JONES HILL STATE SCHOOL

INFORMATION BOOKLET



"Respect, Learning, Safety and Relationships"

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Administration Information

School Name	Jones Hill State School
Telephone Number	5489 0555
Postal Address	21 McIntosh Creek Road, Gympie, QLD 4570
E-mail	admin@jonehillss.eq.edu.au
School Website	www.jonehillss.eq.edu.au

Jones Hill State Primary School is situated at the start of the beautiful Mary Valley while being only 8 km away from the centre of Gympie. The school has been in operation for over 100 years, having been established in 1902. Building on our values of respect, safety, learning and relationships. At Jones Hill, we encourage students to aim for excellence in all that they do and to develop as individuals socially and personally.
Our facilities are modern and our educational goals progressive but every day, staff and students are reminded of our goal to develop responsible, well rounded global citizens.

Core Purpose	Excellence in education – everyday in every classroom
School Motto	Achievement Through Understanding
School Values	**Respect, Learning, Safety and Relationships**
School Colours	Bottle Green and Black
Sporting Houses	Doran – Colour Yellow McPaul – Colour Blue Radford – Colour Red

Office Hours	8:00am to 4:00pm School days
School Hours for students	8:50am to 3:00pm

Students should not be at school before 8am. From 8am onwards, students are required to sit in their year level undercover areas until the 8:30am bell. Once this bell rings students are to go their classrooms or remain in the undercover areas.

Bell Times

8:50 am First bell	Children line up and ensure they are ready for learning.
9:00 am School Starts	All classes start.
11:00 am FIRST BREAK	All students come out for their main eating time.
11:15 am Play bell	All students play.
11:40 am End of Break	All students prepare to come back into school.
1:05 pm SECOND BREAK	All students come out for their afternoon snack.
1:15 pm PLAY bell	All students play in their designated area.
1:35 pm End of Break	All students go back into school.
2:55 pm Early bus warning	Students on 3pm bus prepare to leave
3:00 pm Dismissal	All student leave for home.

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Supervised Pick-up Areas: Students are to wait inside the gate when waiting for parents at either the front gate on McIntosh Creek Road or back gate near the hall on Heilbronn Road. At 3:15pm, students still waiting for parents at the back gate will be taken to the bus stop at the top of the school to wait with the staff member on bus duty.
Any students remaining at school after the last bus will be brought to the school office for collection.

Before and after school care is available for students arriving before 8:30am and requiring care after school. To book or get further information please see our office staff.

2027 School Year

Semester 1	Semester 2
Term 1..... Wednesday, 27 January to Friday, 26 March	Term 3..... Monday, 12July to Friday, 17 September
Term 2..... Monday, 12 April to Friday, 25 June	Term 4..... Tuesday, 5 October to Friday 11 December

School Vision

Jones Hill State School aims for excellence in education – everyday, in every classroom, for every child.

School Profile

Jones Hill State School was established in 1902. For many years it remained a one or two teacher school. In the 1980's growth began to the extent that the school now has approximately 480 students.

The school is located on the south side of Gympie and is approximately eight minutes from the centre of Gympie. The area is experiencing steady growth.

Enrolling at Jones Hill State School

Our school caters for children from Prep to year 6. Jones Hill has an Inclusive Education Program for children with diverse needs or a disability, staffed by a HoSES (Head of Special Education Services), Support Teachers and Teacher Aides. The Support Team assist classroom teachers to support children requiring additional adjustments for learning, social/emotional, physical and sensory needs. The HOD-C (Head of Department – Curriculum) works collaboratively with teachers to implement the Australian Curriculum.

Enrolment Management Plan

Jones Hill State School has a current EMP (Enrolment Management Plan). Students enrolling must reside within the school catchment area.

Families enrolling at Jones Hill State School should complete the forms in the enrolment package, obtained from the office and arrange an appointment after completing the documents. Identity documents including birth certificates / registration, drivers licence, certificates (passport) documentation should be presented along with the completed enrolment forms. As of 2017 Prep became compulsory. Children need to be five by 30 June in the year they enrol in Prep. School transfer certificates will be requested by the school from students' previous school on enrolment.

Early Entry to Prep

There is a process for those children who are younger than the prescribed age for Prep and they may be enrolled in Prep if:

- they turn 5 years by 31 July in the year of proposed attendance; and
- the Principal is satisfied the child is ready for education in Prep, in regard to their attributes (including ability, aptitude, social and emotional competence, physical development and level of knowledge and understanding). If you believe your child will be ready for prep outside the cut-off date of 30 June 2019, please contact the office to book a meeting with our Principal or Deputy Principal to discuss the options.

For further information about starting prep you may like to visit the Queensland Government website; Preparing for Prep. https://www.qld.gov.au/education/earlychildhood/prep/

Absences Student Absence Line – 5489 0566

Each parent of a child who is of *compulsory school age* has the legal obligation to ensure their child is enrolled and attends a state school or a non-state school, on every school day for the educational program in which the child is enrolled, unless the parent has a reasonable excuse. The safety and wellbeing of students are the highest priorities for the Department. Parents need to know if their child hasn't turned up for school, and schools need to know when and why a child is absent. Parents are required to contact the school on, or prior, to a student being absent. Absences may be reported by phone, written note or by using the QParent App. State schools will be required to notify parents on the same day that any student is absent from school without explanation. The school will send out daily SMS text messages to notify parents that their child is absent and allows a reply service for you to explain the absence.

Late Arrival and Early Departures

Parents whose children arrive late (9:00 am or later) are required to come to the office and sign their children in. Parents who wish their children to leave the school grounds before 3:00 pm are required to attend the office to sign their child out prior to the child leaving the school grounds. In the interest of child safety, children must be collected from the classroom or the office. Under no circumstances will a child be allowed to wait at the front gate, car park or depart the school grounds by themselves or leave with an unknown person.

Accidents and Illnesses at School

If a child becomes ill at school and shows no signs of improving, parents will be telephoned. Where parents cannot be contacted, we will endeavour to call the listed emergency contact people. Failing this, the child will remain at school under supervision. In the case of minor accidents, children will be treated at school. In the event of a more serious injury an ambulance will be phoned, followed by parents.

Behaviour Management

Students are encouraged to take responsibility for their own behaviour. A high standard of behaviour is expected from all students. Care is taken by teachers to ensure that rules are clearly explained and understood. The school has a Code of Student Conduct and this is available on the website (https://jonehillss.eq.edu.au/) or by request. The Playground Management Policy is also available on request. The school has a Reflection Room at playtime for students to reflect on inappropriate behaviour. The student will bring home a reflection form for parents to sign and this is then returned to the office the next day.

Parents are notified of serious breaches of behaviour or of repeated offences. Notification is by a phone call or letter. Please read the appendices at the back of this information book regarding our School Wide Positive Behaviour program and associated rewards system for positive behaviour. PBL, (Positive Behaviour for Learning) lessons are taught every week. Expectations and processes are explained during the enrolment meeting.

Car Parking

Parking for parents is available on McIntosh Creek Road, Heilbronn Road and Timothy Court. A large carpark is also available for visitor parking on the corner of McIntosh Creek and Heilbronn Road. A stop and go zone is located in this carpark. Parents/Visitors **are not permitted** to park in the staff carpark. We ask that you abide by the road rules in this area as the safety of our students is our number one priority.

Complaints

Putting Things Right

We are committed to Positive Complaints Management at Jones Hill State School.

Introduction

Effective partnerships between parents, students and our school are important to educational success. One part of that partnership is trust and openness. We need to be able to talk to each other when we have concerns, so that those issues can be worked out. From time to time you may have concerns or complaints relating to our school. It is important that you share these with us. We need to know so that we can work through your concerns. Perhaps you don't agree with a decision. We need to talk the issues through. As a result you could gain a better understanding of why we made that decision. Or we may need to reconsider our decision. Your contribution is valued.

How to make a Complaint

We want to hear your concerns. We aim to provide a service that can be improved through your feedback. You can raise a concern with any member of our staff. Contact the school to make an appointment to see the teacher. Issues you think are serious should be raised with the administration (the Principal or Deputy Principal). Our staff are encouraged to deal positively and sincerely with your concerns. They will listen. They will ask questions to make sure they understand. They may take notes to help in following up your concern. They will help you to take your concern to the right place.

What you can expect

There are usually four phases in handling a complaint. In many instances these can all be worked through quickly in one process.

PHASE 1 – RECEPTION

Try to state your concern calmly, clearly and courteously. Being aggressive will not help resolve the issue.

Someone will listen to your concern and make sure they understand it.

The teacher/administrator will summarise the main points. He or she will usually explain the school policy or procedure on the issue.

He or she will work out an action plan with you: what he or she will do, what you should do, what your child should do and when you need to make contact with school again.

He or she may deal with the complaint or refer it to another person.

In many cases they should be able to resolve your concern quickly.

PHASE 2 – DECIDING HOW TO HANDLE THE MATTER

Some matters must not be handled at a local school level because they are so serious. They must be referred to Education Queensland's Regional office or Queensland's Central office.

Other matters will need further investigation. In this phase a decision will be made about how a complaint will be handled.

PHASE 3 – FINDING OUT ABOUT THE MATTER

In this phase the person handling the complaint will try to find out all about your concern. They will try to understand the context and causes.

You should help by providing all the information you can.

They may need to talk to people to get a complete picture. As they do this they may begin to explore options to resolve the matter.

You can help them by focusing on a positive resolution of the matter. Your information will be treated confidentially (but where the matter must be investigated by an external agency it will need to be passed on).

You need to be aware that the person who is being complained about usually has the right to be made aware of the complaint.

PHASE 4 – RESOLUTION

The person who is handling your complaint will use the facts that have been gathered to make a decision that is fair to all concerned.

He or she will work to put things right for you and would appreciate your help to do this. He or she wants to make sure that you accept the resolution.

ECO Garden

The school operates an ECO (Educating Children Environmentally) Garden. Children are very welcome to become involved in the various jobs required to keep this area operating. Children can enjoy activities and help in the garden during lunch breaks if an adult is present. Classes also enjoy outdoor lessons in the ECO Garden and at our Outdoor Learning Area adjacent to the ECO Garden. Various vegetable, fruit and flower crops are also grown in the many garden beds.

Excursions

At various times throughout the year, students may participate in interschool performances, interschool sport, music excursions, camps and excursions which may attract a fee. Camps and excursions are a very valued component of the school curriculum program and as such students are encouraged to attend. Costs are kept to a minimum. Parents are again most welcome to discuss financial arrangements with the Principal.

Senior Trip

Every year students in years 6 have the opportunity to participate in a weeklong trip. Previously these have been Canberra and Cairns. Fundraising activities may be held to help minimise cost.





Extra Curriculum Activities

Students at Jones Hill are supported to reach their full potential in a balanced curriculum and are provided with many opportunities to develop their interests and talents.

- Lego Club
- Robotics
- Choir
- Eisteddfod
- Readers Cup
- University/Tafe Links Program Year 5

Interschool Maths Competitions

- Year 6 Leadership Program
- Interschool English Competitions
- Premier's Reading Challenge
- Camps and Excursions
- District Sports Representatives

Homework Policy

The Jones Hill State School Homework Policy is developed in consultation with the school community and endorsed by the P&C.

At JHSS, students receive weekly homework, which they are encouraged to complete with parent/carer supervision.

At Jones Hill State School the following time guidelines for homework apply:

- Prep – Year 2 – up to 15 minutes per night.
- Year 3 – 6 – up to 20 minutes per night.

Homework should:

- ✞ Include reading for all students.
- ✞ Be of a level that students can mostly complete independently.
- ✞ Provided weekly and differentiated to allow for all students to complete tasks which are relevant to the curriculum.
- ✞ Encourage students to develop independence, responsibility and lifelong study habits.
- ✞ Be accessible to all students.
- ✞ Allow flexibility for family time, community, cultural and recreational activities.
- ✞ Be monitored by the class teacher.
- ✞ Be encourage students to complete homework to the best of their ability and acknowledged for consistent completion.

Parents/carers are encouraged to discuss homework with their child's teacher, especially if there are difficulties for their child or family. If parents request extension or extra homework for their child, the class teacher can recommend resources, Apps or online programs.

Head Lice

Head lice are a common problem amongst all school children. Head lice will infect a person of any age, gender, nationality or socio-economic background. You will be notified if there has been a case identified within your child's class. We would ask that parents deal with head lice as quickly as possible. Chemists have a variety of treatments to assist in fast eradication.

It is the parents' responsibility to ensure that their children do not attend school with untreated head lice. To achieve this parent, have the responsibility to:

- Regularly inspect for the presence of lice or lice eggs and treat as required.
- Notify the school if your child is affected and advise when treatment has begun.

Image Consent

At times we like to publish names and photos of students and parents in the school newsletter, on the school web page, Facebook page or in the local newspaper. To do this we need your permission. The permission form can be found in our Enrolment Handbook

Information & Communication Technology (including Internet)

Information and Communication Technology is integrated across the curriculum at Jones Hill State School. Every classroom accesses a variety of ICT equipment including desktop computers, laptops, digital cameras, digital microscopes, robots, drones and iPads/tablets. Jones Hill State School also has air-conditioned computer labs and every classroom has an interactive Whiteboard. When enrolling, all students and parents must sign an agreement to use the internet appropriately at school. More information regarding this policy can be found in your enrolment handbook.

Instrumental Music

Students from year 3 are able to undertake instruction in stringed instruments. Brass, Woodwind and Percussion instruction commences from year 4. Students attend one lesson per week. Home practice is required as part of the instrumental music program. Students taking part in these programs are expected to perform in ensembles. Where possible the school will provide an instrument for 12 months. Parents are then expected to provide the instrument for their child.



Koala Kids OHSC and Vacation Care

At our before and after school care program, we go above and beyond to provide an exceptional experience for your child. With our engaging activities, caring staff, commitment to safety, and open communication, we strive to create an environment where your child can grow, learn, and flourish. Before and after school care provides the best care possible, supporting your child's development and well-being every step of the way. Before School Care – 6.30am to 9am

After School Care – 3pm to 6pm

Vacation Care – 6.30am to 6.00pm

For more information, please call or email the office for a copy of our parent handbook.

Languages (Japanese)

Students from prep to 6 take part in learning a language other than English. This is a compulsory part of school for students in years 5 and 6. Exemptions will only be granted on specific criterion.

Learning Support

Referrals to the Guidance Officer, Speech Language Pathologist and other personnel may be made through the class teacher or Principal. Referrals are reviewed and prioritised by the Student Support Services Committee.

Library

The school library is an invaluable aid in teaching and learning. Classes visit the library weekly and can borrow books for a maximum of 2 weeks. Students are required to have a library bag before taking books home. Loss of books sometimes occurs and in this event contact should be made with the school, so that the book can be replaced. The open areas of the library are also used for other activities. During "Book Week" a series of activities are held, which are designed to promote extra interest in books and reading. Students and staff are encouraged to dress as their favourite storybook character.



The library area is often used for research and learning activities across key learning areas, including digital technologies (e.g. computers, IPads, Green Room). Students, through constant use of the library, are encouraged to develop their knowledge and love of learning.

Little Koala Community Playgroup

During the school term, Jones Hill School runs a free playgroup for parents to attend with their children, from birth to school age. Each week there is storytime, craft and games based on a new and exciting theme. This is a great way to meet teachers and other parents.

Lost Property

The lost property box is located outside the school office. At the end of each term lost property is displayed outside the school hall for a number of days. What does not get claimed is sent to local charities. Please clearly mark all belongings and check the lost property box for any missing items.

Medication

All medication is kept at the office and administered by the office staff. Before administering medication to students, a medication form must be completed with details of dosage, times for medication and signed by a parent/guardian. Medication must be prescribed by a doctor and labelled in its original container showing the name of the child, the dosage and times of medication and the name of the prescribing doctor. **NO UNPRESCRIBED MEDICATION CAN BE ADMINISTERED BY STAFF.**

For more information go to https://ppr.qed.qld.gov.au/pp/administration-of-medications-inschools-procedure

Students cannot carry medication in their bag to self-administer (except Ventolin)

Mobile Phones

Mobile phones are **NOT** required at school. If an emergency arises the school will contact parents. Parents can always contact the office if they need to get a message to their child. If a child has a mobile phone at school, it must be handed in at the office prior to school commencing and collected at the end of the school day. Please read the mobile phone policy at the back of this book.

Newsletter and Newsflash

The school newsletters and newsflashes are distributed electronically to every family alternately on **Wednesdays**. To subscribe to our eNewsletter please head to **https://joneshillss.schoolzineplus.com/subscribe** and complete the Subscription Web Form. Our newsletter is the best form of communication between the school and families and allows you to be informed of school information, upcoming events, student achievements, P&C activities and much more.

Parade

A whole school parade is held each Friday morning at 9:00am in the hall, where students are presented with weekly awards and there are special presentations. Parents are most welcome to attend. A video of parade will be uploaded to Facebook for those families who can not attend.

Parents and Citizens' Association

Jones Hill State School has a dedicated, hardworking P&C committee. The P&C works hand in hand with the school to raise additional funds for the school. The P&C not only fundraise but also has valuable input into school policies and financial planning as well as running the school tuckshop. Meetings are held every second Tuesday of the month, starting at 5:30pm in the school library. Being a part of the P&C is an excellent opportunity for you to find out more about the education of your child/children and to support our school in its endeavours to provide your child/ren with the best possible educational experience.

Prep Transition

Our Prep Transition Program allows Pre-Prep to children become familiar with the school environment the year prior to starting school. Throughout the year we hold a variety of sessions in and out of the classroom allowing our future students to meet staff and make new friends. Our parent B.B.Q. and information session give parents the opportunity to meet other families and learn more about what students learn in Prep and getting ready to start school.



QParents

Jones Hill State School provides parents with access to a convenient, online parent portal called **QParents**.

The QParents web and mobile app provide an easier way for you to interact with our school.

Parents will have secure, online access to their child's student information, anytime, anywhere, through a smartphone, tablet or computer.

QParents allows parents to connect instantly with our school to access and manage their child's student information, including:

- Attendance and absence details, as well as the ability to notify the school of an absence
- Viewing unpaid invoice details, payment history and making payments online
- Viewing and updating personal student details, including medical conditions and address information
- Enrolment details

QParents will assist both staff and parents in sharing and responding to information in an efficient and effective way.

It won't replace the traditional ways you communicate with our school, but it will provide another way to communicate with us!

The benefits of QParents

Convenience and time savings for parents

- Parents can view or update their child's details without having to contact the school. Secure 24/7 online access.
- Available anytime, anywhere — access QParents on your smart phone, tablet or computer.

Greater transparency of information

- Improves accountability between parents and schools by providing parents with timely access to their child's information online.
- Allows parents to engage more deeply in their child's schooling.

Religious Instruction

Religious Instruction may be offered to students in years 1-6. Religious Education is provided on a non-denominational basis. Teachers of Religious Education are appointed by the Gympie Ministers Fraternal. Classes are taught in class groups. In the enrolment booklet there is a form available for parents/caregivers to indicate whether their child is to participate in Religious Education.

Reporting

Parent teacher interviews are offered at the end of terms 1 and 3. Formal written reports are emailed home at the end of terms 2 and 4. If you have concerns regarding your child's learning at other times, please make an appointment with the class teacher.

School Dental Van

The school Dental Van visits the school annually. Parents will be notified in the newsletter. The Dental Van will contact parents if students require any dental treatment. The Dental Van contact number is 0412 491905. The Toothache Clinic number is 5489 8437.

School Payments

Parents are invoiced for all school activities.

Our preferred method of payment is QKR! (pronounced Quicker). This is an easy online payment method for schools developed by MasterCard.

Other methods of payment

- **PAYING BY CENTREPAY:**
  Complete the Centrepay form and return to the school office for payment plans.

- **PAYING IN PERSON**: Payment by Credit Card, Debit Card, Cash or Cheque.
  Payment can be made at the School Office, Monday to Friday between the hours of 8:00am and 4:00pm
  EFTPOS facilities are available

- **PAYING BY BPOINT**

Easy to use interface –
www.bpoint.com.au/payments/dete

Or call 1300 631 073



1. **Online System/Pay School Invoices**
   - Pay School Invoices
     (SRS, Excursion, Arts Council etc.)
   - Access visa **ANY** computer or smart phone

2. **Payments Accepted:**
   MasterCard/VISA (Debit or Credit Card)

3. **Direct Debit/Payment plan option available**
4. **Secure Payment Method**

- **PAYING BY QPARENT**

Payments may be made by credit card using QParent App

If your child is unable to attend an event and has paid, please fill in the refund form available on the website or at the office and return to the school administration office. Forms need to be received within two weeks of the event.

Student Resource Scheme (SRS)

As a service to assist parents with the cost of educational resources, Jones Hill State School operates a Student Resource Scheme. The purpose of the scheme is to provide the parent with a cost-effective alternative to purchasing textbooks, resources, consumables and/or materials from elsewhere, through reduced prices gained from the school's bulk purchasing processes. See appendix 4.

Swimming

All children from Prep to year 6 participate in swimming lessons. Students are transported by bus to the Gympie South School pool or Deep Blue Aquatics. Half of the students will have swimming lessons in term 1 and the other half will participate in term 4. Sun safe swim shirts and sunscreen are to be worn at all swimming events. More details are distributed at the time of swimming.

Tennis Lessons

There is one tennis court at Jones Hill State School. Tennis lessons are provided by outside parties and information regarding this is sent home via the school newsletter. The court may be used outside of school hours with permission from the office.

Transport

Polleys Coaches operates the school bus service and they can be contacted on 5480 4500. A Code of Conduct applies to students travelling on school buses. Breaches of the Code of Conduct may result in the bus company taking disciplinary action against the student which may result in the student being prevented from travelling on the bus for a designated period. Parents can download the revised Code of Conduct for School Students Travelling on Buses and stakeholder information sheets (for students, parents/carers, schools) from the TransLink website.

Tuckshop

The school tuckshop (Gum Tree Café) is managed by the P&C Association and operated Tuesday to Friday. The menu is available from the office, tuckshop or on the website. Orders may be placed through QKR! or over the counter before 8:50am. Volunteers are welcome in the tuckshop. Please let the office know if you can assist.

Uniforms

Students are expected to wear the school uniform every day. Uniforms help to establish a strong school unity and give students a sense of pride. Uniforms are available to purchase from Lowes Department Store at Central Shopping Centre in Gympie. Please see our uniform policy attached at the back of this book which also includes our Sun Smart Policy.

Volunteers

We welcome the opportunity of having extra assistance from parents/ caregivers in our school. If you can volunteer time to assist as a reading tutor, tuckshop volunteers etc. please let us know. All volunteers must sign in at the office upon entering the school and all must read and sign a Mandatory Contractors, Volunteers and Visitors Training Program Booklet once a year.

Website

Relevant, up to date information is available on the school website and Facebook page; including the latest newsletter, payment, updates, news stories and a current calendar of events. Please visit our webpage at https://jonehillss.eq.edu.au or our Jones Hill State School Facebook page.

If you require more information, please do not hesitate to contact the school office.

A tour of th e school can be arranged by appointment.

Appendix 1 – Refund Policy

School excursions and educational enrichment experiences enhance students' learning by providing the opportunities for students to participate in curriculum-related activities outside the normal school routine. School excursions are well planned curriculum-related activities that aim to maximise students' learning experiences.

A Principal of a state school is able to charge a fee for:

1. An educational service including materials and consumables not defined as instruction, administration and facilities in accordance with Section 50 of the Education (General Provisions) Act 2006.

2. An educational service purchased by the school from a provider other than the school where the school has been charged by the provider for the provision of the educational service.

3. A specialised educational program.

A school fee is directed to the purpose for which it is charged. However, occasionally refunds may need to be issued to a student for one of the following reasons;

- When ceasing enrolment at Jones Hill School.
- Non-attendance of an excursion/incursion where no costs have been incurred.
- Credit of monies on a student's account where student is ceasing enrolment.
- Any other reasonable reason where a refund is legitimately required.

School fees for excursions and camps are calculated on a cost recovery only basis, according to the number of students who have indicated their attendance.
Participation of students in an excursion or camp is indicated through payment of the excursion or camp fee and provision of a permission form completed by the parent/carer.

As the school budget cannot meet any shortfalls in funding for an excursion or camp due to the subsequent nonparticipation of a student who had previously indicated attendance of the activity, fees already paid for an excursion or school camp may be refunded in full or in part or not at all, having regard to the associated expenses incurred and the circumstances of the non-participation.
If a parent/carer wishes to apply for a refund due to their child's non-participation in an excursion or camp activity, they may do so by completing a Request for Refund form available from the school office. The request should include the receipt (or copy of the receipt) relating to the payment for which a refund is being sought.

It is preferred that refunds be made as a credit against the student's account at the school and used for any cost in the future.

Appendix 2 - Mobile Devices

MOBILE PHONE & ELECTRONIC DEVICE POLICY
Reviewed and revised July 2022
Next review April 2025

Introduction and Aims
At Jones Hill State School the welfare and well-being of our pupils is paramount. The internet, mobile phones, other electronic devices and instant messaging provide wonderful opportunities for children to learn, be creative and socialise online. They also provide opportunities for inappropriate behaviour, bullying and harassment to occur.

Rationale
The aim of the Mobile Phone Policy is to allow users to benefit from modern communication technologies, whilst promoting safe and appropriate practice through establishing clear and strong acceptable mobile device user guidelines. We realise that many parents support and encourage their children to carry a mobile phone. A mobile phone can be of some use as a protection device from danger on the way to and from school or when normal travel arrangements break down. They can also be useful for sports practice especially when exact times may vary.
Mobile phones/devices, however, can easily be improperly used, lost or damaged and therefore must be effectively managed.

The school office phone is available for students to make calls to parents before school, at recess and lunch times and after school should student contact with parents be necessary.
Messages for students should be done through the Office during school hours.

Scope
This policy applies to all individuals who have access to personal mobile/devices phones on site. This includes staff, volunteers, committee members, students, parents, carers, visitors and contractors. This list is not exhaustive.

This policy should also be read in relation to the following documentation:

- Code of School Behaviour
- Bullying Policy
- Guidance on the Use of Photographic Images and Videos of Children in Schools

Code of conduct
A code of conduct is promoted with the aim of creating a cooperative workforce, where staff work as a team, have high values and respect each other; thus creating a strong morale and sense of commitment leading to increased productivity. Our aim is therefore that all practitioners:

- have a clear understanding of what constitutes misuse.
- know how to minimise risk.
- avoid putting themselves into compromising situations which could be Misinterpreted and lead to possible allegations.
- understand the need for professional boundaries and clear guidance regarding acceptable use.
- are responsible for self-moderation of their own behaviours.
- are aware of the importance of reporting concerns promptly.

It is fully recognised that imposing rigid regulations on the actions of others can be counterproductive. An agreement of trust is therefore promoted regarding the carrying and use of mobile phones within the setting, which is agreed to by all users.

Mobile Phones for work related purposes

We recognise that mobile phones provide a useful means of communication on offsite activities. However staff should ensure that:

- Mobile phone use on these occasions is appropriate and professional (and will never include taking photographs of children).
- Mobile phones should not be used to make contact with parents during school trips – all relevant communications should be made via the school office.'
- Where parents are accompanying trips, they are informed not to make contact with other parents (via calls, text, email or social networking) during the trip or use their personal mobile phone/device to take photographs of children.

Personal Mobiles - Pupils

We recognise that mobile phones are part of everyday life for many children and that they can play an important role in helping pupils to feel safe and secure. However we also recognise that they can prove a distraction in school and can provide a means of bullying or intimidating others. Mobile devices also have the potential for the following actions; cheating, illicit material, cyber bullying and immediate access to social media online.

Therefore:

Pupils are not permitted to have mobile phones at school or on trips. If in the rare event of a parent wishing for his/her child to bring a mobile phone/device to school to contact the parent after school:

- the parent must discuss the issue first with their child's teacher.
- the phone must be handed in, switched off, to the office first thing in the morning and collected from the office, by the child at home time (the phone/device is left at the owner's risk).

Mobile phones brought to school without permission will be confiscated and returned at the end of the day.

Department of Education policy, Temporary Removal of Student Property by School Staff, states that Schools can make reasonable rules about what students can and cannot bring to school. They can ban/confiscate anything which is illegal, dangerous or is likely to cause disruption or harm to the smooth running of the school. It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. As such, if action as sanctioned by the Principal is deemed ineffective, as with all such incidents, the school may consider it appropriate to involve the police.

Volunteers, Visitors, Department of Education Employees and Contractors

All Volunteers, Visitors, Department of Education Employees and Contractors are expected to follow our mobile phone policy as it relates to staff whilst on the premises. On arrival, such visitors will be informed of our expectations around the use of mobile phones.

Parents

While we would prefer parents not to use their mobile phones while at school, we recognise that this would be impossible to regulate and that many parents see their phones as essential means of communication at all times.

We therefore ask that parents' usage of mobile phones, whilst on the school site is *courteous* and *appropriate* to the school environment.

We also allow parents to photograph or video school events such as shows or sports day using their mobile phones – **but insist that parents do not publish images (e.g. on social networking sites) that include any children other than their own**.

Dissemination
The mobile phone and electronic device policy will be shared with new parents and students, staff and volunteers as part of their enrolment interview or induction. It will also be available to parents via the school office and website.

Appendix 3 - Jones Hill State School Uniform Policy

Wearing of the school uniform has many advantages to both students and teachers. It reduces peer pressure, raises school pride and assists in identification of our students on excursions and trips. Uniforms also help create an identity for the school within the wider community.

The Ministerial Statement to Queensland Parliament under Section 84(1)(g) of the Education (General Provisions) Act 2006. This procedure is designed to ensure compliance with the following legislation in Queensland:

- Anti-Discrimination Act,1991;
- Education (General Provisions) Act, 2006;
- Workplace Health and Safety Act, 2018;

The P & C of the Jones Hill State School endorsed the ***Uniform Policy*** for Jones Hill State School students and it

- *promotes a safe environment for learning by enabling ready identification of students and non-students of the school;*
- *promotes an effective teaching and learning environment by eliminating the distraction of competition in dress and fashion at the school;*
- *promotes a supportive environment at the school by fostering a sense of belonging;*
- *fosters mutual respect among individuals at the school by minimising visible evidence of economic, class or social differences.*

It is expected that the school uniform will be worn everyday:

- ✞ Attending or representing the school
- ✞ Travelling to or from school
- ✞ Engaged in school activities outside of normal school hours

Consequences for breach of the Uniform Policy include

- ✞ Discussion with students re Jones Hill SS Uniform Policy
- ✞ Verbal request to make necessary changes
- ✞ Reflection Room for actions that display disrespect to the school uniform
- ✞ Contact with parent/caregiver
- ✞ Withdrawal from relevant school activities

Where possible, the school will endeavour to provide second hand uniforms to families in need and provide a change of uniform for events such as school photos.

School Dress Code Guidelines

The Jones Hill School community, through a consultative collaborative process, has determined that (a) the preferred options for all students are in the designated colours which formalise the uniform, and (b) the school dress code procedures as outlined below.

(c) the uniform will not be altered to compromise the style, design or intended length.

Please note that the Jones Hill School community reserves the right to alter the school dress code policy. (c) this policy was reviewed and revised in 2024.










Male and Female students:

Green polo shirt with school logo and black shorts/ with school initials (bummers, bike pants and short shorts are **unacceptable, no denim clothing, no coloured clothing**).

School dresses and skorts (Skirt with bike shorts attached, must be of appropriate length) are also available. White or black short socks (ankle or crew length) and enclosed, predominantly black shoes are worn with the uniform.

Black fleecy lined pullover / zip jackets are worn during winter, plain black (**no hoods, images or text)** or with the school logo. Black tracksuit pants. Plain black leggings are only permitted when worn under school shorts, skorts or dresses. Skorts/shorts are not to be shorter than **mid-thigh length**.

Please name all items of clothing.

The sports polo shirt uniform is Yellow (Doran), Blue (McPaul) or Red (Radford) depending on which sports house students are allocated to. Coloured sports shirts can only be worn on days when school events involving sports houses are run.

Students not wearing correct uniform will not be eligible to attend school excursions and events.

Hats are compulsory. All children must wear a bucket/broad brimmed hat. Bucket hats (bottle green with reverse side showing sports house colour) are available for purchase as part of the uniform. Caps are not permitted.

A “no hat, no play” policy is in place at Jones Hill State School – refer to Sunsmart Policy below

Shoes are compulsory for safety reasons. Closed-in lace up or velcro, nonslip shoes are to be worn. They should be predominantly black in colour. All other shoes are unacceptable.

Students wearing inappropriate footwear will be removed from play and activities due to health and safety reasons.

https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/W/WorkHSA11.pdf

https://ppr.qed.qld.gov.au/pp/student-dress-code-procedure

If hair is touching the collar, then it must be tied back for both male and female students at all times. Hair needs to be pinned back off the face so as not to obscure vision, to reduce the risk of hair being caught in equipment, for swimming lessons and to ensure safety. Hair styles should not be extreme and must be one natural looking colour to promote a neat and sensible image. Hair styles considered to be distracting to learning environments are not permitted. https://education.qld.gov.au/students/student-health-safety-wellbeing/student-health/head-lice

Swimming lessons and events
All students must wear appropriate sun safe clothing for water activities. Students must wear clothing that provides appropriate coverage including a sun safe rashie and hair shoulder length or longer must be tied up.

Inappropriate Dress
A student is inappropriately dressed if the student wears clothing or apparel that is, or could be deemed to be:

- offensive;
- likely to disrupt, or negatively influence the normal operation of the school;
- unsafe for the student or others;
- likely to result in a risk to the health of the student or others.
- bummers/bike shorts (unless under dresses).

Example:

- jeans or denim are inappropriate dress for school (unless allowed for special events),
- extreme fashion or gang wear,
- offensive motifs,
- apparel which infringes workplace health and safety conditions
- shoes which are not enclosed

Free Dress Days
Free dress days including swimming, sports and special days will be notified by notes home outlining requirements. Closed in shoes and sun safe clothing is required at all times.

School events
Students attending school events such as graduation and awards night must wear appropriate attire that is smart – casual and suitable for the student's age.

Makeup, fingernail polish, fake nails and jewellery or all types are not allowed, except for a watch (smart watches not permitted) and a single set of earrings in the form of sleepers or studs (with no dangling attachments). A student failing to wear the correct uniform may be subject to, but not limited to the following consequences:

- An alternate piece of correct uniform will be offered to the student on a loan basis
- Representative activities withdrawn
- Reflection room
- Parent communication

Appendix 4 – Student Resource Scheme (SRS)

The scheme operates under the policy and guidelines of the Department of Education (DET) and is approved annually by the P&C Association. The P&C Association, in partnership with the school, has endorsed the continuation of the Student Resource Scheme in 2023. The Student Resource Scheme is discussed at the September meeting of the school's P&C Association. Parents/Guardians are invited to attend this meeting and express their opinions. A vote is taken annually at this meeting on the continuation of the scheme.

Participation in the scheme is optional.

In accordance with the Education (General Provisions) Act 2006, the cost of providing instruction, administration and facilities for the education of a student at a state school is met by the state. Parents/caregivers are directly responsible for providing textbooks and other personal resources for their children while attending school. In recognition that these costs can be high, our School operates a Student Resource Scheme (SRS) that enables a parent/caregiver to enter into an agreement with the School that, for a specified annual participation fee, provides for the temporary use by the student, prescribed textbooks and/or other resources, and/or the purchase of many consumables and materials for the student, including the annual stationery list. Participation fees are directly applied to fund the service delivered by the scheme.

- The Scheme does not provide any funds for the Parents' and Citizens' Association, is entirely voluntary and parents/guardians are under no obligation to join.
- The SRS operates under the policies and guidelines of the Department of Education and Training. A parent who does not wish to join the scheme is responsible for providing the student with the items that would otherwise have been provided to the student by the scheme as detailed on the Year Level Requirements List to enable the student to engage with the curriculum.
- Parents wishing to take advantage of the services provided by the Student Resource Scheme, sign the relevant form agreeing to the conditions therein and pay the annual participation fee. The Student Resource scheme provides the entire package for the specified participation fee and is not available in part.

Yes, I wish to join the SRS

Parents/caregivers are asked to complete the Student Resource Scheme Participation Agreement form ticking the "Yes, I wish to participate in the Student Resource Scheme". All relevant information should be filled in and the signed form returned to the school administration office.

The SRS Terms and Conditions for Participation in the Scheme are listed in this document and on the back of the SRS Participation Agreement Form. Please read these conditions before you sign.

The cost of the 2023 SRS is $120 which equates to .60cents per day. The SRS represents excellent value and provides substantial savings to parents/caregivers of students in all year levels.

The participation fee of $120 should be finalised before the first day of school in 2023 unless you are participating in an approved payment instalment plan.

Payment options:

- QKR! is our preferred method of payment. This is an easy, secure online payment method for schools.
- BPOINT is now available via: www.BPOINT.com.au\payments\dete. BPOINT is a secure online payment system. A customer Reference number and Invoice number are required

for BPOINT. This information is located on the school invoice, statements and can also be obtained through QParents.

- Cash, cheque, EFTPOS or credit card are accepted at the Administration Office Monday to Friday between 8:00am and 3:30pm.
- Direct payment of fees, via the Internet may also be established. Parents/guardians are asked to contact Administration on 07 5489 0555
- Centrepay is a free direct bill paying service available to parents/guardians who receive Centrelink payments, such as Family and Newstart. Centrepay can make direct payments to Jones Hill State School to pay for school fees. Should you wish to take advantage of this service, please contact our Business Manager on 5489 0555 or by emailing accounts@jonehillss.eq.edu.au

A student, whose parent has joined the Student Resource Scheme but not paid the participation fee, will continue to be provided with instruction, administration and facilities for their education, however the student will not be considered to participate in optional school activities, camps, excursions, sporting activities etc.

Before a student can be considered for participation in an optional school activity, a parent is expected to have:

- fully paid all outstanding fees or
- paid the Student Resource Scheme and other outstanding fees up to and including the term in which the school activity takes place or
- made regular on-going payments towards these fees, as previously arranged with the Principal or Business Manager

Financial difficulties:

Anyone experiencing financial difficulties may take advantage of paying the SRS fee by instalments as detailed on the SRS Participation Agreement Form. An appointment can be made to see the Business Manager to discuss any further alternative arrangements, if necessary, by phoning 54890555 or emailing accounts@jonehillss.eq.edu.au

No, I do not wish to join the SRS

Parents/caregivers are asked to complete the Student Resource Scheme Participation Agreement form ticking the; “No, I do not wish to participate in the Student Resource Scheme” and return the signed form to the school administration office.

A parent/caregiver who does not wish to join the scheme will then be required to pay the non-participation fee and will be responsible for providing the student with the items that would otherwise have been provided to the student by the scheme as detailed on the Year Level Requirements List to enable the student to engage with the curriculum.

The Student Resource Scheme does not include:

- voluntary financial contributions to supplement the instruction, administration and facilities for the education of the student at school
- resources funded by the state through grant funding to provide a core educational service
- optional school activities such as excursions, camps, performances and sporting activities.
- year 6 shirts, year 6 graduation
- school photographs
- instrumental music program

Refunds:
The School will make a pro rata refund to the parent of a student who, having paid the scheme fee, completes a Request for Refund (PDF, 116KB) and leaves the School through the year. The pro rata refund is calculated on the fees paid, less the cost of consumed materials and the replacement cost of scheme items that are lost, negligently damaged or not returned. Before leaving the school, parents/caregivers are required to complete and sign an exit pass (which will contain information on damaged or non-returned resources) and a refund form, which are available from the school office. Bank details will be requested on this form. Once the pro-rata payment has been calculated, an EFT payment will be processed to the nominated bank account. Refunds will only be completed by request.

Education (Gen. Provision) Act 2006:
http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/E/EducGenPrR06.pdf

2023 Student Resource Scheme Frequently Asked Questions

Doesn't the Government provide free education?
The Government meets the cost of providing instruction, administration and facilities in accordance with Section 50 of the Education (General Provisions) Act 2006, which states: "Instruction to be free: In State Schools, the cost of providing instruction, administration and facilities for the Education of the person at the school must be met by the State." A parent/guardian is directly responsible for providing textbooks and other personal resources for their children while attending school.

Why does Jones Hill State School operate a Student Resource Scheme?
The objective of the scheme is to offer parents an economic alternative to the purchase of school resources and textbooks and to enhance and maximise resources available for student learning, recreation and comfort.

What does my child receive?
- Full stationery book list applicable to the year level the student is in.
- Classroom learning activities resources (art, craft, cooking etc).
- Resource materials and equipment used in various subject areas i.e. Music, LOTE and HPE
- The use/loan of texts that form part of class sets (dictionaries, atlases, novels etc).
- Textbooks (including photocopied textbooks used in lieu of traditional textbooks) and all licences for Computer Programs (this includes Apps for iPads).
- Individual class learning experiences are also included.
- Photocopying class projects.

Non-consumable resources are provided on loan. For example; class sets of dictionaries, atlases, novels, home readers, library books etc. Students are expected to take due care of all items and to return them, in a condition similar to that in which they were issued, on completion of a unit of study or upon leaving the school.

What do I have to provide?
The scheme does not cover students' uniforms, school bags, lunch boxes or drink bottles, protective clothing (ie paint shirt) or library bags.

Am I able to join the scheme if I have overdue payments from the previous year?
All families of the school are able to be members of the scheme provided that no amounts are outstanding from the previous year. The school operates the Student Resource Scheme to benefit all eligible students. It is not viable for the school to provide this service if fees are outstanding. It is for this reason that students may be refused entry into the scheme if fees are outstanding from the previous year/s.

Am I able to join the scheme and only pay for selected items?
No, for the scheme to be cost effective and viable all parents who wish to join the scheme must pay the full amount.

What happens if my student leaves during the course of the school year?
If your student leaves school all loaned textbooks (i.e. reading books, atlases, novels, library books etc.) must be returned. Refunds will be based on the full Student Resource Scheme charge less the cost of consumed materials and/or the cost of replacing lost or damaged books. Parents are required to complete and sign an exit pass and refund form, which are available from the school office. Bank details will be requested on this form. Once the pro-rata payment has been calculated, an EFT payment will be processed to the nominated bank account. Refunds will only be completed by request.

What happens if I am enrolling my student later in the year?

If students enrol at the school after first term, the fee will be calculated on the stationery booklist and 40 week pro rata of fees. Students enrolling at Jones Hill School through the year should be able to obtain refunds owed from the previous school attended.

What happens if I am experiencing financial difficulties?

Families who expect to experience financial difficulties in making payments connected with this scheme are invited to telephone the school on 5489 0555 and speak to the Business Manager so that an appropriate response to the difficulty can be addressed. You are also welcome to email accounts@jonehillss.eq.edu.au to ask for an appointment.

What happens if I agree to participate in the scheme and do not pay any of the amounts owing?

While it is voluntary to join the Student Resource Scheme, by signing the Participation Agreement Form parents/caregivers have entered into an agreement to pay the charges in exchange for the use of textbooks and resources. There is therefore an obligation on participating parents/caregivers to make these payments or provide their own textbooks and resources. Participation in the Student Resource Scheme may be terminated and hired textbooks, resources or other goods may be retrieved where:

- The parent/caregiver has not attempted to make payment.
- No satisfactory arrangements for payment have been made.

The parent/caregiver is then responsible for providing all necessary textbooks and resources. Students with outstanding fees may also be denied the opportunity to participate in extra-curricular school activities. These activities include:

- Seniors Trip
- Sport/Gala Days
- Camps, excursions and enrichment activities

Non-compulsory activities:
Dances and other social activities

- Year 6 Graduation
- End of year excursions
- Rewards Day excursions



What happens if a book or resource is lost or damaged?

Parents are responsible for the replacement cost of materials or texts belonging to the scheme/school which are damaged or lost by their son/daughter. This replacement cost will attract GST (a Commonwealth Government Tax).

What do I need to do now?

After reading the enclosed information and if you decide to participate in the scheme, please complete the Participation Agreement Form which is included in the enrolment handbook.

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How do I make a payment?

- Our preferred method of payment is QKR! (pronounced quicker). QKR! is an easy, secure online payment method for schools.
- BPOINT is now available via: www.BPOINT.com.au\payments\dete. BPOINT is a secure online payment system. A customer Reference number and Invoice number are required for BPOINT. This information is located on the school invoice, statements and can also be obtained through QParents.
- Cash, cheque, EFTPOS or credit card are accepted at the Student Administration Office Monday to Friday between 8:00am and 3:30pm.
- Direct payment of fees, via the Internet may also be established. Parents/guardians are asked to contact Administration on 07 5489 0555.
- Centrepay is a free direct bill paying service available to parents/guardians who receive Centrelink payments, such as Family, Newstart and Abstudy
- Centrepay can make direct payments to Jones Hill State School to pay for school fees. Should you wish to take advantage of this service, please contact our Business Manager on 54890555 or by emailing accounts@jonehillss.eq.edu.au
- Receipts will be issued after payments are received. Please keep receipts for your records.

What happens if I do not wish to participate in this scheme?

Parents/caregivers who do not wish to participate in this scheme must complete the Participation Agreement Form by checking the “No, I do not wish to participate” box and signing the form which is included in the enrolment package. Parents who choose not to participate will then be required to pay the non-participation fee and provide all textbooks, materials and consumables required for their child/children.

Appendix 5 – SunSmart Policy Statement Rationale

Queensland has the highest rate of skin cancer in the world. Two out of every three Queenslanders will develop some sort of skin cancer in their lifetime. Research suggests that at least two-thirds of all melanomas occurring in Australia could be prevented if children were protected from the sun during their first 15 years.
Skin damage, including skin cancer, is the result of cumulative exposure to the sun. Research shows that severe sunburn contributes to skin cancer and other forms of skin damage such as sunspots, blemishes and premature aging.
Most skin damage and skin cancer is therefore preventable.
Ultraviolet radiation (UVR) levels are highest during the hours that children are at school.
With this in mind, Jones Hill State School realises the need to protect children's skin and educate them about SunSmart behaviour, thus reducing the risk of skin damage from exposure to the sun.

Aims
The policy aims to:

- provide ongoing education that promotes personal responsibility for skin cancer prevention and early detection
- provide environments that support SunSmart practices
- create an awareness of the need to reschedule work commitments and outdoor activities to support SunSmart practices

PROCEDURES
Our school recognises that winter sun also contributes to skin damage. The implementation of this policy will therefore be conducted throughout the year.
The purpose of this SunSmart policy is to ensure that all children attending our school are protected from the harmful effects of the sun throughout the year.

Our commitment
Jones Hill State School will:

- inform parents of the SunSmart policy including dress code when they enrol their child
- include the SunSmart policy statement in the school prospectus
- increase the amount of shade in the school grounds, where possible, by planting shade trees
- incorporate education programs that focus on skin cancer prevention into the school curriculum
- ensure all teachers and staff act as positive role models for children in all aspects of SunSmart behaviour wearing clothing with sleeves, collars (where possible) and closed in shoes.
- seek ongoing support from parents and the school community for the SunSmart policy and its implementation, through newsletters, parent meetings and school assemblies.
- ensure that all students and staff wear hats that protect the face, neck and ears and SPF 30+ broad-spectrum water resistant sunscreen when involved in outdoor activities
- ensure students without adequate sun protection use shaded or covered areas at recess and lunch times • maintain the school dress code to conform with the QLD Cancer Fund Sunsmart clothing guidelines.
- incorporate a SunSmart swimsuit into the school uniform
- ensure that, wherever practicable, outdoor activities take place before 10am or after 3pm

- ensure that adequate shade is provided at sporting carnivals and other outdoor learning experiences
- ensure that SPF30+ broad-spectrum, water-resistant sunscreen is included in the school sports kit
- have SPF 30+ broad-spectrum, water-resistant sunscreen on the school book list
- review the SunSmart policy annually

Our expectations

Parents / carers will:

- provide a SunSmart hat for their child and ensure that they wear it to and from school. The Queensland Cancer Fund recommends the following hats:
  - 8-10cm broad-brimmed, legionnaire-style
- ensure that their child applies SPF 30+ broad-spectrum, water-resistant sunscreen 20 minutes before leaving for school
- ensure that their child's clothing provides adequate protection from UVR. The Queensland Cancer Fund recommends clothing that has the following features:
  - dark-coloured, collars and sleeves, closely woven fabric, natural fibre
- act as positive role models by practising SunSmart behaviour
- support the school's SunSmart policy and help to design and regularly update the policy

Students will:

- be aware of the school's SunSmart policy
- take responsibility for their own health and safety by being SunSmart
- comply with SunSmart rules and guidelines by wearing suitable hats, clothing (uniform, including closed in shoes), sunscreen and sunglasses
- apply SPF 30+ broad-spectrum, water-resistant sunscreen 20 minutes before going outdoors
- use shaded or covered areas when outdoors
- act as positive role models for other students in all aspects of SunSmart behaviour
- help to design and regularly update the SunSmart policy
  - participate in SunSmart education programs



Appendix 6 – School Network Usage

Why are schools providing students access to ICT facilities?
To ensure young Queenslanders are well equipped to contribute fully to the information economy, the education sector is responding to the innovation directions of the *Smart State Strategy* through *Smart Classrooms.* This strategy focuses innovative programs and resources towards schools, teachers and students. An essential tool for schools in the provision of innovative educational programs is the utilisation of intranet, internet and network services. Therefore, access to these technologies is an increasingly essential part of the modern educational program provided in schools.

What is acceptable/appropriate use/behaviour by a student?
It is acceptable for students to use school computers and network infrastructure for: assigned class work and assignments set by teachers; developing literacy, communication and information skills; authoring text, artwork, audio and visual material for publication on the Intranet or Internet, solely for educational purposes as supervised and approved by the school; conducting research for school activities and projects; communicating with other students, teachers, parents or experts in relation to school work; and access to online references such as dictionaries, encyclopaedias, etc. Students can also collaborate, research and learn through Education Queensland's e-learning environment.

What is unacceptable/inappropriate use/behaviour by a student?
It is unacceptable for students to: download, distribute or publish offensive messages or pictures; use obscene or abusive language to harass, insult or attack others; deliberately waste printing and Internet resources; damage computers, printers or the network equipment; violate copyright laws which includes plagiarism; use unsupervised internet chat; and use online email services (e.g. Hotmail), send chain letters or Spam e-mail (junk mail). Usernames and passwords are to be kept by the student and not divulged to any other individual (e.g. a student should not give their fellow students their username and password). Students cannot use another student or staff member's username or password to access the school's network, including not trespassing in another person's files, home drive or e-mail. Additionally, students should not divulge personal information (e.g. name, parent's name, address), via the internet or e-mail, to unknown entities or for reasons other than to fulfil the educational program requirements of the school.

What is expected of schools when providing students with access to ICT facilities?
Schools will provide information in relation to student access and usage of its network and reserves the right to restrict/remove student access to the intranet, extranet, internet or network facilities if parents or students do not adhere to the school's network usage and access guideline/statement.
Schools will prepare students for the possibility of unanticipated access to harmful information, materials or approaches from unknown persons via the internet (e.g. run through processes for disregarding (or ceasing access) to information, the process for reporting accidental access to harmful information and reporting approaches from unknown persons via the internet to the supervising teacher or school staff member).
Where possible, classes involving internet usage by students will be prepared prior to class engagement, including, filtering and checking sites students are directed to visit. An assessment should be made of the appropriate timeframe for access to the internet for completing the set task or duration a student should have access to the internet (e.g. during school hours, outside of school hours).

What awareness is expected of students and their parents?

Students and their parents should:

- understand the responsibility and behaviour requirements (as outlined by the school) that come with accessing the school's ICT network facilities and ensure they have the skills to report and discontinue access to harmful information if presented via the internet or e-mail;

Be aware:

- that the ICT facilities should be utilised with good behaviour as stipulated under the Code of School Behaviour;
- students breaking these rules will be subject to appropriate action by the school. This may include restricted network access for a period as deemed appropriate by the school;
- access to ICT facilities provides valuable learning experiences, therefore giving the student educational benefits in line with the school's educational program;
- the Internet gives access to information on and from a wide variety of organisations, subjects, people, places with origins from around the world; the school cannot control information accessed through the internet; and information may be accessed or accidentally displayed which could be illegal, dangerous or offensive, with or without the student's immediate knowledge;
- teachers will always exercise their duty of care, but protection, mitigation and discontinued access to harmful information requires responsible use by the student.

Appendix 7 – Religious Instruction

Queensland state schools embrace a multitude of cultural, religious and non-religious beliefs. Under the Education (General Provisions) Act 2006, schools are to provide Religious Instruction (RI) if approached by a faith group seeking to provide RI and students of that faith attend the school.

RI informs students about the beliefs and values of a particular religion. It is delivered by volunteers of a faith group using instructional materials approved by that faith group. RI is required to be consistent with legislation and Department of Education policies and procedures.

All RI instructors must hold a blue card and participate in compulsory Student Protection and Code of Conduct training. RI instructors are only entitled to deliver the RI program outlined below. A school staff member will be present during the delivery of RI.

Participation in RI is not compulsory. Any student (except Prep students) may participate in RI if a parent has provided written instructions to the school.

Students are allocated to RI based on information provided by parents on the completed Application for student enrolment unless other written instructions have been provided to the school.

Note: This consent remains in effect unless the parent informs the school otherwise in writing.

A description of the RI available is provided below

Christian RI

Outline of your Faith Group's Aims and Goals: The aim of Christian RI is to inform students about the basic beliefs of the Christian faith from a non-denominational perspective.

Title of authorised program: The providers of Christian RI use authorised program resources and are committed to best-practice programs that have been reviewed by independent curriculum experts. The most popular Christian RI program resources in use in Queensland state schools are: Connect, Beginning with God (all published by Christian Education Publications).

Beginning with God is a one-year program consisting of 40 lessons that introduces students to the key themes of the Bible and the Christian faith. Children engage with the themes through music, drama, reading and writing, puzzle-solving, drawing and asking questions.

The seven main themes for the lessons are:

God and his world
A troubled world and God's remedy (includes 2 Easter lessons) 27
Jesus, God's Son, is always with us
Jesus cares for people
Responding to Jesus and God
People in God's unfolding plan
God's plan fulfilled (with 4 lessons for Christmas)
See lesson structure: https://cepconnect.com.au/images/uploads/BWG-Syllabus-all.pdf

Connect is a three-year program presented across three levels of schooling – infants, lower primary and upper primary. The lessons are Bible based covering Bible history from creation to God's ultimate purpose. Each lesson introduces concepts, themes and major characters from the Old and New Testaments. Lessons also cover key Christian events such as Easter and Christmas. Students engage with the concepts through music, drama, reading and writing, puzzle-solving, drawing and asking questions.

See lesson structure: https://cepconnect.com.au/images/uploads/Connect-scope-and-sequence-all.pdf

Participating faith groups: Local Christian Churches come together to offer Christian RI on a cooperative and non-denominational basis. These local Churches may, amongst others, include Anglican, Australian Christian Churches, Baptist, Catholic, Churches of Christ, Lutheran, Presbyterian, Salvation Army and Uniting Churches.

Outline of lesson structure: Christian RI may involve a variety of up-to-date teaching methods including storytelling, prayer, music, drama, craft, activity books, games, quizzes, video clips and puppet shows. Program resources are written by professional educators and are age-appropriate.

Amount of time for lesson per week: Typically 30 minutes per week

Parents will be advised of any changes to the RI and other instruction programs to ensure they are able to make an informed decision on their child's participation.

Appendix 8 - Thumbs Up Token System Levels

Points level	Reward
20 tokens/points 	Presented on parade: - certificate - ice block voucher Group photo in newsletter.
40 tokens/points 	Presented on parade: - certificate - sharpener Group photo in newsletter.
60 tokens/points 	Presented on parade: - certificate - frisbee Group photo in newsletter.
80 tokens/points 	Presented on parade: - certificate - stress ball Group photo in newsletter.
100 tokens/points 	Presented on parade: - certificate - badge Group photo in newsletter.

Appendix 9 – School Behaviour Achievement Levels

LEVEL	BEHAVIOUR INDICATORS	CONSEQUENCES
PLATINUM These students are considered school ambassadors. They display exemplary behaviour and are school leaders. YEAR 5 (Sem 2) & 6 ONLY	SAFETY: Always follows school rules and models safe behaviour in all settings. LEARNING: Always displays positive attitude and outstanding effort to improve their learning. Always participates in a range of learning opportunities, demonstrating commitment and effort. Always completes class work and assigned homework to the best of their ability. Always supports others in their learning (peer tutor, class leader etc.) RESPECT: Always displays exemplary manners and treats other members of the school community with respect. Always represents their school with the highest standard of behaviour and wears their uniform with pride. Always treats school property and environment with respect and may be pro-active in caring for or restoring things. RELATIONSHIPS: Always supports and takes responsibility for the welfare of peers and other students in the school. Is an excellent role model for positive relationships. Is involved in student groups and welcomes leadership roles.	As for Gold Level, plus… PLATINUM Badge presented on parade. Eligible for School Captain and House Captain positions Represent the school at off-campus events. Entitled to hold other positions of responsibility and trust in the school. Presentation of Platinum Award on parade. Recognition in Newsletter. Eligible to attend off-campus/out of town reward day with Gold level students.
GOLD Students at this level accept responsibilities within the school. They display a very high standard of behaviour and are committed to their learning. YEAR 4, 5 & 6 ONLY	SAFETY: Consistently follows school rules and models safe behaviour in all settings. LEARNING: Consistently displays positive attitude and effort to improve their learning, completing class work and assigned homework to the best of their ability. Participates positively in a range of learning opportunities. Consistently respects the rights of others to learn. RESPECT: Consistently displays courtesy and respect toward other members of our school community. Represents their school with pride. Consistently wears their uniform with pride. Treats school property and environment with respect and may be pro-active in caring for or restoring things. RELATIONSHIPS: Consistently co-operates with students, staff and visitors. Is willing to take on leadership roles and support others. Is a good role model for positive relationships.	As for Silver Level, plus… GOLD Badge presented on parade. Eligible for Sports Captain positions. Entitled to hold some positions of responsibilities and trust in the school. Eligible to attend off-campus/out of town reward day.
EMERALD Students at this level accept responsibilities within the school. They display a very high standard of behaviour and are committed to their learning. YEAR 2 (Sem 2), 3, 4, 5 & 6 ONLY	SAFETY: Consistently follows school rules and models safe behaviour in all settings. LEARNING: Consistently displays positive attitude and effort to improve their learning, completing class work and assigned homework to the best of their ability. Participates positively in a range of learning opportunities. Consistently respects the rights of others to learn. RESPECT: Consistently displays courtesy and respect toward other members of our school community. Represents their school with pride. Consistently wears their uniform with pride. Treats school property and environment with respect and may be pro-active in caring for or restoring things. RELATIONSHIPS: Consistently co-operates with students, staff and visitors. Is willing to take on leadership roles and support others. Is a good role model for positive relationships.	As for Silver Level, plus… EMERALD Badge presented on parade. Entitled to hold some positions of responsibilities and trust in the school. Eligible to attend off-campus/out of town reward day.
SILVER Students at this level are actively participating in positive behaviours. They take responsibility for their actions and learning. YEAR 1 (Sem 2), 2, 3, 4, 5 & 6 ONLY	SAFETY: Mostly follows school rules and models safe behaviours. LEARNING: Mostly completes class work and assigned homework to the best of their ability. Accepts responsibility for their role in their own learning. Respects the rights of others to learn. RESPECT: Is respectful and courteous to members of the school community. Wears the school uniform with pride. Treats school property and environment with respect. RELATIONSHIPS: Co-operates with students, staff and visitors. Is a good role model for positive relationships.	As for Bronze Level, plus… SILVER Badge presented on parade. Eligible to attend off-campus (local) reward day.
BRONZE Entry level Students at this level accept responsibility for their own behaviour. They generally work within the expectations of JHSS positive behaviour program. PREPS & NEW STUDENTS	SAFETY: Generally, follows school rules and models safe behaviours. May need occasional reminders or minor consequences for infringements. LEARNING: Generally, completes class work to the best of their ability. Generally, works responsibly in the learning environments of the school. Displays consistent effort to improve their learning. Makes genuine effort to respect the rights of others to learn. RESPECT: Is generally respectful and courteous to members of the school community. Wears the school uniform. Generally, treats school property and environment with respect. RELATIONSHIPS: Generally, co-operates with students, staff and visitors. Uses strategies to avoid conflict. Is willing to make an attempt to resolve issues with staff or students.	Eligible to participate in all regular school activities' sport, instrumental music, excursions, Arts council and visiting performances. Eligible to attend reward day activity at school and break-up day activities.
ORANGE Students at this level require targeted intervention and support They require substantial support to manage their behaviour.	SAFETY: Benefits from regular guidance to consistently follow class and school expectations. Engages in reflection and restorative conversations to support their understanding of safety expectations. May need occasional reminders to follow rules on the bus. LEARNING: Responds to ongoing redirection to stay engaged in learning tasks. Has opportunities to further develop their effort and commitment to learning. May require encouragement to make the most of support offered. RESPECT: Benefits from prompts to care for school property and the school environment. *Continues to develop the use of positive manners and respectful interactions with the school community.* *Is working on allowing the teacher to lead the class without interruptions.* RELATIONSHIPS: Is developing skills to mange conflict and interact positively with others. Benefits from support in resolving issues with peers and staff. Is working on building positive social behaviour both in class and during play.	Students are supported through an individualised behaviour support plan developed in collaboration with key stakeholders.
RED Students at this level have not responded to school support for their behaviour difficulties. They are disrupting teaching and learning in the school.	SAFETY: With intensive support, makes safe choices that protect themselves and others, including using equipment responsibly, staying within designated areas, and acting in ways that support a safe school environment. LEARNING: With intensive support, participates in class instruction, remains engaged in learning activities, and contributes positively to smooth and productive classroom routines. RESPECT: *With intensive support, takes care of personal and school property, uses appropriate language, and follows school rules willingly and consistently.* RELATIONSHIPS: With intensive support, engages in positive connections by showing kindness, empathy, and respect; helps create an environment where everyone feels safe, valued, and included.	Students are supported through an individualised behaviour support plan developed in collaboration with key stakeholders. Guidance Officer support will be provided for ongoing monitoring and complex case support.

Jones Hill State School - Expectations Matrix

Expectations	*Playground/ Supervised areas*	*Before and after school*	*Transition times*	*Classrooms & Learning Settings*	*Toilets*	*Excursion/camps/ Representing school*
Safety	·Play safely at all times ·Use play equipment properly ·Be sun safe and wear a hat ·Move safely and walk on concrete	·Remain in designated areas until bell goes ·Enter classrooms only when teacher is present ·Play safely in correct areas	·Walk safely between play areas and buildings ·Stay together as a class group when moving around school	·Keep learning areas clean and tidy ·Use personal and class equipment safely ·Act safely at all times	·Use toilets correctly ·Wash hands after using toilets ·Go directly to and from toilets ·Report any inappropriate behaviour or damage to facilities	·Follow adult directions at all times *Keep yourself and others safe* ·Remain with class group/teacher at all times
Learning	·Know where you should be at all times ·Follow adult instructions and directions ·Play correctly and follow the rules	·Follow correct routines before and after school ·Use problem solving skills ·Play safely and follow the rules	·Know correct procedures for transition times e.g. bells, lining up ·Be organised and on time	·Be an active listener and follow instructions ·Take pride in personal effort and achievement ·Follow adult directions Follow classroom rules *Be an active learner*	·Know and use toilet routines ·Use personal hygiene procedures	·Be responsible for personal safety issues ··Be aware of expected behaviour outside school environment *Listen, watch and learn* *Work cooperatively*
Respect	·Respect school property and equipment ·Respect the rights of others and play by the rules ·Respect teachers and adults *Use respectful language and actions*	·Respect school routines before and after school ·Use respectful language with adults and peers ·Act responsibly when travelling to and from school	·Respect bell times and lining up routines ·Move quietly and show respect to other classes ·Respect adults and follow instructions	·Act responsibly and respectfully at all times ·Respect the property and personal space of others ·Respect your own learning and try your best	·Respect school property and use toilets appropriately ·Respect personal hygiene and wash hands after toilet use	·Act responsibly and respect the rights of others ·Respect adults and follow instructions ·Respect your own and other's property
Relationships	·Play fairly and include others ·Accept differences and learn to get on ·Use problem-solving skills to solve playground issues	·Be considerate of others and follow correct routines ·Cooperate with adults and peers	·Show consideration for others when lining up or moving around school	·Be cooperative and join in all class activities ·Be willing to learn and help others *Accept difference.*	·Respect your privacy and the privacy of others	·Be responsible for yourself and be willing to help others ·Be cooperative

Appendix 10 – Expectation Matrix

Appendix 11 – Medical Exclusion Document

Queensland Health



This poster provides advice to early childhood education and care services, schools and health professionals on common contagious conditions that may require exclusion.

Information based on National Health and Medical Research Council (NHMRC) recommendations, public health guidelines and the *Public Health Regulation 2018* (Qld).

Condition	Person with the condition	Those in contact with the contagious person
Chickenpox (varicella)	**EXCLUDE** until all blisters have dried and crusted. Pregnant women should consult with their doctor.	**NOT EXCLUDED** Non-immune pregnant women and people with immune deficiencies or receiving chemotherapy should seek urgent medical assessment. *Contact your Public Health Unit for specialist advice.*
Cold sores	**EXCLUDE** young children unable to comply with good hygiene practices until the sores are dry. **NOT EXCLUDED** older children and adults if able to maintain hygiene practices. Sores should be covered with a dressing where possible.	**NOT EXCLUDED**
Conjunctivitis	**EXCLUDE** until discharge from eyes has stopped, unless a doctor has diagnosed non-infectious conjunctivitis.	**NOT EXCLUDED**
Cytomegalovirus (CMV)	**NOT EXCLUDED** Pregnant women should consult with their doctor.	**NOT EXCLUDED** Pregnant women should consult with their doctor.
Diarrhoea and/or vomiting including: • *campylobacter* • cryptosporidium • *giardia* • rotavirus • salmonella • gastroenteritis **See specific advice for these conditions below:** • norovirus • *shigella* • toxin producing forms of E.coli (STEC)	**EXCLUDE** until the person has not had any diarrhoea or vomiting for at least 24 hours. **EXCLUDE** anyone who prepares or serves food until they have not had any diarrhoea or vomiting for 48 hours. **NOTE:** If there are 2 or more people with diarrhoea and/or vomiting in the same location, (which may indicate a potential outbreak) OR a single case in a food handler, notify your public health unit.	**NOT EXCLUDED**
Fungal infections of the skin and nails (ringworm/tinea)	**EXCLUDE** until the day after antifungal treatment has commenced. (No exclusion for thrush).	**NOT EXCLUDED**
Glandular fever (mononucleosis, Epstein-Barr virus)	**NOT EXCLUDED**	**NOT EXCLUDED**
***Haemophilus influenza* type b (Hib)**	**EXCLUDE** until completion of antibiotics and the treating doctor confirms the person is not infectious. *Contact your Public Health Unit for specialist advice.*	**NOT EXCLUDED** *Contact your Public Health Unit for specialist advice.*
Hand, foot and mouth disease	**EXCLUDE** until all blisters have dried.	**NOT EXCLUDED**
Head lice	**NOT EXCLUDED** if effective treatment is commenced before next attendance day (i.e. the child does not need to be sent home immediately if head lice are detected).	**NOT EXCLUDED**
Hepatitis A	**EXCLUDE** *Contact your Public Health Unit for specialist advice.*	**EXCLUSION MAY APPLY** *Contact your Public Health Unit for specialist advice.*
Hepatitis B and C	**NOT EXCLUDED** cover open wounds with waterproof dressing.	**NOT EXCLUDED**
Human immunodeficiency virus (HIV/AIDS)	**NOT EXCLUDED** cover open wounds with waterproof dressing.	**NOT EXCLUDED**
Influenza and influenza-like illness eg. RSV, influenza, COVID-19, rhinovirus, parainfluenza, human metapneumovirus	**EXCLUDE** until symptoms have resolved, normally 5-7 days.	**NOT EXCLUDED**

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Condition	Person with the condition	Those in contact with the contagious person
Measles	**EXCLUDE** until the treating doctor confirms the person is not infectious but not earlier than 4 days after the onset of rash. *Contact your Public Health Unit for specialist advice.*	**EXCLUSION MAY APPLY** *Contact your Public Health Unit for specialist advice.* **NOT EXCLUDED** vaccinated or immune contacts. **EXCLUDE** contacts without evidence of immunity or vaccination, and immunocompromised children and staff regardless of vaccination status.
Meningitis (viral)	**EXCLUDE** until well.	**NOT EXCLUDED**
Meningococcal	**EXCLUDE** until completion of at least 24 hours of an appropriate antibiotic.	**NOT EXCLUDED** *Contact your Public Health Unit for specialist advice.*
Molluscum contagiosum	**NOT EXCLUDED**	**NOT EXCLUDED**
Mumps	**EXCLUDE** for 5 days after onset of swelling. Pregnant women should consult with their doctor.	**NOT EXCLUDED** Pregnant women should consult with their doctor.
Norovirus	**EXCLUDE** until there has not been any diarrhoea or vomiting for at least 48 hours.	**NOT EXCLUDED**
Pneumococcal	**EXCLUDE** until the person has received antibiotic treatment for at least 24 hours and feels well.	**NOT EXCLUDED**
Roseola (sixth disease)	**NOT EXCLUDED**	**NOT EXCLUDED**
Rubella (German measles)	**EXCLUDE** for 7 days after the onset of rash or until fully recovered, whichever is longer. Pregnant women should consult their doctor. *Contact your Public Health Unit for specialist advice.*	**NOT EXCLUDED** Pregnant women should consult with their doctor.
Scabies	**EXCLUDE** until the day after treatment has commenced.	**NOT EXCLUDED**
School sores (impetigo, staphylococcus)	**EXCLUDE** until the day after starting treatment. Cover any sores on exposed skin with a waterproof dressing until the sores are dry.	**NOT EXCLUDED**
***Shiga toxin-producing E.coli* (STEC)**	**EXCLUDE** until there has been no diarrhoea for 48 hours. Negative samples may be required. *Contact your Public Health Unit for specialist advice.*	**EXCLUSION MAY APPLY** *Contact your Public Health Unit for specialist advice.*
Shigellosis (*shigella* infection)	**EXCLUDE** until there has been no diarrhoea or vomiting for 48 hours Negative samples may be required. *Contact your Public Health Unit for specialist advice.*	**EXCLUSION MAY APPLY** *Contact your Public Health Unit for specialist advice.*
Shingles (herpes zoster)	**EXCLUDE** all children until blisters have dried and crusted. **EXCLUDE** adults if blisters are unable to be covered. **NOT EXCLUDED** in adults if **all** blisters can be covered until they have dried.	**NOT EXCLUDED** Non-immune pregnant women and people with immune deficiencies or receiving chemotherapy should seek urgent medical assessment. *Contact your Public Health Unit for specialist advice.*
Slapped cheek syndrome (fifth disease, parvovirus B19, erythema infectiousum)	**NOT EXCLUDED** Pregnant women should consult with their doctor.	**NOT EXCLUDED** Pregnant women should consult with their doctor.
Strepococcal sore throat (including scarlet fever)	**EXCLUDE** until the person has received antibiotic treatment for at least 24 hours and feels well.	**NOT EXCLUDED**
Tuberculosis	**EXCLUDE** until written medical clearance is received from the relevant Tuberculosis Control Unit.	**NOT EXCLUDED**
Typhoid and paratyphoid	**EXCLUDE** until there have been no symptoms for 48 hours. Stool sample clearance may be required. *Contact your Public Health Unit for specialist advice.*	**EXCLUSION MAY APPLY** *Contact your Public Health Unit for specialist advice.*
Whooping cough (pertussis)	**EXCLUDE** until 5 days after starting appropriate antibiotics or for at least 21 days from the onset of cough if the person does not receive antibiotics.	**EXCLUSION MAY APPLY** *Contact your Public Health Unit for specialist advice.*
Worms (intestinal)	**NOT EXCLUDED**	**NOT EXCLUDED**

This is an assistive tool ONLY. It is not intended to replace clinical assessment, management or judgement.

People with the conditions listed should be well prior to returning to the service, in addition to the recommendations outlined above

Further information on recommendations:

- National Health and Medical Research Council
  Staying Healthy: Preventing infectious diseases in early childhood education and care services - 6th Edition
  https://www.nhmrc.gov.au/about-us/publications/staying-healthy-guidelines
- Communicable Diseases Network Australia (CDNA) guidelines
  https://www.health.gov.au/resources/collections/cdna-series-of-national-guidelines-songs
- Queensland Department of Health Communicable Disease Control Guidance
  https://www.health.qld.gov.au/disease-control
- *Public Health Regulation 2018* (Qld)
  https://www.legislation.qld.gov.au/view/pdf/inforce/current/sl-2018-0117

If you have any medical concerns, contact your healthcare provider or call 13HEALTH (13 43 25 84)

For further advice on the information within this poster, contact your nearest Public Health Unit
https://www.health.qld.gov.au/system-governance/contact-us/contact/public-health-units

Use this QR Code to access a digital copy of this poster or visit
https://www.health.qld.gov.au/public-health/schools/prevention

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Queensland Government

We look forward to your future involvement at Jones Hill School.



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