



# Highland Reserve State School

Clever • Skilled • Creative

# Parent/Carer Handbook



570 Reserve Road  
Upper Coomera QLD 4209

Administration: (07) 5588 3333  
Email: [office@highlandreservess.eq.edu.au](mailto:office@highlandreservess.eq.edu.au)

Absentee Line: (07) 5588 3366  
Email: [studentabsences@highlandreservess.eq.edu.au](mailto:studentabsences@highlandreservess.eq.edu.au)

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

# Welcome to Highland Reserve State School

On behalf of the school community, I welcome you and your family to our wonderful school. Established in 2009, the educational philosophy of Highland Reserve State School places an emphasis on putting students first and maximising student learning potential. We are very proud of what we have achieved thus far and excited about the possibilities that lay ahead in terms of academic offerings and student development.

To achieve our vision of creating *clever, skilled and creative students*, an engaging and diverse range of curriculum offerings are available to all students to meet their learning needs. This is delivered through personalised classroom learning experiences that are supported by extra-curriculum options within the four pillars of Sport, The Arts, Academics and the Community.

Our staff are a wonderful team of dedicated professionals who are committed to offering families a high quality education delivered within a disciplined, safe and supportive environment. This is developed through a focus on the school's four School Expectations:

- Be a Learner
- Be Safe
- Be Respectful
- Be Responsible

At Highland Reserve State School we believe in every member of our school community contributing to every child's learning journey and as such we strive to establish positive community partnerships with parents and community groups to enrich learning experiences for our students.

We invite you to join our learning community and I look forward to sharing your child's learning journey with you.



**Nicole Stride**  
Principal



## Curriculum

At Highland Reserve State School our teachers implement the Australian Curriculum for English, Mathematics, Science, Humanities and Social Sciences, Technologies, The Arts and Health & Physical Education.

The Australian Curriculum sets consistent high standards for what all young Australians should learn with the intention of improving learning outcomes. The content descriptions for each learning area and each year level describe what students will learn and what teachers will teach. The year level achievement standards outline what students should be able to do to demonstrate their learning at the end of each school year.

Two key dimensions of the Australian Curriculum are the general capabilities and the cross-curriculum priorities. These support the idea that all young people should be supported to become successful, confident, creative learners and active, informed citizens. The general capabilities have been included to encompass the knowledge, skills, behaviors and dispositions that will assist students to live and work successfully in the twenty-first century. The general capabilities are: Literacy; Numeracy; Information and Communication Technology; Critical and creative thinking; Personal and social capability; Ethical understanding; and Intercultural understanding. The cross-curriculum priorities are embedded in all learning areas with the aim to better equip students to make sense of the world and make an important contribution to our nation. The cross-curriculum priorities are: Aboriginal and Torres Strait Islander histories and cultures; Asia and Australia's engagement with Asia; and Sustainability.

The Australian Curriculum has been developed through rigorous, nation-wide consultation and is regularly reviewed to ensure its robustness, independence and balance. For more information about the Australian Curriculum, visit the official website: [www.australiancurriculum.edu.au](http://www.australiancurriculum.edu.au)

We encourage you to access the Highland Reserve State School website [www.highlandreservess.eq.edu.au](http://www.highlandreservess.eq.edu.au) and follow the schools Facebook page, to view further details regarding curriculum programs, enrichment programs and details outlining the range of opportunities available to students.

## School Hours

Times	Session
8.55am	First bell – prepare for class
9.00am – 11.10am	First Session
11.10am – 11.45am	1 <sup>st</sup> Break
11.45am – 1.15pm	Second Session
1.15pm – 1.50pm	2 <sup>nd</sup> Break
1.50pm – 3.00pm	Third Session
3.00pm	School Concludes

## Before School Procedures

To support our efforts in maintaining a safe and supportive environment for all students, it is essential that the following before school processes are adhered to:

- students are to arrive at school as close as possible to the 8:55am starting bell and **no earlier than 8:30am** unless they are engaging in a before school club or program
- before school care options need to be investigated if there is a requirement for children to arrive regularly before 8:30am

School Procedures after 8:30am include:

*8:30am – 8:55am*

- Prep- Yr 3 students are to sit in the undercover area near the school tuckshop
- Yr 4 – Yr 6 students are to sit under the Senior Learning Centre
- staff supervision commences at 8:30am

*8:55am*

- bell rings to signify to students to be prepared for the formal classroom day to commence at 9:00am

## Break Time Procedure

Two breaks exist for eating and playing.

### ***1<sup>st</sup> Break (11.10am-11.45am)***

Main eating break. Students are to eat their main lunch, and then are dismissed for a 20 minute play.

### ***2<sup>nd</sup> Break (1.15pm-1.50pm)***

Students play for 20 minutes and eat for 15 minutes.

Students should bring suitable food to cover the first and second break. As a school day is often a busy one, lunches should be of good nutritional value.

## What to Bring to School

- bag
- school hat - HRSS
- library bag - HRSS (Prep – Year 2)
- a lunch box containing enough healthy food for 2 lunch breaks
- piece of fruit/vegetable for fruit break (peeled & cut if necessary)
- water bottle
- all items from the school booklist (these are required on day 1)
- spare set of clothes (Prep – Year 2)
- pencil case (Yr 2 – 6)

As students often do not recognise their own belongings, we cannot emphasise enough the need to clearly label absolutely everything: bags, shoes, socks, lunchboxes, drink bottles, hats, library bags, and clothing.

## Late Arrivals / Early Departures

### Late Arrivals:

Students who **arrive at or after 9.10am** are required to present to the Administration office with a parent/caregiver to be signed in and issued with a **late slip**.

### Early Departures:

Parents/caregivers are required to present to the Administration office to collect students for early departure (prior to 3.00pm). The child/children's classroom teacher will then be contacted and the student/s sent to the office.

Early departures **MUST** occur during class time and not during lunch breaks.

Parents who present during a lunch break

**First Break 11:10am – 11:45am**

**Second Break 1:15pm – 1:50pm**

for an early departure for their child, will be required to wait in the Administration office until the next classroom session commences.

**It is requested that if parents/caregivers need to collect students for an afternoon early departure, this is done by 2pm to ensure minimal classroom and office disruption.**

**All students departing early must be collected from the Administration office only.**

If at any time you arrange for someone else to collect your child/children before school concludes (3.00pm) please notify the office on 5588 3333. If necessary, photographic identification will be requested.

## Student Attendance / Absences

If your child is going to be absent please notify the school. It is a requirement of Education Queensland that all absences are explained.

Please contact the school via the **Absentee Line on: (07) 5588 3366 or email:**

[studentabsences@highlandreservess.eq.edu.au](mailto:studentabsences@highlandreservess.eq.edu.au) if your child is unable to attend. To ensure the absence is recorded correctly, when contacting the absentee line or emailing the office, please provide:

- your child's name
- your child's class
- the reason for your child's absence

*Alternatively, you can provide a reason for your child/ren's absences through **QParents**, if you are the account owner. Simply visit [www.qparents.gld.edu.au](http://www.qparents.gld.edu.au) and update your child/children's absence via the *Attendance section* on the *Student Dashboard*.*

**Please note 3+ absence days requires notification in writing.  
Illness absences of 3+ days require a medical certificate.**

## Change of Personal Details

We ask that you keep the school informed of any changes to your personal details. This may include phone numbers, address, email and emergency contacts. This will then keep our school records accurate and up to date.

It is extremely important that the office administration and teachers are kept up to date with any custody arrangements. Please contact Administration for a *Student Enrolment Details update form* if required.

## Student Dress Code

Highland Reserve State School is a **full-uniform school**. Students must wear the complete formal uniform and sports uniform in accordance with school routines and this policy.

A **'Student Dress Code'** promotes a **safe** and **supportive** teaching and learning environment by:

Establishing a culture of school **pride** and **high expectations** along with a strong sense of **belonging**.

Fostering a **mutual respect** within the school by promoting **social equality** amongst all students.

Improving **student safety** by enabling ready identification of students and non-students at school.

We expect all students in our school community to support the accepted standard of dress when:

- Attending or representing their school;
- Travelling to and from school; and
- Engaging in school activities out of school hours, including school excursions.

The **'Student Dress Code'** guidelines below, outline standards of acceptable dress and also aspects of the personal presentation of students.

This policy has been developed in accordance with the **Education (General Provisions) Act 2006 (Sections 360-363)** and the **Department of Education, Training and Employment's policy: Student Dress Code**.

### DRESS CODE AT HIGHLAND RESERVE STATE SCHOOL

All uniform items (except shoes, socks, plain navy tracksuit pants and tights/stockings) must be purchased from the school uniform shop. Look alike items are not acceptable.

#### Please note:

- **Prep students will wear the 'Sport Uniform' only throughout their Prep year.**
- Students in Years 1 – 6 will wear the **full 'Formal Uniform' two days** a week.
- Students in Years 1 – 6 will wear the **full 'Sport Uniform' three days a week**. Teachers will communicate the appropriate day each uniform is to be worn for their class dependant on timetabling of HPE & Sport lessons. This will be communicated at the start of each year.
- Formal uniform for Year 1 – 6 will be worn when representing the school and for formal school programs such as school photos and Music Eisteddfods.
- Visible undershirts are not permitted to be worn.
- Students must wear the uniform in a neat and tidy manner.
- In alignment with sun safe practices our school has a choice of brimmed hats. Students **must** wear a Highland Reserve State School hat during outdoors activity.

#### Relaxation of the Code:

- Relaxation of the Code will occur occasionally in circumstances such as free dress days, camps and other functions. The school will clearly communicate when this relaxation is applicable.
- On school 'Sport Days' (Athletics, Swimming and Cross-Country Carnivals) students may wear a shirt the colour of their house team as well as 'running shoes' that may not comply with our daily shoe attire expectations.
- Other special circumstances for individual students will be addressed through communication with the student's parents and either the Principal, Deputy Principal or Business Manager.



## Student Dress Code

### HRSS Formal Uniform – Boys Year 1 – 6

- HRSS formal button up shirt
- Navy formal shorts with HRSS logo
- All black, fully enclosed lace-up or velcro shoes
- White ankle socks
- HRSS broad brimmed / bucket hat



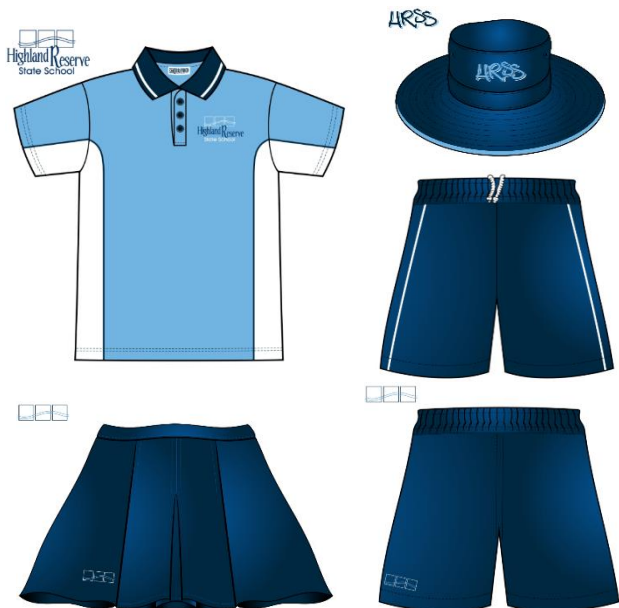
### HRSS Formal Uniform – Girls Year 1 – 6

- HRSS button up blouse
- Navy culottes or navy formal shorts with HRSS logo
- All black, fully enclosed lace-up or velcro shoes
- White ankle socks
- HRSS broad brimmed / bucket hat



### HRSS Sport Uniform – Unisex PREP - 6

- HRSS sport polo shirt
- HRSS sport short with white piping (unisex) or navy culottes or navy formal shorts with HRSS logo
- All black, fully enclosed lace-up or velcro shoes
- White ankle socks
- HRSS broad brimmed / bucket hat



### HRSS Winter Uniform – Unisex PREP - 6

- HRSS jacket
  - HRSS jumper
  - Plain navy tracksuit pants
- Optional for girls: Navy blue full length plain tights/stockings/leggings

*The HRSS jacket / jumper may be worn with either uniform*



## Student Dress Code

### School Shoes

From Prep to Year 6, **all black, fully enclosed shoes** (including black laces and black soles) are to be worn with both the formal and sports uniform. Only all black formal school shoes or all black joggers are acceptable. Velcro shoes may be worn. An all black jogger may be worn with the Formal Uniform and the Sports Uniform.

*Please note:*

- *Basketball boots, high tops or ankle boots are not to be worn.*
- *No slip-ons, ballet flats, heels, coloured laces, canvas or suede shoes are permitted.*
- *Coloured joggers or trimmings are not permitted.*

#### Examples of acceptable shoes



#### Examples of unacceptable shoes



### School Bag

The school backpack is optional, however it meets requirements such as quality, size and capacity, needed for school life and can be purchased from the uniform shop. Parents may choose an alternate bag suitable for school use.

## PERSONAL APPEARANCE AND PRESENTATION

Students are expected to be presented neatly at all times and to wear their uniform with pride. The following personal appearance aspects are also inclusive of our mandatory 'Student Dress Code' at Highland Reserve State School. The guidelines below are expectations for male and female students, alike.

### Hair and Accessories

- ✓ Hairstyles to be neat, clean, tidy and well maintained.
- ✓ Long hair (hair that is longer than collar length) is to be tied back.
- ✓ Hair must be a natural colour.
- ✓ Students may wear hair clips, hair ties and hair ribbons in school colours.
- ✗ Hair styles, such as Mohawks, mullets, dreadlocks, shaved tracks, rats' tails and shaved undercuts or sections, are not permitted.



## Student Dress Code

Examples of unacceptable hair styles:



### Jewellery

- ✓ One wrist watch.
- ✓ One plain sleeper or flat stud per ear lobe. No other body piercings are permitted.
- ✓ No bracelets, necklaces, ankle bracelets or rings.
- ✓ Items required for identification of medical conditions are permitted.
- ✓ *Note: Any item of approved jewellery may still be required to be removed in activities for safety reasons under Workplace Health and Safety legislation.*

### Make up and Body Markings

- ✓ Make up is not permitted.
- ✓ Nail polish, nail patterns/art, nail jewellery or false nails are not permitted.
- ✓ Tattoos or body markings are not permitted.

## NON COMPLIANCE WITH DRESS CODE

Consequences for students not in correct uniform may include the following:

- Contact parents/carers
- Loss of lunch time play
- No hat, no outdoor play (undercover play only)
- Prevention from attending or participating in school activities that are not deemed essential curriculum activities, unless necessary for reasons of safety (in which case, alternative educational activities will be provided)
- Prevention from any activity for which the student would have been representing the school

Persistent failure of a student to uphold the code may result in more serious consequences, such as detention (as outlined in the **Department of Education, Training and Employment's policy: Student Dress Code**).

We understand that on rare occasions, due to circumstances beyond the control of the student and/or the student's parent some dress code items cannot be worn. In this instance, students must report to the class teacher or office and provide a note from home explaining the uniform breach and the short period for which this will exist.

## Student Dress Code

### COMMUNITY ENDORSEMENT OF THE CODE

The Highland Reserve State School P & C resolves that it supports this Student Dress Code. The Association believes that the Dress Code promotes the objectives of Education Queensland (General Provisions) Act 2006 through providing a safe and supportive teaching and learning environment by:

- Establishing a culture of school **pride** and **high expectations** along with a strong sense of **belonging**.
- Fostering a **mutual respect** within the school by promoting **social equality** amongst all students.
- Improving **student safety** by enabling ready identification of students and non-students at school.

## Uniform Shop

**Uniform Shop Hours:** 8.30am – 9.30am Monday & Friday Only

**Online Ordering:** [www.flexischool.com.au](http://www.flexischool.com.au)

Please refer to the school website for current Uniform prices.

## Finance Payments

Finance payments (Student Resource Scheme, excursions/incursions etc), can be made via the following options:

**Option 1: QParents (Credit Card Payments)**

Pay directly from viewing your child's account.  
You must be registered with QParents  
(see office for details)

**Option 2: BPoint (Credit card payments)**

<http://www.bpoint.com.au/payments/dete>  
(All details can be found on your emailed invoice)

**Option 3: EFT**

Account Name: Highland Reserve State School  
BSB: 064-486  
Account: 1024 3582  
Reference: (Student's full name & class)  
(Please note if you are paying via Bank Transfer please allow 2 working days for payment to be received)

**Option 4: In Person – Uniform / Finance Office**

EFTPOS ONLY

Office Hours are:

- Monday 8:30am – 9.30am
- Friday 8:30am – 9:30am

## Excursions / Incursions

Throughout the year, teachers organise educational excursions and incursions for students to attend. These are planned around units of work the students are studying.

Please note that no payments will be accepted after the due date, as event arrangements need to be finalised.

## Specialist Lessons

Prep to Year 6 students participate on a weekly basis in specialist lessons in the areas of Music, Humanities, Arts & Social Science (HASS), Health and Physical Education.

Our school based specialist teachers conduct these lessons.

Selected year levels also participate in Humanities and Social Sciences and/or Languages, which is Japanese at HRSS.

## Instrumental Music

Our school has an Instrumental Music program, which is taught by specialist music teachers on specific days. This program is available for students in Years 3-6 (Strings) and Year 4-6 (Band).

This program teaches children strings, wind, brass and percussion instruments.

If your child/children is selected to participate in this program there are some costs involved.

An annual instrumental music levy and a hire fee are applicable.

## Religious Instruction

Religious Instruction is offered to all students from Year 1 to Year 6 on a weekly basis. An approved Religious Instructor, as per the Department of Education, Training and Employment's Religious Instruction policy, conducts these optional classes. Please indicate on the enrolment application whether you intend on having your child participate in this program or not. Religion books are available for purchase through the uniform shop or through Flexischools.



## Positive Behaviour for Learning

Highland Reserve State School is committed to providing a safe and supportive learning environment for all students and staff, where students have opportunities to engage in quality learning experiences and acquire skills supportive of their lifelong wellbeing. We create a culture of cooperation, academic excellence, and social-emotional competence.

The Highland Reserve State School Student Code of Conduct is designed to facilitate high standards of behaviour so that learning and teaching in our school can be effective and students can participate positively and successfully within our school community. We consider behaviour management to be an opportunity for valuable social learning as well as a means of maximising the success of academic education programs.

Highland Reserve State School uses Positive Behaviour for Learning (PBL) as the multi-tiered system of support for students. PBL is a whole-school framework for behaviour support used in all classrooms and programs offered throughout our school.

Using a PBL approach means that we:

- develop clear expectations and boundaries for behaviour and ensure that behaviour support is differentiated according to need
- develop and maintain positive relationships with students to create safe, supportive and engaging learning environments
- are consistent in the way we support and respond to behaviour
- acknowledge positive behaviours using behaviour specific feedback and the whole-school reward system of 'Bee Bucks'.
- re-teach and use effective consequences to discourage inappropriate behaviours
- use data to track progress and identify areas for support and intervention

### Our School Expectations

Our school-wide expectations are to "Be Responsible, Be Respectful, Be Safe and Be a Learner".

These expectations are displayed on posters and signs throughout all classrooms and school buildings and are taught via PBL Focus of the Week lessons that are delivered to students in their classrooms, as well as during school assemblies, and are recognised through our rewards system. We look at data collected from our teachers as to which areas of behaviour or social-emotional learning we need to focus our PBL lessons on.

### Whole School PBL Reward System

#### *Bee Bucks*

Our school-wide rewards system acknowledges both the whole school, classes and individual students who have made positive progress towards displaying our school-wide behavioural expectations. Students who demonstrate positive behaviour in the classroom, playground and moving around the school may be rewarded with a 'Bee Buck'. Most importantly, behaviour specific feedback is given when a student receives a Bee Buck so that we are reinforcing expected behaviour.

e.g. *"Thank you for being **respectful** by **treating others kindly** and helping John when he was upset"*

Individual students redeem their Bee Bucks onto their individual Bee Hives, located in their classrooms. When students achieve certain levels, they are able to access class and individual rewards and certificates. When the whole school has achieved certain Bee Buck Totals, all classes will receive recognition in the form of a "special event" such as a free dress day, crazy hair day, extra lunch time play or a free special activity.

## Positive Behaviour for Learning

### Other School Rewards

#### *Classroom Awards*

As determined by individual classroom teachers to acknowledge student.

#### *Gold & Silver awards*

Once a term, identified students from Years 3-6 are presented with Gold/ Silver awards on assembly to acknowledge achieving a high behaviour benchmark using a matrix as a marking guide.

#### Consistent and fair consequences

While Highland Reserve State School focuses on prevention and positive behaviour support strategies as being foundational to effective classroom management, our teachers also respond consistently to problem behaviours using fair, logical, and predictable consequences.

The purpose of a consequence is to correct and teach; therefore, the provision of a consequence should always contain an opportunity to reteach the expected behaviour.

Consequences should be selected to fit the individual student, the specific behaviour, the context or setting, and the frequency and the severity of the behaviour.

#### Consideration of individual circumstances

To ensure alignment with the Student Code of Conduct when applying consequences, the individual circumstances and actions of the student and the needs and rights of school community members are considered at all times.

Highland Reserve State School considers the individual circumstances of students when applying support and consequences by:

- promoting an environment which is responsive to the diverse needs of its students
- establishing procedures for applying fair, equitable and non-violent consequences for infringement of the code ranging from the least intrusive sanctions to the most stringent
- recognising and taking into account students' age, gender, disability, cultural background, socioeconomic situation and their emotional state
- recognising the rights of all students to:
  - express opinions in an appropriate manner and at the appropriate time
  - work and learn in a safe environment regardless of their age, gender, disability, cultural background or socio-economic situation
  - receive adjustments appropriate to their learning and/or impairment needs

When ongoing concerns about student behaviour have been identified, schools work with parents and caregivers to look at underlying reasons for the student's behaviour, and develop strategies to support the student. This may involve specialist staff and or a school support team.

Our School Expectations have been agreed upon and endorsed by all staff and our school's Parents & Citizens Association.

For further information, parents may access our Student Code of Conduct for students from the school website at [www.highlandreservess.eq.edu.au](http://www.highlandreservess.eq.edu.au)



## Communication

Events in family life, such as a trip, a major illness, visit of grandparents, an accident or death can be a major concern or excitement for children and can have a marked effect on behaviour.

It is important for the home and school to share information about any circumstances, which may affect your child/ren. We would appreciate it if you could inform us of any event that is unusual in your child/ren's life.

Do not hesitate to discuss any queries or worries that you may have regarding your child's education with your child's teacher – they will try their best to help, or put you in contact with someone who possibly can.

If you require a meeting, please speak directly with the teacher to arrange a suitable time.

Other forms of communication between teachers and parents may occur via notes, email, communication books, newsletters and phone calls.

## Newsletter / Facebook / Seesaw

The school newsletter is published online. The link is communicated through email and can be found on our school website: [www.highlandreservess.eq.edu.au](http://www.highlandreservess.eq.edu.au) under 'Calendar and News'.

Please take the time to read, as it contains important information regarding the school, date claimers and classroom news. (Please ensure to keep your email address up to date)

Highland Reserve State School also maintains a school Facebook page as a further source of information and school celebration.

[www.facebook.com/Highland-reserve-State-School-1536574959936570](https://www.facebook.com/Highland-reserve-State-School-1536574959936570)

## School Assembly

The school encourages community participation in our student assemblies. Assembly schedules are advertised at the beginning of each school term.



## Tuckshop

The **preferred** option for ordering tuckshop is via Flexischools online ordering.  
To register for Flexischools please go to [www.flexischools.com.au](http://www.flexischools.com.au)

Days of Operation are Monday, Wednesday & Friday  
Closed: First and Last day of Term

### Payment Options

Mondays: Online ordering ONLY via Flexischools

Wednesday's & Friday's: Online ordering via Flexischools or Cash

### Ordering

#### **Option 1: (Preferred)**

- Flexischools: [www.flexischools.com.au](http://www.flexischools.com.au)  
Please note: 1<sup>st</sup> Break - Monday, Wednesday & Friday  
If pre ordering frozen treats, your child will receive a **COLLECT** stamp on their paper bag. They are then required to bring this bag to the tuckshop to collect item/s at either break times. Lost or missing bags may result in your child not being able to collect their order.

#### **Option 2:**

- Classroom: Bag orders can be placed in the classroom tuckshop box Wednesday's & Friday's. Please ensure your child's name, class and order is clearly marked on the paper bag.

#### **Option 3:**

- Tuckshop: Orders can be made directly from the tuckshop from 8.30am until 9.00am Wednesday and Friday. No EFTPOS.

### Allergies:

If your child has an allergy please write **"ALLERGY ALERT" & STATE THE TYPE OF ALLERGY** on the bag or if using flexischools please click on Allergy Alert tab and follow prompts.

### Replacement Lunch:

Certain circumstances will require the Tuckshop to organise a replacement lunch for your child. An invoice will be issued for each replacement lunch. Please ensure the invoice is paid within 5 days from date of issue.

If you are having issues placing a Flexischool order on a tuckshop day please contact the Tuckshop direct on 5588 3335.

Please find our current menu on the Highland Reserve and Flexischools website.  
Specials will also appear throughout the year via Flexischools only.

If you are interested in helping out in the tuckshop, please feel free to stop in on days of operation and speak with our Tuckshop Convenor.  
Any help would be much appreciated.



## Birthdays - Food Policy

Schools have an important role in promoting healthy eating. It is important that we model healthy food choices and provide the means to put into practice nutrition messages taught in the classroom. We ask that parents do not send along food items such as cakes as other children can react to different ingredients and often this sort of food may have a negative effect on behaviour and levels of concentration.

If you would like to provide something, we suggest ice blocks. Either water based or Quelch by Berri, as they are 99% fruit juice. This adheres to the *Healthy Food and Drink Supply Strategy for Queensland Schools* that was made mandatory on January 1, 2007. Quelch by Berri ice blocks are available to order through the Tuckshop.

## Mobile Technologies

### Policy Statement

Throughout Education Queensland schools, there are guidelines for the use of mobile phones at school.

At Highland Reserve State School, we have used these guidelines as the basis of our mobile phone policy, and have taken into consideration the age of the children at Primary school.

- Mobile phones are very expensive and highly attractive devices.
- Use of mobile phones by children can be disruptive to teaching, learning and school activities in and out of classrooms.
- We recognise that in certain circumstances, parents may require their children to bring a mobile phone to school for safety or communication purposes.

### Procedures

1. If students at school require mobile phones, or if a student brings a mobile phone (or similar devices) to school, the student is required to take the mobile phone to the school office at the beginning of the school day.
2. Phones will be stored at the office in the Administration Building.
3. Students can collect the phone before they leave school, to return home.
4. In-phone cameras (including smart watches or recording devices) are not to be used anywhere in the school where a normal camera would be considered inappropriate (eg. Toilets, change rooms) and/or where there is no consent from parents, other students and/or staff.
5. Any contact with children by parents or siblings during school activities (including excursions and camps) must be made through the school office or the organiser of the activity.
6. If a smart watch is used for external contact at any time during the school day, it will be required to be handed to the school office as per the mobile phone procedures.

**NO RESPONSIBILITY WILL BE TAKEN BY THE SCHOOL  
SHOULD LOSS OR DAMAGE OF MOBILE PHONES/SMART WATCHES OCCUR.**



## Book Club

Scholastic Book Club is issued to students throughout the year. They are reasonably priced, quality books and aged appropriately. Please be advised that we do not accept cash payments, all orders are online. To order book club logon to [www.scholastic.com.au](http://www.scholastic.com.au) and follow the prompts.

## Visitor / Volunteers Blue Card

Highland Reserve State School is committed to providing a safe and supportive environment for the students at our school.

Applying for a volunteer Blue Card (working with children check) before commencing volunteer work at our school is an essential requirement for non-custodial volunteers e.g. grandparents, aunts and uncles. However, we prefer that all volunteers who visit our school obtain a Blue Card.

If you are considering volunteering at our school and you do not have a valid blue card, please visit [www.my.bluecard.qld.gov.au](http://www.my.bluecard.qld.gov.au) to apply or contact the school office for further information.

**Please note that a non-custodial volunteer cannot commence until they hold a valid blue card.**

***All volunteers are required to present to Administration to complete the annual Volunteer Induction. On each occasion, volunteers must always sign in at Administration prior to volunteering at the school.***

## Parking

**Public Carpark:** Located at the Northern end of the School

**Kiss & Go Parking:** Between the hours of 9am & 2pm **only**

**Boom Gates:** Closed between 7.45am - 3.30pm



## Student Medical Information

**All medical conditions and allergies *must* be made known to the school and updated accordingly.**

### **Routine Medication or Emergency (As-needed) Medication**

If your child has routine medication (i.e. it is administered on a regular or long-term basis e.g. insulin, Ritalin) or Emergency/Non-Emergency (As-needed) medication (e.g. adrenaline auto-injector, asthma reliever, eye drops), it is important to discuss your child's specific needs with their teacher and the principal. School staff involved will discuss how they will plan to support your child's needs, which will depend on their health condition.

### **Administering medication at school**

***If you require staff to administer medication to your child at school, please contact the school office on 5588 3333, in the first instance, to discuss your child's requirements.***

All medications you provide to the school to administer to your child must be prescribed by a qualified health professional who is authorised to prescribe medications under the Health (Drugs and Poisons) Regulation 1996 (Qld) e.g. doctor, dentist, optometrist.

**School staff will not administer medication that you can buy over-the-counter at chemists and supermarkets (e.g. paracetamol, eye drops, cough syrup) unless your child's qualified health practitioner has prescribed it.**

**School staff are bound by these regulations and all parents must acknowledge and cooperate with these rules.**

School staff will provide you with the appropriate medication forms required to accompany your child's prescribed medication.

For further information refer to the Administration of medications in school procedure via the following link

<https://ppr.qed.qld.gov.au/pp/administration-of-medications-in-schools-procedure>

### **Providing medication to the school**

All medication is to be brought to the office by the student's parent or carer. If you cannot provide the medication in person, contact the school to determine the safest approach for the school to receive the medication.

Before you provide the school with your child's medication, check the expiry date to ensure it is in-date and there is enough for the agreed time period. Please take a note of the expiry date so that you can replace the medication before it expires.

Once your child's medication is no longer required to be kept at school, please collect all unused medication.

### **Students with medication at school – End of Year Process**

If your child has ANY medication at school including Asthma puffers, epi pens, medicines or tablets these **MUST** be collected by a parent from the Office on your child's last day of school for the year.

If the parent is unable to collect it themselves, then a letter in writing is to accompany another nominated adult to collect any items stored in the Healthroom.

Students will NOT be allowed to collect medications of any sort.

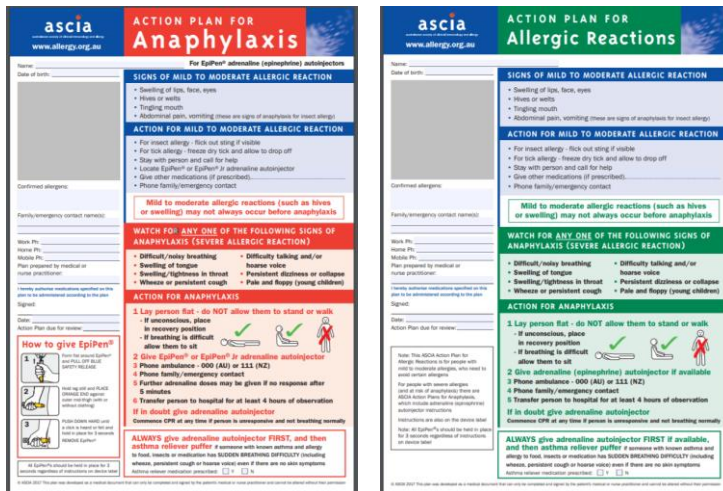
**Any medications still in the Healthroom after the student's last day of the school year, will be disposed of and not held on the premises over the holiday period due to security reasons.**



# Student Medical Information

## Requirements for students at risk of Anaphylaxis

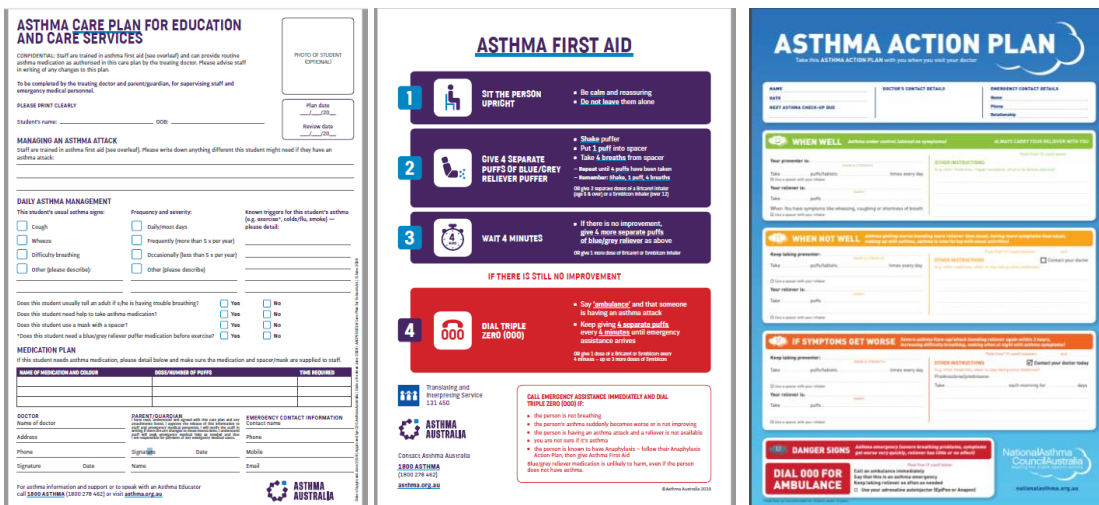
If your child is at risk of anaphylaxis, it is important for you to provide the school with your child's emergency medication and their ASCIA Anaphylaxis Action Plan, completed by your doctor. This Anaphylaxis Action Plan provides the instructions for the school to administer your child's medication in an emergency, which is specific to respond to their health condition.



## Requirements for students at risk of Asthma

If your child has asthma and **requires assistance to administer their medication**, it is important for you to provide the school with your child's emergency medication and their Asthma Action Plan, completed by your doctor. An Asthma Action Plan provides specific instructions for the school to administer your child's medication.

If you feel that your child can recognise their signs and symptoms of Asthma, and are confident to be able to **self-administer their own medication independently** as required, you will need the approval of the principal.



For either of the above process please see Administration to complete the appropriate paperwork required.

If you have any concerns about your child's health condition / medication, please contact the school Office on 5588 3333 or via email [office@highlandreservess.eq.edu](mailto:office@highlandreservess.eq.edu)

## Medic Alert Bands



Amongst over 900 students at HRSS there are students who have medical conditions such as:

Anaphylaxis

Allergies

Asthma

Epilepsy

**Medic Alert Bands are an immediate visual awareness of a child's medical condition.**

The bands are designed to help staff and relief staff at the school to identify the medical condition and promptly assist your child in an emergency.

HRSS would like to encourage parents to provide their child with a medic alert band if their medical condition would require emergency assistance.

The HRSS Student Dress Code permits 'items required for identification of medical conditions' to be worn by students.

**Thank you for assisting the school in supporting your child's health needs.**



# Attendance Matters

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

When your child is missing ....	That equals....	Which is.....	and over 13 years of schooling that's...
10 minutes per day	50 minutes per week	Nearly 1.5 weeks per year	Nearly <u>half a year</u>
20 minutes per day	1 hour 40 mins per week	Over 2.5 weeks per year	Nearly <u>1 year</u>
Half an hour per day	Half a day per week	4 weeks per year	Nearly <u>1 ½ years</u>
1 hour per day	1 day per week	8 weeks per year	Over <u>2 ½ years</u>

**1 or 2 days a week may not seem much however.....**

If your child misses....	That equals....	Which is....	and over 13 years of schooling that's...	Which means the best your child might perform is ...
<b>1 day per fortnight</b>	20 days per year	4 weeks per year	Nearly <u>1.5 years</u>	Equal to finishing in grade 11
<b>1 day per week</b>	40 days per year	8 weeks per year	Over <u>2.5 years</u>	Equal to finishing in grade 10
<b>2 days per week</b>	80 days per year	16 weeks per year	Over <u>5 years</u>	Equal to finishing in grade 7
<b>3 days per week</b>	120 days per year	24 weeks per year	Nearly <u>8 years</u>	Equal to finishing in grade 4

***'Every Day Counts'***

***at***

***Highland Reserve State School***

# Notes