



COOLUM STATE SCHOOL

Handbook

Community Strength Success

WELCOME TO COOLUM STATE SCHOOL

Dear Parents and Carers,

Welcome to Coolum State School. Since its foundation in 1917 our school has established an excellent reputation across the Coolum and wider Sunshine Coast. We come together to build a sense of community, strength and success in all we do.

As Principal of Coolum State School I am privileged to lead a school community dedicated to the development of the 'whole child'. Our skilled staff understand that social emotional development comes first, and that creating a relationship with our students is paramount for successful learning to occur.

In the rapidly changing world of the 21st-century we are preparing students to meet the challenges of the future. Success in the future will depend on a range of skills and personal attributes that come from a well-rounded education such as ours. The careful balance of academic, sporting, cultural and social programs at Coolum State School will equip students for successful and fulfilling lives.

Our curriculum offerings foster an inherent focus on inquiry, where students are encouraged to be curious and explore their local surrounds in a safe and inclusive environment. We are fortunate that our local area allows us the ability to enhance our academic offerings, arts programs and sporting pathways for our students.

Our experienced and dedicated staff nurture and challenge students to perform to the best of their ability across the full range of school programs and to take advantage of all the wonderful opportunities that are available to them.

From Prep to Year 6, we pride ourselves on our ability to prepare our students for the world of tomorrow, today. Creating intentional opportunities for students to be creative, effective communicators, collaborators and critical thinker provide students with valuable life attributes for a future beyond Coolum State School.

We invite you to come and explore the benefits of a Coolum State School education and we look forward to welcoming you to our school community.

Anthony Ryan
Principal

General Aim:

Our aim is to give all our students the best possible opportunities to achieve their potential. Coolum State School provides education for students from Prep to Year 6 and has an enrolment of approximately 1000 students. Coolum State School has the services of the following people:

- Principal
- Deputy Principals
- Head of Special Education: Inclusion
- Head of Department - Curriculum
- Guidance Officer
- Forty Classroom Teachers including Prep
- Physical Education Teacher
- Music Teachers
- Resource Teacher
- STEM Instructional Leader (Science Technology Engineering & Maths)
- Language Teacher (Japanese)
- Special Education Program Teachers
- Learning Support Teachers
- Student Welfare / Behaviour Support Teacher
- Instrumental Music Teachers
- Speech Language Pathologist
- Teacher Aides
- Business Manager
- Administrative Officers
- Schools Facility Officers
- Cleaners
- P&C Manager
- OSHC Director, Assistant Coordinators and Educators
- Tuckshop Convenor and Assistants

Office Hours: 7:30am - 3:30pm

School Times:

8:30am - 2:40pm for ALL year levels

Students have the roll marked by 8:30am when instruction begins.

Uniform Shop:

Open Hours: Monday	8.00am - 9.00am
Tuesday, Wednesday and Thursday	2.00pm - 3.15pm
Friday	8.00am - 9.00am

Uniform Shop is in E Block (original school building closest to the gate nearest the roundabout). Purchase in store, online (www.coolumss.eq.edu.au) or by phone (5471 9371) at your convenience.

SCHOOL INFORMATION

This information booklet is placed in alphabetical order for ease of reference.

ACCIDENTS

Children who have an accident at school will be given basic first aid.

In the event of your child sustaining an injury which we feel necessitates expert attention, the ambulance will be called. Wherever possible, parents will be contacted immediately. It is **VITAL** that emergency contact details are kept up to date. Please notify the office of any changes to address, phone or mobile phone numbers.

ADDRESS

The school's address is School Road, Coolum Beach or PO Box 374, Coolum Beach QLD 4573. Our contact details are:

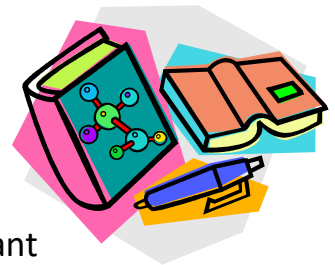
- School (07) 5471 9300 Email: info@coolumss.eq.edu.au
- OSHC (07) 5446 2026 Email: admin@coolumafterschoolcare.com.au
- P & C (07) 5471 9371 Email: pandc@coolumss.eq.edu.au
- Tuckshop (07) 5471 9339

APPOINTMENTS

Parents wishing to speak to a Classroom Teacher, Principal, Deputy Principal or Guidance Officer are strongly encouraged to phone and make an appointment. Making an appointment will allow staff members to allocate the necessary time with you to discuss important issues without interruption.

Each classroom teacher offers a parent information session at the start of the school year. During these sessions you are invited to hear about the wonderful opportunities Coolum has to offer. You also have a chance to ask questions and meet other parents.

In addition to this, parents are also encouraged to visit the school and arrange a time to discuss their child's progress.



ARRIVAL AND DEPARTURES

Students are asked not to arrive at school prior to 8.00am (unless they are on a school bus). Once children arrive at school they **must not** leave the school grounds without approval from the Principal/Deputy Principal.

It is expected that all students will depart the school grounds by 2.45pm, unless they are involved in an after school activity.

Students arriving after 8:30 am are considered late. These students will be required to go to the office for a late slip and details are recorded on rolls. Parents/carers collecting children early are required to both register their early departure and collect their child/children from the office.

If a person other than the parents/carers is to collect a child from school, authority to do so will be required by letter or phone.

ATTENDANCE - EVERY DAY COUNTS

In the event of your child being absent it is essential that the school be notified as to the reason. This may be done by...

- using the Q Parents app
- using the school's website to register an absence
- contacting the school by email info@coolumss.eq.edu.au or phone 5471 9300

Unexplained absences will be followed up via a text message that requires a response.

If students are to be away for longer than 10 consecutive school days, parents are required to complete an Application for Exemption from Compulsory Schooling Form which is available at the office.

BEHAVIOUR

Our school community identified 'Do The Right Thing' as a motto to guide student behaviour. Three school rules are taught to promote high standards of conduct.

Be Safe

Be Respectful

Be Responsible

At Coolum we strive to create a social environment that promotes appropriate behaviour. We support parents/carers so that students can positively learn new behaviours.

BICYCLES

Children must walk their bicycles, skateboards and scooters while on the school grounds, along footpaths in front of the school and across pedestrian crossings. Bike racks are provided inside an enclosure near the multi-purpose courts and near the uniform shop close to the roundabout. It is strongly recommended that bikes be made secure by using some form of security chain. The bike racks are out of bounds during school hours. Scooters can be stored in the assigned racks.

BIKE SAFETY – It is vital that students know the road rules and follow them when riding to and from school. Please ensure that your child wears a helmet at all times when riding.

Our school is part of a RideScore program that includes initiatives to encourage students to ride, scoot or skate to school.

BOOKS AND STATIONERY

School books may be purchased online or by visiting a stationery supplier of your choice . A list of books required for the year is available from online or the office or from our website www.coolumss.eq.edu.au at any time. Students are issued with their book lists at the end of the school year for the following year.



BUS INFORMATION

For all enquiries regarding bus travel contact the following bus companies:

- North and south of Coolum: Buslink 5476 6622
- West of Coolum: Coolum Coaches 5351 1165

The buses are the responsibility of Queensland Transport. Our teachers are rostered on bus duty to supervise children until their bus leaves.

CALENDAR 2021

Monday 17 - Friday 21 January: School Office open for payments and class information. Uniform shop is open.

Term Dates 2021

- Term 1:** *Monday 24 January – Friday 1 April*
- Term 2:** *Tuesday 19 April - Friday 24 June*
- Term 3:** *Monday 11 July - Friday 16 September*
- Term 4:** *Tuesday 4 October - Friday 9 December*

CLOTHING AND EQUIPMENT

All clothing and equipment including lunch boxes and drink bottles, should be marked clearly with your child's name and class. Lost property is located near the Uniform Shop.

CURRICULUM

Our student centred curriculum comprises the eight key learning areas from the Australian Curriculum and includes:

- English
- Maths
- Science
- Humanities and Social Sciences
- Technologies
- Languages (Japanese)
- The Arts
- Health and Physical Education

CUSTODY AND RESIDENCY

During your child's enrolment at Coolum State School please advise if there are changes in the residency of your children. The school holds confidential information on known orders and a copy of the Order, signed and stamped by a magistrate is required.

EXCURSIONS

School excursions and camps are offered as part of our educational program. They are designed to support and enhance curriculum programs. Your child will be participating in relevant classroom activities before and/or after the event. All excursions require written consent from parents/caregivers for students to attend.

EXTRA-CURRICULAR ACTIVITIES

We boast a range of extra-curricular activities to provide opportunities for our students to participate in and contribute to society. Through involvement in our extra-curricular offerings our students develop a sense of accomplishment and enhance their self-confidence by using their talents and responding to the challenges presented to them. There is always something on offer and we encourage students to become involved in any of the following:

- Sporting teams
- Rock Bands
- Cheerleading / Performance Troupe
- Musical (every two years)
- Maths tournaments
- Tournament of the Minds challenge
- Instrumental music groups and performances
- Concert band performances
- Eisteddfod
- Swimming programs
- Surfing championships
- Inter-school and alternative sporting program
- Robotics team competitions

HEAD LICE

This issue can be a problem throughout the year if all parents are not diligent. Head lice must be treated before children may return to school.

Please notify your teacher if your child has head lice so that other parents can be reminded to check their children's hair. If your child has head lice it will be dealt with using the utmost confidentiality. Keeping long hair tied back helps to reduce the chances of becoming infested.

HEALTH

If your child is sick, it is best to keep them at home. Please consider your child's well-being, as the school has limited facilities and personnel to care for sick children. If your child becomes sick at school, the parent or emergency contact will be contacted to collect the child.

The school is governed by the Department of Education and Queensland Health regulations. Under these regulations, children may be excluded from school if they contract a number of illnesses. A list of infectious diseases and exclusion periods is available for your information at the school office.

The Dental Van generally visits our school once a year. Emergencies can be attended to by phoning 0408 008 154.

Medication

It is occasionally necessary for a child to have **prescribed medication** while at school. Medication will only be administered under the following conditions:

- only doctor prescribed medication can be administered. (This means that we can administer Paracetamol if it has been prescribed by a doctor)
- the medication must be sent to school in the original container with pharmacist's label intact (with Doctor's name on the label)
- the parent will be asked to sign a Medication Permission form stating time and dosage for medication
- no out-of-date medication will be administered
- asthma puffers including Ventolin are the only exception to these rules. Puffers can be carried by students and administered by themselves
- no over the counter medications or natural therapy medications can be given without written Doctor prescription.

Medication Management Plans

Students with complex medical requirements (such as chronic asthma, diabetes, anaphylactic reactions), or more than one condition may require individual management plans. These plans are reviewed annually, signed by a parent/caregiver and revised when medication and/or health status change. Please notify the office if your child has any significant medical requirements. A School Nurse may support planning of student's needs at school.

HOMEWORK

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

In determining homework, Coolum State School acknowledges that students engage in many different activities outside of school, including sport, recreational and cultural pursuits.

Homework tasks may include:

- ✓ Daily reading
- ✓ Practice concepts such as reading, spelling or number facts
- ✓ Opportunities to write for meaningful purposes

As a general rule the following time allocations apply:

- Prep, Years 1, 2 and 3 - up to approx. 15 minutes per night (but on average not more than 1 hour per week)
- Year 4, 5 & 6 could be up to but generally not more than 2 hours per week. Year 6 extension work may extend to 3 hours per week on request

HOUSE SYSTEM/ TEAMS

The school is divided into four house groups.

Cooloola	-	Red
Marutchi	-	Blue
Ninderry	-	Green
Peregian	-	Yellow



Houses compete in the Interhouse Athletics as well as organised sporting activities. All pupils are asked to wear their sports uniform on sports days or scheduled Physical Education days. Polo shirts in each house colour can be purchased from the P&C uniform shop or online via school website.

INSTRUMENTAL MUSIC PROGRAM

Our school offers an Instrumental Music Program for strings (Years 3-6); woodwind, brass and percussion (Years 4-6). Students may enter this program depending on vacancies. Further information is available from the office.

INTERNET / COMPUTER USAGE

Before students can participate in computer activities involving the Internet, the “*ICT Network and Third Party Website Consent*” must be completed by a parent/ guardian and the student. Forms will be distributed by class teachers at the beginning of the year and should be returned to the teacher when completed. Parents should go through the form with their children to ensure they know what they are signing. Breaches to the guidelines may result in a loss of access to our network. This would be counterproductive to student learning.

MONEY AND VALUABLES

Students are discouraged from bringing valuables or toys to school. All money for excursions, camps etc is to be sent to school and given to the class teacher in an envelope with the student’s name, class and the activity written on the front. Additional envelopes are available at the office. Invoices are emailed and can be paid by BPOINT using the details provided on the invoice for each activity, separately for each student.

NEWSLETTERS

Our newsletter is published online each Thursday. You can view it on the school website. It contains information regarding school activities, items of interest from the classrooms and coming events. Information and updates for upcoming events are posted on the school Facebook page and school website.

OUTSIDE SCHOOL HOURS & VACATION CARE

Coolum State School offers before and after school care, evening care, plus vacation care in our well-appointed facility on the school grounds. Children may join in craft, cooking, sports, games, excursions, along with engaging and educational activities provided by our dedicated Educators in a safe and secure recreational environment.

- ✓ Outside school hours care is available each day before school from 6:00am to 8:30am and after school from 2:40pm to 6:00pm.
- ✓ Evening care is offered from 6:00pm to 10:00pm weeknights during term time.
- ✓ Vacation care is offered all school holidays and pupil free days from 6:00am - 6:00 pm.

Coolum OSHC is owned and operated by the Coolum State School P&C Association.

Bookings are essential.

For full details phone the Director on 5446 2026 or visit the website: www.coolumafterschoolcare.com.au

PARADES

Parades are held each Friday in the multi-purpose hall. A Senior Parade commences at 8:40am followed by a Junior Parade at 9:20am. Parents are welcome and encouraged to attend these parades whenever possible.

PARENT INVOLVEMENT

Parent/Teacher sessions are arranged early in the year and throughout the year as part of the reporting process.

We encourage parents to visit their child's class to assist with activities. We welcome the interactions because they can strengthen the bond between the school and home. For safety reasons, we ask all volunteers to register at the office and wear the volunteer badge provided.

PARENTS AND CITIZENS ASSOCIATION

This is an important component of our school community. All community members including parents and care-givers are entitled to membership on attendance, either in person or online. The P & C contributes to programs in a number of areas including

- Curriculum resources
- Sport and Physical Education equipment
- Grounds and facilities development
- Learning technology resources
- Outside school hours care
- Student banking
- Tuckshop
- Uniform shop

The P & C Association meets on the last Tuesday of each month, in the school staff room. Online attendance via videoconference is encouraged to enable more parents to participate. The meeting commences at 7:00 pm for a typical duration of 1 hour.

The Coolum Carnival, which is the major highlight of the school's fundraising program, is held each year in October.

PERMISSION TO PUBLISH

From time to time, children produce work or are involved in activities at school that we would like to share with a wider audience, either through school newsletters, magazines or through our web site. Parents are requested to sign the Consent Form on their child's behalf. These forms are provided on enrolment. Special projects or activities may require individual permission forms.

Personal Technology Devices are becoming increasingly more difficult for schools to manage, and as a result, we have developed the following policy which is now being implemented. We ask that parents support this implementation.

“Students must not bring valuable personal technology devices e.g. mobile phones to school as there is a risk of damage, theft or inappropriate use. Students who breach this policy will be firstly warned not to bring them into the school and any future breaches will be written in our behaviour folders and the student may be subject to disciplinary action. If they are brought to school then it is at the owner's risk. The school will not be held accountable for the damage, theft or loss of such devices.”

Parents have always been able to, and will continue to be able to, leave messages at the office and these will be passed on to the children as requested. If parents provide children with a mobile phone then children are required to ensure this is kept out of sight and secure within their school bag during school hours. The above policy will be used should students breach the above procedure.

PREP

Coolum Primary School's Prep program is a full time program. Children attend Prep from Monday to Friday during normal school hours.

Children must turn five by 30 June in the year they commence Prep.

Our Prep classrooms are noted for their friendly atmosphere. Prep is child centred and clearly identifies inquiry based learning and investigations as key elements of tasks. Students undertake the Australian Curriculum in the areas of English, Maths, Science, Technologies, History and Geography.

QPARENTS

QParents is a secure, online portal created by the Department of Education to provide parents of Queensland state school students with 24-hour access to their child's information.

The portal allows you to securely access information about your child and communicate directly with your child's school.

QParents provides secure, online access to student information such as:

- attendance details
- report cards
- upcoming events
- invoices
- payment history

You are also able to update your child's details including address and medical conditions, submit reasons for unexplained absences, notify the school of future absences, and make online payments against school invoices.

The QParents portal is located online. Once registered, parents can login to the portal using their secure account details.

We will also supply you with the registration requirements for QParents. You will need to undertake online identity verification and provide personal information such as your name and mobile phone number.

The screenshot shows the QParents portal interface. At the top, it displays the Queensland Government logo and the Department of Education and Training. The user is logged in as Jane Orange. The main header features the 'QParents' logo and a 'Switch student' dropdown menu. Below the header, there is a navigation sidebar on the left with icons for Overview, Timetable, Attendance, Behaviour, Payments, Reports, and Enrolment History. The main content area is divided into several sections: 1. Student Profile: A photo of a student, the name 'Manihi Orange', and a 'Manage student details' link. 2. School Information: 'Shelbyville State High School Year 10' with a 'Contact school' link. 3. Attendance: A card showing '92%' attendance and '1 days absent', with a 'View attendance history' link. 4. Behaviour: A card showing 'Positive Awards - Cooperation' and 'Latest award March 21, 2017', with a 'View all events' link. 5. Payments due: A card showing '\$379.00' due, with a 'View payments' link. 6. Upcoming events: A table listing events by date, including assignments, exams, and school events. 7. Timetable: A section titled 'Manihi's timetable for Tuesday:' listing classes and times. 8. Downloads: A section with links for 'Year 10 S1 2017 Assessment' and 'Year 10 S1 2017 Exams'. 9. Reports: A section with a link for 'Semester 2 2016' and a 'View reports & archive' link. At the bottom, there is a 'Back' button.

QUERIES / COMPLAINTS PROCESS

During the course of your children's school years, you may have cause to query a decision or raise an issue relating to your child's education. The Department of Education is committed to ensuring all concerns are dealt with in a fair and equitable manner. In the first instance, the issue should be raised with the class teacher and, if resolution has not been achieved, then with the Deputy Principal or Principal.

RELIGIOUS INSTRUCTION

Religious Instruction (RI) is offered at Coolum State School in a cooperative arrangement to deliver an authorised program. Not all years may be offered Religious Instruction in a school year. Students will only be allocated to RI classes with written permission. Students who are not participating in RI will be provided with other instruction in a separate, supervised location. Parents will be advised of any changes to the RI and other instruction programs to ensure they are able to make an informed decision on their child's participation.

REPORTS

Reporting to parents is designed to inform you of your child's progress. Your child's teacher gathers information via observations, work samples, assessment tasks, checklists, anecdotal records and discussions.

Parents are informed of their child's progress with a student report at the end of each semester. Parent/Teacher interviews are offered at these times or as required throughout the year. Reports are emailed home. An email address is required. Paper copies may be requested in writing via the office.

RESOURCE CENTRE

Borrowing is encouraged for all students. A Library bag is necessary for Prep to Year 3 for students to borrow books. Students attend weekly sessions to borrow books. Our Resource Centre facility also houses our computer lab and our multi-media rooms, promoting effective learning with digital technologies.

STUDENT SUPPORT

Coolum State School provides a range of services to support student learning. Support staff work with class teachers to provide specific programs to meet an individual's needs. The support program may be the provision of strategies to classroom teachers, formalised testing and assessing or face to face intervention over a long or short term.

Students with a verified disability are supported through the Learning Enhancement Centre, locally known as the LEC. LEC staff work with class teachers to support students according to individual need.

Students may be referred to a range of other specialist teachers including a Guidance Officer and Speech Language Pathologist. All referrals must be made through the classroom teacher.

STUDENT WELFARE

At Coolum State School a team of staff support individual welfare needs. This team includes, the Student Welfare Teacher, Guidance Officer and Deputy Principal. A range of supportive programs and services are co-ordinated by this team.

SUN SAFETY

The health of students and staff is of primary concern to Coolum State Primary School. We are aware that Queensland has the highest rate of skin cancer in the world. Two out of every three Queenslanders will get some form of skin cancer in their lifetime, and more than 1200 Australians die from this disease annually.

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.

With this in mind, Coolum State Primary School realises the need to educate students about SunSmart behaviour and protect them from the sun, thus reducing the risk of skin damage from exposure to the sun.

We encourage you to read the full Coolum State School SunSmart Policy Statement on our school website.

SWIMMING

Swimming lessons for Years 1 – 4 are conducted at the Coolum Peregrin Aquatic Centre by trained instructors. There is a charge for lessons, pool entry and bus fares.

Under Education Queensland's "Developing A Sun Safety Strategy Policy" the following guidelines apply:

- Swim shirts must be worn by Prep-Year 6 students during all water-based activities including swimming lessons. The only exception will be that swim shirts do not need to be worn during races at school swimming carnivals.
- If parents are unable to provide a sun shirt, students may wear a t-shirt instead.
- Goggles are to be worn by students at lessons.

TUCKSHOP: SMART CHOICES MENU

Tuckshop operates Wednesday to Friday. The Tuckshop carries a range of foods that have met the set criteria under the Smart Choices parameters. These foods and drinks meet the nutritional values to support our children's health.

Order morning tea and lunch online at 'Tuckshop Online' www.coolum.eq.edu.au prior to 8.30am, over the counter (EFTPOS available) or write your child's order on a paper bag and enclose the correct cash for the Classroom Tuckshop Bag.

Volunteer parents/grandparents/carers are always welcome to help out in the tuckshop. Phone 54471 9339 or call in to see how you may help. An hour or two of your time is always appreciated.

UNIFORMS

Coolum is a uniform school. Students wear a uniform to show they are part of a wonderful school. The uniform is comfortable and allows children the freedom to be actively involved in the daily task of being a learning child, exploring the world.

Uniform options and prices are listed on the school website as well as in the enrolment package. Uniforms may be purchased:

- ✓ in person during open hours (Monday 8-9am, Tuesday Wednesday and Thursday 2-3.15pm and Friday 8-9 am)
- ✓ online via 'uniforms online' at www.coolumss.eq.edu.au or
- ✓ Phone (5471 9371)

Credit card, cash and laybys welcome

Please Note:

- Broad brimmed or bucket style hats are required for all outdoor activities
- Swim shirts are required for all water activities. If parents are unable to provide a swim shirt, we will allow students to wear a t-shirt instead
- Board shorts and denim clothing are not part of the school uniform and the wearing of such items is not permitted
- Nail polish and make-up must not be worn
- Sleepers or studs may be worn in the ears only. Facial piercing, body piercing, oversized ear rings including "flesheys" or loose dangling jewellery e.g. bracelets, necklaces and rings are not permitted

WEB PAGE

Coolum State School has a website where you can access information about the school. The web address is www.coolumss.eq.edu.au. Tuckshop and uniform orders can be entered online. Current and archived school newsletters are available here.

Coolum Celebrates!

*Hey! Hey! It's Coolum State
Hey! Hey! This school is great!
Hey! Hey! It's Coolum State
Strive to do our best
Community, strength, success!*

*Ninderry, Peregian, Cooloola and Marutchí
Who we are, identified by the colours of the blue sea.
The air we breathe, crashing waves, the sand between our toes.
Freedom in the ocean breeze lets mind and spirit grow.*

*When we walk, through that gate
Every student celebrates*

*Hey! Hey! It's Coolum State
Hey! Hey! This school is great!
Hey! Hey! It's Coolum State
Strive to do our best
Community, strength, success!*

*Our mountain rises to the sky, yet we can reach the top
The challenges along the way will not make us stop*

*The highs and lows, the changing tides
The friends we make, it's one big ride*

*Hey! Hey! It's Coolum State
Hey! Hey! This school is great!
Hey! Hey! It's Coolum State
Strive to do our best
Community, strength, success!*

*Hey! Hey! It's Coolum State
Hey! Hey! This school is great!
Hey! Hey! It's Coolum State
Strive to do our best
Community, strength, success!*

Hey! Hey!