



CANUNGRA STATE SCHOOL

Parent Handbook

2024



Principal: Ms Cindi Dare

Deputy Principal: Ms Kellie Fletcher
Phone: Office (07) 5541 6111

HOSES: Mr Jonathon Morgan
Absentee (07) 5541 6166

Email: canungra@canungrass.eq.edu.au
Address: Christie Street, Canungra 4275
Postal Address: PO Box 57, Canungra 4275

Principal's Welcome

Welcome to Canungra State School. Canungra State School is a prep to year six primary school situated in the beautiful scenic rim region. Canungra State School is a truly special place which boasts an excellent reputation throughout the wider community, upholding strong traditions and a wonderful culture based on our school motto, "Aim High". Our school is a respectful, happy, friendly and safe place for our students to become lifelong learners in an ever-changing world. We pride ourselves on going above and beyond for every student each and every day to allow them to reach their true potential.

The Canungra School Community is unique and special. It is a community in which we strive to value and respect each other and respect our school as a place of learning. With the Kokoda Barracks as part of our town, we welcome families from various parts of Australia and the world. We have families with a farming background as well as being involved in trades, businesses and other professions.

Our school plays a significant role in the lives of children as they grow and develop. In partnership with parents and other members of the community, our school provides students with a high quality education that equips them with the knowledge, skills, and attributes needed to be successful in the future.

Our staff are committed to achieving the best learning outcomes for every student and to create a physically and emotionally safe learning environment. We are dedicated to this task and encourage you to take an active part through regular contact with our staff and joining in the many activities that we hold throughout the year. The link between home and school is crucial and developing and maintaining open communication and strong partnerships is the vital factor in your child's education.

At our school, nothing is more important than the happiness and education of our students, we look forward to working with you to support your child's learning journey.

Yours in education,



Cindi Dare

SCHOOL PROFILE

Canungra State School is located in the South East Region and draws its students from the Canungra Valley/Township, the Canungra Army Base and nearby surrounding suburbs. The school community is composed of some farming, local businesses and Defence Force personnel. There is a close working relationship with families, the business community and the personnel at the army base.

The school staff comprises of a Principal, a Deputy Principal, HOSES, a part-time Music Teacher, Physical Education Teacher, LOTE Teacher, ICT Teacher, Health Teacher, Learning Support Teachers, Inclusion Teachers, Guidance Officer and Speech Language Pathologist. Curriculum is planned, delivered, and assessed in line with the Australian Curriculum. Student progress and effort is reported to parents in writing twice a year at the end of each semester. The Language other than English (LOTE) taught at our school is Japanese. Computers and Interactive White Boards are used throughout the school in classrooms, our Science & Technology Centre and the Media room in the Library. Swimming lessons are conducted each year at the local pool at Moriarty Park.

Our current enrolment is approximately 380 students from Prep – Year 6.



Our school is built on traditional Wangerriburra land

School Creed

This is our School.
Let peace be here,
Let the rooms be full of contentment.
Let love abide here – love of god, love of mankind,
Love of life itself.
Let us remember that as many hands make a house,
Also many hearts make a school.



SCHOOL DIRECTORY

Address: Christie Street, Canungra QLD 4275
Telephone: Office: (07) 5541 6111
Absentee: (07) 5541 6166
E-Mail: admin@canungrass.eq.edu.au
Office Hours: 8.00 am to 3.30 pm

Queensland term dates – 2024

Term 1	Monday 22 January – Thursday 28 March
Term 2	Monday 15 April - Friday 21 June
Term 3	Monday 8 July - Friday 13 September
Term 4	Monday 30 September - Friday 13 December

PUPIL FREE DAYS

Friday 30th August 2024.



SCHOOL TIMES

Monday to Friday 8.45am – 2.45pm

Assembly every Tuesday at 2.20pm in the Hall – Prep-2 & 3-6 on alternate weeks.

Lunch breaks:

First break (food break) 11.00 – 11.30am (10 minutes supervised eating)

Second break (snack break) 1.00 – 1.40pm (10 minutes supervised eating)



KINDERGARTEN INFORMATION

C & K Kindergarten programs run during school terms, typically 40 weeks per year. In Queensland, the Kindergarten year is the year before Prep so children are generally three and four years of age. When enrolled in a C&K Kindergarten your child attends and participates in a program for 15 hours per week. This is usually structured as a five day fortnight, three days one week and two the following week or 2 longer days per week depending on which group your child is in. C & K Programs charge a fee for their service. The C&K works closely with the school for a smooth transition between kindy and prep.

The service attached to our school will run in 2024. Visit the C&K website at www.candk.asn.au and complete an on-line waiting list application.

SCHOOL ADMISSION

Children must turn five by the 30th June in their first year of school. All students must complete a prep year in the first year of their enrolment. **It is illegal for us to enrol new state school students without a birth certificate. ENROLMENTS MUST BE ACCOMPANIED BY A COPY OF THE CHILD'S BIRTH CERTIFICATE.**

PREP YEAR AT OUR SCHOOL

Our school offers a full time Prep Year. The Prep year is designed to provide children with a solid base to the early years of education and make the move to Year 1 easier. The Prep year curriculum has been developed to link with the early years of school. It is child-centred and inquiry-based. If you have any questions in relation to Prep enrolment, please come and ask at the school or access information at <https://education.qld.gov.au/schools-educators/ecec/about-prep>

BIRTHDATE	ELIGIBLE FOR SCHOOL
Child born 1 July 2018 – 30 June 2019	2024
Child born 1 July 2019 – 30 June 2020	2025
Child born 1 July 2020 – 30 June 2021	2026



ENROLMENT AGREEMENT

This enrolment agreement sets out the responsibilities of the student, parents or carers and the school staff about the education of students enrolled at Canungra State School.

Responsibility of student to:

- attend school regularly, on time, ready to learn and take part in school activities
- act at all times with respect and show tolerance towards other students and staff
- work hard and comply with requests or directions from all staff
- abide by school rules and wear the school's uniform
- respect the school environment
- adhere to the school's Student Code of Conduct and Student Dress Code.

It is my responsibility as a parent to:

- attend open evenings and parent teacher interviews
- let the school know if there are any problems that may affect my child's ability to learn
- inform school of reason for any absence
- treat school staff with respect and tolerance
- support the authority and discipline of the school enabling my child to achieve maturity, self discipline and self control
- abide by the school's policy regarding access to school grounds before, during and after school hours.

It is our responsibility as a school to:

- develop each individual student's learning journey and success
- inform parents and carers regularly about how their children are progressing
- inform students, parents and carers about what the teachers aim to teach the students each term
- teach effectively and to set the highest standards in work and behaviour
- take reasonable steps to ensure the safety, happiness and self-confidence of all students
- be open and welcoming and offer opportunities for parents and carers to become involved in the school community
- clearly articulate the school's expectations regarding the Student Code of Conduct and the school's dress code policy
- set, mark and monitor homework regularly in keeping with the school's homework policy
- contact parents and carers as soon as is possible if the school is concerned about the child's school work, behaviour, attendance or wellbeing
- respond to complaints in an open, fair and transparent manner
- consult parents on any major issues affecting students
- treat students and parents with respect

WORKING WITH CHILDREN CHECK

All volunteer classroom assistants who do not have their own child attending our school must have a working with children check. This is a mandated requirement. A suitability card is issued following the check. All employees of The Department of Education & Training undergo a criminal check at the time of their employment. The check for volunteers is free. To apply for a Blue Card, visit www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card/applications/apply. Any questions please contact the school office.

ASSESSMENT AND REPORTS

An informal “Meet the Teacher” afternoon will occur early in Term 1 where teachers will provide you with an overview of the coming year. Formal Parent/Teacher interviews will be arranged in the afternoon/evening late in term 1 or early in term 2.

Assessment is an ongoing process in the classroom. Students will be assessed against planned learning. It takes place under the broad categories of academic, effort and overall behaviour. Written reports are provided at the end of each semester.

EMERGENCY INFORMATION

Emergency information for each child is stored on our school database. It is important that this information is kept up-to-date (eg. Medical conditions such as allergies, as well as ***change of address or phone numbers*** so that parents can be contacted in the event of a serious accident or sudden illness). **PLEASE INFORM THE SCHOOL AS SOON AS POSSIBLE IF YOUR INFORMATION CHANGES.**

LOST PROPERTY

ALL SCHOOL ARTICLES SHOULD BE CLEARLY MARKED for identification purposes. Every endeavour is made to return articles to their rightful owners. Lost property is located outside of Admin.

EVACUATION AND LOCK DOWN

Regular practices will be given to familiarise students with the procedures to be adopted. For an evacuation, all persons on site are requested to move quickly to the assembly point on the school oval where a roll will be marked.

In lock down, all persons must either follow directions of school personnel or move quickly to the closest classroom or the administration building.

PARENTS & CITIZEN’S ASSOCIATION

The P & C Association meets on a monthly basis. You are cordially invited to attend all meetings so that you can become acquainted with the working of this school. All meeting times/venues are published in the weekly e-mail communications, advertised on the P&C and school’s Facebook pages.

Opportunity is given to all members to put forward ideas in a range of aspects of the school including: school policy, budget, school planning overview, fundraising, improvements to grounds and providing school equipment.

The P & C has a number of roles which enhance decision-making. The following activities operate with your support:

- Fundraising
- Uniform shop

The P & C Committee is vital to the successful provision of quality education at our school.

VISITORS TO SCHOOL

We have a school procedure, which covers visitors to our school. All regular visitors need to be familiar with our evacuation procedure, our lockdown procedure and the child protection policy. Our school is committed to providing a safe environment for all personnel. We teach and model respectful behaviour towards students, parents and each other and we expect such behaviour from all visitors to our school.

During school hours, **ALL** visitors need to sign in and out at the school office.

STUDENT CODE OF CONDUCT

Here at Canungra State School we aim high to:

- Be a safe learner
- Be a respectful learner
- Be a responsible learner



The aim of our Student Code of Conduct at Canungra State School is to provide a supportive community and an appropriate framework within which our school can plan strategies and implement practices for assisting students to become self-managed. This will ensure that effective learning and teaching can take place.

Through a planned behaviour management approach that is understood and adhered to consistently by each staff member, children will be taught these important concepts:

- all members of our school community are treated with respect
- each member of our school community ie. students, staff, parents and visitors is responsible for his/her behaviour
- appropriate behaviours are desirable and should be repeated
- inappropriate behaviours are undesirable and should be avoided
- each person has a choice of behaviour in every situation - students are taught to understand the consequences of their choice.

Rules are written collaboratively in each class and school-wide expectations are presented to students each week in classrooms and on assemblies. All rights, rules and responsibilities are outlined in our Student Code of Conduct.

Essential to effective learning is a safe and supportive environment that respects the following rights:

- All students have the right to learn
- All teachers have the right to teach
- Everyone has the right to be safe

Each class has a system of acknowledgements and consequences. Acknowledgements can be but not limited to verbal praise, stickers, parade awards and positive communication with parents.

Consequence plans are written in each grade and school wide consequences include, but are not limited to:

- Time Out Seat – located under buildings for minor playground misdemeanours
- Re-Set Room – form sent home to parents and contact uploaded to student files

- Suspension – 1 to 10 days or 11 to 20 days

A copy of the Student Code of Conduct is on our school website. You are welcome to ask for a copy at our school office.

EXCLUSION

In accordance with the Education General Provisions Act 2006 (EGPA), a Principal may recommend suspension, exclusion or impose a Behaviour Improvement Condition for a child attending the school. In such cases student and parents are informed of the action and reasons.

Parents will be contacted and behaviours discussed with the student **before** the suspension step unless there is a serious incident. In that case, parents will be immediately informed and the student removed.

A child who is suffering from infections or contagious disease will be excluded until he/she is recovered or a doctor's certificate is presented.

CANUNGRA STATE SCHOOL STUDENT DRESS CODE

The Student Uniform:

Headwear: * Bottle green full brimmed hat with yellow school emblem.
Students who do not have appropriate headwear will have to stay under buildings for lunch breaks, PE lessons and sporting activities.

Footwear: * Enclosed shoes and socks. White socks are preferred and short (not knee length) – socks that are multi-coloured, patterned, themed etc are only to be worn on free dress days

Uniform: * School dress, or
 * School shirt – must have a school or school sport's house emblem and bottle green shorts/culottes/track pants
 * School jerseys (must have the school emblem)
 * School jumpers (must have the school emblem)
 * School jackets (must have the school emblem)

Interhouse Sport Uniform:

* Bottle green culottes or shorts with the appropriate coloured house T-shirt with Sport's house emblem.

Interschool Sports Uniform:

ALL STUDENTS: Bottle green culottes or shorts with the green and gold t-shirt printed with the school emblem.

General Guidelines for Appropriate schoolwear:

- No jewellery except for studs or watches – earrings have been a concern and must be studs due to Health and Safety requirements. Necklaces are the same and can only be worn for religious or cultural reasons
- No make-up.
- No obvious hair dyes & decorative hair attachments.
- Wearing of sunglasses is optional.
- No hat, no play and no outside activities

Consequences for not complying with the Dress Code without written parental advice to the school outlining reasons for non-compliance:



- One session in the Re-set Room with parents informed via e-mail
- Non participation in activities representing the school or school activities such as excursions and sport that are not part of the essential education program of the school.

Uniforms are available from the uniform shed near the tuckshop. New and second hand uniforms may be purchased. Days of operation are published in the school newsletter.

Green backpacks with the school emblem are available. These do not form part of the mandatory Dress Code.

Uniform Shop hours Thursday: 2.50pm – 3.15pm or access online via www.quickcliq.com.au

SCHOOL HOUSES

Children are assigned to one of 4 houses. Children from the one family are always placed in the same sports house.

Wonglepong:	Green	Sarabah:	Red
Flying Fox:	Yellow	Witheren:	Blue

HOMEWORK POLICY

Rationale

Homework provides students with opportunities to consolidate their classroom learning, pattern behaviour for lifelong learning beyond the classroom and involve family members in their learning. The setting of homework takes into account the need for students to have a balanced lifestyle. This includes sufficient time for family, recreation and cultural pursuits where appropriate.

Homework that enhances student learning:

- is purposeful and relevant to students' needs.
- is appropriate to the phase of learning (early, middle and senior).
- is appropriate to the capability of the student.
- develop the students' independence as a learner.
- is varied, challenging and clearly related to class work.
- allows for student commitment to recreational, family and cultural activities.

It is helpful for your child to have a quiet place at home for study purposes. If problems arise regarding homework, it is recommended that parents/caregivers check with individual teachers.

Homework Schedule

Prep

- Up to 15 minutes daily reading and sight word activities.
- Optional- Reading Eggs and Mathseeds activities online.

Year 1 to Year 5 students will complete no more than an hour a week this time will include:

- Daily reading.
- 15 minutes Mathletics or Mathseeds per week- hardcopy provided for those students without internet access.
- 15-20 minutes literacy or numeracy activities per week.

Year 6 students will complete no more than 90 mins per week. This time will include:

- Daily reading.
- 15 minutes Mathematics or Reading Eggspress per week- hardcopy provided for those students without internet access.
- In line with our feeder high schools (Tamborine Mountain State High School, Beaudesert State High School and Nerang State High School) students may be asked to complete projects, research or assignment work.

Homework Non-Compliance

Students will **not** be issued with a school-based consequence for non-completed homework but may be excluded from class or school-based homework rewards.

Roles and Responsibilities

Principal:

- Develop a school homework policy, in consultation with their school community.
- Distribute the school homework policy to staff, students, and families.
- Ensure the homework policy is effectively implemented throughout the school.

Teachers:

- Set homework on a regular basis & clearly communicate the purpose, benefits and expectations of all homework.
- Check homework regularly and provide timely and useful feedback.
- Explicitly teach strategies to develop organisational and time-management skills and providing opportunities to practice these.
- Give consideration to students' other academic and personal development activities (school based or other) when setting homework.
- Discuss with parents and caregivers any developing problems concerning their child's homework and suggest strategies to assist with their homework.

Students:

- Be aware of the school's homework policy & discuss with parents or caregivers homework expectations.
- Accept responsibility for the completion of homework tasks within set time frames.
- Follow up on comments made by teachers & seek assistance when difficulties arise.
- Organise time to manage home obligations, participation in physical activity and sports, recreational and cultural activities.

Parents/ Guardians:

- Read with your child, talk with them and involve them in tasks that support homework and help them to complete tasks by discussing key questions or directing them to resources.
- Encourage your child to organise their time and take responsibility for their learning.
- Encourage your child to read and to take an interest in and discuss current local, national and international events.
- Help your child to balance the amount of time spent completing homework, watching television, playing computer games, playing sport and engaging in other recreational activities.
- Contact the relevant teacher to discuss any concerns about the nature of homework and their children's approach to the homework.



ABSENCE FROM SCHOOL

It is an expectation of this school and the Queensland Government that parents' phone or supply a signed note before an absence from school, explaining the cause for an absence. Reasons for a student's absence **must** be provided for school recording purposes. Administration staff will contact you daily if your child is absent from school without an explanation.

We know from research that students who go to school all day every day

- learn better
- make & maintain friendships
- are happier
- have a brighter future

LATE ARRIVALS/ EARLY DEPARTURES

Students are expected to be at school **on time** and remain for the duration of the school day. If your child arrives late or leaves early, parents need to sign the student in or out of the school at the Administration Building.

TUCKSHOP

The tuckshop is operated by Canungra State School and is open Thursday and Friday. You can order through Qkr! - a simple to use app that can be downloaded on any mobile device. Orders are accepted until 8:15 AM each morning. If you do miss the cut-off time, you can order over-the-counter from 8:20-8:45 AM. Orders can be cancelled too through Qkr! until 8:15 AM. The tuckshop implements the 'Smart Choices – Healthy Food Strategy' and sells a variety of good wholesome foods.

Parents and other community members are encouraged to volunteer their services to help run the tuckshop and indeed without this help the tuckshop could not operate.

SWIMMING

Swimming lessons occur for our students at the Canungra pool. Qualified instructors provide the lessons with our own teachers in attendance to assist with supervision. The students walk to the pool at Moriarty Park. Swimming lessons incur a cost.



FIRST AID

No treatment is permitted at school except initial first aid.

This is only an immediate measure given by a staff member in case of an accident. After the emergency has been dealt with, responsibility rests with the parent, doctor or ambulance personnel. The school's obligation extends to contacting the parent if appropriate then placing the injured person in the care of those responsible. It is our policy to contact parents if a child reports being sick during the day.

MEDICINES

No medicine will be administered at school unless it is accompanied by written instruction from the doctor as well as the parent. This includes cough lollies and headache tablets. **All medication** (including asthma puffers) **and medical plans** (such as Asthma Plans) must be brought to the office.

BUSES

Lamington National Park / Pine Creek Bus – Run 16
Wonglepong Buses – Run 13 & 14

These are run by Logan Coaches - www.logancoaches.com.au

Before school, students are dropped off at the front of the school and must enter the school grounds immediately. After school children using buses are expected to line up in the designated bus lines from Years 1 – 6. Preps are walked over by a staff member. Staff are appointed to carry out bus duty and bus rolls are marked each afternoon. Students **will not** be allowed to change 'going home' routines without parental consent. This can be given via a note or phone call to the school.

BOOKLIST

The school has a booklist, which lists the requirements for each year level. These book lists are available from the office or from our website for each child starting school.

STUDENT RESOURCE SCHEME

Our school has a Student Resource Scheme ratified by our P & C. The amount is set in term 4 for the following year and is payable before the end of first term. Parents will receive a letter explaining how the contribution is used, as well as a consent form for participation.

RELIGIOUS INSTRUCTION IN SCHOOL HOURS

Religious Instruction (RE) is given by approved teachers in school hours every Tuesday. Children from Year 1 to Year 6 attend for 30 minutes. Catholic children attend separate RE classes every week which includes a monthly mass in our library. All other denominations participate in cooperative RE where the children stay in their own classes.

STUDENT USAGE OF INTERNET and SOCIAL SERVER FILES/PROGRAMS

Access to the internet is available in our school. Children will be timetabled to use the internet in class time. Only appropriate sites can be accessed at school. Misuse of internet & computer access rights will see students receive a consequence for inappropriate use. **ALL** sites accessed by students via their name and password are monitored closely.

Students will:

- Only use the internet for educational purposes
- Not look for anything that is illegal, dangerous or offensive.

- Clear any offensive pictures or information from the screen; and immediately, quietly, inform the teacher if offensive information is accidentally viewed.
- Not reveal home addresses or phone numbers
- Not use the internet to annoy, offend or harass anyone else.

Parents or guardians understand that:

- The internet can provide students with valuable learning experiences.
- The school cannot control what is on the internet and that a very small part of that information can be illegal, dangerous or offensive.
- While teachers will always exercise their duty of care, protection against exposure to harmful information should depend finally upon responsible use by students.
- Students breaking these rules will be subject to appropriate action by the school. This may include loss of Internet access for some time.

LIBRARY

The school library aims to encourage the enjoyment of learning and reading through the provision of an extensive collection of books including junior fiction, easy reading, fiction, non-fiction, teacher reference, big books, home readers, posters, magazines, media items, computers and educational games.

The facilities are available to students and parents before school from 8.15am, at first break and for a short time after school for recreation and study activities. Borrowing of books is strongly encouraged for enjoyment and reading improvement. During lesson times classes make use of our library facilities and resources.



SCHOOL BASED PERFORMANCE & EXCURSIONS

We endeavour to provide an opportunity for students to participate in workshops, performances, excursions and camps. We will give families sufficient notice of the expense and permission letters are sent home for signatures and money. School camps are offered in year 4, 5 and 6 with increasing lengths.

REFUND GUIDELINES

School excursions and camps enhance a student’s learning by providing opportunities for the student to participate in activities, both curriculum-related and recreational, outside the normal school routine. All planned school excursions are approved by the Principal and endorsed by the Parents and Citizens Association.

Participation of students in an activity is indicated by payment and the provision of a permission form completed by the parent.

The school budget cannot meet any shortfalls in funding for an activity due to the subsequent non-participation of a student who had previously indicated attendance of the activity. Money already paid for an extra-curricular activity may be refunded in full or in part or not at all, having regard to the associated expenses incurred and the circumstances of the non-participation.

If a parent wishes to apply for a refund due to their child's non-participation in an activity, they may do so by completing a **Request for Refund** form available from the school office. Where possible, the request should include the receipt relating to the payment for which a refund is being sought.

It is preferred that refunds under a certain amount be made as a credit against the student's account at the school, and used to offset any future charges.

USE OF THE SCHOOL FACILITIES

The main function of any school is to provide a worthwhile education for the children in its charge. Each school does have in its buildings, grounds and equipment, a large community investment. It is reasonable then that you as parents may wish to utilise some of these community resources. So that you can do this, the following information is provided:

PHOTOCOPYING & LAMINATING: Both these facilities are available for private use. A small fee is charged to cover cost.

BUILDINGS: These are available as meeting rooms for clubs, classes and groups.

GROUND: A variety of sporting facilities – cricket, soccer, tennis, softball, netball, and volleyball is available for competition, practice or pleasure.

USAGE: This may be arranged through contact with the Principal. Facilities cannot be used for any purpose which will cause dissension in the community. Facilities cannot be used by private individuals or commercial organisations for their own private gain unless a fee is recouped by the school. Organisations or individuals using these facilities are expected to be responsible, protect property from damage and have their own insurance to cover for public liability and damage.

SCHOOL COMMUNICATION

School communications are sent out by e-mail weekly and information is provided on our school Facebook page. Hardcopies of these can be provided by request.

LEAVING THE SCHOOL GROUNDS

There are many school activities that involve students leaving the school grounds under teacher supervision. These activities include walking to the pool for swimming lessons, sporting and other events at Moriarty Park, visits to various sites in and around town, picnics in the park and other such occasions when transport is not required. Permission will be required for your child to leave the school grounds to participate in activities not requiring transport. This permission is included when you sign the enrolment form.

CONSENT TO USE COPYRIGHT MATERIAL, IMAGE, RECORDING OR NAME

To celebrate and share the success of the students at our school, we need your permission to display photos of your children on display boards, in local newspapers, Facebook etc., and work produced by your children at school for local events. This permission form is included with the enrolment pack.

APPROPRIATE USE OF MOBILE PHONES AND OTHER ELECTRONIC EQUIPMENT

From 2024, at the beginning of the school year, every student who brings a mobile phone to school will be assigned a personal Yondr Pouch with an ID Number, similar to being assigned a textbook. The student's name will be placed on a register and a student agreement and parent agreement form will be sent home. These must be signed and brought back to school the next day. While the Yondr Pouch is considered school property, it is each student's responsibility to bring their pouch with them to school every day.



Students will be required to -

School Entrance: As students enter the school, they will:

- 1) Turn their phone off.
- 2) Unlock their empty Yondr Pouch using the Unlocking Base near the Administration entrance.
- 3) Place their phone inside the pouch and securely close it.
- 4) Put the pouch in their bag and keep it there for the duration of the day- no student is to take their pouch out of their bag until the end of day procedure (below).
- 5) Each student will maintain possession of their phone inside their Yondr Pouch for the duration of the school day.

School Exit: As students exit the school at the end of the school day, they will:

- 1) Unlock their pouch using the Unlocking Base near the Administration entrance.
- 2) Remove their phone from their pouch.
- 3) Securely close their empty pouch and place it in their bag for the next day.

(Exception: excused absence for a doctor's appointment etc., in which case the student will unlock their pouch when they leave)

OUTSIDE SCHOOL HOURS CARE (OSHC)

Before School, After School Care and Vacation Care will be provided on our site in 2024. The onsite staff include a qualified Co-ordinator and in most cases an Assistant Co-ordinator. Afternoon tea is provided during After School Care and breakfast during before school care.

Further information regarding Outside Hours School Care and the fee structure can be accessed via their website: www.campaustralia.com.au

NUDE FOOD

Our school has a strong commitment to teaching and modelling sustainability. As part of this commitment, we encourage students to have nude food. NUDE FOOD is when students bring food free of wrappers and drinks and food is brought in reusable containers. This not only raises awareness about the problems created by an excess of rubbish, it also means less garbage collected each week and therefore a financial saving. We request and value parental support of NUDE FOOD.