

VICTORIA PARK STATE SCHOOL



OUR SCHOOL MOTTO “LOYALTY AND TRUTH”

This rule of conduct captures the essence of our aspirations: loyalty to friends, family, school, the community and country; and at the same time, truth in matters of knowledge and attitudes, feelings and sensitivities. The school emblem of a torch and an eternal flame surrounded by laurel leaves symbolises the goal for children to always act and abide by the motto, now and throughout their lives.

SCHOOL HANDBOOK

Victoria Park State School – Parent Handbook

SCHOOL PHONE NUMBERS

PRIMARY SCHOOL	4951 6333
SEDU	4957 5307
TUCKSHOP	4957 5786

OTHER INFORMATION

SCHOOL FAX NUMBER	4951 6300
SCHOOL ADDRESS	Cnr Shakespeare and Goldsmith Sts MACKAY 4740
POSTAL ADDRESS	P O Box 4024 SOUTH MACKAY 4740
MACKAY TRANSIT COACHES	4957 3330
AMBULANCE	4957 2222
DENTAL CLINIC	4951 4745
AFTER SCHOOL CARE PROGRAM	4953 1725

FOREWORD

Welcome to Victoria Park State School – I hope that your involvement with us will be both satisfying socially and rewarding educationally.

The object of this handbook is to provide parents with a source of information regarding the operation of this school.

There are many opportunities for you to become involved in school activities, other than your child's education. Your involvement in these activities is highly recommended.

The P&C meeting held every month is an ideal opportunity for parents to input into the decision making processes.

The School Council determines the strategic direction of the school in relation to the curriculum, workforce and facilities development.

Victoria Park is a Cooler School with all classrooms air-conditioned.

Educational Programs at Victoria Park State School are developed to ensure the highest possible standard in Literacy and Numeracy is achieved. We aim to develop our students as: *Critical Thinkers, Investigators, Creative and Reliable Participants, Effective Communicators and Reflective Learners*. These life skills are essential to become successful learners and community members.

We strongly believe that learning takes place more effectively when home and school are in harmony. Therefore, we invite your active support of and participation in our efforts as we will endeavour to support the beliefs and ideals of your family.

Col Morris, Principal

FROM OUR PAST

HISTORICAL INSIGHT

Victoria Park State School was named after the adjoining Queen Victoria Park.

The school was officially opened on July 1, 1926 by Mackay MP and Minister for Agriculture, the Hon. Forgan Smith. Moves to establish the school had come in the years prior to this.

Parental responses to overcrowding at the Mackay State School (now Mackay Central State School) and concerns for children's safety because of the growth in the number of motor cars and other vehicles. On January 27, 1970, Victoria Park State School was divided into two schools – the State School and the Infants School. These schools were housed on two sites, with the Infant School established on land bounded by Shakespeare, Macrossan, and Hague Streets.

On January 1, 1995, the two schools were united as one school, when the Infant School moved back to its original site following the completion of new buildings in June 1996. Land from Queen's Park was made available for extra playground space. This land was previously the Queen's Park tennis courts.

This additional land for playground space was provided by the Mackay City Council under a joint agreement between the Council and the Education Department.

ADMISSION TO SCHOOL

VPSS is governed by an Enrolment Management Plan. Students enrolling in Victoria Park must reside within the designated boundary. All students are required to produce proof of residency.

Prep Year 2008

Children born 1 July, 2002 – 30 June 2003 will be eligible for Prep in 2008 and Year 1 in 2009.
Children born 1 July, 2003 – 30 June 2004 will be eligible for Prep in 2009 and Year 1 in 2010.

SCHOOL HOURS AND SCHOOL CALENDAR

State School (Prep & Years 1-7)

First Bell: 8.30a.m.
Second Bell / School commences: 8.50a.m.
Lunch: 10.50 – 11.30a.m.
Afternoon Tea: 1.00 – 1.30p.m.
School Concludes: 2.50p.m.

School commences on Tuesday 29th January 2008

Easter Break : Friday 21st March – Monday 24th March

April Vacation: Monday 7th April – Friday 11th April (Monday 14th April is Pupil Free Day)

Winter Vacation: Monday 30th June – 11th July (14th July is Pupil Free Day)

Spring Vacation Monday 22nd September – 3rd October (Monday **October 20th** is Pupil Free Day):

Summer Vacation: 15th December 2007 – 26th January 2009

Other significant dates will be advertised through the School Newsletter and on the Calendar provided at the beginning of the year.

GENERAL INFORMATION

PUPIL FREE DAYS

The Minister for Education has declared Pupil Free Days for Professional Development. These days are usually the Monday after each vacation. A Ministerial Pupil Free Day is also given. This day is flexible and will be determined by the Professional Development Program. Pupil Free Days: Check School calendar enclosed.

TRAVELLING TO AND FROM SCHOOL

Cars: Due to the Workplace, Health, and Safety Act (1989), no child is allowed to be picked up or delivered inside school grounds. Children who are driven to school should be dropped off and picked up in places that are safe and do not contravene parking regulations. Please be aware of the NO PARKING ZONE in Shakespeare Street and its times of operation. Bus Zones must be kept free. Parents are asked to use the Pick Up and Drop Off Zone in Goldsmith Street.

Pedestrians: Children who need to cross the road on arrival and departure from the school must use the traffic lights located on the corner of Goldsmith and Shakespeare Streets.

Bicycle Riders: Bicycles should be ridden in bike lanes. Bicycles must not be ridden on footpaths. Legally it is expected that all children and adults are to observe the compulsory wearing of bicycle helmets. All children are to walk their bikes inside school grounds and along footpaths. Children should use a security lock on their bike when leaving it in the school bike racks.

BUS TRANSPORT

Bus transportation is provided by the bus operators Mackay Transit Coaches (Phone 4957 3330).

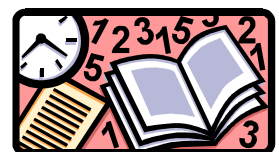
Parents should contact the bus proprietor directly and a note confirming permission by the parent/guardian should be sent to the school.

If children from Years 1 and 2 are not travelling on a bus on a particular day, please notify the school by phone or writing.



ARRIVAL TIME

School commences each day at 8.50 am. Children are expected to arrive at school in ample time for them to prepare for the day's work. As teachers are not rostered for supervision prior to school commencing, children are expected to arrive at school after 8.30am. Parents who are unable to care for their own children until this time are requested to make arrangements with friends or



neighbours. Children are dismissed at 2.50pm and should leave the grounds immediately after this time, unless they are participating in school organised activities.

GENERAL INFORMATION

COMPULSARY ATTENDANCE

Children are required to attend school on a regular basis. Every day is important, so when an absence does occur, your child's teacher needs to be informed. A dated and signed letter that explains the absence should be delivered by your child on his or her return to school. However, it is acceptable to call to the school personally or to telephone the school to inform the office of the absence.

Late arrivals should be avoided as this causes inconvenience to student learning.

PLAYGROUND DUTY

Parents are reminded that NO formal arrangements are made for supervision before school. Supervision is provided at morning tea and lunch at all times.

After School: Children should leave the school promptly upon dismissal, unless participating in school-organised activities. Children catching school buses, and riding bikes are supervised each afternoon.

Queen's Park: The park is an integral part of the school. Many sporting activities including the inter-house athletics take place in its grounds, while Science, Art, and Language activities also take place there. As Queen's Park is regarded as a part of the school, no special permission is required to allow children to use it. Supervision is provided at all times for such activities.



REQUIREMENTS

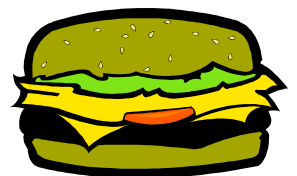
A book list is provided when a child is enrolled and at the end of each year for ongoing children. All books and equipment should be clearly marked. Please check with the office to ascertain what classroom items or clothing requirements are available through the school.

TUCKSHOP AND LUNCH

The Tuckshop provides a nutritional menu from Monday to Friday. Children are expected to place their order at the tuckshop before classes begin i.e. before 8.30am. A current tuckshop price list is issued to all children on a regular basis.

Note: Children are not permitted to leave the school grounds at either little lunch or big lunch without permission. Should a child go home for lunch, written authority from the parent is necessary.

You are most welcome to help prepare and serve lunches by becoming a Tuckshop voluntary helper. The provision of meals is dependant on parents giving their time and volunteering their services. In accordance with the Workplace, Health and Safety Act, no child is allowed in the tuckshop, but a play area for small children is provided beside the tuckshop.



If you can help, please phone the Tuckshop Conveners directly at the Tuckshop on 4957 5786.

SCHOOL COMMUNITY



Your Parents and Citizens Association

The P & C Association would like to welcome new and existing families to Victoria Park State School. It is the aim of the P & C Association to encourage parents to actively participate in the development of our school. For this development to take place, the P & C Association relies on the continual support of our school community.

As a school community, we have been most fortunate in that our parents have been generous and the organised activities are well supported. As a parent, you are no doubt bombarded by many requests for support from charity groups, football clubs, swimming clubs and the like. We endeavour to keep our request down to an absolute minimum. However, with ongoing improvements and replacement, the P & C is in need of consistent revenue to meet these needs.

There are monthly commitments which have to be met and our program is designed to ensure that events are spaced to give a balanced approach and involvement throughout the school.

We do not lose sight of the fact that the generosity of the parents is the most important limiting factor in what we can and should achieve. The Association for its part has endeavoured to read the thoughts of parents through survey and discussion and to establish the order of priority for the major projects.

The part you play in the P & C Association rests entirely with you; however, we encourage you to adopt an active role. You may be assured that the workload is made lighter because of the number of individuals who choose to participate and your children do benefit in more ways than one by your active involvement.

Our Goals

- ◆ To strive for excellence in learning by each individual student through a range of quality programs.
- ◆ To achieve the professional competencies of Teachers.
- ◆ To provide an environment which supports and enhances Effective Teaching and Learning.
- ◆ To achieve a high participation by all stakeholders in the school community.

SCHOOL COMMUNITY

P & C Meetings

All parents and school community members are welcome to participate in P & C activities – meetings and events. Monthly meetings take place in the school staffroom on the 2nd Wednesday of each month.

The P & C Association operates to provide support for this school. Please show your support for our P & C Association.



Voluntary Helpers

In recent times, numerous educationalists have determined that a school, if it is to play an effective role in the education of a child, can no longer be an isolated institution. In the teaching and training of a young child, it is this school's firm belief that a cooperative teacher/parent relationship is not only desirable, but essential. Because of the predominant influence of the three-way communication process, involving teacher, parent and child, interested parents are always welcome at our school. In fact, many mothers and fathers enjoy helping as voluntary school helpers.



These people help teachers with preparation of materials, assisting with small groups of children and sharing their special skills and abilities.

If you feel you would like to assist the school in this way, please contact the principal or your child's teacher.

The Support-A-Reader Program co-ordinated by our Literacy Co-ordinator provide one on one tutoring for student support.

COMMUNICATION

Newsletters

The school community is kept up to date with news and information through a fortnightly newsletter. The Newsletter is distributed through the youngest child in the family every second Thursday. If there is any information parents wish to include in the newsletter, please contact the Principal. Newsletters will be issued to all sections of the school: Preschool, SEDU and Senior School.

Letters

News or information of a more immediate nature or relating to a particular year level or section of the school is relayed by letter to parents.



Telephone

The school telephone number is 4951 6333. It would be appreciated if telephone calls to the school were made between 8.00a.m. and 4.00p.m.

Messages to teachers may be given to Administrative Officer/Assistant who will pass them onto the person concerned. It would be appreciated if teachers were not interrupted during teaching periods, unless the matter is considered urgent.

GENERAL INFORMATION

Illness or Accident

In case of illness, you should keep your child at home. Report your child's absence the day he/she is away. In the event of illness or accident, every effort is made to contact the parent/guardian of the child.

For serious illness or injury, should we not be able to contact a parent or guardian, an ambulance is called and/or medical attention is sought.



NB. Parents/guardians should ensure that the address and contact numbers for their children are up to date.

Medication at School

New regulations governing the practice for school personnel to administer medication to students have been gazetted. The following are key points that parents should note and follow immediately.

- A parent/legal guardian must first make a written request indicating that such medication has been prescribed and is absolutely necessary to be administered during school hours or school approved activities.
- Medication must be provided in the container which shows clearly the written instructions from the pharmacist at the direction of a medical practitioner. Instructions must indicate specific times at which the medication is to be administered, as well as the quantity of medication to be given. All unused medication will be returned.
- At no time will medication provided for one child be administered for others, even if they are brothers or sisters of a child for whom the prescription was made.
- Medication provided under these conditions must be delivered with instructions to administer.
- Non-prescribed oral medication such as Analgesics, Panadol, Cough lollies or over the counter medication **will not** be administered by the school staff.

The Education Department has laid down strict guidelines, which all schools are obliged to follow.

School Dentist

The school dentist visits the school approximately twice per year. There is no charge for this government service. The qualified dentist and assistants carry out inspections and any subsequent work. Forms seeking approval are sent home before any work is carried out. It is your prerogative whether or not your children visit the school dentist or whether you seek a private practitioner.

School Nurse



The school nurse visits the school once a year. As a general rule, the nurse looks at the Year 1 and Year 7 children, although she also examines any other children for whom we show concern. If any follow-up treatment is needed, a letter is sent home by the school nurse. There is no charge for this government service.

Vaccinations

Please ensure that your child/children are up to date with the relevant vaccinations for their health and well-being.

HOMWORK POLICY

Regulation:

A teacher may require a pupil to undertake home study which may occupy such amount of time as a Principal may decide is reasonable in the circumstances.

Goal:

Our goal at Victoria Park State School is to have a consistent approach to homework by all classrooms.

Rationale:

- A. Homework in primary school is a way of ensuring that by the time students have reached high school they have had an opportunity to establish sound study habits.
- B. Homework supports our school goal of promoting independent learning.
- C. All children should be able to complete homework activities successfully.
- D. Homework comments where appropriate should be constructive.

GUIDELINES FOR HOMEWORK

1. At Victoria Park State School, the principal recommends the following guidelines for homework time per night:

Year 1	10 minutes	Year 5	25 minutes
Year 2	10 minutes	Year 6	30 minutes
Year 3	20 minutes	Year 7	30 minutes
Year 4	20 minutes		

- 2. Homework set during the day requires as careful planning as the lessons taught during the day.
- 3. Homework should arise naturally out of consolidation of lessons taught.
- 4. Homework should be confined to Monday to Thursday nights.
- 5. Each classroom should have a consistent plan for homework each week. This plan should be shared with families via the classroom policy at the beginning of each year.
- 6. Teachers should devise alternative strategies for students who fail to complete homework.
- 7. Families should support their child in completion of homework by:
 - * having a set place and time for homework
 - * providing the opportunity for homework to be done
 - * signing the homework to signify it has been sighted
- 8. Homework should involve for all year levels Home Reading. (All students should have a reading log)
- 9. Homework could involve for all year levels
 - a. When appropriate learning of spelling, basic facts and follow up work from the classroom.
 - b. When appropriate assignment/project work.
 - c. When appropriate "Thinking Skills" which involve multiple answers and open ended responses.
- 10. Homework expectations should be modified for students experiencing Learning Difficulties.

GENERAL INFORMATION

Banking

Children may operate a school bank account through a service offered by arrangement with the Commonwealth Savings Bank and the school P & C Association. P & C members will visit the classrooms and collect the banking on Wednesday mornings at 9.00am. The members will then process the banking and return the books to the classrooms. Enquiries should be directed to the Commonwealth Bank, Mackay (Victoria Street Branch).



Lost Property

Our aim is to reduce the accumulation of lost property. Parents/guardians please mark clothing/items with the child's name, so the teachers have a means of identifying lost property. Lost property boxes are located in the covered area and near the tuckshop. Parents/guardians are free to look for lost articles. Lost property can be kept to a minimum if all belongings are clearly named.

Student Records

A computer record on each child is maintained at the school. It contains vital information concerning address, telephone, emergency contacts and instructions from parents relating to health problems. It is imperative for your child's health and safety that all information is updated e.g. telephone numbers, address, health and family circumstances.

Transfers

Should your child need to transfer from our school, the parents/guardians must notify the school so that arrangements can be made for a Transfer Form and other documentation which you can collect on the last day. When packing and moving, it is helpful to set aside information about your child's progress e.g. report cards, school books etc so that they can be perused by the new school.



Smoking

All areas of the school grounds are **SMOKE FREE ZONES**.

Report Cards

A written report card is given to every student at the end of each semester. Students in Years 1, 2 and 3 also receive a written report on the Diagnostic Net process. Parent teacher interviews are conducted at the end of semester one. Interviews at other times can be arranged. Parents should contact their child's teacher for an appointment.

Money sent to School

During the year, varying amounts of money will need to be sent to school for excursions, sausage sizzles, bus fares, book club and fundraisers. Please place the correct money in an envelope that is clearly marked with your child's name, the purpose of the money and



the amount inside.

GENERAL INFORMATION

ANIMALS IN THE SCHOOL GROUNDS

For the safety of our students and community, dogs etc are not permitted in the school grounds.

COMMUNITY ACCESS

Throughout the year many community groups use the facilities at Victoria Park. For hire of the school grounds and / or facilities, please contact the school Registrar.

GUIDANCE OFFICERS

The Guidance Officer visits the school 2 days per week to work with children having learning / emotional / social problems. After consultation suggested remedial programs and actions may be recommended. Guidance Officers work in close co-operation with the child's Teacher, the School Principal and Learning Support Teacher.

CONCERNS

Should you have any concerns regarding your child or school decisions please contact the Principal or Deputy Principal. Concerns brought forward immediately can usually be resolved positively.

RETARDATION (REPEATING)

It will NOT be the policy of this school to retard any child except for the following reasons:

- (a) The child has missed a lot of schooling during the previous year and this clearly has affected the child's progress.
- (b) A child is immature for the grade level at which he / she is working and progress at this level is not satisfactory.
- (c) All children in Year 7 are expected to transfer to High School after completion of Year 7. If a parent should wish a child to repeat this year level, the matter has to be brought to the attention of the Principal. From there the discussions will need to take place with Education Queensland in order to make a decision.

Parents should contact the school if they are considering a request for repeating to enable a formal process to be put in place. This will involve Parents, Teachers, Principal and Guidance Officer / Learning Support Teacher input.

APPRAISEMENT

Victoria Park State School is: “Committed to the provision of equitable education opportunities to ensure all students have access to, participate in and gain positive outcomes from schooling.”

“Educational Provision for Students with Disabilities” - Department of Education Queensland.

The use of “Inclusive Curriculum” practices will ensure the needs of all students of Victoria Park State School and are met by:

- Valuing and responding to the learning styles of particular groups and individuals
- Accessing departmental and non-departmental professional assistance
- Accessing and developing teacher’s skills and competencies to assist in the meeting of class needs
- Valuing the input of parents in the ascertainment process
- Utilising available teacher aide resources in the design / implementation and review of programs
- By providing and developing appropriate resources
- Supporting the use of collaborative processes to develop and implement curricula to support students with disabilities.

APPRIASEMENT – THE PROCESS

Appraisement is the process used to determine the level of specialist teaching and or support needed by students.

It consists of:

- Identifying and referring students who need support
- Recommending the level of support needed
- Identifying possible programs and facilities to provide this level of support
- Making decisions with parents and care givers
- Reviewing

LEARNING SUPPORT STRUCTURE

YEAR LEVEL	PROCESSES
<p style="text-align: center;">PREP</p>	<p style="text-align: center;">Pre-testing in Metalinguistics</p>
<p style="text-align: center;">YEAR ONE</p>	<p>Early intervention for students in Metalinguistics</p> <p>Post-testing in Metalinguistics</p> <p>Beginning mapping in Diagnostic Net</p> <p>Support-A-Learner (number)</p>
<p style="text-align: center;">YEAR TWO</p>	<p>Reading Recovery assessment and assistance</p> <p>Mapping in Diagnostic Net</p> <p>Validation and Phase allocation in Diagnostic Net</p> <p>Intervention for students caught in Diagnostic Net (sem 2)</p>
<p style="text-align: center;">YEAR THREE</p>	<p>Intervention for students caught in Diagnostic Net (sem 1)</p> <p>Appraisalment and Learning Difficulty assessment</p> <p>Ongoing Learning Support</p> <p>Year 3 Tests – benchmarked statewide</p>

LEARNING SUPPORT STRUCTURE

YEAR LEVEL	PROCESSES
YEAR FOUR	Ongoing support by the Learning Support Teacher
YEAR FIVE	Ongoing support by the Learning Support Teacher Year 5 Tests – benchmarked statewide
YEAR SIX	Ongoing support by the Learning Support Teacher Intervention for identified students in Year 5 Test
YEAR SEVEN	Ongoing support by the Learning Support Teacher Year 7 Tests – benchmarked statewide

REFERRAL

Students who have specialised education needs because of a disability or learning difficulty may be identified and referred by a variety of persons. Referrals may be made by parents on admission. The referral can be made through the Principal. Any referral for support from educators outside the school must be approved by the parents and caregivers.

SCHOOL COUNCIL

The School Council is a committee of nominated members of the school community who work towards improved student learning outcomes by exercising specified functions and guiding by the broad strategic direction of the school.

CURRENT MEMBERS

Chairperson:	Col Morris	Principal
Members:	Sally-Anne Rolfe	Deputy Principal
	Nicola Edmonds	Teacher
	Jamie Blanch	Teacher
	Karen Moore	Parent
	Heather Fortescue	Parent
	Raelene McBride	Parent

SEXUAL HARASSMENT

In its most general sense, sexual harassment is any behaviour of a sexual nature that is unwelcome. The Commonwealth Sex Discrimination Act 1984 assists in defining sexual harassment. It says, in part, that a person will be taken to have sexually harassed another person if they make "...an unwelcome sexual advance or an unwelcome request for sexual favours or engage in either unwelcome conduct of a sexual nature..."

Sexual harassment occurs when a person is the target of certain behaviours because of their sex. Sexual harassment is a form of sex discrimination. Discrimination generally operates in an environment where the balance of power is unequal and occurs when power is improperly exercised to the detriment of a person or a group of people.

The key to understanding sexual harassment is the word 'unwelcome'. The person who decides whether behaviours are unwelcome is the person 'on the receiving end'. If behaviour is unwelcome and is sexually oriented, then it is sexual harassment. In defining and identifying sexual harassment, the intent of the person whose behaviour caused offence is largely immaterial as it is the effect of their behaviour that is relevant.

What constitutes sexual harassment to one person may be acceptable and inoffensive to another. Different social or cultural backgrounds may lead people to perceive the same conduct differently.

Sexual harassment may involve a single incident or a series of incidents. There does not necessarily have to be continuing sexual conduct before the behaviour may be regarded as sexual harassment. It is impossible to provide an exhaustive list of what constitutes sexual harassment. It would also be inappropriate to do so as it may result in a form of conduct not being identified as sexual harassment simply on the basis of its absence from the list.

The following examples illustrate the wide range of behaviours that could be labelled sexual harassment:

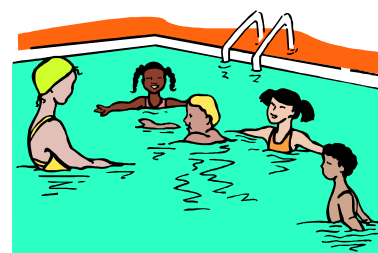
- Physical Contact e.g. touching, pinching, kissing or embracing someone against their will, sexual assault and rape.
- Verbal Comments e.g. innuendo, smutty jokes, suggestive comments about someone's appearance or body, persistently inviting someone out, questions about a person's private life, requests for sexual favours.
- Nonverbal Actions e.g. Leers, stares, displays of sexually explicit material, pictures or posters with sexual connotations, offensive body and hand movements, suggestive letters and drawings, indecent exposure.

Some of these behaviours may be relatively common. Nonetheless, they may become sexually harassing behaviours when one party regards them as unwelcome.

Sexual Harassment Referral Officers have been trained to facilitate the resolution of incidents of Sexual Harassment by offering a means of seeking confidential advice and support. I would encourage you to discuss this form of discrimination with your child. Further information is available from the school.

Swimming Instructions

The Swimming Program is conducted at our Pool in the first and fourth terms of each year. Your assistance in the Swimming Program would be appreciated to ensure adequate supervision.



HYGIENE – INFECTIOUS DISEASES

Diseases spread quickly in schools. We can do much to limit the spread of infection by regarding hygiene as of prime importance at all times. Parents should stress the need for good hygiene practices.

Children suffering from infectious diseases may be excluded from attendance at school for varying lengths of time. Parents should be guided by advice of their doctor or details of exclusion as listed below:

CONDITION	EXCLUSION OF CASES	EXCLUSION OF CONTACTS
Amoebiasis / Campylobacter (Entamoeba Histolytica)	Exclude until diarrhoea ceases	Not excluded
Chicken Pox / Shingles	Excluded 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 (e.g. leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded.
Conjunctivitis	Exclude until discharge from eyes has ceased	Not excluded
Cytomegalovirus Infection	Exclusion is not necessary	Not excluded
Diarrhoea	Exclude until diarrhoea ceases	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 (Mononucleosis)	Exclusion not necessary	Not excluded
Hand, Foot and Mouth Disease	Exclude until all blisters have dried	Not excluded
Hemophilus Influenzae Type B (Hib)	Exclude until medical certificate of recovery is received	Not excluded

HYGIENC – INFECTIOUS DISEASES cont

CONDITION	EXCLUSION OF CASES	EXCLUSION OF CONTACTS
Hepatitis A	Exclude until 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
Herpes (Cold Sores)	Young children unable to comply with good hygiene practices should be excluded while sores are weeping. Sores to be covered by dressing where possible).	Not excluded
Hookworm	Exclusion is not necessary	Not excluded
HIV AIDS Virus	Exclusion is not necessary unless the child has a secondary infection	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 like illness	Exclude until well.	Not excluded
Leprosy	Exclude until approval to return has been given by an appropriate health authority.	Not excluded
Measles	Exclude for at least 4 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 first case they may return to school
Meningitis (bacterial)	Exclude until well.	Not excluded

HYGIENC – INFECTIOUS DISEASES cont

CONDITION	EXCLUSION OF CASES	EXCLUSION OF CONTACTS
Meningococcal Infection	Exclude until adequate carrier eradication therapy has been completed.	Not excluded
Molluscum Contagiosum	Exclusion not necessary.	Not excluded
Mumps	Exclude for 9 days or until swelling goes down (whichever is sooner)	Not excluded
Parvovirus (Erythema Infectiosum, Fifth Disease)	Exclusion is not necessary	Not excluded
Ringworm, Scabies, Pediculoses (Lice) Treatment	Re-admit the day after appropriate treatment has commenced.	Not excluded
Rubella (German Measles)	Exclude until fully recovered or for at least 4 days after the onset of the rash.	Not excluded
Salmonella, Shigella	Exclude until diarrhoea ceases.	
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
Tuberculoses	Exclude until a medical certificate from an appropriate health authority is received	Not excluded
Whooping Cough (Intestinal)	Exclude the child for 5 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 5 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

GUIDELINES FOR THE CONTROL OF HEADLICE IN SCHOOLS

Victoria Park State School and Education Queensland acknowledges responsibility for minimising the risk to all school community members being affected by head lice while on the school premises. Victoria Park State School and Education Queensland also accept that parents have the responsibility for the prevention, detection and treatment of head lice.

Where the presence of head lice is an issue, it is the Principal's responsibility to ensure that:

- The school community is informed of the schools position on and procedures for preventing and dealing with occurrence of head lice at school
- Teachers or other school staff inform the Principal immediately of students with evidence of the presence of head lice
- Information is provided to parents on detecting and treating head lice and are encouraged and supported in efforts to control the problem
- Procedures involving head lice incidents are conducted in a sensitive manner with respect for the privacy and emotional well being of students and their families.

Control of head lice is a community issue that requires a cooperative approach between parents, students and the school with assistance from Queensland Health or other local health service provider.

PREVENTION

EXPECTATIONS OF SCHOOLS

- Provide information on prevention, detection and treatment of head lice
- Advise parents to be vigilant at all times of the year
- Implement classroom organisation and teaching programs as well as guidelines for play that minimise head to head contact
- Support parents through practical advice
- Request parents not send a child with head lice to school until treatment has begun.

EXPECTATIONS OF PARENTS

- Regularly inspect their child's head to detect the presence of lice or lice eggs
- Notify the school if their child is affected and advise when treatment has begun.

DETECTION

While it is the responsibility of parents to detect and treat head lice, the school community can assist with this process.

When the presence of head lice at school is suspected, volunteers authorised by the Principal may physically and visually check for head lice with parental permission. At all times during this inspection sensitivity towards the student's privacy will be acknowledged. Whole school inspections will occur at various times throughout the year with dates being advertised in the school newsletter.

GUIDELINES FOR THE CONTROL OF HEADLICE IN SCHOOLS

TREATMENT

On detection of head lice or head lice eggs, parents will be notified. Proof of treatment must be provided before students can return to class.

Under some circumstances when the Principal has determined it necessary for a student's well being and educational development the school will undertake treatment using the services of a volunteer Registered Nurse. Parental permission must be obtained before a recommended treatment can occur. The above information and guidelines have been in consultation with the Victoria Park State School Parents and Citizens Association.

On enrolling students at Victoria Park State School parents are required to fill in a parental permission form indicating their level of approval for visual and physical inspection to be undertaken. These forms will be included with the prospectus.

PARENT ACTION

Having read this information the school initially requires parental permission to inspect student's hair both visually and physically. Physical inspection will involve lifting the student's hair for closer inspection.

Once permission is given the school will assume that further inspections have been authorised... unless otherwise notified by parents.

Any further action from the initial inspection will be communicated in writing to parents.

Please contact the school if you require any further information in relation to this letter.

INSTRUMENTAL MUSIC AND STRINGS

Brass Woodwind and Strings Instrumental Music is offered at Victoria Park State School. The program is offered to years 4,5,6 and 7 students. The whole purpose of Instrumental Music is to develop School Ensembles. If your child has been involved in an Instrumental Music Program, please indicate on the enrolment form.

It is policy for these children to continue if the student and parent desire. Please contact the Principal if you would like to discuss your child's participation in the program.



STUDENT COUNCIL

The Student Council consists of Year 7's who have been selected by the teachers and their peers as leaders of the school.

The Student Council will consist of:

- 2 School Captains
- 2 Vice School Captains
- 2 house Captains for each of the Sporting Houses
- Student Leaders (Tuckshop, Fundraising, Band and Library)

SPORTS HOUSES

On admission to school, children are placed in Sports Houses. Children from the same family are placed in the same Sports House. Around the middle of the year the school holds an Interhouse Sports Day involving all children in athletics, field events and ball games. Sporting Houses are:

NEPTUNE, MERCURY and JUPITER

SCHOOL SPORT

The educational value of School Sport justifies its place within the primary school curriculum as it contributes to physical growth, mental stability, character development and social adaptability. Sport develops interests and skills in recreation activities that continue into adult life. It gives children who are not academically gifted the opportunity to achieve personal success. Schools must recognise the obligation to incubate proper attitudes and interests in relation to the part that sport plays in the Australian way of life. All pupils will be given the opportunity to participate in sporting activities.



Victoria Park State School participates in all District / Zone / Regional Selection Trials

Selection Trials:

- Interhouse Athletics
- Interhouse Swimming
- Interschool Sports

SUN PROTECTION POLICY

We are an accredited SunSmart School

“NO HATS NO PLAY” - All children will wear a hat for outdoor activities. Wide brim hats are mandatory. Base ball caps offer little protection and are banned as a form of headwear and should not be brought to school.

COLLECTION OF MONIES

From time to time children are asked to bring money for specific purposes e.g. Arts Council, Book Club, Excursions etc. Money brought to school by children should be in a sealed envelop with the child's name, year level, amount and purpose stated on envelope. Old envelopes are suitable for sending in money.



The school will provide special envelopes for major collections. These will be sent home with the relevant newsletter.

COMMUNITY USE OF SCHOOL FACILITIES

School facilities can be used after school and on weekends for sporting or other activities. The riding of skateboards, bicycles, motor bikes is definitely not allowed in the school grounds. Organisations wishing to use the grounds should contact the school administration for permission.

Application should be made to the Registrar or through the Principal if organisations are wishing to consume alcohol while using the facilities.

CARS IN SCHOOL GROUNDS

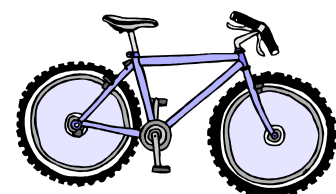


Cars are not permitted into school grounds. Street parking is available at the front of the school. Please keep double and single gates clear at all times.

Please observe all traffic regulations and signs in relation to parking around Victoria Park State School.

BICYCLES

All children riding bicycles to school should know the road safety rules. Bicycles are not to be borrowed or lent. Children riding bikes must have safety helmets. Bike racks are provided at school. Students are to get off their bikes when on the footpath and entering the school grounds. Please lock your bike whilst at school.



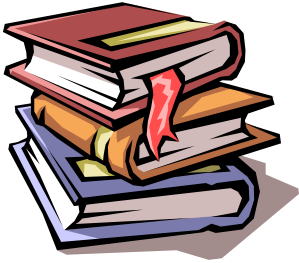
MEDICAL AND DENTAL APPOINTMENTS

Children who are required to attend Medical or Dental appointments may do so provided they present an appointment card from Doctor or Dentist stating date and time of appointment or in its place a note from parents giving this information.

ARTS COUNCIL

The school requests performances from the Queensland Arts Council every year. All children are invited to attend. Cost is on an individual or family basis. An envelope is sent to each family for the collection of money.

BOOK CLUB



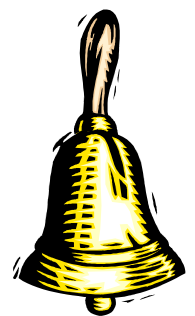
The school acts as a collection and distribution agent for Scholastic Australia Book Club. The great majority of books made available through this club are good value. The school benefits by providing this service as it receives a number of free books dependent on the number purchased. Book Club is now distributed only once per Term.

RELIGIOUS EDUCATION

Time is provided as per regulations for Religious Education at school. We offer a Non-Denominational Religious Education program.

SUPERVISION BEFORE AND AFTER SCHOOL

Although every care is taken there is no organised supervision of children in the school before 8.50a.m. and after 2.50p.m. Students who arrive before 8.50a.m. must assemble in the quadrangle and remain seated.



FIRE DRILL

All children attending the school must become familiar with the school Fire Drill Procedures.



Visiting personnel i.e. Religious Instruction Teachers, Tuckshop ladies etc should also be familiar with procedures. All regular visitors to the school can peruse the Fire Drill Procedures in the office and staffroom.

All classes must congregate as quickly as possible on the School Oval after the fire alarm is sounded. The alarm here is a siren. Our back-up is a hand bell.

PROCEDURES

- (a) When in School Buildings: Move out quietly, down the nearest set of "safe" stairs and congregate on the Year 6/7 Oval
- (b) When out of Buildings: Move as quickly as possible to the Oval
- (c) When classes are broken up: as per (a)
- (d) Before or after school:
 - Children to congregate on oval
 - Teachers to check all rooms
 - Teachers to call roll immediately the class congregates on the oval
 - Teacher reports to Principal if all students are present.
 - Children to remain quiet during procedure



OUTSIDE SCHOOL HOURS CARE

For all inquiries about any of the services provided by OSHC please call 4953 4940 or 4953 1725.

CULTURAL ACTIVITIES

At Victoria Park State school there are many opportunities for students to participate in Cultural Activities that relate to the Arts Syllabus

Every child gets the opportunity to sing in a Choir

Auditions are held for Instrumental Music, Drama and Dance Activities

School Parade – The Concert band and String Ensemble take turns at providing the Music for Advance Australia fair each week

KMEIA Regional Choral Festival – Year 6/7 Choir

Entertain Preschool at Easter – Choir

Twilight Concerts held at the school in Term 1 and Term 3 for the Instrumental Program students

ATSI Community Parade

Anzac Day Ceremony held at the school

Community Anzac Day March – whole school group

Mackay arts Festival Strut – whole school group

Mackay Arts Festival Lunch Box Concerts held at the Mackay entertainment centre – different groups chosen each year

Entertaining the Senior Citizens – Choirs, Strings, Bands, Dance

Entertaining the Golden Years Club – Choirs, Strings, Bands, Dance

Wakakirri held at the Mackay Entertainment Centre – Dance

Tournament of Minds – Drama

Rats of Tobruk Ceremony held at Queens Park War Memorial

Rock Pop Mime held at Caneland Sound Shell – Dance

Eisteddfod held at the Mackay Entertainment Centre – Choirs, Folkgroup, Concert Band, String Ensemble

School Concert held at the Mackay Entertainment Centre – whole school

Fanfare instrumental Program State Wide Competition for Concert Band and string Ensemble held every 2 years

School Fair - different groups provide entertainment

Entertainment of Old People's Homes with a Christmas Concert at Good Shepherd Lodge

Year 7 Graduation – Concert Band and Year 7 Instrumental items