

Cooyar State School



Parent Handbook

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School Details

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Website Address:	www.cooyarss.eq.edu.au
Telephone Number:	07 4692 6129
Fax:	07 4692 6249
Principal:	Miss Kendall Seccombe ksecc1@eq.edu.au
Teachers:	Mrs Michelle Bourke Mrs Tania Duncombe Mrs Carmon Sloss Mrs Bronwyn Spencer
Administration Officer:	Mrs Anne Ehrich aerhi4@eq.edu.au
Teacher Aides:	Mrs Velma Davies Mrs Michelle Dionysius Mrs Linda Roediger Mrs Leanne Mylett
Cleaner:	Mrs Kerry Verbeekvandersande
Groundsperson:	Mr Brett Munt

Parents and Citizens Association

President:	Mr Scott Duncombe
Vice President:	Mr Michael Duncombe
Secretary:	Mrs Jacinta Ryan
Treasurer:	Mrs Christine Duncombe pandc@cooyarss.eq.edu.au

Welcome



Thank for you for taking the time to consider Cooyar State School as the school for your family. The purpose of this booklet is to provide you with information to use when deciding on your preferred school and hopefully you will use it as a source of information once the decision to enrol is made. Should you require information about our school please contact the school- we will be happy to assist.

As a small school in the Darling Downs South West Education Region we pride ourselves on being able to offer a unique learning experience to our students. Our enrolments have grown steadily over the past few years and currently have a total of 41 students from Prep to Year 6. All staff members are looking forward to working together with our parents and community, to again deliver an excellent education and an extensive range of extra-curricular activities to our students in 2015.

Our positive and supportive partnerships between staff, parents, community members and students makes Cooyar a great school. We like to maintain a happy, safe and secure environment that nurtures learning by continuing to work together. It is only by working together that we can provide our students with an excellent education.

Statement of Purpose

Cooyar State School provides a safe supportive, stimulating environment where staff, parents and community members work to provide a quality education for all students. We prepare students for life-long learning by developing skills, nurturing creative talents and encouraging inquiry.

Our enrolment agreement includes school, parent and student expectations for Cooyar State School.

We expect our students:

- To have respect for themselves and others and to be respected by others.
- To develop self-confidence and leave this school with positive self-esteem, the ability and initiative to make informed decisions and have realistic goals for their future.
- To be happy, healthy, creative independent individuals who can work constructively with others and contribute in a positive way to the world.

Curriculum and Facilities

Curriculum

All state schools are required to provide a range of learning opportunities from the eight Key Learning Areas (KLA) of Mathematics, English, History, Geography, The Arts, Health and Physical Education (HPE), Technology and Languages Other than English (LOTE).

We use the Australian curriculum through Department of Education and Training's *Curriculum into the Classroom (C2C)* lessons in English, Mathematics and Science, History and Geography. The Arts, HPE, Technology and LOTE are studied under QCar Essential Learnings Framework until we are advised by Education Queensland about the release of the Australian Curriculum in these key learning areas.

Music, LOTE, HPE and Sport

- Music is provided through an alternate program from an outside provider.
- The basics of Indonesian language and culture are taught in Years 5 and 6. Students in these year levels will be engaged each week in LOTE lessons provided by a visiting teacher.
- Students benefit from daily physical activity sessions, inter-school sporting events will take place during the year, including athletics and cross country carnivals against other schools in our cluster and Physical Education skill based lessons including swimming, athletics skills and tennis.



Camps and Excursions

Camps and excursions are organised to provide extra opportunities to engage in the learning process. Many of these will require staff to complete a 'variation to school routine' where a risk assessment will need to be completed before being granted permission to go ahead. The procedure for an excursion or camp is:

- A permission form will be sent home explaining the details. A request may also be made for parent/guardian assistance.
- The cost will be stated on the invoice/permission form.
- You will be asked to return the signed permission form in a sealed envelope with your child's name marked on the front with the money enclosed.
- Please ensure it is returned and paid by the given date.

Grounds and Classrooms

Our grounds are quite expansive – attractive with many trees and gardens. As well as two ovals we have a senior playground and junior playground, a sandpit and undercover multi-purpose tennis court.

Both classrooms have ample space for multi-age classes. All learning areas have access to digital technologies with in-class computer access providing a 1:3 computer/student ratio.

Tuckshop operates every Wednesday and is staffed by volunteers from the parents and community.



Policy and Procedures

After School Sports

In the lead up to our Term 3 Athletics Carnival, we offer After School Sports in Term 2. Our parents and staff run the program. This gives students an opportunity to learn new skills without leaving the district. Parents are encouraged to volunteer their time and expertise each term to assist.

Assemblies

Assemblies are held each Thursday morning at 8:30am in the multi-purpose tennis court. We discuss activities, events and celebrate the successes and achievements of our school and community. We also incorporate our explicit Social Skills Lesson into each week's parade. Parents and community members are most welcome to attend.



Attendance

Children are expected to attend school every day. Attendance rolls (legal documents) are kept and absences recorded. Parents and caregivers are requested that the school be notified of a child's absence and reason for such absence by telephone, e-mail or in KIT book by 8.30am. 'Every Day Counts' is a state-wide initiative to address student attendance. The initiative is designed to change parent, community and student attitudes to school attendance. Punctuality and regular attendance are very important for student learning. Late arrivals are a huge disruption to teaching and learning and students who miss routines the first 15 minutes to half an hour of the school day miss out on important routines which help to organise their whole day. Students are expected to be in attendance every school day throughout the year. Family holidays should be confined to school holidays so students have the best opportunity to learn. **Please ensure that you notify the school if your child will be absent by 8.30am on the day of the absence or the day prior.**

Teachers have been directed to mark absences according to the Education Act- either explained or unexplained- with the appropriate code dependent on the absence reason given by the parent/caregiver. (An explanation of these codes is available on request.) School rolls are legal documents and we rely in your cooperation to keep them showing accurate information. Please ask if you would like to know more.

The principal is required to inform the Education Department following periods (three days or more) of unexplained absence.

Children will not be permitted to leave the school grounds during school hours for any reason, unless parents provide written permission. When leaving for any authorised reason parents will need to report to the office in the first instance.

Bicycles

Children must walk their bike into and out of the school grounds. Bikes need to be left in the bike racks provided. It is recommended that they are secured with a bike chain and lock.

Buses and Conveyance Allowance

A bus service operates to and from Cooyar State School. Bus fare is payable by parents. Financial assistance is available for parents who:

- Have to convey their children to school or,
- Have to convey their children to a school transport service



Eligibility for bus subsidy depends on where students live. Information and forms are available from:

School Transport Services
Toowoomba Translink
46390727

Book Club/Book Fairs

Scholastic Book Club is offered to the families of Cooyar SS. A wide range of books on many topics and suited to all reading ages are offered at reduce prices at certain times throughout the year. The children will receive order forms containing information about books suitable to their reading level which parents are able to peruse and order from at their own discretion.

Each year Cooyar State School has a Bookfair where a display of books will be set up that you may wish to purchase. A commission is paid to the school for each book purchased.



Complaints

From time to time you may have concerns about your child at school or the operations of the school. These concerns may grow into bigger issues if you do not talk to the school staff about them. The Department of Education and Training is committed to ensuring that all parents have their concerns dealt with in a fair and equitable manner and there are processes and support structures in place to enable parents to work through any issues they may have.

Concerns should initially be directly to the teacher involved or if appropriate, lodged directly with the Principal. If the problem cannot be resolved within the school, you should contact the Darling Downs Regional Office, Hume Street, Toowoomba. Phone Number 07 4616 9111.

Parents or caregivers may also wish to contact the Queensland Council of Parents and Citizens' Associations (QCPCA) on 07 3262 3400 for help and support. Both the QCPCA and Regional Office have access to the Office of State Schooling, which administers the operation of all Queensland State Schools, to further resolve issues if required.

Electronic Equipment

Children catching buses to and from school may bring electronic equipment to school, but these items must be taken to the office on arrival and collected before going home. All other children are not allowed to bring electronic equipment to school.

Family Information and Updates

Events in family life, such as illness, new babies, loss of a loved one or a pet, sibling rivalry and visitors can be a prime source of excitement or concern for children, and so affect their behaviour at home and/or at school. It is important for the home and school to share information that may affect children, and we would appreciate if parents/guardians would inform us of any unusual happenings of this nature. If you feel the matter would require a lengthy or private discussion, please make an appointment at a time convenient to both parties. Please feel free to discuss any problems or queries that you may have about your child's progress or the school program with your child's teacher. Please make an appointment at a time convenient to both parties, to discuss these issues.

Under the above heading we also include any change of family details, i.e. address, home telephone number, family mobile phone numbers, emergency contact telephone numbers, medication changes. These are vitally important pieces of information that **MUST** be kept up to date in our school records. In addition should there be change in family circumstances such as separations, divorces, if there are court custody documents

or domestic violence orders, the school **MUST** have up to date copies of these documents for our files and of course these are kept strictly confidential.

Head lice

Head lice are a problem in schools across Australia. Many parents have experienced the frustration of finding head lice in their children's hair, treating them and sending them to school only to have them come home re-infested.

We ask that all children who have shoulder length hair to have the hair tied up. This can help stop the sharing of the lice. Please check your children's hair regularly and make sure **EVERYONE** in the household is treated if lice are found.

Please be aware that health regulations already dictate that we must send children home if we see lice on them. If lice are found we send home notes asking for everyone to check and treat the family.



Please assist us to stopping head lice in our school.

Home Reading

Reading is an essential skill. The only way we become effective readers is by practising. Parents are invaluable in helping children learn to read. Students will have Home Reading Folders and will be sent home material (sight words and/or reading books) at an appropriate level for them. This will be monitored in their folder. Levelled reading material is available in classrooms for all students, although many in the Senior Room will prefer and are encouraged to read their own chosen material from the library, home or Library Bus.

All children should read every night. You can work wonders by displaying an interest in your child's reading. You can help by:

- Reading with them
- Reading aloud to them
- Asking questions about the books they are reading, to encourage comprehension
- Talking about the books and magazines you are reading (it is powerful for children to see their parents enjoying reading)



If you would like to assist in the classroom to help in reading groups please see the teacher. We welcome all to come in and enjoy reading with our students.

Homework

Children in all grades will receive homework weekly. Reading, tables and spelling practice will form the basis of children's homework at all year levels. These are the recommended hours over a week:

- Prep: Sight words, reading and some written homework during the end of the year not more than 1 hour per week.
- Years 1-3: Could be up to but generally not more than 1 hour than per week.
- Year 4-7: Could be up to but generally not more than 2-4 hours per week.

To be most effective, children should do some spelling and tables with their reading each night. However, because we realise that many students have busy lives outside school, homework will be marked weekly to provide students flexibility in organising their week.

1. Reading: Students should read for approximately 15minutes each day and learn their sight words.
2. Spelling: Students should practise their spelling words. Look, Say, Cover, Write, Check is an effective method. (Look at the word, Say the word, Cover the word, Write the word, Check the word). If they do this a couple of times each word each night, it will certainly help them improve their spelling.
3. Tables: Students should learn their tables each night.

Occasionally, students may receive projects to work on at home. The research and learning for these will take place at school, but students may be encouraged to complete work at home. The teacher sets homework and students are responsible to the teacher for doing it. Homework can be a positive time for students and their parents, but it can also be a nightmare. Parents can best help by ensuring that students have a quiet, comfortable place to do their work. You should also offer assistance where possible-for example, tell your child that you are available for the next 20 minutes if they need help. Let them know after that, you may not be available. If your child is having difficulty with homework tasks, don't hesitate to contact their teacher to discuss it.

Immunisation/Medical Checks

Please ensure immunization records are up to date as the school and Queensland Health may require these. It is often a good idea to have hearing, sight and speech checked as this may identify areas that may lead to learning difficulties.



Infectious Diseases

The exclusion from attendance of pupils suffering certain infectious diseases or living in a home where infectious diseases exist is sometimes necessary. If your child is ill please be considerate and do not send to school until they have completely recovered. Some infectious diseases may include:

- Chicken Pox
- Measles
- Mumps
- Rubella
- Viral Hepatitis
- Whooping Cough
- School Sores
- Head Lice
- Ringworm
- Conjunctivitis

Remember that a sick child should be at home with their family, rather than at school feeling unhappy and miserable. Please contact the office or the Queensland Health if you'd like further information.

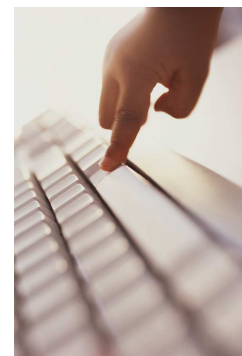
Injuries and Illnesses

On occasions it is possible that children may be injured or become ill during school time. In these circumstances every effort is made to contact the parent or care giver. Parents are requested to ensure that emergency information is updated when any changes occur. In the event of an emergency an ambulance will be called.

No medication can be administered by any staff member without written instructions from a doctor. This applies even to analgesics such as Panadol etc. All medication is kept in office or staff room fridge and will be administered there. Forms are available from the school.

Internet, Email and Technology

Our school has networked computers in every classroom. Students learn to use these tools for a range of tasks during their schooling. One aspect of computer use is the Internet and Email. Our students are supervised in the use of these and all our Internet access is filtered by The Department of Education and Training filter. A detailed Internet Access Agreement form must be completed for each child before they are able to access the Internet. Students need to keep their passwords confidential.



Late Arrivals and Early Departures

Please be punctual. Students arriving late at school are unable to be prepared for the start of the school day and also disrupt the learning of others. We will contact families directly if a student is not here by 8.30am each school day.

Should you need to collect your child before the end of the school day you need to report to the office in the first instance and sign your child/ren out.

Library, Library Bag and Library Bus

Our school library has an extensive collection of books. These facilities are available to all our students. Because reading is essential to all learning, parents can assist learning by encouraging their children to read for pleasure. Children must only borrow books through their teacher or teacher aide.

Parents and children should ensure that all library books on loan are well cared for and returned to school by the due date. It is the parent's responsibility to replace or reimburse the school for any books damaged, destroyed or lost by their children.

To borrow from the library the children must have a library bag. This is a drawstring material bag suitable for the carrying of library books borrowed from the school library. The library bag is for the carrying of the library books ONLY, helping to keep the books in good order and prolonging their useful life. Parents may make the bags.



A Toowoomba Regional Council initiative is the Library Bus. It arrives to the school twice a month. The students are encouraged to loan books, audio visual and audio materials. The students receive some time to browse and loan out materials. They will need to sign up for this free service if new to the school. Dates of Library bus visits will be advised in our Newsletter and on our Term Calendar.

Money Collection

Invoices will be issued for all school excursions and camps. BPay is Education Queensland's preferred payment option, and each student has a unique code which needs to be included in the BPay payment. Payments need to be finalised on week before the event/activity. Please see the Principal and Administration Officer if you need assistance in paying.

Newsletter

Our newsletter is a great way of keeping touch with what's happening in our school. We use it to inform parents of upcoming events and other important information-so it is vital that you take the time to read it each fortnight. All newsletters are uploaded to the website. We also use it to celebrate the work and achievements of our students, staff and community. The newsletter is sent home with the eldest each fortnight on Wednesday or Thursday. Families can also request to have the newsletter emailed by contacting the office and providing your email details.

Any items for the newsletter can be submitted in the office or by emailing information to admin@cooyarss.eq.edu.au

P&C Association

The P&C Association meets at the school at 7:30pm on the third Monday of each Month. The Annual General Meeting is held at the first P&C Meeting in February. The P&C is involved in fundraising and working for the school's global objectives and decision making. More and more it is helping in the formulation of many aspects of school funding. It is also the avenue open to parents to influence the direction of education in their school. Parents are most welcome to become involved, have a say and have their views contribute to the decisions made at school.

Parent Involvement

Cooyar State School encourages parents to become involved in their child's/children's learning. Please contact your child's teacher if you are interested in volunteering in any way- we'd LOVE to have you on board!!

Parent Teacher Meetings

Parents will be invited to attend a meeting with their child's teacher to speak about curriculum issues during Term 2. We strongly advise you to take this opportunity to meet and discuss the progress of your child with their teacher. If you would like to talk with a teacher at anytime please make an appointment to meet with them.

Parking Near School

Cars are not allowed to enter school grounds without the permission of the principal. Parent's parking, is on the grassy area at the front of the school. Parents must obey the road signs provided and should park their vehicle and collect children from the school grounds. This is for the safety of all children. Please observe the line markings and avoid parking in the No Standing/Bus Zone. Our school car park can be a busy area. Please be patient and courteous as our Student's safety is of the utmost importance.

PBL

What is PBL?

PBL (Positive Behaviour for Learning) is a school-wide behaviour support initiative for all students. In PBL specific behaviours, expectations and consequences are taught to all students to ensure a proactive approach to managing student behaviour. In PBL the focus is on achieving and maintaining positive behaviours, interactions and relationships.

How does it work?

PBL is about creating predictable environments that are effective for achieving social and academic goals. The key to PBL is prevention. Students are taught what is expected. A consistent set of rules and expectations are applied and positive behaviour is rewarded. The majority of students who follow this method are successful. At Cooyar the lesson for the week is introduced on parade and we encourage parents to attend so they are informed and can be part of the process.

Does it work?

PBL has been operating in the United States for several decades and nearly a decade here in Australia. Research has shown that PBL allows schools to recover thousands of hours of instructional time and, on average, four days of student instruction a year.

What about students who are disruptive?

At Cooyar State School there is a documented discipline system that is integrated with the school's Responsible Behaviour Plan for Students. When problem behaviour occurs, students are provided a full continuum of support. If the problem persists, further support is applied. Most problems are the result of a behavioural or academic issue; properly addressing the root of this can prevent further behavioural issues.

How can parents be involved?

Parents are integral to PBL being successful. We encourage parents to use the same rules and expectations as the school which results in a common language and unified approach. Contact is made by phone or through the child's KIT Book to keep parent/s informed of any incidents. We encourage parents to contact the school to discuss any concerns. We hope parents discuss the rules and expectations at home with their children which assists in creating a consistent and predictable environment.

How does Classroom and Playground Levels of Discipline work?

In the classroom we operate a Four step system for poor choices. Students on the Third Step go to an Office Disciplinary Referral (ODR) unless the behaviour requires an immediate ODR. A level is given for a minor behaviour as per the table of Major and Minor behaviours displayed in each classroom. At a Level Four (ODR) the referral form is completed, parent contact is made and this is the first phase of the ODR Stages of Discipline. The teacher will also assign a consequence for the behaviour. The next day, each student starts the day afresh on no levels. If the behaviour continues and the student moves to Level 4 immediate parent contact is made and a major consequence is applied.

The same process applies to the playground although with fewer levels. If a student reaches a Level Three over a period of a week they will receive an ODR.

The ODR Stages of Discipline increases in its intensity of support as more ODRs are attained. The approach outlines consistent communication with parents and progressive provisions that aim to reduce the likelihood of further adverse behaviour occurring and increase the student's opportunities to attain success.

What can I do to help my child stay on the path of positive behaviour?

- Review the core values of: Be Safe, Be Responsible and Be an Active Learner regularly with your child.
- Ask your child about his/her day at school every day.
- Make sure your child is ready for school:
 - o Have they had a good night's sleep?
 - o Have they completed their homework/reading is it in their bag with their KIT Book?
 - o Do they have all of their materials ready?
 - o Eaten a nutritious breakfast?
 - o Are they in school uniform?
 - o Are they on time?
- Show interest and provide quiet time for homework after school.
- Practice using positive language with your child and model using manners at home.
- Be visible in your child's school life. Attend meetings and other school activities where possible.
- Keep in regular touch with your child's teacher.

Cooyar Cash

At Cooyar we acknowledge the great work and behaviour of our students with paper tokens called 'Cooyar Cash'. Different coloured cash denoted different values. Students' accumulate green and purple notes and then they trade for higher denominations.

Green	1 dollar	Purple	5 dollars
Blue	10 dollars	Orange	20 dollars
Yellow	50 dollars	Pink	100 dollars

This cash can be used as tender to purchase from the School's Rewards Shop. The shop Reward Suite is regularly updated. Some items are available each week whilst other big ticket items are offered once or twice a term.

Privacy Regulations

To enable The Department of Education and Training to provide education services to students, the department collects personal information from students, parents and guardians and other third parties. The Department of Education and Training recognises that an essential part of the school family relationship, is the responsibility to protect personal information entrusted and ensure that its use and disclosure is carried out in an ethical and lawful way.

The new Information Standard 42 has been implemented by The Department of Education and Training to ensure that confidential information is not misused and that you and your family are aware of:

- Personal information held by the department and its agencies
- The disclosure and use of this information by other departments and agencies
- Your rights to access your personal information

For a more detailed explanation of Information Standard 42- Information Privacy, please visit the website at: <http://www.iie.qld.gov.au/informationstandards> or Contact The Department of Education and Training Privacy Contact Officer on telephone 07 32370546 or email InformationPrivacy@eqd.qld.gov.au

Publishing and Promotion

We are very proud of the achievements of our students and we like to publish them where possible. Before our students classwork, photographs or names can be published in the newsletter or local papers etc., we need parental permission, which is ascertained at the time of enrolment and is signed annually.

Reporting

Formal Report cards are issued twice per year at the end of each semester. These student reports are generated using a state-wide reporting system called OneSchool. An opportunity to meet with the teachers to discuss your child's achievements will be offered each semester and an open invitation to arrange a time to talk with teachers is in place throughout the year.

We would hope that you take an active interest in your child's education and keep informed on their progress throughout the year. Our staff members are only too happy to meet with you to discuss your child's progress – simply call, write, e-mail or drop in to arrange a suitable time. It encourages children if they know their parents are interested in how they are going at school.

Responsible Student Behaviour

We need your involvement and understanding of our Responsible Student Behaviour Plan for the program to be successful. Our students only learn to behave and think responsibly if they have a clear and consistent expectations and consequences. It is important for parents and teachers to work together to ensure that students receive common messages. Our Responsible Behaviour Plan follows the Positive Behaviour for Learning model. We explicitly teach students appropriate behaviours for all areas in our school-lining up, eating time, moving around the school, classroom behaviours, use of toilet areas and so on. Students are awarded for demonstrating appropriate behaviour through Cooyar Cash, a classroom rewards program. Our three school rules are **Be Safe, Be Responsible, Be an Active Learner**. Teachers use a range of strategies to deal with inappropriate behaviour. Communication with parents is a key part of developing responsibility in our students, we will endeavour to notify you of exceptional positive behaviour or exceptional unacceptable behavioural choices.

Rights and Responsibilities

Everybody within the school has certain rights and responsibilities- acknowledged and signed in the enrolment agreement. Children are made aware of acceptable behaviours and unacceptable behaviours and learn that both attract consequences. It is expected that all students show respect for themselves, others, property and the environment. Parents will be informed if their child infringes seriously on the rights of others at Cooyar State School or they continue unacceptable behaviour that tarnishes the good name of the school.

School Times

Students who arrive on the bus will be at school at 7:45am onwards. The students will remain in the classroom, do jobs, finish off work, get ready for the school day or play quietly in the classroom. The non-bus students are required to arrive to school by 8:30am. At 8:30am the students will participate in Smart Moves. Smart Moves is an Education Queensland initiative to get children active, physically and mentally for their school day.

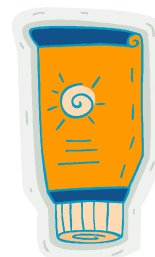
8:00-8:30am	Daily Physical Activity
8:30-10:30am	Session 1
10:30-11:15am	First Lunch Break
11:15-1:00pm	Session 2
1:00-1:30pm	Second Lunch Break
1:30-2:30pm	Session 3
2:30pm	School Finishes/Home

After school, children should leave the school grounds as soon as practicable. Staff supervision is provided for students catching buses. Students are not allowed to play on playground equipment after school.

Sun Smart Policy

We are very conscious of sun safety at our school and recommend that you apply sunscreen prior to your child's arrival at school each day. Sunscreen will be available at school during the day. Students are required to wear royal blue wide brimmed/bucket hat. These are available from the P&C.

We strongly adhere to the school rule-No Hat No Play.



School Leaders

Student leaders are all the Year 6 students in that year. We do not have school or sport captains and feel it is better for all students to experience these roles collectively. Our Year 3 to Year 6 students make up the Student Council. The Student Council is responsible for fundraising activities such as dress up days and fun days to help raise money for particular causes.

School Photographs

Each year school photographs are taken and are available for parents to purchase. You will be notified what date the photographs will be taken.

School Uniforms

It is an expectation of our School Community that ALL children will wear our school uniform. This includes the correct shirt, royal blue shorts/skorts/skirt, white socks and closed in shoes. Wearing the school uniform fosters a sense of school pride and also serves safety and identification purposes. Wearing a uniform also prevents problems arising from students trying to 'compete' with their peers to wear latest styles and fashions.



Our uniform is comfortable and cool, long-lasting, stylish and easy to care for. Uniforms are sold by the P&C.



Please note that the uniform includes a royal blue bucket or wide brimmed hat for all students. Students not wearing a school hat are not permitted out from the under covered area during play breaks.

Jewellery: The only acceptable forms of jewellery to be worn are sleepers or earring studs and watches. For safety and security reasons, we ask that all other jewellery be left at home. If students wear other types of jewellery, they will be asked to remove it and store it in their bag. If they have to be asked a second time, the jewellery will be removed and kept in the office for collection after school. Medical identification alerts can be worn.

Marking Clothes: ALL belongings owned by students SHOULD be clearly marked with your child's full name. It is disappointing to note the amount of unclaimed lost property that is sent to charities each year. Any unnamed, lost clothing that has been found will be placed in a lost property box in the port racks where it can be claimed. If it is named, it is easily returned to the child instead. Uncollected items will be recycled.

Special Days/ Concerts

From time to time the children will be involved in special days where fancy dress or performances are happening. We may also require assistance or an audience. We will inform you through the fortnightly newsletter or KIT books.

Swimming

Swimming lessons are offered to students in Term 1 and 4 as part of the HPE curriculum. We travel to and from the Yarraman Pool by bus for the lessons. Students are placed in groups according to proficiency and qualified coaches conduct all lessons. Water awareness forms part of the curriculum offerings of the school.



Transfers

Please notify class teacher and our Admin Officer if your child is to leave the school. Please ensure that all library books and any other school property have been returned and accounts finalised. When a child leaves a Transfer Certificate is then forwarded to the next school.

Tuckshop

Cooyar State School has a quality tuckshop facility that operates every Wednesday. The menu provided has been developed in line with the Government Tuckshop regulations. Menus are updated and re-issued each term through the newsletter and website. Try to volunteer your time to help.

Visitors

Upon entering the school grounds visitors are requested to report to the office to sign the Visitor's Register, verifying that they have read the Student Protection Fact Sheet, Code of Conduct, Evacuation and Storm (lock down) Procedures which are in the office.

Volunteers

Volunteers are requested to report to the office to sign the Visitor's Register. Signing the register verifies that they have read the Student Protection Fact Sheet, Code of Conduct, Evacuation and Storm (lock down) Procedures as well being aware of the need for confidentiality regarding students and staff.

Website

We continue to update our website with new information and newsletters. Please visit it at www.cooyarss.eq.edu.au