

Dear Parents and Carers,

Welcome to Coolum State School. We are delighted that you have chosen to join us for your child's learning journey.

Coolum State School continues to play a vital role in providing high quality public education within the Coolum community. Building confidence within the school community is a direct result of continually focusing upon the students. All our energy, passion and commitment go into providing the best possible opportunities for the students.

Ensuring our students are receiving quality teaching and learning within a positive fun-filled school and learning environment is reflected in the positive messages about their experiences that are passed on to their parents and carers. Our weekly Parades are a shining example of this positive message.

In a recent survey our parents made many positive comments about Coolum State School. Some of the highlights identified were:

- *great sense of community and community engagement*
- *friendly staff and atmosphere, fantastic teachers and happy environment*
- *wide variety of extracurricular activities*
- *positive school reputation in the community*
- *the school is very accepting of everyone*
- *welcoming persona of staff and administrators*
- *all the wonderful types of celebrations*
- *the school has fun as well as being serious*
- *the staff are the school's best assets – professional, approachable, caring and happy in their working environment, a remarkable group*

Coolum State School has a very positive school climate with a caring and supportive feel to it. Our consistently strong school enrolments indicate that the parents and community are very supportive and that they have great confidence in their local school.

The information contained in this booklet is designed to assist you and your child to settle into school life as smoothly as possible. Please do not hesitate to contact the school if further clarification is required.

Once again, a very warm welcome to our school and the Coolum Community. We trust all students, parents and staff will have an enjoyable year.



Pat Cavanagh
Principal

General Aim:

Our aim is to give all our students the best possible opportunities to achieve their potential.

Coolum State Primary 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
- Three Deputy Principals
- Head of Special Education Services
- Guidance Officer
- Master Teacher & Instructional Leader
- Forty Classroom Teachers including Prep
- Physical Education Teacher
- Music Teachers
- Resource Teacher
- Learning Technology Teacher
- Language Teacher (Japanese)
- Special Education Program Teachers
- Two Learning Support Teachers
- Student Welfare / Behaviour Support Teacher
- Instrumental Music Teachers
- Speech Language Pathologist
- Teacher Aides
- Business Services Manager
- Three Administrative Officers
- Janitor / Groundsperson
- Cleaners
- P&C Manager
- OSHC Coordinator
- Tuckshop Coordinator

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

School Times:

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

Students have the roll marked by 8:35am when instruction begins.

Uniform Shop:

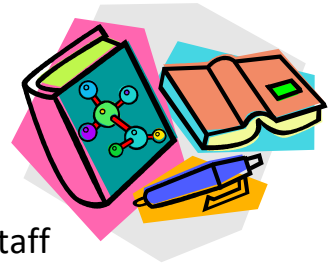
Open Hours: Monday	8.00am - 9.00am
Tuesday, Wednesday and Thursday	2.00pm - 3.15pm
Friday	8.00am – 9.00am

Uniform Shop is in E Block (original school building closest to the 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.



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.

ABSENCES ~ 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...

- contacting the school by email info@coolumss.eq.edu.au or phone (5471 9300)
- Using the school's website to register an absence (link on the lower right hand side of the home page)
- sending a note with the child on the day he/she returns to school.

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 need to complete an Application for Exemption from Compulsory Schooling Form which is available at the office.

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
- OSHC (07) 5446 2026
- Tuckshop (07) 5471 9339
- P & C (07) 5471 9371
- Email: info@coolumss.eq.edu.au

ARRIVAL AND DEPARTURES

Students are asked not to arrive at school prior to **7.45am**. 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 8:35 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.

BANKING

Banking is conducted each Wednesday by P&C volunteer parents through the Commonwealth Bank and Bendigo Bank.

BEHAVIOUR

Children are expected to 'Do The Right Thing' and behave appropriately at all times on the way to school, at school and going home from school. The ***"Responsible Behaviour Plan for Students"*** applies to all of our students. Our teachers are skilled at understanding and developing appropriate behaviours with children. With your help, we work together to enable your child to learn about appropriate social behaviours in the school setting.

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.

BOOKS AND STATIONERY

Book lists are compiled co-operatively by the teachers and administration personnel. A list of books required for the year is available from 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 of Coolum: Buslink 5474 4733
- South of Coolum to Suncoast Beach Drive: Buslink 5474 4733
- South of Suncoast Beach Drive: 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 leave.

CALENDAR 2018

Monday 15 - Friday 19 January: School Office open for payments and class information. Uniform shop is open.

Term Dates 2018

- Term 1:** *Monday 22 January - Thursday 29 March*
Term 2: *Monday 16 April - Friday 29 June*
Term 3: *Monday 16 July - Friday 21 September*
Term 4: *Monday 8 October - Friday 14 December*

Pupil Free Days for 2018

Monday 22 October

Public Holidays 2018

Australia Day- 26 January; ANZAC Day -25 April; Labour Day- 7 May; Sunshine Coast Show Holiday- 15 June; Queen's Birthday- 1 October

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 under E Block, 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

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 minds challenge
- Concert band performances
- Eisteddfod verse speaking and choirs
- Swimming / surfing programs
- Inter-school and alternative Sporting program

CUSTODY and RESIDENCY

If there has been a change in the custodial care of your children, please report this to the office. The school holds confidential information on known custody cases and a copy of the ***Court Order*** 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.

HEALTH

If your child is sick, it is best to keep him/her 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 Training (DET) 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 usually 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 only if it has been prescribed by a doctor)
- the medication must be sent to school in the original container with pharmacist's label intact
- 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.

Medication Management Plans

Students with complex medical requirements (such as chronic asthma, 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.

HEADLICE

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 headlice it will be dealt with using the utmost confidentiality. Keeping long hair tied back helps to reduce the chances of becoming infested.

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 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 of taught or known 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 and Year 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 ***“Computer Guidelines for Student Use”*** must be completed by the student **and** a parent/guardian. 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.

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.

LEARNING SUPPORT / STUDENT SUPPORT

Coolum School provides a range of services to support a student’s learning. The Learning Support Teacher works with class teachers to provide the support required to meet an individual’s need. This support may be the provision of strategies to classroom teachers, formalised testing and assessing or face to face intervention over a long or short term.

We also have access to a range of other specialist teachers including a Guidance Officer and Speech Language Pathologist. All referrals must be made through the classroom teacher.

RESOURCE CENTRE

Borrowing is encouraged for all students. A Library bag is necessary for Prep to Year 3 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 the digital technologies.

THE USE OF PERSONAL TECHNOLOGY DEVICES* AT SCHOOL

** Personal Technology Devices includes, but is not limited to, games devices (such as Portable gaming devices, laptop computers, cameras and/or voice recording devices (whether or not integrated with a mobile phone or MP3 player), mobile telephones, iPods® and devices of a similar nature).*

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 like cameras, digital video cameras or MP3 players 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 it will be up to the children to conceal it and not use it at school. The above policy will be used should students breach the above procedure.

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 can be paid by BPOINT via the school website- using the details on the provided invoice for each activity, separately for each student.

NEWSLETTERS

Our newsletter is published online each Thursday. You can view it on the school website or better still download the free QSchools app for a direct link. It contains information regarding school activities, items of interest from the classrooms and coming events. Basic information and updates for upcoming events are posted on the school Facebook page and school website.

OUTSIDE SCHOOL HOURS & VACATION CARE

Coolum 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 entertaining and educational activities provided by accredited childcare workers in a safe and secure recreational environment.

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

Bookings are essential.

For full details phone the Coordinator on 54462026 or visit their website: www.coolumafterschoolcare.com.au

PARADES

Parades are held each Friday in the Multi-Purpose Hall. A Senior Parade followed by a Junior Parade is held soon after school commencement. Parents are welcome and encouraged to attend these parades whenever possible.

PARENTS AND CITIZENS ASSOCIATION

This is an important component of our school community. All parents are entitled to membership. 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
- Library resources
- Student banking
- Tuckshop
- Uniform Shop

The P & C Association meets on the last Wednesday of each month, in the school staff room. The meeting commences at 7:00 pm.

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

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.

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.

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. DET 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 teacher observations, work samples, tests, checklists, anecdotal records, discussions, etc.

Parents are informed of such progress with a formal 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 therefore a current email address is required. Paper copies may be requested in writing via the office.

SMART MOVES

Smart Moves is a physical activities program in Queensland State Schools that has been developed to increase the time students are engaged in physical activity at school and to improve the quality of that activity. Engaging in moderate intensity physical activity is one of the major components of a healthy lifestyle. All students at Coolum participate in Smart Moves during the school week.

SWIMMING

Swimming lessons for Years 1 – 4 are conducted at the Coolum Peregian 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.



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 (5417 9371)

Credit card, cash and laybys welcome.

UNIFORMS Cont'd

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

VOLUNTARY FINANCIAL CONTRIBUTIONS

Education Queensland will provide the majority of funding for the day-to-day operations of the school and the basic education for each of our students in 2018. These funds will be supplemented by the Coolum State School Parents' & Citizens' Association and the Coolum State School Voluntary Financial Contribution (referred to as VFC 2018 in this document) to provide practical learning experiences in excess of materials provided by the school grant.

The VFC 2018 is designed to enhance the 'existing' educational opportunities for our students across the entire school. All students require these extra resources in order to be able to fully participate in the 'total' education program being provided by the school.

Students who contribute to VFC 2018 will receive the following range of necessary resources and materials to cover the needs of all subject areas for the entire school year (excluding swimming, excursions and visiting performances):

- Printed class notes, worksheets and booklets
- Paper and card resources
- Computer resources including internet access, software and consumables
- Art and craft supplies
- Class resources (e.g. access to videos, MP3s, DVDs, magazines as required)
- Cooking ingredients
- Photocopying and laminating
- Additional stationery items
- Other consumable items that assist learning

The cost for all year levels is \$45.00.

WEB PAGE

Coolum State School has a webpage 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. BPOINT payments can be made here. The school newsletter is available. Absences can be registered here also.