RASMUSSEN STATE SCHOOL

PROSPECTUS

Responsible Respectful Safe Learners
At Rasmussen State School we provide quality education within a supportive school environment. The environment is based around three key values: Respect, Responsibility and Safety.

We have a philosophy of Personalized Learning, we set out to meet the needs and abilities of every individual pupil.

We encourage Productive Partnerships and value your contribution in our efforts to attain Excellence in Education.

We welcome you to our school and want you to work with us in ensuring that you are happy with your school and what it delivers to you and your children.

We intend to constantly improve what and how we do things at this school. By being involved in your child’s education and in what he or she does at school, you can contribute to making this school an even better place for learning, growth and development.

I am always available to hear your concerns (as well as your praises) and will do my utmost to ensure that you are more than satisfied with the outcomes this school achieves.

I trust you will find this handbook of some value, in getting to know more about your new school.

Claudine Moncur-White
Principal

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Untitled Poem

I dreamt I stood in a studio
And watched two sculptors there.
The clay they used was a young keen mind
And they fashioned it with care.

One was a teacher.
The tools in use were books and music and art.

One was a parent with a guiding hand
And a gentle, loving heart.

Day after day the teacher toiled
With a touch that was deft and sure,
While the parent laboured side by side
And polished and smoothed it o’er.

When at last their task done,
They were proud of what they had wrought.
For the things they moulded during their work

Could neither be sold nor bought.

And each agreed they would have failed
If they had worked alone.

For behind the parent stood the school
And behind the teacher, the home.

Anonymous
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At Rasmussen State School we believe that all children are naturally curious, have a desire to learn and want to be happy members of our community. We encourage our students to be self-motivated, self-reliant and self-disciplined. We support them to achieve the best they can, so that they will be successful members of society.

Our mission is to recognise the specific needs of our children within a changing society and provide for each child a comprehensive education of the highest quality to meet those needs.
ABSENCES

Did you know? Research shows that in Queensland, higher student attendance at school is associated, on average, with higher student achievement.

Do I need to let the school know if my child has been away from school?

- Yes, you must let the school know the reason why your child has been absent from school within two school days of their return. If possible, advise the school beforehand.

What should I do if our family is going on a holiday in school time?

- You are encouraged not to schedule holidays during school time. If your family holiday is during school time, let the school know in advance and talk about what arrangements can be made for your child. Depending on the circumstances the school may be able to provide tasks for your child to complete while they are absent or assist you to organise an exemption from schooling.

ACCIDENTS

In the case of serious accident or sudden severe illness, the Queensland Ambulance Service will be contacted to transport children to the hospital or doctor. Parents will be contacted as soon as practicable.

In the case of a minor accident, first aid will be administered by our school staff. In those cases of a more serious nature but not requiring the Ambulance, first aid will be administered and parents will be advised as soon as possible and as circumstances warrant. It is important to provide accurate contact details in case of an emergency.

ADMISSION POLICY

We believe we need to take the time to share as much information as possible during the enrolment process. Standard enrolment procedures apply. Enrolments are by appointment with the school Administration Team.

All incoming students need to have their enrolment accompanied by an adult/caregiver. An interview with both parent/caregiver and student is necessary prior to allocation to a class. We require all relevant information about the student’s academic and social background in relation to the previous school, as well as a notice of transfer if feasible. Details of extra support and behavioural history relevant to the student’s school must be shared with the Team at the interview. Code of Conduct will be explained at the interview. Upon enrolment, a copy of the Responsible Behaviour Plan for Students will be discussed, and parents (and students where applicable) will be requested to sign an enrolment agreement.

These procedures will support students enrolling at Rasmussen State School and will make the transition from their previous school as smooth as possible.
ADOPT-A-COP

Our “Adopt-a-Cop” is Senior Constable Les Groves. Our school children and school community enjoy a very positive relationship with the police.

ARRIVAL AT SCHOOL

Children should not arrive at school before 8:00am in the morning. A staff member is on duty in the Covered Play Area from 8:00am. Board games and reading activities are provided in the covered area between 8 – 8.20am. On arrival at school, students must sit in the covered play area until the 8:20am music when students will be released by the duty teacher to go to class. In exceptional circumstances when students need to arrive prior to 8:00am, parents should contact the school.

ASSEMBLIES

School Assemblies are held on Monday afternoons at 2:00pm for the whole school. Parents are welcome to attend.

ATTENDANCE

Every Day Counts

Every Day Counts is a state-wide initiative addressing the issue of student attendance at school. The initiative is designed to change parent, community and student attitudes to school attendance. It requires the support of both parents and the community if student attendance is to be successfully addressed.

Every Day Counts promotes four key messages:

• all children should be enrolled at school and attend on every school day
• schools should monitor, communicate and implement strategies to improve regular school attendance
• truanting can place a student in unsafe situations and impact on their future employability and life choices
• attendance at school is the responsibility of everyone in the community.

Research shows that higher rates of attendance at school are related to higher achievement.

Regular school attendance will mean that your child has a better chance in life. Your child will achieve better when they go to school all day, every school day.

• they learn better
• they make friends
• they are happier
• they have a brighter future.

Under Queensland law, you must make sure your child of school age is enrolled and attends school all day, every school day unless they have an acceptable reason. Illness, doing work experience or competing in a school sporting event are acceptable reasons for being absent from school. Principals decide if the reason given for your child’s absence is acceptable.
Avoid keeping your child away from school for:

- Birthdays, shopping, visiting family and friends, if they sleep in, looking after other children, minor check-ups or care such as hair-cuts.
- Routine medical or other health appointments should be made either before or after school or during the school holidays.

Are you having problems getting your child to school for some of these reasons?

- won’t get out of bed in the morning
- won’t go to bed at night
- can’t find their uniform, books, school bag …
- slow to eat breakfast
- haven’t done their homework
- watching TV
- have a test or presentation to do, have an assignment to hand in
- It’s their birthday.

If so, a set routine can help

- have a set time to go to bed
- have a set time to get out of bed
- have uniform and school bag ready the night before
- have a set time for starting and finishing breakfast
- set a time for daily homework activities
- speak about school positively
- be firm, send your child to school every school day including their birthday and the last day of term!

What should I do if my child won’t go to school?

- You should contact the school as soon as possible for advice and support.
- As a rule of thumb, up to 10 days absence due to illness in a school year is acceptable.

RESPONSIBLE BEHAVIOUR PLAN FOR STUDENTS

At Rasmussen State School, we want everyone to be happy and feel safe. It is expected that everyone shall behave and follow our Code of Behaviour, this will help to ensure that no one is made unhappy or gets hurt.

Children must take responsibility for their actions, our Responsible Behaviour Plan for Students asks children to be responsible for their behaviour. It encourages positives and has consequences for inappropriate behaviours. Teacher’s employ a wide range of strategies to manage children’s behaviour. Rasmussen State School has become a “School Wide Positive Behaviour Support” School. Our Responsible Behaviour Plan is build around three key values. These are:

- Being RESPONSIBLE
- Being RESPECTFUL
- Staying SAFE
SWPBS emphasises the use of preventative, teaching, and reinforcement-based strategies to achieve meaningful and durable behaviour outcomes. If this does not work then students are asked to see the teacher and then see the Principal/Deputy/HOSES.

Consistent language and predictable consequences applied by all staff, at all times, in all locations in the school is key to the program’s success with students. These expectations and consequences are also shared with parents.

SWPBS forms the basis of a consistent whole-school system and supports the Department of Education, Training and Early Childhood priority to promote positive behaviour in schools.

Through SWPBS, schools have access to the resources and tools they need to make evidence-based decisions about additional program and professional development needs for staff. SWPBS schools are more likely to achieve effective results from other programs and professional development such as the Department’s Essential Skills for Classroom Management.

The active engagement of parents in meaningful activities in the school is important.

Historically, family involvement in behaviour programming has occurred mainly at the level of individualised interventions for students with high support needs. SWPBS schools make a conscious effort to broaden the involvement of families at the school wide level, and have identified many activities in which parents can play an expanded and important role.

**RASMUSSEN STATE SCHOOL DEFINITION OF BULLYING BEHAVIOURS**

Bullying behaviours are about an imbalance or abuse of power where there is a deliberate intent to cause harm, to distress, to intimidate or to dominate; they can be isolated incidents but are more often frequent in nature however the target of the bullying may not always be the same. There are four different types of bullying: physical, verbal, social and psychological.

It is not considered bullying if people of equal power are involved in a conflict (e.g. difference of opinion) or a natural clash occurs (e.g. getting hit by a ball in a game).

Bullying behaviours impact on the person being bullied (Victim); those doing the bullying (Bully) and those looking on (Witness).

1. Rasmussen State School strives to create positive, predictable environments for all students at all times of the day. The disciplined and teaching environment that we are creating is essential to:
   - achieving overall school improvement, including the effectiveness and efficiency of our student support procedures
   - raising achievement and attendance
   - promoting equality and diversity and
   - ensuring the safety and well-being of all members of the school community.

There is no place for bullying in Rasmussen State School. Research indicates that both those being bullied and those who bully are at risk for behavioural, emotional and academic problems. These outcomes are in direct contradiction to our school community’s goals and efforts for supporting all students.

Bullying behaviours that will not be tolerated at Rasmussen State School include (but are not exclusive to) name-calling, taunting, mocking, making offensive comments, kicking, hitting, pushing, taking belongings, inappropriate text messaging, sending offensive or degrading images by phone or internet, producing offensive graffiti, gossiping, excluding people from groups, and spreading hurtful and untruthful rumours.
Bullying may be related to:
- race, religion or culture
- disability
- appearance or health conditions
- sexual orientation
- sexist or sexual language
- young carers or children in care.

At Rasmussen State School there is broad agreement among students, staff and parents that bullying is observable and measurable behaviour. When considering whether or not bullying has occurred, we will therefore avoid speculation on the intent of the behaviour, the power of individuals involved, or the frequency of its occurrence. Whether bullying behaviour is observed between students of equal or unequal power, whether it occurs once or several times, and whether or not the persons involved cite intimidation, revenge, or self-defence as a motive, the behaviour will be responded to in similar fashion, that is, as categorically unacceptable in the school community.

Research indicates that many problem behaviours are peer-maintained. That is, peers react to bullying in ways that may increase the likelihood of it occurring again in the future. Reactions include joining in, laughing, or simply standing and watching, rather than intervening to help the person being bullied. Whilst our school would never encourage students to place themselves at risk, our anti-bullying procedures involve teaching the entire school a set of safe and effective response to all problem behaviour, including bullying, in such a way that those who bully are not socially reinforced for demonstrating it.

The anti-bullying procedures at Rasmussen State School are an addition to our already research-validated school wide positive behaviour support processes. This means that all students are being explicitly taught the expected school behaviours and receiving high levels of social acknowledgement for doing so. Adding lessons on bullying and how to prevent and respond to it is a subset of procedures that our students are already accustomed to.

Attempting to address specific problem behaviours will not be successful if the general level of disruptive behaviour in all areas of our school is not kept to a low level. Therefore, our school wide universal behaviour support practices will be maintained at all times. This will ensure that:

- Our universal behaviour support processes will always remain the primary strategy for preventing problem behaviour, including preventing the subset of bullying behaviour
- All students know the 3 school values and have been taught the expected behaviours attached to each rule in all areas of the school including our 3 unacceptable behaviours and 1 priority expectation:
  1. Inappropriate language
  2. Physical violence
  3. Out of class without a pass
  4. Listen to the teacher first time
• All students are receiving high levels of positive reinforcement for demonstrating expected behaviours, including those associated with following our routines, from all staff in the non-classroom areas of the school (ONYA's)

• A high level of quality active supervision is a permanent staff routine in the non-classroom areas. This means that duty staff members are easily identifiable and are constantly moving, scanning and positively interacting as they move through the designated supervision sectors of the non-classroom areas

• Research indicates that a common outcome of anti-bullying programming is an improvement in understanding of bullying but little change in the frequency or nature of actual bullying behaviour.

• One of the reasons cited for this outcome is the lack of behavioural rehearsal in the programming. The School Wide Positive Support Process at Rasmussen State School takes care to combine knowledge with practice in a process of active learning, so that students understand by 'doing' as much as by 'knowing'.

Rasmussen State School uses behavioural data for decision-making. This data is entered into our OneSchool database on a daily basis and can be recalled as summary reports at any time. This facility allows the school to track the effectiveness of its anti-bullying process, to make any necessary adjustments, and to identify specific bullying behaviours that may need to be revisited or revised in the instructional process.

All students are taught on enrolment, regularly in class and on parade the approved process.

All students have been or are being taught the specific routines in the non-classroom areas, from exiting the classroom, conducting themselves in accordance with the school expectations in the playground and other areas, to re-entering their classrooms.

At Rasmussen State School we acknowledge that there will be 'Natural Clashes' in sport and when students are moving between classes and breaks. Natural clashes occur when students come in contact with each other accidentally and with no intent to harm.

Conflict is a disagreement or argument between two or more individuals where one or both sides may feel their needs are not being met. Conflict occurs in all human relationships and in all school communities. Conflict must be expected and planned for.

Conflict can be devastating when it involves one party trying to gain control in a way that abuses the rights of others. Power abuse can occur between individuals, between groups, in organisations or between countries.

Conflict may be positive and constructive when both sides are concerned about each other's well-being and want a solution that suits both. When the opportunity for a fair discussion and debate, conflict can result in a better outcomes and a win-win situation.

The positive use of conflict is different from bullying and harassment because it respects the rights of both sides and builds the trust that allows healthy debate in a civil society.
BICYCLES

Bike Racks are provided, but bicycles and scooters are stored at the risk of the owner, and we ask that parents provide a bike-lock as an additional safety precaution. Parents are urged to encourage their children to use bikeways whenever possible.

BOOK LISTS

No booklists will be published. Parents will be invoiced $80.00 at the start of each year for school resources due by week 3 Term 1. Payment plans are available eg 4X$25 payments due by week 3 of each term – this equates to $100 for the year. Payments can be made by cash or EFTPOS. If your child leaves midway through the school year and has paid the levy in full they will receive a partial refund based on remaining school terms. Eg: your child leaves Week 2 Term 2 a $40 refund, your child leaves Week 2 Term 3 a $20 will occur and your child will take his/her books with them when they leave. The resources will include all books and stationery required eg: exercise books, dictionary, pens/pencils, rulers, rubbers, coloured pencils, felt pens, glue etc. Any student mistreating or abusing resources will be asked to replace the items.

BUSES

The children are expected to wait inside the school grounds at the front of the school near the Prep Building and are supervised by teachers. There is to be no playing, children may sit quietly and read, do homework etc. Children move onto the buses at the teacher’s direction.

BUS RULES

Children are reminded that the bus is a means of transport to and from school. It is not a place to play games or misbehave. Incidents of misbehavior are written up by the bus driver. The bus company may, if the behaviour continues to contravene their Code of Conduct, suspend children from the bus. A copy of the Code of Conduct will be available either in the enrolment package, or when you obtain your bus pass, this should be read and discussed with your children. Should you have any queries please do not hesitate to contact the bus company on (07) 4771 9800. Parents are welcome to discuss reports with the bus drivers if they wish. Safety is our paramount concern, and any child who jeopardizes the safety of others will have to accept the consequences of their actions. As the students are representing Rasmussen State School, further action can be taken by the school if behaviour is not in alignment with the Responsible Behaviour Plan for students.

BUS TRANSPORT—EXCURSIONS

From time to time throughout the year, children may need to be transported by bus, to sporting activities or excursions. Permission to travel on the bus is required from parents. The school will send a letter to parents with all relevant details and a permission slip to sign and return. Students must have correct school uniform while on the excursion.
CARE OF SCHOOL PROPERTY

Parents are asked to assist us by keeping an eye on school books and library books lent to your children. Books are costly items and we do expect borrowers to look after them. The most common problem is that of younger family members tearing or scribbling in the books. When we feel that a child has deliberately misused property or has been extremely careless with it and made it unusable, we will ask that an amount be paid towards replacing the property. We hope that in these circumstances the parents will make the child earn the money, to help him/her realise the need to care for possessions.

COLLECTION OF MONEY

Payments are to be placed in an envelope and put in the box in the receipting office. EFTPOS facilities are available. A receipt will be returned to the class teacher. The teacher will keep a record of who has paid, and the receipt will be returned to the child. Please fill in the details on the envelopes correctly.

CHAPLAIN

Our School Chaplain is available on Mondays and Tuesdays to work with students and families for support and pastoral care. Please inquire at the school office for further details.

COMPLAINTS

Complaints are a necessary part of living. It is impossible for groups of people to work together without something going wrong sometime. Any parent who has any complaint should contact the Class teacher in the first instance and a member of Administration if the problem persists.

Whenever possible, amicable solutions to any problems will be sought, so long as parents are genuinely interested in working together. Abusive or threatening language must not be resorted to when complaints are being discussed. Please refer to Responsible Behaviour plan in regards to how parents should conduct themselves on the school grounds. (See Complaints Policy)

During the course of your child’s school years, you may have cause to make a complaint about an issue you feel is adversely affecting your child’s education.

If a complaint is about another student at the school then you need to speak with the Class Teacher and/or Deputy/Principal/HOSES. Under no circumstances should you approach other children and speak with them about the issue.

Education Queensland is committed to ensuring that all complaints - whether they relate to a school staff member or a school’s operations - are dealt with in a fair and equitable manner.

When making a complaint, you have a responsibility to:

- provide complete and factual information in a timely manner
- deliver your complaint in a nonthreatening manner
- not make frivolous or vexatious complaints or include deliberately false or misleading information.
In most instances, staff members are told of complaints made about them and offered the right of reply. A complainant also has the right to have a support person throughout the process. If your complaint relates to suspected official misconduct or criminal activity, then you should direct your complaint directly to the Crime and Misconduct Commission or the Queensland Police Service.

The following five-step procedure assists parents, guardians, staff and school personnel in reaching an outcome that is in the best interests of the student:

**Discuss your complaint with the class teacher**

If your complaint is with your child’s teacher or an issue concerning your child’s experience at school, make an appointment with that teacher as soon as possible through the school administration to resolve the problem at this level.

The teacher will make a record of the complaint and report your meeting and any outcomes to the principal. Where the teacher has been approached but the issue remains unresolved, make an appointment with the school principal to discuss the issue further.

**Discuss your complaint with the principal**

If your complaint is related to the school more generally, you should raise your complaint directly with the principal. The principal will make a record of your complaint and work with you to resolve the issue.

Complaints to the principal may be lodged by telephone, writing or in electronic format.

**Contact district office**

If you have discussed the issue with the principal and still feel that your complaint has not been addressed, you have the right to contact the Assistant Regional Director who is the supervisor of the principal and oversees activities of schools.

Complaints may be lodged by telephone or in writing. Complaints should be specific in detail, and outline the steps taken to date to resolve the issue.

When you contact the district office you will be advised that your name and the nature of your issue will be reported back to the principal of your school. Staff at the district office will attempt to resolve the issue. North Queensland District Office phone number is 4758 3222.

**Using Social Media to complain**

Rasmussen SS have policy guidelines against using social media to the detriment of staff, students and our school. **We do not and will not tolerate the 'name of school' or staff/students being written about on Social Media disrespectfully for any reason.**

If a family uses Social Media to defame school, staff or student then the school may have to proceed under the Commonwealth Criminal Code Act 1995 or the Qld Defamation Act, 2005.

*The Commonwealth Criminal Code Act 1995 makes it a criminal offence to misuse telecommunication services. Section 474.17 of the Act makes it an offence to use a carriage service “in a way that reasonable persons would regard as being, in all the circumstances, menacing, harassing or offensive.”*
We believe that positive relationships with home are fundamental to the effective performance of our students and our staff. From time to time you may have a concern about a school-related matter or there may be a decision you cannot understand.

This is a timely reminder that, if you have a concern about any matter, for example your child’s performance, another child in the school, school decisions or procedures we invite you to make an appointment to come and talk the matter over with an Administrative Staff Member. Alternatively place your concern in writing and address it to an Administrative Staff member.

**CURRICULUM**

The *P-12 curriculum, assessment and reporting framework* specifies the requirements for each Queensland state school in delivering the curriculum from Prep to Year 12.

The framework is accompanied by a series of documents which inform schools’ delivery of a quality curriculum that optimises learning for all students from Prep to Year 12.

The framework is based on the assumption that every student can learn and that responding to the particular learning needs of students is central to teaching.

In implementing the *P-12 curriculum, assessment and reporting framework* Queensland state schools:
- provide students with the required curriculum
- assess, monitor and capture student achievement
- set high expectations for each student and respond effectively to their current levels of achievement and differing rates of learning
- prepare students to exit schooling with the foundation for successful lifelong learning and participation in the community
- keep parents and students informed of the student’s achievement throughout their schooling.

**CUSTODY**

In these situations, it is imperative that the Principal be advised in writing as to the custody and access arrangements of the children involved. If a Court Order has been issued, then the Principal will ask for a copy of the Court Order to be included in student files. This is to ensure that the College personnel comply as far as possible with requests in relation to:
- granting or refusing access to children during school hours
- providing certain information to the other party

**DENTAL CLINIC**

A mobile dental clinic visits the school annually to treat all children. Dental work is not performed without explicit permission from the parents.

**DEODORANTS**

Older children Years 5 & 6 are permitted to use roll on deodorants at school to combat body odour in hot weather. Aerosol deodorants are **not** permitted as they can affect asthma sufferers.
DEPARTURE FROM SCHOOL

Once children have been dismissed from class, they are expected to go home. Children going home by car should leave the school using the front gate on Allambie Lane or from the car park. Children going home by bus are supervised by Teachers and/or Teacher Aides, students need to make their way to the designated bus area as soon as possible. Children walking or riding their bike home should do so as soon as possible after being dismissed.

DEPARTURE BOOK

As part of our duty of care, whenever a child is picked up from school early because of illness, appointments or any other reason we ask that the person picking them up, sign the departure book in the office, indicating they have taken the child from the school grounds.

EMERGENCY SCHOOL CLOSURE - CYCLONES

At the beginning of each year an emergency advice form will be sent home for parents. In the event of Education Queensland directing us to close the school when cyclones are approaching the following procedures will occur:

Public announcements will be broadcast over the local radio stations advising parents that school will be closed due to health and safety reasons. Parents will follow the child movement option noted on the form, i.e. pick child up, child catches bus, child to walk/ride home.

Parents opting to pick children up in school emergency closures should do so as a matter of URGENCY, so that staff can also ensure their families and homes are safe.

ENROLMENTS

Children entering a State Primary School in Queensland must be deemed eligible for enrolment by the Principal.

Documentary Evidence

The Department of Education requires evidence of the date of birth of the child. This evidence may take the form of any of the following:-

1. An official Birth Certificate or extract.
2. A newspaper cutting announcing the birth. Date to be shown.
3. A certificate from a Doctor or Clergyman
   (provided the date of birth and the year is clearly stated).

A Statutory Declaration made by a parent or guardian and signed by a Justice of the Peace (Statutory Declaration forms are available at the Post Office).

Enrolment Management

Parents or legal guardians who wish to enrol their child at Rasmussen SS will need to demonstrate that the student’s principal place of residence is within the catchment area.
there is an effective enrolment management plan for the school; and

the person’s principal place of residence must be in the school’s catchment area stated in the effective enrolment management plan.

Subject to this Act, the person is entitled to be enrolled is subject to provide proof of residency at the address indicated on enrolment application e.g. current lease agreement, rates notice or unconditional sale agreement, and a utility bill (electricity, gas, water) showing this same address and parent’s/legal guardian’s name

The Principal may also request a properly sworn Statutory Declaration from the parent or legal guardian attesting the student’s principal place of residence is the place nominated in the enrolment application.

Link to catchment map: (Enter Rasmussen State School into the search)


Enrolment forms are available at the office and can be completed prior to a child actually attending school or can be accessed via the Rasmussen School website. The completed enrolment form must be accepted by the Principal before students begin at the school.

EXCURSIONS

During the year, children may be taken on certain tours as part of their activities in SOSE, History, Science, General Language or Social Development.

Parents will be given advance notice of these excursions. It is important that the consent forms be completed by the parent as soon as possible. No child can be taken on an educational excursion if a consent form signed by the parent, has not been received at this school.

Costs will be kept as low as possible as the school makes no profit from any excursions.

FIRE DRILLS

These are held at least once per term. All staff members and children need to be aware of the evacuation procedures in case of a real emergency, and fire drills are taken seriously.

The total responsibility of teachers is to get the children out of the buildings to a safe position as quickly as possible and to maintain supervision of them outside the building. The signal for a fire drill/alarm is the sounding of a siren which can be activated from a switch in the office.

For Fire Drill, the evacuation alarm will be the evacuation siren continuously.

The school is also required to practice LOCK DOWNS. This could be in an event of danger that is outside the classrooms, for example severe storms, snakes, hostile persons, fumes. Lock Down alarms is the continuous sounding of the normal school bell and a message over the intercom system.

GROUNDS

We are forever seeking support in beautifying our grounds and any help you may be able to give, no matter how small is welcomed and appreciated. If you notice anything that needs attention, please report it immediately to the school office.
GUIDANCE AND SPECIAL EDUCATION

A fully qualified Guidance Officer is available at this school and their role is to give assistance to children in need of guidance or special remedial help. Referrals are made to the Guidance Officer after parental consent has been given.

When appointments are made for children, it is the practice of the Guidance Officer to make appointments also for the parents. Parents are urged, in the interest of their children, to make every endeavor to keep these appointments.

HATS

Our school operates under the Queensland Cancer Council's Sunsmart Schools Policy. Children must wear sunsmart hats. They may wear bucket hats, wide brim hats or legionnaire hats with a flap.

School hats are available for purchase from the Tuck-shop. Students must wear hats while playing or undertaking any outdoor activity. NO Hat, NO Outside Play.

HEAD LICE

Education Queensland recognises that the occurrence of head lice is the most common insect infestation in humans throughout the world. Education Queensland acknowledges that although head lice infestation may affect people of any age, nationality, gender or socio-economic status, in Queensland, infestation occurs mainly in children of primary school age. It is seen as much a social issue as a health or educational issue, and the way that it is approached can have significant influence on a student’s emotional, social and educational development.

Parents have the prime responsibility for the detection and treatment of head lice on their children.

Schools take into account that the main route of transmission for head lice is head-to-head contact and promote general measures that help in the prevention of infestations.

Students suspected of having live head lice or eggs present in their hair are not removed from class or school. Such students are provided with information to take home to their families and a letter requesting immediate treatment be commenced.

For information please visit http://conditions.health.qld.gov.au/HealthConditions/2/Infections-Parasites/101/Parasites/276/Head-Lice

HOMEWORK

Rasmussen State School Homework Policy

It is an expectation of the Rasmussen State School community that all students abide by our Homework Policy. Homework at Rasmussen State School is by request only. Parents/Caregivers are asked to approach teachers to discuss the homework requirements of the student prior to any homework being set and/or provided. If there is no parent request no homework will be supplied.

An application to enrol at Rasmussen State School is taken as acceptance of this policy.
Rationale

Our School Community believes if homework is requested by parents/caregivers it provides students with opportunities to consolidate their classroom learning, pattern behaviour for lifelong learning beyond the classroom and involves family members in their learning. Homework takes into account the need for students to have a balanced lifestyle. This includes sufficient time for family, recreation and cultural pursuits.

If homework is requested it should enhance student learning by:
- being purposeful and relevant to the student’s needs;
- being appropriate to the phase of learning (early, middle and upper);
- being appropriate to the capability of the student;
- developing the student’s independence as a learner;
- being varied, challenging and clearly related to class work; and
- allowing for student commitment to sporting, family and cultural activities.

Purpose

Homework engages students in a variety of ways to complement work undertaken in class through:
- revision and critical reflection to consolidate learning (practising for mastery)
- applying knowledge and skills in new contexts (a topic of interest, an authentic local issue)
- pursuing knowledge individually and imaginatively (investigating, researching, writing, designing, making)
- preparing for forthcoming classroom learning (collecting relevant materials, items, information)

Homework schedule

Student time spent on homework weekly is as follows:
- Prep Year, generally students will not be set homework.
- Years 1-3: Could be up to but generally not more than 30mins per week.
- Years 4-5: Could be up to but generally not more than 1 hour per week.
- Year 6: Could be up to but generally not more than 2 hours per week.

Homework Non-Compliance

Students will not be issued a school based consequence for homework non-compliance as homework is only provided at the request of a parent/caregiver. Therefore consequences for failure to complete homework tasks will be at the discretion of parents/caregivers.

The DET Homework policy is located at

HYGIENE

As part of their primary education, children will learn about health and hygiene matters. Parents however can assist with this education, by encouraging their children to take pride in their appearance and personal hygiene.

Whilst basic first aid will be administered to any injuries sustained at school, it is the responsibility of the parents to treat and cover any injuries or sores before sending the child to school.
ILLNESSES OF CHILDREN

In the event of a child becoming too ill to remain at school, in the interest of the child’s comfort and safety, and to minimize risk of infection to other children, every endeavour is made to get the child home. To do this, it is necessary to contact one of the parents so that arrangements can be made to get the child home. The school can only assist in transporting children in extenuating circumstances. To ensure this happens smoothly please ensure we have up to date contact numbers.

INFECTIOUS DISEASES

Pupils who are unwell should not be allowed to attend school. “Time out” has been written by QLD Health http://www.health.qld.gov.au/ph/documents/cdb/timeout_poster.pdf

What is the purpose of the new Public Health Act 2005?

The Public Health Act 2005 provides the basic safeguards necessary to protect and promote the health of the Queensland public.

How will the Act protect children at school?

The Act (Child Health, Chapter 5, Part 2) aims to help control the spread of certain contagious conditions in school settings by providing principals with clear direction about school attendance of children suspected of having a contagious condition. The new laws also provide direction about unvaccinated children in contact with another child with a vaccine preventable condition.

Which contagious medical conditions are covered by the new laws?

Under the Public Health Regulation 2005, the medical conditions prescribed as contagious conditions are diphtheria, enterovirus 71, gastroenteritis outbreaks, *haemophilus influenza type b* (Hib), hepatitis A, measles, meningococcal infection, pertussis (whooping cough), polio, rubella, tuberculosis, typhoid and paratyphoid and varicella (chicken pox).

Which vaccine-preventable conditions are covered by the new laws?

Under the Public Health Regulation 2005, measles and pertussis (whooping cough) have been prescribed as contagious conditions which are also vaccine preventable.

Why have these contagious conditions been prescribed?

These conditions are prescribed as contagious conditions because they are considered to be serious conditions that may put the school community at some risk. These conditions are also notifiable conditions and often require follow up by Queensland Health to prevent further spread of the condition to other members of the school community.

What is a prescribed period?

A prescribed period refers to the recommended minimum period of exclusion from school for:

- children with a prescribed contagious condition, or
- unvaccinated children at risk because they have been in contact with a child with a prescribed vaccine preventable condition.
What should a parent do if their child is unwell?

If a child is unwell, the child should not attend school.

What are parent’s responsibilities under the Act?

Under the Act, parents must not send their child to school if:

- the parent knows or suspects that the child has a prescribed contagious condition; or
- the principal has directed the parent to remove the child from school for the prescribed period for the condition.

<table>
<thead>
<tr>
<th>Condition</th>
<th>Exclusion of Case (person with infection)</th>
<th>Exclusion of Contacts (person exposed to the case with the infection)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken Pox (Varicella)</td>
<td>Exclude until all blisters have dried. This is usually at least 5 days after the rash first appeared in unimmunised people and less in immunised people.</td>
<td>Pregnant women and anyone with an immune deficiency (e.g. leukaemia) or receiving chemotherapy or immunosuppressive therapy may require preventive immunoglobulin and/or exclusion for their own protection. Contact local public health unit for advice. Otherwise not excluded.</td>
</tr>
<tr>
<td>Cold Sores (Herpes Simplex)</td>
<td>Exclude young children unable to comply with good hygiene practices while sores are weeping (sores should be covered with a dressing where possible).</td>
<td>Exclude young children unable to comply with good hygiene practices while sores are weeping (sores should be covered with a dressing where possible).</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Exclude until discharge from eyes has ceased unless non-infectious conjunctivitis.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Cytomegalovirus (Cmv)</td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Diarrhoea And Or Vomiting (Including Amoebiasis, Campylobacter, Cryptosporidium, Giardia, Rotavirus, Salmonella And Viral Gastroenteritis, But Not Norovirus Or Shigella - See Separate Section)</td>
<td>Exclude until there has not been a loose bowel motion for 24 hours. Exclude staff whose work involves food handling until they have not had any diarrhoea or vomiting for 48 hours. If there are more than 2 cases with loose bowel motions in the same centre or a single case in a food handler notify your nearest public health unit.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Diphtheria</td>
<td>Exclude according to public health unit requirements.</td>
<td>Exclude according to public health unit requirements.</td>
</tr>
<tr>
<td>Enterovirus 71 (E71) Neurological Disease</td>
<td>Written medical clearance is required confirming the virus is no longer present in the child’s bowel motions.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Condition</td>
<td>Exclusion Requirements</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>----------------------------------------------------------------------------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>Glandular Fever (Epstein Barr Virus (EBV) Mononucleosis)</td>
<td>Exclusion not necessary.</td>
<td></td>
</tr>
<tr>
<td>Haemophilus Influenza Type B (HB)</td>
<td>Exclude until child has received appropriate antibiotic treatment for at least 4 days. Written medical clearance from doctor or public health unit is required to return to child care/school, confirming child is not infectious.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Hand, Foot &amp; Mouth Disease</td>
<td>Exclude until all blisters have dried.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Head Lice</td>
<td>Exclusion is not necessary if effective treatment is commenced prior to the next attendance day (i.e. the child does not need to be sent home immediately if head lice are detected).</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>Exclude until at least 7 days after the onset of jaundice or illness. Written medical clearance from doctor or public health unit is required to return to child care/school, confirming child is not infectious.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Hepatitis C</td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Influenza And Influenza Like Illness</td>
<td>Exclude until well.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Measles</td>
<td>Exclude until at least 4 days since the onset of rash. Written medical clearance from doctor or public health unit is required to return to child care/school, confirming child is not infectious.</td>
<td>Immunised and immune contacts not excluded. Exclude unimmunised contacts of a case until 14 days after the first day of appearance of rash in the last case, unless they are immunised within 72 hours, or receive an immunoglobulin injection within 7 days, of first contact during the infectious period with the first case. Exclude all immunocompromised children and staff until 14 days after the first day of appearance of rash in the last case.</td>
</tr>
<tr>
<td>Condition</td>
<td>Exclusion Criteria</td>
<td>Notes</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>-------------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Meningitis (Bacterial)</td>
<td>Exclude until well and has received appropriate antibiotics.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Meningitis Viral</td>
<td>Exclude until well.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Meningococcal Infection</td>
<td>Exclude until child is well and has received appropriate antibiotics. Written medical clearance from doctor or public health unit is required to return to child care/school, confirming child is not infectious.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Molluscum Contagiosum</td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Exclude for 9 days after onset of swelling.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Novovirus</td>
<td>Exclude until they have not had any diarrhoea or vomiting for 48 hours.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Parvovirus (Erythema Infectiosum, Fifth Disease, Slapped Cheek Syndrome)</td>
<td>Exclusion not necessary.</td>
<td>Not excluded (pregnant women should consult their medical practitioner).</td>
</tr>
<tr>
<td>Pertussis (Whooping Cough)</td>
<td>Exclude until child has received 5 days of appropriate antibiotics or for 21 days from the onset of coughing. Written medical clearance from doctor or public health unit is required to return to child care/ school, confirming child is not infectious.</td>
<td>Exclude from childcare settings children who have received less than 3 pertussis vaccinations who are in the same household or same childcare room as case until completed 5 days appropriate antibiotics. If no antibiotics, exclude 14 days from last exposure to infectious case. Staff who have not had a pertussis booster in last 10 years who are in same childcare room as case and do not commence appropriate antibiotics; exclude 14 days from last exposure to infectious case. Note: where contact in childcare room with case is &lt;12 months and had less than 3 pertussis vaccinations it is recommended all staff and children in the room receive appropriate antibiotics regardless of vaccination status.</td>
</tr>
<tr>
<td>Poliomyelitis</td>
<td>Exclude for at least 14 days from onset of symptoms and case has recovered. Written medical clearance from doctor or public health unit is required to return to child care/ school, confirming child is not infectious.</td>
<td>Not excluded unless considered necessary by public health unit.</td>
</tr>
<tr>
<td>Ringworm/Tinea/Scabies</td>
<td>Exclude until the day after appropriate treatment has commenced.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Roseola (Baby Measles)</td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Condition</td>
<td>Exclusion Rules</td>
<td>Not Excluded</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>----------------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Rubella (German Measles)</td>
<td>Exclude until fully recovered or for at least 4 days after the onset of rash.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>School Sores (Impetigo)</td>
<td>Exclude case until has received appropriate antibiotics for at least 24 hours. Sores on exposed areas must be covered with a watertight dressing</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Shigella</td>
<td>Exclude until diarrhoea has stopped for 48 hours and two stool samples negative, as per public health unit requirements.</td>
<td>Exclude until two stool samples negative as per public health unit requirements.</td>
</tr>
<tr>
<td>Streptococcal Sore Throat (Including Scarlet Fever)</td>
<td>Exclude until well and has received antibiotic treatment for at least 24 hours.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Thrush (Candidiasis)</td>
<td>Exclusion not necessary.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Tuberculosis (TB)</td>
<td>Written medical clearance is required from Queensland Tuberculosis Control Centre to return to child care/school, confirming child is not infectious.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Typhoid Paratyphoid</td>
<td>Exclude from child care/school/food handling and health care workplaces until there is written medical clearance from doctor or public health unit confirming child is not infectious and has met public health unit requirements.</td>
<td>Not excluded unless considered necessary by public health unit.</td>
</tr>
<tr>
<td>Whooping Cough</td>
<td>See pertussis</td>
<td>See pertussis</td>
</tr>
<tr>
<td>Worms</td>
<td>Exclude if loose bowel motions present.</td>
<td>Not excluded.</td>
</tr>
</tbody>
</table>

**INSTRUMENTAL MUSIC**

Instrumental Music Instructors employed by Education Queensland visit our school each week to give lessons in strings, woodwind, brass and percussion. If you would like your child to participate, please contact the Music Teacher for more details.

**String Instruments**  
Years 3 - 6

**Woodwind Instruments**  
Years 5 - 6

**Brass Instruments**  
Years 5 - 6

**Percussion**  
Years 4 - 6
LATE SLIP

If students arrive to school after 8:30 am, they are to come to the office and receive a 'Late Slip' which they then give to the teacher who updates the roll so that the student is not marked absent.

LEARNING NEEDS

Rasmussen School has many and varied levels of students' needs, including Gifted and Talented students. In these instances parents are asked to volunteer information upon enrolment or if they become aware of particular needs. The class teacher may inform parents of specific learning needs. Once identified, information is collected in as many areas as possible and presented to the 'Student Support Committee' which consists of an Administrator, Visiting Personnel, e.g. Guidance Officer, Behaviour Support Teacher, Learning Support Teacher and the Head of Special Education Services. This committee considers all the information and decides the course of action, which may range from Specialist Teacher intervention, class teacher support with modified programs, parent/student counselling or Education Adjustment Program.

LEAVING THE SCHOOL GROUNDS

In the event of a child leaving the school grounds without permission from the Principal we will notify the parent emergency contact and police immediately. If you need to pick your child up from school during the school day please inform their teacher by note / telephone or inform the office. Students must be collected from the office and are not permitted to wait at the front of the school, as an adult is required to sign the child out.

LIBRARY

The ability to read fluently is an important factor in success in most studies. As well, recreational reading can bring much joy to many children once the habit is established. Books may be borrowed at designated times during school, but may be exchanged as frequently as the children wish in their own time. Encourage your child to use the school library, to have a book out at any given time and to treat books with respect. Try to find time to listen to your child read or talk about the book s/he is reading. Your co-operation in seeing that books are returned in good time would be greatly appreciated. All children are expected to use a library bag for their library books.

LOST AND FOUND

Lost and found articles are kept in a canvas trolley outside the Administration building. Children seeking lost property may inspect the trolley. The marking of each article of clothing, books and other possessions with the child's name ensures the speedy return of any article lost or mislaid. The school does accumulate much lost property which parents and children do not claim. From time to time, after parents have been adequately warned, all unclaimed lost property will be donated to a charity e.g. Lifeline or St Vincent De Paul.
**LUNCHES**

Growing bodies and brains need good nutrition. Parents/carers are requested to provide healthy food for lunch time. Staff members who notice a child without something to eat will notify Administration. Parents will be notified by a phone call. A lunch may be provided by the School Lunch Program. With regular incidents further action may be taken by the school. In accordance with Education Queensland’s *Smart Choices Healthy Food and Drink Strategy*, children will be actively encouraged to have only healthy food and drink at school.

**MEET THE TEACHERS’ AFTERNOON**

Within the first three weeks of the start of the year, a 'Meet the Teachers' Afternoon' will be conducted so that teachers can inform parents about their classroom practices and philosophies. It will allow parents to meet their child/ren's classroom teacher and find out more about any issues or concerns they may have.

**MEDICATION**

The school is not allowed to administer any medication (including Panadol and Aspirin) to children without written parental consent and a copy of the dispensing chemist's label or doctor's letter. Children are not allowed to keep medication in their bags or desks and must hand it into a staff member, preferably to the staff in the office. Children who suffer from asthma and self-administer an inhaler must have a signed Asthma Plan, this can be provided by the school and it requires a Doctor's signature. Parent/legal guardian is also required to provide a space for administration of the inhaler.

**MEETINGS**

Should you require a meeting with a member of the Administration or teaching staff, please make an appointment. This helps us to ensure that we are available for the amount of time you need for productive discussion. Teachers cannot accept telephone calls during class time, but messages will be relayed gladly.

**MESSAGES**

Parents are asked to consider school operations and the difficulty in conveying messages. In an emergency, messages will be delivered, subject to school operations.

**MOBILE PHONES & OTHER ELECTRONIC DEVICES**

This policy reflects the importance the school places on students displaying courtesy, consideration and respect for others whenever they are using personal technology devices.

**Certain Personal Technology Devices Banned From School**

Students must not bring valuable personal technology devices like mobile phones, iPods, cameras, digital video cameras or MP3 players to school as there is a risk of damage or theft. Such devices will be confiscated by school staff and may be collected at the end of the day from the school office. Breaches of this prohibition may result in disciplinary action.
Confiscation
Permitted personal technology devices used contrary to this policy on school premises will be confiscated by school staff. They will be made available for collection from the school office at the end of the school day unless required to be kept for purposes of disciplinary investigation, when it will only be returned in the presence of a parent.

Devices potentially containing evidence of criminal offences may be reported to the police. In such cases police may take possession of such devices for investigation purposes and students and parents will be advised to contact Queensland Police Service (QPS) directly.

Students who have a personal technology device confiscated more than once will not be permitted to have a personal technology device at school for at least one month, or longer if deemed necessary by the Principal.

Personal Technology Device Etiquette
Guidelines for Appropriate use of Mobile Telephones by Students
We acknowledge that there are times when students need to contact parents in emergencies or to confirm a change of collection time after school.

Students should only use their mobile phones before or after school once outside the school gates. Mobile phones are not to be switched on in the school grounds.

As per our policy, parents can leave a message for students between 8.45am and 2.00pm by phoning the office. Students in times of genuine emergency can contact parents by requesting to use the office phone.

Students who bring a mobile phone to school are to leave it at the office, switched off. Students sign their phone in and it is locked in a secure area for the day. Mobiles must be left at the office counter prior to 8.15am and signed out and collected after the 2.30pm bell.

Should students leave their mobile phones in their school ports, the school in the event of the loss, damage or theft of the device will accept no liability.

Should students choose to use their mobile phone during school hours; students will be issued with a major consequence of our RBP. Mobile phones are not to be used to make ‘phone calls/TXT messages during class time. If a mobile phone is used in this time it will be confiscated, secured in the front office and returned to the student at the end of the school day.

The office will take no responsibility if a student forgets to collect the above items from the office by the designated time.

Recording Voice and Images
Every member of the school community should feel confident about participating fully and frankly in all aspects of school life without concern that their personal privacy is being invaded by them being recorded without their knowledge or consent.
We uphold the value of trust and the right to privacy at Rasmussen SS. Students using personal technology devices to record inappropriate behaviours or incidents (such as vandalism, fighting, bullying, staged fighting or pranks etc) for the purpose of dissemination among the student body or outside the school, by any means (including distribution by phone or internet posting) builds a culture of distrust and disharmony.

Students must not record images anywhere that recording would not reasonably be considered appropriate (e.g. in change rooms, toilets or any other place where a reasonable person would expect to be afforded privacy). Recording of events in class is not permitted unless express consent is provided by the class teacher.

A student at school who uses a personal technology device to record private conversations, ordinary school activities (apart from social functions like graduation ceremonies) or violent, illegal or embarrassing matter capable of bringing the school into public disrepute is considered to be in breach of this policy.

Even where consent is obtained for such recording, the school will not tolerate images or sound captured by personal technology devices on the school premises or elsewhere being disseminated to others, if it is done for the purpose of causing embarrassment to individuals or the school, for the purpose of bullying or harassment, including racial and sexual harassment, or where without such intent a reasonable person would conclude that such outcomes may have or will occur.

Students involved in:
- recording; and/or disseminating material (through text messaging, display, internet uploading etc); and/or, knowingly being a subject of a recording

Breach of this policy may be subject to discipline (including suspension and recommendation for exclusion).

Students should note that the recording or dissemination of images that are considered indecent (such as nudity or sexual acts involving children), is against the law and if detected by the school will result in a referral to QPS.

Text communication

The sending of text messages that contain obscene language and/or threats of violence may amount to bullying and or harassment or even stalking, and will subject the sender to discipline and possible referral to QPS. Students receiving such text messages at school should ensure they keep the message as evidence and bring the matter to the attention of the school office.

Assumption of cheating

Personal technology devices may not be taken into or used by students at exams or during class assessment unless expressly permitted by staff. Staff will assume students in possession of such devices during exams or assessments are cheating. Disciplinary action will be taken against any student who is caught using a personal technology device to cheat during exams or assessments.
Recording Private Conversations and the *Invasion of Privacy Act 1971*

It is important that all members of the school community understand that under the *Invasion of Privacy Act 1971*, 'a person is guilty of an offence against this Act if the person uses a listening device to overhear, record, monitor or listen to a private conversation'. It is also an offence under the Act for a person who has overheard, recorded, monitored or listened to a conversation to which s/he is not a party to publish or communicate the substance or meaning of the conversation to others.

Students need to understand that some conversations are private and therefore to overhear, record, monitor or listen to such private conversations may be in breach of this Act, unless consent to the recording is appropriately obtained.

**Special Circumstances Arrangement**

Students who require the use of a personal technology device in circumstances that would contravene this policy (for example to assist with a medical condition or other disability or for a special project) should negotiate a special circumstances arrangement with the Deputy Principal or Principal.

*Personal Technology Devices includes, but is not limited to, games devices (such as Portable gaming devices, Tamagotchis®), laptop computers, PDAs, Blackberrys®, cameras and/or voice recording devices (whether or not integrated with a mobile phone or MP3 player), mobile telephones, IPods® and devices of a similar nature.*

**MONEY**

On any occasion that money is sent to the school please place it in an envelope which is clearly marked with your child's name, class and the purpose for which the money was forwarded. Encourage children not to leave money in their bags but to hand it in to the teacher as soon as possible.

**NEWSLETTER**

The youngest child in the family will receive the newsletter at school every 2nd Wednesday. Please ensure that you receive and read the newsletter as this is the main form of communication between school and home. Your input is welcomed.

**OFFICE HOURS**

Our office hours are 8.00am - 4.00pm.

**PARENT HELPERS**

Teachers welcome parents within the classrooms. Our band of volunteers reaps the rewards in the personal satisfaction in helping children other than their own. After February each year, teachers request helpers to work with students by:- listening to them read, numeracy activities, taking small groups for cooking or sewing, art, working through lists of words, and working at the computers etc.

Some helpers prefer to take items home to make things for the classroom. Please approach your child's teacher to offer support.

All helpers are asked to sign the register at the office on arrival and wear a VISITOR badge on each visit, for child protection regulations.
The P&C Association meets at the school from 5:30pm on the fourth Monday of each month, in the staffroom.

Parents of children attending the Rasmussen State School and any other persons of, or above the age of 18 years interested in the welfare of the school shall be eligible to be a member of the Association. The objectives of the Association are to promote the interests of and facilitate the development and further improvement of this school.

What is a P&C?

The Parents and Citizens Association (P&C) is a group of community-minded people, parents and citizens, who take on a more formal role to assist the school by providing:

- feedback on school policies and activities
- additional resources to be used to enhance student learning
- parents with opportunities to be involved in their child's education.

Research has shown that parent involvement in a child's education makes a significant contribution to the child's success at school.

Objectives

The objectives of the Association are to promote the interests of, and facilitate the development and further improvement of the school, by promoting parent participation, encouraging close cooperation between parents, students and staff and promoting positive community support.

Functions

(a) To foster general community interest in educational matters
(b) Encourage closer cooperation between the parents of students attending the school, other members of the community, staff and students of the school/centre
(c) To provide advice and recommendations to the Principal of the school on issues and concerns in respect of students and the general operation and management of the school
(d) To provide or assist in the provision of financial or other resources or services for the benefit of students of the school
(e) To perform any other functions as the Minister may determine, not inconsistent with the Education (General Provisions) Act 2006.

A Parents and Citizens Association is only as good as the support it gets from the school community. Please come along and find out how your school P&C functions - become aware of issues which affect our school - air your opinions both positive and negative.

Parades

A whole parade is held on a Monday at 2:00pm. The Principal/Deputy addresses this parade. Children are kept informed about important matters, reminded of rules, told of any changes or coming events. Parents are most welcome to attend our weekly parade.
ANZAC PARADES AND REMEMBRANCE DAY PARADES

The school holds special parades throughout the year. ANZAC Day and Remembrance Day are two special parades for our school students. We have a dedicated ANZAC Memorial Garden that students look after and use for the Parade.

PERMISSION TO LEAVE THE SCHOOL GROUNDS

Children are expected to remain in the grounds at all times while they are at school. If parents allow their child to leave the grounds then written permission is required. If parents require someone outside the family to pick up children from school, the school requires written permission or a phone call.

PREP

Preparatory is a full time year of preparation for formal schooling. Children are aged between 4 1/2 and 5 1/2 years old. To check eligibility for Prep, please consult with the school office. Children must be 5 by 30 June in the year they start Prep.

Our Prep students will wear school uniform and attend school at the same time as all the other students at Rasmussen State School. Prep is a full-time program and children attend from Monday to Friday during normal school hours, from 8:30am to 2:30pm.

Prep is integrated fully into the rest of the school. Classrooms and other facilities are located in school grounds.

Prep provides the foundation for your child’s success at school by developing:

- a positive approach to learning
- independence and confidence
- thinking and problem-solving skills
- language skills
- early literacy and numeracy
- physical abilities, including gross and fine motor skills

PHONE

Students should not use the phone at any time. If it is necessary for them to make a call, the teacher will do it on their behalf. This will only occur in emergency situations. Mobile Phones must be handed in at the school office at the beginning of the school day and collected after school in accordance with the school's Mobile Phone Policy. Other electronic devices should not be bought to school.

PHOTOGRAPHS

School photographs are taken annually and may be purchased through the school. Notification will be given prior to the day the photographer comes.
PRIVATE TRANSPORT

From time to time, the school may request assistance from parents to transport students by private vehicles to school activities. In order to provide transport, the driver must be the holder of a current driver’s licence and that vehicles must be registered and covered by compulsory Third Party Insurance. If the driver is not a parent or teacher from the school they also require a Blue Card.

READING – School Priority

Our School is on the journey of improving Reading across the whole school. Every day reading is incorporated into the classroom learning program. In our newsletter and on our website, you can access our Reading School Bookmark that outlines the reading strategies that our students are learning about – depending on their reading goal. We are also explicitly teaching “Into the Book” comprehension strategies – Prior Knowledge, Making Connections, Questioning, Inferring, Synthesising, Visualising, Evaluating, Summarising.

Each week our classroom will have 4 Guided Reading Sessions.

REFUND OF MONEY

When activities are paid for but not attended, in most cases money is able to be returned. A form signed by parents and the class teacher is processed by the office and a cheque is issued. Banks take seven days to clear these cheques. No cash is held on the premises.

REPORTING – INFORMATION TO PARENTS AND STUDENTS

We believe in partnerships in learning to ensure maximum outcomes for your child. Therefore we will keep you informed in the following manner.

During February your child’s new teacher will hold a ‘meet the teacher’ session in which the class teacher discusses class routines, expectations and work to be covered. In the middle of the year all class teachers hold interviews and provide written reports on every child’s progress.

At the end of the school year a written report is issued, along with an invitation for an interview if considered necessary by the teacher or parent.

At other times you are most welcome to arrange with the teacher a suitable, convenient interview time to discuss your child’s progress before or after school. During class time is inappropriate, as the teacher has duty of care for his / her class. Don’t hesitate to talk to your child’s teacher regularly to be informed.
**RESOURCE PEOPLE**

If there is any way that you can enrich the school Curriculum at this school, in an honorary capacity, such as:

* Lectures/demonstrations on special topics (health, safety, industry, local history, overseas countries, hobbies, etc.)
* Teaching of arts and crafts.
* Coaching of sport, etc.

Your assistance would be greatly appreciated. There are so many ways in which people with special skills, interests or knowledge can help school children today.
The input of parents provides another dimension into the child’s learning experiences.

**SCHOOL CAMPS**

It is the aim of the school for children in years 6 to be offered the experience of a School Camp. Throughout the year fundraising for the camp will take place.

**SCHOOL HOURS**

School commences at 8:30am and finishes at 2:30pm. Lunch-break times are from 10:30am until 11:10am and 1:10pm until 1:40pm. The school gates open at 8:00am. Office hours 8.00am - 4.00pm.

Children should not be at school before 8:00am, nor should they stay behind after 2:30pm unless required for specific sporting practice or other such events. When parents are unable to keep within these times, they should advise the office. Children arriving late at school should report to administration.

The Education Act prohibits students from being on the school premises at times other than normal school hours.

**SCHOOL WATCH**

School and community members, who see any persons in the grounds out of school hours, are urged to ring School Watch on 4713 1788 or Kirwan Police on 4773 2000 to report this. Anyone permitted on the grounds will have a letter identifying them and their reason for being there.

**SECOND HAND UNIFORMS**

If you have any school uniforms that are of no further use to you, we encourage you to donate them for sale from the Tuckshop. Place your clean items in the box provided in the tuckshop with the size clearly marked.

**SPECIAL EDUCATION PROGRAM - SEP**

The Rasmussen State School Special Education Program caters for students with diverse learning abilities. Students are placed in the SEP in conjunction with current Education Queensland Guidelines. Students work on a modified or alternate program suited to their needs; hence the program sometimes varies from the regular curriculum. These programs are prepared in consultation with students, parents, teachers and staff and include agreed upon goals and strategies from the students’ Individual Education Plans or Individual Learning Plans.
Students' programs are implemented with teacher aide support in the classroom or in an alternative outreach setting. The SEP also supports preschool students with special needs and implements an Early Childhood Developmental Program. Please contact for HOSeS for more information.

**SPORT AND PHYSICAL EDUCATION**

We have 3 sports houses – Magpies, Jabirus and Lorikeets for our Annual Athletics, Cross Country and Swimming Carnivals. Students are allocated to sports houses according to their families and house numbers.

We participate in interschool sports competitions on Thursday afternoons. The following is a list of sports that may be offered by the school for Thursday afternoon sport depending on cluster fixtures:

- Netball (Years 5 & 6)
- T Ball (Year 5)
- Soccer (Boys and Girls Years 5 & 6)
- Softball (Years 6)
- Cricket (Years 6)
- Touch (Boys & Girls Years 5 & 6)
- Basketball (Years 6)
- Rugby League (Years 5 & 6)
- Hockey (Years 6)
- Minkey Hockey (Year 5)
- Vigoro (Years 6)
- Kanga Cricket (Year 5)

Children are involved in three seasons of interschool competition each year. Whatever commitment is made has to be adhered to for the duration of the season. Children choosing not to be involved in competitive sports have organized Thursday afternoon programs at school. Participation in school sport and Physical Education is compulsory except where there is a Doctor's Certificate to the contrary or a note is sent to the school by the parent requesting exemption for a particular day.

**STAFFING**

**Administration Staff:**
- Principal
- Deputy Principal
- Head of Student Services (HOSES)
- Assistant Deputy Principal
- Business Services Manager
- Administrative Officer

**Teaching Staff:**
- 16-18 Classroom Teachers
- 2 Diverse Learning Teachers
- Literacy Coach and Master Teacher
- Arts Teacher
- Health Physical Education Teacher
- Language Other Than English Teacher
- Instrumental Music Teachers
**Non-Teaching Staff:**

Teacher Aides  
Teacher Aides (casual)  
Schools Officer Grounds/Facilities  
Cleaners  
School Crossing Supervisors

**STUDENT REPRESENTATION**

Rasmussen has a student leadership program. Student leaders model expected behaviours, represent the school and have a say in the school operations. We have two forums for this School:

**School Leaders (4) and House Captains (6)**

These are elected by the school community at the end of Year 5. The process for selection is based on a public speech and may include an interview process, supported by teacher references. The students are informed of expected traits such as work habits, peer support, handling of responsibility, honesty, reliability, approachability, trust, and their impact in the role.

**Student Council**

This consists of the school leaders, house captains and class captains and students from Years 4-6 who are elected by their peers to represent. The Student Council organises student activities, provides feedback on the wants and needs of the student population as well as school policies, fundraise for 'little extras' as well as learning the process of meetings and responsibilities.

**STUDENT SAFETY**

At no time can parents approach a student at school to reprimand them in any way. Any concerns regarding behaviour of a student at our school should be referred to either the class teacher or the Principal/Deputy/HOSES.

**SWIMMING**

Swimming lessons for Year 2 occurs in Term 4. These classes are supervised by teachers and are under the direction of qualified professional coaches. There is a full set of swimming certificates, which can be obtained by children according to their level of ability. Swimming is part of our school program and we expect all children to take part.

Details of the current year's program will be conveyed to parents by letter informing of the dates and costs involved.

**TUCKSHOP**

Our school tuckshop provides a daily service at both lunch breaks. Voluntary tuckshop workers are always welcome and you are cordially invited to register your name for tuckshop duty. Please see the Tuckshop Convener for times.
Ordering procedure (Via the Classroom)

- Parents are asked to provide a suitable paper bag on the outside of which is written the child’s name, class, first lunch and / or second lunch order. If no bag, then place the order on an envelope and enclose 5 cents.
- Correct money, if possible, should be placed inside the bag.
- All orders are to be placed in a basket in each classroom. The orders will be collected and lunches returned to each classroom. All grades MUST order.
- A separate notice giving prices and additional details will be sent home at the beginning of the year and when changes to menu/prices occur. A menu and pricelist is displayed at the tuckshop.
- Tuckshop is not open before school.

TRANSFER OF PUPILS

When a child leaves school and has enrolled at the new school, transfer papers will be sent to Rasmussen and school files will then be forwarded on. We will not send files on without the notification from the new school.

UNIFORM POLICY

Rasmussen State School has a student dress code which has the full support and endorsement of the P & C and our school community. School uniform should be worn with pride by students at all times.

Boys' Uniform:

Shorts - bottle green, no longer than the knees
Shirt - green and gold polo shirt with collar and school badge

Girls' Uniform:

Dress - green and gold check drop waist with box pleats
Blouse - green and gold check with green collar
Shirt - green and gold polo shirt with collar and school badge
Shorts, skirt, skort - bottle green

Foot protection

Closed-in shoes with white ankle socks are required. Preferred shoe colour is black. Thongs and sandals of any type are not appropriate for school due to safety factors. No closed-in footwear - no play (Workplace Health and Safety).

Wet Days

On days that are wet students may wear thongs or gum boots to school with closed in shoes and socks in their bags to put on during the day if needed.
Hats
Rasmussen is an accredited SUNSMART school. Students must have a slouch hat, legionnaire’s hat or bucket hat for use in outdoor activities and play time. Preferred hat colour is bottle green. Rasmussen bucket hats are available for sale at the tuckshop. NO HAT - NO PLAY Children who do not have a hat will be permitted to play under a roofed area, only.

Jewellery
The only jewellery permissible at school are the following items: wristwatch, sleepers, small stud in earlobes only, and medical identification if required. All jewellery must be removed during formal sporting activities e.g. netball, swimming, football, soccer, hockey etc.  (This has been mandated by Workplace Health and Safety regulations). Students wearing jewellery other than permissible items will be required to remove it immediately or have clear accessories put in their place. This will include facial piercings like nose and lip. Supporter bands and wristbands are not permissible accessories for school.

Sunglasses
Labelled sunglasses provided by parents are acceptable.

Dress Standard
It is expected that all students will have a neat and tidy appearance at all times. Undershirts (with the exception of winter months) or shorts which are visible while the uniform is being worn will be required to be removed. Hairstyles should be tidy and appropriate for primary school children. Brightly coloured hair is not appropriate for school, and is not an accepted part of the dress code. Make-up and nail polish are not permissible as part of the dress code. Inappropriate and unsafe garments include singlets, tank tops, sleeveless tops, and imprinted items including logos or slogans.

Students will not be permitted to represent the school if they are not compliant with the student dress code.

Rasmussen school uniforms are available from:

Lowes & Sportspower (Willows Shoppingtown)
Georgio clothing (Garbutt)
Tropic T-shirts (Kirwan)
Cueldee (Aitkenvale)
Girls’ blouse and skirt.

Girls’ dress.

Rasmussen Sun Safe hats. Wide-brimmed and bucket hats.

Wide-brimmed hat. Girls’ skort Covered-in shoes
USE OF SCHOOL FACILITIES

The school has a number of facilities that are available to the community, some at a small cost.

- **Photocopier** The community is welcome to use the school’s photocopier, preferably outside school hours. A charge exists and persons wishing to use the copier should contact the office, where someone will assist you with your request.

- **Fax Machine** The fax machine is available for persons wishing to send or receive information. Similarly, contact the office for assistance. Our fax number is (07) 4789 6300 and a cost applies.

- **Meeting Room** A school room, such as a spare classroom or library can be made available to organizations or associations for a meeting venue. No cost applies.

- **Oval** on weekends, or after school, if the oval is not being used for school purposes, the oval is available to the community. Principal written approval required prior to use.

- **Multipurpose Centre** - after school and on weekends the Multipurpose Centre is available to anyone at a small cost. Contact the office for more details.

Taking care of this facility will ensure it will be continued to be offered to the community so freely. Keys for toilet facilities are also available from the office when booking this facility.

VANDALISM / DESTRUCTION OF SCHOOL AND STUDENT ITEMS

Each incident will be investigated by the class teacher or administration. Upon the discovery of the offender and circumstances, the decision will be made as to the removal of or replacement/repair of items. Parents may be invoiced for the cost of repairs.

VISITORS

We ask that all visitors to the school report to the office first and sign in. You may be asked by staff who you are as you walk in the grounds, this is to ensure the safety of the students at all times.

VOLUNTARY AIDES

Voluntary aides are most welcome in the school. Any person who is prepared to assist in this capacity should approach the Class Teacher or Principal to discuss the matter.

There are people in the community with talents which would enrich the educational experiences of the children, whether it be in computer assistance, handicrafts, music, cooking, painting etc. Please come forward as it’s a great way of becoming involved in the school.

There is one very important point to remember when you act as a voluntary aide you become part of the teaching team of the school. As such you are in a privileged position which requires treatment of all your classroom experiences with confidentiality. Performances of children, incidents in the classroom, etc are not to be commented upon outside the school.
SCHOOL CALENDAR FOR 2016

**SEMESTER CALENDAR**
- **Term 1:** Monday 25 January - Thursday 24 March 2016
- **Term 2:** Monday 11 April - Friday 24 June 2016
- **Term 3:** Monday 11 July - Friday 16 September 2016
- **Term 4:** Tuesday 04 October - Friday 09 December 2016

**VACATION TIMES**
- **Easter:** 25 March - 10 April 2016
- **Winter:** 25 June - 10 July 2016
- **Spring:** 17 September - 03 October 2016
- **Summer:** 10 December 2016 - 22 January 2017

**PUBLIC HOLIDAYS**
- **Australia Day:** Monday 26 January 2016
- **Queens B’Day:** Monday 13 June 2016
- **Labour Day:** Monday 03 October 2016

**STUDENT FREE DAY**
- **Pupil Free Day:** Monday 17 October 2016