooms. Supervision begins at 8:30 am. Children should leave promptly after school unless required to remain behind by a teacher.

Attendance

Attendance is compulsory for all students of primary school age. Exemptions from school for students under fifteen may be obtained only in special extenuating circumstances.

In general, any absence by a student must be explained by a suitable note, visit or telephone call from the parent. The **student absence line is 4988 2366** or an SMS message can be texted to **0429 669 626**. Where the need for leave of absence can be foreseen, a prior request should be made.

Extended Absence

Illness: If your child is too ill to attend school for a prolonged period of time, this should be discussed, in person with your child's teacher, to allow detailed alternative arrangements (work wise) to be organised.

Holiday: Any prolonged absence from school is disruptive to your child's learning. Where possible, prior notice is required. No specific school work will be set. A general activity based task is available for completion during such absences.

Leaving the School Grounds: Permission notes, signed and dated by a parent or guardian, are required, if a student needs to leave the school grounds for any reason. Notes should be handed in to the Office before school lessons commence on a given day. Students must be signed out from school through the front office.

Visits to the School

Parents and friends of the school are welcome to visit the school during normal hours of operation provided they sign in on the visitor register located in our Administration building.

Bus Children

The Lilyvale Road, Echidna and Comet Bus Run operate at Emerald North State School. With the exception of the linkup to Emerald State High School for secondary students, transport from all other schools will be offered on a commercial basis. Families will be required to pay for the additional travel to have their children attend this school. There is an "Around Town" bus run for a fee. Contact the school office for details or Emerald Coaches on 4982 4444.

Dismissal

Parents collecting students each afternoon are asked to ensure that students are collected as close as possible to dismissal time and not left to wait at school for long periods.

Parking of Cars – Set Down and Pick Up of Students

Our school policy regarding parking in the school grounds allows for:

1. Staff
 2. Parents and carers of disabled children who hold a disabled parking permit
 3. Registered taxis that drop off children
- The sign at the entrance to the carpark states: *Staff & disabled permit holders only.*
 - The sign near the delivery turn around states: *No Standing Zone. Delivery Vehicles Only.*
 - The sign on the front gate says:
The principal reserves the right to refuse access to any person or vehicle without giving an explanation. Drivers must park their vehicles in the manner designated and obey the signs displayed. Vehicles are parked on these premises at the owners risk and responsibility

There are parking spaces available around the school perimeter on Campbell, Borilla and Retro Streets. Please be considerate of others, remembering that the delivery and collection of children are areas of great danger. School Zone speed limited area is 40km per hour between 7.00am and 9.00am and in the afternoon between 2pm and 4pm.

STAFF and DISABLED CAR PARK (FRONTING CAMPBELL ST.) The sign at the entrance to the carpark states: *Staff & disabled permit holders only.*

This area is provided for staff and carers with children with a permit for disabled parking. Please refer to this link for details of criteria for disabled parking and how to obtain a permit.

<https://www.qld.gov.au/disability/out-and-about/parking-permits#eligibility>

Parents are requested not to have their children walk to this area unsupervised due to the volume of traffic using this area.

TURN AROUND AREA BEHIND THE ADMINISTRATION BUILDING

The sign near the delivery turn around states: *No Standing Zone. Delivery Vehicles Only.* This area is ONLY for emergency services or delivery vehicles.

BORILLA, CAMPBELL, RETRO STREETS

Street parking is available in these areas. Drivers need to be mindful of the safety issues relating to supervised crossings and bus let down zones.

Bicycles and Scooters

Children riding bicycles or scooters to school are requested to park them in the racks provided. Bike racks are located near the Borilla St gates. To prevent theft it is advisable for riders to lock their bicycles in the racks. Children are permitted in the bike rack area only when going to or from their bicycle.

Access to students

It is our policy to allow only parents or guardians of our students to have access at any time. The admission form contains a section in which access details are provided. If grandparents or other relations are required to have regular access, this should be stated on the admission form. Where access is required by someone other than those people nominated, a letter from one of the parents is required before access can be given.

In the situation where a child is given to the custody of one parent, the school should be informed of such custody arrangements and a copy of the appropriated custody order given to the school for our information/records. Non custodial parents are entitled to receive copies of report cards.

Only custodial parents are able to enrol children at a State School.

School Uniform

The School Uniform and Student Dress Code are advocated by the school and the P & C Association for the following reasons:

It gives all students a sense of personal pride in their own appearance.

Provided students change into other clothes after school, it should be long-wearing and economical.

It encourages identification with the school and promotes school spirit.

Distractions caused by variations of dress and grooming are avoided.

Emerald North State School Student Dress Code – Full Uniform with Pride Policy

Emerald North State School's Dress Code consists of an agreed standard and identifies our uniform that students wear when:

- attending or representing their school;
- travelling to and from school; and
- engaging in school activities out of school hours.

The uniform for Emerald North is as follows:

Item	Boys	Girls
Shirt/Top	Navy blue & jade school polo shirt	
Sports Top	Navy blue school polo with school house colour	
Pants/ Bottom	Navy blue stubbies or ruggers available from school tuckshop - no other colours.	Navy blue shorts, pleated at front and elastic back. Plain Navy Skirt/ Skorts are fine.
Footwear	Enclosed Black shoes and white socks (ankle high only)	
Hat	School Hat Only. ENSS Navy bucket hats available at tuckshop.	
Jewellery	One pair of matching studs or sleepers, one earring per lobe One watch One Medic-Alert bracelet or necklace	
Optional WINTER	Navy blue tracksuits, windcheaters and jackets are to be worn in winter.	

Full details of the "Full School Uniform with Pride" policy are available in your enrolment pack.

School Values

- Be Respectful: We treat all school community members in a fair, just and tolerant manner.
- Be Responsible: We are accountable for our actions, resolve differences in constructive, non-violent and peaceful ways, contribute to society and civic life and take care of the environment
- Be Safe: We act in a manner that ensures the physical and emotional safety of ourselves and others
- Be a Learner: We value the right of every student to learn in and teachers to teacher safe environment that support the learning needs of all students.

Chaplaincy

The Chaplaincy Service aims to provide pastoral care for children, families and staff. The chaplain may work with individual children, small groups or whole classes. Our Chaplain also conducts programs that assist children to develop friendship building, social skills and to build self-esteem.

Medication / Illness

Given the number of students at our school, the risk of cross infection of illnesses etc., is very high. Families are requested to ensure that children who are ill are supervised at home. A number of infectious diseases – chicken pox, mumps etc have mandatory periods of exclusion. Full details of these are maintained in the school office.

It is important that medicines be prescribed for administration during school hours only when this is absolutely necessary.

Medication Administration

The Principal or his/her appointee should accept responsibility to give medication at a school.

1. To administer medication the school requires a medication form to be filled in and signed by a parent.
2. No medication will be administered without the completion of this form.
3. The medication must be in the prescribed packaging from the pharmacist.
4. All unused medication will be returned to the parents at the conclusion of each term.
5. Our school cannot administer Panadol, or any other analgesics.

Accidents at School

Every effort is made to ensure the safety of children at school. School staff are rostered on playground supervision during all recess breaks.

In the case of your child being involved in an accident at school the following procedure will apply:-

1. If the accident is of a minor nature the relevant first aid will be applied.
2. If the accident is of a more serious nature, then:-
 - First aid will be applied
 - The ambulance will be called.
 - We will endeavour to contact you at home or at work and advise you of the situation. (Please ensure that our records of your address, phone number, place of employment and its phone number are kept current)
 - If you cannot be contacted, one of the administration team will accompany your child in the ambulance to the appropriate medical centre. Endeavours will continue to be made to contact you.

Family Contact and Emergency Contact Details

It is absolutely essential that the school office maintains up-to-date records of your address, telephone number and emergency contacts in case of illness or injury to your child. If we do not have current contact information about your family, your child may spend unnecessary time in our sick room when they are quite ill or badly injured. Please notify us immediately of any changes.

Parade / Assembly

Parents and carers are welcome to attend weekly parades. Parade is held in the school hall on Friday morning at 9:00 am. These whole school gatherings are an opportunity to publicly award students for achievement in all areas of development, as well as showcasing special events.

Newsletters / Notes

Emerald North publish a fortnightly newsletter sharing classroom news and information. This is emailed to all families and is also available on our website.

Facebook

Updates and reminders are regularly placed on our school Facebook page. You can find us at:
<https://www.facebook.com/EmeraldNorthSS/>

Reporting to Parents

Twice a year, a detailed report on the progress of your child in all areas of schooling, is sent home for all students in Years P-6.

Year 3 and 5 students will receive a written report after the NAPLAN (Year 3 and 5) Test in Term 4.

Parents of children from Prep to Year 6 are given the opportunity to discuss progress twice a year. All families are expected to participate in these interviews, as they are pivotal to the improvement plans set for each child.

General report of progress may be obtained on request at other times. Areas of discussion may include: General comments on progress, specific difficulties, special interests, social attitudes, and work and study habits.

Transfers

Should it become necessary for you to transfer your child to another school please notify the school before the intended date of leaving. Also please ensure that any monies owing, library books and school materials are returned. You may care to leave a forwarding address with us in case some of your child's possessions are left behind.

No Smoking Area

In 1989 the state government proclaimed that smoking on government premises was forbidden.

Lost Property

Please label everything. This prevents accumulation of lost property. If children lose items at school, parents should have the child check the lost property collections, in the Health Room in the Administration Block. Any items of clothing remaining in the Lost Property box at the end of each term will be taken to the Salvation Army or St. Vincent de Paul.

Money / Valuables at School

Unless required for some specific activity, money should not be brought to school. When money is brought to school, parents could assist by ensuring that only the minimum amount required is brought. Children having large amounts of money at school may be questioned as to its origin.

No responsibility will be taken for money stolen from children at school. Some teachers may assist with the safekeeping of money for children, particularly in the lower classes.

All money for school activities (eg. excursions, fees etc.), must be in the supplied sealed envelope with the necessary details completed on the front. Please enclose the correct amount.

No responsibility will be accepted by the school if valuable items are damaged/stolen.

Educational Tours and Excursions

At Emerald North State School, we are committed to providing a safe and supportive learning environment for students, staff and volunteers. This commitment includes the health and safety of staff and students when conducting curriculum activities in the school or in other locations.

School excursions and camps enhance a student's learning by providing opportunities for the student to participate in activities, both curriculum-related and recreational, outside the normal school routine. All planned school excursions are approved by the Principal and endorsed by the Parents and Citizens Association.

In addition to tours of an educational nature, classes will also be able to participate in a range of cultural visits each year. Quite often these are staged at the school by performers representing the Queensland Arts Council. We will endeavour to keep costs for parents to a minimum.

Payment & Refund Guidelines for Excursions and Camps

State schools are able to charge a fee for:

- An educational service including materials and consumables not defined as instruction, administration and facilities for the education of the student;
- An education service purchased from a provider other than the school where the provider charges the school; and
- A specialised educational program.
- A school fee is directed to the purpose for which it is charged.

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

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.

School Sport

Children receive regular lessons with a physical education teacher.

Interschool carnivals are staged in athletics, and a cross country run is also held as a feature of our sports calendar. Students are also entered in the Emerald and District Primary School Sports Association semester competition.

Emerald North has an excellent record in regard to representation at District and Zone level. You should encourage your child to make the most of these opportunities whilst enrolled at Emerald North.

Swimming is an essential part of our Physical Education curriculum and is conducted in Term 4 at the Emerald Town Pool.

Eisteddfod

Each year since 1985 the school has participated in the Central Highlands Eisteddfod. The opportunity to extend a child's self esteem by participating in the cultural experiences available through an Eisteddfod makes this a highlight of the school's cultural calendar of events.

The support of parents in supervising practice at home, particularly for individual items, is a necessary ingredient in the Eisteddfod program. The venue for the Eisteddfod varies each year with a cluster of schools taking the responsibility for organising the Eisteddfod.

Library

Children are encouraged to borrow books from the Library. It would be appreciated if the necessity to look after books at home could be impressed upon all children. Children must have a library bag in which to keep school library books. The library is home to our computer lab. Each classroom also has access to I pads, desktops and laptop computers.

Parents and Citizens' Association

The P & C Association generally meet on the fourth Tuesday of each month in the school year. Meetings are held at the school Admin Block. We welcome all new guests and members. The purpose of the association is two fold:

- To provide grants for the purchase of equipment and facilities within the school.
- To familiarise themselves with the operations of the school and act as an advisory board to the Principal on matters of school routine, policy and curriculum.

The Emerald North State School P & C Assoc. is affiliated with a parent body, QCPCA (Qld Council of Parents and Citizens' Assoc. Inc.), and we believe that it is our duty to be involved in all areas of education affecting the student, the parent, the school, and the community. We do this by co-operating with state education authorities; and promoting closer relationships between principals, teachers, students and parents, and other bodies having the same outcomes as us. This results in a positive outcome of our children's State School education.

As the school does have a budget, it is often necessary for the P & C to organise fundraising efforts to enable the school to purchase as many up to date and beneficial items as possible; as well as help to assist classes get to school camps at reasonable costs.

Tuckshop

The school Tuckshop operates every Thursday and Friday under the banner of the P & C Association. A price list is available from the school office or our website. Orders are to be written on a paper tuckshop bag, named clearly and with the correct change enclosed. Parents can also use the Flexischools online ordering system by visiting www.flexischools.com.au.

Parent Volunteer Help

There are many opportunities for parents to become actively involved in school life – through both P & C sponsored activities, classroom related activities and tuckshop assistance. The school will be a much richer place for your involvement and your children will reap the benefits. All visitors and volunteers must sign in and out through the school office. Volunteers are required to hold a valid Blue Card.

More and more families can honestly reply that they don't have the time...however, all members of the school community are welcome to participate.

