Welcome and thank you for selecting our School

Our School Community is committed to Academic & Social-Emotional Achievement. We practise this through the virtues of Caring, Patience, Honesty, Courtesy and Co-operation.

Coominya School is committed to providing a school environment that maximises the educational opportunities and outcomes for each student by ensuring that learning and teaching reflect the principles of equity and participation; and that the behaviour of each school member is socially responsible.

⇒ Shady play areas with landscaped gardens.
⇒ Well-equipped and modern library.
⇒ Air conditioned classrooms and library
⇒ School based English programme using the “Continuum for Years 1 - 7 in areas of Reading, Spelling and Writing.
⇒ Specialist teachers in Music and Physical Education.
⇒ LOTE curriculum - **GERMAN** language
⇒ Learning Assistance Program and well-funded Intervention Programs in Literacy and Numeracy.
⇒ Computer networks in all classrooms.
⇒ “Internet” user school.

**PREP**

<table>
<thead>
<tr>
<th>Birth Date</th>
<th>Eligible for Prep</th>
<th>Eligible for Yr 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child Born 01/07/06 to 30/06/07</td>
<td>2012</td>
<td>2013</td>
</tr>
<tr>
<td>Child Born 01/07/07 to 30/06/08</td>
<td>2013</td>
<td>2014</td>
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<tr>
<td>Child Born 01/07/08 to 30/06/09</td>
<td>2014</td>
<td>2015</td>
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</tbody>
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⇒ Children’s growth in learning and overall development are promoted and enriched in a safe, caring and secure environment.
⇒ A responsive prep curriculum.
⇒ Quality resources, equipment and materials are provided in a flexible learning environment.
⇒ Prep is part of the school campus.
⇒ Experienced staff.
⇒ School specialists available to parents and children.
GENERAL INFORMATION

OFFICIAL TIMES:
1. School IN 9.00 am  School OUT 3 pm
2. First Break 11.00am to 11.30 am
3. Second Break 01.00pm to 01.45 pm
4. School OUT 3 pm

Children cannot leave the school grounds, during school hours, unless the school is notified and pupils are picked up personally by the parent /caregiver. Children cannot go to the shop for lunch; tuckshop can be ordered through the school (Thursday Tuckshop).

ASSEMBLIES: Monday
BELL TIMES:
Morning 9.00 am
Finish Morning Tea 11.30 am
Finish Lunch 01.45 pm

MUSIC: Weekly Specialist - all classes
PHYS ED: Weekly Specialist...all classes
LOTE (German): Weekly Specialist 6's & 7's
SCHOOL BANKING: Every Friday

ITINERANT TEACHERS:
1. Physical Education
2. Support / Learning Difficulties
3. Music
4. Language Other Than English
5. Key Teacher Yr 2 Net
6. Guidance Officer
Every encouragement is given to children to wear the School Uniform. As children enrol it is requested that, as their uniform from their other school wears out, their parents replace them with our school uniform.

<table>
<thead>
<tr>
<th>GIRLS UNIFORM - GENERAL</th>
<th>BOYS UNIFORM - GENERAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Green T-Shirt, Black Culottes, Black Shorts or Check Dress Socks &amp; Sneakers/Shoes</td>
<td>Black Shorts Green T-Shirt Socks &amp; Sneakers/Shoes</td>
</tr>
<tr>
<td>SPORTS UNIFORM:</td>
<td>SPORTS UNIFORM:</td>
</tr>
<tr>
<td>Black Culottes/ Black Shorts Red T-Shirt Socks &amp; Sneakers</td>
<td>Black Shorts Red T-Shirt Socks &amp; Sneakers</td>
</tr>
<tr>
<td>HAT - Black – Broad Brimmed</td>
<td>HAT - Black – Broad Brimmed</td>
</tr>
</tbody>
</table>

The following items are available from the school:

**PRICES:**
- Green or Red Shirts $15.00
- Girls black Skorts $15.00
- Girl’s Dress $15
- Black MESH Shorts (Girls & Boys) $9.00
- Black Hat $8.00/$10.00

(Prices are a guide only) CHAIR BAG $7.50 LIBRARY BAG $5.50

**ORDERS:**
To place your order please call at the office or send your written order to the office with your name and phone number so we can contact you.

**DRESS CODE:**
The wearing of the uniform helps to give the school an identity and reinforces school pride. Children are encouraged to wear the school uniform each day. The uniform is designed to be unisex and easy care.
Tank tops, singlets, midriff tops are not appropriate dress.
The only items of jewellery to be worn are watches, medical bracelets, stud & sleeper earrings and jewellery worn for religious beliefs.
Make-up is inappropriate, including nail polish and semi-permanent tattoos.

**SHOES**
Children are NOT permitted to wear thongs or to be barefooted inside the Primary School grounds. The uniform is available for purchase through the school office.
HATS
Either wide brimmed or bucket hats are mandatory whilst playing outdoors. For the sake of their long term health, children without suitable head-wear may be prevented from playing outdoors. The school rule in relation to hats is:

“NO HAT NO PLAY”.

P & C INFORMATION
P & C Meetings are held in the library at 3.15pm on the 3rd Tuesday of the month.
Parents are encouraged to attend.
Newcomers are most welcome.

SCHOOL TUCKSHOP
Tuckshop is 1 day a week at 11am on Thursdays.

The Blue Teapot Café supplies our children with tuckshop.
Enquire at the Blue Teapot for a Pricelist or phone 54264131.
Pricelists are also available from the school office.

Place your child’s order on an envelope, enclose money and place envelope, **with child’s name and class**, into the **Tuckshop Box** in the admin area.

HELPFUL INFORMATION
IF YOUR CHILD IS LATE FOR SCHOOL
Report to the administration area and give a reason for your lateness. They will provide a ‘Late Note’ for you to take to your teacher.

IF YOUR CHILDREN NEED TO LEAVE THE SCHOOL GROUNDS BEFORE 3pm
Bring a note from a parent to the teacher, or parent may visit the office and request a “Pink Slip”. Children are to be picked up from their classroom or administration office by parent or guardian.

IF YOUR CHILD HAS BEEN ABSENT FROM SCHOOL
Coominya School Prospectus
Yellow Absentee Forms are provided during the year via the newsletter. Parent / guardian please fill in one of these forms and send to the teacher when your child returns to school. Alternatively, please send a note of explanation to the teacher. Extra Absentee Forms are available on request. Alternatively you may telephone the ‘Student Absent Line’, 54265 160, and leave the students’ name, class and reason for absence.

IF YOUR CHILD LOOSES SOME PROPERTY (clothing, books, equipment)
Check at the “Lost Property Box” near the admin office.

IF YOUR CHILD FINDS PROPERTY
Report to the administration office.

IF YOUR CHILD IS SICK OR INJURED DURING SCHOOL
Please keep contact details up to date for these emergencies. Despite all our care and supervision, accidents at school do happen. The only treatment staff is able to give is First Aid. This is an immediate, temporary measure given by the staff, in cases of minor accidents. In the event of a serious accident, an ambulance will be called to the school and the child will be taken to the nearest hospital. Every effort will be made to contact and advise you in these circumstances. However, if you cannot be contacted, the school will act in the best interests of your child. The school is not responsible for any expenses incurred in seeking medical attention for a sick or injured child.

IF YOUR CHILD HAS TO TAKE MEDICATION DURING SCHOOL HOURS
The guidelines governing all Queensland schools as set down by Education Queensland are as follows:

MEDICATION PROCEDURES

1. A parent/ legal guardian must, in the first instance, make a written request to the principal of the school. Authorisation to administer medication can not be given solely on the written direction of a parent guardian.

2. The instructions provided should be written on the medication container by the pharmacist at the medical practitioner’s direction.

3. The instructions on the medication container need to indicate specific times at which medication is to be administered, as well as the quantity of medication to be administered.

4. The duration for which this medication is to be administered must be indicated on this form.

5. Medication will be kept at the office in a secure place and will only be given to the child, who is to take that medication. (One exception, in selected cases, is that of inhaler therapy for asthma. On written permission from a parent/legal guardian, and with approval of the Principal, the student may be responsible for the inhaler.)

6. Non-prescribed oral medication such as analgesics (Panadol etc) and over-the-counter medication (cough mix etc) are NOT to be administered by teachers or other school staff, unless prescribed by a medical practitioner with instructions written on the medication by the pharmacist at the doctor's direction.
7. Children suffering from headaches will be administered an ice pack. Parents will be called if this is not effective. If your child is prone to headaches it is advisable to ask your medical practitioner to prescribe suitable medication.

HEAD LICE, SCABIES, RINGWORM, TRACHOMA:
Student is allowed to return to school provided appropriate treatment has commenced.

IMPETIGO:
Student is allowed to return to school provided appropriate treatment is being applied and all sores on exposed surfaces are covered.

INFECTIONOUS DISEASES:
Please phone the school for Health Department information about measles, chicken pox, hepatitis etc.

BEHAVIOUR MANAGEMENT
Coominya State School has taken on a School Wide Positive Behaviour approach to Behaviour Management. This means, our major focus is acknowledging positive behaviours over inappropriate ones. Every student, everyday has his/her behaviour measured by the class teacher and School Wide Behaviour Support Staff, with high realistic expectations of student achievements and behaviour at our school. We try to ensure our students display a high standard of behaviour in being Safe - Respectful - Responsible.

PAYMENTS (MONEY):
CHILDREN SHOULD NOT LEAVE MONEY IN THEIR BAGS.
They should give any money to their teacher to hold until they need it. Money for Swimming, Excursions & permission notes etc must be put into the YELLOW BOX in the office area.

Please note all money sent to school should be put into an envelope clearly marked with child’s name and year level and what the money is for.

For your convenience School Envelopes will be sent home with the newsletter on a regular basis to cater for any payments.

CHANGING TRAVEL ARRANGEMENTS
If you are changing your normal travelling routine eg: Not going home by bus or changing the bus and going home with a friend. Please send a note explaining the change, to the bus drivers concerned, or phone the school and they will fill out a “Change of Routine” form for your child on the day.
HOMEWORK - Written:
Teachers are not obliged to set homework but usually some work will be expected to be completed at home. If homework is set, our policy is in line with EQ policy. These times would generally be considered by teachers as maximums for the various year levels.

Upper Primary (Years 6 & 7) 30 – 40 minutes per night Monday to Thursday
Middle Primary (Years 3,4 & 5) 20 – 30 minutes per night Monday to Thursday.
Lower Primary (Years prep, 1 & 2) 10 – 20 minutes per night Monday to Thursday.

HOMEWORK - Reading:
Our school’s reading program has a large literature component especially in the Upper School ie. Reading of library books and other examples of high quality children’s literature. The more children can be encouraged to read for pleasure the better. If it is possible to set aside fifteen minutes before bed each night for this purpose, attitudes toward reading and literature generally will be greatly enhanced.

EXCURSIONS
Educational trips which broaden the educational experiences of the children are encouraged by the school. Such trips are linked to regular classroom instruction and programs and utilise the community and regional resources as part of the curriculum. Trips are well planned, supervised and conducted on efficiently operated buses. As such, all pupils are encouraged to participate in these excursions. Parents will be advised of full details regards itinerary, program and costing of each excursion planned for the respective classes.

Please be aware that the Dept of Education and Training do NOT have personal Accident Insurance Cover for Students.

BANKING
School banking operates at the school every week through the Commonwealth Bank. Within the first couple of weeks of school we will send envelopes home which can be completed to open an account. All children are encouraged to deposit weekly sums. It is the responsibility of the depositor to ensure that the deposit form and envelope are completed correctly.

CONCERNS & ISSUES – COMPLAINTS
At Coominya State School we value and encourage open communication with parents/carers in our community. We acknowledge there are times when matters arise that are of concern and you may wish to discuss your concerns with a member of the school staff. The initial point of contact to support you in managing your concern is Reception. Parents /carers may present personally to make an appointment, or make an appointment via telephone on 5426 5111.

ENROLMENTS / TRANSFERS
Staff in the office will assist you with enrolments or transfers. A comprehensive Enrolment Form needs to be completed at the office when children are commencing at Coominya State School. If your child/ren will be leaving our school, please notify the office and teacher/s. On the last day of attendance a Transfer Form will be generated and emailed to your next school. You may ask for a copy if you wish.

Coominya School Prospectus
CONFIDENTIALITY
You are assured that confidentiality is maintained at all times. We ask for your assistance by ensuring the office has up-to-date information for your child/ren. Please send a note or telephone the school to advise us of any changes to be made to our records. Accurate data is necessary as it is important to have up to date contact numbers in case of an emergency.

SCHOOL CHAPLAIN
Our School Chaplain works one day a week. They are an important part of our Supportive School Environment and undertake a range of activities including pastoral care, parent programs, community engagement and promoting positive values. Our Chaplain supports both individuals and groups within our school community. Parents may contact the chaplain directly for assistance.

NEWSLETTER
The most vital link between the school and parents is via the school’s weekly newsletter which we try to send home each Thursday. The newsletter provides a variety of information and important messages. Details of class activities are given with full information forwarded separately from the class teacher. Parents and students are encouraged to read the newsletter as it will contain many items both important and interesting.

MOBILE PHONES & ELECTRONIC DEVICES
A mobile telephone or any other electronic equipment brought to school is done so at the owners' risk. The use of mobile phones is not permissible during school hours. If a parents/carer has provided written permission for their child/ren to have a mobile phone, that phone must be switched off and handed in at school reception before school commences. Administration staff will take care of phones whilst stored in the office but no liability will be accepted by the school in the event of loss, theft or damage. Students must complete details in a register giving their name and a description of the phone (eg. Nokia). After school finishes at 2.45pm, students must sign the register at school reception to collect their phones.

INTERNET USAGE
The school is continuing to increase the availability of internet resources. A student’s use of the internet is governed by Education Queensland Policy. On enrolment all parents and children must sign an “Internet Agreement”.

VISITING THE SCHOOL
Please report to the office, sign the visitors’ book and obtain a recognition sticker if you need to visit the classrooms.
APPOINTMENTS/ MESSAGES

You are welcome to contact the office if you have any queries. Please contact the office if you wish to make an appointment to see a class teacher or the Principal (Phone: 07 54 265 111).

SCHOOL BUS RULES

Burn’s Bus 07 5426 4376
Herron’s Bus 07 38161758 Mobile - 0407176067

Rules concerning the behaviour of children travelling on school buses.

Safety - General

No attempt must be made to board or leave the bus while it is still in motion. Children must remain seated until the bus has stopped completely. No hands or heads are to protrude from windows.

Safety - Distraction of Driver’s Attention

The driver has considerable responsibility on his shoulders demanding prolonged concentration. Any action which unnecessarily distracts his attention may cause an accident.

Therefore:-

. After the selection of your seat on the bus no changing of seats is permitted.
. No squealing, yelling or excessive noise is allowed.
. No pushing, fighting or other physical contact is permitted.

Respect for Property and Other Individuals

. No bags, feet or knees are to be placed on seats.
. The chewing of gum is not permitted.
. No food or drink is to be consumed on the bus.
. No attempt is to be made to write on or mark any part of the interior or exterior of the bus.
. When children are seated, feet, legs and bags must not deliberately obstruct the passageway.
. Swearing will not be tolerated.
. No litter is to be thrown from windows or left in the bus.
. Any wilful damage to the bus must be paid for by the student concerned or his/her parent or guardian. This includes damage to exterior paintwork caused by graffiti.
. Students are requested at all times to show respect and consideration for the driver of the bus and other passengers in both their actions and the way in which they speak.
Plan of Action - Misbehaviour on School Buses
Children who are considered to be consistently guilty of misbehaviour on the bus will be reported to the school Principal by the bus driver. The Principal will also, from time to time, inspect the bus personally for follow up complaints of misbehaviour from teacher, parents or other children.

**STEP 1** If the Principal feels that a child is guilty of misbehaviour on three separate occasions in a reasonable period of time, he will advise the transport committee who will notify parents in writing that an official warning has been issued to that child.

**STEP 2** Should no lasting improvement be noted in that child’s behaviour, parents will be requested in writing, to meet with the transport committee and the Principal to show cause why that child should not be excluded from travelling on the bus.

**STEP 3** The transport committee in conjunction with the Principal will, as a last resort, advise the bus contractor that the child concerned may be excluded from travelling on the bus permanently or for a period to be determined by the committee and Principal.

The final step is provided for in the “Departmental Instructions” which govern school transport services. Full details must then be forwarded by the committee to the “Minister for Education” for his information. While it is hoped that this extreme measure need never be employed at this school, it is imperative that parents and children realise that constant misbehaviour on the bus will not be tolerated.

FOR AFTER SCHOOL CARE – CONTACT CHRIS KELLY ON 0413 866 126