



# Oakey Primary School

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# OAKEY STATE SCHOOL



# 2016

# SCHOOL PROSPECTUS

Website: [www.oakeyss.eq.edu.au](http://www.oakeyss.eq.edu.au)

# 2016 school calendar

## Queensland state schools



DECEMBER 2015	JANUARY 2016	FEBRUARY	MARCH
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There are 192 school days in 2016. Semester 1 2017 commences for teachers on January 19 and for students on January 23.

#### STAFF PROFESSIONAL DEVELOPMENT DAYS

Staff professional development days for teachers are January 21, 22, 25, April 6, 7, 8, and October 17. Schools are able to decide when their flexible days will be held, as long as they are in the school holidays or out-of-school hours.

#### PUBLIC HOLIDAYS

Public holidays are set by the Industrial Relations Minister. Public holidays for a local show are not shown due to diversity of dates across the state.

#### FINAL DATES FOR STUDENT ATTENDANCE

November 18 is the final date for Year 12 attendance for receipt of a Senior Statement. November 25 is the final date for student attendance in years 10 and 11.

Some schools in regional, rural and remote areas will close for the Summer holidays on December 2.

*The information in this calendar was correct at the time of publication (November 2015) but may be subject to change.*

For more information and the latest version of this calendar, visit [www.education.qld.gov.au](http://www.education.qld.gov.au)





## **Welcome to Oakey State School**

At Oakey State School we offer students a supportive and future oriented learning environment – sustained by quality teachers, experienced staff and modern, well resourced facilities; allowing your child to reach their academic potential.

The staff and community of this school have the desire to see our students achieve through strong personal development, where children are encouraged to be safe, to be respectful and to be a learner. Our team is here to help build on your child's personal strengths so they can form a positive self image that encourages them to excel and have the confidence to master new skills.

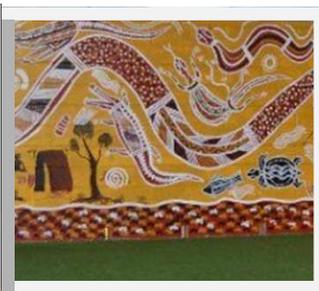
As a parent, you are your child's first teacher and play a major role in your child's educational development. Your attitude towards learning, school and your child's teacher is of the utmost importance. We invite you to take an active interest in our school and your child's learning journey by attending and becoming involved in our P & C Association, Tuckshop duties, Parade, Classroom activities, Working bees and Parent Information sessions.

Over the past few years classrooms have been upgraded and a number of buildings and facilities have been added. During 2011 the addition of our new Multi-Purpose Hall together with our Resource centre relocation and extension has ensured that our students have enhanced access to state of the art sporting, instrumental music, library and ICT resources.

Oakey State School has a balance of traditional single classrooms and co-operative teaching areas to help your child develop to their full potential. We provide a full range of Prep to Year 6 cohorts, with multiple classes in some year levels. Our teachers are committed to the provision of relevant education, incorporating the best of traditional, well-proven techniques with up-to-date, modern practices and resources. Our Teacher/Librarian and teachers provide classes in Physical Education, The Arts (Music & Drama) and LOTE (French), resulting in a well rounded, substantial knowledge. Our Head of Curriculum ensures that we produce quality learning outcomes inline with the current Education Queensland syllabus, QCARF (Queensland Curriculum and Reporting Framework) and the National Curriculum.

A Special Education Program (SEP) offers an alternate learning program for children from within our school, and others throughout the Oakey Cluster. Our Guidance Officer provides further support to our students.

In addition to the Principal and Deputy Principal, the school is staffed by 24 trained teaching staff, 15 ancillary staff and 3 visiting support staff..



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*Oakey Students*



*Parade in the Multi-purpose Hall*



*Science program*

## **SCHOOL CURRICULUM AND PROGRAMS**

### **CURRICULUM**

The National Curriculum at Oakey State School encompasses all Key Learning Areas:

- English
- Maths
- Science
- Geography
- History
- Health and Physical Education
- The Arts (Music/Drama)
- LOTE - French

### **PREPARATORY YEAR**

Preparatory Year is a Queensland Government initiative which allows children to benefit from full time schooling before they start Year 1. Learning in the Preparatory Year is centred around play based learning and builds on learning experiences that have already occurred at home, kindergarten and child care. To be eligible for Prep in 2016, students need to be born between 1<sup>st</sup> July 2010 and 30<sup>th</sup> June 2011. **Proof of age must be presented a the time of enrolment** (e.g. birth certificate or extract). A prep information handbook is available from the school office.

### **LIBRARY**

The Library is staffed by a trained Teacher-Librarian and a Library Aide and is stocked with books and non-book materials. The borrowing system is computerised.

Internet and e-mail facilities are available under teacher supervision in classrooms and the Computer Rooms, in addition to the Library. Pupils are required to sign an Internet Use Agreement Form prior to using the service. All children have regular lessons on use of the library and research skills and are encouraged to borrow. When borrowing a book to take home, children require a named library bag to protect the book. If books are lost or damaged by students, it is expected that parents pay for replacement.



### **COMPUTERS & ICT**

Computer and iPad technologies are a part of everyday life therefore they are widely used within our school to enhance learning outcomes in all aspects of our school curriculum. The school boasts a good computer to student ratio and also has several classrooms with interactive whiteboards installed.

Technology also plays a role in providing a communication link between home and school through our school website – [www.oakeyss.eq.edu.au](http://www.oakeyss.eq.edu.au)

### **MUSIC & INSTRUMENTAL MUSIC**

The school offers classroom music lessons, choir and instrumental music, which are taught by specialist teachers.

Students from Years 3 – 6 can participate in an Instrumental Music Program; these students must be committed to practicing at home. Instrumental Music specialist visit our school once a week to conduct lessons free of charged. For more information regarding this program, please see the Instrumental Music Teachers.

## **EXCURSIONS AND CAMPS**

From time to time classes leave the school grounds on excursions, which may range from 1/2 hour to a full day. These excursions are always well advertised in advance. On enrolment, your permission will be obtained for your child to participate. For some events, separate permission forms will be sent home prior to the event.

Excursions and camps are planned as an integral part of curriculum learning. When an excursion or camp is planned, parents will be notified by letter of details and costs. Students **MUST** have written permission from parents to participate, a separate permission form will be sent home prior to the event. Costs usually involve a combination of bus fare and entry fee. If a student is unable to participate in an excursion, in most cases, the entry fee component will be refunded. The bus fare component **CANNOT** be refunded because the hire fee per bus remains the same even if some students are absent. A non-refundable deposit is requested when school camps are organised.

Payments for excursions and activities can be made by cash, cheque or Eftpos payments over the amount of \$10.00 can be made at the Administration Office. Payments must be paid at least one week in advance or by the due date stated, whichever is the earlier. If payment has not been received by the due date, the student will not be able to participate and will be allocated to another class with school work.

## **SCHOOL SPORT**

Sport forms an integral part of the school curriculum. It reinforces skill, fitness and team spirit developed during Health and Physical Education lessons. Basic skills in most of the major sports are taught as part of the program. Annual inter-house competitions are conducted in Athletics, Swimming and Cross Country. Children aged 9 -12 year who meet qualifying standards are eligible to compete in Zone Competitions, from this they have the opportunity to progress to Regional and State Championships.

### **Inter-House Competition:**

Upon enrolment, all children are allocated to house teams. All children from one family will be allocated to the same house.

HOUSE COLOUR	Cunningham	— Blue
	Oxley	— Green
	Leichhardt	— Yellow
	Mitchell	— Red

The Junior School (Years P to 3) participate in a Junior School Sports Day, while Years 4 to 6 have an Inter-house Athletics Carnival.

If for some reason children are not able to compete in sporting activities, a note from parents or medical practitioner must be produced.

## **INSURANCE COVER FOR STUDENTS UNDERTAKING PHYSICAL ACTIVITIES**

Physical activity and physical education, particularly contact sports, carry inherent risks of injury. Parents are advised that the Department of Education Training and the Arts does not have Personal Accident Insurance cover for students.

Education Queensland has public liability cover for all approved school activities and provides compensation for students injured at school only when the Department is negligent. If this is not the case, then all costs associated with the injury are the responsibility of the parent or caregiver.

It is a personal decision for parents as to the type and level of private insurance they arrange to cover students for any accidental injury that may occur

## **SWIMMING LESSONS**

Swimming lessons are held at the Oakey Public Swimming Pool during Term 1 (Years 4 – 6) and Term 4 (Prep – Year 3). A fee to cover the cost of qualified swim instructors and pool entry is charged for swimming lessons. Students are requested to have correct money placed in an envelope which can be deposited into the school payment slot at the front office.

### **Instructions for Swimming Classes:** (Education Department)

Each pupil must provide a costume and towel. It is preferable for girls to wear one-piece costumes.

- It is compulsory that all children (boys and girls) wear bathing caps to keep hair out of the eyes and to keep it as dry as possible and to assist with keeping hair from clogging the filter. All children in QLD must also wear a sun shirt whilst swimming.
- Swim shirts must be worn by Prep – Year 6 students during all water based activities including swimming lessons. The only exception will be that swim shirts do not need to be worn during races at swimming carnivals. In these cases, spectators will be required to adopt a range of sun protection measures. If parents are unable to provide a swim shirt, schools can allow students to wear a t-shirt.
- All state schools are required to provide a broad-spectrum, water resistant sunscreen of SPF 30+ or better for students to apply on uncovered areas of the skin during outdoor activities.
- Children suffering from any kind of infection, or from sores and skin complaints, are to be excluded.
- Parents must sign a permission form before any student will be allowed to participate in the School Swimming Program.
- Parents must provide a medical certificate if a child's medical condition could put him/her at risk during involvement in the School Swimming Program.
- Parents should send a note to the class teacher if a child is to be excused temporarily from swimming lessons and Physical Education, i.e. colds, abrasions, etc.

## **HOMEWORK**

Homework is not meant to be a burdensome task. Its aim is to develop good study habits and to prepare the children for the next stage in the education process - independent study at High School.

Good study habits include: -

- Doing homework in the same place, at the same time, each day.
- No distractions (e.g. Television).
- Being organised so that all necessary materials are available.
- Doing projects or assignments early or on time, not leaving it all until the night before it's due.
- Parental support and encouragement.

Successful students have interested, supportive parents who pass on the value of a good education to their children's future.

## **REPORT CARDS**

A variety of assessment evaluation techniques will be used throughout the year to provide the best overall picture of each child's progress. The progress and academic outcomes of students are determined by state-wide testing, diagnostic tests and criteria-based assessment. Student profiles are prepared, continued and updated during their schooling at Oakey.

Academic reports will be issued for each child at the end of Semester One (June) and Semester Two (December). Parent/Teacher interviews are held for those parents who specifically request an interview or for those parents to whom teachers specify they wish to meet regarding their child's progress.

## **INTERVIEWS**

Parents wishing to discuss any matter with the Principal or Deputy Principal are asked to make prior arrangements for an appointment by telephoning the school on 4692 0333 or by letter.

**Please note teachers are the first point of contact for all classroom & learning concerns, we recommend any issues are addressed as early as possible, before they become major concerns.** Parents wishing to arrange an interview with a class teacher are to arrange a suitable time with the teacher concerned.

At the end of each reporting semester, there will be the opportunity for parent / teacher interviews at which you can discuss your child's progress at school. You will be informed via our school newsletter or a note home when these parent / teacher interviews will be held.

## **STUDENT SUPPORT**

### **SPECIAL EDUCATION PROGRAM / TRANSITION**

Our school provides quality education for students with disabilities. We believe all students can achieve and experience success. Our Special Education Program (SEP) provides support for students with learning disabilities who are based in the Unit or integrated in classrooms throughout the school. Teachers work with small groups of students on functions, literacy/numeracy and life skill programs. The SEP students have access to all school facilities. Transition classes may cater for students who are not verified but are at risk and could benefit from smaller class groups.

### **GUIDANCE OFFICER**

The role of the Guidance Officer within the Primary School setting is to provide support for students following a referral due to a specific area of need. The most common form of support provided is through the counselling of students as individuals or in groups. Students may be counselled for adjustment and/or behavioural problems; to understand themselves better in relation to the world in which they live; and also, to work through any personal problems they might have.

In addition to the counselling role, the Guidance Officer assesses students with educational and behavioural difficulties to identify specific problem areas, and may assist with programs for these students. The results of these assessments can involve the G.O. liaising with other personnel within the field of education support e.g. Speech/Language Pathologists, Learning Support Teachers and Special Education Teachers. The Guidance Officer may also refer students and/or parents to external agencies.

## GENERAL INFORMATION

### OUR SCHOOL DAY

A whole school assembly (“Parade”) is held in the hall on Monday mornings from 8.55am for general announcements; presentation of certificates etc. Parents/guardians and family members are most welcome to come along to parade.

#### Bell Times:

8:45am	First bell – Get ready for class
8:50am	Go into class – Session 1
11:00am	Lunch bell
11:00am – 11:20am	Play
11:20am – 11:35am	Eating time
11:35am – 11:40am	Get ready for class
11:40am – 1:10pm	In class – Session 2
1:10pm – 1:30pm	Play
1:30pm – 1:45pm	Eating time
1:45pm – 1:50pm	Get ready for class
1:50pm – 3:00pm	In class – Session 3
3:00pm	Last bell – school is released for the day

In the interest of supervision and safety, children **must not arrive at school before 8:30 am** and must be collected/ have **left the school grounds no later than 3:15 pm** each day.

No supervision of students is offered before or after school.

### SEMESTER ONE — 2016

#### TERM 1

Student Free Day Thurs 21<sup>st</sup> & Mon 25<sup>th</sup> January

Public Holiday Tuesday 26<sup>th</sup> January

**School resumes Wednesday 27<sup>th</sup> January**

Term 1 ends Thursday 24<sup>th</sup> March

Public Holiday Friday 25<sup>th</sup> March

Holidays - 29<sup>th</sup> March—10<sup>th</sup> April

#### TERM 2

**School resumes Monday 11<sup>th</sup> April**

Public Holiday Monday 25<sup>th</sup> April

Public Holiday Monday 2<sup>nd</sup> May

Term 2 ends Friday 24<sup>th</sup> June

Holidays 25<sup>th</sup> June — 10<sup>th</sup> July

### SEMESTER TWO — 2016

#### TERM 3

**School resumes Monday 11<sup>th</sup> July**

Term 3 ends on Friday 16<sup>th</sup> September

Holidays 17<sup>th</sup> September - 2<sup>nd</sup> October

Public Holiday Monday 3<sup>rd</sup> October

#### TERM 4

**School resumes Tuesday 4<sup>th</sup> October**

Student Free Day 17<sup>th</sup> October

Term 4 ends on 9<sup>th</sup> December

Holidays 10<sup>th</sup> December, 2016 – 22<sup>nd</sup> January, 2017

**School resumes Monday 24<sup>th</sup> January 2017**

## ABSENCES

The State Education Act states that children must attend school and shall be absent only when they have a valid excuse. It is important if a child is away from school for a day, or is sick for any length of time, that the class teacher/s be contacted.

This may be done by a written note, personal contact, or a phone call to the school office, which explains the child's absence.

If your child is away from school, unexplained, contact may be made with you by school personnel to ensure their safety. This policy is also enforced for late arrivals. We need to be notified of reasons why students are late. Remember teachers set up the expectations for the day first thing each morning. If your child is missing this part of the day, their learning may be hindered.

## ATTENDANCE

Regular attendance and punctuality at school is very important. Please note that students arriving to school after 8:45am **must go via the school office to collect a late slip**. Students not attending regularly are placed at a disadvantage as our syllabus is intensive and students who miss work may have great difficulty in "picking up" later. If prolonged absence is unavoidable please contact the teacher to arrange work for your child.

If a student leaves early due to sickness or any other reason: **The parent or guardian must sign the early departures book located at the office.**

## BICYCLE SAFETY

Children who ride bikes to school are required by law to wear a helmet. Bikes **must not** be ridden in school grounds and must be left in the bike racks provided. These are out of bounds during lunch and afternoon tea to eliminate interference with other children's bikes. Children must bring their own **lock and chain** to secure their bike. Skateboards and scooters **must not** be brought to school.

## BUSES

A number of buses provide a daily service to our school. To arrange access to the bus service, parents must make direct contact with the contractor. Contractors can provide details of eligibility for bus travel. Lawrie's Bus and Charter Services: (Phone: 4691 3033 or Mobile: 0412 407 014) service the following bus runs for our school:

Biddeston	Kingsthorpe / Sussex Park	Jondaryan	Quinalow
Goombungee / Boodua	Goombungee / Haden	Brookvale / Devon Park	

These buses pick up and drop off children in Lorrimer Street at the Bus Stop.

Each afternoon all bus children must assemble in the covered area near the sports shed and report to the teacher in charge. A roll is marked for each bus group and then the children, as a group proceed to the bus area.

**If a child's travel arrangements are changed on any day** (e.g. Collected by parents instead of catching afternoon bus), **please notify the school office to save the inconvenience of searching for a "missing" child.**

All students who travel on a bus are bound by the "Queensland Code of Conduct for School Students Travelling on Buses". A copy of the code is available at [translink.com.au](http://translink.com.au). Please ensure that your child/children are familiar with the code

## HOME TO SCHOOL

As children represent their family and their school in public, they are expected to be well behaved on their way to and from school. Supervised crossings are provided on roads near the school and, for safety, these **must** be used. **Please discuss and emphasise the issues of Road Safety and Stranger Danger with your child/ren.**

## NEWSLETTER / WEBSITE/ FACEBOOK

Our school values and encourages quality communications with you. We produce a weekly school newsletter "Our Weekly Chat" which is available via email, from the school website or a copy can be collected from the school office. "Our Weekly Chat" is our most important source of communication and vital information is published in the newsletter. Families are urged to read it carefully.

To arrange to obtain your newsletter electronically via email, please contact our Administration team or email [admin@oakeyss.eq.edu.au](mailto:admin@oakeyss.eq.edu.au). The school newsletter can also be accessed from our school website [www.oakeyss.eq.edu.au](http://www.oakeyss.eq.edu.au) and also on Facebook at [www.facebook.com/OakeyStateSchool](http://www.facebook.com/OakeyStateSchool)

## ENROLLING AT OAKEY STATE SCHOOL

From the beginning of 2008, the compulsory school starting age increased by six months with the commencement of the Preparatory year in Queensland Schools which was introduced in 2007. i.e.:

<u>Birth date:</u>	<u>Eligible to enrol in Prep year in:</u>	<u>Eligible to enrol in Year 1 in:</u>
Child born 1 July 2010 – 30 June 2011	2016	2017
Child born 1 July 2011 – 30 June 2012	2017	2018
Child born 1 July 2012 – 30 June 2013	2018	2019

**Proof of age MUST be presented at the time of enrolment (e.g. A birth certificate).**

An enrolment form for admission to our school is available from the school office or from the school web site: [www.oakeyss.eq.edu.au](http://www.oakeyss.eq.edu.au). Before a child can be formally enrolled at our school an appointment must be made with the school Principal to discuss admission information. When creating official school records, the name on the child's birth certificate is used.

## CONTACT DETAILS

**Please keep the school office informed of any change to your phone number, address, alternate contact names or your child's medical condition.** This is vital in case your child is involved in an accident at school. All such information is strictly confidential.

Please also advise us of any custody issues or orders, which may affect your child's security at school.

## TRANSFERRING TO ANOTHER SCHOOL

A school transfer certificate is required when a child transfers from one State School to another within Queensland. If your child is to leave this school, please let the Office know beforehand so that transfers can be completed. All textbooks, library books and equipment owned by the school should be returned before leaving.

Transfers are also issued in many cases for interstate transfers. This is dependent on interstate participation in the program.

## COMPLAINTS MANAGEMENT

Feedback, both positive and negative, is essential in order to provide quality education services that meet community needs. Therefore complaints will be responded to as a matter of priority and will be used as a mechanism for improving services to students and parents/carers. Complaints procedures will be available to all students, parents and members of the public. A copy of the Education Queensland's Complaints Management Policy is available from the web: <http://education.qld.gov.au/strategic/eppr/community/cmrpr001/>

## BOOKLIST

At the end of each school year a booklist detailing your student's stationery and textbook requirements for their next year level will be handed out. For those new to the school this will be handed out upon enrolment. Various business in the Oakey/Toowoomba area can supply book-packs which include all stationery and textbook requirements.

## **OTHER SCHOOL ADMINISTRATION AND PROCEDURES**

### **MONEY COLLECTIONS**

During the year there will be times when students will be required to pay for excursions or activities. Payments are to be placed in the collection slot located in the Office. Money must be placed in an envelope and clearly marked with: name, class, amount and description of payment, before placing it in the collections slot. Pre-printed envelopes are available from the Office. EFTPOS facilities are available, minimum payment transaction is \$10.

When making payments **please have the correct amount of money**, the school does not have the facility to have a lot of change on hand.

Not to disadvantage your child's participation, please assist by making sure all fees are paid for by the due date.

If your child needs to bring money to school, teach them how to be responsible for it. Please make sure money is secured in a marked/named wallet or envelope.

### **LOST PROPERTY**

All items (clothes, lunch boxes, hats, equipment etc.) brought to school should be clearly labelled with the student's name. It is worthwhile checking these labels regularly as they may fade / wear off. It is very difficult to reunite unnamed items with their owners.

Any property found in the school is placed in a black plastic bin near the Grounds Officers room.

Parents are urged to check this bin when looking for missing items. Unclaimed property is disposed of at the end of each term or as necessary.

### **MOBILE PHONES / ELECTRONIC DEVICES**

Students are not encouraged to bring mobile telephones to school and are not allowed to use them at school. Children are encouraged to talk to their classroom teacher, if they feel they need to contact parents during the day, this can be arranged.

Other electronic devices are not to be brought to school unless specifically need for a class activity. If parents wish students to have a mobile phone for use on the way to and from school then we require that mobiles are taken to the School Office for safe keeping when students arrive at school and be picked up on departure from school. This requirement also pertains to other electronic devices (such as MP3, iPods, iPads, hand held game machines) unless specifically needed in class. If this procedure is not followed then it would be considered a breach of our Code of School Behaviour.

### **EMERGENCY EVACUATION: FIRE DRILLS AND LOCK DOWNS**

The design of our school allows for relatively swift evacuation in case of fire or other emergency. Regular evacuation and Lock Down drills are conducted each term to familiarise pupils with evacuation procedures. All staff and volunteer workers (e.g. Tuckshop staff/Parent Helpers) are required to participate in these drills if present on the school site at the time.

### **CLASSROOMS**

For security and safety, children are not permitted in classrooms before school, during morning tea and lunch, or after school unless their class teacher is present. Children are not permitted on upstairs verandahs unless their teacher is present or they have permission from a teacher.

### **LEAVING SCHOOL GROUNDS**

Leaving the school grounds without permission is not permitted. Request to do so must be in writing from the parent/guardian and sign out/in upon return. Permission notes will be issued for school activities requiring students to leave the school grounds.

A student will be unable to take part in an organised activity if the permission notes are not returned by the specified time.

## MEDICAL / HEALTH & WELLBEING

### MEDICATION

Strict procedures have been developed by the Queensland Government regarding prescription and over the counter medication in school; the following school policy must be strictly adhered to.

#### Parents / caregivers must:

- Notify the school in writing of a health condition requiring medication at school.
- Request in writing if school staff are to administer medication or assist in the management of a health conditions (form is available from the office).
- Notify the 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 container to the nominated staff member.
- Ensure the **medication is not out of date and has an original pharmacy label with the student's name, dosage and time to be taken on the bottle or container.**
- Notify the school in writing when a change of dosage is required. This instruction must be accompanied by a letter from a medical practitioner.
- Advise the school in writing and collect the medication when it is no longer required at school.

Our school is committed to working closely with parents and students to highlight the risk of students misusing medication.

Parents / caregivers not wishing to adhere to the above guidelines can come to the school at the necessary times and administer the medication to their own child. Schools are required to maintain a Medication Register, which is kept at the office.

Panadol, Aspirin, Cough Medicines etc. also require a Letter of Authorisation from a Doctor.

Children who use Ventolin puffers or similar for the treatment of Asthma are asked to bring these to the office for administering. It is recommended that all students who have asthma have an 'Asthma Management Plan' completed by their treating doctor. A copy of this document can be obtained from the school office.

### SICKNESS/ INJURY AT SCHOOL

Children who are unwell should be kept at home and the school notified. If the illness is considered infectious, please see "**Appendix One**" regarding time required out of school.

Should you child become ill or injured while at school, we will contact parents first, followed by the nominated emergency contacts as per the most up to date details provided.

Students who become sick at school should first report to a teacher and only under the teacher's instruction, make their way to the administration sick room. The first aid officer in administration will then make the most appropriate arrangements to assist each student.

### COMMON DISORDERS

- **Head Lice:** The occurrence of head lice happens easily where large numbers of children mix freely, as in a school situation. It is important for all parents to be vigilant and to apply treatment and notify the school office at the first sign of infection. Several treatments and preventatives are available at chemists or from the local hospital. Sheets, pillow cases, hats etc. need to be washed and disinfected, preferably when hair is being treated, otherwise the treatment could be ineffective. After treatment, dead nits and lice should be removed from the hair with a special fine toothed comb. Treatment and inspections need to be repeated weekly to guard against reinfestation.

- **Conjunctivitis:** Students are excluded from school until discharge from eyes has ceased.
- **Impetigo (School Sores):** Students are excluded from school until sores have fully healed. The student may be allowed to return provided appropriate treatment is being applied and sores on exposed surfaces such as scalp, face, hands, arms or legs are properly covered with occlusive dressings.
- **Ringworm, Scabies, Trachoma:** Students may be readmitted when appropriate treatment has commenced.

## **INFECTIOUS DISEASE**

Should your child contract any of the following diseases such as chicken pox, mumps, measles, etc. please check with the school office for the exclusion period.

## **ACCIDENTS**

The school staff, within the Education Departments Work Place Health & Safety Guidelines, will treat minor cuts and scratches, which may occur at school. In the case of an accident or illness at school, parents will be contacted by phone. Should an accident occur which is serious and requires qualified medical attention, both the ambulance and parents will be contacted as quickly as possible.

## **DENTAL CLINIC**

Oakey State School is included in the Queensland Health School Oral Health Program. Every 12 to 18 months your child will be offered FREE dental treatment at this school.

Treatment will be carried out in the Mobile Dental Clinic caravan by a School Dental Therapist/Oral Hygienist or Dentist.

## **NUTRITION**

In accordance with Education Queensland's Healthy Food & Drink supply strategy; we encourage all students to bring a nutritious lunch to school, with enough food for first and second break - our main eating time is first break. We encourage parents to not pack foods such as chips, lollies and chocolates. Tuckshop operates 1 days per week (see tuckshop heading for further details).

## **SUN SAFETY**

Oakey State School realises the need to protect children's skin and educate them about Sun Smart behaviour, thus reducing the risk of skin damage from exposure to the sun.

## **HATS**

We have a policy of NO HAT / NO PLAY. This applies throughout the whole year.

A suitable brimmed hat is required. – Preferably in the school colours. Caps and visors are not suitable for school.

## **PHONE MESSAGES**

Only in extreme emergencies will phone messages be directly delivered to children at school.

Wherever possible, please ensure that all arrangements for transport home are made and communicated to your child and the school. For younger children we advise you send a written note to their teacher if transport arrangements are to differ. **All students who normally travel by bus will be put on the bus unless a parent collects the child or the school has been notified of other arrangements.**

Parents calling after 2:30pm with messages for students cannot be guaranteed these will get through to the student.

## **SUPPORTIVE SCHOOL ENVIRONMENT**

### **BEHAVIOUR**

The Oakey State School community values a respectful, safe learning environment to enable our students to strive for success.

We are a school wide positive behaviour support school and our school wide expectations are:

- **Be Safe**
- **Be Respectful**
- **Be a Learner**

At Oakey State School, all students should be allowed to learn and all teachers should be allowed to teach. There is no place for any form of physical violence at Oakey State School.

In line with Education Queensland's Policy, a comprehensive Responsible Behaviour Plan for Students is available from the school office upon enrolment. It is a proactive plan that encourages students to take responsibility for their actions and make choices about their behaviour. This program is designed to support and enhance our students. A copy of our behaviour matrix is included (appendix two).

### **STUDENT LEADERS**

Oakey State School has a fine tradition of School Leadership. Leadership Positions include:

- School Captains and Vice-captains
- House Captains and Vice-captains
- Student Council Representatives.

At the conclusion of Year 5, this school implements a selection process involving upper school students and staff to select students to leadership positions for the following year. These students are responsible for many activities throughout their time in Year 6, and are expected at all times to demonstrate leadership and pride in our school.

### **STUDENT OF THE WEEK**

These awards are made by the class teacher to students in recognition for sustained effort and progress. Students are awarded a certificate on Parade.

## **SCHOOL UNIFORM**

### **UNIFORM REQUIRMENTS**

The wearing of the school uniform is expected and supported by all members of the school community. The school uniform conveys a significant message to our community about the expectations we have of our students and helps to create a positive perception of our school.

We believe that wearing a clean, neat and tidy uniform helps students develop a sense of belonging and enhances student pride in their school. Personal hygiene, uniform cleanliness and a neat general presentation assists students to develop self-worth and confidence in their appearance. The wearing of the school uniform is also a safety consideration, it makes students easily recognisable.

Our school offers boys and girls a choice of uniforms, which allow them to participate comfortably in:

- All curriculum areas
- All sports and recreational activities
- All playground activities

Thongs or Slip-on shoes, Visors and “Baseball” style caps **ARE NOT ACCEPTABLE**.

Oakey State School has a “**NO HAT, NO PLAY**” rule.

School Standard	Parents are advised that	Consequences
<p><b>Girls and Boys Uniform:</b> Royal blue school polo shirt with printed school badge and trim. Royal Blue shorts</p> <p><b>Sports:</b> Same as everyday uniform. On sports days, students can wear their sports house colours</p> <p><b>Winter:</b> Students may wear a tracksuits, pullover or jacket which must be in the school colour (Royal blue)</p>	<p>It is expected that all students will proudly wear their full school uniform every day.</p> <p>To represent the school on excursions, interschool sports etc. all students are to wear the appropriate Oakey State School uniform.</p>	<p>Any child not able to wear the school uniform due to emergent situations (e.g. Wet weather) are required to bring a note to the classroom teacher.</p> <p>Students not wearing school uniform will be ineligible to represent the school away from the campus.</p>
<p><b>Hats:</b> Royal Blue Broad-brimmed, bucket or Legionnaire hat is essential.</p>	<p>Non-wearing of a sun-safe hat is <b>‘likely to result in a risk to the health of the student’</b>. Oakey SS follow the Sun-Safe guidelines of the Queensland Cancer Society. Regular caps are not permitted.</p>	<p>Students who do not have a sun-safe hat will be excluded from activities in the sun during play breaks.</p> <p>Students who do not have a sun-safe hat for PE will be required to sit out for the outdoor activities.</p>
<p><b>Footwear:</b> Fully enclosed <b>lace-up or Velcro shoes</b> Sneakers/joggers. <b>Socks:</b> must be worn</p>	<p>Non-wearing of shoes could be <b>‘unsafe for the student or others’</b>. Shoes with high heels or platforms, thongs, slip-ons and sandals are not suitable.</p>	<p>A student will be asked to replace his/her shoes and will be excluded from all outdoor activities until suitably attired.</p>
<p><b>Jewellery:</b></p> <ul style="list-style-type: none"> <li>• Watch.</li> <li>• Pierced earrings – small plain sleepers or studs, one per ear only.</li> <li>• Medical alert bracelet or necklace.</li> <li>• Items of significant cultural or religious belief as negotiated with administration.</li> <li>• No facial piercings</li> </ul>	<p>Other jewellery may be <b>‘unsafe for the student or others’</b> as such items could become caught in play equipment or could come into contact with another student causing injury.</p>	<p>A student wearing other jewellery will be asked to remove the item and if necessary handed into the office for safe-keeping for the remainder of the day and refrain from wearing such jewellery to school.</p> <p>Students must request the item upon departure at the end of the school day.</p>
<p><b>Nail Polish:</b> Clear nail polish only</p> <p><b>Fake Tattoos:</b> Not acceptable in any circumstances</p>	<p>Only clear nail polish is to be worn</p>	<p>Students wearing coloured nail polish or fake tattoos will be asked to remove it.</p>
<p><b>Hair:</b> Collar length hair is to be plaited, braided or tied back with appropriate accessories (Royal blue in colour is preferred).</p>	<p>To reduce the transfer of head lice long hair is to be plaited, braided or tied back. Long hair not tied up could be <b>‘unsafe for the student and likely to result in a risk to health and safety of students and others’</b>. Dyed hair and inappropriate hairstyles could <b>‘negatively influence the normal school operations’</b>.</p>	<p>Students will be encouraged to tie back long hair.</p> <p>Students with dyed hair or inappropriate hairstyles will be ineligible to represent the school away from the campus.</p> <p>Alternative educational arrangements may be made until hair complies with the dress code.</p>
<p><b>Helmets:</b> Students riding bikes are legally required to wear helmets.</p>	<p>Helmets must be securely fastened. Non-wearing of helmets is against the law and could be <b>‘unsafe for the student and others’</b>.</p>	<p>If necessary the police will be contacted.</p>

**All uniform items are available from:**

- |  |                   |
|--|-------------------|
| • M & M’s Fashions, Campbell Street, Oakey.                        | Phone: 4691 1002. |
| • Oakey Craft & Saddlery, 178 Bridge Street, Oakey.                | Phone: 4691 2311  |
| • Lowes—Clifford Gardens Shopping Centre, Anzac Avenue, Toowoomba. | Phone: 4659 0326  |

## **VALUABLES AT SCHOOL**

Please avoid valuables being brought to school as we will not be held responsible for their care or security. **Cameras, Mp3 players, mobile phones, radios and other such equipment should not be brought to school.** No liability will be accepted by the school in the event of loss, theft or damage of any device.

Money, if needed to be held by a child at school, must be left with the class teacher or office staff for safekeeping.

## **PARENTS AND CITIZENS ASSOCIATION**

Oakey State School has an active and supportive P & C Association, which meets monthly (with some changes necessary due to school holidays). Meeting dates and times are publicised in advance in the school's weekly newsletter. Generally these meetings are held on the fourth Monday of each month between 5:30 – 7:00 pm. Interested parents are most welcome to attend. Meetings also provide an opportunity to contribute directly to all school policies and provide a chance for parents to clarify issues and areas of concern.

### **Joining our P and C**

The Oakey State School Parents & Citizen Association aims to improve educational facilities and to work together with the Principal and staff to foster parent/teacher co-operation and local interest in educational matters. The P & C meetings also provide a valuable means of social interaction and information sharing between teaching staff and parents.

Office bearers of the Association are elected at the Annual General Meeting each year in February. Meetings are not long and all parents are encouraged to join and have input into the improvement of their student's school environment. The minutes from previous P&C meetings from the year are accessible from the school website after they have been ratified at a meeting.

Membership is open to all parents and interested citizens. All members of the P&C Association must be registered yearly. An official register is kept. There is NO COST. Registration fulfils the requirements of our 'Voluntary Workers Insurance'.

## **TUCKSHOP**

The P&C, with the support of volunteers, operate the Tuckshop at Oakey State School. Tuckshop day is Friday. The menu is available from the tuckshop and the school website. Tuckshop ordering procedures are outlined on the Tuckshop Menu.

## **BOOK CLUB**

The school participates in a commercial Book Club. A Newsletter/Order form is issued to pupils on a regular basis and orders can be placed before the closing date. These books are usually of good quality and are reasonably priced. The books can be ordered through the school but parents are under no obligation to do so (payments can be made by cash, credit card or cheque / money order made out to "Scholastic Australia"). The school receives a commission in way of free books, which are placed in the school library.

## **VISITORS TO THE SCHOOL**

At Oakey Sate School we welcome visitors and people who come into our school to work for or with our students to enhance student learning. To ensure the safety of these people and our students, it is necessary that arrangements for visits be made via the school office.

All visitors and volunteers MUST sign the visitors register located at the office.

## APPENDIX ONE

<b>MINIMUM EXCLUSION PERIODS FOR INFECTIOUS DISEASES FROM SCHOOLS, PRE-SCHOOLS AND CHILD CARE CENTRES</b>
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*(based on National Health & Medical Research Guidelines)*

Note: The NHMRC recommends that children who are physically unwell should stay home from school and child care centres.

Condition	Exclusion of Cases	Exclusion of Contacts
Amoebiasis ( <i>Entamoeba histolytica</i> )	Exclude until diarrhoea ceases.	Not excluded.
Campylobacter	Exclude until diarrhoea has ceased.	Not excluded.
Chicken Pox (including shingles, which is caused by the same virus.	Exclude until fully recovered or for at least five days after the eruption first appears. Note that some remaining scabs are not a reason for continued exclusion.	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for his or her own protection. Otherwise not excluded.
Conjunctivitis	Excluded until discharge from eye(s) has ceased.	Not excluded
Cytomegalovirus Infection	Exclusion not necessary	Not excluded
Diarrhoea	Exclude until diarrhoea has ceased.	Not excluded
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.	Exclude family/household contacts until cleared to return by an appropriate health authority.
Glandular Fever	Exclusion is not necessary	Not excluded.
Hand Foot and Mouth	Exclude until blisters have dried	Not excluded
Haemophilus Influenza – Type B (Hib)	Exclude until medical certificate of recovery is received.	Not excluded
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before seven days after the onset of jaundice or illness.	Not excluded
Hepatitis B	Exclusion is not necessary.	Not excluded
Hepatitis C	Exclusion is not necessary.	Not excluded
Head lice	Exclude until day after proper treatment has started.	Not excluded
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.	Not excluded
Hookworm	Exclusion not necessary.	Not excluded
Human immunodeficiency virus infection (HIV/AIDS virus)	Exclusion is not necessary unless the child has a secondary infection, which requires exclusion in its own right.	Not excluded
Impetigo (school sores)	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.	Not excluded
Influenza and influenza	Exclude until well	Not excluded
Leprosy	Exclude until approval to return has been given by an appropriate health authority.	Not excluded.
Meningitis (bacterial)	Exclude until well.	Not excluded.
Meningococcal Infection	Exclude until adequate carrier eradication therapy has been completed.	Not excluded if receiving rifampicin.

Condition	Exclusion of Cases	Exclusion of Contacts
Measles	Exclude for at least four days after onset of rash.	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case they may return to school.
Molluscum contagiosum	Exclusion not necessary.	Not excluded.
Mumps	Exclude for nine days or until swelling goes down	Not excluded.
Parvovirus (erythema in-	Exclusion not necessary.	Not excluded.
Poliomyelitis	Exclude for at least 14 days from onset. Re admit	Not excluded.
Ringworm, scabies, pediculosis (lice), trachoma	Re-admit the day after appropriate treatment has commenced.	Not excluded.
Rubella (German measles)	Exclude until fully recovered or for at least four days after the onset of rash.	Not excluded.
Salmonella, Shigella	Exclude until diarrhoea ceases.	Not excluded.
Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the person feels well.	Not excluded.
Tuberculosis	Exclude until a medical certificate from an appropri-	Not excluded.
Typhoid fever (including	Exclude until approval to return has been given by	Not excluded unless considered neces-
Whooping Cough	Exclude the child for five days after starting antibiotic treatment.	Exclude unimmunised household contacts aged less than 7 years for 14 days after the last exposure to infection or until they have taken five days of a 14-day course of antibiotics. (Exclude close child care contacts until they have commenced antibiotics).
Worms (intestinal)	Exclude if diarrhoea present.	Not excluded.

Note: For full details, please refer to the NHMRC's publication "Staying Healthy in Child Care" available from the Australian Government Publishing Service or phone 132 447.

Cases of Amoebiasis, Leprosy, Poliomyelitis, or Tuberculosis should be discussed with your nearest Public Health Unit.

For further advice and information on these conditions, please contact your nearest Public Health Unit (Toowoomba – 4631 9888).

## **INFECTION CONTROL IN STATE SCHOOLS**

### **PARENTAL RESPONSIBILITY**

To reduce the chance of infections spreading, the school follows strict safety, hygiene and first aid guidelines. It is particularly important that children with open skin wounds have these covered with fresh waterproof dressings before coming to school. Your co-operations is sought in this regard.

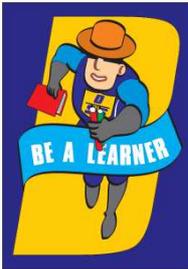
If head lice is detected in your child's classroom an Alert Notice will be sent home with each child to be completed and returned. It is advisable to check your child's hair each day before school for any signs of lice or eggs.

Your are encouraged to consider having your child vaccinated according to Queensland Health guidelines. Information can be obtained from Community Health or your own Doctor.



## APPENDIX TWO

### Oakey State School Behaviour Expectations

SETTING			
<b>At all times</b>	<ul style="list-style-type: none"> <li>• Right place, right time</li> <li>• Ask permission to leave</li> <li>• Keep body to self</li> <li>• Use equipment appropriately</li> <li>• Report problems</li> <li>• Follow staff directions</li> <li>• Stop, look, listen</li> <li>• Make safe choices</li> </ul>	<ul style="list-style-type: none"> <li>• Care for self and others</li> <li>• Use respectful language</li> <li>• Respect personal space</li> <li>• Take turns, make turns</li> <li>• Pride in me, pride in us</li> </ul>	<ul style="list-style-type: none"> <li>• Be a listener</li> <li>• Do your best</li> <li>• Be organised</li> <li>• Be attentive</li> </ul>
<b>Classroom &amp; Learning Areas</b>	<ul style="list-style-type: none"> <li>• Enter the learning area when a teacher is present</li> <li>• Leave the learning area with permission</li> <li>• Sit on chair correctly</li> <li>• Walk to enter and exit the learning area</li> </ul>	<ul style="list-style-type: none"> <li>• Right to teach</li> <li>• Be active listener</li> <li>• Respect differences</li> <li>• Raise hand to speak and wait turn</li> </ul>	<ul style="list-style-type: none"> <li>• Be on task</li> <li>• Manage time</li> <li>• Respect others right to learn</li> <li>• Ask for help</li> <li>• Have a go</li> <li>• Follow book work expectations</li> </ul>
<b>Play Areas Oval / Hall &amp; Grounds</b>	<ul style="list-style-type: none"> <li>• Use playground/sports equipment for intended purpose</li> <li>• Hats on heads</li> <li>• Shoes on feet</li> <li>• Running games on the grass</li> </ul>	<ul style="list-style-type: none"> <li>• We all play fair</li> <li>• We all take Care</li> <li>• We all share</li> </ul>	<ul style="list-style-type: none"> <li>• Follow the rules of play</li> </ul>
<b>Walkways / Transitioning including stair-wells</b>	<ul style="list-style-type: none"> <li>• Walk around and between buildings</li> <li>• Keep left</li> <li>• Use closest stairs</li> <li>• Stay on paths</li> <li>• Sit inside the school ground while waiting to go home</li> </ul>	<ul style="list-style-type: none"> <li>• Share pathways</li> <li>• Walk quietly during learning time</li> <li>• Knock before entering rooms</li> </ul>	
<b>Eating Areas</b>	<ul style="list-style-type: none"> <li>• Follow lunchbox procedures</li> <li>• Sit down to eat</li> <li>• Rubbish in bins</li> </ul>	<ul style="list-style-type: none"> <li>• Eat my own food</li> <li>• Leave eating area when instructed to</li> <li>• Quiet voices</li> </ul>	
<b>Tuckshop</b>	<ul style="list-style-type: none"> <li>• Wait in line to be served</li> </ul>		<ul style="list-style-type: none"> <li>• Have money ready</li> <li>• Use ordering system</li> </ul>
<b>Toilets</b>	<ul style="list-style-type: none"> <li>• Wash hands</li> <li>• <b>NO</b> food/drink in toilets</li> <li>• Straight there and back</li> <li>• No playing</li> <li>• Use correct toilet area</li> </ul>	<ul style="list-style-type: none"> <li>• Respect others privacy</li> <li>• Use toilet appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• Be water wise</li> </ul>
<b>Bus Stop Areas</b>	<ul style="list-style-type: none"> <li>• Sit in correct area</li> <li>• Remain inside school grounds until bus has stopped</li> <li>• Enter and travel on the bus in a safe manner</li> </ul>	<ul style="list-style-type: none"> <li>• Follow bus code of conduct</li> </ul>	<ul style="list-style-type: none"> <li>• Know which bus to catch</li> </ul>