



ROCHEDALE STATE SCHOOL

Prospectus



24



Principal's Welcome

On behalf of the staff, students and parents of Rochedale State School, I would like to welcome your family to our school. The staff of Rochedale State School are committed to providing a quality education for our students and are proud to be part of a strong public education system.

Rochedale was officially opened in 1931 to serve the southern edge of Brisbane City and today our current enrolment exceeds 1010 students from Prep to Year 6. Rochedale continues to explore innovations in learning to ensure the best outcomes for all students.

We are proud to be the first primary state school in Queensland to implement the International Baccalaureate (PYP) framework as the means for delivering the Australian Curriculum. By using this international accredited, pedagogical framework we offer our students a global perspective on learning which we believe connects our students to the real world and helps produce outstanding citizens for the future.

At Rochedale State School we believe that the best education occurs when there is a good working partnership between parent, teacher and child. If all three have common goals and aspirations then the child is most likely to be both happy and successful in their school life.



Melissa Boyle
Principal
Rochedale SS

2023 School Term Dates

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

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School Contact Details

ADDRESS

694 Rochedale Road

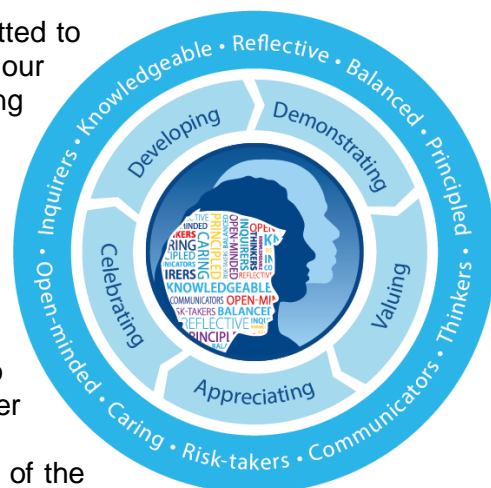
	ROCHEDALE QLD 4123
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ABSENCE LINE	(07) 3340 8388
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EMAIL	admin@rochedalss.eq.edu
URL	http://www.rochedalss.eq.edu.au
PRINCIPAL	Mrs Melissa Boyle
DEPUTY PRINCIPALS	Ms Kellie Maxton Mrs Jessica Rigby Mr Thomas Grimson
HEAD OF INCLUSION	Mrs Monique Miers
HEAD OF DEPARTMENT - CURRICULUM	Mrs Natasha Floyd
HEAD OF DEPARTMENT - CURRICULUM - PYP	Mrs Natasha Ritchie
BUSINESS MANAGER	Ms Maleena Lange
CHAPLAIN	Mr Isaiah Shepherd
GUIDANCE OFFICER	Mrs Mary Goulter
SPEECH LANGUAGE PATHOLOGIST	Mrs Jane Kennedy
ROSHCA (Outside School Hours Care)	Phone: 3841 1943 Email: roshca@rochedalsspandc.com.au
TUCKSHOP	Convened by P&C 3340 8313
UNIFORM SHOP	Convened by P&C 3340 8365
SCHOOL HOURS	8.50am to 2.50pm Classroom doors open at 8:40am
BELL TIMES	Morning session 8.50am to 10.50am Middle session 11.20am to 1.00pm Afternoon session 1.45pm to 2.50pm
MORNING TEA	10.50am - 11.20am
LUNCH	1.00pm - 1.45pm

OUR MISSION STATEMENT

Rochedale State School, as part of the global community, is committed to developing active, compassionate and lifelong learners. Integral to our philosophy is the development of inquiring, knowledgeable and caring young citizens who respect their own and other cultures.

During 2010, Rochedale State School became an Authorised School for the Primary Years Program (PYP) of the International Baccalaureate Organisation (IBO). Through the PYP our school can further its commitment of offering a curriculum embedded with values and international education. By joining this program, we became a member of a collaborative international community that aims to develop internationally minded people through a value-based learner profile.

We have founded our Student Code of Conduct upon the Attributes of the Learner Profile and our Three Golden Rules:



- Show respect for yourself, others and the environment
- Make responsible choices for learning and behaviour
- Show consideration and be co-operative

The Learner Profile

Inquirers They develop their natural curiosity. They acquire the skills necessary to conduct inquiry and research and show independence in learning. They actively enjoy learning and this love of learning will be sustained throughout their lives.

Knowledgeable They explore concepts, ideas and issues that have local and global significance. In so doing, they acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.

Thinkers They exercise initiative in applying thinking skills critically and creatively to recognise and approach complex problems, and make reasoned, ethical decisions.

Communicators They understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. They work effectively and willingly in collaboration with others.

Principled They act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and the consequences that accompany them.

Open-minded They understand and appreciate their own cultures and personal histories, and are open to the perspectives, values and traditions of other individuals and communities. They are accustomed to seeking and evaluating a range of points of view, and are willing to grow from the experience.

Caring They show empathy, compassion and respect towards the needs and feelings of others. They have a personal commitment to service, and act to make a positive difference to the lives of others and to the environment.

Risk-takers They approach unfamiliar situations and uncertainty with courage and forethought, and have the independence of spirit to explore new roles, ideas and strategies. They are brave and articulate in defending their beliefs.

Balanced They understand the importance of intellectual, physical and emotional balance to achieve personal well-being for themselves and others.

Reflective They give thoughtful consideration to their own learning and experience. They are able to assess and understand their strengths and limitations in order to support their learning and personal development.

CURRICULUM

Rochedale State School delivers quality teaching and learning to ensure our students become successful learners, confident and creative individuals, and active and informed citizens. To achieve this, our students develop the following skills:

- Literacy
- Numeracy
- Information and communication technology (ICT) capability
- Critical and creative thinking
- Personal and social capability
- Ethical understanding
- Intercultural Understanding

Our curriculum documents are based on the Australian Curriculum. We also use the Department of Education's P-12 Curriculum, Assessment and Reporting Framework to inform our practice and decision making.

The eight subjects taught and assessed at Rochedale State School are:

- English
- Mathematics
- Science
- Humanities and Social Sciences (HASS)
- The Arts
- Technologies
- Health and Physical Education (HPE)
- Languages (Chinese and French)

In each of the eight learning areas of the Australian Curriculum, there are three cross-curriculum priorities embedded. These are:

- Aboriginal and Torres Strait Islander Histories and Cultures
- Asia and Australia's Engagement with Asia
- Sustainability

The educational program at Rochedale State School is designed within a curriculum framework which has five essential elements at its core:

Knowledge – What do we want students to know about?

Concepts – What do we want students to understand?

Skills – What do we want students to be able to do?

Attitudes – What do we want students to feel, value and demonstrate?

Action – How do we want students to act?

A set of **attitudes** including independence, enthusiasm, curiosity, creativity, confidence, commitment and appreciation are promoted and fostered.

The ability to **reflect** about their learning and to take **action** is encouraged.

The Transdisciplinary Units are organised around six Themes.

Who We Are – An inquiry into the nature of self; beliefs and values; personal, physical, mental, social and spiritual health; human relationships including families, friends, communities, and cultures; rights and responsibilities; what it means to be human.

Where We Are in Place and Time – An inquiry into orientation in place and time; personal histories; homes and journeys; the discoveries, explorations and migrations of humankind; the relationships between and the interconnectedness of individuals and civilizations, from local and global perspectives.

How We Express Ourselves – An inquiry into the ways in which we discover and express ideas, feelings, nature, culture, beliefs and values; the ways in which we reflect on, extend and enjoy creativity; our appreciation of the aesthetic.

How the World Works - An inquiry into the natural world and its laws; the interaction between the natural world (physical and biological) and human societies; how humans use their understanding of scientific principals; the impact of scientific and technological advances on society and on the environment.

How We Organize Ourselves – An inquiry into the interconnectedness of human-made systems and communities; the structure and function of organisations; societal decision making; economic activities and their impact on humankind and the environment.

Sharing the Planet – An inquiry into the rights and responsibilities in the struggle to share the finite resources with other people and with other living things; communities and the relationships within and between them; access to equal opportunities; peace and conflict resolution.

An inquiry into some aspects of each of the six Transdisciplinary Themes is conducted by the students every year.

INCLUSION

Inclusion is allowing access and full participation for every student to participate and engage in learning. This happens alongside their similar-aged peers through reasonable adjustments, tailored supports and teaching strategies tailored to individual needs to allow each child to reach their full potential. We believe that all students can learn effectively, within the regular classroom environment, given the appropriate level of support and scaffolding through quality differentiation. Inclusion is embedded in all aspects of school life and is supported by culture and every day practices.

We value student diversity and respect individual learning differences. A whole-school (team) approach is adopted to provide quality differentiated teaching practice that is responsive to the needs of all students to ensure the best holistic growth. We use collaborative models of instruction (within year level cohorts) to improve student achievement and outcomes for all students.

For students with disability or diverse learning needs, reasonable adjustments are made to ensure that these students are able to participate in education on the same basis as students without disability or diverse learning needs (DET Disability Policy).

Inclusion teachers are assigned as an additional member to the year level teaching team; working collaboratively with classroom teachers to ensure that all students with diverse learning needs are supported in their regular classroom setting.

THE ARTS

The Arts Curriculum consists of 5 strands: Music, Dance, Drama, Media and Visual Arts.

Music, Dance and Drama stands will be taught through specialist lessons and have a valuable role in our students' learning. Students from P-6 have weekly lessons with Specialist Teachers, who provides them with opportunities to demonstrate core-learning skills and understandings from The Arts Curriculum. The Arts program is based on hands on learning and provides many opportunities to experience The Arts and develop their skills.

Students also have access to the following music opportunities:

Instrumental Music -Woodwind, Brass, Percussion (years 4-6)

Strings Program- Violin, Cello (years 3-6)

Junior and Senior Choir (years 2-6)

All music groups have the opportunity to perform at various venues throughout the year including school functions and competitions.

HEALTH AND PHYSICAL EDUCATION (HPE)

There are 2 components to the Australian Curriculum HPE program: (1) Personal, Social and Community Health and (2) Movement and Physical Activity. All students are expected to participate in learning through the HPE program. These lessons are delivered by our HPE Specialist Teachers.

During the year, each year level will spend one term participating in PE lessons in our swimming pool. Wearing of a swimming cap is a compulsory requirement. Children must wear a sun safety shirt over the costume for females and tucked in for boys. Sun safety shirts need to be tight fitting, as loose clothing could constitute a danger to children when swimming. The final say as to the suitability of the sun safety shirt will be in the hands of the HPE teacher or the school Principal. Parents are invited to send sunscreen with their children.

SPORT

This school encourages all children in Years 5 and 6 to participate in school sport. The school has a record of high achievement in individual and team sports. Friday afternoon sport, both, interschool and intraschool, is part of school life. All children **must** wear a hat at all times. Sunscreen and water are also strongly advised. This school competes against other schools in the District, in team sports such as netball, touch football, soccer, basketball and others depending upon the availability of teachers to coach these teams. Other sports which students are involved in are athletics, cross-country, and swimming. Team representatives must wear school uniform or dress as directed by the coach. Courtesy and good sporting attitudes are essential. Any failure in either of the above areas will result in the child in question being banned from representing the school.

LANGUAGES

Rochedale State School offers two languages, French and Chinese, for students in Years 1-6, depending on the year of entry.

The Language program aims to teach a variety of skills including:

- communication in the various languages
- linguistic awareness
- socio-cultural awareness
- general knowledge and
- learning-how-to-learn skills

INFORMATION COMMUNICATION TECHNOLOGIES (ICT)

The school has more than 250 computers/laptops and over 150 iPads for the use of students and staff. The computers are IBM compatible PC's. Each classroom is fully cabled with at least six networked computers or laptops and all classes have internet and email access. Parents from Prep to Year 2 and students from Year 3 to Year 6 are required to sign the ICT Policy and Consent. All classrooms have an interactive whiteboard and projector which the teachers use to integrate ICT into all subject areas.

RESOURCE CENTRE

The library is the main resource centre of the school and is fully automated with all loans and enquiries regarding resource materials stored on computer. The library also contains two computer labs each with 28 IBM compatible computers all networked and with internet and email access. These computers are

used in conjunction with library lessons for research and are available for teachers to use with a whole class or in groups.

The library is open for individual use by children from 1.15pm to 1.45pm.

A borrowing time is allocated to each class. From Prep to Year 4 children are permitted to borrow for a one-week period. Prep and Year 1 students may borrow one resource at a time. Year 2 to Year 4 students may borrow two resources at any one time. Year 5 and 6 students may borrow three resources at any one time for a period of two weeks. Library materials are to be returned to the loans desk or extended within the borrowing period. Parents are asked to replace lost materials after every effort has been made to locate them.

CAMPS

During the year, students in Years 4 to 6 have the opportunity to attend a camp. These camps are designed to:

- enhance classroom programs
- develop independence, initiative and group skills such as cooperation, courtesy and respect
- develop camping and outdoor skills.

Student participation is strongly encouraged.

COOPERATIVE CHRISTIAN RELIGIOUS INSTRUCTION PROGRAM (CRI)

Religious instruction classes are available at Rochedale State School. Currently, the only program on offer is a Cooperative Christian Religious Instruction Program (CRI) which has been operational for many years.

Local church communities (listed below) have decided to work together to present a weekly non-denominational 30-minute CRI program in each Year 1 – 6 class. There is a flexible timetabling arrangement to enable volunteer CRI teachers and class teachers to establish mutually suitable times. The local CRI cooperative churches have agreed to endorse the same non-denominational curriculum, 'Religion in Life'. Teaching materials may be viewed on request. Low cost, colour student workbooks, providing each semester's lesson activities, are listed on every year level's booklist and are available through the booklist supplier. (Year 1 students receive activity sheets as needed and don't require a workbook).

Participating Churches in Rochedale State School's Co-operative CRI Program

Rochedale Baptist	St Philips Anglican Parish	St Peters Catholic Parish
Our Saviour Lutheran Church	Logan Uniting Church	Springwood Churches of Christ
Gateway Baptist Church	St Johns Lutheran Church	St Marks Anglican Parish
Impact Christian Church (Assembly of God)	St Edwards Catholic Parish	Slacks Creek Salvation Army Church
Christian Discipleship Ministries	Christian Community Care Network Inc	

CRI Student Participation

Students who participate in the Cooperative Christian Religious Instruction Program (CRI) must provide parent/caregiver consent to take part.

Non-participatory students will be given other work or activities to complete in another area of the classroom to enable the class teacher to provide adequate supervision of the non-participatory child(ren) and the class as a whole during the CRI lesson. If your child will not be participating in CRI lessons, please be sure to cross the CRI student workbook off your child's booklist order each year.

STUDENT COUNCIL

A student council is formed at the beginning of every school year. The school leaders are joined by an elected class member from each Year 4, 5 and 6 class to form the student council. The student council meets with staff members for weekly meetings to support the school in many ways. The council run various activities throughout the year to raise awareness or money, which is then spent on resources like playtime sporting equipment. The student council also supports a World Vision student, a Smith Family student and other worthwhile charities.

SCHOOL LEADERSHIP PROGRAM

Rochedale State School has a proud tradition of valuing student voice and highly effective school leaders. Whilst there are a number of programs and opportunities for all student to build their leadership skills, a process to select the formal positions of School Captain and Vice together with Sports and Music is held every year.

2 x School Captains
2 x Vice Captains
2 x Waratah Captains
2 x Banksia Captains
2 x Jacaranda Captains
2 x Music Captains

The students from years 4 and 5, together with staff and the school's leadership team will select these captains from eligible year 5 students. The elected students can be either gender and the Principal will have the final say in the selection/appointment of students. There are roles and responsibilities for each position. Formal presentation of badges and blazers will take place at the beginning of the school year.

ASSESSMENT

Assessment is the ongoing process of gathering, analysing and reflecting on evidence to make informed judgments about the achievement or capabilities of individuals and cohorts. It plays an integral role in improving student learning and informing teaching.

Assessment is an essential component of systematic curriculum delivery. Teachers plan, design and implement assessment to monitor and gather evidence of student learning and achievement against the relevant achievement standards. They use assessment and reporting data to provide the curriculum in a way that supports continuous improvement in student learning and achievement. In alignment with the IB – PYP, Rochedale State School believes that assessment is vital to learning and teaching

NATIONAL ASSESSMENT PROGRAM (NAPLAN) Online – YEARS 3 and 5

2023 – Term 1 – Testing Window - Wednesday 15 March to Monday 27 March

The Year 3 and Year 5 NAPLAN tests provide information about student performance in aspects of literacy and numeracy through externally designed and marked tests that are consistent across the nation.

NAPLAN ONLINE:

- Year 3 students will undertake online assessments for numeracy, reading and language conventions (spelling, grammar and punctuation) but will do a paper-based NAPLAN writing test.
- Year 5 students will undertake all NAPLAN content areas (including writing) online.

These tests have been introduced to:

- provide independent information to supplement other assessment information and to support teacher judgement about students' learning outcomes;
- assist teachers to provide additional information to parents/caregivers about students' achievements and areas identified in the test for further development;
- provide school and system level information to guide decisions about learning and teaching and resource management;

The following information will be provided:

- Parents/caregivers will be provided with a written report about their child's performance on the test. These reports will be forwarded to them by the school.
- Class teachers will be provided with reports about the performance of their students, individually, against every item on the test as well as information about the class performance as a whole.

REPORTING TO PARENTS

Parent/Teacher interviews are offered at the end of Terms 1 and 3. Term 3 is a student led conference where students begin the process, and parents and teachers conclude the interview. Written reports are emailed home at the end of each semester.

PARENT INFORMATION SESSIONS

Each class teacher likes to meet formally and informally with parents. In the first month of school, parent information sessions are held in classrooms to discuss teacher and parent expectations for the year. These are very important meetings and it is hoped that all parents are able to attend.

STUDENT CODE OF CONDUCT

At Rochedale State School we address the behaviour support needs of all students within a whole school context. A whole school approach means everyone is committed to the provision of a safe and supportive learning environment.

Our whole school approach provides a supportive learning environment through:

- Open communication with the school community concerning the Code of School Behaviour and the school's Responsible Behaviour Plan for Students.
- Shared school values and a positive inclusive culture.
- Establishment of agreed programs and procedures that address child protection issues concerning harassment, bullying and violence.
- Management of incidents through clear and well-defined processes.
- Supporting students and building strong community relationships.
- Cyber bullying, bullying and other day to day behaviours which may impact negatively on students, but not necessarily fall into the bullying category.

All students are taught to 'Do the High Five', 'Bystander 5' to develop strategies to support situations that happen within the classroom and the playground.

Click here to view [STUDENT CODE OF CONDUCT](#) or visit our school website for more information.



Use the **High 5** to solve problems.



PARENTS & CITIZENS INVOLVEMENT

MEETINGS

The school [Parents' & Citizens' Association \(P&C\)](#) is open to all parents and citizens interested in the welfare of Rochedale State School. Meetings are held on the fourth Tuesday of the month unless holidays demand a change. These meetings are held in the school's staffroom starting at 6.00pm. Please come along. We would love to see you there and would welcome your contribution on matters and issues relevant to our school and your children's education. Please feel free to email the P&C on pandc@rochedalss.eq.edu.au or office@rochedalesspandc.com.au

TUCKSHOP (ROCHEDALE SNACK SHACK)

The Rochedale Snack Shack is open 5 days a week from 8.30am to 1.40pm. QKR online ordering is available until 8.45am each day. Before school children may purchase milk, assorted dairy products, frozen yoghurts, poppers (100% fruit juice) bottled water, fruit sticks and fresh fruit.

Smart Choices Healthy Foods Guidelines are in place at the Snack Shack which encourages children to make healthy choices. Some of the foods sold at the Snack Shack are plain and toasted sandwiches, salad rolls, salad boxes, wraps, fruit cups, fresh fruit, yoghurts, dairy products and more. A menu is available on the school website. For further information about the Snack Shack please email the P&C office@rochedalesspandc.com.au or phone 3340 8313.

ROCHEDALE OUTSIDE SCHOOL HOURS CARE ASSOCIATION (ROSHCA)

[ROSHCA](#) is a before and after school care and vacation care service available to students of Rochedale State School. This service is operated by the P&C, not the school and as such requires a separate enrolment application which can be found on the school website under the facilities tab.

Before School Care: 6.00am - 8:30am

- includes breakfast, games and organised activities

After School Care: 2.50pm - 6.00pm

- includes afternoon tea, craft, games and organised activities

Vacation Care: 6.00am – 6.00pm

- includes breakfast (before 8:30am) morning and afternoon tea

For more information and current fees please call on 3841 1943 after 2.00pm.

Please note:

- Fees are subject to change.
- Childcare benefits are available to those families who are eligible.

STUDENT DRESS CODE POLICY

Rochedale State School and its community have agreed upon a student dress code policy. These are aligned with the values, principles and expected standards outlined in the Responsible Behaviour Plan and all students are encourage to support this policy by wearing the school uniform.

The school has adopted the student dress code as it believes the code:

- Promotes an effective teaching and learning environment by eliminating the distraction of competition in dress and fashion at school
- Fosters mutual respect among individuals at the school by minimizing visible evidence of economic, class or social differences
- Promotes a supportive environment at the school by fostering a sense of belonging
- Promotes a safe environment for learning by enabling ready identification of students and non-students of the school
- Creates a good image of the school within the community and encourages students to uphold and enhance that image

Click here to read/ view [FULL DRESS CODE POLICY](#) or visit our school website for more information.

METHOD OF ORDERING



Visit the uniform shop, just behind the tuckshop or use the Qkr! App.

Click to download Qkr! By Mastercard for [Apple](#) or [Android](#).

Uniform shop opening hours are Mondays & Wednesdays 8:15 – 9:15am and 2:15 – 3:15pm.

Please note these times are subject to change, we recommend you visit the RSS website to check changes to Uniform Shop hours.

SCHOOL PROCEDURES

ABSENCES

All absences must be reported to the office. The **QParents App** is the preferred method to report absences. An answering machine is also available 24 hours a day for messages advising of student absences on **absence line 3340 8388** or **text line 0427 890 693**.

SMS Same Day Student Absence Notification:

The safety of each and every student every day is paramount so if a student is absent the school needs to be sure that they are safe. Parents/Carers will receive an SMS advice when their child is absent without explanation or without signing in (see Late Arrivals/Early Departures section), as soon as practicable on that day, allowing time for parents/carers to respond before the end of the school day. Parents are able to reply very simply via the SMS sent advising the school of the reason for the absence. Once the school has received the reply SMS advising why the student is absent, the student attendance record will be updated.

In the case where no explanation is received concerning a student's absence from school, the official school roll will show an unexplained absence. This will be recorded on their written semester reports in June and December. Parents/Carers will be contacted officially if a pattern of unexplained absences or truancy is detected.

School Exemption:

For planned absences longer than 10 consecutive school days it is a requirement that a parent/caregiver complete an application for exemption. This form can be collected from the school office.

Late Arrivals / Early Departures:

The school operates an electronic roll marking system where the Administration Officer will override the absent entry and give the student a 'Late Slip'. Students then proceed to their classroom and report to the class teacher with their slip.

If you need to collect your child early, please arrive at the Administration Office and our staff will assist you with collecting your child. If they are returning to school, you will need to sign them back into the office each time.

When picking up a sick child, or a child who has to leave the school, the person picking up the child **must** report to the office and sign the child out. If a student is late to school, a parent/caregiver must sign the student in at the office and receive a slip to take to the classroom teacher.

ACCESS TO STUDENTS

Should you require access to your child/children during school hours, all enquiries must be made through the Administration Office. This procedure is necessary to ensure the safety of all students.

ACCIDENTS

Minor accidents (cuts/scratches) are treated by teachers on duty or the first aid officer on duty. Our school has members of the staff who are fully trained in first aid. The First Aid Officer is located at the Administration Building during class breaks.

The First Aid Room is located inside the Administration Office. If a staff member assesses an illness or injury, where necessary they will send the student to the First Aid Room. Following recovery /treatment time, where possible students may return to their classroom. If illness / injury persists, an Administration Officer will contact the parents/carers to arrange collection of the student. The student needs to be signed out of the office. In more serious situations, the accident procedure below will be followed.

In case of an accident, we will follow the procedure below:

- The seriousness of the accident will be assessed and normal first aid procedures will be followed. The student's safety and well-being are our first concern. Parents/Carers will be notified accordingly.
- If the accident is serious an ambulance will be called and a parent/carer or an emergency contact person will be telephoned.

Ambulance cover is free in Queensland which allows the child to be transported to the hospital at no cost, should the need arise.

ACCIDENT INSURANCE FOR STUDENTS

Some school activities and physical education, particularly contact sports, carry inherent risks of injury. We have been asked to advise parents/carers that the Department of Education and Training does not have Student Accident Insurance cover for students. If a child is injured at school as a result of an accident or incident, all costs associated with the injury, including medical costs is the responsibility of the child, parent or carer. Medicare may cover some incidental medical costs. If parents/carers have private health insurance, some costs may also be covered through the private health insurer. Any other costs would be borne by the parents/carers.

Student Accident Insurance is an insurance policy that pays certain benefits in certain circumstances should your child have an accident. It is a personal decision for parents/carers as to the types and levels of private insurance they arrange to cover their child for any accidental injury that may occur. Parents/carers should contact their insurer or an approved Australian insurance broker for more information about student personal accident insurance cover for their child.

ADMINISTRATION OF MEDICATION

If administration of medication to students is to occur during school hours then parents/carers will need to draw their attention to the following Departmental of Education (DoE) Guidelines:

- DoE recognises that all medications, including over-the-counter (OTC) medications, e.g. paracetamol or alternative medicines, may be drugs or poisons and may cause side effects. As such, schools are required to receive medical authorisation from a prescribing health practitioner (e.g. doctor, dentist, optometrist, but not a pharmacist) to administer any medication to students, including those bought over-the-counter.
- Medication will need to be provided to the school in the original container with a pharmacy label detailing instructions about dosage requirements at the medical practitioner's direction.
- The pharmacy label needs to include the prescribing health practitioner's name. If the label does not have the prescribing health practitioners name on it, then an accompanying letter from the prescribing health practitioner will be required. Please note, a letter from the parent/caregiver to administer medication will not suffice if medical authorisation cannot be confirmed.
- If medical authorisation is not confirmed, the parent/caregiver will be advised that until medical authorisation can be confirmed, and they wish their child to receive medication during school hours, they will have to attend the school to take responsibility for its administration.
- Before any medication can be administered to a child at school, parents/carers will need to complete a consent to administrator medication form and the appropriate record sheet provided by the school:
 - for each routine/short term medication complete Section 1 of Administration of Medication Record Sheet (Routine/Short-term)
 - for each emergency medication complete Section 1 of Administration of Medication Record Sheet (Emergency Medication).
- At no time will any medication provided for one student be administered to another student, including siblings.

At Rochedale State School, staff authorised by the Principal to administer medication are office staff, First Aid Certification holders and school administration staff. At all times, medication will be stored securely in the school office. Special circumstances may result in exceptions, e.g. inhaler therapy for asthma self-administration, EpiPen ® for Anaphylaxis or other specialised health requirements - see corresponding sections below for more details.

After the appropriate administration of medication forms have been completed and signed, it is then the responsibility of parents/caregivers to notify the school in writing:

- when medication is no longer required to be administered at school
- if changes occur in the dosage requirements for students' routine medication (where an adjustment to the authorisation form would be required, along with an accompanying letter from the medical practitioner)
- when emergency medication changes occur (and provide an accompanying letter/action plan from the prescribing health practitioner)
- in advance if medication is being transported with the student for purposes other than administration at school (respite, shared parental arrangements, before and after school care).

For all transportation of medication, parents/caregivers (or an adult authorised by the parent/caregiver) are strongly encouraged to provide and collect student's medication in person. If there are circumstances where you are unavailable to drop off or transport your child's current or unused medication, then you will need to contact the school and pre-arrange an agreed upon safe method of transportation. At the end of the school year, (or if medication requirements cease, at the notification of parent) parents/caregivers are required to come to the school to collect all unused medication. The unused medication will be returned to the parent/caregiver of the student in its original container. If medication is not collected it will be disposed of in accordance with department guidelines.

ADMISSION TO SCHOOL

If your child is entering Prep they must be turning five years of age before 30 June of their Prep year. Proof of a child's date of birth is required. As an enrolment managed school, Rochedale State School only guarantees enrolment to students who reside in our catchment area. Further information about our enrolment management plan is available on the [school website](#).

BIRTHDAYS

Children enjoy celebrating birthdays with their classmates and are invited to bring along small cupcakes or other small treats to share. Please make sure that if your child has an allergy that teachers are aware, so there are no reactions from cakes brought from home. If your child does suffer from allergies, you are welcome to send in treats that can be given instead of a cake; these can be stored in the freezer if need be.

BOOK CLUB

Scholastic Australia Book Club is organised regularly through the P&C. The Book Club is run voluntarily as a service to the school and is not a form of fund raising. The school does benefit by a points system, which can be exchanged for books for the use of teachers and children in our school.

BOOK / STATIONERY LISTS

Requirement lists (year level book lists) are issued during fourth term for the following year. Current booklists are available from Administration and the school's website.

BUSES

Please check with Translink for current information about available bus services in your area. It would be appreciated if parents frequently remind their children of appropriate behavior and safety of accessing the bus or whilst waiting at the bus stop.

CHAPLAINCY SERVICE

The Chaplaincy Service exists to support the school community, particularly the students, in addition to that already provided by classroom teachers and other support staff. The Chaplain is available for pastoral care, mentoring, student development and assists in times of crisis.

Participation in activities offered by the Chaplaincy Service is voluntary and, in most cases, requires parental permission. The Chaplaincy Service is respectful of all religions and beliefs. However, it operates under Christian principles and values, and as such, the Chaplain is also able to offer spiritual support when requested and with parental permission attained.

COMMUNICATION

If you have a concern or query, please consult your child's teacher in the first instance. If you require clarification or need further assistance, please contact the school office and make an appointment with one of our administration team. Please note that our school operates on a 48-hour response time to parent contacts.

Parents are requested not to approach any student directly. All concerns and issues must be reported to school staff, and will be managed following school processes.

It is important that the school has up-to-date contact details for parents / guardians, and for alternative emergency contacts in case you are unavailable. If any of your details or circumstances change, please contact the school.

We also offer communication through:

- Rochedale State School Prospectus
- School website
- School emails
- Qparents
- Unit of Inquiry (UOI) Parent Overviews
- Parent-Teacher Interviews (Term 1 and 3)
- Report Cards (Terms 2 and 4)

COMPLAINT MANAGEMENT

From time to time parents/carers may have concerns about school matters or their child's progress. Minor concerns may become bigger issues if you do not talk to the school staff about them promptly. We have found that most issues can be resolved through prompt and courteous communication.

Rochedale State School is committed to ensuring all parents have their concerns dealt with in a fair and equitable manner. We have a complaints management procedure that will allow parents/carers and school staff to work through issues towards a satisfactory outcome. A summary of the procedure is:

1. In the first instance, parents/carers will contact the classroom teacher to discuss their concerns.
2. If concerns continue, parents/carers can then speak with the sector Deputy Principal or Principal via email or contact Administration to make an appointment.
3. Following negotiations with Rochedale State School personnel, if you still feel that a resolution has not been reached you may wish to contact District Office on 07 3028 8052.
4. If you have not been able to resolve your complaint through these formal processes, you can lodge your complaint with the Queensland Ombudsman.

Complaints about services that are run or managed by the P&C, for example outside school hours care or the tuckshop, should be directed to the P&C in the first instance. The P&C President can be contacted via emailing pandc@rochedalss.eq.edu.au

Further information on complaint management procedures can be found on the school website, by contacting Administration or by referring to the Department of Education website.

CUSTODY OF CHILDREN

We ask you to keep the school fully informed if this refers to your present situation. If a Court Order is in force the school must see the original Order and have a photocopy of it for our records. It is the parents/carers responsibility to know who can or cannot pick up your child/ren from school.

EMERGENCY CONTACTS

Whether we like it or not, accidents and emergencies do occur. In the case of minor accidents, we contact the parent/caregiver and await further instructions. If the accident is serious, an ambulance is called immediately and parents/caregivers are advised accordingly. In either case, it is imperative that we have an up to date record of telephone numbers of people to contact in an emergency. If you change your address or your place of employment, please notify the office.

FIRE AND LOCK DOWN PROCEDURES

Fire and/or lock down drills are held each term. Evacuation procedure is taught to the children during these drills and at other times. Our major concern is always the safe evacuation of the children.

GREEN ZONE

Students arriving at school before 8.40am are required to remain in the 'Green Zone' until the bell rings, signaling the time to move to classrooms. Learning begins promptly at 8.50am.

Parent must wait in the 'Green Zone' if arriving before 2.50pm to collect your child. Once the bell has rung, you may move to the classrooms to collect your child/ren.

HEAD LICE

Parents/caregivers are requested to check their children's hair for head lice regularly. If head lice are detected, parents of the relevant class will be advised. Children who have head lice are expected to be treated by parents/caregivers.

HOSTING OVERSEAS STUDENTS

At various times, Rochedale State School hosts a number of visiting students from various parts of the world, especially Asia. These visits provide our students with the opportunity to become more caring, inquiring and knowledgeable young people as they gain greater intercultural understanding and respect for others through interacting with our visiting students. This is a very important feature of our International Baccalaureate Program and something that we value highly. As a result, we would like to create a register of possible homestay families for Rochedale State School.

Homestay is for visiting students who want to experience the real-life Australian lifestyle by living with a host family during their stay. A homestay gives visiting students the best opportunity to practice their English conversation skills in real life whilst also providing them with safe accommodation and a caring home environment. Typically, the homestay is for about 7 to 10 days and homestay families are paid a daily allowance for hosting the children. Visiting students often develop lasting friendships with their Australian host families. It is also a wonderful opportunity for our children to help create a better and more peaceful world

by learning about and appreciating other cultures whilst developing new friendships. If you are interested in putting your name down as a possible homestay family in the future please contact the school office.

INFECTIOUS MEDICAL CONDITIONS

Infectious medical conditions may require a time of absence by the child until the infectious stage has passed. If you are unsure, please see the 'Time Out Poster' from Queensland Health or contact the school for more information.

Click here to view the [Time Out Poster](#)



LOST PROPERTY

Please ensure all personal items are clearly named. This enables school staff to reunite lost items with their owners. During the term, lost property is placed under C Block. At the end of each term lost property is displayed in the green zone outside RPAC for collection by students or parents/caregivers. The date for collection is advertised in the newsletter. Lost property which is not collected by the end of each term is disposed of.

MONEY COLLECTION - INVOICES AND PAYMENTS

Additional fees are incurred for excursions, camps, sports and optional non-compulsory extra-curricular school activities.

Below are some examples of these events along with the guidelines around participation.

- Year level camps, performances, incidental activities, incursions and excursions
- Sports events and interschool sport

Before a student is invited to participate in extra-curricular and optional school activities, a parent is expected to:

- fully pay the Student Resource Scheme participation fee; or
- make regular on-going payments towards the Student Resource Scheme annual participation fee, as previously arranged.

Extra-curricular school activities have a strict no pay/permission slip, no go policy. Payments and permission slips need to be received by the cut-off day. We are more than happy to organise a payment plan as long as communication is made prior to the event's cut-off date.

Refund Policy

No refunds will be given on activities not attended.

Frequently asked questions:

1. When will I receive an invoice?

Invoices are emailed for camps, excursions, instrumental programs, interschool sport and various school fees or levies at least two weeks prior to the date.

2. How will I receive the invoice?

Invoices are only issued via email. If you have not already done so, please provide your email address to the school office. Please check junk folder if you have not received a copy.

Information regarding the activity (dates, permission slip etc) will be sent home with your child via the classroom teacher. Permission slips must be returned to the classroom teacher.

3. How do I pay the invoice?

The preferred method of payment is BPOINT online. BPOINT information is printed on each invoice, simply click on the link at the bottom of your invoice and follow the prompts.

Phone payment using credit/debit card via BPOINT 1300 631 073. Please quote CRN and invoice number from the BPOINT box on the left.

Pay Online via QParents (<https://qparents.qld.edu.au>)

We do not have EFTPOS facilities.

Payment plans can be negotiated with the Business Manager, if required.

Cash will not be accepted.

PARADE

Parade is held every Friday morning at 9.00am in our gymnasium. Parents are more than welcome to attend. Parents of 'Student of the Month' award recipients will be contacted to attend.

Included in the parade:

The Verse of Loyalty

"I love my country,
I honour my King,
I will do my best to serve my country,
and to obey its laws".

School Declaration

Everyone belongs at Rochedale State School.
Everyone is unique; we celebrate and embrace our diversity.
We communicate with kindness, generosity and respect.
We are knowledgeable, always inquiring and reflecting
We are global citizens, taking action to make a difference
Always our best!"

PARENT / CARER INVOLVEMENT

We encourage parents/carers to be part of their child's education at home and in the classroom. We look forward to parents/carers sharing in the formal education of their children.

Visitors and volunteers are required to sign in and out of the school at the office each time they visit.

PARKING

There is limited parking on school grounds in the northern carpark via gate 4. Entry via any other gate is strictly prohibited to unauthorised vehicles during school hours of 8.00am – 3.15pm Monday to Friday. Parent/caregiver's cars are not allowed into the school grounds for the purpose of dropping off or picking up of children. Please use the Drop off/Pick up area behind the gym via gate 4.

QPARENTS

The QParents web and mobile application provides a more convenient, easier way for parents and legal guardians of Queensland State School students to interact with their child's school. Parents will have

secure, online access to their child's student information, anytime, anywhere, through a smartphone, tablet or computer.

QParents allows parents to connect instantly with their child's school to access and manage their child's student information, including:

- Attendance and absence details, as well as the ability to notify the school of an absence
- Academic Report Cards
- Viewing unpaid invoice details, payment history, and making payments online
- Viewing and updating personal student details, including medical conditions and address enrolment details.

QParents will assist both staff and parents in sharing and responding to information, in an efficient and effective way.



QParents does not replace the traditional ways you communicate with our school, but it will provide another way to communicate with us and obtain information.

More information about QParents at <https://qparents.qld.edu.au/#/about>
Download the free QParents app from the [iTunes](#) or [Google Play](#)

SCHOOL NEWSLETTER

To keep you informed of what is happening in the school, an electronic weekly newsletter is published and emailed to parents each Monday. Newsletters are also available on the school website.

SICK BAY

If a student presents to sick bay their emergency contact will be called to collect them from school. Exclusion from school applies for certain infectious conditions. If a student experiences vomiting or diarrhea they are to stay away from school for a period of 24 hours after the last episode.

SUN SAFETY

We know year-round sun protection is important for all children and young people in Queensland as research demonstrates that high ultraviolet radiation (UVR) exposure in childhood and adolescence significantly increase the risk of developing skin cancer.

Our school aims to educate our students about being sun safe in order to develop important, life-long, healthy habits, and acknowledges the important role adults play during and outside school hours to reinforce sun safety with children and young people.

In implementing the sun safety policy, our school and community recognize that:

- The policy applies to all school and school-related activities and events;
- The strategies are to be implemented during the whole school day and year-round; and
- A combination of sun safe strategies is more effective than a single approach.

All classrooms provide SPF 30 or higher broad-spectrum, water resistant sunscreen for student use. Parents /carers are encouraged to provide sunscreen for their child if they don't wish their child to use the schools' sunscreen.

SUPERVISION OF CHILDREN OUTSIDE OF SCHOOL HOURS

A parent/caregiver is responsible for the supervision of their child outside school hours. The collection of students at the end of the school day by parents/caregivers will result in those parents/caregivers assuming

responsibility for supervising those students while on the school premises. For the safety of all children, playground equipment is not to be used outside of school hours. Any children arriving on school grounds before 8.15am or remaining on school grounds after 3.00pm should utilise ROSHCA for before and after school care. Children waiting after school to commence extra-curricular activities such as sport or drama must be supervised by a parent/caregiver or be booked into ROSCHA. Siblings who are waiting for a brother or sister to finish an extra-curricular activity are not to remain on site unsupervised. They must be supervised by a parent/caregiver or booked into ROSHCA.

VALUABLES AT SCHOOL

We discourage children from bringing valuable items to school and we would ask for your support in this matter. This includes jewellery, toys and digital hardware.

VOLUNTARY CONTRIBUTIONS

A voluntary contribution scheme of \$25 per child per year or \$50 per family for two or more children is offered to families each year. This yearly scheme has the support of the P&C and is in line with Department of Education requirements. Please note this is not a P&C fundraising activity. Funds raised through this scheme will be channeled directly to additional educational resources, air conditioning running costs (approximately \$10 per child), maintenance, additional resources for the library and computers above the department ratio, which will directly benefit every child from Prep through to year 6.