

WELCOME TO DURACK STATE SCHOOL

Home of the 'Durack Dragons'

Principal's Message

Dear Parents and Carers

It is a pleasure to welcome your child/children to Durack State School and to wish them happiness and success in all aspects of their school life. Our school strives to provide high quality education programs with an emphasis on creating learning environments that are innovative and enriching. Staff place great emphasis on the development of students' oral language, literacy and numeracy skills.

We have an inclusive approach where specialists provide programs that cater for individual needs while supplementing classroom practice. Programs include EALD, learning support, oral language and students with disabilities programs.

Various enrichment programs focus on our gifted and talented students. These include scientist in residence, academic competitions and challenges, leadership, particularly as a key focus in Year 6. We also support elite athletes to progress to Regional and State levels. Cultural dance, choir, instrumental music and keyboard opportunities are part of the performing arts program.

Classroom computers with internet access offer exciting opportunities to integrate information and communication technology as a teaching tool in all areas of learning. All students can access interactive "Smart Board" technology within the classroom setting, while in 2013 also saw the introduction of iPad technology and in 2016 Robotics.

As you may be aware Durack was very fortunate to be part of the State Schools of Tomorrow initiative in the Inala area. Durack is one of six schools that benefited from the \$69.5 million renewal project. Construction started in 2009 and was completed in mid-2012. Under the Building Education Revolution scheme a further \$3 million resulted in a new hall that encompasses the performing arts and physical education being completed in 2011. Meanwhile a C & K kindergarten was constructed and saw its first enrolments in 2012. Durack has indeed been very fortunate to have a new school environment that has been designed for 21st century learning and we continue to build upon this with the assistance of our P&C.

Durack became a National Partnership school in 2010. This provided an additional \$1,300,000 to the school over the 2010 – 2013 period to enhance literacy, numeracy and science performance. This initiative has seen outstanding results in Year 3 and value adding across the school which has been recognised by the Education Department. 2014 saw the introduction of Great Results Guarantee funding to allow continuation of key initiatives to support Numeracy and Literacy. Investing in Success funding continues to provide opportunities for further Numeracy and Literacy innovation in 2016.

Our students are recognised as "Durack Dragons - Safe, Respectful, Learners". Our school uses the iconic dragon as a unifying symbol to our school wide positive behaviour program. This program has resulted in recognition as State Showcase Finalists in 2011 and 2012.

We have enjoyed the opportunity to have students enrol from overseas studying at our school. This adds a further richness to our multicultural environment. We became an accredited International School in 2013.

As of 2014 we became enrolment managed. In response to rapid growth and being recognised as preferred school beyond our community.

I would like to take this opportunity to invite you to become a part of your child's school experience. Please feel free to join the Parent and Citizens Association or become actively involved as a volunteer. We gratefully accept help in the school and I urge you to get involved for your child's sake. Studies have repeatedly shown that children who have parents involved with their school do better in their studies.

To ensure open lines of communication are maintained, information is sent home regularly, via the fortnightly School Newsletter and student communication books. As the Newsletter (can also be accessed online) contains information about the day to day operation of the School, including excursions and other variations to the School routine, it is important that attention is given to its contents.

The staff at Durack State School endeavour to be role models for our students. Positive attitudes greatly enhance a child's chances of developing their full potential at school. Please do not hesitate to contact class teachers on any matter concerning your child's education. You will always be welcome.

We are very proud of the quality education our school provides. I look forward to working with you to ensure our school maintains its vitality, relevance and effectiveness.

Beth Petersen - Principal



Mission Statement for Durack State School

Our mission is to encourage students to strive to reach their potential within a safe, nurturing, learning environment built on respect.

School Dragon Creed

Here at Durack we are Durack Dragons.
Dragons are Safe Respectful Learners.
Every day every Dragon counts.
Every Dragon can be high achievers.

**Through our approach our students have every opportunity to become true
Durack Dragons – Safe Respectful Learners**

School Contextual Background – Key Priorities

- To improve student learning and academic outcomes
- To develop and implement a whole school approach to science
- To provide a whole school targeted intervention approach
- To provide a learning environment where teacher capacity building is the norm
- To build meaningful school and community partnerships
- To enhance the image of the school within the local and wider community

School Contact Information

OFFICE HOURS 8.00 am to 4.00 pm 69 Inala Avenue Durack 4077	
PRINCIPAL:	Beth Petersen
DEPUTY PRINCIPAL:	Tracey Slingsby
MASTER TEACHER	Wendy Harling
BUSINESS SERVICES MANAGER:	Colleen Hollis
ADMINISTRATIVE OFFICER:	Tanya Meiring
LEARNING ENGAGEMENT OFFICER	Mai Quach
SCHOOL TELEPHONE:	3714 2666
FAX NUMBER:	3714 2600
TUCKSHOP:	3714 2608
STUDENT ABSENCE LINE	3714 2660

SCHOOL INFORMATION AND ORGANISATION

Administration, Teaching and Support Staff

The professional staff at the school consists of the Principal, Deputy Principal, Master Teacher, Guidance officer, HOSES, Speech Language Pathologist, classroom and specialist teachers. The number of classroom teachers, EALD and Special Education teachers are appointed to Durack dependent on enrolments as assessed at various times through the year. Additional staff assist in the operation of the school, these include Teacher Aides, Ancillary Officers and a Facilities Officer. We also have a Business Services Manager, Administration Officers and a Teacher Librarian.

Absence of the Principal

In the absence of the Principal the Deputy Principal assumes the Principal's responsibilities and in the absence of both an experienced teacher is nominated by the Principal to assume the duties and responsibilities of the Principal during her absence.

Assembly

Prep – Year 6 School assemblies are generally held on Friday afternoons at 2:00pm in the hall. Parents are always welcome. There is an expectation that students are attentive and do not talk and we ask parents to support our assemblies by being good role models.

Attendance

Once enrolled at this school, daily, on time attendance in Years 1 to 6 is compulsory unless through reasonable excuse. While Prep is not compulsory, once enrolled, it is an expectation. When children are absent on any occasion, please

- Provide a note signed by a parent or guardian explaining the reason for the absence
- Call the absence line on 3714 2660 and leave a brief message stating your name and relationship to child, the child's name and class; reason for absence and expected return date
- In the interest of student safety, an **SMS** will be sent to one parent who has a recorded mobile phone number, advising them of their students' unexplained absence for that day. This is an automated service.
- Absences extending beyond 10 consecutive days require parents to submit an Application for Exemption from Compulsory School form - see office

Expectation of Parents

Advise the school of known future absences. Any consecutive absences from school over 10 days require the parent to complete an "Exemption from Compulsory Schooling & Compulsory Participation" Form which must be signed by the Principal prior to taking leave.

You are encouraged not to schedule holidays during school time. The school is not obligated to provide the student with school work in advance; however we may assist you in organising set tasks for the student to complete while they are absent.

N.B. Continued absenteeism will result in Department of Education Training and Employment (DETE) policies being adhered to; this can lead to prosecution.

School Starting/Finishing Time

School officially starts at **8:50am** each day. Our school policy is that students may arrive at school from 8:00am on the condition they go to the "Breakfast Club area" where they may access breakfast club and activities provided from the parent room. A bell will ring at 8:30am to release students to go to their classroom (may or may not be open) or play area.

Be aware that access to the school site prior to 8:50 is at the Principal's discretion and access will be denied until 8:50am if students' behaviour places themselves or others at risk, or they do not remain in the designated areas.

Students are expected to be in classrooms by **8:50am**. After **9:00am** students will require a late slip from the office. Late arrivals will be recorded on One School as per Departmental regulations and absences monitored. Please note late arrival is disruptive to students, teachers and Admin staff.

All students are to be collected by 3:15. On rare occasions, where for any reason, this is not possible, please inform the school and your child will be required to wait of you on the school 'green' (outside the office). Be aware the PCYC offers afterschool care.

Collection of students

Should parents wish to collect pupils during school hours, they must make contact in person, by phone or by note. Parents need to report in person to the office where they will be issued with an early slip which they take to the class teacher in order to collect children. Parents are not to collect children from classrooms without this slip from the office. The only exception to this is at the Principal direction as response to severe storms – this is advised via the PA system.

Book Lists

Book lists are available at any time from the school office. These lists are drawn up by the teachers of each year level. It is strongly suggested that your child has the items on the list and that they are clearly marked with your child's name. Items such as pencils and glue will probably need to be replaced during the year.

Breakfast Club

Students may access breakfast club 5 days a week. There is no cost for breakfast. While eating, students are required to remain seated in the breakfast club area. Parents are actively encouraged to assist with the running of the breakfast club. Please see Breakfast Club organisers if interested. Breakfast Club is intended to provide an extra boost for our growing students once they are at school. It is not to replace breakfast at home with the family.

The Parent Room activities before school are accessible to all students from 8:00am. **Students are not permitted in the school grounds prior to 8:00am unless attending pre-organised activities.** Students can access Parent Room activities conditional to:

- Remaining in the Breakfast Club area
- No kicking of balls
- Following Responsible Behaviour Management Program

Captains – School

To be eligible for a captaincy role, a student must have an outstanding behavioural record in the previous year and be able to demonstrate:

- High levels of participation
- Willingness to use own time where necessary to fulfil role
- Effective public speaking skills
- Commitment to own learning and development
- Initiative and flexibility and
- Demonstrate competencies in social situations with both students and adults

School Captains and Sports Captains

These are selected from Year 6 students by teachers and fellow students.

Indigenous, Choir, Band and Cultural Dance Captains

These are selected by staff.

NB: Badges are presented at a special assembly.

Class Organisation

Classes are organised into teaching units based on Year Levels, from Prep to Year 6. Children are allocated to year levels on the basis of age, on current academic achievement, or on previous educational experience in Queensland or

in other educational systems. Gender and cultural balance is also important while taking into account behavioural issues.

Our school has the facilities to enable the use of a variety of teaching and class grouping techniques. At any given time, we are employing those best suited to the needs of the children, having regard for staffing levels and space available. It is our desire to achieve stability for the children's sake.

Day 8 – The department make staffing changes up until Day 8. To reduce stress to families and students, Durack generally starts the year with gender classes.

There are times however, when other changes are necessary. Sometimes these changes are made for the benefit of the children. On other occasions, they have to be made because of changing enrolments or enrolment patterns within a particular year level, as a result of teacher transfers, or changes to the number of teachers on staff. Thus, it may be necessary to form or to disband a multi-age class group, to implement co-operative teaching practices or change teachers or children from one class group to another. On such occasions, parents will be advised as early as is practicable before the change takes place. If necessary, a Parent Information Meeting will be held.

Code of Conduct

Staff and students adhere to their own codes of conduct. All parents, community members and visitors are required to adhere to the Visitors' / Volunteers' Code of Conduct that is

All people coming into our school are asked to:

- Respect the rights of all students to access the education we provide
- Respect the professional role of our staff
- Respect other parents and visitors
- Respect the physical environment for learning
- Respect the policies and procedures established for the school's good order and management

It is totally inappropriate to speak, regarding incidents that may or may not have happened at school, with any student of whom you do not have guardianship. In explanation, you need to be aware that the information can be one sided and based on hearsay. Involvement can be in conflict with the school's investigation of the incident and make it extremely difficult to respond in a fair and ethical manner and, if deemed serious enough, could result in a period of exclusion from the school grounds for the offending parent.

All of our students will benefit from families and the school being in a positive, healthy and working partnership.

Day 8 Procedure

The school is staffed on the actual number of students attending school on the 8th day. Therefore it is essential that if your child will not be commencing the school year by Day 8, written evidence is provided. Please contact the school prior to this date. Situations where this may occur **include extended holidays, illness or a death in family.**

Enrolment

All children need a current birth certificate or passport to be enrolled. Parents can obtain the application form at their local courthouse or by phoning the Registry of Births, Deaths and Marriages on 1300 366 430 to have an application form sent to them.

Parents can also submit the form at any local courthouse or by mail and should receive the certificate within three weeks. For information including pricing and certificate access policy, visit the website <https://www.qld.gov.au/law/births-deaths-marriages-and-divorces/birth-death-and-marriage-certificates/birth-certificates/applying-for-a-birth-certificate/>

Kindergarten is a joint facility but it is run by C&K. It is essential that if you are seeking a placement for your child that you place your child's name on the waitlist at the C&K facility. Spaces fill quickly. You can add your child's name to waitlists well in advance of the year your child is eligible to attend.

Excursions

As an aid to a better understanding of work taught, educational excursions are a practical part of our school program. From time to time, students will be given the opportunity to participate in an excursion. We are very careful to ensure that excursions are related to the child's overall educational program.

In connection with an excursion, parents are advised in advance as to costs, venue, transport and other arrangements, and are required to return a signed consent form. No child is permitted on an excursion unless a signed consent form is received from a parent or guardian or by special arrangement via phone contact. From time to time students who have paid but have not returned their permission form and phone contact is not achieved, the school will recognise sign off for excursions from the enrolment form – please note this is a last resort.

Parents may be asked to assist transporting students. **To be eligible to provide private transport,**

- The driver must have a current driver's license
- The vehicle must be registered (this includes third party insurance)
- Possess seat belts for all occupants

Excursions, school activities and transporting of students all carry inherent risks of injury. Please refer to section below on insurance.

Family Contribution

At the commencement of each year, families are invited to make a monetary or other contribution to the school via a Family Contribution. In the past this contribution has assisted with the cost of consumables e.g. replacement readers or targeted key school improvements e.g. air-conditioning, fencing, grounds improvements. A letter is sent home to each family acknowledging this support and outlining the vision for the school in the year/s ahead. The family contribution is voluntary. All funds raised are used to improve facilities or the school environment for the benefit of the school community as a whole.

Refund Policy

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

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

State schools are able to charge a fee for:

- An educational service including materials and consumables not defined as instruction, administration and facilities for the education of the student;
- An education service purchased from a provider other than the school where the provider charges the school; and
- A specialised educational program.
- A school fee is directed to the purpose for which it is charged.
- School fees for excursions and camps are calculated on a cost recovery only basis, according to the number of students who have indicated their attendance.

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

As the school budget cannot meet any shortfalls in funding for an excursion or camp due to the subsequent non-participation of a student who had previously indicated attendance of the activity, fees already paid for an excursion or school camp may be refunded in full or in part or not at all, having regard to the associated expenses incurred and the circumstances of the non-participation.

A **Request for Refund** form is available from administration. This form must be completed and submitted prior to any refund being made to families. Refunds can be in the form of a credit on the students' school account, credit on credit card (if used for the original payment), or direct deposit to your bank account.

Homework

Education Queensland has guidelines for student homework emphasising the need for balance between family life and consolidating classroom learning.

Rationale:

Durack State School believes that homework provides students with opportunities to consolidate their classroom learning, pattern behaviour for lifelong learning beyond the classroom and involve family members in their learning. The setting of homework takes into account the need for students to have a balanced lifestyle. This includes time for family, recreation and cultural pursuits.

Homework that enhances student learning:

- is purposeful and relevant to student needs
- is appropriate to the phase of learning
- is appropriate to the capability of the student
- develops the student's independence as a learner
- is varied, challenging and clearly related to classroom work
- consolidates newly learned skills
- allows for student commitment to recreational, family and cultural activities

Purpose:

Homework can engage students in independent learning to complement work undertaken in class through:

- revision and critical reflection to consolidate learning
- applying knowledge and skills in new contexts
- pursuing knowledge individually and imaginatively (investigating, researching, writing, designing, making)
- preparing for forthcoming classroom learning (collecting relevant materials, items, information)

Homework Schedule: (DETE – Homework – State Schools Policy)	
Prep	Generally no homework is set. At Durack State School, homework in Prep is optional – individual teacher decision
Years 1 -3	Will not exceed 1 hour per week
Years 4 & 5	Will not exceed 2-3 hours per week
Year 6	Will not exceed 3-4 hours per week

Honour Certificates and Awards

These are given for outstanding achievement and behaviour in the classroom. They are awarded at our whole school assembly, one award per class per week.

Positive student behavioural achievement will be promoted and recognised.

1. Dragon Gotcha Awards – playground recognition
2. Dragon Honour Certificates - presented on assembly

3. Dragon Class Honour Certificate / Trophy – PE, Music and Library Class of the Week
4. End of Term Dragon Levels – exemplary behaviour
5. Dragon Pins – students who have received gold or silver Dragon levels at the end of each term
6. Principals Awards – for academic achievement in Numeracy and Literacy. These are awarded with end of semester reports.
7. Annual Academic Awards Assembly – including
 - Dux
 - Citizenship Awards
 - Top 2 Band result NAPLAN
 - English and Maths Book Prizes
 - 100% Attendance
 - Sports awards

House System

All children are allocated to a School House upon enrolment. There are three Houses; Alpha (Blue), Beta (Red) and Gamma (Gold). Children from the one family are where possible allocated to the same House.

How do I Voice any Concerns?

The following procedures are to be used to resolve complaints or concerns at our school.

- Let the school know via letter, telephone or in person that you have a concern, providing details of the issue.
- The school WILL investigate to try and find out the facts surrounding the concern.
- The most appropriate person will contact you to discuss the matter, or to organize a meeting.
- Many concerns are quickly resolved once the parent is aware of all the facts.
- If, however, the matter remains unresolved, make a formal appointment to discuss the issue with the Principal.
- District Office - School Community Liaison Officers can be contacted to help solve problems. Ph 3028 8166

Insurance

Please be aware that when involved in activities there is an inherent risk of physical injuries occurring. Injuries may occur without any negligence on the part of the school and in such circumstances the responsibility for the injury and any associated costs will rest with you, not the school. Please take this into consideration in deciding whether or not to allow your child to participate in this activity. You may choose to obtain private insurance coverage, and the school would appreciate details of any medical/accident insurance you have in place for your child.

CCTV

Durack State School is covered by closed circuit television (CCTV). There are a number of cameras installed at various locations around our school. CCTV has been increasingly deployed across Queensland public authorities for a variety of visual surveillance purposes. These purposes span incident monitoring, detection and deterrence, contributing to the safety of the public, personnel and property. Whilst images from the CCTV will assist public authorities at times, only images pertaining to an incident will be provided thus protecting the privacy of other individuals.

Internet

Social Media

Please be aware that social networking sites such as Facebook are illegal for children to access under the age of 13. Due to the level of distress caused by misuse of these sites, the school strongly recommends that no child under 13 be allowed to access to them.

Student Internet agreement

Parents/carers are required to read and sign the school internet agreement on the enrolment form. The teaching staff will provide students in Prep to Year 2 an age appropriate verbal version while students in Years 3 to 6 will sign off on the written version. See copy below

Please read the internet access agreement which your child will be required to agree to each year from Year 3. Prep to Year 2 will be provided with a simplified verbal version appropriate to their age and understanding.

1. I will use the internet for educational purposes only.
2. I will take care of the school's hardware and software.
3. I will only use school software.
4. I will start and shut-down the computers correctly.
5. I will not use the school's equipment for anything which is against the law, or which would inconvenience other people; for example
 - Printing more copies than I need
 - Downloading large files that slow down the network
 - Changing the settings of computers.
6. I will log off the computer when I have finished my work.
7. I will keep my password/s to myself, and not seek the passwords of others.
8. I will only work on my own projects and store it in my folder/file.
9. I am aware that viruses can be spread between computers, through e-mail and using USB devices or CD-ROMS that have not been checked by virus scanning software and I will check with my teacher before using them on a school computer.
10. I will only access web sites that are relevant to the information I need.
11. I will not look for anything that is illegal, dangerous or offensive
12. If I accidentally come across something that is illegal, dangerous or offensive, I will
 - clear any offensive pictures or information from my screen, and
 - immediately, quietly, inform my teacher
13. I will not give out personal information about myself or others e.g. name, address, phone number, parents names etc...
14. If I receive any messages that I do not like I will tell a teacher immediately.
15. I know that the school may check my computer files and may monitor the Internet sites I visit.
16. I will not copy other people's work into my work, and call it my own. This includes pictures and information I find on the Internet and CD-ROMS.

I understand the school's expectation with regard to my child accessing the internet and that if my child breaks the agreed rules will be subject to appropriate action by the school. This may include loss of Internet access.

Keeping You Informed

Class Letters

Class letters outlining proposed units of work, assessment expectations and excursions are sent home via the communication book at the beginning of each term.

Newsletters and Notices

Official communication from the school to the home is by way of Newsletters or the communication book. Please **check your child's communication book daily**. Newsletters are generally sent home fortnightly and are a primary source of information. As a school we are trying to reduce our environmental footprint by limiting the number of notices being sent home; glue-ins in the communication book is used instead.

- **Newsletters** contain items of interest and important information relevant to both school and community. The newsletter can be accessed via
 - Hardcopy - sent home with your child
 - Electronically - emailed to parents who provide email address to the school or
 - School website

Note: The newsletter is provided in English and Vietnamese.

- **Notices** for excursions and for matters of a more urgent nature, are sent home as the need arises.

Parent Information Sessions

Early in Term 1, teachers will be conducting Parent Information Sessions. You will be invited to attend a meeting conducted by your child's teacher. Topics covered at these meetings include school policy, class policy, key learning areas and the teacher's proposed curriculum development during the year. Teachers will also discuss expectations in relation to work, behaviour, social development and other relevant areas.

These sessions provide everyone with an opportunity to meet teachers and other parents, as well as to become more informed about the school.

Visits to the School

We are always pleased to discuss with parents any matters relating to the education of their children, or other items connected with their being a member of our school community.

So that such discussions may be meaningful and helpful, it would be appreciated if advance notice could be given, either in writing or by telephone, that an interview is requested. This allows us time to gather relevant information.

Library Borrowing

The library houses an extensive collection offering a varied selection of books.

- All students may borrow 4 books for up to 2 weeks – this could be limited early in the year until younger students are used to borrowing.
- Additional books will be allowed for special projects and needs. Audiovisual items and computer software are not normally available for borrowing for home use.
- The school would prefer students of Prep to Year 3 use a library bag. Band members may borrow music books up to the end of the year.
- Overdue notices will be sent out regularly. When books are grossly overdue, a letter will be sent to you requesting payment for the book.
- It is important to return borrowed books if transferring to another school.

Lost Property

A lost property box is kept in the office. Students, who have lost items of clothing, lunch boxes, etc, should make a thorough search of the box before reporting the item as being lost. In any case, if all belongings are **clearly labelled with the child's name**, the anxiety of children who have mislaid something will be greatly reduced. From time to time the contents of the lost property box are put on display. Items not claimed will be used by the school or donated to charitable organisations.

Music Program options

School Band - Instrumental Music

This school has a School Concert Band that consists of Brass, Woodwind, Percussion and Strings. We are always looking for children (Years 4 - 6) interested in playing in the band. If your child is interested, please contact the Instrumental Music Teacher. Students who are successful in gaining a place in the school band will be issued with a school owned musical instrument. This instrument is loaned to a student subject to certain conditions. A loan agreement must be signed by both the student and parent. A fee per student per term is payable by all band members with loaned instruments (reduced if students own their own instrument). Payment is to be made prior to allocation of instruments. Additional music groups rehearsing during lunch include

- Ukulele
- Guitar

School Choir and Cultural Dance Group

The school has a large choir and cultural dance group (Years 4 – 6). Performances may be on Assembly and at school and community events.

Nappies

In the interests of health and safety for all our students, parents, staff and visitors, should your young child require a nappy change, we request that the used nappy be placed in a plastic bag, tied securely and taken home for disposal or disposed in an appropriate manner. If you do not have a bag, please request one from administration.

Parking Expectations

Parking Safety Concerns

To ensure the safety of the students, staff and community members of Durack State School it is very important that you understand and adhere to the following.

Pedestrian Traffic

- Access to and from the school by pedestrians must be via the front entry
- Walk across the staff car park with care on the zebra crossing – this behaviour to be modelled to students
- Do not block the driveways in the staff or community car park to enter and exit the school as this is putting yourself and others at risk. These must be kept clear at all times for emergency vehicles.

Drop Off Zone

The drop off zone is designed to operate in the following manner

- All drivers must **remain in the vehicle**
- As spaces become available cars must move forward
- No car is to be parked blocking off the Kindy driveway

NB: there is a police presence from time to time in this area and non-compliance will result in a fine

Staff Car Park

The staff car park is restricted to Education Queensland employees. This is **not** to be accessed by community members dropping off and collecting students.

Kindergarten Car Park

Only cars of Kindy parents are permitted to access this car park. Do not park across the driveway or in the Kindergarten car park unless you have a student enrolled.

Please note: from time to time the kindergarten gates will be secured at 3pm, your vehicle will not be accessible until the following day.

Community Car Park

The new car park operates well when the following are observed

- **Speed limit** of 5km
- Cars to move in a **clockwise** direction
- Cars are to **reverse park**
- Parking is restricted to designated car parks and the grass area
- Do not stop and allow passengers in or out of the vehicle until the vehicle is **parked**
- Do not drive around and around the car park waiting for your child to come to your car as this is putting students at risk and holds up traffic flow
- Do not proceed down the driveway past the hall entry. This is a restricted area
- Do not drive over curbed areas
- Pedestrians are not to enter or exit through the community car park gates
- Pedestrians use the footpaths where possible
- Students are to remain within the fenced area until the vehicle is parked. It is the parents' responsibility to collect their child/children from this area
- Do not leave young children in car unattended.

Avocet Street – There are No Standing signs on both sides of Avocet Street (the small street that leads into the car park). Parking in this area may result in a fine.

Durrang Street - Alternate parking is available at the rear of the school in Durrang Street.

Please be aware Education Queensland is not required to supply parking to parents; this was a school initiative under State Schools of Tomorrow. We ask that you demonstrate patience and courtesy when using this facility. Failure to do so could result in access to parking on site being denied. Your cooperation and assistance is appreciated.

Pedestrian Crossing (Traffic Lights)

A light controlled pedestrian crossing has been provided outside the Inala Avenue entrance to the school. In the interests of safety, it is recommended that all children who need to cross Inala Avenue should do so at this point. Students must remain behind the yellow painted line while waiting for lights to change. Students are encouraged to walk across the road – DON'T RUN! The help of parents in instructing children in this matter is appreciated. Durack State School is a designated 40km zone between the hours of 7am to 9am and 2pm to 4pm.

Permission to Leave School Grounds

In general, children must not leave the school grounds once they have arrived. However, parents sometimes require their children to go home for lunch. If this is a permanent arrangement, that is, on a regular basis throughout the year, one letter to the Principal at the beginning of the year giving full details is sufficient. In all other cases, a separate note to the class teacher is required for each instance the child is to go home. In emergencies, a telephone call is acceptable.

Physical Education and Sporting Activities

All children are expected to participate in the school's physical education and sports program. We believe that physical education and organised sport play a major role in child growth and development, in respect of physical, social and academic areas.

Some features are:

- Physical Education - Children will participate in a program of regular fitness and skill development.
- Swimming - Children in Year 4 take part in our swimming program (5 weeks long).
- Sport – Year 5 & 6 students have access to inter-school sport and Gala Days.
- Athletics - Children train in athletics skills as a prelude to our Inter-House Athletics Carnival held at the school. Selected children then compete in the Inala District Athletics Carnival.

Physical activity & physical education, particularly contact sports, carry inherent risks of injury. Please refer to section above on insurance.

Prep Program

To assist your child in their first year of school can you

- Provide your child with a spare set of clothing
- Provide morning tea and lunch in 2 separate containers
- Ensure correct money is sent in a named envelope if required for any school activities
- Sign your child into the classroom by 8:50am in the morning and collect your child at 3:00pm
- Label hats and all items of clothing – items will be returned to the students if named

Religious Instruction

Religious instruction lessons (Christian and Buddhist) occur once per week. Class access is dependent on availability of religious instruction teachers. Church representatives take classes for a 30 minute period. Classes cover all denominations. All students (except Prep students) are placed in either religious instruction or other instruction in

accordance with information provided on their Application for Student Enrolment unless parents have provided other written instructions.

Those children that do not participate in the Religious Instruction lesson are supervised by teaching staff in alternative year level classes. These students undertake a revision of their work or engage in independent literacy or numeracy activities.

Islamic prayer group is offered at 1pm Monday to Friday in the hall foyer or on occasion the conference room.

Responsible Behaviour Plan

Durack State School's 'Responsible Behaviour Plan for Students' is aligned to the School Wide Positive Behaviour Support program where Durack Dragons are "Safe Respectful Learners".

Aims:

- To build a school environment based on high level values, positive behaviour, mutual respect and co-operation.
- To promote a team approach (students, staff, parents)
- To manage challenging/unacceptable behaviour in a positive and professional manner.
- To establish a well understood and logical sequence of consequences and rewards for student behaviour.

Please familiarize yourself with the Responsible Behaviour Plan attached to the parent handbook.

Reporting and interviews

Interviews

The purpose of parent teacher interviews is the sharing of information that will be beneficial to your child. The opportunity to discuss your child's strengths and weaknesses will assist with programming at school and at home. For these reasons, your attendance would be greatly appreciated, as we all share the same concerns.

Reporting to Parents

Throughout the year, teachers are continually evaluating the children's work by means of regular tests, projects and other activities. All results are recorded, so that over the year a profile of each child is being developed. Standardized testing occurs at the end of each semester.

Parent-Teacher interviews will be held during Semester 1 and as requested by either parent or teacher. Details will be sent home prior to that date.

Written reports are sent home at the end of each semester. Report cards will be sent home on the last day of Terms 2 and 4. Please look out for your child's report. Year 5 and 6 students may be asked for a copy of their reports when enrolling into high school. It is the families' responsibility to ensure to have the reports available. Please note there will be a charge of \$5 for a reprint of reports if requested by families.

Reports are provided to International students each term in line with Education Queensland International policies.

NAPLAN

NAPLAN is a National assessment that occurs in Term 2 in Years 3 and 5. Results of the National Test (NAPLAN) will be provided to parents as soon as possible (usually end of Term 3 or early Term 4).

School Photographs

School photographs are taken each year by a visiting photographer. All students are included in class photographs. Individual photographs may also be purchased. Other group photos may also be taken i.e. Band, Choir, Cultural Dance Group. Parents can order these photos upon viewing.

Smoking

Departmental policy states that there is to be **no smoking on or within 5 metres of school grounds**. No area within the school can be designated for smoking. See <https://www.qld.gov.au/health/staying-healthy/atods/smoking/laws/index.html> for further information.

As a Green and Healthy school we ask that all cigarette butts be disposed of in bins. In support of the schools drug strategy we ask parents to be positive role models as the school discourages smoking within the view of students.

QUITLINE – 137848 or visit www.quitnow.gov.au

Tuckshop

The school tuckshop, operated by the P & C Association, is open each school day. Children **must** place their orders by **8.50am** at the tuckshop. Current price lists are given to the children throughout the year.

Parents must ensure they model appropriate behaviours at the tuckshop; demonstrating manners and patience.

Parent help is essential for an efficiently run tuckshop. Anyone interested in helping is encouraged to contact the Tuckshop Convenor on 3714 2608 or 3714 2666.

Support Personnel

Advisory Visiting Teachers

Teachers for students with language, visual, hearing or physical impairment or behavioural concerns visit the school. Details are available from the school Office.

English as an Additional Language Dialect – (EALD)

Teachers are provided for students from a non-English speaking background. EALD teachers may contact families for further information prior to assisting students in their learning.

Guidance Services

This school receives regular visits from a Guidance Officer. Children with special needs are referred to the Guidance Officer following referral protocols. If you wish for your child to see the Guidance officer you should first discuss the need with your child's class teacher, who will refer your child on if required. If the referral is of a more sensitive nature please speak with the Principal or Deputy Principal.

Speech Language Pathologist

A speech therapist visits regularly. This service is prioritised and access is limited.

Support Teacher Literacy and Numeracy-(STLaN)

A Remedial/Resource teacher is employed at this school. Prioritization is via special needs committee.

Transfers

When a child is enrolled at a State School, a transfer certificate from the previous school must be made available. If you are moving to a new locality please call at the Office to advise the new school. Please return all books prior to departure.

Uniforms

Uniforms are available from *Lowes Menswear* – Inala Plaza Phone: 3278 8340

Durack is a uniform school and therefore the expectation is that all students must wear the correct uniform. Persistent refusal to comply with school uniform expectations may result in withdrawal from playground activities, sporting and school excursion program.

The Parents and Citizens' Association support the Education Queensland uniform policy. The uniform is designed with regard to sun safety and gender equity. This ensures that all students are dressed appropriately, and are easily

identified at school and on excursions. Student safety is enhanced, as staff can easily supervise those in our school uniform. The uniform consists of:

- Green shorts, skirt or skorts
- Durack school uniform shirt or plain green polo
- All track pants, long pants, jumpers, jackets, skivvies, vests and tights must be green.

School hats are a requirement - styles include

- Green bucket hat - **available at Tuckshop**
- Green legionnaires or broad rim hat - available through LOWES at Inala Plaza
- Green hijab – **available at Tuckshop**

Footwear

Closed in footwear is mandated, preferably joggers. Thongs and slip on shoes are **not acceptable**. These are a safety concern.

Hair

For safety and reduction of the transmission of head lice, we ask that all shoulder length or longer hair be tied back. Bottle green elastics and hair clips at times are available from the office – elastics are 2 for \$1.00, hair clips are \$1.00 each.

Jewellery

The school would prefer that no jewellery is worn as there are concerns around safety and loss, however, in recognition of our cultural diversity, health issues and educational learning about time, the following are acceptable

- Watches
- Medical Alerts
- Items of religious significance (if necklace - to be worn under shirt)
- Small ear studs

Lanyards

Any lanyards worn by students must have a safety release.

Swim Shirts

Swim shirts are a mandated requirement to participate in the swimming program.

Sport Uniforms

The school does not have a separate sports uniform, however, we encourage the wearing of house colours on inter-school sports days (Gamma – Gold, Beta – Red, Alpha – Blue).

NB: Please label your child's clothes.

Uniforms Checks

The school regularly conducts uniform checks and students who are in full school uniform in addition to the following:

- All hair accessories – green
- Socks – white, black, green, grey
- Clear of nail polish
- Hair natural colour and tied back

are recognised in a number of ways.

Sunscreen Policy

Our school is a SunSmart school. The supply and application of sunscreen is a highly effective form of sun protection that we advocate. Over exposure to the sun presents serious health risks. Students must therefore be educated as to the need for suitable sun protection at school

Aims:

- To further enhance our effective SunSmart strategies by providing sunscreen for use by staff and students.
- To educate students as to suitable SunSmart strategies.
- To encourage children and teachers to protect themselves from harmful effects of the sun.

Implementation:

- This policy is to be read as part of our Student Dress Code and forms an essential part of our Health Promoting Schools policy.
- Students are aware sunscreen is provided for student and staff use.
- Approved school hat to be worn when accessing outdoors' e.g. bucket, legionnaires or broad rim – see matrix of behaviours SWPBS – explicitly teach expectation while raising understanding of why it is necessary to be sun safe.
- Swim shirts for all swimming based activities.
- Outdoor activities kept to a minimum between 10:00am and 3:00pm. Physical Education to be conducted in hall where appropriate.
- The school P&C committee will provide adequate shade structures for students as practicably; particularly over high density play areas such as sand pits and play equipment.
- Staff to demonstrate appropriate role modelling.
- The school newsletter and school assemblies will be used to highlight and reinforce the sunsmart policy.
- SunSmart activities and sun protection will form part of the Health and Physical Education curriculum at all year levels.

Evaluation:

This policy will be reviewed as part of the school's four-year review cycle.

This policy was last ratified by Durack State School P&C Committee on 23 March 2015.

P&C - PARENTS AND CITIZENS ASSOCIATION

The Durack State School Parents and Citizens Association (P & C Assn) is a voluntary body of parents and citizens interested in the welfare and advancement of the school and its members. While the Association is concerned with fund raising, it does not neglect its interest in matters of an educational nature.

Meetings are held each month. Our P & C Association is a very active group who always wish to welcome new members. Meetings are currently on the fourth Monday of each month at 1:45pm in the conference room.

A Register is maintained of current members to ensure that they are covered by insurance when helping our School.

Code of Conduct

For all volunteers including P&C members: There is Code of Conduct booklet which has been adopted to aid all members of our school community to work as a well ordered group that promotes interest and facilitates development to further improve Durack State School.

Volunteers are required to read the Volunteers Code of Conduct including the Student Protection Fact sheet then sign the register to acknowledge their awareness and understanding of the policies and guidelines within.

A harmonious working environment is essential, to the effective conduct of our school's volunteer contribution and job satisfaction. It is required that:

- Personal privacy is of paramount concern to all
- Information gathered or obtained as a result of roles as volunteers is only passed on to the relevant school authority with the permission of the person disclosing the information
- Courtesy and respect is to be observed by all. Discussion is healthy – personal attacks are destructive and to be avoided
- Constructive criticism is always welcomed
- Discrimination on racial, ethnic, or religious grounds is forbidden, as is any form of sexual discrimination and/or harassment

All volunteers must sign the visitors register on arrival.

We value your assistance in our school as volunteers; however for safety reasons we discourage small children being with you when you are here in a working capacity. Other than parents all volunteers must have a blue card. Due to insurance requirements high school students do not meet the Department guidelines as volunteers unless a formal agreement has been provided through their school e.g. work experience.

FIRST AID AND MEDICAL PROCEDURES

Medication

Children are not to have medication at school without office staff knowledge. Medication will only be administered from the school office unless parents wish to administer medication.

Strict new procedures have been developed by the Queensland Government regarding prescription and over-the-counter medication in schools. Our school is committed to working closely with parents and students to highlight the risk of students misusing these medications.

All parents / caregivers must:

- Notify our school in writing of a health condition requiring medication at school – please complete a student medical condition form available from the office.
- If school staff is to administer medication, a **request to administer medication** form must be completed, forms are available from the office, please obtain **prior** to seeing your doctor as this form is to be signed by both the parent and the medical practitioner. Alternatively this form can be downloaded from <http://ppr.det.qld.gov.au/education/management/Procedure%20Attachments/Administration%20of%20Medications%20in%20Schools/routine-shortterm-medication.DOCX>
- Notify our school in writing of any requests and / or guidelines from medical practitioners including potential side effects or adverse reactions.
- Provide the medication in the original labelled container to the nominated staff member.
- **Ensure the medication is not out of date and has an original pharmacy label with the students name, dosage and time to be taken** (medication will only be administered at school if unable to be administered from home eg 4 doses a day of antibiotics)
- Notify our school in writing when a change of dosage is required. This instruction must be accompanied by a letter from a medical practitioner
- Advise our school in writing and collect the medication when it is no longer required at school

School personnel are not permitted to provide or administer analgesics such as Panadol, Panadeine and the like (unless prescribed within above guidelines).

Exception to the above guidelines is asthma puffers (such as Ventolin) which may be kept by the child.

Procedures

In the event of an accident/injury to a student, the procedure is as follows:-

Serious Accident/Injury

i.e. Fractures, Serious Head Injury, Suspected Spinal Injury etc.

1. Appropriate First Aid is administered.
2. The Ambulance is rung immediately.
3. The parent/guardian is contacted. If unavailable, the emergency contact is rung.
4. The student is conveyed to the appropriate medical facility nominated by the Ambulance.

Minor Accident/Injury

1. Appropriate First Aid is administered.
2. Student is placed in Medical Room or returned to class.

Accident/Injury which may require further treatment

At Medical Centre, private doctor, Hospital etc

1. Appropriate First Aid is administered
2. The parent/guardian is contacted, is advised of the accident/injury and is asked:-

“Do you wish to collect your child for further medical treatment?”

or

“Do you wish the school to contact the ambulance?”

If, in the opinion of the attending first aid person, the student requires hospital treatment, a decision to call the ambulance may be made without consultation with a parent/guardian.

Dental Treatment

Metro South Health provides free dental care to children throughout our region. If your child is eligible for the Child Dental Benefits Schedule (CDBS), the cost will be billed to Medicare. If your child is not eligible for the CDBS, they will still receive dental care at no charge until they complete Year 10. Phone **1300 300 850** to make an appointment.

Record Keeping

1. Any First Aid administered is recorded on the First Aid register kept in the Medical Room by the person who provides the First Aid.
2. Minor Accident/Injury. Occurrence is to be recorded as above and on MyHR (WH&S)
3. Serious Accident/Injury. Occurrence is to be recorded, as above. In the event of a serious injury, this procedure automatically instigates notification to Organisational Health.

Ambulance

All students and staff are automatically covered for ambulance services. Therefore, should any accident involving your child occur while at school, at sport or on an excursion they will be transported to the hospital free of charge.

Head Lice

From time to time, there are unavoidable infestations of head lice in all schools. Should this occur you will be advised via class notices. You are expected to take responsibility to check your child's head and obtain treatment if necessary.

Durack is actively involved in UQ's Head Lice research. As parents we encourage you to allow your child to take part in this program.

Please note: It is not policy, in the first instance, to send home children who have been found to have head lice, but families will be notified.

Illness

The following table is based on the National Health and Medical Research Council Guidelines and may assist you to know what to do in the event of a child contracting the more common infectious diseases. If you have any doubts, please contact the office.

Exclusion Table

The following is the Exclusion Table of Infectious Diseases approved by the Department of Education. For the purpose of this table, a contact means a child of school age in the same residence as the patient. Teachers suffering from infectious diseases will follow the same exclusion period as children. Except in the case of Diphtheria, teachers will not be regarded as contacts.

The Qld Health Timeout (Exclusion) Poster can be obtained from

http://www.health.qld.gov.au/ph/documents/cdb/timeout_poster.pdf

Exclusion Table

Condition	Exclusion of cases
Chicken pox	Exclude for at least 5 days AND until all blisters have dried
Conjunctivitis	Exclude until discharge from eyes has ceased.
Cytomegalovirus Infection	Exclusion not necessary.
Diarrhoea and / or vomiting Includes: amoebiasis, campylobacter, cryptosporidium, giardia, rotavirus, salmonella, viral gastroenteritis	Exclude until diarrhoea has ceased – until there has not been a loose bowel motion for 24 hours.
Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later according to public health unit requirements.
Enterovirus 71 (EV71) Neurological disease	Written medical clearance is required confirming the virus is no longer present in the child's bowel motion.
Glandular fever (EBV, mononucleosis)	Exclusion is not necessary.
Hand, Foot and Mouth disease	Until all blisters have dried.
Haemophilus type b (Hib)	Exclude until medical certificate of recovery is received.
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before seven days after the onset of jaundice or illness.
Hepatitis B	Exclusion is not necessary.
Hepatitis C	Exclusion is not necessary.
Herpes ("cold sores")	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible.
HIV AIDS virus	Exclusion is not necessary unless the child has a secondary infection.
Impetigo (School sores)	Exclude until appropriate antibiotics has been administered for at least 24 hours. Sores on exposed surfaces must be covered with a watertight dressing.
Influenza and influenza like illnesses	Exclude until well.
Measles	Exclude for at least four days after onset of rash.
Meningitis (bacterial)	Exclude until well and has received appropriate antibiotics.
Meningococcal infection	Exclude until appropriate treatment has been completed.
Molluscum contagiosum	Exclusion not necessary.
Mumps	Exclude for nine days after the onset of swelling.
Norovirus	Exclude until no diarrhoea or vomiting for 48 hours.
Parvovirus	Exclusion not necessary.
Poliomyelitis	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery.
Ringworm, tinea, scabies, pediculosis (lice), trachoma	Re-admit the day after appropriate treatment has commenced.
Rubella (german measles)	Exclude until fully recovered or for at least four days after the onset of rash.
Salmonella, Shigella	Exclude until diarrhoea ceases - until there has not been a loose bowel motion for 24 hours.
Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the person feels well.
Tuberculosis	Exclude until a medical certificate from an appropriate health authority is received.
Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by an appropriate health authority.
Whooping cough (pertussis)	Exclude the child for five days after starting antibiotic treatment.
Worms (intestinal)	Exclude if diarrhoea / loose bowel motions present.

STUDENT IMMUNISATION SCHEDULE

Student Name..... Date of Birth

Age of Child	Disease	Vaccine	Date Given
BIRTH	Hepatitis B	HBVaxII (paediatric) TM	
2, 4 & 6 months Vaccines due at 2 months can be given from 6 weeks of age 4 & 6 months vaccinations should be given at 4 & 6 months.	Diphtheria-tetanus-pertussis-hepatitis B-poliomyelitisHaemophilus influenzae type b (Hib)	Infanrix hexa TM	
	Pneumococcal (13vPCV)	Prevenar 13 TM	
	Rotavirus	RotaTeq TM	
12 months	Haemophilus influenzae type b (Hib) Meningococcal C	Menitorix TM	
	Measles, mumps, rubella	Priorix TM or M-M-R II TM	
18 months	Measles, mumps, rubella Varicella	Priorix Tetra TM	
4 Years Vaccines can be given from 3 years 6 months of age	Measles, mumps, rubella (if child has not already had 2 doses of measles-mumps-rubella containing vaccine)	Priorix TM or M-M-R II TM	
Year 8	Human papillomavirus	Gardasil TM	
	Varicella	Varilrix TM or Varivax TM	
	Diphtheria, tetanus, pertussis	Boostrix TM	
Year 10	Diphtheria, tetanus, pertussis	Boostrix TM	
Other Immunisations Received	Influenza Pneumococcal (23vPPV)	Influenza Pneumovax 23 TM	

Updated March, 2015 as per National Immunisation Guidelines

<http://www.health.qld.gov.au/publications/clinical-practice/guidelines-procedures/immunisation-schedule.pdf>

INTERNATIONAL STUDENTS PROGRAM

CRICOS Provider Number: 00608A DEPARTMENT OF EDUCATION AND TRAINING

As an IPS School (International School Program), Durack is required to meet the standards outlined in the National Code (established under the Education Services for Overseas Students (ESOS) Act 2000).

Educational Queensland International (EQI) is the governing body for all Dependent and International students.

- All students born outside Australia require a visa check upon enrolment
- Dependent and International student Visa subclass determines if fees need to be paid
- Contact EQI for further information Phone 1800 316 540 or Email EQInternational@det.qld.gov.au
- EQI approval is required prior to enrolment being accepted

Details on conditions of enrolment for fee paying students, short term visitor visa holders and dependant students are available on the EQI website - www.eqi.com.au.

NB: Deferral or the cancellation of an enrolment by the family/guardians require the family/guardians informing EQI prior to leaving, failure to do so will result in additional cost.

CARE AND SUPPORT

The International Student Coordinator (ISC) is the School Principal

ENROLMENT SUPPORT

Dependent/International students

- Copies of student and parent's passports are required at enrolment
- Photocopy students passport including
 - Photo page
 - Visa subclass and expiry dates
 - Arrival and departure date
- Family provided with assistance at enrolment by
 - Seeking EQI assistance as required
 - Utilising culturally connected staff with interpreting capabilities
 - Conducting and age appropriate orientation for student
 - Linking families with appropriate support staff e.g. Class teacher, ESL teacher, Learning Engagement Officer etc.

STUDY PROGRAM

Students are able to access all subjects and programs available within the school.

ESL program

- For many years Durack State School, Home of the Dragons, has been the learning environment for many students from various linguistic and cultural backgrounds.
- Durack State School offers a unique opportunity for all our learners, regardless of their backgrounds, to access a world class education to equip them for their future learning and real life experience. In our school we recognise, encourage and celebrate our students' diverse cultural and linguistic backgrounds. Many of our school staff members are themselves bilingual.
- To support learners from Non English Speaking Backgrounds (NEBS), there is an English as a Second Language (ESL) programme taught by qualified and experienced bilingual ESL teachers and teacher-aides. They liaise between parents, teachers, learners and administrative staff to assist and facilitate learning

- In our ESL class, learners from various linguistic backgrounds work with the ESL teachers and/or teacher-aides at different levels individually or in small groups to achieve specific learning objectives in listening, speaking, reading and writing.
- Our ESL programmes link very closely with our classroom curriculum to ensure academic success for our ESL learners.

Monitoring and assessment

Students are to be

- Tracked and assessed in line with the school assessment regime including ESL band-scales
- Reported on a 5 point scale as per EQ standards.
- Provided with 4 written reports standards, one per term.

Staff, educational resources and premises

Qualified personal include

- Culturally connected staff who reflects the backgrounds of the students.
- ESL teachers
- ESL T-Aide targeted intervention
- Guidance Officer
- School Chaplain
- School Counsellor (as available)

Year Level Placement

Placement of international students in appropriate year level (or repeating) is responsive to

- Student performance.
- Teacher feedback.
- Special Needs executive committee (Principal, GO, ESL and SEP teacher) recommendation.
- Parental/guardian information.

Adjustment to year level placement requires

- Consultation with EQI.
- Written statement with schools recommendation with supporting information to be provided to the EQI

PROCEEDURES AND POLICY

Attendance - see Attendance -Students

1. As a proactive approach the school engages 'Every Day Counts' strategies to achieve positive student attendance.
2. Attendance will be recorded on OneSchool as per EQ requirements.
3. Follow up to non-attendance will be in line with EQI Policy and Procedures for Monitoring Attendance for International Students.
4. All contact with guardian/parent to be recorded on OneSchool

Absences of 2 consecutive days without medical certificate or if unexplained/non approved absences will be responded to in accordance with EQI expectations.

- Class teacher contact guardian/parents after 2 consecutive days
- Learning Engagement Officer contact guardian/parents for all unexplained absences
- Principal contact guardian/parent and provide Guidance Officer counselling/support
- Principal to provide EQI official letters

Complaints and Appeals

School complaint and appeals process for international students are to be

- Consistent with EQ/School and EQI procedures
 - Student Coordinator (Principal)
 - Class teacher
 - Upper (Principal) or lower school (Deputy Principal) co-ordinator

If not resolved:

- Consistent with EQI procedures – follow appeals checklist

External

- General Manager
Education Queensland International
- Phone: 1800 316 540
- Fax: 07 3513 5783
- Email: EQInternational@det.qld.gov.au

If not resolved:

Independent authority

EQI recommends the following independent mediator:

- Dispute Resolution Branch
- Department of Justice and Attorney General

Critical Incident Response

A critical incident is defined as a traumatic event or threat of such (within or outside Australia) which does, or is likely to cause extreme fear, physical and/or emotional distress or injury to staff and/or students and may be regarded outside the normal range of experiences of the people affected. A critical incident may take place at school or outside the school.

All responses to critical incidence will be in line with DETE critical incident policy while drawing on EQI International Student Critical Incident Policy as additional procedures with regard to the reporting.

Deferring, Suspending or Cancelling Student Enrolment

Referral of requested deferral or suspension of studies to EQI is responsive to

- Compassionate or compelling circumstances.
- Breaches of behaviour expectations.

If student's enrolment is cancelled there is 20 days to respond through the 'complaints and appeals processes'.

NB: Deferral or the cancellation of and enrolment, the family/guardians must inform EQI prior to leaving.

Comprehensive International Student Program Handbook available through school office or on school website.