

# **JAMBOREE HEIGHTS STATE SCHOOL**



## ***Information Booklet 2019 / 2020***

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# WELCOME TO

## JAMBOREE HEIGHTS STATE SCHOOL

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*Welcome to Jamboree Heights State School. Our school community is justifiably proud of our school and students. You will often hear our creed, "If you can read, you will succeed"! We consider the ability to read as one of the most important cornerstones in life, which is why we continually strive to improve the literacy skills of all students.*

*Since the start of 2012, we have been implementing the National Curriculum, a curriculum that has given us a clear and consistent pathway. Our school also implements an explicit teaching model, a core focus on relevant and effective pedagogy. Spelling Mastery is also a key feature across Years 1-6. Our teachers are trained professionals who understand the value of obtaining a quality education in the 'foundation years'. Every child matters every day!*

*Our extra-curricular offerings such as the sports program, the arts program, the environmental education program and the extension and enrichment program such as the instrumental music program, add to the quality education available to students at this school.*

*We have a diverse range of students who are well catered for by various programs such as the EALD (English as an additional Language and Dialect) program, the Special Education program, the Learning Support program, the LOTE (Chinese) program and the Early Years program.*

*Our school's facilities provide a wonderful learning environment for all students. The new multi-purpose centre, the swimming pool, our oval, the new library extension and our playgrounds are fantastic features of our school.*

*Information and Communication Technologies remain at the forefront of our annual planning with regard to teaching and learning. Having Interactive Whiteboards in every classroom, various computer labs and class sets of iPads provide many engaging real-life and life-like learning experiences for all students.*

*An integral component of the school ethos is the capacity-building and values education program, You Can Do It. This assists our students to grow as individuals and active members of our community.*

*Parents are encouraged to become part of the school community through many forums, events and activities. Communication between home and school is vital and we value the essential home-school partnership for improving learning outcomes.*

*We are proud to be a part of the Centenary Alliance of State Schools (CLASS). The three primary schools (Jamboree Heights, Jindalee and Middle Park) and Centenary State High School provide a quality and continuous education from Prep to Year 12.*

*Should you enrol your child at Jamboree Heights State School, we strongly believe you will have made an excellent choice.*

Cam Wallace  
Principal

## **MISSION STATEMENT & VALUES**

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### **Vision:**

*“Learning for Life”*: In keeping with the school motto, Jamboree Heights State School aspires to be a collaborative, integrated community delivering excellence in education while creating lifelong learners, responsible global citizens and champions of our own success.

### **Mission Statement:**

At Jamboree Heights State School, to ensure that our school motto, “Learning for Life”, underpins and guides our philosophy, actions and rationale, our mission is to develop the potential in each member of the school community by building active and creative minds whilst growing a sense of understanding and compassion for others.

### **Values:**

*We demonstrate our commitment to our school motto through:*

- **Genuine interactions** based on **integrity, understanding, consideration and respect** for the diversity of individuals within our school community;
- **Encouraging excellence** in teaching, learning and leadership;
- **Working collegially** to deliver **high quality outcomes for all students**, thereby providing an education that meets their intellectual, physical, artistic, social and emotional needs;
- **Embracing difference and building on strengths** within our school community;
- **Effectively collaborating and forming trusting partnerships** linking school leaders, teachers, students, parents and caregivers;
- **Promoting a healthy, happy thriving environment** that acknowledges the shared responsibility of all members in building safe, respectful school communities;
- **Creating global citizens** with a social conscience who demonstrate ecological awareness and sustainable practices.

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## ***DIRECTORY AND VACATION PERIODS***

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### **Administration Team:**

Principal:	Mr Cam Wallace
Deputy Principal:	Mrs Amanda Hawkswell
Deputy Principal:	Mrs Natala Crawley
Head of Curriculum:	Mrs Jean Gibbs
Master Teacher:	Mr Scott Mathews
Head of iLearning:	Mrs Lyndel Ivory-Isle
Business Services Manager:	Mrs Lauren Cawcutt
Administrative Officers:	Mrs Nerissa Clowes
	Mrs Karyn Lord
	Mrs Sharon Kippen
Head of Special Education Services:	Mr Mark Graham

School Address: 35 Beanland Street,  
JAMBOREE HEIGHTS 4074

Telephone:	Primary:	3725 5666
	Special Education Unit:	3725 5606
	Tuckshop:	3725 5648

Fax: 3725 5600

Email: [the.principal@jambheigss.eq.edu.au](mailto:the.principal@jambheigss.eq.edu.au)

Website: [www.jambheigss.qld.edu.au](http://www.jambheigss.qld.edu.au)

Office Hours: 8:00am - 4:00pm (Monday – Thursday)

8:00am – 3:30pm (Friday)



School Hours: 8:50am – 3:00pm

<b>School Vacation Periods for 2018</b>	
<b>School Office Opens</b>	Monday 15 January
<b>School recommences</b>	Monday 22 January
<b>Easter Vacation</b>	Friday 30 March
<b>School recommences</b>	Monday 16 April
<b>Winter Vacation</b>	Monday 2 July
<b>School recommences</b>	Monday 16 July
<b>Spring Vacation</b>	Monday 24 September
<b>School recommences</b>	Monday 8 October
<b>Summer Vacation</b>	Friday 17 December

\* Pupil Free Days to be advised.

## ACCIDENTS AND ILLNESSES

In case of accident or sudden illness, every effort is made to contact parents. The school reserves the right to seek immediate medical aid for a child if this is considered necessary. This will most likely take the form of an ambulance being summoned. **Please ensure emergency contacts are up to date.**

## ADDRESS (Change)

Please advise of any changes in address, telephone numbers, email address or other information which you feel we should know. This information is recorded on Family Cards which are generated at the time of enrolment. **It is essential that necessary changes be recorded especially in the case of an emergency or illness of a child.**



## ANAPHYLAXIS/SERIOUS MEDICAL CONDITIONS

If you have a child who suffers from severe allergies, the school requires a medical management plan regarding care of your child (copy available at the office) an epi-pen to keep at school if needed. (Asthma, Epilepsy or Diabetes Plans are also required).

## APPOINTMENTS

Parents seeking interviews with members of the Administration Team or Teaching Staff should contact the Administration Officer for an appointment. This practice allows us to plan a time suitable to both parties. **Teaching staff should not be approached by parents during teaching sessions, unless the matter is of an urgent nature.** Staff also attend meetings before and after school.

## ARRIVAL AT SCHOOL

Children should not arrive at school before 8:30am. Lessons commences at 8:45. Any child who needs to be at school prior to 8am should be in the care of OSHC. Supervision of the playground is arranged for 1<sup>st</sup> break and second breaks only. Playground supervision is not provided on an organised basis before school. Parents of children who arrive early at

school are especially advised to be mindful of this situation. If necessary please make use of our Outside School Hours Care service which operates from 7:00-8:30am & 3:00-6:00pm.

Telephone number: 3725 5645.

## A SMARTER CHOICE FOR SCHOOLS

In recent years, there has been a dramatic increase in the number of overweight and obese children and young people in Queensland.

In order to tackle this issue, it is essential that schools play a key role in promoting healthy, active lifestyles for their students.

Healthy eating practices should be encouraged across the whole school environment. Schools should only provide food and drinks from the Green or Amber category to students for activities such as school excursions, camps, class rewards, class parties, fundraising, special occasions and school events.



## ASSEMBLIES

Lower school (Years P-3) and Upper School (years 4-6) assemblies are held on alternate Mondays in the hall from 2:20pm.

At these gatherings, we endeavour to create a close, friendly atmosphere among students and teachers to help build school spirit and morale.

The whole school assemblies are held at various times for special occasions. Class items are a feature of these assemblies. Parents are welcome to attend.

## AT JAMBOREE HEIGHTS...

We are **respectful**

We are **safe**

We are **prepared**

We are **responsible**



## ATTENDANCE POLICY

Electronic rolls are marked in the morning (8:55am) and in the afternoon each day. Student attendances are recorded in two categories:

- Explained absences
- Unexplained absences

It is very important for parents to have children at school ready to learn from 8:50am each day. Late arrivals must go straight to the classroom. The teacher will do a late note. If students are absent for the day parents need to phone the office or write a note/email explaining the absences.

Jamboree Heights State School now use an SMS facility to advise parents of unexplained attendances. If your child has been marked as an unexplained attendance the primary caregiver will receive an SMS at approx. 10am. Please reply to this SMS with an explanation.

The Principal will determine whether the parent has provided a reasonable excuse for an absence.

The Principal will:

- Inform parents of unexplained absences and request an explanation
- Inform parents if the explanation given is recorded as unsatisfactory.

Exemptions from compulsory schooling may be granted for up to one year.

### Late Arrival or Early Departure

Students arriving late must report to the office and be issued a "late slip". Students leaving during school hours must be signed out by an adult.

## BOOKLISTS



Current lists are available from the School Office and on the school's website. Booklists will be distributed during the last term in preparation for the New Year. Lists of required iPad Apps are also on the school website.

## WHAT SORT OF START IS YOUR CHILD GETTING?

*Just a little bit late doesn't seem much but...*

MY STUDENT IS ONLY MISSING...	THAT EQUALS...	WHICH IS...	OVER 13 YEARS OF SCHOOLING THAT'S EQUIVALENT TO...
10 minutes day	50 minutes per week	Nearly 1½ weeks per year	Nearly ½ a year
20 minutes day	1 hour 40 minutes per week	Over 2½ weeks per year	Nearly 1 year
30 minutes day	Half a day per week	4 weeks per year	Nearly 1½ years
1 Hour per day	1 day week	8 weeks per year	Over 2½ Years

***DID YOU KNOW YOUR CHILD'S BEST LEARNING TIME IS THE START OF THE SCHOOL DAY? THAT'S WHEN EVERY MINUTE COUNTS THE MOST!***

***Every day, every moment counts in the life of every child at our school.***

## CAPTAINS

A wide range of leadership opportunities are available to our senior students.

The school appoints School Captains, Vice-Captains & two Student Councillors. Children in Year 5 are asked to nominate for these positions and prepare a written application.

Staff then meet to shortlist this group to a more manageable five-eight candidates for each gender. These children then address their Year 4 and 5 peers with an election speech. A secret ballot open to all staff and Year 4 to 5 students is held to appoint the school leaders.

Sport House Captains are nominated by the staff and voted for by the Year 4 and 5 children. Music Captains are also appointed by the School Music Staff.

These school leaders are inducted at a special ceremony, pledging to fulfil the duties and responsibilities of this position of honour.

All year 6 students take on a Leadership Role as Games Rangers. During Semester 1 they take rostered games sessions with Prep, Year 1 & 2 students during lunchtimes.

## CODE OF BEHAVIOUR

- We respect the rights of all members of our school community regardless of race, gender, ability, religious beliefs, cultural background and economic circumstances.
- We each are responsible for our own behaviour and will behave in ways that foster safety and respect and the rights of others.
- We solve conflict non-violently through discussion and problem solving.
- We respect and value each other's' ideas and property.

## COMPLAINTS PROCEDURES

Initially, any complaints should be attempted to be resolved in an informal manner. This would normally involve classroom issues and interactions between student/teacher and student/parent/teacher.

The teacher should be the first point of contact, as your child is in their care all day. Should the issue be still unresolved, a more formal process would require the involvement of Deputy Principal/Principal in accordance with the school Complaints Management Policy.

## COMMUNICATIONS

We continually strive to keep our school community up to date on all school matters. Parents can access a variety of information from the following sources:

- Email
- Facebook
- Website
- App. From iTunes



## DAILY SCHOOL PROCEDURES

Before school and during lunch breaks, children are not allowed on verandahs or in classrooms unless supervised by their teacher. As some school bags are similar, it is a good idea to paste a picture on bags for quick identification. Name inside bags for ALL STUDENTS.

**School Breaks:** All children are expected to sit for a ten minute eating time at the beginning of 1<sup>st</sup> break. They then have a 35 minute playtime at 1<sup>st</sup> break. They also have a 35 minute playtime for 2<sup>nd</sup> break.

### School Hours:

First Bell:	8:45am
School Commences:	8:45am
Morning Break:	11:00am – 11:45am
Afternoon Break:	1:45pm– 2:20pm
School Dismissal:	3:00pm





## DEPARTURE (Leaving School Early)

Parents requiring their children to leave school early must send a note to the class teacher, collect them from the school office and sign the appropriate register at this time.

## ENROLMENT REQUIREMENTS

Application for enrolment requires the following documentation or equivalent to be sighted:-

- An original birth certificate
- Current custody/guardianship orders
- Rates notice or a lease agreement
- Transfer note (if from another school)
- Australian citizenship documents or Permanent Residence status or eligibility under a Visa category

The Principal is the decision maker on enrolments.

**Parents of Students with Disabilities** may also seek an appointment with the Principal Education Officer for advice on their options of programs within the district.

On enrolment the following forms require parent signature/permission:

- Enrolment form/general information
- Religious Education
- Swimming
- Photo/Media
- ICT Agreements
- Enrolment Agreement (Responsible Behaviour Plan)

## EXCURSIONS

All students will be invited to participate in excursions at various times throughout the year. Excursions are an integral part of school life and geared towards enhancing the learning experience. Parents will be given early notification, by written communication, of forthcoming excursions.

Our current school policy is that all trips require buses fitted with seatbelts.



All excursions are approved, including variations to routine and also include a risk assessment.

Normally formal school uniform is required for students on school excursions, though on some occasions due to the nature of the activity, sports uniform or non-uniform clothing may be preferred. This information will be included on the permission slip.

**PLEASE NOTE: No payment will be accepted if received after the due date.**

## FEES

The P&C has endorsed the following fees:

- \$30 per term Swimming Enhancement Program based on Royal Life Saving “Swim and Survive” program, complemented by a stroke development component. This is a nationally recognised learn to swim program which provides children with a step by step process of learning all the skills to safely enjoy an aquatic environment.
- A Resource Fee of approx. \$100 per year for years 1-6 includes:
  - National Curriculum Workbooks (as produced and copied by teachers for various subjects which replace previously purchased commercial books such as Go Maths, iMaths etc. in previous years).
  - Mathematics & Reading Eggs – individual student user licence (for access at home and school) and workbooks.
  - Curriculum resources and specialised craft consumables (in excess of what is provided by the school grant).

A prep resource fee of approx. \$140 per student will cover materials for activities such as designing and making, investigating, writing and drawing etc. This fee replaces a major book list load.

If a refund is owing please refer to the Refund Guidelines for Excursions and Camps later in this booklet.

## FOOTWEAR

Students must wear suitable footwear as per the uniform policy. Laced up shoes are preferred. Thongs are not permitted except under medical circumstances.



## FUNDRAISING

Fundraising events are approved each term by the P&C and/or school. Participation in fundraising is voluntary. The school fully recognises that some families may not wish to or be able to participate and respect their decision.

## GOING HOME

The school day finishes at 3:00pm. All children should be out of the school grounds by **3:20pm unless under the direct supervision of a teacher or the Outside School Hours Care Program**. Children waiting alone after 3:30pm in the grounds will be sent to OSHC for their safety.

Students should cross either at the Horizon Drive traffic lights and or at Beanland Street at the patrolled Children's Crossing. (Supervisors are on duty at Beanland Street from 8:00am – 9:00am and 2:50pm – 3:20pm.)

## GUIDANCE OFFICER

A Guidance Officer visits our school throughout the year. This officer assesses children who are experiencing educational difficulties and/or problems of emotional or behavioural adjustment.

The Guidance Officer meets with teaching staff and arranges appointments with parents if necessary. Parents will be informed if their child is referred to the Guidance Officer. If you require assistance or further information please contact the Principal. Parents do not contact the Guidance Officer directly. They should firstly raise concerns with the teacher of their child, who then takes the concern to a Special Needs Advisory Committee where cases are prioritized for additional support. (Guidance Officer, AVT, Behaviour).

## HATS

Our school has a clear, P & C approved policy of “**No Hat, No Play**”. In this way we encourage the use of hats and reassure you that constant reference to the dangers of over exposure to the sun will be made, especially during summer months.



All children are expected to wear a hat, **not a cap**, and the brim must have a minimum width of 6 cm.

The school hat available at the Uniform Shop is the preferred choice and is very reasonably priced.

Please mark hats (and other clothing) with your child's name. In our climate it is also advisable to apply sunscreen each day before school.

## HEAD LICE

It is recognised that outbreaks of head lice occur from time to time at our school. Part of our health program includes education about, and a general awareness of, head lice. You will be advised if outbreaks occur. To help control head lice, it is requested that children with head lice stay home until treatment is commenced. It is the parent's responsibility to ensure that their children do not attend school with untreated head lice.

## HOMEWORK

Homework at Jamboree Heights State School:

- Nightly reading (using appropriate levels and text types) Computer or iPad tasks such as Reading Eggs, Reading Eggspress, Mathletics, Maths Seeds, Mighty Maths, etc.
- Occasional alternative tasks such as research, sight words, unit-based tasks etc. BUT NO weekly homework sheet or grid, etc.
- If parents wish for their child to be given NO homework or only certain aspects above, then they can make a formal request in writing (or email) to the teacher.
- If computer or iPad access at home is difficult then students can make arrangements with their teacher for additional access before or after school or during breaks.

## HOUSES

House teams are organised for sports and general competitions. Your child is placed in one of these three houses on enrolment and will remain in that house for their time at the school.

Bowen - Green  
Logan - Blue  
Oxley – Yellow



## INFECTIOUS DISEASES

Queensland Health provides the school with suggested exclusion times for infectious diseases. See the Appendix for recommended exclusion periods.

## LIBRARY

The library is available to children and parents for borrowing purposes before school (from 8:30am) and at lunch time most day.

Parents are welcome to visit the library after school (until 3:15pm) to assist their children in selecting books.



## LIBRARY BAG

The purpose of this bag is to protect the library book during transit to and from school. Any strong fabric will serve the purpose adequately. The bag needs to be approximately 30cm x 35cm (no smaller) when finished, with a drawstring at the top. The child's name needs to be displayed prominently on the bag. This bag is necessary if your child is to borrow from the school library and is available from the school Tuckshop.

## LOST PROPERTY

Lost property is stored in a bin in the covered area near the Tuckshop. The excessive amounts that gather are due to a lack of care by the children and the absence of clear identification.

**Please label all removable clothing including socks, swimwear and undies.** All unclaimed and unmarked items of clothing are sent to charity at the end of

each term. Any un-named uniforms may be resold through the Second-Hand Uniform Shop located in the hall.

## LUNCH

While it is important to look at what is eaten over the whole day, choosing something from each of the following groups makes a good basis for lunch:



- Breads and cereals - including bread, bread rolls, pieces of french stick, pita breads, rice and pasta.
- A protein rich food - choose from lean meats, chicken, fish, eggs, baked beans, milk, cheese or yoghurt.
- Fruit and Vegetables - including fresh fruit and vegetables, dried fruit or fruit juice.

**Please ensure packaging is easily opened by students.**

## MEDICATION

All medication, with a letter of authorisation and request, **must be handed in to the Administration Office** from where it will be given to the children.

A register is kept of dosage and time administered. All medicines are kept in a secure place, for medication to be administered.



## MOBILE PHONE & MP3 PLAYERS

Students may bring a phone to school but it must be signed in and out of the office. The school will not accept liability for mobile phones or MP3 Players which may be lost, stolen or damaged at school.

Students may not use a mobile phone to send harassing or threatening messages or to photograph or film students or staff without their consent.

Students not complying with the policies will be deemed to be demonstrating disobedient behaviour and consequences will be applied according to the level.

## MONEY COLLECTION

Your child will, at various times during the year, be asked to bring money to school for excursions etc. Please ensure that money is sent in the **pre-printed yellow envelope** provided with the excursion letter.

This should be handed in at the Office or dropped into the box at the Administration Block **between 8.30am and 9.30am**. Children need to take money to the Office as soon as they arrive at school. If possible, the correct amount would be greatly appreciated.

EFTPOS facilities are available at the school office for parents wishing to use debit or credit card for the payment of money.

Details for direct payments into the school account is available on our school website: [www.jambheigss@eq.edu.au](mailto:www.jambheigss@eq.edu.au)

- Support Services
- Documents
- Payments Information

## MUSIC

The school is heavily involved in Instrumental Music and Choirs. Instruction in Strings begins in Year 3 for successful applicants; Brass, Woodwind and Percussion in Year 4.

The school ensemble groups comprise:

- Senior String Orchestra
- Junior String Group
- Senior Band
- Junior Band
- Senior and Junior Choirs
- Chamber Choir



These groups perform regularly throughout the year and at the School Music Concert in Term 3. The String Groups and Bands compete annually at the Festival of Music, where we have had many successes over the years.

The school music groups are supported by a Music Committee of parents and teachers. Much valuable work is done by this small group to maintain the high reputation of our program. Please consider the

support you are able to give this group if your child is involved with Instrumental Music.

## NAMING PERSONAL ITEMS

All personal items including hats, clothing and swimming equipment must be clearly named in a prominent position.



## NEWSLETTERS

To help keep parents abreast with the affairs of the school, a newsletter is published **every second Thursday**. The newsletter will be sent home via email and available on the school website. Please take the time to read this, as much vital information is contained in the newsletter.

## OUTSIDE OF SCHOOL HOURS CARE

Before (6:30 - 8.30am) and After (3.00 - 6.30pm) School Care is available at the school on week days. The centre offers day care (6:30am-6.30pm) during school vacations and on Pupil Free Days. For further information, please phone 0412 066 341.



## PARENTS & CITIZENS ASSOCIATION

Our school is most fortunate in having a very active body providing for the many needs of the school. We are justly proud of the work which has been done by so many interested people. We urge your support of the P & C in the New Year.

Meetings are held on the third Monday of every month at 6:30pm in the school staff room.

## PARENTS IN SCHOOL

Sadly, children at school can sometimes find themselves in a dispute with their “friends”. If your child is coming home upset or concerned about a conflict with a classmate, please contact the class teacher to have the matter seen to. If this fails, please feel free to contact the Deputy Principal or Principal, and we can endeavour to “put things right”.

No matter how well intentioned, parents are asked to refrain from attempting to solve classroom or playground disputes by becoming involved in dealing with other children – particularly in the school grounds. All children have the right to feel safe in our school, and confrontation by adults, either physical or verbal, does little to solve any problems.

We understand parents’ concern for their children, but please be aware that it is our duty to look after all children, and parents who overstep the defined boundaries can expect to have action taken against them.

## PARENT-TEACHER MEETINGS

Each year our school offers on two occasions a formal parent-teacher meeting. These meetings occur at the end of Term 1 and the end of Term 3.

Parents can book a parent-teacher meeting online using the Quicklink on our school’s website.

Apart from these two meetings, we welcome conversations from parents regarding their child at any mutually convenient time throughout the year.

Written reports (i.e. report cards) are emailed home in the last week of each semester.

## PARKING

No section of our school grounds, including the area in front of Administration, are to be used by parents for parking or for “picking up” or “setting down”, except for picking up sick or injured children.



Parents are asked to use the pickup zone at Beanland Street, Horizon Drive or Patrol Street for parking purposes. Beanland Street becomes very congested, especially in the afternoons.

Please take particular care to observe the traffic regulation signs and the school crossings.

The Loading Zone in Beanland Street is a busy area for dropping off and collecting children each day. **Please ensure that the two-minute limit is observed.** Do not leave your vehicle while in this area. Police action is sometimes necessary for constant offenders.

## PHOTOGRAPHS

Each year we engage the services of a photographer to photograph class, sporting and music groups. Class photos are generally taken in first term.



## REFUND GUIDELINES FOR EXCURSIONS AND CAMPS

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

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

State schools are able to charge a fee for:

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

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

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

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

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

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 office, where possible, the request should include the receipt relating to the payment for which a refund is being sought.

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.

*Department Education and Training policy references:  
Education (General Provisions) Act 2006  
SCM-PR-002: School Excursions  
FNM-PR-019: State Education Fees*

## RELIGIOUS EDUCATION

Religious Education is conducted on a non-denominational basis by visiting clergy and laity on Thursday mornings. All children are expected to take advantage of these lessons.

Permission is required on enrolment for students to attend:

- Whole of School Program – non-denominational lessons
- Lessons conducted by specific denominational instructor
- By special agreement with the Principal
- Or to be withdrawn from Religious Education.

## ROAD SAFETY



With the increased use of bicycles as a means of transport, it is imperative that children be conversant with basic rules of road safety. It is suggested bikes be locked in the secure bike cage.

Helmets must be worn as required by the Traffic Act but are not to be left on bicycles.

## SAFETY

Please note the following points of school policy as they are essential to the safety of children:-

1. Children should come directly to school and return directly home.
2. No child is allowed back out of the school grounds once they have entered the grounds in the morning.
3. If you want your child to leave early on any occasion please send a note to that effect to the teacher, collect child from the office and sign the appropriate register.

## SCHOOL HEALTH SERVICES / DENTAL CLINIC

A free children's dental program is available. To make an appointment, please telephone **1300 300 850**.



## SPECIALIST TEACHERS

Students benefit from the services offered by a large team of specialist teachers including:

### PHYSICAL EDUCATION TEACHER:

The principle aim of the physical education program is to develop in children an enthusiasm for physical activity and a commitment to pursuing a healthy lifestyle.

One of the aims of the program is to allow children to explore wide realms of physical experience including swimming, athletics, camping and adventure activities, ball skills, team sports, dance and fitness activities.

### TEACHER LIBRARIAN:

The Teacher Librarian manages the Resource Centre and encourages students, teachers and parents to make effective use of all resources to assist with student learning.

### LANGUAGES OTHER THAN ENGLISH:

Mandarin Chinese is taught to all Year 4 to 6 students at Jamboree Heights State School. The emphasis is on oral communication but the course also includes calligraphy, tai chi, and Chinese culture.

Students also have an opportunity to participate in activities such as a Chinese Writing Competition, a Poetry Competition, and a visit to a Chinese restaurant.



### SPORT

Participation in sport is encouraged. We participate in a variety of sports and, as part of the Health and Physical Education Program, a variety of skills is taught, as children move through the year levels.

Intra school and inter school sporting arrangements will be communicated to parents early in the year. Many of these activities involve a charge to parents for transport or facility hire. **Parents need to consider these charges when giving approval for children's participation.**



Sports offered include: Rugby League, Soccer, Netball, Softball, Touch Football, Flag Tag and Basketball.

### STUDENT BANKING

Student Banking is provided at the school. Students may send their bankbooks and deposits on Fridays.

To open a new account, please obtain a pack from the school's Banking Officer/school office or the Commonwealth Bank.

### SWIMMING

Swimming instruction for Years 2-6 is held during Term 1 (February to April) and Term 4 (October to December) of each year.



Classes are timetabled for lessons which are conducted by our Class Teachers and qualified swimming coaches, in our own heated school pool.

Year 1 have their swimming lessons in a two-week block in Term 4.

Swimming is part of the school curriculum. Children must have valid medical reasons if not participating. This must be supported by a note. Please ensure that swimmers, swim shirts, towels and swimming caps are named. All children must wear a cap. To protect your child against skin cancer, sunscreen should be applied and a swim shirt must be worn. It is very helpful if your child's name on the bathing cap is in large black printing on the outside for easy identification while in the pool.

Please send all the above in a separate waterproof bag.

### SWIMMING CLUB

Jamboree Heights Swimming Club is a community based club which swims at the school pool.

The Club also conducts Learn to Swim programs catering for children from pre-school age.

A squad program exists for the more confident swimmer, and training sessions take place before and after school.



Further Information: [www.jhswimclub.com](http://www.jhswimclub.com)

## TELEPHONE

For general school business, our telephone is attended to during normal office hours - 8.00am to 4.00 pm. Messages may be left with office staff who will convey details at a suitable time. (Requests to speak to teachers will only be granted outside teaching sessions or for personal urgent matters).



The school phone number is **3725 5666**.

## TELEPHONE NUMBERS

When you complete the enrolment form, please ensure you have given your telephone numbers - private and business.

If, however, you have a telephone installed after completing the admission form, would you please advise the school of the new number.

**It is most important that we can communicate with you quickly in case of an accident or sudden illness.**

Consequently, we require the telephone numbers of a neighbour, friend or relative who could be contacted if you are not at home.

## TRANSFERS

When children are transferring from the school, early notice in writing or a telephone call is appreciated so that the necessary transfer form can be completed, and other information can be drawn up for the next school.

Transfers cannot be issued unless all library books and other school equipment such as sports uniforms have been returned.

## TUCKSHOP

Our tuckshop opens 3 days a week (Monday, Wednesday & Thursday) for Years Prep-6.

### Ordering System

All families can order and pay for their child's lunch online by visiting the Flexischools website.

Monitors from each class in grades 3 – 6 collect the orders from the tuckshop for distribution. Years 1 and 2 are delivered by tuckshop staff to their classrooms. Other items may be purchased directly from the tuckshop after dismissal at both breaks.

## UNIFORMS

Our school is a uniform school. Uniforms are available from the Uniform Shop. Uniform Shop open hours are:

- Monday & Friday mornings - 8:30am to 9:15am
- Wednesday afternoon – 2:30pm to 3:30pm

Online orders can be made by visiting Flexischools website.

## UNIFORM POLICY

### Background:

The Jamboree Heights State School community supports, promotes and expects that all students will abide by the school's Uniform Policy and wear the correct school uniform every day at school. Our school values the wearing of the proper school uniform every day for the following reasons:

- Encourages school pride, promotes a sense of belonging and adds to students' self-respect.
- Projects a unified school identity and promotes a strong public image throughout the wider community.
- Decreases fashion competitions amongst students and makes daily clothing selection each morning very straightforward.
- Increases safety in the playground and on excursions, enabling easy identification of students.

### Uniform:

- Formal red and white check dress or blouse or shirt.
- Navy culottes or skorts or shorts (no netball skirts, skorts must be of an acceptable length and bike pants must not be visible).
- Red and navy polo shirt with the school logo (Year 6 will have a Graduation style shirt).
- Long navy pants (which may include track pants, but no jeans).
- Black shoes or dark-coloured joggers.
- White or navy socks.
- Navy blue leggings, tights or stockings may be worn under skorts, shorts or dresses.
- Hair accessories must match school colours.
- Red zip front jacket with school logo for winter with the exception of the Year 6 Canberra jacket (no vest or alternatively coloured jumpers or hoodies).
- Navy wide-brimmed hat (Prep students will have a red hat for easy identification).



- A house-coloured T-shirt (Bowen-green, Logan-blue, Oxley-yellow) must be worn for Athletics and Cross Country carnivals.
- The polo shirt is adequate for inter-school sport unless jerseys are provided.
- West Akuna District representative singlets are available on request.
- Instrumental Music and the Choirs have a specific uniform for performances.
- A sun-safe shirt, swimming cap and sunscreen is essential for swimming lessons.

#### Jewellery:

- A maximum of two pairs of sleeper/studs
- Ear piercings must be covered or clear retainers worn
- A watch
- Medical bracelet/religious pendants are acceptable.
- No makeup or nail polish

#### Notes:

- “Free Dress Day” clothing must not have inappropriate or offensive imagery or wording, and not include singlets, midriff tops, thongs, sandals, or high heels.
- Online ordering is available through the Flexi-schools website.
- The Uniform Shop is open Monday and Friday mornings (8:30am to 9:15am) and Wednesday afternoons (2:30pm to 3:30pm).
- Second-hand uniforms are available depending on stock.
- The school uniform policy will be promoted regularly through the school newsletter, official handbooks, assemblies, the school website, the school App, and the school’s Facebook page.
- Rather than use negative responses to students wearing the incorrect uniform, our school community prefers to regularly promote and encourage the consistent wearing of the correct uniform, using a more proactive approach.
- Parents have a choice from the listed uniform items as to whether they wish to buy only the formal uniform or only the polo shirt or a combination of the two.

#### VOLUNTARY PARENT AIDES

From time to time individual teachers may invite parents to assist with activities in the classroom. Such activities may include listening to children read, preparing card activities, helping with arts and crafts, accompanying a group on a trip and other such valuable tasks.

The only qualifications necessary are willingness to help and an interest in your child's education. All voluntary aides are required to sign in at the school office, and to wear a visitor’s badge while on the school premises.

Confidentiality is expected to be adhered to at all times.

Courses are offered to assist parents volunteering in classrooms. Volunteers other than parents must have a blue card.

#### WET DAY ROUTINE

We have several procedures we follow, depending on the severity of the weather system, they are listed below.

If we experience **drizzle** during break times, staff on duty supervise students playing for the duration of these breaks in covered spaces. In these situations we extend regular play boundaries to include covered spaces outside classrooms, these spaces would normally be ‘out-of-bounds’. Our aim here is to allow students some outside down time during the lunch breaks wherever possible.

If we experience **torrential down pours** during break times, a ‘**wet weather lunch**’ is called. In this situation students are kept in their classrooms to eat lunch and be supervised safely for the duration of the break.

If the Centenary suburbs experience **severe storm systems**, especially near the end of the school day (3pm) to ensure student safety - class teachers keep all students in classrooms until parents are able to pick them up from there, or until the weather settles and it is safer to release students to make their way home.



## YOU CAN DO IT

The You Can Do It Program is a whole school and community values program with the objectives of improving individual achievement and social-emotional-behavioural well-being.

The foundations of the program are the Five Keys to Success: Getting Along, Organisation, Persistence, Confidence and Emotional Resilience.

Central to the development of these 5 Foundations is explicit instruction on the 12 Habits of the Mind; accepting myself, taking risks, being independent, I can do it, giving effort, working tough, setting goals, planning my time, being tolerant of others, thinking first, playing by the rules and social responsibility.

Through the co-ordinated program of explicit teaching of these skills in each class room and a range of whole school activities, students develop the social and emotional skills of positive relationships and social responsibility. Achievements are celebrated on assembly or in fun days.

## Our Top Ten Tips for Happy School Days

1. Mark all clothing with your children's names.
2. Ensure the school uniform is worn every day.
3. Insist your child wears a hat for playing in the sun.
4. Discourage children from arriving at school before 8:30am or after 8:45am.
5. Children leaving the school before 3:00pm need to be signed out at the office.
6. Parents working in the school during the school day are required to "sign on" at the office.
7. Check Thursdays for emailed school newsletters.
8. Endeavour to pay all school accounts as promptly as possible.
9. Obey traffic signs and road rules when dropping off or collecting children.
10. Be enthusiastic about your child's education. We are!



**APPENDIX: INFECTIOUS DISEASE EXCLUSION TABLE**  
*Infectious Diseases Table supplied by Queensland Health*

<b>CONDITION</b>	<b>CASES</b>	<b>CONTACTS</b>
<b>CHICKEN POX AND SHINGLES</b>	Exclude until fully recovered or at least five days after the eruption first appeared. (Some remaining scabs are not a reason for continued exclusion.)	Exclude children with immune deficiencies (e.g. Leukaemia or chemotherapy), otherwise not excluded.
<b>CONJUNCTIVITIS</b>	Exclude until discharge from eyes has stopped.	Not excluded.
<b>CYTOMEGALOVIRUS INFECTION</b>	Exclusion not necessary.	Not excluded.
<b>DIARRHOEA</b> (campylobacter, giardia, salmonella, cryptosporidium, rotavirus, shigella, intestinal worms)	Exclude until diarrhoea has stopped.	Not excluded.
<b>GLANDULAR FEVER</b> (mononucleosis)	Exclusion not necessary.	Not excluded.
<b>HAND, FOOT AND MOUTH DISEASE</b>	Exclude until all blisters have dried.	Not excluded.
<b>HAEMOPHILUS INFLUENZAE TYPE B (Hib)</b>	Exclude until medical certificate of recovery is received.	Not excluded.
<b>HEADLICE</b>	Exclude until after proper treatment has started.	Not excluded.
<b>HEPATITIS A</b>	Exclude until a medical certificate of recovery is received, but not before seven days after the jaundice or illness started.	Not excluded.
<b>HEPATITIS B</b>	Exclusion not necessary.	Not excluded.
<b>HEPATITIS C</b>	Exclusion not necessary.	Not excluded.
<b>HERPES</b> ("cold sores")	Exclude if child cannot comply with good hygiene practices while sores are weeping. (Sores should be covered with a dressing where possible.)	Not excluded.
<b>HUMANE IMMUNE DEFICIENCY VIRUS INFECTION</b> (HIV/AIDS virus)	Exclusion not necessary unless child has a secondary infection which requires exclusion in its own right.	Not excluded.
<b>IMPETIGO</b> ("school sores")	Exclude until proper treatment has started. (Sores on exposed skin should be covered with a watertight dressing.)	Not excluded.
<b>INFLUENZA</b> (and influenza-type illnesses)	Exclude until well.	Not excluded.
<b>MEASLES</b>	Exclude for at least four days after rash has started.	Immunised children not excluded. Non-immunised contacts should be excluded until 14 days after the first day the rash appears in the last case. They may return to the school if immunised within 72 hours of contact with the first case.
<b>MENINGITIS (other than meningococcal infection)</b>	Exclude until well.	Not excluded.

<b>CONDITION</b>	<b>CASES</b>	<b>CONTACTS</b>
<b>MENINGOCOCCAL INFECTION</b>	Exclude until carrier eradication antibiotic course is completed.	Not excluded. Close contacts should take antibiotic (rifampicin). Public health authorities will advise.
<b>MOLLUSCUM CONTAGIOSUM</b>	Exclusion not necessary.	Not excluded.
<b>MUMPS</b>	Exclude for nine days or until swelling goes down.	Not excluded.
<b>PARVOVIRUS</b> (erythema infectiosum or "Fifth Disease")	Exclusion not necessary.	Not excluded.
<b>RINGWORM, SCABIES, PEDICULOSIS, TRACHOMA</b>	Exclude until day after proper treatment started.	Not excluded.
<b>RUBELLA</b> (German measles)	Exclude until fully recovered or for at least four days after the rash started.	Not excluded. (Female staff of child-bearing age should check their immunity to rubella with their GP.)
<b>STREPTOCOCCAL INFECTION</b> (including scarlet fever)	Exclude until child has received antibiotic treatment for at least 24 hours and feels well.	Not excluded.
<b>TYPHOID FEVER</b> (including paratyphoid fever)	Exclude until a medical certificate of recovery is received.	Not excluded unless advised by public health authority.
<b>WHOOPING COUGH</b> (pertussis)	Exclude for 21 days from onset or until child has taken five days of a 10-day course of antibiotics. (erythromycin)	Exclude unimmunised household contacts aged less than seven years, and children who are in close contact who are either less than one year old or not fully immunised, for 14 days after they were last exposed to infection or until they have taken five days of a 10-day course of antibiotics (erythromycin). If necessary, contact your nearest public health unit for advice.