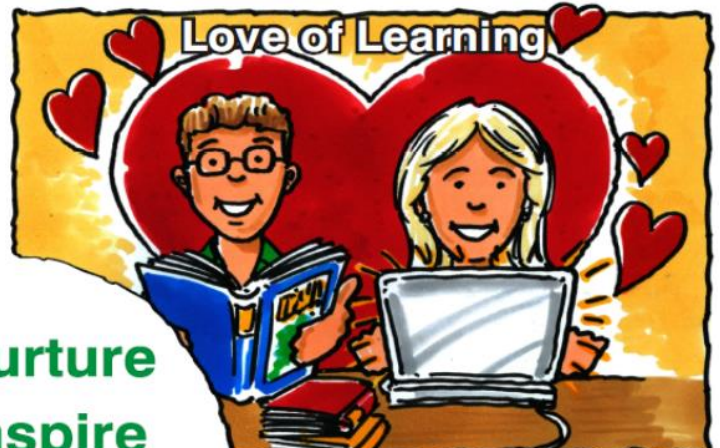


Delaneys Creek State School



2024 Parent Information Booklet



We Nurture
We Inspire
We Create
the Future



Address: 200 Delaneys Creek School Road, Delaneys Creek Queensland 4514

Email Address: admin@delaneyscreekss.eq.edu.au

School Website: www.delaneyscreekss.eq.edu.au

Phone: (07) 5434 6333

Student Absence Line: (07) 5434 6366

School Mobile: 0436 626 563

Tuckshop: 0435 384 997

Uniform Shop: 0457 794 708

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WELCOME TO DELANEYS CREEK STATE SCHOOL

Principal – Julianne Mabb **Business Manager** – Joanne Needham

Teachers	
Mel Walls	Class Teacher
Jasmine Raedel	Class Teacher
Sam Frawley	Class Teacher
Belinda Pieper	Class Teacher
Sarah McGlinchey	Class Teacher
Lyndal Callan	Class Teacher
Jess Hay	Class Teacher
Kylie Smith	Class Teacher
Maegan Murphy	Class Teacher
Tarran Place	Class Teacher
Georgia Smith	Class Teacher
Jade McDonald	Class Teacher
Nicole Enright	Class Teacher
Karina Stanley	Class Teacher
Cassy Patience	Class Teacher
Anita Jackman	Japanese Teacher
Sarah Kirk	Performing Arts Teacher
Grant Johansen	Instrumental Music Teacher
Brian Appleman	Physical Education Teacher
Support Staff	
Jodie Cousins	Head of Department - Curriculum
Jen Graham	Head of Special Education Services
Melissa Thiess	Guidance Officer
Julia Steiner	Psychologist
Kaila Draper	Inclusion Teacher
Lisa Fortnum	Inclusion Teacher
Petrina Abraham	Inclusion Teacher
Shae Seymour	Administration
Bobbie Gallaher	Teacher Aide
Karen Wade	Teacher Aide
Katelyn Wade	Teacher Aide
Linda Seymour	Teacher Aide
Mel Palmer	Teacher Aide
Tracy Sbresni	Chaplain
Laurence Lovelock	Technical Officer
Kym Wallen	Schools Officer
Ernie Gallaher	Schools Officer
Brett Thibou	Cleaner
Greg Patterson	Cleaner
Warren Brockie	Cleaner

FROM THE PRINCIPAL



Dear Parents and Carers,

On behalf of Delaneys Creek State School, I extend a very warm welcome to all newly enrolling children and their families. As our school vision states, 'We Nurture, We Inspire, We Create the Future'. Thankfully we enjoy the support of many parent and community volunteers to enrich our students learning and development.

We are delighted to be able to share your child's learning journey with you and your family. Our school is now your school.

At Delaneys Creek State School we believe effective teachers take responsibility for all students learning and set high expectations so as to achieve the personal best out of each student. We believe effective teachers are lifelong learners that improve, learn and change. Effective teachers create a safe and supportive learning culture that increases student achievement. We believe that effective teachers use research-based practices and benefit from coaching and collaboration. We believe effective teachers are reflective teachers.

At Delaneys Creek our core values lie under the four beliefs of;

- Building Positive Relationships
- A Love of Learning
- Being an Active and Informed Citizen
- Being Problem Solvers and Creative Thinkers

With over 200 students at our school, we are not too big and not too small. We are big enough to afford our students every opportunity that being a 'big' school allows, yet still small enough to maintain that 'small, country school feel'.

So what makes our school so special? It is more than our experienced teachers, our lovely green grounds and our outstanding academic, sporting and cultural achievements. Our most outstanding feature is the quality of the relationships we share at our school. We see the explicit teaching of Literacy and Numeracy as essential and are proud of our outstanding results in these areas.

Every person is valued and respected. Every interaction is important. The strength of our relationships (student/teacher/parent/staff/school community) and the culture of belonging created within our school is held in high regard within our local community.

I look forward to meeting your child/ren and yourselves and welcoming you personally, into our school.

Until such time, I wish you well. Please do not hesitate to contact me, if I can assist your child/ren or yourself in any way.

Kind Regards,

Julianne Mabb

Principal

Delaneys Creek State School

A MESSAGE FROM THE FINANCE DEPARTMENT

Delaneys Creek State School has a fulltime Business Manager, Joanne Needham. Together with the parents association executive team we deliver financial operational services to support our schools learning and educational purposes. Parents and carers are invoiced according to their students participated activities for the current year. We are a school that supports our families and we offer the following payment and refund processes.



QKR! APP

Delaneys Creek State School uploads the Student Resource Scheme (SRS), and school activities on the Qkr! App, and the P&C uploads all tuckshop and uniform information for parents to access and pay students accounts according to their requirement. The link below will assist you in downloading and using the Qkr! app: <https://www.mastercard.com.au/en-au/about-mastercard/innovations/qkr.html>



CENTREPAY APP

If you would like to make part payments through Centrepay, please download the app and choose our school and follow all the prompts. If you have any difficulties, please contact our Business Manager on (07) 5434 6333.



PAYMENT TYPES

Our school accepts Qkr!, BPOINT, and EFTPOS payments. Our office takes payments between these times: 8:30am-9:30am and 1:30-3:30pm each day.



ABN: 66861498145

Payment Plan

PAYMENT PLANS

Our school supports payment plans, please contact our Business Manager to assist you with this process.

REFUND GUIDELINES

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

FINANCE GUIDELINES

State schools are able to charge a fee for:

- An educational service including materials and consumables not defined as instruction, administration and facilities for the education of the student;
- An education service purchased from a provider other than the school where the provider charges the school; and
- A specialised educational program.

A school fee is directed to the purpose for which it is charged.

School fees for excursions and camps are calculated on a cost recovery only basis, according to the number of students who have indicated their attendance.

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

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

If a parent/carer wishes to apply for a refund due to their child's non-participation in an excursion or camp activity, they may do so by completing a Request for Refund form available from the school office with all information pertaining to our school refund policy. Where possible, the request should include the receipt relating to the payment for which a refund is being sought and for this submission to be handed into the school office. **It is preferred that refunds be made as a credit against the student's account at the school and used for any cost in the future.**

We are here to support your educational experience, any queries in relation to finance. Please do not hesitate to contact me via school phone (07) 5434 6333 or email bsm@delaneyscreekss.eq.edu.au



Thank you
Joanne Needham
Business Manager

ARRIVAL AT SCHOOL - It is not recommended that students arrive at school before 8.30am, but if this is necessary, students should sit quietly under in the Undercovered Area until the bell rings at 8:50am, before moving to class areas. On arrival students must hand in any mobile phones or devices to the office. Students are allowed to spend quiet time with their friends sitting and talking. There is to be **no running around or use of playground equipment before school.**

ASSEMBLY/PARADE - School Assembly is held every Monday at 2:20pm in the school 'Giraffe Shed' for general announcements, presentation of certificates and awards for achievement, school performances, addresses from special visitors or guests.

As this is the only time each week when all students and teachers are together, it is a very important occasion to foster school pride and a sense of belonging. Parents are most welcome to attend.

BICYCLES & SCOOTERS - In the interest of your child's safety, children riding bicycles and scooters to school should:

- have a roadworthy bicycle or scooter
- wear an approved helmet
- obey all road rules
- dismount bicycle or scooter at the crossing Delaneys Creek School Road Crossing and Public Carpark Crossing and walk (with bike or scooter).
- dismount and push the bike or scooter when entering or leaving the school grounds park and lock bicycle or scooter in racks near the front of the school or at the rear of the school. Scooters can be placed in the sick bay area, to the side.

BUS TRAVEL - Local contractors provide 2 services for our students.

- Contractor One (Coast and Country Buses – Phone: 07 5496 6589)
- Contractor Two (Tony Bloomfield – Phone: 07 5496 4526 or 0428 455 568)

Prep students are escorted to the bus line area in the Giraffe Shed each afternoon by a staff member. Student names are marked off by a staff member prior in the Giraffe Shed where they will meet the bus.

SCHOOL TRANSPORT ASSISTANCE SCHEME (STAS) - To be eligible for STAS, primary school pupils (Years Prep - 6) must:

1. Be enrolled at Delaneys Creek State School.
2. Live more than 3.2 kilometres by the shortest trafficable route from the nearest State Primary School.

Ineligible children pay their fare directly to the driver.

If you do reside less than the above distance and are listed on a:

- a) Health Care Card issued by Centrelink; or
- b) Pensioner Concession Card issued by Centrelink; or
- c) Department of Veterans' Affairs Pensioner Concession Card; OR
- d) Are a student placed under a Care and Protection Order by the Department of Child Safety, you may be eligible for assistance with BUS TRANSPORT ASSISTANCE under the Safety-Net Scheme.

If you drive your child/children more than 3.2 km to a school transport bus service you may be eligible for assistance under the Conveyance Allowance Scheme. *For further information contact Queensland Transport.*

- *Please make contact with these services to ensure maximum benefits.*

BUS TRAVEL CODE OF CONDUCT - Education Queensland and Queensland Transport have developed a Code of Conduct for student behaviour on school buses. Under the Code of Conduct children are expected to:

- respect other people and property
- wait for the bus in an orderly manner
- conduct themselves in an orderly manner whilst on the bus
- use designated stops
- alight from the bus in an orderly manner
- follow the driver's direction in the case of an emergency or a breakdown

If a student does not abide by the Code of Conduct, action may be taken by the drivers which could include refusal of student's travel on the bus.

CALENDAR 2024

2024 Queensland term dates		
Term	Date	Length
Term 1	Monday 22 January to Thursday 28 March	10 weeks
Term 2	Monday 15 April to Friday 21 June	10 weeks
Term 3	Monday 8 July to Friday 13 September	10 weeks
Term 4	Monday 30 September to Friday 13 December	11 weeks

Pupil Free Days 2024 - These are the days on which children do not attend school and teachers are engaged in Professional Development activities:

2024 staff professional development days (SPDDs)

Term	Date	Length
Term 1	Thursday 18 January Friday 19 January	2 days
Term 2	Thursday 11 April Friday 12 April	2 days
Term 3	Friday 30 August	1 day

CHAPLAIN - Delaneys Creek State School Chaplaincy Service has been in place at the school since 2007. The service was established under the National School Chaplaincy Program. Funding is provided by the Australian Government and also by the Local Chaplaincy Committee, which guides and supports the position and fundraises to supply our Chaplain with resources to work with children. Participation in the Chaplaincy Program is voluntary, with written parental/guardian consent being sought for ongoing one-on-one meetings and involvement in specific programs. Whilst the Chaplain is able to model their own faith position, they must not promote any one faith, denomination or philosophy as being superior to another.

The service has adopted two models of operation, the Pastoral Care Model and the Mentoring Model:

- The Pastoral Care Model – provides an additional dimension to the school’s care, guidance and support of students with spiritual, religious and/or ethical needs.
- The Mentoring Model – involves acting as a role model for students and assisting in developing supportive relationships with and among students.

More specifically, the chaplain’s role is to:

- Build positive relationship with, and between students.
- Promote a sense of wellbeing and belonging.
- Encourage students to realise their potential.
- Help children to resolve friendship difficulties
- Provide religious and ethical guidance when requested.
- Assist students to explore their spirituality when requested.
- Work closely with other staff to help provide a nurturing and supportive school environment
- Assist students who have personal issues such as family breakdown, family illness, divorce, grief, loss etc...
- Facilitate groups and lunchtime activities.
- Follow-up with new students

CUSTODY - On occasion we may have to act on custody information held in our confidential school files. It is VITAL that this information remains current and is SUPPORTED by APPROPRIATE DOCUMENTATION. If a change occurs regarding the custodial care of your child/children, please report this to the Office in person and provide the necessary paperwork.

COMMUNICATION

QParents is the Department of Education preferred school information management system. The QParents app allows parents to access report cards, provide reasons for absence, digital consent for activities, payment of

invoices and much more. In 2025, Delaneys Creek State School will be using QParents for all consent management for school activities.

Our preferred method for communication between the school and families is via our school's eFlash emails.

School Newsletters are also emailed directly to parents, carers and community members via our eNewsletter service fortnightly. Parents are sent an email containing the link when the Newsletter has been uploaded.

The Newsletter is a very important means of communication with parents. Parents are encouraged to seek it out each fortnight and read it carefully.

SMS is only used for absences and priority messaging.

Facebook posts are usually of a celebratory nature, however we will provide reminders and updates on this platform as an added extra.

COMPULSORY SCHOOL ATTENDANCE - The State Education Act states that children between the ages of six and sixteen must attend school and shall be absent only when they have a valid excuse.

STUDENT ABSENCE PROCESS - School starts at 8:50am. Electronic rolls are marked at 9:00am and 1:50pm. Students coming late to school are required to obtain a late slip from the office to give to their class teacher. Parents are required to accompany their children to the office when bringing their children to school late.

Parents/Guardians are required to contact the school on the day the student is absent by 9.00am by either phoning the school absence line on **(07) 5434 6366** (This is a 24 hour recorded service, you can call it anytime) or **SMS 0436 626 563** to notify the school of the reason for the child's absence.

Office staff check and clear the Absence Line and emails by 9:30am and a Daily Unexplained Absence report is run. An SMS message or direct phone call, requesting an explanation of their child's absence is sent to parents who reside with the student. If you receive an SMS message, please reply with the reason for absence or phone to explain the absence, **OR** if you believe your child/ren should be at school contact the school office on (07) 5434 6333 immediately to notify us. This procedure is to ensure the safety of your children and avoid time delays in emergency situations.

Students with persistent absences or lateness will be referred to the Principal.

The principal will follow the '**Managing Student Absences and Enforcing Enrolment and Attendance at State Schools Policy**'.

If a student is to be absent for more than 10 school days it is a requirement that an Exemption from Compulsory Schooling Form is obtained from the office. Once completed, this application is submitted to the Principal. The Principal may grant an exemption from compulsory schooling for up to 1 school year if he/she is reasonably satisfied that:

- the child cannot attend a state school or
- it would be unreasonable in all the circumstances to require the child to attend a state school

Written notification of the decision regarding this application must be forwarded to the parent/carer.

BE ON TIME - The first 15 minutes of the school day is an important routine which includes marking of the roll, messages and changes to the day's routine. Children are expected to be at school by 8.45 a.m. **Punctuality** is expected and parents are urged to assist in ensuring children do not arrive late to school. Late arrivals must check in at the office.

CROSSINGS - Children crossing Delaneys Creek School Road or travelling through the public carpark should cross *ONLY* at the pedestrian crossing. Parents and carers are also requested to use the crossing as this sets a good example for your child.

Children should be familiar with and obey the following rules:

1. Approach crossing in an orderly manner and wait at the kerb - remember no pushing/shouting, etc
2. Once they have looked both ways and are sure no cars are coming they can cross the road.
3. Remember bicycles must be pushed and skateboards and scooters must be carried across crossing.

DENTAL VAN - Students have access to the dental van where dental work will be performed at the school. (this is dependent on their situated location; students can access this service if the dental van is located at another school) This service is free to children of the school. Parental permission is required for this service and parents must be in attendance when dental visits are required.

DEPARTURE - All children should clear the school grounds as soon as possible after dismissal. No child is to leave the grounds before the dismissal bell. Students waiting for collection must remain behind the school front gate. Everyone crossing the road (including cyclists), are to walk across the supervised crossing. Any children not collected within 15 minutes are taken to the office and wait in the foyer to be collected. Children are not permitted to wait unsupervised on the footpath or across the road from the Crossing Supervisors.

ENTRY TO SCHOOL - All parents/visitors must sign in upon entry to the school and sign out on exit.

EMERGENCY CONTACT DETAILS - It is important that the school is able to contact parents in an emergency, when a child is ill or for general correspondence. For this reason, we need to be informed immediately of any change of address, family status, telephone numbers (work/home/mobiles), email addresses and emergency contact details. Lack of current information can cause delays in contacting you. In an emergency, time is vital.

EXTRA CURRICULAR ACTIVITIES - Include:

- Woodford Show – whole school excursion
- Student Carnival
- Sunshine Singers (school choir)
- Instrumental Music Fanfare
- EcoMarines
- Under 8's Day
- Senior leadership camps and day events (Year 5 & 6)

Due to the complexities of our financial systems, we are unable to accept family admission passes for student excursions (E.g. Australia Zoo Annual Pass).

HEAD LICE - Head Lice in schools can be a problem. Infestation occurs where children interact, as in the school situation. It is important for all parents to be vigilant, and to apply treatment at the first signs of infestation. Several preparations are available at chemists. Students with long hair are required to tie their hair up at school to minimise the risk of infestation.

Treatment MUST be repeated in 7 to 10 days to guard against reinfestation. It is recommended that conditioner is applied to the hair after treatment to remove dead nits and lice and combed with a special fine-toothed comb until all are removed. Sheets, pillowcases etc. need to be washed and disinfected when hair is being treated, otherwise the treatment could be ineffective.

If students have head lice, parents will be notified and options will be discussed. Parents can assist in dealing with head lice by reporting (confidentially) any incidence of head lice to the Teacher or Administrative Officer. A

school notice to all families in the child's class will be arranged so that an inspection and follow up treatment can be given by parents if required.

HEALTHY EATING HABITS - Delaneys Creek State School, with the support of parents:

- encourages children to eat healthy food
- promotes dental hygiene to reduce the incidence of tooth decay
- develops an awareness of the link between healthy eating, brain function, learning and work habits

Parents can encourage their children by packing nutritious lunches and discouraging snack food high in sugar and additives.

HOMEWORK - Delaneys Creek State School endorses the concept of homework on the grounds that it can:

- Provide the opportunity for positive parent involvement in a child's learning. We know that this kind of involvement is associated with high levels of a student's achievement.
- Assist children in the development of study habits and skills.
- Assist children in the promotion of self-discipline and time organisation.
- Provide a link between the home and the school.
- Reinforce concepts learnt at school.

Generally, our approaches to homework should encourage students to interact with family members and not be a source of stress or frustration within the family.

Each teacher will allocate appropriate homework tasks according to the school Homework Policy. In all year levels reading is encouraged and it is hoped children will develop a love of reading and read often at home.

ICTS - are integrated across all areas of the curriculum and used in a variety of ways to help students communicate effectively. The use of digital technology has become an invaluable tool in the teaching & learning of our students.

All of our classrooms and teaching spaces are supplied with Interactive televisions and many utilise wireless technology to facilitate greater access to online learning and technology opportunities. Students have access to a computer lab, iPads, laptops and cameras to enhance their learning.

ILLNESS - If a child becomes ill, the school will attempt to contact the parent or the nominated contact as per the Enrolment Form. Children who become ill at school should report to the teacher who will then refer the child to the office.

INFECTIOUS DISEASES - Should your child contract an infectious disease, check the table below for the recommended exclusion period. For more information go to:- https://www.health.qld.gov.au/_data/assets/pdf_file/0022/426820/timeout_poster.pdf This can also be found under documents on the school's website.

INJURY - If a child is injured at school, our immediate procedure is to assess the extent of the injury. On evaluation of the injury the parent will be contacted and treatment discussed which could include the calling of the Ambulance. If parents are unable to be contacted alternate medical treatment may be arranged by the school. Our prime concern at all times is the welfare of the child.

INCLUSIVE EDUCATION PROGRAM - Delaneys Creek State School is committed to providing all students with an inclusive education. This means that students from all backgrounds, of all identities and all abilities are able to access and participate in education and achieve success alongside their peers. Our school strives to ensure that every day, in every classroom, every student is learning and achieving within a safe and engaging classroom where wellbeing is a key focus.

Delaneys Creek State School employs three Inclusion Teachers. Once a week the Head of Special Education (HoSES), a Guidance Officer, a Speech Pathologist visit the school to offer support for children with learning,

behavioural, physical, hearing, vision, speech or emotional difficulties. When extra support is accessed, parents are required to give permission.

External Agencies – families wishing to have their child seen by an external agency, during school hours, must do so through a written application. This application can be requested via the Principal. It is the Principal's decision as to whether a service will be permitted to work within the school.

Letters for Medical Professionals- families requiring letters or forms completed for medical professionals e.g. paediatrician, need to provide the school with two weeks' notice and to have completed a sharing of information consent form.

All Specialist Teachers work closely with the Administration Team, Class Teachers, and Inclusion Teachers to ensure the best learning outcomes for students.

EXPLORE/LIBRARY - The Explore Centre, which houses our School Library is open every day, including most lunch breaks. During this time students can borrow books, have access to reading materials and access to the school's computer lab.

Students are able to borrow up to two books at a time for a two-week loan. Of course, children can choose to borrow more frequently and can usually renew their book if more time is needed. Students are notified if books become overdue. Replacement costs are charged for overdue, lost or damaged books.

A **waterproof** library bag with a drawstring, velcro or zip closure is strongly recommended as accidents can occur with wet togs and leaking water bottles.

LEAVING THE SCHOOL GROUNDS - Once a child enters the school grounds he/she must remain in the school grounds throughout the day. No child is permitted to leave the grounds without the permission of parents and/or a member of the Administration team. Children wishing to leave the grounds must have the written permission of a parent/guardian.

If parents need to collect a child/ren from school, they are required to sign their child out at the office and present the early departure slip to the class teacher. Children will not be permitted to walk home alone or to wait at gates etc. during the school day.

Parents should impress on their child/children the **dangers to their personal safety and security** in leaving the school grounds without permission or unsupervised.

LOST PROPERTY - All articles (including clothing) brought or worn to school by children must be named clearly.

Lost property is placed on the lost property trolley, which is located just outside the eXplore (library). Named articles are returned to children where possible. Parents or children are encouraged to check the lost property trolley for lost articles on a regular basis. At the end of each term any unclaimed/unnamed items are washed and put in the P & C second-hand section of the uniform shop.

LANGUAGES - Students in Year 5 & 6 will study Japanese. At Delaneys Creek State School Languages (Other Than English) is one of the Key Learning Areas in Education Queensland's curriculum, and therefore, are compulsory. Students in Years 3 and 4 will undertake cultural studies of Japan in preparation for Years 5 and 6.

Learning a Language Other Than English

- introduces students to other languages as a means of accessing other peoples, ideas and ways of thinking;
- inspires interest in and respect for other cultures;
- intersects with a range of communication technologies;
- develops an array of transferable skills that support other areas of the curriculum.

These outcomes have far-reaching benefits for:

- individual students, their families and communities;
- Queensland, in its vision of building the Smart State;
- Australia's diverse cultural community;
- Australia's position in the global community.

On a year-by-year basis, we look to see if we can support the learning of Japanese in other grades. This depends on our Languages other than English teacher allocation for the year.

MANAGING PARENT CONCERNS - At times parents may have a concern or query about a school related matter. It is important that you resolve the issue with the person or persons involved. Issues you think are serious should be raised with teachers or admin. We are committed to dealing positively and openly with your concern. It helps us to learn how we can do things better for you. We will try to make sure that your complaint is resolved quickly. Sometimes a complex matter will take time.

If parents have a concern with the actions or behaviour of other students this should be reported to the school ASAP. It is not acceptable for parents to address/confront other students in relation to their concerns. Action may be taken against parents that do not comply with this directive.

Effective partnerships between parents, students and our school are important to educational success. One part of that partnership is trust and openness. We need to be able to talk to each other when we have concerns, so that issues can be resolved for the benefit of all concerned.

MEDICAL & SPECIALISED HEALTH – Anaphylaxis is a severe, possibly life-threatening allergic reaction to specific allergens. We have several students enrolled at our school. If your child is at risk of anaphylaxis, it is important for you to provide the school with your child's emergency medication and their ASCIA Anaphylaxis Action Plan, completed by your doctor. This Anaphylaxis Action Plan provides the instructions for the school to administer your child's medication in an emergency, which is specific to respond to their health condition.

Asthma – Parents are required to inform the school if their child is an asthma sufferer and supply an Asthma Plan completed by their doctor together with an inhaler (with a prescription label showing students name and doctors name) and spacer if required. An inhaler for emergency use only, is located in the First Aid Room. **Students can only administer their own asthma medication under the direct supervision of their teacher, who will record the dosage and time administered at the office.**

MOBILE PHONES - If students need to bring a mobile phone to school **it is mandated** that student hand their phone/device into the admin for safe keeping. All devices are to be switched off when dropped off. Students are not permitted to take photos of other students using their phone. Phones and devices are given back to students at pick up.

MONEY AND VALUABLES - Anything of special or considerable value is to be left at the office for safe keeping. This could apply to articles brought to school for morning sessions or units of work. Students should keep their money or give it to a teacher as considerable distress occurs when money goes "missing" from a bag or tidy tray. Money sent to school for excursions, etc. should be in a sealed envelope with your child's name and class. Children who present large sums of money at Tuckshop - (\$10.00 or more) may be questioned.

MUSIC/PERFORMING ARTS - Delaneys Creek State School aims to give all students a taste and appreciation of the many aspects which encompass the subject of Music and the Performing Arts.

We aim to develop the musicality of children so that, as members of our community, they might better be able to enjoy and be involved in music activities, or even, to adopt music as a career!

All students from Prep to Year 6 participate in weekly class music lessons. The lower school students are introduced to the knowledge and understanding of music through singing, listening, moving, creating, and playing percussion instruments which often involves the use of musical games. These activities are also designed to enhance the child's overall social and emotional development.

Students in Years 4 to 6 have the opportunity to apply their music knowledge by learning to play a musical instrument. In Year 4 and 5 students study the descant recorder while our Year 6 students explore the basics of the instrumental keyboard.

School Choir- Delaneys Creek is proud to offer students the opportunity to join the Sunshine Singers school choir from Year 3. Mrs Kirk our Performing Arts Teacher provides students with the opportunity to trial being part of the choir, before committing for the year. Students in the choir are requested to purchase the school choir shirt for performances.

ORAL MEDICATION - Education Queensland has a policy on the administering of oral medication to children by staff at school. Any medication prescribed by a doctor and issued by a Pharmacist can be administered by school staff. If you wish your child to receive prescribed oral medicine at school, you **must** sign a form giving staff permission to administer the medication. **All medication must have the original pharmacy label showing the Students name, Doctors Name** and instructions on the bottle or box. This must indicate specific times and dosage for administration. Verbal instructions for administration of medication are NOT ACCEPTABLE. Non-prescribed medicines (e.g. Analgesics or homoeopathic etc.) **will not** be given by staff. Students are allowed to keep their medication with them at school so long as it is correctly labelled.

P&C ASSOCIATION - The Delaneys Creek State School Parent and Citizen Association aims to work together with the Principal and staff to foster parent/teacher co-operation and local interest in educational matters. The P&C Association provides a forum for discussion and debate on all issues relating to our school. Views of all parents are encouraged; hence wider avenues of parental involvement have been created. Our P & C Association acknowledges that members of the Delaneys Creek State School Community have varying levels of ability to commit to supporting the P & C. At the commencement of each school year the P & C outline the commitments required for the year ahead so that parents can make an informed choice. Another main function of the P & C is to raise funds to support student's learning and the overall environment of the school. Examples of past purchases by the P & C include: - fridges for classrooms, technology, reading books, instrumental music instruments and much more. The school's uniform shop and tuckshop are both run by the P & C and require volunteers to run them. These two shops provide a large portion of the funds raised by the P & C.

PARKING IN THE SCHOOL GROUNDS - **The car park within the grounds is limited to Education Queensland employees only.**

Parents must park outside the school grounds in designated parking areas at all times. Parking across the gateway or in Bus Zones is illegal and seriously endangers your children's lives.

Parents are urged to take extreme care when driving or parking in the vicinity of the school.

PREP - This is the first year of school and provides the foundation for your child's education. It is compulsory for Queensland children to undertake Prep prior to Year 1. Prep is a full-time program in primary schools and has a defined curriculum. Children attend Monday to Friday, generally from 9am to 3pm. Children must be 5 by 30 June in the year they enrol. Follow the link below to see when your child can start Prep. <https://www.qld.gov.au/education/earlychildhood/prep/enrolments>

The following factors have been identified that contribute to success in learning:

- social and emotional competence with a focus on social and personal learning
- health and physical wellbeing, particularly in making healthy choices, gross-motor and fine-motor development
- language learning and communication focusing on oral language and early literacy

- early mathematical understandings with emphasis on early numeracy
- active learning processes with a focus on thinking, investigating, imagining and responding
- positive dispositions to learning.

Early entry to Prep is only possible if the child meets all the legislative conditions set out in Part 4, Section 17 of the Education (General Provisions) Regulation 2017.

A child who is younger than the prescribed age for Prep is only able to commence school early if:

- they turn 5 years by 31 July in the year they propose to attend Prep **and** the school principal is satisfied that the child is ready for education in the Prep Year
OR
- they have previously enrolled at school in another state or country **and** the school principal is satisfied that the child is ready for education in the Prep Year.

A parent who is interested in early entry to Prep should contact the school where they wish to enrol their child to discuss the requirements with the school principal or a member of the school's senior management team.

Prep Transition Statements A transition statement is a summary of each child's learning and development during the kindergarten year. Transition statements are created towards the end of the kindergarten year by teachers in collaboration with the children, their parents/carers, and support personnel. A transition statement belongs to the family and child.

Parents and carers can choose to share the transition statement with their child's new prep teacher and/or other relevant staff at their new school, or they can consent to it being passed to the school by the kindergarten teacher by signing the transition statement consent form. The Prep Teachers at Delaneys Creek State School find the information in these statements invaluable as they inform each child's next steps in learning.

PRIMARY SCHOOL - The Primary School caters for students in years Prep – Year 6 covering the ages of 5 years to 12 years. Delaneys Creek State School follows the Australian Curriculum and uses the Queensland Curriculum to Classroom resources to develop well-structured learning opportunities that address each learning areas achievement standards. Using this resource also provides us with the scope to cater for classes where there may be a mixed grade level. The curriculum covered at the Primary School includes the following areas:

- English
- Mathematics
- Technology
- Science
- Humanities and Social Sciences (HASS)
- Language other than English (LOTE)
- The Arts
- Health & Physical Education (HPE)

PERFORMANCES - Throughout the year students will be offered the opportunity to access extra- curricular activities such as science workshops and visiting artists.

REPORTING TO PARENTS - The information contained in the school Prep to Year 6 Report Cards is a summary of your child's achievement in learning areas studied over the reporting period. Reports will be issued twice per year. The report is one of a number of strategies used by our school to communicate with you throughout the year about your child's achievement, effort and behaviour. Parent-teacher interviews will also be offered twice yearly, to discuss your child's progress. The ratings awarded are for this reporting period only. Your child's overall achievement in each learning area studied over the reporting period is reported by ratings using a 5-point scale.

For Students in Prep this scale includes:

RATING	DESCRIPTOR
Applying	Evidence in the student's work typically demonstrates a depth of conceptual understanding and a sophistication of skills from the standard that are able to be transferred to new situations.
Making Connections	Evidence in the student's work typically demonstrates that they are making connections with the conceptual understandings and skills from the standard and are beginning to transfer them to new situations.
Working With	Evidence in a student's work typically demonstrates that they are working with the conceptual understanding and skills from the standard and are able to apply them in familiar situations.
Exploring	Evidence in a student's work typically demonstrates that they are still developing the required conceptual understandings and skills from the standard and are beginning to apply them in familiar situations.
Becoming Aware	Evidence in a student's work typically demonstrates an awareness of the required conceptual understanding and skills from the standard and these can only be applied with support.

For Students in Years 1-3 this scale includes:

RATING	DESCRIPTOR
Very High	The student consistently demonstrates a very high level of knowledge, skills and understanding and is able to apply them independently in a wide range of contexts.
High	The student demonstrates a high level of knowledge, skills and understanding and is able to apply them independently in most contexts.
Sound	The student demonstrates a sound level of knowledge, skills and understanding and is able to apply them in some contexts.
Developing	The student is developing knowledge, skills and understanding and is able to apply them, with support, in some contexts.
Support Required	The student requires significant support to develop knowledge, skills and understanding.

For Students in Years 4-6 this scale includes:

RATING	DESCRIPTOR
A	The student consistently demonstrates a very high level of knowledge, skills and understanding and is able to apply them independently in a wide range of contexts.
B	The student demonstrates a high level of knowledge, skills and understanding and is able to apply them independently in most contexts.
C	The student demonstrates a sound level of knowledge, skills and understanding and is able to apply them, in some contexts.
D	The student demonstrates limited knowledge, skills and understanding and is able to apply them, with support, in some contexts.
E	The student demonstrates very limited knowledge, skills and understanding.

STUDENT CODE OF CONDUCT- At Delaneys Creek State School we are committed to creating a happy, safe, respectful learning environment where the rights of every member of our school community are respected.

Education Queensland's *Code of School Behaviour* defines the rights:

- of all students to learn
- of all teachers to teach
- of all to be safe
- and responsibilities that all members of the school community are expected to uphold. It recognises the significance of appropriate and meaningful relationships.

We acknowledge that if students are to become productive members of society, teachers must help them to develop responsibility for their actions by both teaching explicitly and practising problem solving skills. The establishment of good discipline in our school depends on school personnel and parents working together towards the same goals and insisting on acceptable standards of behaviour.

The Student Code of Conduct for Delaneys Creek State School is the means by which we detail particular strategies to promote appropriate behaviour as well as consequences for unacceptable behaviour.

AT DELANEYS CREEK STATE SCHOOL WE EXPECT ALL STUDENTS TO FOLLOW OUR SCHOOL RULES:

1. Be Safe
2. Be Respectful
3. Be Responsible
4. Be An Achiever

Our Student Code of Conduct is based on the philosophy of Positive Behaviour Support and Restorative Practice. This means that students are taught behaviour like any other academic area of the curriculum.

Every week, in each classroom, students will learn how to be safe, respectful, responsible and an achiever, in a range of settings at our school.

Like teaching any other subject, we understand that for a range of reasons, our students all have different levels of *'behaviour ability'* and that they will require different levels and types of support in achieving their *'behaviour potential'*. We will endeavour to provide those different levels and types of support, as necessary, on a case-by-case basis. When required, natural and logical consequences will be applied.

The Delaneys Creek State School approach is positive and proactive. Strategies like the Shining Star Certificates; class incentives and I'm a Dolphin Cards reward and encourage further successful behaviours by students.

We strongly believe in the power of parent partnership's and will keep parents informed of issues causing concern or celebration. We encourage parents to do likewise.

RESTORATIVE APPROACH - A restorative approach is a range of strategies that teach children to build, maintain and repair relationships; with a focus on intrinsic motivation (developing an internal moral compass) and developing concepts of citizenship, caring for other, building and understanding of accountability and a desire to repair harm.

The Dolphin, Shark, Jellyfish Program

The dolphin, shark, jellyfish program compliments our four school rules and our restorative approach. All students strive to be dolphins by following the school rules, being proactive and encouraging others. Jellyfish are students who don't use their words, retreat and need the support of dolphins to solve their problems. Sharks or shark type behaviour is when students go against the school rules.

All students can demonstrate elements of these creatures but they always strive to get back to dolphin behaviour. This program gives all stakeholders a common language to describe behaviours.

SCHOOL DAY - What does a school day look like at Delaneys Creek State School?

TIMETABLE - Students are requested not to arrive before 8.30am. On arrival students are required to sit in the level area.

8:30am **First Bell**. Sit quietly in undercover area.

8:45am Children should get a drink, visit toilet and assemble for class.

8:50am – 11:00am **Session One** (All children are expected to be in class by 8:50am as instruction starts at this time.)

11:00am – 11:45am First Break (Play 11:00am – 11:30am; Eat 11:30am – 11:45am)

11:45am – 1:15pm **Session Two**

1:15pm – 1:45pm Second Break (Play 1:15pm – 1:35pm; Eat 1:35pm – 1:45pm)

1:45pm – 3:00pm **Session Three**

Before School Routines - The school day officially commences at 8:50am when the second bell is rung. Children who enter the grounds before first bell at 8:30am are **NOT** under direct supervision. Children who come to school before 8:30am need to sit in the covered area and wait until the first bell rings. At 8:30am the first bell will sound. From 8:30am-8:50am, students sit quietly in the undercover area. Students are **NOT** permitted to run around or be near the classrooms. Parents are encouraged to make 'catchup times' with the class teacher prior to the 8:50am bell.

Late Arrivals - Any students who arrive at school after 9:00am will need to go via the office to receive a late slip. This is necessary for our electronic roll marking process.

End of the Day Routines - In the afternoon, school finishes at 3.00pm. All children will be dismissed from the Giraffe Shed and collected via the drop & go zone, or make their way to the bus line or after school care.

Collection of Children During School Time - If children are required to leave school during the day e.g. doctor's appointment, sickness etc., a parent/carer must sign out their child from the school office and then collect the child from the classroom. If you need to collect your child during a lunch break, please notify the office prior to the break as it is difficult to locate students during the actual lunch break.

Identification is required by any persons collecting students during school hours and must be on the student's emergency contact list.

SPORT - Delaneys Creek State School is a member of the Glasshouse and District Sports Association. Inter-school sports for upper school students may include: soccer, netball, athletics, swimming, A.F.L., softball, touch football and cross country.

Various selection trials are also held for regional carnivals.

SPORT HOUSES - For intra-school sport, athletics, cross country and swimming, students are divided into three houses.

- Mt Delaney (Yellow)
- Mt Archer (Red)
- Mt Neurum (Blue)

TRANSFER FROM ONE SCHOOL TO ANOTHER - The school requires reasonable notice of a parent's intention to leave. Parents must return all books, library books etc., belonging to the school. School Reports or Student Profiles may be forwarded at parent request. Any outstanding money owed to the school must also be finalised.

TUCKSHOP - The school tuckshop operates once a week on a Thursday, as well as special event days such as Sports Days, School Discos or the Country Fair. The preferred method for placing orders is via the online payment system through the Qkr! App. This system replaces paper bags, there is no cash required, you can order several days in advance, and you can either set up a pre-paid account or pay for each purchase separately.

The tuckshop is run by the P&C Association, not only providing an important service to the school, but a valuable source of fundraising. Support from students, parents and staff to use the tuckshop is essential to make it viable. It also relies heavily on volunteers to run it successfully. We also need people to be on our 'emergency roster' for when regular volunteers are unable to attend.

Any assistance you are able to give at the tuckshop would be greatly appreciated, even if it is just one day a month for 3-4 hours. It is a great way to meet other families, and many volunteers find it a rewarding and fun experience. If you would like to help, please contact the school directly. The tuckshop menu is available on the school website.

UNIFORMS – UNIFORM POLICY - This policy outlines appropriate dress standards for students which reflect community standards and expectations and enables every student to participate in school activities.

Under the Education (General Provisions) Act 2006, a Principal may develop a dress code to apply when students are attending or representing the School. The Delaneys Creek State School Student Dress Code provides for the following:

The Student Dress Code is advocated by our school for the following reasons: -

- It promotes an effective teaching and learning environment by eliminating the distraction of competition in dress and fashion at the School
- It promotes a safe environment for learning by enabling ready identification of students and non-students at the School
- It develops mutual respect among students through minimising visible evidence of economic, class or social differences
- Research supports the positive link between dress standards, School discipline and School spirit
- It gives all the students a sense of personal pride in their own appearance
- It encourages identification with the School and fosters a sense of belonging; and
- It promotes community values, expectations and perceptions of the School.

This school expects children to wear the school uniform.

Wearing of school uniform promotes a positive image of our school within the community.

The Student Dress Code has been endorsed by the Parents' and Citizens' Association. The school seeks full support from parents to ensure that their child abides by every aspect of the Student Dress Code every day. As part of the enrolment agreement parents agree to adhere to the Student Dress Code.

Uniforms Available for Purchase at School

School Polo Shirt: Bottle Green and Yellow Shirt with school Logo.

Sports Polo: Green sublimated shirt for P.E. days, sports days and school representation (optional)

School Jumper: The official school jumper.

Unisex shorts/skort: Bottle green, mid-thigh length.

School dress: Bottle green and cream check dress with a bottle green tie.

School socks: White socks with Delaneys Creek State School written on the top.

School Hat: Two-sided bucket hat bottle green / house team colours.

Hair accessories: The school has a range of hair accessories to compliment the uniform.

Uniforms NOT Available for Purchase at School (Parent/Guardian to purchase)

Long Pants: 100% plain green track pants (*no sponsorship, white bands, ticks etc. – plain green only*). Black or any other colour variations or jeans should not be considered as part of the uniform

Jumper: 100% plain green jumper (*no sponsorship, white bands, ticks etc. – plain green only*). Black or any other colour variations should not be considered as part of the uniform.

Shoes: Predominantly black, preferably dark colours.

Socks: White.

Footwear: Due to Workplace Health and Safety regulations, students' footwear must provide adequate protection and cover the entire foot. **Joggers/shoes are to be fully enclosed. Joggers are preferable as regular physical activity is part of the school's curriculum. Short white socks should be worn.**

Jewellery: The School has a policy of **NO COSMETIC JEWELLERY:** Students may wear one small pair of sleepers or studs (silver or gold) in the ears only – sleepers loop limit to 1.5 cm diameter. Students may wear a plain watch. All other items of jewellery such as rings, necklaces, bracelets, anklets and any form of facial/external piercings are not permitted. This includes nose, tongue and eyebrow piercings. These items will be removed and collected from the students. Medical medallions - a medical certificate must be provided to the school. **No other accessories may be worn.**

Hair: Students are required to keep their hair neat and tidy so as **NOT** to interfere with their learning and to reduce the transfer of head lice. Exotic hairstyles and excessive unnatural hair colouring is not acceptable.

Other: Students are to be well groomed and wear the uniform appropriately e.g., buttons done up. Coloured nail polish and make up are not acceptable and must not be worn to the school. The integrity of the school uniform must be maintained (e.g., skirt/short length may not be adjusted to more than 10 cm above the knee, no rips in shorts or stockings etc.). Bike pants should not be considered as part of the uniform. Students must use a school bag to carry their belongings. Handbags are NOT acceptable.

Out of Uniform Procedures - Students unable to wear an item of the uniform with a reasonable excuse must provide a note or email the teacher offering an explanation.

- After the second written warning to parents, students will change into the correct uniform item from a clean, well-maintained uniform pool prior to the commencement of the school day. The student's own article of clothing will be held until the exchanged article is returned at the end of the school day. Where the uniform item is unavailable, and the student's dress is deemed appropriate, the student will be issued with a uniform pass indicating that they have followed protocols and that the uniform item was unavailable;
- The school gives consideration to families to meet the uniform requirements by assisting and supporting them through our Chaplain Support Services.

Non-Compliance with Student Dress Code - Under the Education (General Provisions) Act 2006, permitted sanctions for non-compliance of the dress code can include one of the following:

- Prevention of the student from attending, or participating in any school activity that, in the reasonable opinion of the school principal, is not part of the essential education program of the school.
- Prevention of the student attending or participating in any activity where the student is representing the school.

Non-Uniform/Free Dress Days - Non-uniform days may occur as a fundraising activity. Students who do not wish to participate in the fundraising activity must wear their school uniform. Students wishing to participate in the fundraising activity are expected to come to school dressed in such a fashion that it:

- is suitable and appropriate;
- will allow individuals to fully participate in the set activities for that day;
- is inoffensive;
- is sun safe.

Specifically, this means:

- enclosed footwear must be worn;
- clothing will not bear words, images or messages which may be offensive to others;
- no singlets/tank tops/sleeveless ensembles;
- shorts/skirts must be of reasonable length;
- no make-up;
- no jewellery as per dress code due to Workplace Health and Safety regulations.

VISION AND VALUES - Delaneys Creek State School's vision and values act as our guiding light within our school. In 2017 our school community looked closely at what they valued the most about our school and from this our vision 'We Nurture, We Inspire, We Create the Future' was born. This vision is underpinned by the four following values:

- We value being part of a community and having strong relationships with others
- We value a love of learning
- We value active and informed citizenship
- We value problem solving and creative thinking.

As our motto states we continually 'Strive for Progress'.

VOLUNTARY CONTRIBUTION SCHEME - To deliver our high-quality curriculum and maximise engagement and student achievement, the school depends upon the support of its families. One way in which

you can directly support your child's education is by making a Voluntary Financial Contribution to Delaneys Creek State School.

The money received through this contribution will be used to enhance the learning experience of all students through the expansion of our computer technology resources and subsidising the high cost of consumables particularly in the areas of Literacy, Numeracy, Science and Technology. The suggested contribution would be \$30 for one student, \$50 for two (2) students and \$65 for three (3) or more students.

We thank the majority of our families who pay this contribution, your support enhances our ability to give students every opportunity to learn within an exciting and engaging manner. Voluntary contributions will always be gratefully received throughout the year, however payments made early in the year maximise benefits for our students.

VOLUNTEER PROGRAMS - Parents are encouraged to support their child and their child's class, by volunteering on a parent roster.

Parents working in classrooms may be asked to listen to children read, take a small group for activities, prepare materials, hear spelling, work one-on-one with an individual child or be a spotter for swimming.

Parents may also volunteer in a range of other areas throughout the school. Please contact us for further information.

Other family or community members are also welcome to volunteer but must hold a Blue Card to work with children. Our Business Manager, Joanne Needham, can assist volunteers with completing the paperwork to gain this card.

All volunteers must have read and signed the 'Volunteers Handbook' prior to volunteering in the school.

WEAPONS - Weapons, water pistols, guns and caps, matches, pocket knives, chains, chewing gum and other objects staff consider dangerous, will be taken to the school office by any staff member. These items may be collected and taken home at the conclusion of the day. Suspension can and will be enforced on any student who threatens or endangers the students of our school.

We are proud to be able to offer quality traditional education with over 132 years of local history.