

# NORMANTON STATE SCHOOL



## PARENT AND CARERS' INFORMATION HANDBOOK

# Welcome to Normanton State School

Dear Parents and Caregivers

On behalf of students, parents and staff I welcome you and your family to the Normanton State School community. Normanton State School has been a facility for education since 1882. Students attending the school come from families whose children have attended the school for several generations as well as families that are new to Normanton.

We aim to provide a safe, supportive and stimulating school environment for children, staff and parents. Through our **Student Code of Conduct** we value: safety, respect, responsibility and being a learner. We have high expectations for all of our students and work hard to ensure that each and every student gets the support necessary to achieve.

Normanton State School cares about each child's learning and each child's well-being. Our committed staff provides quality learning opportunities for children to meet their educational needs. Skilled teachers plan and moderate collaboratively to ensure consistency in curriculum delivery. The job of all staff members, teachers, teacher aides, the tuckshop convenor, the grounds officer, the cleaners and office staff is to improve the learning outcomes of every student by supporting their wellbeing, learning and school experience. We work as a team.

We offer many opportunities within the curriculum. Students participate in Languages and STEM through distance education whilst secondary students study a range of subjects including Manual Arts, Hospitality and Digital Technology. We have a number of sporting events throughout the year and host visiting sports' development officers, and swimming lessons are valuable components of our Physical Education (PE) program.

Promoting **student leadership** is an important aspect of student development at our school. Our Student Leaders are our Student Voice, and as well as work with and represent other students, they put forward ideas and opinions and participate in a range of activities. Lunchtime activities, often devised by and lead by students, are a great diversion for students of all ages.

**We offer parents the opportunity to be a partner in their children's schooling.** You are invited to weekly parades, special events, open classrooms and sporting carnivals. You are also invited to be a part of the **Parents and Citizens Association** and the Positive Schoolwide Behaviour (SWPBS) committee.

I believe that it is important for parents and caregivers to play an active role in their child's education. Therefore, I strongly encourage you to make contact with your child's teacher so that you can become familiar with your child's learning program. **Appointments can be made for before or after school with class teachers or through the school office.** I am always willing to meet with parents. I see working together with parents and caregivers as one of our most important roles. Should you have concerns, wish to discuss matters or want to share a great idea, please contact me through the school office.

Our weekly newsletter, school website and Facebook page are valuable sources of up to date information for families and the community. We often send out SMS and Facebook reminders about the many events and activities that are happening in our school community.

I invite you to become involved in school activities. Parents who become involved enhance the life of the school and help build strong home / school / community partnerships. The community of Normanton and the Carpentaria Shire are very supportive of the school, and we often have guest

speakers into classrooms, generous donations of time or products given to support the P&C, and the provision of Work Experience placements for our secondary students.

In turn, our school is well known for donating time and volunteering in the community. School staff are often seen working at the Normanton Fishing Club Competition, The Normanton Rodeo, on the gate and bar, or at the Normanton Show. Students volunteer at the Gala Ball hosted by the Carpentaria Shire Council as well as help with table service at the annual Seniors Christmas Lunch.

I look forward to working with you to ensure that your child develops high standards of knowledge, skills, understanding and attitudes in all aspects of their education at Normanton State School. I am sure we will work together to ensure that we keep Normanton State School the great school that we are all so proud of.



Tonia Smerdon  
Principal  
Normanton State School

#### OUR FOUR SCHOOL RULES ARE:



**I AM A LEARNER**



**I AM RESPECTFUL**



**I AM RESPONSIBLE**



**I AM SAFE**

# NORMANTON STATE SCHOOL

STRIVE TO ACHIEVE

*PO Box 28  
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NORMANTON Q 4890*

**Telephone:** 07 47 697 222

**Fax:** 07 47 451 322

**Email:** [principal@normantonss.eq.edu.au](mailto:principal@normantonss.eq.edu.au)

**TUCKSHOP telephone:** 0437 538 458

**Web address:** [www.normantonss.eq.edu.au](http://www.normantonss.eq.edu.au)

**Facebook Page:** Normanton State School

## Normanton State School Improvement Priorities

1. Wellbeing and Student Engagement
2. Effective Teaching and Learning

PRINCIPAL:	Tonia SMERDON
DEPUTY PRINCIPAL:	Rebecca BATES
HEAD OF DEPARTMENT:	Mark QUADRIO
HEAD OF INCLUSION:	Jacinta RYAN
GUIDANCE OFFICER:	tba
BUSINESS MANAGER:	Irene FITZSIMMONS
HEAD OF DEPARTMENT:	Mintie EDWARDS WAHAPU

*Normanton State School is a Great School!*

# GENERAL INFORMATION

## ABSENCES

When children are absent from school, parents are required to either contact the school by telephone, on **47 697 222 after 7.30am**, or send a note, signed and dated with the reason for absence. After roll marking each morning parents of children with unexplained absences will be **sent an SMS message** from the school requesting an explanation.

Parents can respond to the SMS with a reason, or phone the school with an explanation. We have a number of processes in place to contact parents including phone calls, SMS, letters and home visits. If your child is absent for a number of days the school will contact you to check in.

## ADMISSION TO SCHOOL

Prep is for students who turn five (5) years by the last day of June of the year they are enrolled. Proof of age (birth certificate) is required. Prep is compulsory schooling and students enrolled in Prep are expected to attend 5 days a week unless they have an explained absence. Enrolments are accepted for all year levels throughout the year. Parents and carers should contact the Office to arrange an enrolment interview. Enrolment forms can be printed from the Normanton State School webpage or collected from the school office.

## BEHAVIOUR MANAGEMENT

Normanton State School is a **Schoolwide Positive Behaviour School (SWPBS)**. SWPBS is a system of Schoolwide processes designed to prevent and decrease problem behaviour and to increase and maintain positive behaviour. We have adopted a common code of conduct and expectations (our matrix) that outlines the expectations of students for classroom and non-classroom settings. Data is collected via OneSchool and is used to guide our practices, determine further areas of need and provide information for school-based meetings.

The SWPBS team regularly reviews the discipline data to help track progress, identify areas to target for intervention and communicate these findings and plans for intervention across the school. Discipline referral process and procedures are consistent throughout the school and effective consequences will be used to discourage inappropriate behaviour. Rules and expectations in specific settings are used to teach students the expected (appropriate) behaviour.

A reward system (Happy Vouchers) is utilised to encourage and model appropriate behaviour. Rewards are also dependent on students meeting attendance expectations. Students are also encouraged to demonstrate appropriate behaviours and receive All Star Awards, Zero Hero Awards (for having no negative incident reports against them) and Student of the Week.

**Tracks** is our social skilling course that we introduced in 2002 to complement SWPBS. Using a team approach, the staff work together to encourage students to attend school, be punctual and to choose appropriate behaviours. The original program was called Pathways and was based on a program developed by M&M Pathways – a consultancy team that worked with our staff and students. Students also have the opportunity to participate in a range of programs such as The Resilience Project, Deadly Choices and The Zones of Regulation to support them with their behaviour.

The Department of Education is committed to provisions that ensures all young Queenslanders have a right to and receive a quality education.

At Normanton State School, we are committed to providing a safe, respectful and disciplined learning environment for all students, staff, parents and visitors.

Our **Normanton State School Student Code of Conduct** outlines the responsibilities and processes we use in our school to promote a productive, effective whole school approach to discipline. Its purpose is to facilitate high standards of behaviour from all in the school community, ensuring learning and teaching in our school is prioritised, where all students are able to experience success and staff enjoy a safe workplace.

The Student Code of Conduct can be read on the Normanton State School webpage. All enrolling families are provided with a copy, and each family receives a copy in the mail-out once per year.

### **BELL TIMES**

First Bell 8:30am

First Break 10.35am – 11:05am

Second break 12:45pm – 1:25pm

School finishes 2:30pm

### **BICYCLES & SCOOTERS**

Bike racks are provided inside the grounds near the Brodie Street entrance. Children are to place bikes in the racks. Cyclists are not permitted to ride bikes within the school perimeter fence.

The racks are out of bounds to all children unless depositing or withdrawing bikes/scooters. We recommend that students have a lock and chain to secure their bikes and scooters during the school day.

Parents are urged to consider -

- (a) Helmets are compulsory by the Traffic Act. Fines apply.
- (b) The dangers of allowing small children to ride bikes to school.
- (c) The purchase of a lock and chain to secure your child's bike at school.
- (d) A safe route to cross roads.

### **BOOKLISTS**

A booklist for each class is issued annually. It is sent home in the last week of school and is available on our school website. Whilst the list is kept to a minimum, it is expected that each child will obtain items on the list. Books, pencils etc. should be renewed when necessary.

Booklists are sent out on newsletters at the end of the school year, are available from the school office, are put in local shops at the end of the school year, and can be seen on the school website.

**All students require a water bottle, school bag and hat. Please mark all items with student's name.**

### **CAMPS AND EXCURSIONS**

Educational excursions are undertaken from Prep to Year 10 and relate directly to current curriculum. Every second year our Year 4 to 6 students and secondary students have the opportunity to attend a camp. Attendance and behaviour criteria are used to consider invitations to these camps.

### **CHANGES TO CONTACT DETAILS**

Our Enrolment Form asks for and records each child's:

1. Date of birth
3. Names of parents or carers
4. Address and telephone number of parents and adults sanctioned by parents to sign child out in emergency
5. Particulars on health and doctor's name
6. Family circumstances

**Parents are strongly advised to notify the school of any changes to this information, particularly addresses and telephone numbers, so that accurate details are available for use during emergencies. The school needs to be able to contact you during the day.**

### **COLLECTION OF MONIES**

The correct money forwarded to school should be enclosed in a sealed envelope, showing child's name, class and purpose; e.g. John Brown, Year 8, **Camp Money**, and handed in to the office staff first up in the morning. Collection of money for camps and excursions has a deadline. This is published in the newsletter and individual letters home about events / activities. A receipt will be issued for money collected, once the excursion attendees have been confirmed.

**School photograph money** – envelopes are issued before photo day. Parents and carers are asked to provide the correct change as this is an external provider and the school does not handle the money.

Money that is left for tuckshop is recorded and parents can contact the tuckshop after 7.30am to find out if this needs topping up. **The tuckshop phone number is 0437 538 458.**

There are **EFTPOS facilities** available at the tuckshop and students can use cards, such as Spriggy, to pay for meals. Cash cannot be given out from the tuckshop. Parents can also use EFTPOS to pay for uniforms, camps etc.

### **COMPLAINTS MANAGEMENT**

All Queensland Government departments are required to have a complaints management system in place.

Parents, carers and members of the wider community have the right to make a complaint or raise any concerns at any time about the decisions or actions of a school. They are also welcome to provide compliments about the performance of a school.

**If you have a concern about your child, what is happening in class or at playtime, or any other questions, please contact the classroom teacher first. If your child is a secondary student, please contact the Head of Department (secondary).**

If you still have concerns, please make a time to meet with the principal or deputy principal to discuss your concerns or issues.

## Compliments and complaints management—schools



### What is a customer complaint?

An expression of dissatisfaction about the service or action of the department, or its staff, by a person who is directly affected by the service or action, and includes complaints related to:

- a decision made, or a failure to make a decision, by a public service employee of the department
- an act, or failure to act, by the department
- the formulation of a proposal or intention by the department
- the making of a recommendation by the department
- the customer service provided by a public service employee of the department.

*Source: section 219A Public Service Act 2008*



### What is not a customer complaint?

Our customers contact us for many reasons and most of the time our customers do not have a complaint. It is not a complaint when our customers:

- request more information
- request a change in services or request a new service
- make a suggestion for improving our services
- express a concern about a situation
- provide feedback on the department's performance
- are not directly affected by the decision or action of the department
- provide information (e.g. reporting an incident).



### Accessibility

Customer complaints can be made by:

- telephone
- email
- in person
- Smart Service Queensland
- QGov website
- departmental social media
- letter.

When making a customer complaint, complainants:

- can be supported by a friend, an advocate, an interpreter or a community elder
- can request other reasonable assistance, such as translation services or text telephone services
- will be provided information about how to make a customer complaint and how complaints will be managed, including any review options available
- can remain anonymous, although this may limit how we can address your complaint.



### Complaint type and response times

The time it takes to resolve a customer complaint depends on a number of factors, including when the complaint was made and the complexity of the complaint. As a guide:

- simple customer complaints may take up to 20 working days\*
- customer complaints requiring some inquiry may take up to 45 working days
- customer complaints that require investigation and referral may take up to 90 working days or longer in some cases
- complaints involving human rights issues will take up to 45 business days
- an internal review should take 45 working days, subject to complexity.

\* For school-related complaints, working days refers to school days during the school term.

## COMPULSORY ATTENDANCE

The Education Act requires children to attend school on each school day. Exceptions to this rule include - illness, unavoidable causes, other reasons acceptable to the Minister. Students are expected to be punctual. All students should be at school by 8:30am, and preferably not before 8.15am.

## CULTURE AND INCLUSION

The diversity of our staff, students and school communities is our greatest strength. By valuing culture and creating inclusive teaching and learning environments, we are driving equity and excellence across every state school.

This means we:

- embrace diversity by creating welcoming, inclusive and accessible educational settings
- value student, parent/carer, community and stakeholder voice in our approach to teaching and learning.

Please discuss any individual needs that your student may have around culture and diversity so that the school can work with you to offer your child support and success while at our school.

## CURRICULUM

Like all Queensland State Schools, Normanton State School uses the Australian Curriculum to guide our units and lessons. Students do a range of subjects including Science, English, Mathematics, Health, Physical Education, The Arts, Science, Humanities and Social Science and Technologies. Students in the secondary years are able to choose a number of subjects as



electives, including Food Technology and Digital Technology. Discussions around curriculum and the particular needs for students will be discussed in an enrolment interview. Languages are offered from Year 6 through the Cairns School of Distance Education. Students have the opportunity for extension activities through platforms such as The Virtual STEM Academy, Cairns School of Distance Education and The Impact Centre.

## **DEPARTURE FROM SCHOOL**

At the end of the school day all children should have left the school grounds by 2.35 pm unless they:

- are waiting for transportation
- have out-of-school activities to attend
- have school permission to remain.

Children waiting for transport or for the arrival of their parents must wait inside the perimeter fence. For their safety, children still at school after 2.45pm must wait at the office. We have staff on duty until 2.45pm, however after this time staff are rostered to attend meetings and other school activities. Parents are asked to collect students from Prep each afternoon, and to sign them out on departure. If you arrive after 2.45pm your child will be waiting for you at the office.

### **Leaving the school grounds**

Once a student arrives at school, they are not to leave the grounds. Students must be signed out by an authorised adult at the office if they need to leave during school hours. A parent will be contacted to collect their child or to gain consent. If students are ill they are reminded that they must go through the office, not phone parents directly, or take themselves home without notifying the office. If parents have signed a consent form, some older students may leave the grounds during lunch breaks. This is a privilege and if reports of inappropriate or unsafe behaviour occurs, they will be asked to remain at school.

## **EARLY ENTRY TO SCHOOL GROUNDS**

All students should be at school by 8:30am, and preferably not before 8.15am. Students who arrive before 8.30am, must go to the Resource Centre to be supervised. Parents are reminded that **limited supervision is provided from 7.45am until 8.30am**. Students from Year 4 to 10 can place their tuckshop order as soon as arriving at school. Younger students can place their order with a teacher aide in the Resource Centre while being supervised.

## **ENROLMENT**

**Enrolment forms can be collected from the school office or downloaded from the school website.** There are a number of places that parents and carers, or mature age students will need to read and sign.

There are also a number of consent forms and information about online programs that will need to be read.

The application for student enrolment form must be signed by at least 1 parent/carer. There is no need for both parents to sign it.

A prospective student is not required to sign the form unless they are a mature age student or recognised as an independent student. If that is the case, then they are to sign the form themselves and no parent/carer signature is required.

**A birth certificate** is the best legal evidence of a child's age and their relationship to the person wishing to enrol them. **The purpose of a birth certificate is not only to verify the child's details (i.e. age and identity), but also to establish that the person applying for the enrolment is a parent of the child and therefore eligible and obliged to enrol them.**

If a child is enrolling for the first time in a Queensland state school, especially in the prep year, documentary evidence of the child's date of birth is required.

**Whilst a birth certificate should be provided for sighting upon enrolment, it is acknowledged that this is not always possible** (e.g. where the applicant was born in a country without a birth registration scheme). In these cases, principals may still be able to satisfy themselves of the enrolment criteria through other evidence i.e. a passport, family court order or Australian Government documentation (such as Centrelink or Medicare documents). If no documentation is provided, a statutory declaration from the child's parent (biological mother or biological father) should be completed and, where possible, a statutory declaration from persons who witnessed the birth—detailing the child's date of birth, full name and relationship to the person seeking enrolment for the child.

## **EVACUATION AND LOCKDOWN**

Regular practices are undertaken each term to keep the whole school community aware of safe practices in case of emergencies. In case of fire, all staff and students assemble on the school oval adjacent to Little Brown Street, or at the rear of the Prep Building.

A *Lockdown Plan* is used in response to those situations where it is potentially dangerous to be in an exposed area e.g. cyclone, hail, severe storm or hostage/siege situations. During Lockdown all staff and students stay indoors, with doors locked, taking cover. Visitors to the school, including parents, are expected to follow school policy on Evacuation and Lockdown. If the school is in Lockdown we encourage those intending to enter the grounds to remain outside at a safe distance. If in the grounds, you will need to enter a lockable room until the signal to leave has been given.

## **FAMILY LAW COURT ORDERS**

Some families are bound by Family Law Court Orders. Documentary evidence of these must be provided to the school, if they exist. Clear legal guidelines are required in these documents.

## **HEAD LICE**

Parents will be advised by letter, an SMS, in the newsletter or on the school Facebook page if head lice are an issue in their child's class. Parents are encouraged to inspect their child's hair regularly and to commence treatment when necessary. If head lice are seen, parents will be contacted to collect their child. Once treated, they may return to school.

## **HEALTH PLANS AND MEDICAL CONDITIONS**

Principals have a non-delegable duty of care to students enrolled at and attending their school, which includes enabling students with health conditions to maintain their wellbeing and engage in learning.

Schools are required to provide reasonable adjustments that ensure students with health support needs are included in the full range of school life with their peers.

Schools provide support with routine or emergency health support procedures for students, taking into account what is safe and reasonable in an individual case. Students' support is documented on Individual health plans and/or emergency health plans (health plans), which are developed and updated by health professionals. School staff manage and implement health plans.

### **Parents/carers are asked to:**

- **provide current information** to the principal about their child's health condition/s, including **written information from health professionals (e.g. doctor)**
- **ensure that the equipment, medication and consumables provided are supplied**, well maintained, in-date and clearly labelled with the student's name, relevant instructions and dosage of medication
- **provide medical alert apparel when appropriate.**

**This could include diabetes, asthma and anaphylaxis.**

## Arrange for health plans to be developed by a health professional

A health plan must be developed for any student:

- whose parents are requesting support outside the scope of first aid
- who is known to be at risk of a health emergency due to a diagnosed health condition
- who requires health support procedure/s during school or school-related activities.

**Health Plan:** An overarching term describing documents completed by health professionals in consultation with other treating health professionals, school staff, the student and parents, which provide the school with directions or guidelines to manage student's health support needs. Health plans include action plans, emergency health plans and individual health plans.

**Emergency Health Plan:** A plan developed by a health professional that provides step-by-step directions on how to safely manage a predictable medical emergency at school, specific to the student, certain chronic health conditions and the correct use of emergency medication.

**Individual Health Plan:** A plan developed by a health professional that provides school staff with an understanding of a student's health condition and step-by-step instructions for performing the student's health support procedure at school.

**All schools** are required to have an Anaphylaxis risk management plan **regardless** of whether a student identified at risk of anaphylaxis is enrolled.

## HOMEWORK

### NORMANTON STATE SCHOOL HOMEWORK POLICY

Homework provides students with opportunities to consolidate classroom learning, pattern behaviour for lifelong learning beyond the classroom and involve family members in their learning.

**Homework should be sent home each Monday afternoon**, unless the class has PE or a subject with a specialist teacher (it will then be sent home the following day).

Teachers are asked to provide either a **Home Reader, Library Book or Reading Comprehension Worksheet to accompany homework each week.**

**Curriculum emphasis** for homework may include a combination of, but not be limited to:

- phonics, sight words or spelling (could be from list or unit specific)
- handwriting
- letter and number recognition (depending on student needs), or a numeracy activity
- activities that reflect NAPLAN style questions (multiple choice, writing using stimulus)
- range of activities for any of the learning areas

### Suggested time allocation

- Years 1 - 3 Between 5 - 10 minutes nightly (Monday to Thursday) or as a weekly homework contract of no more than 45 mins.
- Years 4 – 6 Approximately 10 - 15 minutes nightly (Monday to Thursday) or as a weekly homework contract of no more than one hour in total.
- Years 7 – 8 Approximately 20 – 30 minutes nightly (Monday to Thursday) or as a weekly homework contract of no more than two and a half hours.
- Years 9 – 10 Approximately 30 – 45 minutes nightly (Monday to Thursday) or as a weekly homework contract of no more than three hours.

Please contact your child's teacher to discuss homework and any concerns or issues that you may have with this. Homework is commented on each reporting period.

## INJURIES AND ILLNESSES AT SCHOOL

The school maintains a first aid kit, and treats minor bruising, scratches etc. When doubt exists concerning injuries, parents are contacted and an ambulance may be called.

When children report themselves ill and are unable to remain in the classroom, parents will be contacted to take them home. Students should not contact parents directly, or leave the grounds without going through the office.

## **INSURANCE COVER FOR STUDENTS**

Some school activities and physical education, particularly contact sports, carry inherent risks of injury.

Parents are advised the Department of Education does not have student accident insurance cover for students.

If your 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 parent or caregiver.

Some incidental medical costs may be covered by Medicare. If you have private health insurance, some costs may also be covered by your provider. Any other costs must be covered by parents. Student accident insurance pays some benefits in certain circumstances should your child have an accident.

It is up to all parents to decide what types and what level of private insurance they wish to arrange to cover their child.

Please contact your insurer or an approved Australian insurance broker if you wish to take out student personal accident insurance cover for your child.

## **MEDICATION AT SCHOOL**

Students may require medication while they are attending school or during school related activities to manage ongoing health disorders or conditions, short-term illnesses or in response to a medical emergency.

The administration of medications to students is only to occur when there is either medical authorisation for its administration or it is required as an emergency first aid response. Staff cannot hand out painkillers, cough medicine or other over-the-counter drugs at parent request, without following the procedure below.

Administering medications to students is a task that is voluntarily performed by staff.

To satisfy their legislative obligations under the [Medicines and Poisons \(Medicines\) Regulation 2021 \(Qld\)](#), schools must have a substance management plan (SMP) in place (as outlined in this procedure) that shows how risks associated with buying, possessing, administering and disposing of medications held at the school are managed.

### **Parents/carers/students**

- provide information to the principal/delegate about the student's health condition/s, including written information from qualified health practitioners, at enrolment or on diagnosis, and provide updated information when any information changes
- complete the [Consent to administer medication form](#) when medically authorised medication is to be administered to a student
- refer to the [information for parents](#) to ensure all documentation required for the safe administration of the medication is provided to the school
- ensure that enough well-maintained equipment, in-date medication and consumables, labelled clearly with the student's name, are supplied
- collect unused medication from the school when it is no longer required or has expired
- discuss with the school administration if the student may be able to be responsible for self-administration of their medication and complete Section B on the [Consent to administer medication form](#) )
- provide the [Request for additional medication advice](#) to the student's prescribing health practitioner and return the requested document/s to the school as soon as possible.

### **1. For all medications**

For medication to be administered during school hours and/or during school-related events, provide the school with:

- a completed [Consent to administer medication form](#).
- the medication with an attached pharmacy label, in its original container, with intact packaging.

### **2. Where no additional information is required from your practitioner**

If your child requires medication at a routine time (e.g. 11am every day), the pharmacy label attached to the medication provides the school with the instructions from the doctor/dentist needed to safely administer the medication. Examples of routine medication include Ritalin, antibiotics, eye/ear drops, enzyme tablets and ointments.

No other written information from the prescribing health practitioner is required.

### **3. Where you will need additional written information from your practitioner**

As well as using the pharmacy label instructions, the school will need additional written information from the prescribing health practitioner if your child:

- a. **requires medication as an emergency response.** Depending on your child's health condition, your doctor will need to complete:
  - an Asthma Action Plan and/or
  - an Anaphylaxis Action Plan and/or
  - written instructions if your child has more complex health needs.
- b. **requires insulin.** Your doctor will need to complete a medication order for insulin.
- c. **requires medication 'as-needed' (but not as an emergency response).** Your health practitioner will need to complete a *Medication order to administer 'as-needed' medication at school* (see page 3).

**has their dosage changed from that on the pharmacy label.** Your health practitioner will need to write a letter for the school explaining the changes. To assist the school in safely administering the medication to your child, you are encouraged to have your pharmacist update the pharmacy label attached to the medication with the new dosage as soon as possible.

**Please ask the office staff to provide you with the relevant documents and paperwork if your child requires medication at school.**

## **LATE ARRIVAL AT SCHOOL**

The first bell rings at 8.30 and school activities, including parades and class start soon after. If your child is late they must enter the school via the office on Little Brown Street to inform staff of their arrival. This is to ensure that they are marked present for the day.

If students do not do this, parents may receive an SMS informing them of their child's absence. Attendance at parades and the start of the day is important so that all students are receiving the same messages and information to set them up for success.

## **MOBILE PHONES, SMART WATCHES AND OTHER ELECTRONIC DEVICES**

This policy reflects the importance the school places on students displaying courtesy, consideration and respect for others whenever they are using personal technology device (As written in **the Normanton State School Student Code of Conduct**).

These devices include mobile phones, tablets, slate or laptop computers, as well as wearable technology or sensing devices.

### ***Etiquette***

***Students are asked not to bring mobile phones, tablets and other devices to school. If phones or other personal technology devices are brought to school, they must be handed in to the office before the school day commences and will be returned after 2.30pm.***

If students bring devices to school and they are used, cause disruption or result in disruption or illegal activity the device may be removed as per the *Temporary Removal of Student Property* policy.

**It is unacceptable for students at Normanton State School to:**

- Use a mobile phone or other devices in an unlawful manner
- Download, distribute or publish offensive messages or pictures
- Use obscene, inflammatory, racist, discriminatory or derogatory language

- Use language and /or threats of violence that may amount to bullying and/or harassment, or even stalking
- Insult, harass or attack others or use obscene or abusive language
- Deliberately waste printing and internet resources
- Damage computers, devices or network equipment
- Commit plagiarism or violate copyright laws
- Ignore teacher directions for the use of social media, online email and internet chat
- Send chain letters or spam email
- Knowingly download viruses or any other programs capable of breaching the department's network security
- Use in-phone cameras anywhere a normal camera would be considered inappropriate, such as change rooms and toilets
- Invade someone's privacy by recording personal conversations or daily activities and/or the further distribution of such material
- Use a mobile phone or device to cheat during exams or assessments

### **NEWSLETTERS**

Newsletters are issued weekly on Wednesday to all families. The newsletter is also saved on our Normanton State School webpage. Parents are asked to enjoy the newsletter with their child each week.

### **PARADE**

Whole school parades are held every Monday morning at 8.30am in the Undercovered area. Students are acknowledged for positive learning, appropriate social behaviours and good attendance that occurs throughout the week. They are rewarded with certificates of achievement and Happy Vouchers. Families are invited and encouraged to attend.

### **PARENT / TEACHER PARTNERSHIPS**

Strong parent / teacher partnerships are an essential part of each child's education.

Parents are encouraged to:

- meet regularly with their child's class teacher to discuss their child's progress and curriculum;
- attend regular meetings of the P & C Association at which school policy is discussed and reports on school activities are given;
- attend school functions such as Sports Days, Cent Sales and the fete, Open Classrooms and parent events;
- participate in school committees set up for specific purposes such as Reviews / Strategic Planning and Environmental Scans

### **PARENT VISITS TO CLASSROOM**

Parents are most welcome to make appointments with class teachers at mutually convenient times. We encourage appointment times to be outside lesson time so that the teaching / learning process receives maximum available time. Please contact the office and leave a message for the teacher to contact you, or visit the classroom before or after school to see if the teacher is available.

### **REPORTING TO PARENTS**

Reports are completed and given to parents twice per year – at the end of first semester in June / July and at the end of second semester in early December. Parent / Teacher interviews are

encouraged. Parents of students are invited and strongly encouraged to visit the school regularly to discuss their child's progress with the class teachers.

## **SPORT HOUSES**

Students are allocated a sports house on enrolment. We aim to keep family members in the same houses.

### **House name and Colour**

Walker - Blue

Flinders – Red

Norman – Yellow

Sports shirts are available from the office.

## **STUDENT DRESS CODE**

This Student Dress Code (SDC) has been developed in consultation with parents / carers, staff and students. Normanton State School's SDC reflects school community standards and is consistent with occupational health and safety and anti-discrimination legislation.

A student dress code consists of an agreed standard and items of clothing, which may or may not include a school uniform that State school students wear when:

- attending or representing their school;
- travelling to and from school; and
- engaging in school activities out of school hours.

Student dress codes provide clothing that aims to contribute to a safe and supportive teaching and learning environment through:

- ready identification of students and non-students at school;
- fostering a sense of belonging; and
- developing mutual respect among students by minimising visible evidence of economic or social differences.

Acceptable or reasonable dress refers to clothing or apparel that would be socially acceptable, although it does not conform to Normanton State School's SDC. Inappropriate dress refers to clothing or apparel worn by students that is deemed to be:

- Offensive
- Likely to disrupt or negatively influence normal school operations
- Unsafe for student or others
- Likely to result in a risk to health and safety of student or others.

Student dress codes clearly explain and document standards of acceptable or reasonable dress in relation to:

- Clothing worn by students, including headwear and footwear; and
- Other aspects of personal presentation of students.

Student dress codes incorporate strategies to accommodate special needs and circumstances of students and strategies for managing non-complying students. A student's non-compliance with school's student dress code requirements is not grounds for suspension, exclusion, or cancellation of enrolment from school. For behaviour other than non-compliance with student dress code, Principals follow actions outlined in the [SMS-PR-021: Safe, Supportive and Disciplined School Environment](#).

Schools with dress codes impose sanctions on a once only basis per episode of non-compliance. Sanctions are reflective of the severity and recentness of the non-compliance and are limited to one of the following:

- Imposing a detention for a student during lunch or after school (if after school, inform parents before detention occurs);
- Preventing student from attending, or participating in, any activity for which student is representing school; or
- Preventing student from attending or participating in any school activity that is not an essential school educational program.

Schools provide their Student Dress Code policy to parents at the time of enrolment, or yearly in the mail out that goes to each family. Reminders are regularly placed in newsletters and on parades.

Students are given a full set of the school uniform (shirt, shorts and hat) at the start of each year, if they are enrolled and attending before the Day 8 enrolment cut-off.

As Normanton State School is a sun-safe school, students must wear a sleeved shirt at all times. A rashie or t-shirt must be worn when swimming, and a **hat is mandatory for all outdoor activities**. Jewellery and accessories worn to school must be considered when doing certain activities and lessons as they could be considered a safety hazard.

## **SUPPORT SERVICES**

Normanton State School works in collaboration with many local and regional support services to optimise student development and achievement. We follow a referral process that involves staff referring students to the Student Support Committee. This committee meets weekly to discuss and support teachers in supporting the learning, wellbeing and school experiences for all students.

Students participate in a range of programs. These can include: Inclusion classes, MiniLit, Individual Learning Plan (ILP) sessions, Individual Speech Programs, Fine Motor programs, and the Resilience Project, just to name a few.

Specific services that support Normanton State School include:

Department of Education:

- Guidance Officer
- Speech and Language Pathologist
- Occupational Therapist
- Physiotherapist
- School Health Nurse
- Advisory Visiting Teachers – Hearing Impairment, Physical Impairment, Vision Impairment
- Autism Coach

External Agencies:

- Autism Queensland
- Hearing Australia
- Community Health
- Deadly Ears
- Gidgee Healing
- North West Remote Health
- Royal Flying Doctors Services Counsellor
- CentaCare
- 54 Reasons



- Remote Schools Attendance Strategy Team (RSAS)
- Family and Community Engagement (FaCE)
- Queensland Police Service

## TUCKSHOP

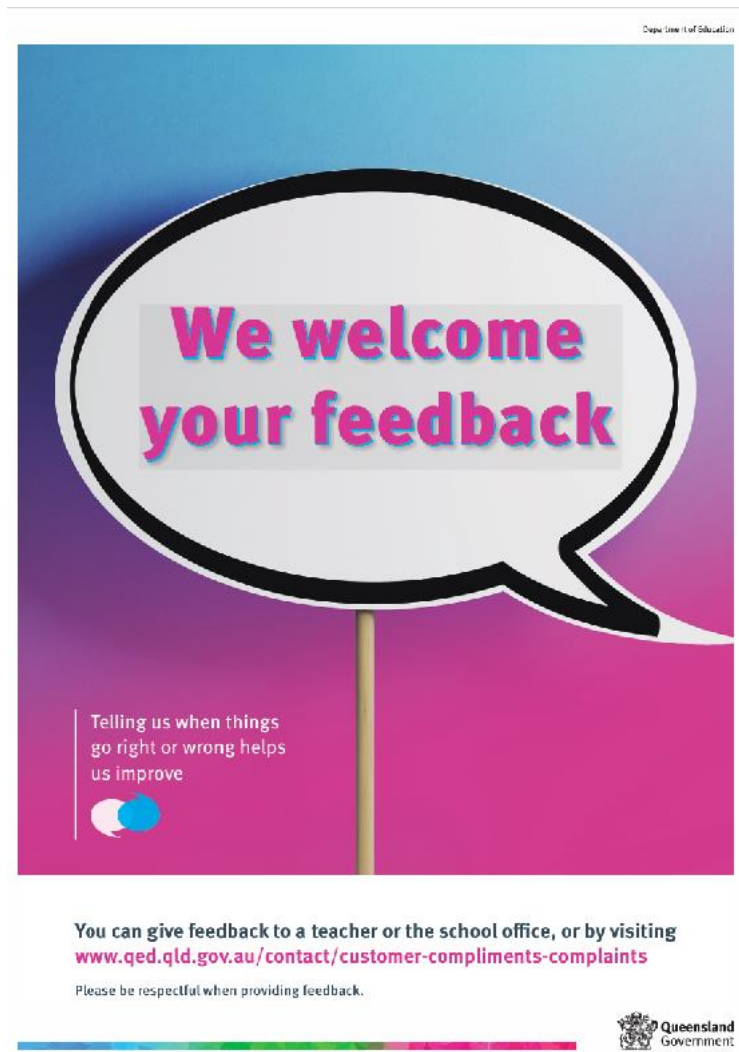
The Normanton State School P & C Association oversees the tuckshop. Healthy choices for morning tea and lunch are offered to students every weekday.

Parents can leave money at the tuckshop to pay for their child's weekly meals and tuckshop staff will keep a running tally of how much each child has to spend.

Children from Prep to Year 3 can place their order at the Resource Centre each morning, and students from Year 4 to Year 10 must place their order before 8.30am, on their arrival to school.

**There will be a 2024 menu distributed at the start of the year. The tuckshop will have daily specials as well as a standing menu.**

For special events such as the Cross Country, Athletics Carnival and Swimming Carnival, the menu may offer different food choices.



# Uniform Shop

All students enrolled and attending school by Day 8 of Term 1 are provided with a full set of day-to-day (green) uniforms (short, shirt and hat). Parents are asked to come in and confirm their contact details, sign consent forms for health checks and other special activities, and at the same time can collect a set of uniforms for each enrolled child.

Other uniform items can be purchased at this time, or throughout the year.

Normanton State School sells their uniforms for the Normanton State School P & C Association. Please ask at the office if you would like to make a purchase.

**Primary Shirts** **\$25**

**Shorts** **\$20**

**Secondary Shirts** **\$30**

**Bucket Hats** **\$ 7**

**Jumpers** **\$20**

**Long Sleeved Sports Shirts** **\$50**

(Red, Blue & Yellow)

**Short Sleeved Polo Shirts** **\$10**

(Red, Blue & Yellow)





# NORMANTON STATE SCHOOL






## Parent and Community Code of Conduct

Supporting learning, wellbeing and safety in our school

We welcome parents<sup>1</sup> and other members of our diverse community into our school.

Working together with the school community<sup>2</sup>, school staff support the learning and wellbeing of every student, and are entitled to a safe work environment.

Parents and other visitors to our school support safety by ensuring their communications and conduct at the school and school activities is respectful.

ELEMENTS OF ENGAGEMENT	It is expected that parents and visitors to our school, and those who phone will:	Parents and visitors to our school demonstrate this by:
 <p>Communication</p>	<ul style="list-style-type: none"> <li>• be polite to others</li> <li>• act as positive role models</li> <li>• recognise and respect personal differences</li> <li>• use the school's communication process to address concerns</li> </ul>	<ul style="list-style-type: none"> <li>• using polite spoken and written language</li> <li>• speaking and behaving respectfully at all times</li> <li>• being compassionate when interacting with others</li> <li>• informing staff if the behaviour of others is negatively impacting them or their family</li> <li>• respecting staff time by accepting they will respond to appropriate communication when they are able</li> <li>• requesting a meeting to discuss any concerns about their child's education – allowing staff time to prepare and appreciating their time may be limited</li> </ul>
 <p>Collaboration</p>	<ul style="list-style-type: none"> <li>• (parents) ensure their child attends school ready to learn</li> <li>• support the Student Code of Conduct</li> </ul>	<ul style="list-style-type: none"> <li>• taking responsibility for their child arriving and departing school safely on time every day, in school uniform, having had breakfast, any necessary medication and adequate sleep</li> <li>• ensuring their child has sufficient food for lunch breaks and the necessary equipment or clothing for learning</li> <li>• reading and encouraging their child to understand and follow the Student Code of Conduct</li> </ul>
 <p>School Culture</p>	<ul style="list-style-type: none"> <li>• recognise every student is important to us</li> <li>• contribute to a positive school culture</li> <li>• work together with staff to resolve issues or concerns</li> <li>• respect people's privacy</li> </ul>	<ul style="list-style-type: none"> <li>• valuing each child's education</li> <li>• acknowledging staff are responsible for supporting the whole school community</li> <li>• speaking positively about the school and its staff</li> <li>• not making negative comments or gossiping about other school community members, including students – in person, in writing or on social media</li> <li>• understanding, at times, compromises may be necessary</li> <li>• considering the privacy of all school community members at all times, and understanding that the school cannot share confidential information.</li> </ul>

<sup>1</sup> The term 'parent' refers to parents, carers, guardians and people who exercise parental responsibility for a child.

<sup>2</sup> The term 'school community' refers to staff, students, parents, local business and community organisations and visitors to the school.



# Time Out

Keeping your child and other kids healthy!

- Information for a number of infectious conditions<sup>1</sup> that may require<sup>1</sup> exclusion of children from school, education and care services.
- Additional public health *recommendations* that apply to children and adults.
- To assist medical practitioners, schools, preschools and childcare facilities to meet the public health *requirements<sup>1</sup> and recommendations.*

\*Refers to contagious conditions as per the Public Health Regulation 2018.

1. Observing the exclusion period meets the intent of the Public Health Act 2005 for a person to be non-infectious. See schedule 4 of the Public Health Regulation 2018 for a complete list of contagious conditions and their exclusion criteria.
2. Doctors should notify the local Public Health Unit as soon as possible if children or staff are diagnosed with these conditions. Refer to page 2 for Public Health Unit contact details.

Condition	Person with the infection	Those in contact with the infected person (The definition of 'contact' will vary between diseases)
*Chickenpox (varicella)	<b>EXCLUDE</b> until all blisters have dried, and at least 5 days after the onset of symptoms. <sup>1</sup>	<b>EXCLUSION MAY APPLY</b> <b>EXCLUDE</b> non-immune pregnant women and any child with immune deficiency or receiving chemotherapy. Advise to seek urgent medical assessment. <i>Contact your Public Health Unit for specialist advice.</i> Also see Shingles information below.
Cold sores (herpes simplex)	<b>NOT EXCLUDED</b> if the person can maintain hygiene practices to minimise the risk of transmission. Young children unable to comply with good hygiene practices should be excluded while sores are weeping. Sores should be covered with a dressing where possible.	<b>NOT EXCLUDED</b>
Conjunctivitis	<b>EXCLUDE</b> until discharge from eyes has ceased unless a doctor has diagnosed non-infectious conjunctivitis.	<b>NOT EXCLUDED</b>
*COVID-19	<b>EXCLUDE</b> until symptoms have resolved, normally 5-7 days.	<b>NOT EXCLUDED</b>
Cytomegalovirus (CMV)	<b>NOT EXCLUDED</b> pregnant women should consult with their doctor.	<b>NOT EXCLUDED</b> pregnant women should consult with their doctor.
Diarrhoea and/or Vomiting <i>including:</i> <ul style="list-style-type: none"> <li>• amoebiasis</li> <li>• campylobacter</li> <li>• cryptosporidium giardia</li> <li>• rotavirus</li> <li>• salmonella</li> <li>• *gastroenteritis</li> </ul> <i>but excluding:</i> <ul style="list-style-type: none"> <li>• *norovirus</li> <li>• shigellosis</li> <li>• toxin-producing forms of E.coli (STEC)</li> </ul>	Exclusion periods may vary depending on the cause. <b>EXCLUDE</b> a single case until the person, has no symptoms <sup>1</sup> (includes vomiting if applicable), is feeling well and they have not had any loose bowel motions for at least 24 hours or if the person has confirmed norovirus exclude for at least 48 hours. <sup>1</sup> <b>EXCLUDE</b> all persons who prepare or serve food until they have not had any diarrhoea or vomiting for 48 hours. <b>NOTE:</b> If there are 2 or more cases with diarrhoea and/or vomiting in the same location, which may indicate a potential outbreak OR a single case in a food handler, notify your Public Health Unit. <b>Diarrhoea:</b> 3 or more loose stools or bowel movements in a 24 hour period that are different from normal and/or escapes a child's nappy. <i>See information below if norovirus is confirmed or considered likely as the cause of diarrhoea and vomiting.</i>	<b>NOT EXCLUDED</b>
<i>See advice for these specific conditions below</i>		
*Enterovirus 71 (EV71 neurological disease)	<b>EXCLUDE</b> until written medical clearance is received confirming the virus is no longer present in the person's bowel motions. <sup>1</sup>	<b>NOT EXCLUDED</b>
Fungal infections of the skin and nails (ringworm/tinea)	<b>EXCLUDE</b> until the day after antifungal treatment has commenced. (No exclusion for thrush).	<b>NOT EXCLUDED</b>
Glandular fever (mononucleosis, Epstein-Barr virus)	<b>NOT EXCLUDED</b>	<b>NOT EXCLUDED</b>
*German measles (rubella) <sup>2</sup>	<b>EXCLUDE</b> for 4 days after the onset of rash <sup>1</sup> or until fully recovered, whichever is longer. Pregnant women should consult with their doctor.	<b>NOT EXCLUDED</b> pregnant women should consult with their doctor.
*Haemophilus influenzae type b (Hib)	<b>EXCLUDE</b> until the doctor confirms the person is not infectious and has completed 4 days of appropriate antibiotic treatment. <sup>1</sup> <i>Contact your Public Health Unit for specialist advice.</i>	<b>EXCLUSION MAY APPLY</b> <i>Contact your Public Health Unit for specialist advice.</i>
Hand, foot and mouth disease	<b>EXCLUDE</b> until all blisters have dried.	<b>NOT EXCLUDED</b>
Head lice	Exclusion is not necessary if effective treatment is commenced before next attendance day (i.e. the child does not need to be sent home immediately if head lice are detected).	<b>NOT EXCLUDED</b>
*Hepatitis A <sup>2</sup>	<b>EXCLUDE</b> until at least 7 days after the onset of jaundice; <sup>1</sup> OR for 2 weeks after onset of first symptoms, including dark urine if there is no jaundice. If a person is asymptomatic <i>contact your Public Health Unit for Specialist advice.</i>	<b>NOT EXCLUDED</b> <i>Contact your Public Health Unit for specialist advice about vaccination or treatment for children and staff in the same room or group, children transferring to another centre and new enrolments.</i>



Condition	Person with the infection	Those in contact with the infected person <sup>1</sup>
Hepatitis B and C	<b>NOT EXCLUDED</b> cover open wounds with waterproof dressing.	<b>NOT EXCLUDED</b>
Hepatitis E	<b>EXCLUDE</b> until at least 2 weeks after the onset of jaundice.	<b>NOT EXCLUDED</b>
Human immunodeficiency virus (HIV/AIDS)	<b>NOT EXCLUDED</b> cover open wounds with waterproof dressing.	<b>NOT EXCLUDED</b>
Influenza and influenza-like illness	<b>EXCLUDE</b> until symptoms have resolved, normally 5–7 days.	<b>NOT EXCLUDED</b>
*Measles <sup>2</sup>	<b>EXCLUDE</b> until the doctor confirms the person is not infectious but not earlier than 4 days after the onset of the rash. <sup>1</sup> <i>Contact your Public Health Unit for specialist advice.</i>	<b>EXCLUSION MAY APPLY</b> <b>NOT EXCLUDED</b> vaccinated or immune contacts. <b>EXCLUDE</b> immuno-compromised contacts (including those receiving chemotherapy) until 14 days after the appearance of the rash in the last case. <b>EXCLUDE</b> non-or incompletely vaccinated contacts, without evidence of immunity. <i>Contact your Public Health Unit for specialist advice.</i>
Meningitis (bacterial)	<b>EXCLUDE</b> until well and has received appropriate antibiotics.	<b>NOT EXCLUDED</b>
Meningitis (viral)	<b>EXCLUDE</b> until well.	<b>NOT EXCLUDED</b>
*Meningococcal infection <sup>2</sup>	<b>EXCLUDE</b> until the treating doctor confirms the child is not infectious and at least 24 hours of appropriate antibiotics have been completed. <sup>1</sup> <i>Contact your Public Health Unit for specialist advice.</i>	<b>NOT EXCLUDED</b> <i>Contact your Public Health Unit for specialist advice about antibiotics and/or vaccination for close contacts.</i>
Molluscum contagiosum	<b>NOT EXCLUDED</b>	<b>NOT EXCLUDED</b>
Mumps	<b>EXCLUDE</b> for 5 days after onset of swelling. Pregnant women should consult with their doctor.	<b>NOT EXCLUDED</b> pregnant women should consult with their doctor.
*Norovirus	<b>EXCLUDE</b> until no symptoms and no loose bowel motions for 48 hours. <sup>1</sup>	<b>NOT EXCLUDED</b>
Roseola, sixth disease	<b>NOT EXCLUDED</b>	<b>NOT EXCLUDED</b>
Scabies	<b>EXCLUDE</b> until the day after treatment has commenced.	<b>NOT EXCLUDED</b>
School sores (impetigo)	<b>EXCLUDE</b> until 24 hours of appropriate antibiotics have been completed. Cover sores on exposed areas with a waterproof dressing until sores are dry, and encourage handwashing.	<b>NOT EXCLUDED</b>
Shiga toxin-producing E.coli (STEC)	<b>EXCLUDE</b> until diarrhoea has stopped and 2 samples have tested negative. <i>Contact your Public Health Unit for specialist advice.</i>	<b>EXCLUSION MAY APPLY</b> <i>Contact your Public Health Unit for specialist advice.</i>
Slapped cheek syndrome, fifth disease (parvovirus B19, erythema infectiosum)	<b>NOT EXCLUDED</b> pregnant women should consult with their doctor. <b>Note:</b> Children are contagious until 24 hours after the fever resolves. Rashes generally occur after the infectious period has passed.	<b>NOT EXCLUDED</b> pregnant women should consult with their doctor.
Shigellosis	<b>EXCLUDE</b> until there has been no diarrhoea or vomiting for 48 hours. <i>Contact your Public Health Unit for specialist advice.</i>	<b>EXCLUSION MAY APPLY</b> <i>Contact your Public Health Unit for specialist advice.</i>
Shingles (herpes zoster)	<b>EXCLUDE</b> all children until blisters have dried and crusted. <b>EXCLUDE</b> adults if blisters are unable to be covered. <b>NOT EXCLUDED</b> in adults if blisters can be covered with a waterproof dressing until they have dried.	<b>EXCLUSION MAY APPLY</b> <i>Contact your Public Health Unit for specialist advice, including advice for pregnant women and any person who is immuno-compromised (including receiving chemotherapy).</i>
Streptococcal sore throat (including scarlet fever)	<b>EXCLUDE</b> until 24 hours of appropriate antibiotics have been completed.	<b>NOT EXCLUDED</b>
*Tuberculosis (TB) <sup>2</sup>	<b>EXCLUDE</b> until written medical clearance is received from the relevant Tuberculosis Control Unit.	<b>NOT EXCLUDED</b>
*Typhoid <sup>2</sup> and paratyphoid fever <sup>2</sup>	<b>EXCLUDE</b> until appropriate antibiotics have been completed. <sup>1</sup> Stool sample clearance will be required, <i>contact your Public Health Unit for specialist advice.</i>	<b>EXCLUSION MAY APPLY</b> <i>Contact your Public Health Unit for specialist advice.</i>
*Whooping cough (pertussis) <sup>2</sup>	<b>EXCLUDE</b> until 5 days after starting appropriate antibiotics or for 21 days from onset of cough AND confirmed that they are not infectious. <sup>1</sup> <i>Contact your Public Health Unit for specialist advice.</i>	<b>EXCLUSION MAY APPLY</b> for contacts of an infected person. <i>Contact your Public Health Unit for specialist advice regarding exclusion of non-or incompletely vaccinated contacts.</i>
Worms	<b>EXCLUDE</b> until diarrhoea has stopped for 24 hours and treatment has occurred.	<b>NOT EXCLUDED</b>

This is an assistive tool, it is not intended to replace clinical assessment, management or judgment.

**If you have any medical concerns, contact your healthcare provider or 13 HEALTH (13432584)**

For further advice on the information within this poster, contact your nearest Public Health Unit via 13Health or at [www.health.qld.gov.au/system-governance/contact-us/contact-public-health-units](http://www.health.qld.gov.au/system-governance/contact-us/contact-public-health-units)

**Further information on recommendations:**

- Communicable Diseases Network Australia (CDNA) guidelines <https://www1.health.gov.au/internet/main/publishing.nsf/Content/cdnasongs.htm>
- National Health and Medical Research Council publication: Infectious diseases in early childhood and education and care services, 5th edition [www.nhmrc.gov.au/guidelines-publications/ch55](http://www.nhmrc.gov.au/guidelines-publications/ch55)
- Queensland Department of Health Communicable Disease Control Guidance <http://disease-control.health.qld.gov.au>



Use this QR Code to access a digital copy of this poster or visit [www.health.qld.gov.au/public-health/schools/prevention](http://www.health.qld.gov.au/public-health/schools/prevention)