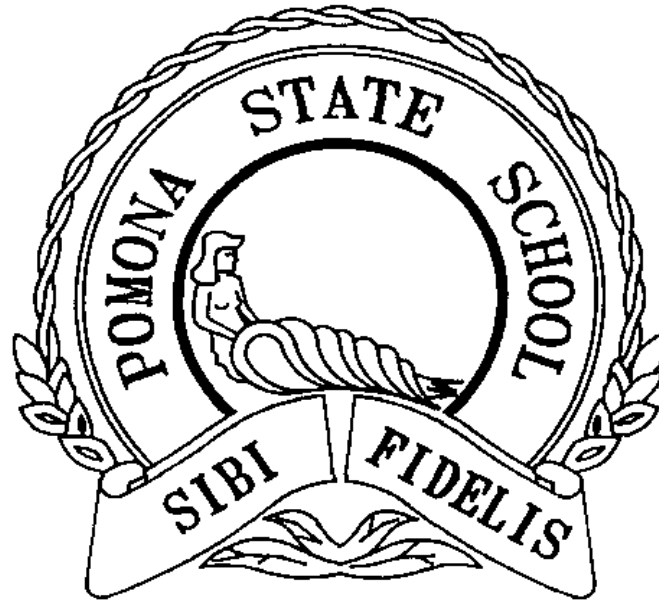


Pomona State School



Parent Handbook

Caring, Sharing and Achieving Together

POMONA STATE SCHOOL

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POMONA QLD 4568**

(07) 5480 8222

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www.facebook.com/pages/Pomona-State-School

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Principal's Welcome

Welcome to one of the most exciting educational communities you will find. It is an honour and a privilege to be the Principal of Pomona State School which has become well known for its supportive school culture, its engaging exciting education programs and a wide range of student clubs and activities. You are invited to join with us to help ensure the best possible education for your child, during what we will be a long and fruitful partnership.

At Pomona State School we have two mottos: 'Caring, Sharing and Achieving Together' and our traditional 'Sibi Fidelis' which is Latin for 'Be True to yourself'. The values behind these mottos permeate everything we do. Our aim has been and always will be, to make this school a welcoming place for everyone. A place where children, parents and staff are happy and proud to be, where they feel supported and respected for the individual contributions they make. Whilst we are here to assist children in their quest to educate themselves for their role in the outside world and we take our responsibility for maintaining high educational standards very seriously. We are also committed to respecting and nurturing the individual gifts and talents that make your child unique.

I want our students, your children, to leave Pomona State School with the confidence, skills and abilities to allow them to contribute as valuable citizens of our global community, to have a healthy respect for themselves and others, and a burning desire to make a difference in our world.

A critical aspect to our success is our ability to work together. This relies on an ongoing commitment by all of us to take personal accountability in fostering the values, beliefs, skills and knowledge to allow our students to meet the challenges of tomorrow. School can never replace the love and support of a nurturing home. Nor can it succeed to build the minds, heart and spirit of our young people in order for them to achieve their dreams of tomorrow alone. Together we can offer your children a great deal and I encourage you to become an active member of our school community in whatever way you can.

Pomona State School is a place with a strong sense of community, where everyone is treated with dignity and respect, for both who they are today, and what they hope and dream of for tomorrow. My main role is to lead and inspire everyone in this school community to be the very best they can be, in contributing to the nurturing and development of our most important asset: our youth, our future.

Alyson Covey
Principal



Pomona State School – Our Beginning...

Pomona State School has a rich history as it is one of the oldest schools on the Sunshine Coast. Before the township of Pomona existed, the school was built on a school reserve of five acres (two hectares) in the middle of the forest near the railway line at a place called Pinbarren Siding. It was known as Pinbarren Provisional School and it opened on August 31 in 1897 with twenty-five pupils and one teacher all housed in one building.

More settlers arrived in the district and in 1900 the township of Pomona was surveyed around the site of the school. In 1906 the name was changed to Pomona Provisional School and in 1908 it became a State School.

As enrolments increased other buildings were added to the existing one. In 1935, Pomona State School became a Rural School, this meant that Manual Training and Domestic Science was brought into the curriculum. Children from as far away as Eumundi and Tewantin travelled to Pomona by bus and train to attend these vocational classes.

The existence of Rural School facilities was one of the reasons why, in 1945, Pomona was chosen to become Queensland's first 'high top'. This meant that a Secondary Department was added to the existing primary school. The addition of 432 secondary students to the school caused the school to become overcrowded. Other buildings from various local schools that had closed were relocated to Pomona State School to help accommodate the extra students and staff.



Pomona State School pictured in 1947. The building in the background is used as a Kindy today. Other buildings were removed and the land was turned into a park. The park was later named in honor of former Pomona State School teacher, Stan Topper, who was instrumental in the development of the modern day, King of the Mountain Festival.

The 1970s saw further changes and Pomona State School was moved from the middle of town, to a new site called *Ellis Estate*. The new site would provide more room for the school's eventual growth in the future. *Ellis Estate* was located on what is today, 74 Station Street. The new school site was officially opened on October 9 in 1976.

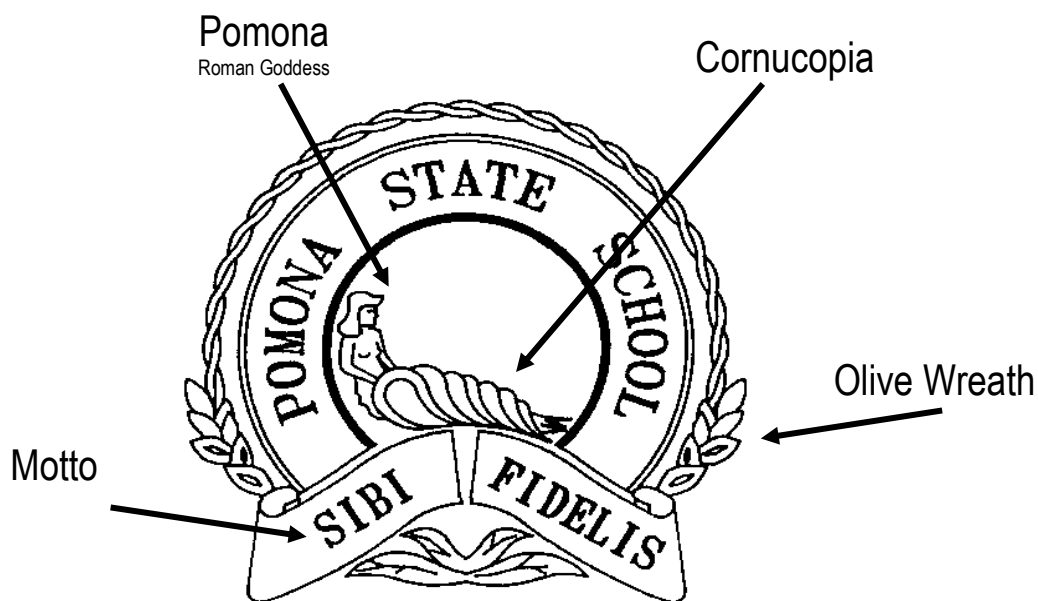
Almost fifty-two years after it was established, the Secondary Department of Pomona State School was relocated to its own site. With steady growth in both primary and secondary enrolments in the early 1990s it became apparent that the Station Street facilities would be unable to cope with the increasing numbers of students. The new school was built on Summit Road and named Cooroora Secondary College, officially opening in July, 1996. In 2006, the Cooroora Secondary College was transferred to Noosa District State High School and then renamed Noosa District State High School - Pomona Campus. It remains this way today.

Presently, Pomona State School has approximately 330 students enrolled from Prep to Year 6. It is recognised as a school that provides a holistic, quality education for all students.

Acknowledgements

1. Remember The Days – Pomona State School Secondary Department, Golden Jubilee 1945 – 1995
Published 1995
2. <http://en.wikipedia.org>

OUR SCHOOL EMBLEM – WHAT DOES EACH SYMBOL MEAN?



Pomona State School's emblem which is now freshly painted on the wall of the under covered area, is one of the oldest and most unique school emblems in Queensland. It is steeped in so much history and is often a 'visual mystery' to many. New families have queried why a mermaid with a shell would be located in the middle of it. So who is the strange lady featured on our badge?

The emblem was created in 1945 when Pomona State Rural School became Queensland's first 'high top'. This meant that a secondary department was added to the existing primary school. It features **POMONA**, the Roman Goddess of fruitfulness, orchards and gardens, who our town is named after. She is sitting beside a **CORNUCOPIA** which is also referred to as the 'horn of plenty'. It is a symbol of abundance and nourishment and is commonly a large horn-shaped container overflowing with produce, flowers, nuts, other edibles, or wealth in some form. (1)

Pomona is surrounded by an **OLIVE WREATH**. The olive wreath was used to crown Olympic champions in ancient times. It is regarded as a powerful symbol that represents peace, wisdom and triumph.

The **MOTTO**, '**SIBI FIDELIS**' located underneath the Goddess, is a Latin expression which means, '**to themselves faithful**' or in simpler terms '**being true to oneself**'.

To **be true to yourself** means to act in accordance with who you are and what you believe. If you know and like yourself you will find it effortless to be true to yourself. Be who you are! Have the courage to accept yourself as you really are, not as someone else thinks you should be. Do not take action or pretend to be someone else for the sake of gaining acceptance. (2)

This meaningful motto can resonate with all members of the community, not just our students!

Acknowledgements

(1) <http://en.wikipedia.org/wiki/Cornucopia>

(2) <http://www.essentiallifefskills.net/betrue toyourself.html>

OUR PHILOSOPHY ABOUT LEARNING

The Learner

We believe

- That all children are individuals with a variety of social and cultural experiences who develop at their own rates inspired by their curiosity.
- That children have a variety of learning styles and that recognising, accepting, respecting and accommodating these encourages a positive self-concept.
- A positive self-concept encourages children to take risks and learn from their successes and mistakes and is essential for meaningful learning and personal well-being.

Learning

We believe children learn best

- When they are actively engaged in a wide variety of scaffolded (guided and supported) concrete experiences based on their needs and interests.
- When they make choices, take risks and experience success through interactions with others and the environment.

Partnerships

We believe

- Positive family/school partnerships help develop a better understanding of the learner, contributing to effective teaching and learning.
- Teamwork is an essential life-long skill and its development should be actively encouraged.

DAILY ROUTINE

Drop Off

Parents are asked to access the school via the gate near the bike rack or the gate near the supervised crossing when dropping off children. When crossing the road, the supervised crossing must be used. Please do not use staff access at drop off and pick up times.

| | |
|--------------------|---|
| 8.30am | All children should be at school by this time. This gives them time to unpack their bags, sharpen pencils and/or have a quiet game or chat with classmates. Parents should also say their goodbyes during the next few minutes. |
| 8.40am | First Bell |
| 8.45–10.50 | Morning Session |
| 10.50–11.30 | First Break |
| 11.30–12.50 | Middle Session |
| 12.50–1.25 | Second Break |
| 1.25–2.50 | Afternoon Session |
| 2.50pm | Final Bell – classes conclude |



Pick Up

Parents are asked to make clear arrangements for picking up children, including where to wait within the school grounds if being collected by an adult or older sibling.

ABSENCES

(07) 5480 8260 or admin@pomonass.eq.edu.au

Pomona State School has a dedicated Absentee Phone-line which enables parents to leave a message if their child is going to be absent. The service operates 24 hours a day, 7 days a week. Alternatively, you may send an email. Parents are asked to provide the following information; students name, class and reason for absence.



When a student is absent, verification of the absence is required from the parents or legal guardian. This may be in the form of an email, note, telephone call or visit to the school. Unexplained absences in excess of 5 school days are investigated and if appropriate, reported to the police. Where a prolonged absence is anticipated (such as a holiday), notice to this effect is required.

ACCIDENT INSURANCE COVER FOR STUDENTS

Parents are advised that the department does not have Student Accident Insurance cover for students.

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

If your child is injured at school as a result of an accident or incident, all costs associated with the injury, including medical costs, are the responsibility of the child, parent or caregiver.

Some incidental medical costs may be covered by Medicare. If parents have private health insurance, some costs may also be covered through the private health insurance. Any other costs would be borne by the parents.

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 as to the types and levels of private insurance they arrange to cover their child for any accidental injury that may occur.

Parents should contact their insurer or an approved Australian insurance broker for more information about student personal accident insurance cover for their child.

EARLY COLLECTION OF STUDENTS/LATE ARRIVALS

If you need to collect your child early from school **please report to the school office** and the Admin Officer will complete the OneSchool entry explaining the early departure. The office will then contact the classroom for your child to come and meet you.

If your child arrives at school after the second bell (8:45am) they must **report to the school office** to receive a Late Slip. No Late Slip, no entry to the classroom.

EXTERNAL PERFORMANCE PROVIDERS

Throughout the year, external providers such as School Performance Tours, Brainstorm, RAWART and Nexus provides performances for the students of Pomona State School. The cost ranges between \$7.00 and \$10.00 per child. Information about performances and workshops is distributed in the newsletter. Payment for these performances can be made at the office by the due date noted in the promotional material.

ASSEMBLY

Assemblies are held in the School Hall from 2.15pm each Monday. One child from each class receives a 'Student of the Week' award at assembly. Parents are welcome to attend. Classes take it in turns to present items at Assemblies throughout the year. Your child's teacher will be able to advise you of when it is their turn.

BOOK LISTS AND STUDENT RESOURCE SCHEME

Each parent's responsibility is to provide the necessary materials and resources for their child's education. To assist parents with this process Pomona State School will provide a basic booklist and stationery list for each year level. Parents will be able to purchase the items on these lists from local newsagents. Other items on the Booklist will need to be replenished throughout the year.



In December when class lists for next year are released, class teachers will distribute their individual requirements to students designated for their class. Parents will be able to source these items over the summer school holidays.

STUDENT RESOURCE SCHEME

Pomona State School in consultation with the P&C Association has chosen to operate a **Student Resource Scheme** to assist parents with the cost and resourcing of additional educational resources that provide enhanced learning opportunities. The scheme is supported and approved by the School's Parents and Citizens Association and operates under the policy and guidelines of The Department of Education and Training (DET). The scheme is not used to raise funds for other purposes. The scheme provides the entire package for the specified participation fee and is not available in parts.

Participation in the scheme is voluntary and there is no obligation placed on a parent/caregiver to participate. A parent/caregiver's decision to participate is based on consideration of the value and convenience afforded by the scheme. However, please be aware that materials required under this scheme are not funded by school grants.

The purpose of the scheme is to provide the parent/caregiver with a cost effective more economical alternative to purchasing required resources and consumables through reduced prices gained from the school's bulk purchasing processes. The provision of this scheme ensures that well-resourced learning by our students remains our key focus.

Total cost of the scheme is \$70.00 and you will receive the following items:

| Items | Approximate investment /cost |
|--|---------------------------------------|
| Student access to Mathletics at school and home | \$12.00 (Private licence approx \$99) |
| Student access to Reading Eggs at school and home | \$12.00 (Private licence approx \$99) |
| EBooks, iPad Apps & Downloads (Educational only) | \$6.00 |
| Targeted school reproduced curriculum workbooks (in lieu of purchased student workbooks on previous years' booklist) | \$20.00 |
| Art supplies, Design & Food Technology resources | \$20.00 |

You will be invoiced early in the year after returning your participation agreement form, should you wish to participate.

If you do not wish to participate you will need to return the form and it will then be your responsibility to purchase/provide all the resources provided by the scheme. **Please provide your child/s unique Mathletics and Reading Eggs log on and password, as teachers are currently using this in their classrooms.** If you are experiencing financial difficulty or would like to make regular instalments please contact our Business Manager at the school office.

CHAPLAINCY STATEMENT

Pomona State School and Scripture Union Australia provide a chaplaincy service endorsed by the school's Parents and Citizens' Association and have qualified for funding from the Australian Government to employ a Chaplain.

Chaplaincy services may offer students, staff and parents with social and emotional support and by enhancing engagement with the broader community.

Chaplaincy services are inclusive of, and show respect for, all religious and non-religious beliefs and other stances represented in the school community. All activities and events provided are optional, non-discriminatory and equally available to students of all beliefs and are available to all students on a voluntary basis unless a parent or guardian requests in writing that this is not to occur for their child/ren.

COMPLIMENTS AND COMPLAINTS MANAGEMENT

Your opinions are valued and we encourage open communication between families and the school. The school operates a compliments and complaints management process to ensure we provide the highest quality service to our school community. Please communicate with your child's class teacher in the first instance. Should the matter need further discussion please make an appointment at the office with the Principal or Deputy Principal.

CUSTODY

If there is a change in the custodial care of your children, please report this to the office. The office holds confidential information on known custody cases.

ENROLMENTS

Please contact the school office to discuss the enrolment of your child / children at Pomona State School. Proof of age is required when enrolling your child.

To be eligible for Prep a child must turn five (5) on or before 30 June in the year that they enrol in Prep.

If at any time your address details or telephone number change, or any other relevant changes to your child's health, bus travel, emergency contacts, etc. occur please advise the school office so that accurate records may be kept up to date. **This is vital in case of an emergency.**

HOMEWORK POLICY AND GUIDELINES

This policy and set of guidelines for homework has been developed following a review of current teacher practices in setting homework and a survey of parents' views.

Our School Community's Beliefs about Homework

Parents and teacher's beliefs about the value of homework both differ and intersect.

The majority of our school community believe homework to be a worthwhile activity for the following reasons. It can:

- provide quality time for parents to interact with their children
- limit the amount of time children spend watching television or playing video or computer games
- encourage parents or carers to talk with their child about their school work
- give parents and opportunity to see what their children are doing in class and to see how they are progressing
- communicate with parents about what their child is doing in class at the time
- assist students to practise skills learnt in class
- reinforce work learnt in class
- assist students to revise content covered in class
- assist students to develop independent study skills
- develop self-discipline in children
- assist students to develop time management/organisational skills
- allow time to finish work not completed by students during class

Some parents feel very strongly that homework should not be set by the school. This policy allows those parents to decline to participate in the class homework program. A notation of this request will be made on the student's file.

Homework Guidelines

The setting of homework:

Each teacher is responsible for putting into action in their class the school's policy guidelines and as such, will develop a set of class homework guidelines appropriate for the needs of that class. These include such things as:

- The teacher's goals for students in the year's or term's homework
- The kinds of homework that will be set
- How homework will be marked

- What role the teacher expects parents to play in homework
- What parents should do when they find there's a problem with homework.

These guidelines will be communicated to the parent group of the class at the beginning of each year. When these guidelines are distributed teachers will ask whether or not students will be participating in the class homework program for the year.

Generally speaking, homework tasks will be directed at improving essential skills in literacy and numeracy. The tasks will reinforce work that has been started in class and will not consist of new skills or knowledge.

Common tasks will include reading practice, spelling practice and number facts practice. Work not completed during class time may also be set for homework.

Some teachers may distribute homework and include the weekend for completion. Homework will not be set on a daily basis for completion that night except in extenuating circumstances. This is in recognition of students who have after school cultural and sporting commitments.

Assignments and projects:

It is common in the upper school for students to work on longer term assignments and projects. Therefore, homework tasks related to these may consist of collecting and collating materials for presentation of these projects. Students will not be asked to complete research for these tasks as the school understands that not all students' homes are equipped with the resources to do this. Students may choose to do research for their projects as an extra non-compulsory component of homework tasks.

Generally the tasks associated with assignments and projects, i.e. defining the task, locating information, selecting information, organising information and presenting information, will be taught in class time.

Time allocations for homework:

Time allocations vary according to a student's year level and developmental stage. The recommended time allocations are;

Prep: 5-10 minutes (and consisting of sharing the contents of the home folder with a significant adult at home. This routine is to help children learn the responsibilities of taking books and folders to and from school)

Years 1-2: 10-15 minutes per night (and consisting mainly of daily reading practice and word recognition practice)

Years 3-4: 15-20 minutes per night (and includes daily reading practice and other tasks set by the teacher)

Years 5-6: 20-30 minutes per night (and includes daily reading practice and other tasks increasing in complexity by the year level and set by the teacher)

How homework is marked:

Teachers at Pomona State School value the place of homework for the purposes outlined above. Therefore, to emphasise its value to students and their families it will be marked. Each teacher will develop their own system for marking homework and recording the results. This will be communicated to parents at the start of each year.

Consequences for non-completion of homework:

Students who participate in the class homework program are required to complete a certain amount of homework each week. Students' participation will be encouraged through the use of appropriate class reward systems. These may include:

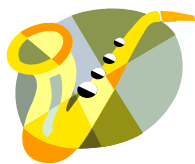
- Stickers
- True Blues
- Teacher notations in the Homework Work

Students not completing homework are requested to bring a note of explanation from parents. This note may consist of a notation in the student's homework book and can be as brief as 'no homework completed on this night'. Such notations need to be signed by parents.

Consequences for not completing homework and not bringing a note of explanation will be at the class teacher's discretion and may include:

- Loss of play time
- Loss of class privileges, e.g. computer or game time

INSTRUMENTAL MUSIC



Pomona State School offers tuition and instrument hire in Brass and Woodwind. An Instrumental Music Teacher teaches interested and committed Years 4 to 6 students to play the following instruments: piccolo, flute, clarinet, bass clarinet, alto saxophone, tenor saxophone, baritone saxophone, trumpet, French horn, baritone, euphonium, tuba, bassoon or percussion.

Families will be invoiced separately for the cost of tuition under an Instrumental Music Student Resource Scheme.

LANGUAGES OTHER THAN ENGLISH (L.O.T.E)

All Queensland State schools teach a Language Other Than English (LOTE). At Pomona State School we teach Japanese. Our Japanese program is integrated with classroom programs in order to make learning Japanese more relevant.

Why a Second Language and why Japanese?

Many parents ask why we teach a second language. When LOTE was first introduced in Queensland it was agreed to include both Asian and European languages, Queensland was carved up into 'language' areas and our area is one that teaches Asian languages.

Japanese has a high profile as a second language due to huge publicity during the late eighties and due to our close trade and hospitality relationships with Japan. In terms of future careers there are great opportunities in trade and tourism with Japan. In fact, in Australia it is becoming necessary to have a second language in the hospitality industry. As many of our tourists come from Japan, learning the Japanese language makes good sense.

Learning a second language is beneficial in many ways. It helps us to look at the world from a different perspective and gives us an understanding of people's differences. The cultural content of our LOTE program is infused with the language program and is aimed at developing a positive attitude towards Japanese people.

Some interesting points about learning Japanese

Japanese people speak differently according to whom they are speaking, in order to show respect. They actually use different words or word endings when speaking to older people or people of higher rank. Shop assistants, for example, will use the highest form of respect language to their customers. Showing respect is of great importance in the Japanese culture. In English we use the same expressions to everyone. In fact the standards of English are lowering rapidly. It is interesting for the students to compare the two languages from this point of view.

Japanese uses a completely different script to English. This helps your children to see that other written forms are not just strange scribbles but very logical and methodical scripts. Comparing it to the English script, with its spelling and reading difficulties, the Japanese script is relatively simple.

The program does not expect the children to learn large lists of vocabulary or learn all of the scripts of hiragana, katakana and Kanji off by heart. **The emphasis is on understanding the way Japanese people communicate and comparing their own language with another one**, thus improving their understanding of English. Even when new children come to the school having no previous Japanese lessons, they are able to join in and participate very quickly due to the non-reliance on previous knowledge. Charts to refer to are readily available. Moreover, your child's learning ability is increased because learning a LOTE improves listening skills and forces children to think about how they use their own language which is usually just taken for granted. The program is an enjoyable one being focused on culture and includes origami, games, cooking and singing.

At Pomona State School our students in Year 5 and 6, have access to a great LOTE (Languages Other Than English) program. **The most important skill they learn is the ability to teach themselves a second language, which is becoming increasingly important as the world grows smaller and smaller.** We have chosen Japanese as a vehicle for this because it is interesting and relevant to learn. This is essential in a program that focuses on simplicity and fun in order to learn skills that will serve students for a lifetime.

LIBRARY BAG

All students will need a library bag for borrowing books and other resources from the Resource Centre. This ensures our valuable resources are protected.

LOST PROPERTY

Please name all of your child's belongings clearly and permanently, especially coats, hats, shoes, socks, jumpers, lunch boxes and drink bottles. Lost property is placed in labelled boxes in the covered area near the tuckshop. All lost property that is left at the end of each term is donated to a local charity.

STUDENT ILLNESS AND INJURY

Students who fall ill during the day must report the nature of their illness to their teacher. The teacher will record their name and nature of the complaint on a 'Student Illness Report Form'. The sick student then takes this form to the office.

On receiving this form the Administrative Officer on duty will, depending on the nature of the complaint and the condition of the student:

- Ring the parents/guardians and ask them to collect the student with a view to seeking further medical assistance; or
- Direct the child to the Health Room where couches and seating are available.

Students in the Health Room are monitored for approximately 30 minutes. If after that time there is evidence of return to good health the student will be permitted to return to classes. If there is no improvement in the child's condition, the parents/guardians will be contacted.

Major Injury – When a student is assessed as having a major injury the ambulance will be called to the school immediately. Simultaneously the parents/guardians will be notified. If parents or guardian are not able to be contacted the person who is identified in our records, as the emergency contact person will be contacted.



INFECTIOUS DISEASES – EXCLUSION FROM SCHOOL

| | |
|---|---|
| <i>AIDS</i> | Carriers are not to be excluded from school |
| <i>Chicken Pox</i> | Exclude for at least five days after the first appearance of the rash and the last blister has scabbed over. (Some remaining scabs are not a reason for continued exclusion.) |
| <i>Diphtheria</i> | Please contact the Principal |
| <i>German Measles</i> | Exclude for at least four days after the rash first appears. |
| <i>Glandular Fever</i> | Students should return to school only on the doctor's advice. |
| <i>Hepatitis A and B</i> | Please contact the Principal |
| <i>Measles</i> | Exclude for at least seven days after the rash first appears or until a medical certificate is provided. |
| <i>Mumps</i> | Exclude for 9 days or until swelling goes down. |
| <i>Scarlet Fever</i> | Exclude for 3 days or until symptoms subside. The school must be notified of an infection. |
| <i>Ringworm, Scabies, Head Lice, Trachoma</i> | If suitably covered and treated, or after medical advice, the child may attend school. |
| <i>Impetigo (school sores)</i> | Exclude until day after approved treatment has commenced. Sores should be suitably covered. |
| <i>Whooping Cough</i> | Exclude until 5 days after starting appropriate antibiotic treatment or for 21 days from the onset of coughing. |

Please contact the school office for more information

MEDIA

School “good news” stories are shared with the school community via our newsletter, Facebook and website. These media platforms also inform of current and future events. The newsletter is emailed to the email address given at time of enrolment.

MEDICATIONS AT SCHOOL

We can only distribute medication to students that has been prescribed by a doctor. This includes all over-the-counter medications such as paracetamol and cough medicine or any herbal/alternative remedies. If your child needs medication during the school day please bring it to the office in the original packaging showing the doctor’s instructions. You will be asked to complete a permission form before staff can administer medication. Children must not keep medication in their bags.



Education Queensland has provided the following information on the misuse and abuse of prescription and over-the-counter medicines.

Prescription and over-the-counter medicines have made a significant and positive contribution to the health and wellbeing of Australians. However, nearly all medicines have the potential to cause harm, and when they are misused or abused the consequences can be dangerous and even fatal.

What is medicine?

Medicine is defined as anything that has a proven healing value. Medicines include prescription and non-prescription or over-the-counter medicines or alternative remedies.

Prescription medicines

Prescription medicines are those that are prescribed by doctors for a particular person. Once a doctor has written a prescription, a patient needs to go to a pharmacy to obtain the medicine.

Over-the-counter medicines

Over-the-counter medicines can be used effectively to treat illnesses such as common colds, pains, sinusitis, allergies and minor eye and ear problems. However, as with all drugs, over-the-counter medicines should be used with caution.

MESSAGES TO CHILDREN

Parents are requested to make appropriate arrangements with students relating to getting home from school in the morning before students leave home. Many messages are phoned in or around 2.40pm and it is extremely difficult at times when classes may not be in their classrooms (they may be on the oval or in the Resource Centre or a location unknown to the office) and the office staff is unable to get messages to students before the bell goes. Whilst student safety is of paramount concern, unless the message is of an emergent situation that cannot be avoided by parents we are unable to ensure messages will be passed on. Please assist in this regard by only phoning in messages for students in an emergency.

MONEY COLLECTIONS

Please assist our school with money collections by making note of the due date for payment of money for scheduled activities and ensuring that your child’s payment is made before or on the due date for payment. Unfortunately, we are no longer able to take money for activities after the due date as lists of students attending activities need to be provided to teachers the day before.

When sending money to school please ensure that envelopes are securely sealed and clearly marked with your child’s name, class, activity and amount enclosed. Students are also required to take their money to the office each morning before school so that money is not left in pockets or bags once classes commence. Teachers will be reminding students and your assistance is requested in reinforcing this procedure with your child.

The school office does not have a cash float so when paying school activities please have the correct money as we cannot give change. Any change required will be applied to your child’s account as a credit for future activities. Alternatively pay by EFTPOS, Bank Transfer or BPoint.

OUTSIDE SCHOOL HOURS CARE

Outside School Hours Care is a government subsidised program providing supervision and fun for primary school children before and after school by experienced Child Care Coordinators.

Outside School Hours Care is available from 6.00am to 8.45am and 3.00pm to 6.00pm daily. See the brochure inserted into the enrolment pack for more information.

P & C ASSOCIATION

The Pomona P & C Association meets every month. Meetings are advertised in our school newsletter. All interested persons are encouraged to attend. Your attendance enables you to be involved in matters pertaining to your child's education.

STUDENT DRESS CODE – APPEARANCE POLICY

Pomona State School's Student Dress Code – Appearance Policy has been developed in accordance with the relevant legislation, both State and Commonwealth. It consists of an agreed standard and items of clothing and includes a specified school uniform. Pomona State School's Student Dress Code reflects school community standards and is consistent with occupational health and safety and anti-discrimination legislation.

Pomona State School P & C Association and Pomona State School staff support a Student Dress Code - Appearance policy because it believes that 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;
- Developing mutual respect among students by minimising visible evidence of economic or social differences; and
- Eliminating the distraction of competition in dress and fashion at school

School staff will actively encourage all students to take pride in themselves and their school.

Appearance: -

Clothing. Clothing should fit neatly and be sunsafe. It must be suitable for full participation in all curriculum areas and the playground. It should not be inappropriate.

Hair. Hair should be clean, tidy (brushed or combed) with no extreme colours (natural colours) and tied back if below the collar. Fringes must not interfere with a student's vision at any time.

Pomona State School P & C Association supports school staff to promote 100% adherence to the wearing of the school uniform neatly and with pride in the following instances:

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

Inappropriate dress refers to clothing or apparel worn by students that is deemed to be:

- Offensive, i.e. slogans and inappropriate language printed on the clothing, or revealing
- Likely to disrupt, or negatively influence normal school operations, i.e. popular branded clothing often results in competition and unnecessary peer pressure between students (particularly girls);
- Unsafe for the student or others, i.e. inappropriate footwear; and
- Likely to result in a risk to health and safety of students or others.

In circumstances where inappropriate or unreasonable dress is worn, appropriate actions will be taken. These sanctions are reflective of the severity and recentness of non-compliance and may include one of the following:

- Detention during lunch
- Preventing the student from attending or participating in activities for which the student is representing the school
- Preventing the student from attending or participating in any activity that is not an essential educational program.
- May have parents contacted to bring appropriate item/s to school.

In resolving matters of the Student Dress Code – Appearance Policy

- Newly enrolling families will be given sufficient time to purchase items of the uniform
- Arrangements will be made in circumstances of economic hardship
- Alternative arrangements will be allowed for a short period of time upon receipt of a written request
- Opportunities to wear relevant items of the Student Dress Code from a bank of items held at the school are available
- Conscientious objections raised on any reasonable cultural or religious grounds will be considered

Where there are individual cases of conflict with the Student Dress Code or the persistent failure of a student to uphold the code

- Items of clothing from the bank of school uniforms held at school will be offered
- The student may be prevented from attending or participating in any activity for which the student is representing the school
- The student may have a detention imposed
- The student’s parents will be informed and discussion between parents, school staff and the students will focus on how to prevent a recurrence

Special Circumstances.

On Casual Dress, Theme days or school camps, students must still adhere to the school Dress Code, sunsafe and WH&S guidelines in regard to clothing, footwear, jewellery, hats and appearance.

Plain house coloured T-shirts may be worn on designated school sports days such as the athletics and swimming carnival days, or as approved by the principal.

The grade 6 shirt may be worn on normal school days but not when representing the school off campus.

As endorsed by the Pomona State School P&C Association, this is a “school uniform” school. All students are expected to wear their uniform neatly and with pride in all circumstances listed in this policy.

Pomona State School’s Uniform includes and is limited to

| Girls | Boys |
|---|--|
| <ul style="list-style-type: none"> ▪ Navy blue and gold collared shirt (embroidered logo) including the approved Year 6 shirt. ▪ Navy blue skorts or shorts (embroidered with PSS) ▪ Navy blue long pants ▪ Navy blue or black leggings/stockings worn under skorts or shorts. ▪ Navy Blue long sleeved zip up jacket (embroidered logo) ▪ Navy blue broad brimmed hat (to be worn for all outside activity including lesson breaks, | <ul style="list-style-type: none"> ▪ Navy blue and gold collared shirt (embroidered logo) including the approved Year 6 shirt. ▪ Navy blue shorts (embroidered with PSS) ▪ Navy blue long pants ▪ Navy Blue long sleeved zip up jacket (embroidered logo) ▪ Navy blue broad brimmed hat (to be worn for all outside activity including lesson breaks, Physical Education, walking between classrooms where undercover is not available). The brim |

| | |
|---|---|
| <p>Physical Education, walking between classrooms where undercover is not available). The brim measures 6 cm and meets the requirements of Pomona State School's Sun Protection Policy.</p> <ul style="list-style-type: none"> ▪ Socks: white with navy blue edge, plain white, navy or black. ▪ Closed in flat-soled footwear such as joggers or school shoes (no boots, sandals or thongs are allowed for safety reasons) ▪ Jewellery (other than one set of stud or sleeper earrings worn in the ears, and a watch) and cosmetics are not to be worn at any time. ▪ For all inter-school sport, (if no sport specific uniform is provided) the Navy blue and gold collared shirt (embroidered logo), Navy blue shorts, broad brimmed navy blue hat, joggers and no jewellery is to be worn. ▪ For all school swimming lessons a sunproof T shirt or "rashie" and a swimming cap are to be worn. No jewellery is to be worn. ▪ Hair accessories (ribbons and scrunchies) are to be in school colours of navy blue and gold. | <p>measures 6 cm and meets the requirements of Pomona State School's Sun Protection Policy.</p> <ul style="list-style-type: none"> ▪ Socks: white with navy blue edge, plain white, navy or black. ▪ Closed in flat-soled footwear such as joggers or school shoes (no boots, sandals or thongs are allowed for safety reasons) ▪ Jewellery (other than one set of stud or sleeper earrings worn in the ears, and a watch) and cosmetics are not to be worn at any time. ▪ For all inter-school sport, (if no sport specific uniform is provided) the Navy blue and gold collared shirt (embroidered logo), Navy blue shorts, broad brimmed navy blue hat, joggers and no jewellery is to be worn. ▪ For all school swimming lessons a sunproof T shirt or "rashie" and a swimming cap are to be worn. No jewellery is to be worn. |
|---|---|

All decisions about changes to the school uniform are made in conjunction with Pomona State School P&C Association.

JEWELLERY

Students may wear one set of stud or sleeper earrings and a watch. All other jewellery is considered to be a danger to the child's safety and must be left at home. Students will be reminded to remove unauthorised jewellery worn to school.

RELIGIOUS INSTRUCTION

Religious Instruction is provided to all children in accordance with the *Education (General Provisions) Act 2006*.

The school has an ecumenical format in which children stay in their class groups. Educators of religion visit each classroom to provide instruction. Although each religious educator teaches groups of children from all denominations, they work from an agreed-upon text. Thereby all children receive similar instruction in broad Christian beliefs. Parents wishing to exclude their children from Religious Instruction may do so by nominating **NO RELIGIOUS INSTRUCTION** in the Religion box on the Student Enrolment Form. Any other changes throughout the year can be made via a written note to the office. Students not participating in Religious Instruction undertake **other instruction**.

Examples of **other instruction**

- The subject area provided to students receiving other instruction should have already been covered in the student's class
- The types of instruction offered to students in other instruction may include, but is not limited to:
 - Personal research and / or assignments
 - Revision of class work such as creative writing or literacy and / or numeracy activities which could include online programs currently accessed by the students of that school (i.e. Mathletics, Reading Eggs) and
 - Wider reading such as independent reading appropriate to the student.

REPORTING TO PARENTS

Teachers at Pomona State School report to parents about student progress in a number of ways. The report card is only one of a number of strategies used by our school to communicate with you throughout the year about your child's achievement, effort and behaviour. Other strategies include: formal Teacher-Parent conferences, informal Teacher-Parent conferences whenever the parents or the teacher need to see each other, viewing of student work at particular times, and a formal Report Card twice a year – at the end of each Semester.

The Report Card presents a summation of your child's level of attainment of knowledge and skills in the Key Learning Areas and in the Integrated Studies Unit/s. It is meant to supplement the information parents and teachers share at Teacher-Parent Conferences. The ratings awarded are for this reporting period only.

SCHOOL SWIMMING

We are most fortunate to have our own swimming pool. This enables swimming to form a major part of our Health and Physical Education program without the large costs associated with sports requiring travel to specialist venues.

Swimming classes for Years Prep - 6 are held during the summer months (Term 1 and Term 4). Swimming is an integral part of the school curriculum and every child is expected to participate.

Children are required to bring along swimming togs, swimming cap (available from Tuckshop), towel, sunscreen, hat and a t-shirt (all labelled clearly with their names) on the day of their swimming class. Due to the nature of some of the activities taught during these lessons, girls should wear a one-piece swimming costume. It is important that all children be able to dress themselves. Togs are not to be worn under clothes during the day.

If any special circumstances prevent your child from attending swimming classes, please advise the classroom teacher by note. If your child is unable to swim because of a cold or illness please send a note on the day.

As most of the Prep and Year 1 children will be inexperienced swimmers, a great deal of parental assistance with swimming will be required. Without adequate assistance, swimming will not be able to take place.

It would be of benefit to your child if you could remind him/her of the following pool safety rules for school and community swimming:

GENERAL POOL SAFETY RULES

- Walk on concrete areas. **DON'T RUN!**
- Take care in the pool. **NO** ducking or dangerous diving/jumping
- Remove jewellery before swimming
- Swim with a buddy
- Avoid sunburn, apply sunscreen and wear a t-shirt
- Children **MUST NOT** wear togs to school for personal hygiene reasons
- Swimming Caps are compulsory
- Long hair must be tied back (boys included)

SMOKING

Government regulations state that smoking is not permitted anywhere on school premises at any time.

SUN PROTECTION POLICY and IMPLEMENTATION PLAN

Rationale

Queensland has the highest rate of skin cancer in the world. Of all new cancers diagnosed in Australia each year, 80% are skin cancers. Research indicates that childhood sun exposure is an important contributing factor to the development of skin cancer later in life. Given that students are at school during peak ultraviolet radiation (UVR) times throughout the day, schools play a major role in both minimising student's UVR exposure and providing an environment where policies and procedures can positively influence student behaviour.

Skin damage, including skin cancer, is the result of cumulative exposure to the sun. Research shows that severe sunburn contributes to skin cancer and other forms of skin damage such as sunspots, blemishes and premature ageing. Most skin damage and skin cancer is therefore preventable. Ultraviolet radiation (UVR) levels are highest during the hours that children are at school. As children will spend a portion of their day outdoors, we are committed to protecting them from the harmful effects of the sun.

Staff of Pomona State School realise the need to protect children's skin and educate them about SunSmart behaviour, thus reducing their risk of skin damage from exposure to the sun.

Aims

This policy and plan aims to:

- provide ongoing education that promotes personal responsibility for skin cancer prevention and early detection;
- provide environments that support SunSmart practices;
- create an awareness of the need to reschedule work and outdoor activities to support SunSmart practices where possible.

Procedures

Our school recognises that winter sun also contributes to skin damage. The implementation of this policy will therefore be implemented throughout the year.

The purpose of this SunSmart policy is to ensure that all children attending Pomona State School are protected from the harmful effects of the sun throughout the year.

Our commitment

Pomona State School will:

- ensure staff act as positive role models by practising SunSmart behaviour (i.e. wear hats outdoors (broad brimmed where practicable), apply sunscreen, wear clothing which provides adequate protection).
- organise special activities which promote and encourage SunSmart awareness (eg. visiting speakers, competitions, Fun Hat Day).
- remind students to apply sunscreen, wear hats and to play in shaded areas.
- involve students in a variety of learning activities which develop knowledge, attitudes and skills relevant to personal skin protection on an annual basis.
- use shaded areas for outdoor activities where possible (including erecting the portable shades).
- encourage students to wear hats as they leave the classroom for outdoor activities, recess and after school.
- encourage students to wear appropriate 'wet shirts' for swimming lessons.
- educate students for self-responsibility.
- assist parents with ideas to encourage their children to be SunSmart.
- educate and raise awareness within the school community about the dangers and long term effects of over exposure to the sun.
- take appropriate measures during times of extreme UVR levels (i.e. no oval days).
- inform parents of the SunSmart Policy and Plan when they enrol their child.
- include the SunSmart policy and plan in the school prospectus.
- increase the amount of shade in the school grounds, where possible, by building shelters and planting trees.
- incorporate education programs that focus on skin cancer prevention into the school curriculum.
- encourage all teachers and staff to act as positive role models for children in all aspects of SunSmart behaviour
- seek ongoing support from parents and the school community for the SunSmart policy and its implementation, through newsletters, parent meetings etc.
- encourage all students and staff wear hats that protect the face, neck and ears, and SPF 30+ broad-spectrum, water-resistant sunscreen, when involved in outdoor activities.
- insist students without adequate sun protection to use shaded or covered areas at recess and lunch times (a *No Hat-No Play Policy* is in place at the school).
- ensure the school dress code conforms with the Queensland Cancer Fun SunSmart clothing guidelines. This includes annual review.

- ensure that, where practicable, outdoor activities take place before 10.00a.m. or after 2.00pm (Australian Eastern Standard Time - AEST) as per the Department of Education, Training and the Arts - Education Policy and Procedures Register HLS-PR-013.
- ensure that adequate shade is provided at sporting carnivals and other outdoor events.
- keep abreast of current research in SunSmart behaviour, i.e. the wearing of sunglasses.
- review the SunSmart policy on a regular basis.

Our Expectations

Parents/caregivers will:

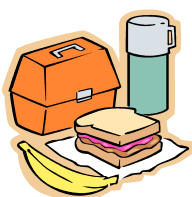
- provide a SunSmart hat for their child and ensure that they wear it to and from school. The Queensland Cancer Fund recommends the following hats:
 - 8-10 cm broad brimmed
 - legionnaire-style (for younger children)
- encourage their child to apply SPF 30+ broad-spectrum, water-resistant sunscreen 20 minutes before leaving for school;
- ensure that their child's clothing provides adequate protection from UVR. The Queensland Cancer Fund recommends clothing that has the following features:
 - dark coloured
 - collars and sleeves
 - closely woven fabric
 - natural fibre
- act as positive role models by practising SunSmart behaviour.
- support the school's SunSmart policy and plan in principle and in practice.
- help to design and regularly update the policy and plan.
- wear suitable hats and other sun protective clothing when volunteering at school for outdoor activities.

Students will:

- be aware of the school's SunSmart policy.
- take responsibility for their own health and safety by being SunSmart.
- comply with SunSmart rules and guidelines by wearing suitable hats, clothing, sunscreen (compulsory) and sunglasses (optional).
- apply SPF 30+ or higher, broad-spectrum, water-resistant sunscreen 20 minutes before going outdoors.
- use shaded or covered areas when outdoors as much as possible.
- act as positive role models for other students in all aspects of SunSmart behaviour.
- participate in SunSmart education programs as provided within the curriculum program.

TUCKSHOP

The tuckshop offers a good range of nourishing foods for the children at school and operates every day of the week. Order forms and price lists are available. Volunteers are always needed to help at the Tuckshop, so if you are able to assist in this area, please contact the school.



PARENT VOLUNTEERS

Volunteers are appreciated and highly valued in our school. There are never enough adults to do all the things we would love to be able to do with children.

There are many ways you can help out at school. Some are:

- Working in the classroom, Resource Centre or Tuckshop
- Providing a Lunch Club activity for students at break time
- Covering or repairing books at home for the Reading Room
- Taking a position on our P&C

Following are some suggestions to make your volunteering time more enjoyable.

- **Always sign in at the office.** This enables us to account for you in case of an emergency or an evacuation drill.
- To make best use of your time, it is better if **visits to classrooms are prearranged** and scheduled in negotiation with class teachers. The school day is a busy one and sometimes off the cuff or unexpected visits are difficult to integrate!
- If you have any behaviour concerns with children that are not able to be managed with a polite request to stay on task/co-operate/listen, then please **refer these to the teacher immediately.**
- Volunteers are respectfully asked **not to discipline children themselves** (this includes raising voices or physically handling students). Ask yourself if you would be happy to have a parent volunteer address your child in that way.
- **Always refer to the teacher** when increasing the level of work for a child you may be working with (e.g. reading levels). Teachers use a range of information to determine appropriate work for students.
- **Avoid any critical or negative comments** (about students work, dress, food, etc.) to children or to their parents. Please notify the class teacher about any problems or concerns.
- **Avoid physical contact** with students (including sitting on laps and cuddling in the lower grades).
- **Be mindful of inappropriate language** when speaking to students. These days families have different views about which words are acceptable for children.
- Your interactions with children should be regarded as **confidential.** Reporting to parents about a child's performance on a task or their behaviour is the role of the classroom teacher.
- If you are working with students in class time, it is difficult to also monitor a toddler or small child who also requires supervision. Please bring toys, a snack or other appropriate items for them. Parents should check with individual teachers about this.

VOLUNTARY WORKERS AND VISITORS TO THE SCHOOL

All voluntary workers at the school must report to Reception in the administration Block to sign the '**Voluntary Worker's Register**'. P & C Association insurance includes school Voluntary workers. The QCPCA Insurance update 1994-95 quotes: 'To facilitate this cover, all should sign a "**Register of Attendance**".

Before commencing any voluntary work in the school, adults who are not parents, must complete an "*Application for Suitability Notice for a Volunteer*" form (available from the school office). This is commonly known as an application for a Blue Card. This is then forwarded to the Commission for Children & Young People for processing. When we gain written approval, this person is then permitted to undertake volunteer work in the school.

Visitors to the school must report to Reception. Education Queensland Regulations state that only Education Queensland employees are permitted to have access to all areas of the school. Entry to all other areas of the school is permitted only on official business.

MAKING A GOOD SCHOOL BETTER

We have a terrific little school; however, we believe we can always improve. Following are some ideas you may consider.

- Make an effort to understand what the school is trying to do. If you can, express your support for its aims and the values it expresses.
- Participate on committees and in discussion groups that consider educational issues and offer opinions to staff members.
- See the school as 'your school' and encourage your children to see it the same way.
- By all means offer constructive suggestions; however, please direct your comments to the right people. Don't 'bad mouth' the school in the wider community.
- Go to school activities – open days, concerts, picnics, sporting functions and celebrations. Take a friend!
- Join the P&C and look after the school's interests.
- Welcome new parents. Help them to feel that they belong. Build their confidence in the school.
- Support a broad and balanced curriculum. Resist attempts by any pressure groups to narrow the curriculum to things that are purely functional and measurable.
- Encourage your children to cooperate fully, to join in all school activities and to take pride in the buildings, the grounds and the school community as a whole.
- Let the Principal and teachers know that you support them all the way, even if sometimes you have to be a friendly critic or critical friend.

