# Urangan Point State School Parent Handbook

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IMPORTANT SCHOOL INFORMATION

**Principal**
Mr Damien Gainsford

**Deputy Principal**
Mr Mark Fowler

**Business Services Manager**
Ms Gloria Kenzig

**Head of Special Education Services**
Mrs Leisa Staunton

**Master Teacher**
Mrs Angela Hubbert

**Administration Officer**
***Enrolments & Finance***
Mrs Leanne Kean

**Administration Officers**
Mrs Amanda Rosenberger
Miss Michelle Hochen

**Administration Officer - SEP**
Mrs Aki Flux

**School Chaplain**
Mrs Brydie Brookes

**Indigenous Liaison Officer**
Ms Jodie Burns

**School Address**
Miller Street
Urangan 4655

**Email:**
admin@uranpoinss.eq.edu.au

**Absences email:**
absences@uranpoinss.eq.edu.au

**Website**
www.uranpoinss.eq.edu.au

**Facebook Page**
www.facebook.com/pages/Urangan-Point-State-School/

**School Telephone**
4194 8333

**School Fax**
4194 8300

**Office Hours**
8:00 am – 4:00 pm

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2017 School year commences Wednesday 23 January

*School term dates are as follows*

**Term 1**
Wednesday 23 January - Thursday 31 March 2017

**Term 2**
Monday 18 April - Friday 23 June 2017

**Term 3**
Monday 10 July - Friday 15 September 2017

**Term 4**
Tuesday 3 October - Friday 8 December 2017
Everyone associated with our school is constantly striving to achieve a caring, supportive and resource-rich educational environment that will allow your child to achieve to his/her maximum potential.

The goals of the school are set out in this parent handbook. Please take the few minutes necessary to read the booklet and keep it as a reference throughout the current school year.

Our school greatly values the active involvement and participation of parents and we trust that teachers, students and parents will live up to the School Motto - “Success Crowns Effort”. It is only through a spirit of cooperation and open communication that this important goal of our school will be achieved.

We strongly believe in providing a happy, caring environment in which children can learn. Naturally, children are important contributors to this environment and we expect that each child will give his/her best; will obey the school rules; will be well groomed and neatly dressed; will show respect for authority; and will be considerate and tolerant of others.

SCHOOL VISION STATEMENT

Our commitment to you is to allow individuals to achieve to their maximum potential in a supportive, caring and resource-rich environment.
In a caring environment, Urangan Point State School aims to achieve quality educational outcomes for every student.

OUR CORE SCHOOL VALUES

Our school values of **RESPECT, RESPONSIBILITY, SAFETY and CARING** are evident in all that we do. These values are explicitly taught throughout the year.

Urangan Point State School strives:

To provide
- happy and secure students in our educational setting
- challenging and individually appropriate experiences for every student
- students with equal opportunities
- quality curriculum programs which are appropriately resourced
- all students with opportunities to develop social responsibilities

To encourage
- all students to be creative and be risk takers
- all students to develop cooperative and communicative skills
- all students to be well mannered and respectful
- all students to develop their learning styles

To promote
- life long learners
- quality partnerships within and beyond the school

To foster
- positive self concepts for every student
- respect for people, property and the environment by all
- the development of a clear values system
- skills in problem solving and conflict resolution

**Urangan Point also endorses the Australian Government’s “Nine Values of Australian Schooling”:**

- Responsibility
- Care and compassion
- Doing your best
- Respect
- Integrity
- Understanding, tolerance and inclusion
- Fair Go
- Freedom
- Honesty and trustworthiness
At Urangan Point State School, we think it is important that the school has a clear set of goals to guide the efforts of all within our school.

**Our school goals are:**
- To provide children with a wide range of learning experiences so that each will achieve to his/her maximum potential in all curriculum areas.
- To provide school staff with opportunities to continue their professional development to ensure that modern teaching programs are provided in all classrooms.
- To provide parents with opportunities to become familiar with the goals of the school and the programs provided by the school, and to ensure that parents are given opportunities to participate in the education of their children and to be actively involved in the decision-making processes used within the school.
- To provide opportunities for the community to become aware of educational developments within the school.
- To provide programs that ensure that there is a smooth transition of children from Kindergarten to Prep and Year 6 to High School.
- To foster the development of an emotionally secure, attractive and resource-rich environment that is based on mutual respect and cooperation.

**OUR SCHOOL RULES**

- **HANDS OFF** - Keep your hands, feet and other objects to yourself
- **RESPECT YOURSELF, OTHERS AND PROPERTY** Bullying, Teasing, Harassment and Swearing are not permitted
- **NO SHOES, NO HAT, NO PLAY**
- **ALWAYS WALK** around buildings, on concrete and pathways
- **ADHERE TO THE SCHOOL DRESS CODE**

**Behaviour on the way to and home from school**
Student behaviour to and from school may be dealt with by the school if it is deemed to be unsafe or that it adversely affects the school’s public image.

Children should be thoroughly familiar with the route from home to school, should be aware of road hazards, know the road crossings and know simple road safety rules. Parents should ensure that children do not loiter on the way to and from school, do not visit friends without permission, or talk to strangers.

**CODE OF CONDUCT**

For our school to function effectively and happily, all children are expected to obey the simple **Code of Conduct and School Rules** that have been devised to ensure a safe and healthy environment.
- We treat all people with kindness, courtesy, respect and co-operation.
- We demonstrate self respect by showing pride in our work and all we do for school and community.
- We practice good health and safety habits, considering others first at all times.
- We try our best at all times
- We are in the right place at the right time.
- We accept responsibility for our own actions.
- We are truthful and honest.
- We are properly dressed and equipped for each school day.
All enrolment forms are available from the school office or can be downloaded from our school website — www.uranpoinss.eq.edu.au.

Age of Entry into Schools
Proof of Age – Birth Certificate - is required when enrolling your child at a Queensland State School for the first time. This includes all students enrolling including Prep, transferring from a private school or from inter-state or overseas.

Children entering the Preparatory Year must have attained the age of 4 by the 30th June in the year preceding the year of enrolment. This will mean that children will turn 5 in the first semester of Prep. Children who have attained the age of 5 between 1st July and 31st December in the year prior to enrolment are also eligible to enrol in the Preparatory class. Please note that early entry may be granted by the Principal's approval for children age 4 turning 5 by the end of July preceding the year of their enrolment.

Transferring
Parent or Guardian must notify the school if children are being transferred to another school. When children are enrolled at their new school, that school will contact us to facilitate transfer of student information and files. If transferring your child to another school, please ensure that all school-owned equipment and Library Books are returned.

School Text Books and Materials
Urangan Point State School operates a Student Resource Scheme from Prep to Year 6. This scheme covers the cost of all school materials, cooking, ICT and Art requisites for the year. The cost is reviewed each year to allow for price fluctuations with the school keeping the cost to families as low as possible. Parents can choose to pay either one amount; a term-by-term basis; or by accessing Centrepay through Centrelink to pay by fortnightly installments.

BPoint is now available for payments. If you have received an invoice from the school, go to https://www.bpoint.com.au/payments/dete and enter the details found on the bottom of the invoice. If you have not received an invoice and would like to use this facility, please contact the school.

Cash, cheque or EFTPOS are also acceptable methods of payment. Please ask the office staff for more details.

Joining this scheme ensures that students have the necessary equipment, ready access to replacements and have the same equipment as others [no jealousy, stealing, swapping, etc]. Also, by buying quality items in bulk, the school can access considerable savings compared to the cost of purchasing supplies individually.

Families who choose not to join the Resource Scheme will be issued with a booklist and are asked to purchase these supplies early, thus ensuring that children are ready for school at the start of the new school year. It is expected that all books will be neatly covered and labelled showing pupil’s name and year level.

As part of our Sun Smart policy, Urangan Point State School supplies each child with a hat each year as part of the Resource Scheme. Additional hats can also be purchased from the office.
The school day commences at 9.00am and children should be at school in sufficient time to prepare for their day’s work.

- First Lunch break is taken from 11:00am – 11:45am
- Second play break is taken from 1:15pm - 1:40pm.

The school day concludes at 3.00pm and children should leave the grounds as soon as possible after dismissal. Playground equipment is out of bounds before and after school. Please ensure your child does not play on the equipment.

Arriving at and leaving school
Children should not enter the school grounds before 8:00am and should leave the grounds by 3:15pm unless undertaking an activity under the supervision of a teacher. After arriving at school, they are not to leave the school grounds without the Principal’s permission. Parents and carers are reminded that students who arrive before 8:00am must remain in the school office until 8:00am and then make their way to the covered area where they stay until the 8:30am bell is rung. They can then proceed to their classrooms.

Arriving late to school and leaving school early
If children arrive at school after the bell at 9:00am they must report to the school office to be recorded as late and receive a late pass which must be presented to their classroom teacher. If you need to pick up your child before the school day finishes, please report to the school office to sign them out before collecting them from the classroom.

School Parade
On Friday afternoon each week at 2:15pm, a parade is held for all students. Parents are most welcome to attend. At parade, students are informed of upcoming and current events and special awards are also presented for those children who have achieved them. Classes also take part in performing on parade at some point throughout the year. Your child should inform you of this date.

Each parent of a child who is of compulsory school age must:

- Ensure the child is enrolled at a state school or non state school; and
- Ensure the child attends the state school or non state school, on every school day, for the educational program in which the child is enrolled; unless the parent has a reasonable excuse.

At Urangan Point State School the following reasons have been determined to be satisfactory:

- illness
- medical or dental appointments or procedures
- specialised training
- sporting events other than those associated with the school or the education system
- funerals
- cultural reasons
- family reasons (e.g. special family events, holidays)

For ANY instance when your child is absent from school, we require notification from you either in the form of a note, email or by telephone by the next school day. This is done as a means of fostering a Supportive School Environment and as a safety precaution.

If a student is absent without a reason, the office will contact the parent for an explanation for this absence. If they are unable to make contact then the absence is recorded as “unexplained”. If your child is unwell or cannot attend school for a certain reason, please contact the office on 4194 8333 or email absences@uranpoinss.eq.edu.au. The Principal has the right to report any unexplained absences, or any absence that was initially unexplained for which the Principal is not reasonably satisfied with the explanation, to the relevant authorities.

School Rolls are marked twice daily and pupils who are absent for any reason must produce a note of explanation from parents.

Parents may also phone the school to record their child’s absence.
Urangan Point State School’s Special Education Program values and responds to the uniqueness and diversity of students with disability. Within our inclusive setting, students access learning based on the Australian Curriculum. Our Special Education teachers work collaboratively with classroom teachers to provide reasonable adjustments that are inclusive to students with disability. Support with classroom learning is also provided by SEP teacher aides.

The home of our Special Education Program, Mytherine, is located in the centre of the school and provides an appealing space for both learning and play. SEP teachers may use the classrooms at Mytherine to deliver small group or individual, specialist lessons while the outdoor area offers supervised break times to students with disability as an alternative to the playground. The administration area is where formal meetings are held and the office of the Head of Special Education Services (HOSES) can be located.

UPSS SEP offers an afternoon class that provides a haven for some of our students to access personalised learning, in small groups, delivered by SEP teachers. These programs provide greater flexibility to cater for individual needs and engage learners.

The SEP has access to a range of support services within the school. This includes a Guidance officer, Speech Language Pathologist, Occupational Therapist, Physiotherapist and Advisory Visiting Teacher service. Our classroom and Special Education Program teachers, work together to identify specific learning or access needs and may request referral to these support services to provide specific knowledge to individual support programs.

Annual Individual Support Plan (ISP) meetings occur between class teacher, SEP teacher and parent to identify targeted learning goals for students with high support needs. This is a valuable opportunity for the school team to work with families to provide effective teaching and learning. UPSS SEP values the input from outside service providers including occupational therapists, speech language pathologists, physiotherapists, psychologists and Autism Queensland. Autism Queensland visits our area twice a year and, through a prioritisation process, invitations are forwarded to families.

The continuing growth of the Special Education Program over recent years is testament that Urangan Point is a quality choice for students with disability and their family.

Mytherine Welcomes You.
MASTER TEACHER
At Urangan Point State School, the Master Teacher operates under three key agendas—the Numeracy Improvement Agenda, the Afternoon Reading Program (Master Teacher component) and implementation of Speech Language Screening and Intervention Programs (Speech Language Teacher component).

One main focus of the Master Teacher component is to complete an Action Research project around a strategy that yields high results within literacy or numeracy. In 2015, the project was focussed on the implementation of Maths Warm Ups. Student outcomes were positive and showed the attainment of number understanding. This provided the leadership team with the direction of implementing Maths Warms throughout the whole school which forms an important part of daily maths lessons. The Action Research project in 2016 and 2017 is focussed on literacy. Key strategies are being implemented in the Afternoon Reading Program to develop the essential building blocks of reading; phonemic awareness and decoding skills.

The Speech Language Teacher role at UPSS works closely with the Speech Pathologist and the Head of Special Education to deliver intervention activities for students with suspected speech language difficulties. Part of this role includes speech articulation, language and phonological awareness testing for all our Prep students early in Term 1. This allows us to deliver early intervention to increase their success in literacy.

AFTERNOON READING PROGRAM
The Afternoon Reading Program runs over four afternoons a week for 30 minutes. The program can cater for a maximum of 48 students and students exit the program when they reach the level benchmark for reading.

The program explicitly targets the mechanics of reading (the building blocks); phonemic awareness and decoding. There is a strong focus on segmenting and blending words and sound / letter correspondence. These skills are transferred to a decodable text with an emphasis on comprehension skills. The tools used are the SSP (Speech Sound Pics) program and the LLI (Levelled Literacy Intervention) program.

Students in the program will bring home a “Take-Home Book”, which is a copy of a book they have already read in school during the program. They can read the “Take-Home Book” to family members, friends or a soft toy/doll. The idea is to have students read every night, giving them time to practice what they have learnt about reading. They will also, at times, take home a “Parent Letter” that contains some simple ideas for reading and writing activities that can be done together that will make learning fun!

Most importantly, parents and students need to enjoy their time together reading, writing, and talking!

"To learn to read is to light a fire; every syllable that is spelt out is a spark."
Victor Hugo, Les Miserables

"A book is like a garden, carried in the pocket." — Chinese Proverb

“A book shut tight is nothing but a block of paper – remember to open a book often….”
STUDENT LEADERSHIP TEAM
UPSS has a **Student Leadership program** whereby year 5 students are mentored, preparing them for leadership roles at UPSS in their senior year of 6. After running the program, year 5’s nominate to fulfil the 12 roles of School Leaders, House Leaders and Student Council. At the beginning of their leadership year the elected leaders attend a Leadership Seminar with hundreds of other leaders in Wide Bay. This gives them valuable skills to apply when organising activities and fulfilling their leadership roles at Urangan Point State School.

The Student Council meets monthly to organise fundraising events and decide on projects to support within our school and local community throughout the year.

STUDENT WELFARE
At UPSS there is a student welfare team consisting of admin team members, a Chaplain, classroom teachers, Indigenous teacher aide and welfare aides who work together to improve the social and emotional welfare of students and community.

Many programs including Breakfast Club, Youth Mentoring, organised lunch time activities: Quest (social skills) and Kids Club are supported and run by the team. The team also assists the community by connecting them with external support agencies.

SCHOOL CHAPLAIN
The role of the School Chaplain serves a variety of purposes, from providing a listening ear in times of trouble to mentoring and supporting for students; encouraging them to make the most of their time at school; and in life choices.

The Chaplain at Urangan Point State School works alongside the rest of the staff providing social and emotional support to our students and families in order for them to feel nurtured and cared for, ready to learn.

The Chaplain runs several groups within the school including a therapy based program, Drumbeat, which focuses on learning life skills through using African drumming.

Also offered weekly is a free breakfast club and voluntary spiritual based program known as the J-Team Kids Club. The Chaplain can offer spiritual based activities for children who have parental consent, however the majority of the work the Chaplain does in the school is not of a spiritual nature.

If your child is having difficulties with friendships, attending school, dealing with grief, loss, separation or even the loss of a pet, the Chaplain is more than able to provide extra support for them. Please see the staff at the office to organise connection with the Chaplain. She would love to help.
INDIGENOUS SUPPORT AND PROGRAMS
Urangan Point State School employs a member of the local Butchulla community, Jodie Burns, as our Indigenous Support Aide. Apart from running the Indigenous Play Group on a Friday morning, some of Jodie's other roles in the school are:

SUPPORTING FAMILIES
- Creating positive relationships with all school families, in particular Indigenous families
- Supporting families with “school readiness”
- Assisting with strategies to improve attendance and promptness
- Promoting health and hygiene practices
- Providing links to external agencies
- Helping indigenous families budget for excursions, sporting events and other school activities

SUPPORTING STUDENTS
- Creating positive relationships with students, in particular Indigenous students
- Supporting students to ensure they have equipment for school
- Providing strategies and opportunities for social interaction
- Promoting positive health and hygiene practices

SUPPORTING TEACHERS
- Working in classrooms to support all students, in particular Indigenous students
- Suggesting strategies to enhance learning, communication and social skills for targeted students

SUPPORTING SCHOOL AND COMMUNITY
- Liaising with Student welfare team, Chaplain and other program co-ordinators
- Communicating with the Administration team
- Linking school support staff with students and families
- Promoting Indigenous Culture within the school and wider community.
THE QUEST PROGRAM
The Quest Program teaches important life skills in the areas of responsibility, self-discipline, good judgement, and getting along with others. The School has purchased The Lions-Quest Skills for Growing Program which is designed to strengthen the ties between the home and the school in support of our children. Every child will participate in learning activities and discussions throughout the year, building life, social and learning skills.

The Values promoted are:
- Self-discipline
- A healthy Lifestyle
- Respect for self and others
- Kindness
- Responsibility
- Honesty
- Commitment to family
- Service to others
- Courage

The Goals of QUEST are:
- To engage all members of our community (students, families, the school and wider community) in building a learning community of caring relationships, high expectations for positive behaviours, and meaningful involvement.
- To encourage respect for oneself and others.
- To provide opportunities for our students to learn essential life skills needed to lead healthy and productive lives.
- To promote a safe and healthy approach to life free from the harm of misuse of alcohol and other drugs.
- To foster good citizenship in our students through cooperation and service to others.
- To strengthen our students’ commitment to their family, peers, school and community.
Skills fostered by participation in the QUEST Program:

- Responsibility
- Decision Making
- Communication
- Goal Setting
- Cooperation
- Managing Emotions
- Resisting Negative Peer Pressure
- High-order Thinking
- Problem-solving
- Service to others
- Enhancing Relationships
- Appreciating the Family

We deliver the QUEST Program at our school in 3 ways:

In the Classroom – The QUEST program was developed and sponsored by LIONS Clubs around Australia. Every teacher has a set of books that contain the planned lessons and activities for the year-long Skills for Growing and Skills for Living Programs. It has been adopted by many schools and is highly regarded as an effective tool to support the development of positive values, attitudes and behaviours in young people.

Drama lessons
Tamara Bailey runs QUEST Drama lessons with each class. These are tied to the Curriculum being taught in each grade. For example, if Year 2 is learning about poetry, we use drama to explore the emotions of anger, sadness, fear and happiness and then the students write and perform poems informed by their understanding. These learning sequences are directly aligned to the values promoted within the QUEST Program.

Small Group Sessions
Teachers identify needs within their teaching group and book social skills sessions with an identified staff member and selected students. For example, Year 5 may have a small group working on building confidence and assertiveness in social and public speaking spheres.
All children in the school are offered a common core of subjects - based on the Australian curriculum. Particular focus is placed on English, Mathematics and Science.

Special attention is given to children who are experiencing difficulties with their education and the school is visited regularly by a Guidance Officer and a Speech Language Pathologist who are able to offer specialised assistance and individualised programs.

Special Education Teachers and aides are based at the school to assist with the development of children with learning or physical disabilities.

The Urangan Point Intervention Team (UPIT) accept referrals which are usually made by teachers, but parents who are concerned about their child’s education may arrange a referral by contacting the HOSES and/or Principal. UPIT consists of the HOSES [Chairperson], Guidance Officer, Student team representative, Speech-Language Pathologist and a member of the School’s Leadership Team.

Similarly, the school seeks to devise programs for children who may display special gifts and talents. These generally take the form of extension programs while the child remains with his/her peer group.

Health & Physical Education
Each class receives at least one half-hour HPE lesson per week. Our HPE specialist also organises Interschool Sport, Swimming, Cross Country, Camp Program and other sporting activities.

School Sport
A well-organised program of both interhouse and interschool sporting activities is planned for all children. Through these programs, our emphasis is on all children developing skills; maximising their participation and providing an additional avenue for social development. All children are placed in house teams (Fraser or Cook). The school organises interhouse competitions in cross country, athletics, swimming, and other sports.

Urangan Point State School students also may be invited participate in skill development days in sports such as cricket, softball, netball, soccer, hockey, newcombe ball, and touch football. As well, carnivals for athletics and other sports are held so that children with ability can proceed to State Championship Level in these sports.

School Music Program
At Urangan Point, we are fortunate to have the services of a Music Specialist who works with teachers to provide a music program throughout the school. As part of the school music program, children are offered the opportunity to become part of the School Choir. This program is offered to children from Year 3 to 6 [Senior Choir] and Prep to Year 2 [Junior Choir].

The school is also visited weekly by an Instrumental Music Teacher who provides instruction for children interested in learning to play stringed instruments – violin, viola and cello for students in Year 3 to 6.

Chinese Instruction
Our school offers Chinese as a foreign language for our Year 2 to 6 children. Students receive a maximum of 60 minutes instruction per week for this subject.

As part of the school curriculum, all children are expected to participate in our school sporting programs.
If your child is unable to participate, a note should be provided.
School Library
Urangan Point State School has a library which encompasses a dedicated Science Centre and newly refurbished ICT Centre. The library is managed by a Teacher-Librarian and teacher aide. The aim of our library is to provide quality resources and learning spaces for all our school community to enhance learning.

All of our school community are invited to use the resources and learning spaces provided by our modern and vibrant library. Students may access the library before school, during break times and after school, as well as with their class during class time. Parents and other community members are also welcome.

If students wish to borrow books from the library, they first must have a library bag. This should be waterproof, large enough to hold books and be labelled with their name. Students are responsible for the care and return of the books they borrow. Younger students usually borrow for a week at a time, whilst older students may keep their loans for 2 weeks. We hope to see many members of our school community accessing the learning and recreational facilities provided by our library.

The school is flexibly organised to allow for the best utilisation of staff and to allow children to achieve a level of development suitable to their ability. From time to time, it is necessary to form multi-age grouped classes. We feel that children in these classes benefit from the small class sizes and from the extra individualised attention teachers are able to give in this situation.

Within classes, teachers employ a wide range of modern teaching strategies and organisational strategies to ensure that the best possible learning environment is offered to children.

At Urangan Point State School, we strongly believe that education is a cooperative process between parents, teachers and children. We seek to develop a strong partnership between home and school so that, together, we can provide worthwhile educational experiences for your child.

Home-School Communications
School Newsletters are published on alternate weeks. These are sent home with the youngest member of each family in an effort communicate important information about school programs and educational matters. Newsletters are also uploaded to the school webpage. Parents are asked to take the few minutes necessary to read these newsletters. We also offer and encourage email delivery of newsletters. Please contact the office if you would like your newsletter emailed.

Parent Information Program
Parents are also kept informed about current trends in education through the school’s program of parent information meetings. Early in the year, all teachers conduct Parent Information Meetings at which we discuss class policies and work programs for each of our Year Levels. Parents are strongly encouraged to attend meetings with their child’s teacher to maintain up-to-date information on their progress.

Other Forms of Communication
Parents and community members are encouraged to maintain open communication with the school at all times. We encourage all forms written letters, emails, phone calls, Facebook messages as well as verbal means. Please note that we strive to communicate with our community this way as well, so keep an eye out for letters and messages on our Facebook page.
A comprehensive set of assessments are carried out across the school year to evaluate student progress, to diagnose pupil strengths and weaknesses and to assist in reporting to parents. Our assessment program is a continuous one which relies on teacher created items, criteria based assessment activities, standardised tests as well as observations and anecdotal records. Criteria based assessment pieces indicate to both students and parents the expectations for achievement for each rating assigned to a particular piece of work.

Student achievement across this range of assessment items is also used to formulate planning using our school programs. These assessment records are maintained by the school to give a cumulative assessment of your child during his or her years at the school.

Years 3 and 5 students undertake nation wide tests (NAPLAN) in Mathematics and English in Semester 1 each year. Parents will receive a report about their child’s test performance in Semester 2.

Urangan Point State School encourages open communication between home and school. During the year, should you have any problems, concerns or celebrations regarding your child’s progress, you are invited to firstly discuss these with the Class Teacher, then the Principal or Deputy Principal if required. Our aim is for this school to be able to provide worthwhile programs for all children in a spirit of cooperation between teachers, children and parents.

**Reporting to Parents**

Formal report cards are issued at the end of Terms 2 and 4. Parent/Teacher progress interviews are offered in Terms 1 and 3. These reports and meetings are designed to give parents an overview of their child’s progress at school. We hope that parents and teachers maintain open communication about student academic progress throughout the year. Parents are encouraged to discuss any aspects of your child’s education with teachers at a time which is mutually convenient.

**Religious Instruction**

This school uses an agreed upon Ecumenical approach for Religious Instruction for Years 1 to 6. Further information regarding the Religious Instruction program offered at Urangan Point can be found on our website: www.uranpoinss.eq.edu.au

Upon enrolment, all parents are provided the opportunity to indicate their intention to engage in Religious Instruction. At any time during the year, parents may contact the school office to withdraw from or to change their ReligiousInstruction preference.

**Other Parent Contributions**

At Urangan Point State School, the following contributions are requested to supplement government funding of instruction, administration and facilities so as to provide an enhanced educational service.

- Cooking materials (asked for during the year by some classes)
- Swimming which covers the cost of transport and reduced pricing by the town pool (asked for all students who attend swimming lessons).
- Students in Year 5 and 6 will also attend a camp each year.

Some classes will go on excursions during the year. A contribution will be requested to cover the cost of transport and entry to venues.
At Urangan Point, homework will be a needs-satisfying activity that provides valuable learning experiences for students. Students will be encouraged to do homework but it will not be a prerequisite for success at Urangan Point. Homework will not be destructive of relationships between the teacher and student and within families. Teachers at Urangan Point recommend homework for students and will endeavour to make it purposeful, achievable and interesting.

**Purposeful**: Homework, whenever it is given, should have purpose for the student. It should be immediately useful or its future use should be explained. It may involve consolidation and revision or extension work. Homework will not be given just for the sake of it.

**Achievable**: Any homework given will be seen by the child to be achievable. Homework needs to be differentiated to cater for the different ability levels and family circumstances of students. It should be designed to be completed within a reasonable time frame, for example: 10 – 15 minutes for years 1 to 3; 15 – 20 minutes for years 4 and 5; 20 – 30 minutes for year 6 (daily amounts).

**Interesting**: Homework should be linked, where possible, to the interests and needs of the students. It should be presented in a variety of ways that support different student learning styles. It is also appropriate for students to negotiate homework tasks that are purposeful, achievable and interesting with their teacher or parents. They may do these tasks in addition to or in lieu of class homework.

**Recommended**: If homework is purposeful, achievable and interesting, students will most likely want to complete it. But for homework to be needs-satisfying and to build upon relationships, children should never be coerced into doing it.

Each week the students will be given reading and one school-based initiative task from the nominated topic. The school-based initiative topic will be set and communicated to parents at the end of each term for commencement in the following term. Teachers will implement homework on a weekly basis and all activities will be monitored promptly.

- **In Prep**, they will commence Reading in Term 2 and fully implement homework in Term 3.
- **In Grades 1, 2 & 3**, homework will consist of Reading and **One** other activity (school-based initiative) and will take no longer than one hour per week.
- **In Grades 4 & 5**, homework will consist of Reading and **One** other activity (school-based initiative) and will take no longer than 2-3 per week.
- **In Grade 6**, homework will consist of Reading and **One** other activity (school-based initiative) and will take no longer than 3-4 hours per week.

**Each year, our homework priorities are:**

**Term 1** – Reading and Sight words or Spelling

**Term 2** – Reading and Maths Facts

**Term 3** – Reading and Writing

**Term 4** – Reading and Core Skills ie spelling, maths facts, punctuation etc.
All parents are invited and encouraged to join our P & C and attend meetings which are held monthly at the school. This is an important avenue through which parents can have an input into the development of plans and policies for the school and their children’s education.

On various occasions throughout the year, raffle tickets are sent home with children for fundraising purposes. During the enrolment process, you will have the opportunity to indicate whether or not you wish to receive raffle tickets through the school.

Over the years, our Parents and Citizens Association has provided many enhancements for our children by purchasing and improving sporting equipment and facilities; by improving the school grounds; and by purchasing much needed teaching aids and materials.

The P & C can be contacted by emailing pandc@uranpoinss.eq.edu.au

A well-equipped tuckshop operates on Wednesday and Friday each week. Please see our office staff or school website for more information including an up to date menu. The aim of the tuckshop is to provide a healthy variety of food for children’s morning tea and lunch while making a reasonable profit for the Parents and Citizens Association. Any profits made are then spent to improve school facilities for the children in our care.

Volunteer helpers to assist at the Tuckshop are always welcome. Orders for Years Prep to 6 for 1st and 2nd breaks should be written on the outside of separate brown paper bags with child’s name and year. Money should be enclosed with the order. Orders are taken directly to the Tuckshop by students BEFORE school.

TUCKSHOP PRICE LISTS ARE AVAILABLE AT THE OFFICE
From 2014 to 2017, the Australian Government has made available, an additional $794 million in Students First initiative funding to Queensland for state schooling. In 2014 and 2015, $131 million and $183 million from this initiative was provided to state schools through the Great Results Guarantee. The remaining $480 million in additional Students First funding is available across 2016 and 2017.

Allocation of the remaining funding in 2016 and 2017 will build on the needs-based method to better direct funding to students and schools requiring the most support. This change in allocative method is reflected in a change in name to “Investing for Success” (I4S).

State schools use Investing for Success funding to support students, particularly those most in need, to achieve improved outcomes at all levels of schooling. This initiative will enable schools to identify the aspects of their student’s achievements requiring the most support and direct resource use so it makes the most positive difference across 2016 and 2017.

**Responsible Behaviour Plan**

This plan indicates how we reward appropriate behaviours and attitudes and explains consequences for continued inappropriate behaviours. It also outlines methods of communication between home and school so that parents are aware of present student behaviours.

A system of Class Awards, Merit Card Awards, Sporting, Citizenship and Annual Awards is in place to reward and reinforce appropriate behaviour. Each term, Rewards Days are organized to reward students for exemplary behaviour. A copy can be downloaded from our website or is available from the office.

**Medication for Children**

The Department of Education Regulations covering the administering of medicine to children at school have been reviewed.

The main points are:
- Only medicines prescribed by a doctor will be given to students by school staff.
- Parents must give written permission for administering the medicine and the medicine must be in packaging marked with the child’s name, the medication and the doctor’s name (full directions and dosage must be included). Please see the office staff to complete the appropriate forms “Request to Administer Medication at School”. This form must be signed by the doctor.
- Non prescription drugs such as aspirin or panadol will not be given to children by school staff.
- Medicines are stored securely and a record is kept of all medicines and dosages given to children.

Please ensure you notify the school of any serious medical conditions affecting your child such as diabetes, epilepsy, asthma, anaphylaxis/allergies and that you keep information up-to-date.

The school has Epipens available for emergency use; however we recommend families supply these for their child if it is likely they will need them eg nut allergy, insect sting.

*School staff are bound by these regulations and we hope that all parents will acknowledge and cooperate with these rules.*
Some medical conditions require exclusion from school or child care to prevent the spread of infectious diseases among staff and children.

This section provides information on the recommended minimum exclusion periods for infectious conditions as provided by Queensland Health. Further information is available from the Population Health Unit in Hervey Bay – phone 4120 6000

<table>
<thead>
<tr>
<th>CONDITION</th>
<th>EXCLUSION</th>
<th>CONTACTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chickenpox [varicella]</td>
<td>Exclude until all blisters have dried. This is usually at least 5 days after the rash first appeared in unimmunised people and less in immunised people</td>
<td>Anyone with an immune deficiency [eg leukaemia] or receiving chemotherapy or immunosuppressive therapy may require preventive immunoglobulin and/or exclusion for their own protection. Contact local Population Health Unit for advice. Otherwise not excluded.</td>
</tr>
<tr>
<td>Cold sores [herpes simplex]</td>
<td>Young children unable to comply with good hygiene practices should be excluded while sores are weeping [sores should be covered with a dressing where possible]</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Exclude until discharge from eyes has ceased unless non-infectious conjunctivitis</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Cytomegalovirus [CMV]</td>
<td>Exclusion not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Diarrhoea and/or Vomiting [including amoebiasis, campylobacter, cryptosporidium, giardia, rotavirus, salmonella, shigella and viron gastroenteritis, but not norovirus – see separate section]</td>
<td>Exclude until there has not been a loose bowel motion for 24 hours. Exclude staff whose work involved food handling until they have not had any diarrhoea or vomiting for 48 hours. If there are more than 2 cases with loose bowel motions in the same centre or a single case in a food handler notify your nearest Population Health Unit.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Diphtheria</td>
<td>Exclude according to Population Health requirements</td>
<td>Excluded. All contacts [regardless of their vaccination status] should have nose and throat swabs taken, receive prompt antimicrobial prophylaxis and be examined daily for 7 days for evidence of disease.</td>
</tr>
<tr>
<td>Enterovirus 71 [EV71] Neurological Disease</td>
<td>Written medical clearance is required confirming the virus is no longer present in the child’s bowel motions</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Glandular fever [Epstein-Barr virus, EBV, mononucleosis]</td>
<td>Exclusion not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Haemophilus influenza type b [Hib]</td>
<td>Exclude until child has received appropriate antibiotic treatment for at least 4 days. Written medical clearance from doctor or Population Health Unit is required to return to child care/school, confirming child is not infectious.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hand. foot and mouth disease</td>
<td>Exclude until all blisters have dried.</td>
<td>Not included</td>
</tr>
<tr>
<td>Head lice</td>
<td>Exclusion is not necessary if effective treatment is commenced prior to the next attendance day [ie the child does not need to be sent home immediately if head lice]</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Disease</td>
<td>Exclusion Requirements</td>
<td>Notes</td>
</tr>
<tr>
<td>---------------------------------</td>
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</tr>
<tr>
<td>Hepatitis A</td>
<td>Exclude until at least 7 days after the onset of jaundice or illness. Written medical clearance from doctor or Population Health Unit is required to return to child care/school, confirming child is not infectious.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>Exclusion not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hepatitis C</td>
<td>Exclusion not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Human immunodeficiency virus [HIV/AIDS]</td>
<td>Exclusion not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Influenza and influenza-like illness</td>
<td>Exclude until well</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Measles</td>
<td>Exclude until at least 4 days since the onset of rash. Written medical clearance from doctor or Population Health Unit is required to return to child care/school, confirming child is not infectious.</td>
<td>Immunised and immune contacts not excluded. Un-immunised contacts of a case are to be excluded until 14 days after the first day of appearance of rash in the last case, unless they are immunised within 72 hours, or receive an immunoglobulin injection within 7 days of first contact during the infectious period with the first case. All immunocompromised children and staff should be excluded until 14 days after the first day of appearance of rash in the last case.</td>
</tr>
<tr>
<td>Meningitis [bacterial]</td>
<td>Exclude until well and has received appropriate antibiotics</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Meningitis (viral)</td>
<td>Exclude until well.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Meningococcal infection</td>
<td>Exclude until child is well and has received appropriate antibiotics. Written medical clearance from doctor or Population Health Unit is required to return to child care/school, confirming child is not infectious.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Molluscum contagiosum</td>
<td>Exclusion not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Mumps</td>
<td>Exclude for 9 days after onset of swelling</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Norovirus</td>
<td>Exclude until they have not had any diarrhoea or vomiting for 48 hours</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Parvovirus [erythema infectiosum, fifth disease, slapped cheek syndrome]</td>
<td>Exclusion not necessary</td>
<td>Not excluded [pregnant women should consult their medical practitioner]</td>
</tr>
<tr>
<td>Pertussis [whooping cough]</td>
<td>Exclude until child has received 5 days of appropriate antibiotics or for 21 days from the onset of coughing. Written medical clearance from doctor or Population Health Unit is required to return to child care/school, confirming child is not infectious.</td>
<td>Contact a public health unit for specialist advice about excluding unvaccinated and incompletely vaccinated contacts.</td>
</tr>
<tr>
<td>Poliomyelitis</td>
<td>Exclude for at least 14 days from onset of symptoms and case has recovered. Written medical clearance from doctor or Population Health Unit is required to return to child care/school, confirming child is not infectious.</td>
<td>Not excluded unless considered necessary by Population Health Unit.</td>
</tr>
<tr>
<td>Ringworm/tinea/scabies</td>
<td>Exclude until the day after appropriate treatment has commenced</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Disease</td>
<td>Exclusion</td>
<td>Not excluded</td>
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<tr>
<td>Roseola</td>
<td>Exclusion not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Rubella [German measles]</td>
<td>Exclude until fully recovered or for at least 4 days after onset of rash</td>
<td>Not excluded [female staff of childbearing age should check their immunity to rubella with their doctor]</td>
</tr>
<tr>
<td>School sores [impetigo]</td>
<td>Exclude until appropriate antibiotic treatment has commenced. Sores on exposed areas must be covered with a watertight dressing</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Shigellosis</td>
<td>Exclude until diarrhoea has stopped and two samples, taken at least 24 hours apart, have tested negative.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Streptococcal sore throat [including scarlet fever]</td>
<td>Exclude until well and has received antibiotic treatment for at least 24 hours.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Thrush [candidiasis]</td>
<td>Exclusion not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Tuberculosis [TB]</td>
<td>Written medical clearance is required from Queensland Tuberculosis Control Centre to return to child car/school, confirming child is not infectious</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Typhoid, paratyphoid</td>
<td>Exclude until diarrhoea has stopped and two consecutive samples, taken at least one week apart, have tested negative.</td>
<td>Not excluded unless considered necessary by Population health Unit</td>
</tr>
<tr>
<td>Whooping cough- see pertussis</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Worms</td>
<td>Exclude if loose bowel motions present</td>
<td>Not excluded</td>
</tr>
</tbody>
</table>
A system of School Crossing Supervision is in operation at this school. The Supervisors have been officially appointed by the Department of Transport to this position and operate each morning and afternoon on all school days. These supervisors wear the distinctive fluorescent uniforms provided by Department of Transport.

Supervisors are on duty at the Miller Street and Herbert Street crossings both morning and afternoon. Students coming to and leaving school must cross the road at these patrolled crossings. Since the establishment of the School Crossing system there has never been a serious accident.

The Supervisors will ask all pedestrians, both children and adults, to wait on the footpath. When a suitable gap appears in the traffic from both directions, the Supervisor will extend the Stop sign to face traffic and will blow two blasts of the whistle to indicate that pedestrians may then cross.

Pedestrians should keep to the left and walk straight across. One whistle means it is not safe to cross and all pedestrians must then wait. Please have your children listen carefully to whistle and voice signals from the Supervisor and not move off the footpath until the supervisor indicates it is safe.

Children on Bicycles, Scooters and Skateboards
Cyclists must dismount and walk their bicycles, scooters and skateboards over the crossing. They must continue to walk their bikes, scooters etc to the double gates in Miller St in front of the parade area and walk their bicycles, scooters and skateboards along the cement paths to the bike racks.

All children should secure their bicycles, scooters and skateboards with a lock and chain during school hours to prevent theft. LOCK IT or LOSE IT.

NO STANDING Areas
The ‘No Standing Anytime’ or ‘No Standing’ specified time signs serve to protect an area either side of the crossing.

IT IS IMPORTANT THAT THESE AREAS ARE KEPT FREE OF ALL VEHICLES as Supervisors have to be able to see approaching traffic so NO STANDING MEANS NO STOPPING, even on ‘wet days’.

Supervisors are required to record the registration number and details of offending vehicles so that drivers may be prosecuted. It is no excuse to say “But I’m only letting my child “out”, or “in”. Special privileges don’t exist.

Stop for the STOP Sign
All drivers must stop their vehicles clear of the crossing when the Supervisor holds up the Stop Sign and VEHICLES MUST REMAIN STATIONARY UNTIL THE SUPERVISOR RETURNS TO THE KERB. Failure to do so is regarded as a serious breach of the traffic regulations.

Cyclists riding as part of the traffic are also required to stop when faced by the stop sign. Please assist the supervisors to protect your children by setting a good example and using the crossing yourselves and by DOING THE RIGHT THING.

Crossing Supervisors are available during the following times:
Miller Street: 8.00-9.00 am and 3.00-3.30 pm
Herbert Street: 8.15- 9:00 am and 3.00-3.30 pm
The school’s uniform, determined by the P & C Association following consultation with the school community and incorporating Workplace, Health & Safety regulations, offers students both variety and a high standard of personal presentation.

**Expectations for Presentation are:**

- Students are required to wear the official school uniform. If a school uniform is not available for some reason, appropriate plain black shorts/skirt and a red t-shirt may be substituted. All clothing should be of appropriate standard, size and length (no short shorts or skirts with bike pants, no t-shirts with inappropriate logos or words, no singlets, etc.)
- If the school uniform is unable to be worn for a legitimate reason, students should present a note from their parents to their class teacher.
- Hair styles are to be neat and tidy. Long hair (shoulder length) should be tied back.
- No jewellery is to be worn except small plain sleepers or studs. Medical bracelets are permitted. Parents need to notify the school if children wear an item for religious or cultural consideration.
- Closed-in shoes (e.g. black shoes or joggers) are required to meet safety requirements. Thongs, sandals and open weave shoes are not permitted (except if a medical condition requires the wearing of this footwear and this request is made in writing by parents). If children do not have appropriate footwear, they are to remain in the covered areas during play times. The wearing of socks is a health and personal hygiene requirement.
- A high level of personal hygiene. Students are encouraged to use environmentally friendly roll-on deodorants. Pressure packs, pump action and aerosols ARE NOT permitted and will be confiscated.
- Make-up, including nail polish, is not to be worn by students. Those who do wear make-up and/or nail polish to school will be required to remove it.
- Hats must be either broadbrimmed, bucket or legionnaire style, preferably in school colours. No caps are permitted.

**Special Note on the Wearing of Hats and Shoes**

Please ensure that your children wear a hat to avoid the dangers of over exposure to the hot Queensland sun and shoes to minimize the risk of injury to unprotected feet.

*Urangan Point State School strongly encourages the wearing of broad-brimmed or bucket hats or legionnaire’s hats to ensure children receive maximum protection from the sun.*

*A CAP IS NOT regarded as suitable head wear as it affords very little protection to the wearer. They are not to be worn at school. The school provides hats to each student annually.*

*Urangan Point has a ‘no hat, no play’ rule. Students who do not have a hat will not be able to participate in activities which are conducted in the sun.*
Girl's Uniform
- Polo Shirt or overblouse worn with black skirt, shorts or skorts
- **OR** Check dress
- Sports or ankle socks with closed in shoes (black or joggers)
- Broadbrimmed, bucket or legionnaire hat.

Boy's Uniform
- Polo shirt or check shirt worn with black shorts
- Sports or ankle socks with closed in shoes (black or joggers)
- Broadbrimmed, bucket or legionnaire hat

Urangan Point State School Uniform Sales
School polo and sports shirts can be purchased and ordered from the office for cost of $20. We have some 2nd hand uniforms but the range is very limited. Uniforms can also be purchased from:

- **Signature Uniforms**
  92 Beach Road
- **Sauers Uniforms**
  Torquay Road

Non Uniform Days
Non uniform days (Free Dress) may be organised by the Student Council or P&C Association.
- On non-uniform days (Free Dress), sensible dress is to be worn. Shirts must have sleeves. Singlet tops and crop tops which expose midriffs are not to be worn.
- Footwear, hat, jewellery and make up standards apply as for a normal school day.

Sports Shirts
Sports polo shirts in the school’s house colours, blue and green, are available to purchase from the office for the cost of $20. These shirts are not compulsory and are to be worn only for in-school sports - PE, cross country and athletics carnival days. Please be aware that these sports shirts can take up to two weeks to be delivered and payment must be made upon ordering.

Non Compliance with Dress Code
If a student of Urangan Point State School does not comply with the dress code developed under section 364, the school’s principal may only impose one of the following sanctions:
- Prevent the student from attending, or participating in, any activity for which the student would have been representing the school;
- Prevent the student from attending, or participating in, any school activity that, in the reasonable opinion of the school's principal, is not part of the essential educational program of the school;
- Detention of the student for a period of no more than 20 minutes;
Cars in and around school grounds
Cars and children are always a safety concern. Drivers are asked to observe the designated road usage signs around the school grounds. Please DO NOT park in the staff car park.

Police patrol the surrounds of the school regularly will issue tickets to vehicles parked incorrectly. Please consider the safety of all road users when parking in and around our school.

New Tobacco and Other Smoking Products Legislation
The Queensland Government has passed amendments to the Tobacco and Other Smoking Products Act banning the use of smoking products, including tobacco & electronic cigarettes in all enclosed and outdoor areas at State and Non-State Schools – and for five metres beyond the boundary of school land. The five metre ‘no smoking’ buffer will ensure that smokers extinguish their smoking products well before they approach school land. This new law applies at all times – during and after school hours, weekends and during school holidays.

School Security
Please be advised that our school has an electronic security system. This system is monitored by State Government Security, who have a call-out program with the Hervey Bay Police.

Accidents
Children are under supervision daily from 9.00 am until 3.00 pm. However, accidents can happen and every effort is made to ensure the safety of injured children. Children seriously injured will receive treatment from the Queensland Ambulance Service. Where possible, parents will be notified immediately but if parents cannot be contacted, the child will still receive treatment.

Emergency Contact Information
It is extremely important that we have accurate contact information for parents and guardians. Often, when people move or change jobs, they forget to let the school know. In cases where students are injured or it is necessary to address behaviour issues, it is vital that we are able to contact parents quickly.

Student Banking
Student Banking Services are offered at school. The banking service is linked to the Commonwealth Bank. Deposits made by students at this school are processed by members of the P&C. New account information packs and forms are available from the office.

Internet Usage
Parents and students (if age appropriate) must sign an Internet Access Agreement stating they acknowledge the acceptable use policy of the Internet at school and the steps we take to keep students safe when using this valuable resource.

Dental Service
The school dental service operates a mobile clinic at this school (on a rotational basis with other primary schools) and free dental care and fluoride treatment are available to all primary and prep children five years of age and older. No dental treatment will be given if a consent form has not been completed by parents. If you require emergency treatment please ask the office for the current phone number for the emergency dental services available.

Care of Personal Property
Children must learn to accept responsibility for caring for their personal property. All items of clothing and personal property such as lunchboxes and drink bottles should be named. The naming of property allows us to return it to the rightful owner if found. Please see the office for lost property.

Personal item including toys mobile phones/MP3s/iPods/portable CD Players
For safety reasons, bringing these items to school is strongly discouraged. The school is not responsible for these items. Students who do bring valuable items such as mobile phones etc to school MUST hand them in at the office on arrival at school and collect them at 3:00 pm.
Thank you for choosing Urangan Point State School for your child’s education.

Our Commitment to you is to allow individuals to achieve their maximum potential in a supportive, caring and resource-rich environment.

“Working together for successful futures”