



Glenore Grove State School

Success through work



PARENT HANDBOOK 2021



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State School**
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Glenore Grove State School has entered our second century proud of our students and close community ties. This fosters a 'whole school family' approach to the Glenore Grove way of providing Education for the children of our school. Our school was built in 1906 as a place of learning and will continue to build and develop as a great place for our children to grow and learn.

I welcome students and parents to Glenore Grove State School and look forward to working with you to ensure that your child receives the best education possible. Our staff are committed to teaching, supporting and encouraging your child to succeed in all aspects of their learning and to experience a broad range of academic, sporting, cultural, social and community service opportunities. Our focus is on creating a safe, supportive and caring environment and a school culture that emphasises high standards of participation and achievement in all aspects of learning.

A strong partnership between students, parents and the school is extremely important to ensure that your child reaches their potential. I encourage you to keep well informed and engaged in your child's learning and participation at school and to contact the school if you have questions or issues to discuss.

I look forward to seeing your child grow, develop and succeed during their years at our school.

Renée Heathwood-Brunskill
Principal

SCHOOL MOTTO

“Success through Work”

EXPECTATIONS

Glenore Grove State School is a Positive Behaviour for Learning School and is committed to providing a safe, respectful and disciplined learning environment for students and staff, where students have opportunities to engage in quality learning experiences and acquire values supportive of their lifelong wellbeing.

Through our school plan shared expectations for student behaviour are plain to everyone, assisting Glenore Grove State School to create and maintain a positive and productive learning and teaching environment, where ALL school community members have clear and consistent expectations and understandings of their role in the educational process.

Our school community has identified the following school rules to teach and promote our high standards of responsible behaviour: At Glenore Grove State School our core business is learning. To succeed we follow these expectations.

- Bee safe
- Bee responsible
- Bee respectful.

Our school expectations have been agreed upon and endorsed by all staff and our school P&C. They are aligned with the values, principles and expected standards outlined in Education Queensland’s Code of School Behaviour.

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STAFF DIRECTORY

PRINCIPAL

Renée Heathwood-Brunskill
Jordanna McDougall

Email

rheat23@eq.edu.au
jmcdo418@eq.edu.au

Role

Principal
Head of Department (Curriculum)

TEACHERS

Karen Allison
Kylie Bridge
Rose Cubis
Sarah Donaldson
Haylie King
Kaela Pratt
Laura Cooper
Samantha Rule
Sharnee Stephan
Stephanie Muirhead
Linda Bartlett
Sandra Calam
Bernice McGregor
Stewart Sloan
Anita Green
Larissa Hays
Elly Hallas
Hayley Freemantle
Josie Moylan
Anne-Maree Drummond

Kalli11@eq.edu.au
kbrid10@eq.edu.au
rcubi1@eq.edu.au
sdona86@eq.edu.au
htkin0@eq.edu.au
kblac173@eq.edu.au
lcoop103@eq.edu.au
sjohn592@eq.edu.au
Spete309@eq.ed.au
ssutt62@eq.edu.au
Lbart49@eq.edu.au
sbau8@eq.edu.au
Bmcgr40@eq.edu.au
Ssslo0@eq.edu.au
afear0@eq.edu.au
lahay0@eq.edu.au
Exhal6@eq.edu.au
hjfre1@eq.edu.au
Jmoyl30@eq.edu.au
adrum9@eq.edu.au

Classroom - Senior Experienced Teacher
Classroom - Senior Experienced Teacher
Classroom - Senior Experienced Teacher
Classroom - Senior Experienced Teacher
Classroom Teacher
Classroom Teacher
Classroom Teacher
Classroom Teacher
Classroom Teacher
Classroom Teacher
Guidance Officer
Head of Special Education
Indigenous Perspectives/Classroom Senior teacher
Instrumental Music Teacher
LOTE Teacher (AUSLAN)
Music Teacher
Physical Education Teacher/Classroom teacher
Special Education Teacher /Classroom Senior Teacher
Speech Pathologist
Supprt teacher Literacy & Numeracy (STLaN)/ Special Education Teacher/Senior Experienced Teacher

SUPPORT STAFF

Isabelle Redgrave
Kylie Pearson
Lyndal Taylor
Michele Lyne
Michelle Norman
Nancy Timms
Suzanne Granzien
Dawn Ebborn
Hep Birse
Kyandra Wilson
Cheryl Jensen
Cherylee Willman
Gavin Morris
Jacob Taylor

iredg1@eq.edu.au
kpear223@eq.edu.au
ltayl411@eq.edu.au
mlyne9@eq.edu.au
Mnorm52@eq.edu.au
ntimm10@eq.edu.au
sgran98@eq.edu.au
debbo1@eq.edu.au
hbirs0@eq.edu.au
Kwils547@eq.edu.au
croet4@eq.edu.au
cwill179@eq.edu.au
Gmorr96@eq.edu.au
Jtayl964@eq.edu.au

Teacher Aide
Teacher Aide
Teacher Aide
Teacher Aide
Teacher Aide
Teacher Aide
Teacher Aide
Teacher Aide - Library
Youth Support Worker
Student Wellbeing Worker
Business Manager
Cleaner
Schools Officer
IT Tech Support

CONTACT DETAILS

ADDRESS:

3 Brightview Road, Glenore Grove, 4342

PHONE:

(07) 5466 6111

FAX:

(07) 5466 6100

STUDENT ABSENCE LINE:

(07) 5466 6160

EMAIL:

the.principal@glenoregrovess.eq.edu.au or
admin@glenoregrovess.eq.edu.au

WEB:

www.glenoregrovess.eq.edu.au

OFFICE HOURS:

8.15 am – 3.15 pm Monday – Friday

KEY DATES – 2021

TERM 1 – 10 weeks	TERM 2 – 10 weeks
Australia Day Holiday - Tuesday 26 January	School commences - Monday 19 April
School commences - Wednesday 27 January	Anzac Day - Monday 26 April
Last day Term 1 - Thursday 1 April	Labour Day - Monday 3 May
	Last day Term 2 - Friday 25 June
TERM 3 – 10 weeks	TERM 4 – 10 WEEKS
School commences - Monday 12 July	Queen's Birthday Holiday - Monday 4 October
Show Holiday - Monday 9 August	School commences - Tuesday 5 October
Student Free Day - Friday 3 September	Last day Term 4 - Friday 10 December
Last Day Term 3 - Friday 17 September	School commences 2022 - Monday 24 January

ANNUAL GLENORE GROVE EVENTS – 2021

TERM 1	TERM 2
School Leadership selection & inductions Cross Country Parent/Teacher Interviews Clean up school day Harmony day Bullying No Way day!	ANZAC Day School Service and March Athletics 'Sports Day'
TERM 3	TERM 4
Speed Soccer/Netball Carnival Book Week	Swimming Program Carols in the Grove

HOW STAFF CAN ASSIST STUDENTS

The **PRINCIPAL** is available to discuss the full range of school matters. **Mrs Heathwood-Brunskill** supports and supervises the performance of all students. If you wish to speak with Mrs Heathwood-Brunskill please contact the school office to make an appointment.

The **PRINCIPAL AND ALL TEACHERS** are responsible for the learning programs within classes and whole school. Teachers in teams plan programs of work, develop assessment and undertake reporting. They monitor student performance and support staff to enhance the quality of teaching and learning that occurs in classrooms. The class teachers and learning support staff should be contacted if you have any questions concerning learning, absence from school, uniform or any other routine matters.

The **PHYSICAL EDUCATION TEACHER, PRINCIPAL and CLASS TEACHERS** are responsible for the organisation of all sport in the school. Matters relating to sport should be directed to **Mrs Rose Cubis**.

The **PBL TEAM** is responsible for coordinating Behaviour Management and to make decisions regarding the student behaviour policy and standards in collaboration with whole school staff. Parents can contact the appropriate class teacher or the principal regarding student behaviour decisions.

The **INSTRUMENTAL MUSIC TEACHER** provides instrumental music lessons which are available for students in Years 4 to 6 for a fee. All students in Years 4 to 6 are invited to participate in Instrumental Music. Instruments are available for hire through the school for a hire fee. Enquiries relating to instrumental music can be made through the school office and will be passed on to the instrumental music teacher.

SPECIALIST SUPPORT STAFF work together with class teachers as a team to provide services to support students to develop and manage a variety of educational, social, emotional and physical needs and issues. Appointments to see these staff can be made through the office. School based and visiting support staff includes the *Guidance Officer*, *Speech pathologist* and the *Diverse Learning/Support Teachers*. Referrals can also be made to other external health and support agencies.

LEARNING SUPPORT STAFF provide specialised assistance to students identified as having learning difficulties. Learning Support teachers also provide guidance to classroom teachers if modifications to their programs are needed so that the individual needs of the students are catered for.

The **STUDENT WELLBEING WORKER** works in conjunction with class teachers, behaviour support staff and the school principal to provide assistance where required to students and their families in a number of areas; from helping students within the classroom, offering support to families in times of need or trauma, to implementing programs within the school promoting self worth and positive behaviour. The SWW is an independent and unbiased support person for students to access.

The **BUSINESS MANAGER** oversees the day-to-day financial and front office operations of the school and coordinates and supervises the duties of non-teaching staff. The **Business Manager** should be contacted regarding the payment of monies to the school and general information concerning the functioning of the school.

TEACHER AIDES are employed throughout the school to assist teachers and students. Teacher Aides undertake a diverse range of tasks that include assisting students and teachers with classroom learning tasks, maintaining learning tools, sorting library books, typing, and undertaking office reception duties.

OTHER SUPPORT STAFF including the school cleaner, grounds person, IT Technician are employed by the school to assist with the day-to-day management of school resources and facilities.

DAILY ROUTINE

8.30am	Bus arrives/Staff member supervision begins
8.35am	Warning Bell
8.40am	Spelling Mastery lessons
8.45am	Start of 1 st Session
11.00am	Eating Time
11.15am	Play time
11.40am	Drink & toilet bell
11.45am	Start of 2 nd Session
1.15pm	Playtime
1.40pm	Warning Bell – Afternoon Tea
1.45pm	Start of 3 rd Session
2.45pm	End of School Day
2.55pm	Bus departure time

Students are unsupervised before 8:30 and are parents' responsibility at this time. If you are dropping students off earlier than 8:15 you must seek principal approval. Students are to sit in the small shelter shed near the office before staff supervision begins.

Whole school Assembly is on Monday mornings starting at 9am. Weekly awards for students are presented, and any school announcements are made. Parents of students receiving awards are notified via SMS on the Friday before. Assemblies are live streamed in our FaceBook page.

SCHOOL FACILITIES

LEARNING AREAS

Glenore Grove is a fully air-conditioned school with 10 classrooms. We have a range of general and specialist facilities that comfortably accommodate our students, an undercover assembly area, an outdoor multi sport court complex, sport oval, library and resource room that provides students and staff with access to a broad range of book and as well as audio-visual and multimedia resources.

INFORMATION TECHNOLOGY

The school is well-equipped with ICT resources, with computers and iPads in each classroom, as well as a bank of laptops. All classrooms have a smartboard in them, to support staff with the implementation of the Australian Curriculum. All staff have access to data projectors and other peripheral devices to support teaching and learning. All of our teaching staff have their own laptop computers and utilise these for delivery of the curriculum using the classroom smartboard, curriculum planning, and administration purposes.

GROUNDS

The school has a grounds care program, which is supported by the P&C. Over the past few years we have greatly improved seating, shade, gardens and paved areas. We currently have a Schools Officer who works about 3 days a week to look after our grounds and facilities.

CURRICULUM PROGRAMS

LITERACY

Australian Curriculum ensures literacy skills are refined and improved for students within new contexts and literacy learning are to meet student learning needs. Improving literacy skills will assist students to improve their academic performance in other key learning areas as well. We run reading groups across the school with dedicated intervention programs.

STUDENTS WITH DISABILITIES

Students with a disability will be profiled through the Education Adjustment Process and may have an Individual Curriculum Plan (ICP) developed in consultation between the special needs staff, teachers, teacher aides and parents. The school believes in supported inclusion wherever this is suited to the abilities, needs and goals of individual students.

STUDENTS WITH DIVERSE LEARNING NEEDS

Students with learning difficulties are supported through modification of work, assistance by teacher aides and additional targeted programs. Teachers are supported to modify lesson content and strategies for students with learning difficulties.

STUDENT RESOURCE SCHEMES

Parents can engage in our student resource scheme at the time of enrolment, beginning of the school year or at the end for a school year for future years. The school purchases all booklist items for students with the exception of school bag, lunch boxes, pencil case & library bag. Parents can pay a fee in 1 payment or over 3 terms.

Students engaging in Instrumental music also sign to a student resource scheme to cover the student costs of this program.

SCHOOL SPORT

The school has a very strong participation and performance record in school sport. All students have compulsory Physical Education weekly lessons.

INTERSCHOOL SPORT

District sports trials are held in a wide variety of sports and District Athletics and Cross Country carnivals are held each year. Each year many students are selected to represent the District at Regional carnivals and some are selected in Regional teams to compete at State Championships.

EXCURSIONS/CAMPS

Students will have opportunities to participate in a range of curricular and extra curricular class excursions and camps, representing the school in various activities during their time at school.

Students representing the school or attending excursions are required to wear full school uniform unless otherwise indicated on excursions permission forms. The school will plan camps for students with the support of the P&C. Students from Year 4 to 6 may be eligible to attend these camps. Students with inappropriate behaviours at school may be excluded from attending any camps or excursions.

Students must be up to date with payment of all school fees to be eligible to attend excursions or camps. Parents experiencing financial difficulties are encouraged to contact the Principal to negotiate an alternative payment plan to ensure students are able to participate.

STUDENT LEADERSHIP OPPORTUNITIES

Students can be elected to hold the leadership positions in the school of School Captain and Vice-Captain and Sports House Captain/Vice-Captain. Students elected to these positions and their parents must be willing to agree to the responsibilities and expectations of the school leaders. Each class conducts their own Class Captains/Vice Captain process.

ASSESSMENT

Assessment Policy – Students are expected to complete all assessment for each Learning Area they are studying. Students who do not complete assessments or submit it late may not receive credit for their work. This may have an impact on their report cards.

COMPLETION OF CLASSWORK

Students are expected to complete all class work assigned to the best of their ability and in a neat and legible manner.

HOMEWORK

Homework is encouraged as a link between home and school. Guidelines for Queensland State Schools about levels of student homework emphasize a need for balance between family life and consolidating classroom learning. Prescribed levels of homework for different age groups are as follows.

Prep	Generally students will not be set homework.
Years 1, 2 & 3	Could be up to but generally not more than an hour a week.
Years 4 and 5	Could be up to but generally not more than 2 to 3 hours a week.
Year 6	Could be up to but generally not more than 3 to 4 hours a week.

Classes at Glenore Grove offer homework which focusses on reading and sight words as well as the practising of number facts accordance with the above guidelines. We encourage students to complete homework each week but in doing so respect family choices and work/life balance. Families can choose whether they wish their children to

complete set homework tasks. There will be no penalties for students whose families choose not to take up homework offers.

REPORTING

Semester report cards are issued at the end of Terms 2 and 4. Parent teacher interviews are conducted in Terms 1 & 3 this forms face to face reporting.

PARENT TEACHER INTERVIEWS

Parents are encouraged to make regular contact with classroom teachers to discuss their child's progress. Parents can contact the school any time to arrange an appointment with classroom teachers. Formal parent teacher interviews occur in Term 1 and Term 3 and are opportunities for parents and classroom teachers to discuss progress, concerns and set relevant goals for children to work towards for their Semester 1 and 2 report cards. Staff meetings are held at 3pm on Wednesdays – staff will be unavailable for meetings during this time.

SCHOOL OPERATIONAL MATTERS

ENROLMENT PROCEDURES

At least one parent/guardian must accompany the student for an enrolment interview with a member of school administration. The school enrolment form and other documentation must be completed before enrolment. The following is required for all other new enrolments:

- Copies of previous report cards so that academic standards can be ascertained if not previously enrolled at an Education Queensland school
- Completion of Enrolment Forms including medical details
- Birth Certificate/passport or other forms of ID with a date of birth on
- An undertaking to adhere to uniform expectations as set by the P&C Committee

ABSENCES

Parents are required to advise the school when their child is absent from school by contacting the office by phone or by leaving a message on the School Absence Line – 5466 6160 or emailing office or classroom teacher. Parents can also inform teachers through the Class Dojo App. Attendance is a critical factor in students achieving success at school. Education Qld requires an explanation of student absences. Parents will be contacted via text message if they are not at school and we have not been informed of absence.

LATE ARRIVAL AND EARLY DEPARTURE FROM SCHOOL

Students who arrive after 9am to school must report to the school office to be provided with a late note to be handed to the class teacher.

Students needing to leave school during the school day must be signed out by an adult through the school office.

COMPUTER TECHNOLOGY

To gain access to school technology resources students and parents are required to sign a school agreement agreeing to abide by the school's Technology Policy.

PERSONAL INFORMATION / CUSTODIAL MATTERS

Parents are responsible for ensuring that all student contact information is accurate and current. Please advise the school if your address, contact details, custody details, medical information or emergency contacts details change during the year. Staff will only discuss matters relating to your child with persons identified by you on your child's enrolment information. Please ensure that all parents, guardians and carers who have a

role in raising your child are included on enrolment information to ensure that these people can be contacted in an emergency. Please ensure the Principal has a copy of any court orders relating to student custody and access to students and student information.

MEDICATION

A Student Medication form must be completed by parent/carer for any prescribed medication (which must be displaying original pharmacy label) to be administered to students during the school day. Students must report to the Office for administration of medication. Any over the counter medications (including paracetamol) will not be given to students unless the medication has a pharmacy label displaying the students name and dosage and the parent completes a student medication form. Medication must be kept and administered in the office. Students **must not** keep medication in their bag, with the exception of asthma puffers, all medication must be brought to the office by an adult.

STATIONERY REQUIREMENTS

Parents can engage in our Student Resource Scheme to ensure they have correct & adequate resources for the year. Parents that do not wish to engage in the SRS can request a book list from the office for the relevant year level

JEWELLERY AND BODY PIERCINGS & HAIR STANDARDS

The school uniform policy clearly outlines the standard expected of students regarding the wearing of jewellery and body piercing. Students and parents are required to be familiar with these requirements and ensure that they comply with these conditions. Student with hair longer than shoulder length should wear their hair tied back for safety & hygiene reasons. Hair should also be 'natural' colours when at school with the exception of crazy hair days.

NEWSLETTER

The school newsletter is published monthly, on the first week of the month. Due to the school's environment management policy, the preferred distribution of the school's newsletter is via email, the newsletter is also available online on the school's website, Class Dojo and Facebook site. The newsletter contains information regarding upcoming events and school news. Students and parents/guardians are invited to contribute articles and items for inclusion. These can be left at the office. Small community advertisements can also be placed in the newsletter free of charge depending on available space. School website address is www.glenoregrove.ss.eq.edu.au administration email address is admin@glenoregrove.ss.eq.edu.au

MOBILE PHONES AND OTHER ELECTRONIC DEVICES

Our school recognises that there are times when it is appropriate for students to have access to mobile phones to assist with communication and other tasks. Students are able to bring mobile phones to school provided that the following conditions are met:

- Phones are handed into school office at the start of the day
- Phones are not to be used for any inappropriate reason including bullying or harassment of another student, taking photographs of other students (with or without their consent), recording or videoing of conversations

The use of other electronic devices such as MP-3 players, other mini sound systems and smart watches should be restricted to use for learning purposes only. Where a student needs to use these items for a specific learning purpose, special permission should be obtained from the Principal and the student must ensure that the device is only used for the learning purpose that approval has been granted

Students found to be breaching these standards or using mobile phones for inappropriate purposes will face consequences as outlined in the schools' *Student Code of Conduct*

Mobile phones and other electronic devices are brought to school at students' risk. The school in the event of loss, theft or damage of any device will accept no liability unless it can be proved that the loss, theft or damage resulted from the school's negligence.

PERSONAL PROPERTY

Students should not bring valuables to school unless necessary. Wallets and other valuables should be kept on their persons and not left unattended in school bags. Students are welcome to hand valuables including money, into the office for safekeeping. Students are not to bring toys etc. to school.

SICK BAY

Students who become ill during the school day must report to the Office with a message from their teacher before going to Sick Bay. Every effort is made to contact parents of sick or injured children and school policy is to send them home wherever possible.

SCHOOL PHOTOS

School photos are taken yearly and are available for students and parents to purchase. Students are required to be in full school uniform and comply fully with all jewellery expectations to be eligible to have their school photo taken.

LIBRARY

The school resource centre is available for use by students during class time as per timetable and at breaks. Students are required to return books by the due date and in good condition, otherwise borrowing privileges may be suspended and/or parents may be invoiced for the replacement cost of the book.

SUN SAFETY AND HYDRATION

Students are required to wear a broadbrim or bucket hat when participating in outdoor activities during both class time and lunch times. It is students' responsibility to bring a hat and sunscreen to school when outdoor activities (including HPE lessons) are being held. If a student does not have a hat they are required to stay in the undercover play area. Caps are **not** acceptable. School hats are available from the uniform convenor and are part of the school uniform. Sun safe shirts are a compulsory aspect to swimming lessons.

Drink taps providing water are available for use by students during lunch times. Students are also able to take bottles of water into class to remain hydrated provided that they demonstrate maturity and responsibility with this. Students participating in physical activities during summer months will be allowed to take water breaks at the discretion of the teacher. To minimise the chance of theft and other inappropriate behaviours, students will generally **not** be allowed to leave class unsupervised to get a drink.

TOILETS

Students have access to toilets before school, between classes, at lunchtime and after school. To minimise the chance of inappropriate behaviours, students will generally **not** be allowed to leave class to go to the toilet without a buddy & only if totally necessary. Students need to learn to be organised and plan ahead in this regard. Students who experience medical conditions that may require them to leave class to go to the toilet must bring a note from parents explaining the situation so that they can go to the toilets. Students will be permitted in urgent cases to go to the toilet with a toilet pass

and accompanied by another student. Common sense dictates that the lower grades will take time to adjust to this and flexibility will be allowed.

VISITORS

Visitors to the school must sign in through the school office prior to accessing other parts of the school. Visitors are issued with visitor tags to wear during their stay in our school.

PARKING

Parents are **not** allowed to park their vehicles on school property or drive into the school to drop off students unless the principal approves special circumstances. Designated parking is available in the car park next to the hall. Reverse parking is critical in ensuring student safety.

BEFORE and AFTER SCHOOL CARE

Parents have access to Before and After School care through the Plainland Kindergarten and Child Care centre and Bright Horizons Hatton Vale. They provide a bus to drop off and pick up students to and from the school.

SMOKING

Smoking is not allowed by any persons on any government premises and within a distance of 5 metres from school boundary. Students, staff and visitors to the school are expected to comply with this legislation.

ALCOHOL

Alcohol is banned at school. Intoxicated persons attending school events will be requested to leave the grounds.

ANIMALS and PETS

GGSS loves animals and pets, but:

- It is recognised that dogs and other animals and pets perform a useful function in our community
- When dogs and other animals and pets are in public and on school grounds, owners and handlers are obliged to comply with local laws and community expectations
- It is important that anyone walking their dog and coming into the school grounds, and otherwise having animals at school follow the safety rules in relation to animals and the safety of our students
- Animals in schools are subject to additional EQ policies regarding ethical treatment and related record-keeping
- Education Queensland policies have been consulted in determining this policy.

Policy and procedure for community members

1. Dogs and other animals (other than local wildlife) are not permitted on school grounds without permission of the principal.
2. With this permission, the following conditions will apply for animals other than local wildlife:
 - a. They must be appropriately restrained as per council regulations
 - b. Dogs are controlled at all times on lead by a person at least 16 years of age and able to restrain the dog.
 - c. They are appropriately registered through statutory procedures, eg, BCC registration
 - d. They have a temperament suited to being around children and crowds. Those that have difficult temperaments and are fearful, timid or dominant should not be taken onto the school site.
 - e. Hygiene with respect to dogs and other animals is maintained through:
 - i. appropriate cleaning of any toileting behaviour (carry plastic bags to do this)
 - ii. keeping dogs and animals out of sandpits or other play areas (keep to paths and passageways, and out of lunch and play areas)

- iii. Only healthy dogs and animals on the school site (to prevent cross-infection to other pets etc)
 - iv. keeping dogs and animals from licking or other means of transfer of any infection.
3. Service dogs (seeing-eye, hearing assistance, etc) are allowed on the site with their owner and must abide by the above conditions and accommodated appropriately with suitable shelter and nourishment while on site.

ANTI DRUGS POLICY

The Glenore Grove State School community will **not** tolerate the possession, use or sale of illegal drugs and dangerous substances within our school and will take serious action against anyone introducing these elements to our school. The consequences for students found with such substances are outlined in the *Student Code of Conduct* and may include suspension or exclusion from school and criminal charges. Glenore Grove State School's strong anti-drug stand is supported by the work of our local Police as well as a pro-active Drug and Alcohol Education Program.

BEHAVIOUR MANAGEMENT

The Glenore Grove SS is a Positive Behaviour for Learning (PBL) school. Our *Student Code of Conduct* outlines the range of strategies and processes utilised within the school to create a supportive school environment and support students to build strong character and demonstrate positive behaviours.

Our school is entrusted by our community to develop socially responsible citizens who become productive and actively engaged members of our local community and society. Our school takes this responsibility very seriously. We recognise that our school's role is to both respond to community standards and expectations and demonstrate community leadership in shaping these. Our school insists on a high standard of socially responsible and acceptable standards of behaviour being maintained.

The *Student Code of Conduct* outlines the following key aspects of our plan:

- School values and beliefs,
- Rights and responsibilities of students, teachers and parents,
- Proactive strategies for whole of school behaviour support, targeted behaviour support and intensive behaviour support,
- Processes and consequences for inappropriate behaviour relating to the following:
 - School detention process,
 - Suspension, Exclusion, Behaviour Improvement Conditions and Cancellation of Enrolment Provisions,
 - Assessment, attendance-monitoring policy,
 - A range of school policies including Bullying, Drugs, Information Technology and Mobile Phone and other Electronic Devices.
 - The network of support available to students.

The full Student Code of Conduct for Glenore Grove is available on the school website.

PARENTS AND CITIZENS ASSOCIATION

The Parents and Citizens Association is active at the school and is involved in such things as setting uniform policy, providing feedback on school policy matters, approving annual strategic and operational plans, student welfare, tuckshop and fundraising. Meetings are held 2-3 times each term. Parents are encouraged to become active members of the P&C Association and to support the various P&C activities at the school. Please refer to either the school newsletter or Facebook page for dates and times of P&C meetings.

HEALTHY FOOD AND DRINK SUPPLY STRATEGY FOR QLD SCHOOLS

The school complies with the *Healthy Food and Drink Supply Strategy for Queensland Schools*. Our school recognises the important role diet and exercise plays in fostering concentration and appropriate behaviour and minimising childhood obesity within our school community and society.

In recent years, levels of overweight and obesity in children and young people have increased dramatically, usually a result of excess energy intake through eating too much food or the wrong type of food, combined with doing too little physical activity. Eating the wrong foods also makes it difficult for children to concentrate and learn at school. We ask that parents support this by packing healthy lunches and refrain from sending sweets and soft drinks or other sweetened drinks to school.

The Healthy Food and Drink Supply Strategy for Queensland Schools is all about offering healthy food and drink choices to students in Queensland schools.

School food and drink supply includes all situations where food is supplied in the school environment – tuckshop, school excursions, school camps, fundraising, classroom rewards, school events such as sports days, and food used in curriculum activities.

The food supplied in the school environment must be low in fat, sugar and salt. The strategy allows the school to have 2 days each term when other foods can be provided. The staff and P&C will work together to decide when these special days occur. We do not currently have a tuckshop operating, but families do use the shop across the road to supply lunches. Orders need to be made by parents, students are not to leave school grounds to order. Lunches are delivered at first break. We ask that students have healthy lunches ordered for them and avoid lollies, soft drinks and other sugary treats.

DRESS CODE

The P&C Association sets the school Dress Code and reviews it on an annual basis. The school has the responsibility to enforce this policy in line with the provisions of the Education Act. A well enforced school uniform enhances school pride, promotes equity and self respect for all students, prepares students for the workforce and saves parents money and hassles outfitting their students for school.

Students at Glenore Grove are required to wear the school uniform as set out in the School Dress Code. Where a student is out of uniform on a particular day, a note explaining this must be presented to the teacher in the morning. Alternatively, a parent may phone the office before school to advise their child is out of uniform. A warning is issued if a student is out of uniform and an explanation from parents is not provided. Parents who are experiencing financial difficulties should contact the school to negotiate an appropriate solution if this is affecting their child's ability to comply with the school uniform requirements. Closed in shoes and socks are part of school uniform.

The school Dress Code is provided to students and parents upon enrolment.

SCHOOL TRANSPORT

TRANSPORT TO SCHOOL

Many students travel to school by bus. To access free bus travel, you must fill out a transport form available through the bus drivers or the Department of Transport. The school bus route is listed below. Contact the bus company for other related issues. Students are required to abide by Queensland Transport's *School Transport Code of Conduct* when travelling on the school bus. Inappropriate behaviour on the school bus may result in consequences such as suspension from travelling on the bus for a period of

time. Further information regarding school transport can be found at <http://www.transport.qld.gov.au/qt/PubTrans.nsf/index/assistenthome>

BUS BEHAVIOUR

Queensland Transport has developed a code of conduct for students, bus drivers and operators. The code forms the basis for the specific bus rules that bus operators develop to manage behaviour on their school buses. By following the code of conduct each child will ensure a comfortable pleasant and safe ride for all passengers.

If a student does not abide by the code, action may be taken. This may range from a caution to refusal to travel, dependant on a number of factors including:

- the seriousness of the breach
- whether the student has previously been cautioned for the breach
- student age

The above are extracts from the code of conduct booklet. Should you wish to obtain a complete copy of the code of conduct document, please contact either the local bus company or your local Queensland Transport office.

SERVICE PROVIDER: GATTON BUS SERVICE – PHONE – 5462 1088

BUS ROUTE

AM ROUTE

7.25 Depart Depot, Left into Cochrane St, Left into William St, Right into Spencer St
Onto Warrego Highway East Bound, Left into Forest Hill Fernvale Rd
7.40 Right into Jahn Dr, Left into Laurette Dr, Right into Gehrke Road, Right into Otto Rd,
turn around at the bus stop,
7.50 Left into Gehrke Rd, Right into Lorikeet Dr, Left onto Wagtail Dr,
7.58 Left into Staatz Quarry Rd, Right into Cricket Rd,
8.00 Right into Bentley Dr, Right into Sandpiper Dr, Left onto Staatz Quarry Rd,
8.08 Left into Andrews Crt, U Turn at end, Right into Staatz Quarry Rd,
8.11 Right onto Firetail Ave, Left onto Wagtail Dr, Right onto Lorikeet Rd,
8.14 Left into Lyrebird Rd, Left into Franks Rd, Right into Wren Ct U Turn at end,
Left into Franks Rd, Right into Lyrebird Rd, Left into Lorikeet Rd,
8.20 Left into Hewett Dr U Turn at end,
8.28 Left into Lorikeet Rd, Left onto Gehrke Rd, Right into Laurette Dr, Right into Jahn Dr,
Right into Forest Hill-Fernvale Rd, Right into Brightview Rd
8.35 Set down Glenore Grove Primary. Return to Depot via Gehrke Rd.

PM ROUTE

2.55 Depart Glenore Grove Primary travel Brightview Rd, Right onto Gehrke Rd, Left into
Lorikeet Rd,
2.57 Right into Hewett Dr U Turn at end,
3.06 Right into Lorikeet Dr, Right into Lyrebird Rd, Left into Franks Rd,
3.10 Right into Wren Ct U Turn, Left into Franks Rd, Right into Lyrebird,
3.17 Right into Lorikeet Dr, Left onto Wagtail Dr, Left into Staatz Quarry Rd,
3.23 Right into Cricket Rd, Right into Bentley Dr,
3.25 Right into Sandpiper Dr,
3.29 Left onto Staatz Quarry Rd, Left into Andrews Crt, Left into Staatz Quarry Rd,
3.35 Right onto Firetail Ave, Left onto Wagtail Dr, Right into Lorikeet Rd,
3.40 Left into Gehrke Rd,
3.45 Right into Otto Rd, Turn around at bus stop, Left onto Gehrke Rd,
3.50 Left onto Laurette Dr,
3.54 Right onto Jahn Dr, Right into Forest Hill Fernvale Rd,
4.00 Return to Depot via Harm Rd.

BUS COMMITTEE WORKING WITH BUS COMPANY

Every year there is an AGM for the Bus Committee as required by the Dept of Transport. All parents and carers are invited to participate in this meeting and volunteers are asked

to take up the positions of President and Secretary of the bus committee. The school has a policy of working closely with the bus committee and the bus company supporting each other in efforts to transport students to and from school safely.

BUS STOPS

Council feel that bus pull off pads should not be closer than 800 metres (approx) therefore each student should not have to walk more than 400 metres to a bus stop. This is certainly not an unreasonable walk and depending upon road contours, council are committed to increasing the number of bus pads in the shire.

FLOODING

If you feel the school may not be open or buses unable to operate due to floods – please look on either the school’s website page or Facebook page. Alternatively telephone the school. If there is water across a road near you, please notify the Gatton Bus Service with the location and water depth.

WORKPLACE HEALTH AND SAFETY

All employers, employees and visitors in a workplace have certain obligations under the Workplace Health and Safety Act. This Act also covers school students. It is important that students and parents understand these obligations and ensure both their own safety and that of others attending the school.

(Extract from the Workplace Health and Safety Act 1995)

Division 3 – Obligations of workers and other persons

A worker or anyone else at a work place (including students) has the following obligations at a workplace:-

- *to comply with the instructions given for workplace health and safety at the workplace and if the workplace is a construction workplace, the principal contractor for workplace health and safety at the workplace;*
- *for a worker – to use personal protective equipment if the equipment is provided by the worker’s employer and the worker is properly instructed in its use;*
- *not to wilfully or recklessly interfere with or misuse anything provided for workplace health and safety at the workplace;*
- *not to wilfully place at risk the workplace health and safety of any person at the workplace;*
- *not to wilfully injure himself or herself.*

The misuse of equipment, chemicals and/or apparatus by a student can cause severe injury to themselves and/or others. It is important that students follow classroom rules, procedures and teacher instructions carefully on all occasions to ensure personal safety and the safety of others.

Unfortunately, at times, some students act both irresponsibly and dangerously, leaving themselves (and their families) open to penalties under the Workplace Health and Safety legislation which can be severe and long-lasting. They also leave themselves and their families open to civil law action that can be taken by injured parties.

We trust you will talk to your student/s about this serious subject and therefore help to ensure all students; school employees and visitors can enjoy a safe school.