

FOREWORD

Dear Parent/Caregiver,

Welcome to Rasmussen State School. We are very proud of our school, and are confident that once you get to know us, you too will share this pride. This booklet is intended to inform you about various aspects of our school, and if you have any questions not answered here, please call or drop in and we will be only too happy to talk with you.

Equity & Excellence is the shared vision of Queensland state schools. Our vision shapes school planning to ensure every student receives the support needed to belong to the school community, engage purposefully in learning and experience academic success.

We believe in the motto of, 'I Belong, We Belong, All Belong'.

Our Values are identified under:

- **Educational Achievement**
- **Wellbeing and Engagement**
- **Culture and Inclusion**

Our School Rules are underpinned by the Learner attributes of:

- **Be Responsible**
- **Show Respect**
- **Stay Safe**



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

We intend to consistently 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.

"Every child deserves a champion; an adult who will never give up on them, who understands the power of connection and insists that they become the best they can possibly be."
- Rita Pierson, teacher



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SCHOOL PROCEDURES – BELL TIMES/ BEFORE AND AFTER 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 – 8.25am. On arrival at school, students must sit in the covered play area until the 8:25am music when students will be released by the duty teacher to go to class.

BELL / MUSIC TIMES

8:00 (Gates Open) Supervised quiet activities in Year Level eating areas
8:22 (Music Plays) Students transition to line up outside classrooms.
8:25 Classroom opens for Teacher and student preparation for the day.
8:30 (Bell) Official Start. Classes commence.
10:30 (Bell) First Break commences. Students move to play areas.
11:02 (Music Plays) Play time ends. Students move to designated eating areas. Eating time occurs.
11:15 (Bell) Classes commence.
1:15 (Bell) Second Break commences. Students move to play areas.
1:32 (Music Plays) Play time ends. Students move to designated eating areas. Eating time occurs.
1:45 (Bell) Classes commence.
2:28 (Music Plays) Transition to front lawn for end of day collection.
2:30 (Bell) End of School day.

OFFICE HOURS

Our office hours are 8:00am – 3:30pm.

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



ENROLMENT PROCESS

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.

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 Principal through an interview process, must accept the completed enrolment form before students begin at the school.

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 a **Birth Certificate** and 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.

Our Enrolment Agreement will be explained at the interview. Upon enrolment, a copy of the Student Code of Conduct (Responsible Behaviour Plan) 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.

Documentary Evidence FOR DATE OF BIRTH 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).
4. 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).

Other Documentary Evidence required:

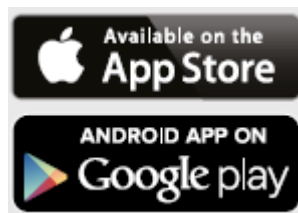
- Medical or Health Concerns – e.g Asthma/ Allergy information
- Disability or Learning Support – information from Pediatrician, Therapists, External Agencies
- Family Court Order paperwork

STAFFING

Administration Staff:	Teaching Staff:	Support Staff:	Non-Teaching Staff:
Principal 2 x Deputy Principal Head of Student Services (HOSES) Business Services Manager 2 x Administrative Officers Pedagogy Coach/s	14-16 Classroom Teachers Health & Physical Education Teacher Arts Teacher Digital Technology Instrumental Music Teachers (<i>Strings + Woodwind, Brass, Percussion</i>)	Guidance Officer Inclusion Teacher Chaplain Behaviour Management Teacher Social Worker School Community Partnership Facilitator Behaviour Specialist Family Support Co-ordinator Student Support Officer	Teacher Aides Teacher Aides (casual) Schools Officer Grounds/Facilities Cleaners School Crossing Supervisors

Tuckshop

Our Tuckshop is cashless. Orders and payments can now be made using the Qkr! App. Please see the office if you have any queries regarding downloading and/or using the App.



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.

Tuckshop is not open before school.

Educational Achievement

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.

Our school implements English, Mathematics, Science, Humanities and Social Science (HASS), Technologies (Digital & Design), Health and Physical Education (HPE) and The Arts (Dance, Music, Drama, Media Arts, Visual Arts).

We also have school priorities around Reading, Writing and Spelling.

READING – SCHOOL PRIORITY

At Rasmussen SS, the “*release of responsibility*” is through our **Reading Framework around the “Big 6”**.



PREP SCHOOLING

Preparatory is a fulltime year of mandatory 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 turn 5 by 30th 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.

HOMEWORK

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.

Our priority of Homework is to strongly encourage 15-20mins of Reading every night and possibly learning of spelling or sight words.

If there is no parent request no homework will be supplied.

An application for enrolment at Rasmussen State School is taken as acceptance of this policy.

SPORTING OPPORTUNITIES

We have 3 sports houses – Magpies, Jabirus and Lorikeets for our Annual Athletics and Cross Country 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:

Season 1: Netball and/or Rugby League

Season 2: Soccer and/or Touch

Season 3: AFL and/or Basketball

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. As we acquire Bus Transport – there may be a fee involved for this bus transport.

Our school also nominates for GALA sporting days:

Obe Geia, Cathy Freeman, Blackhawks Cup, Karyn Murphy Challenge, Garbutt Magpies AFL. Etc.

Swimming Lessons:

Swimming lessons for Prep to Year 6 occurs in Semester 2. 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.

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 office for more details.

String Instruments	Years 3 – 6
Woodwind Instruments	Years 4 – 6
Brass Instruments	Years 4 – 6
Percussion	Years 4 – 6

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 Team' which consists of Administrators e.g. Guidance Officer, Social Worker, Deputy Principal &/or Principal, Leadership Coach 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.

DISABILITY/ SPECIAL EDUCATION

The Rasmussen State School caters for students with diverse learning abilities. Under the Inclusion Policy, students are placed in classroom routines in conjunction with current Education Queensland Guidelines. Students work on a modified or alternate curriculum suited to their needs.

These support plans are prepared in consultation with students, parents, teachers and staff and include agreed upon goals and strategies from the students' Personal Learning Plans (PLP's) or Individual Curriculum Plans (ICP's). Students' plans are implemented with teacher aide support in the classroom.

Our school also supports preschool students with special needs and implements an Early Childhood Developmental Program. Please contact for HOSES for more information.

GUIDANCE OFFICER

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.

RELIGIOUS INSTRUCTION

Queensland state schools embrace a multitude of cultural, religious and non-religious beliefs. Under the *Education (General Provisions) Act 2006*, schools are to provide Religious Instruction (RI) if approached by a faith group seeking to provide RI and students of that faith attend the school. RI informs students about the beliefs and values of a particular religion. It is delivered by

volunteers of a faith group using instructional materials approved by that faith group. RI is required to be consistent with legislation and Department of Education policies and procedures.

All RI instructors must hold a blue card and participate in compulsory Student Protection and Code of Conduct training. RI instructors are only entitled to deliver the RI program outlined below. A school staff member will be present during the delivery of RI. Participation in RI is not compulsory. Any student (except Prep students) may participate in RI if a parent has provided written instructions to the school. Students are allocated to RI based on information provided by parents on the completed [Application for student enrolment](#) unless other written instructions have been provided to the school.

Note: *This consent remains in effect unless the parent informs the school otherwise in writing.*

A description of the RI available is provided below.

Co-operative Faith Group Religious Instruction

- Participating faith groups: [Nth Reach Baptist, St Matthew's Anglican, St Peter's Anglican]
- Aims and goals: Facilitate the students' exploration of the Bible, and Christian life and values. To help the students to understand these beliefs and practices in terms of their daily life.
- Lesson structure: Every Thursday for Year 1-6 students, at 1.45 – 2.30pm.

Parents of students participating in these programs will be advised if a faith group requires funds to cover the expense of materials used in RI.

Other Instruction

Students who are not participating in RI will be provided with other instruction in a separate supervised location. Other instruction must relate to part of a subject area already covered in class and may include:

- revision of class work such as creative writing or literacy and/or numeracy activities which could include online programs currently accessed by the students of that school wider reading such as independent reading appropriate to the student

Parents will be advised of any changes to the RI and other instruction programs to ensure they are able to make an informed decision on their child's participation.

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.

EXCURSIONS

During the year, children may be taken on certain tours as part of their activities in Sport, Humanities, Science, English 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/ medical 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.

RESOURCE SCHEME

Our school does not provide a booklist. We provide the learning resources for our students for the year. The resources will include all books and stationery required e.g.: exercise books, pens/pencils, rulers, rubbers, coloured pencils, felt pens, glue etc.

The Resource Scheme fee also covers the use of calculators, arts consumables, dictionary/thesaurus, and all online subscriptions e.g. Decodable Australia, etc.

Parents will be **invoiced \$120.00** at the start of each year for school resources due by Week 4, Term 1. Payment plans are available e.g. 4 X\$ 30 payments each term – this equates to \$120 for the year. There is an "Early Bird" discounted amount of \$100 available to parents who pay their child's Resource fees for the year in full by Week 4 of Term 1.

Payments can be made by cash, EFTPOS, bank deposit or Centrepay.

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. E.g.: your child leaves Week 2 Term 2 a \$90 refund, your child leaves Week 2 Term 3 a \$60 will occur and your child will take his/her books with them when they leave. Any student mistreating or abusing resources will be asked to replace the items.

If parents make the decision to purchase their child's own resources – a school list will be provided. There is still a \$50 fee that will apply due to other items that are required by the students. E.g. Online subscriptions, Art consumables.

PARADE

School Parades are held on Friday mornings at 8.45am for the whole school. Parents are welcome to attend. These assemblies involve special guests, acknowledgement of student work and celebration of school Learner & ONYA awards.

KINDYLINQ

We are thrilled to provide a KindyLinQ program. We value early childhood education and the critical role families play in nurturing children's early learning and development. We are looking forward to working collaboratively with local early childhood services, schools and community organisations to strengthen the confidence of families - as they are their child's first and most influential teacher.

Our KindyLinQ program will provide a safe supported space for families in our local community to come together with their children to play and learn. We want to give all children a great start by helping develop their skills as a confident learner. The play-based nature of KindyLinQ is perfect for young children. It enables them to explore, create, socialise and participate in different experiences.

Families with three year olds will be welcome to register for KindyLinQ. The program will be available for 3 hours a week. Importantly KindyLinQ is free for families. It is supported by the State Government through the Department of Education.

Please come and speak with School Office for an application form.



Wellbeing and Engagement

STUDENT CODE OF CONDUCT

Our Student Code of Conduct (Responsible Behaviour Plan) outlines our system for facilitating positive behaviours, preventing problem behaviour and responding to unacceptable behaviours. Through our school plan, shared expectations for student behaviour are inclusive to everyone, assisting Rasmussen State School to create and maintain a positive and productive learning and teaching environment, where ALL school community members have clear and consistent expectations and understandings of their role in the educational process.

School Rules

Our school community had identified the following school rules to teach and promote our high standards or responsible behaviour:

- Be Responsible
- Show Respect
- Stay Safe

Our school rules have been agreed upon and endorsed by all staff and our school P&C. They are aligned with the values, principles and expected standards outlined in Education Queensland's Code of School Behaviour.

Non-Negotiables

Our school community has identified the following school non-negotiable behaviours to assist in the promotion of our high standards of responsible behaviour:

- Listen to the teacher the first time
- No physical violence
- No swearing
- No out of class without a pass

Our non-negotiables have been agreed upon and endorsed by all staff and our school P&C. They are aligned with the values, principles and expected standards outlined in Education Queensland's Code of School Behaviour.



Rassar the Eagle

Rassar is Rasmussen State School's PBL mascot. He is on all signage around the school to assist students with remembering our school rules. Throughout the term, Rassar attends school parades to support celebration of student learning.

Expectations for student behaviour are designed by a school based team informed by the latest research on Positive Behaviour for Learning, professional development, school data, and an intrinsic knowledge of Rasmussen State School.

BULLYING NO WAY!

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).

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.

MOBILE PHONES/ ELECTRONIC DEVICES

Our Student Code of Conduct policy (Responsible Behaviour Plan) 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 are From School.

Students must not bring valuable personal technology devices like mobile phones, iPads, 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.

Permission may be given for a student to have a mobile phone at school for safety reasons. Each morning the device will be handed to office staff, where it will be turned off and remain for the school day. On your child's departure at the end of the school day, they can collect from the office.

CUSTODY/ FAMILY COURT ORDERS

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

ACCIDENTS/ INJURY/ ILLNESS

Children who become ill/ injured or have an accident will be sent to our sick bay. In the case of a minor incident, first aid will be administered by school staff. If it appears that the child will not recover after a short rest or be able to return to class, every effort will be made to contact parents.

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.

To ensure this happens smoothly please ensure we have up to date contact numbers and emergency contact numbers.

In the case of serious accident or sudden severe illness, the Queensland Ambulance Service will be contacted to transport children to the hospital. Parents will be contacted as soon as practicable. If the parent/guardian cannot be contacted, a staff member will accompany the child to hospital and wait until the parent arrives.

MEDICATIONS

Schools require medical authorization to administer medication to students (including over-the-counter medications such as Panadol, Aspirin or alternative medicines). **The administration of medication to students by school staff is only considered when a prescribing health practitioner has determined that it is necessary, and written parental consent as well as a copy of the dispensing doctor's letter/label has been provided.** Children are not allowed to keep medication in their bags or desks and all medication must be signed in at 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 Doctors signature. Parent/legal guardian is also required to provide a spacer for administration of the inhaler.

If you require further information about the Administration of Medication in Schools, please visit this website: <http://ppr.det.qld.gov.au/education/management/Pages/Administration-of-Medications-in-Schools.aspx>

HEALTH CONCERNS

Please ensure the school is provided with appropriate documentation from medical practitioners in regards to Health Concerns. *E.g Asthma/ Allergy plan from doctors if Ventolin or medication is provided.*

If a child is on medication for a Disability or Diagnosis to support their learning, e.g for ADHD – please ensure all medical information is provided to the school and appropriate forms are completed so that school staff have permission to administer, if required.

HEADLICE

Education Queensland recognizes 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>

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.

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.

Queensland Health

Time Out

Keeping your child and other kids healthy!

This poster provides information on the recommended minimum exclusion periods for infectious conditions and will assist medical practitioners, schools, pre-schools and childcare centres to meet the requirements of the Public Health Act 2005.

Condition	Person with the infection	Those in contact with the infected person*
Chickenpox (varicella)	EXCLUDE until all blisters have dried. For non-immunised children, this is usually 5 days after the rash first appears, and less for immunised children.	EXCLUSION MAY APPLY EXCLUDE non-immune pregnant women and any child with immune deficiency or receiving chemotherapy. Contact your Public Health Unit for specialist advice. Varicella can be reactivated in older children and adults as Shingles. See below.
Cold sores (herpes simplex)	NOT EXCLUDE If the person can maintain hygiene practices to minimise the risk of transmission. Young children unable to comply with good hygiene practices should be excluded while sores are weeping. Sores should be covered with a dressing where possible.	NOT EXCLUDE
Conjunctivitis	EXCLUDE until discharge from eyes has ceased unless a doctor has diagnosed non-infectious conjunctivitis.	NOT EXCLUDE
COVID-19 ¹	EXCLUDE for at least 10 days after the onset of illness and until they have not had any symptoms for 3 days. Contact your Public Health Unit for specialist advice.	EXCLUSION MAY APPLY Contact your Public Health Unit for specialist advice.
Cytomegalovirus (CMV)	NOT EXCLUDE Pregnant women should consult with their doctor.	NOT EXCLUDE Pregnant women should consult with their doctor.
Diarrhoea ² and/or Vomiting Including: • amoebiasis • campylobacter • cryptosporidium • giardia • rotavirus • salmonella • viral gastroenteritis but excluding: • norovirus • shigellosis • toxin-producing forms of E. coli (STEC) See specific information below	Exclusion periods may vary depending on the cause. EXCLUDE a single case until 24 hours after the last loose bowel motion and the person is well. EXCLUDE all persons who prepare or serve food until they have not had any diarrhoea or vomiting for 48 hours. If there are more than two cases with diarrhoea and/or vomiting in the same location, or a single case in a food handler, notify your Public Health Unit. See information below if norovirus is confirmed or considered likely as the cause of diarrhoea and vomiting.	NOT EXCLUDE
Enterovirus 71 (EV71 neurological disease)	EXCLUDE until written medical clearance is received confirming the virus is no longer present in the person's bowel motions.	NOT EXCLUDE
Fungal infections of the skin and nails (ringworm/tinea)	EXCLUDE until the day after antifungal treatment has commenced. (No exclusion for thrush).	NOT EXCLUDE
Glandular fever (mononucleosis, Epstein-Barr virus)	NOT EXCLUDE	NOT EXCLUDE
German measles (rubella) ³	EXCLUDE for 4 days after the onset of rash or until fully recovered, whichever is longer. Pregnant women should consult with their doctor.	NOT EXCLUDE Pregnant women and female staff of childbearing age should check their immunity with their doctor. Contact your Public Health Unit for specialist advice.
Haemophilus influenzae type b (Hib)	EXCLUDE until the person has completed a course of appropriate antibiotic treatment. Contact your Public Health Unit for specialist advice.	EXCLUSION MAY APPLY Contact your Public Health Unit for specialist advice.
Hand, foot and mouth disease (BF71)	EXCLUDE until all blisters have dried.	NOT EXCLUDE
Head lice	Exclusion is not necessary if effective treatment is commenced before next attendance day (i.e. the child does not need to be sent home immediately if head lice are detected).	NOT EXCLUDE
Hepatitis A ⁴	EXCLUDE until at least 7 days after the onset of jaundice or dark urine, or for 2 weeks after onset of first symptoms if no jaundice or dark urine.	NOT EXCLUDE Contact your Public Health Unit for specialist advice about vaccination or treatment for children and staff in the same room or group, children transferring to another centre and new enrolments.

1. Observing the exclusion period meets the intent of the Public Health Act 2005 for a person to be non-infectious.
2. The definition of contact will vary between diseases and is sometimes complex. If unsure, contact your local Public Health Unit.
3. Diarrhoea definition is 3 or more loose stools or bowel movements in a 24 hour period that are different from normal and/or escapes a child's nappy.
4. Doctors should notify the local Public Health Unit as soon as possible if children or staff are diagnosed with these conditions.
5. Appropriate antibiotic treatment: this will vary between diseases. If unsure, contact your Public Health Unit.

MAR 2020

Queensland Government

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 or students with allergies.

BIKES/ SCOOTERS

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 and to wear safety helmet as per the law.

EMERGENCY SCHOOL CLOSURES – NATURAL DISASTERS

In the event of Education Queensland directing us to close the school when cyclones or other natural disaster events e.g floods 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 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.

EMERGENCY PROCEDURES – FIRE & LOCKDOWN

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.

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.

Culture and Inclusion

ATTENDANCE – EVERY DAY COUNTS

Regular and punctual attendance at school is essential!

Every day counts is a state wide initiative that aims to assist in improving student attendance at school through a shared commitment by students, parents, caregivers, schools and the community.

Why is regular attendance at school important?

Regular school attendance will mean that your child gets a better chance at 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.

Why must I send my child to school?

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 a reasonable excuse. Illness, doing work experience, competing in a school sporting event or going on a school excursion are reasonable excuses for being absent from school.

Principals decide if the excuse given for your child's absence is reasonable.

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 haircuts.

Routine medical or other health appointments should be made either before or after school or during the school holidays.

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 is absent from school – either beforehand, on the day of the absence, or as soon as practicable after your child's return to school.

Please contact school using details below – if your child is not at school.

If a student is going to be absent from school parents/caregivers should:

- **Ring the school on 4789 6333** to report the absence and reason why the student will not be attending that day
- **Provide a note** explaining the absence prior to or on the first day of the student returning to school
- **ABSENT HOTLINE – 0426305975** - that you can ring or text to leave a message.

Late Arrival/ Early Departure

If your child arrives LATE to school, they must present at the Resource Centre or Office to collect a 'sign in' slip to present to the classroom teacher.

If your child has to leave school EARLY before the end of the school day they must depart from the office. Parents must collect a sign out slip from the office to take to the classroom before children can leave.

Again we emphasise **the safety of your child is our main priority.**

Extended Absence

If a student is absent, or plans to be absent, for 10 or more consecutive school days for any reason, the parent must comply with their obligations in respect to compulsory schooling by either:

- Seeking an exemption from their obligation or
- By negotiating with the Principal to make an alteration to a student's educational program; or
- By seeking to arrange a flexible arrangement for the student



MEDIA CONSENT

Purpose of the consent

It is the school's usual practice to take photographs or record images of students and occasionally to publish limited personal information and student materials for the purpose of celebrating student achievement and promoting the school and more broadly celebrating Queensland education.

To achieve this, the school may use newsletters, its website, traditional media, social media or other new media as listed in the 'Media Sources' section below.

The State School Consent Form may, at your discretion, provide consent for personal information and a licence for the student materials to be published online or in other public forums. It also allows your child's personal information and student materials to be presented in part or alongside other students' achievements.

The school needs to receive consent in writing before it uses or discloses your child's personal information or student materials in a public forum. The attached form is a record of the consent provided.

FAMILY COMMUNICATION

Email

We strongly encourage families to list their email addresses with our school office. It allows for regular and up to date communication to occur.

Phone Numbers

Our classroom teachers and administrative staff like to make verbal contact with families by phone to discuss your child's learning and wellbeing. Please ensure contact details are always up to date.

Newsletter – sent home fortnightly in person or by email

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.

Facebook

In 2022, we commenced using Facebook as a form of communication with our families.

<https://www.facebook.com/Rasmussen-State-School-110788714867569>



VOLUNTEER & PARENT HELPERS

Teachers welcome parents OR volunteers 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.

All helpers are asked to sign the register at the office on arrival and wear a VISITOR tag on each visit, for child protection regulations. A Blue Card is not required by parents if helping in their own child's classroom. If a parent is to be working in another classroom (either volunteering or paid) then a Blue Card is required before any work can commence.

P & C ASSOCIATION

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 P & C 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.

*** Please note, we currently do not have an active P&C committee ***

BUS TRANSPORT – TO & FROM SCHOOL

Kinetic service provides transport to and from our school for our students. Families are to make applications with Kinetic in regards to approval for bus travel, costs etc. Buses are to abide by a Code of Conduct under Qld Transport – as to do families and their children when using the bus service. Please ensure your family and your child are aware of their responsibilities to ensure safe travel. 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 may be taken by the school if behaviour is not in alignment with the Student Code of Conduct (Responsible Behaviour Plan).

Should you have any queries please do not hesitate to contact the bus company on (07) 4771 9800.

K/NET/C

COMPLAINTS PROCESS

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.**

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 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 school principal. Where the teacher has been approached but the issue remains unresolved, make an appointment with the school principal/ deputy principal to discuss the issue further.

Discuss your complaint with the principal/ deputy 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.

MESSAGES TO STUDENTS

Parents are asked to consider school operations and the difficulty in conveying messages that are not received prior to 1:00pm. In an emergency, messages will be delivered, subject to school operations.

SCHOOL PHOTOGRAPHS

School photographs are taken annually. Notification will be given prior to the day the photographer comes. It will outline the School Photo Day and the process for making payment of the photos. Sibling photos are usually also available with prior notification.

MONEY COLLECTION

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.

Payments are to be placed in an envelope and handed in at the main office. EFTPOS facilities are available. A receipt will be returned to the class teacher who will then return it to the child. Please fill in the details on the envelopes correctly.

REFUNDS

When activities are paid for but not attended, in most cases money is able to be returned. A Request for Refund form is available from the office. Once completed and returned to the office, an electronic funds transfer will result in funds being returned to your nominated bank account within 5 working days of Principal approval. No cash is held on the premises

SCHOOL WATCH – KEEPING OUR SCHOOL SAFE FROM VANDALISM

School and community members, who see any persons in the grounds out of school hours, are urged to ring School Watch on 131 788 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.

DRESS CODE

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 – black, no longer than the knees

Shirt - green, black and gold polo shirt with collar and school badge

Girls' Uniform:

Shirt – green, black and gold polo shirt with collar and school badge

Shorts, skirt, skort – black

House Shirts

Rasmussen State School students helped design a shirt for each of our sports houses. (See below.)

House shirts can be worn on designated sporting event days, as well as each Friday and are only available for purchase through our school office.



Foot protection

Closed-in shoes with socks are required. 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 to school with closed in shoes and socks in their bags to put on during the day if needed.

Cooler Weather

In cooler weather students are able to wear jumpers and/or tracksuit pants/ leggings. We request that clothing is appropriate for school and of a black/green colour. Please ensure all clothing items are labelled.

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, bandannas 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 (Willows Shoppingtown)
The School Locker (Garbutt)
Tropic T-shirts (Kirwan)

RASMUSSEN UNIFORMS



JABIRUS

LORIKEETS

MAGPIES

2025 SEMESTER CALENDAR

Term 1:	Monday 28 January – Friday 04 April 2025
Term 2:	Tuesday 22 April – Friday 27 June 2025
Term 3:	Monday 14 July – Friday 19 September 2025
Term 4:	Tuesday 07 October – Friday 12 December 2025

2025 VACATION TIMES

Easter:	Friday 05 April – Monday 21 April 2025
Winter:	Saturday 28 June – Sunday 13 July 2025
Spring:	Saturday 20 September – Sunday 06 October 2025
Summer:	Saturday 13 December 2025 – Monday 26 January 2026

2025 PUBLIC HOLIDAYS

Australia Day:	Monday 27 January 2025
ANZAC Day:	Friday 25 April 2025
Labour Day:	Monday 05 May 2025
Kings B'Day:	Monday 06 October 2025

2026 SEMESTER CALENDAR

Term 1:	Tuesday 27 January – Thursday 02 April 2026
Term 2:	Monday 20 April – Friday 26 June 2026
Term 3:	Monday 13 July – Friday 18 September 2026
Term 4:	Tuesday 07 October – Friday 11 December 2026

2026 VACATION TIMES

Easter:	Friday 03 April – Sunday 19 April 2026
Winter:	Saturday 27 June – Sunday 12 July 2026
Spring:	Saturday 19 September – Sunday 04 October 2026
Summer:	Saturday 12 December 2026 – Tuesday 26 January 2027

2026 PUBLIC HOLIDAYS

Australia Day:	Monday 26 January 2026
ANZAC Day:	Saturday 25 April 2026
Labour Day:	Monday 04 May 2026
Kings B'Day:	Monday 05 October 2026

2025 Student Free Day

Friday 05 September 2025.