

# DALBY STATE SCHOOL



DALBY'S FIRST SCHOOL EST: 1861




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**At Dalby State School,  
we believe all students can experience  
success in learning within a supportive and  
stimulating environment.**

Welcome to Dalby State School, Dalby's only Independent Public School for students from Prep to Year 6. Independent Public Schools are a catalyst for positive system-wide change that leads to improved services and learning outcomes for all their students. We partner with our local community to create and pursue a shared strategic direction focusing on student wellbeing and improved student outcomes, ensuring our students are the best they can be.

Since its foundation in 1861, the school has developed an excellent reputation as a caring community with a strong focus on academic performance and cultural and sporting pursuits. We are "one school, one community, with one vision" – *every* student in *every* classroom is learning and achieving *every* day. In this rapidly changing 21<sup>st</sup> century, we are preparing our students to meet the challenges of the future.

Success in the future will depend on a range of skills and personal attributes that come from a well-rounded education such as ours. We offer a relevant and challenging curriculum with a strong emphasis on English, Mathematics and Science through progressive and practical programs. The careful balance of academic, cultural, sporting, and social programs at Dalby State School will equip students for successful and fulfilling lives. This has been acknowledged by our two Regional Showcase Awards.

Our experienced and dedicated staff nurture and challenge students to perform to the best of their ability, across the full range of school programs, and to take advantage of all the wonderful opportunities that are available to them at our school. Fostering self-responsibility and higher order thinking in students encourages community mindedness, tolerance and respect. We aim to assist students in reaching their full potential and to develop their skills and talents, enabling them to live happy, balanced and successful lives.

Dalby State School provides an open and welcoming environment which encourages students, staff, parents and community members to contribute in school life.

**We invite you to explore the benefits of a Dalby State School education.**



## **Contact Information**

### **Dalby State School Leadership Team**

**Principal:** Mona Anau  
**Deputy Principal:** Scott Bach  
**Head of Special Education:** Sammantha Sharples

### **Office Hours**

Monday to Thursday 8:00am to 4:00pm  
Friday 8:00am to 3:30pm

**Address:** 155 Cunningham St, Dalby, Q, 4405

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**Absentee Form:** <http://dalbyss.schoolzineplus.com/absentee>

And Via SZApp or QParents



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## **School Curriculum and Programs**

**Dalby State School's curriculum focuses on all 8 Learning Areas of the Australian Curriculum:**

- English
- Mathematics
- Science
- Humanities and Social Sciences
- The Arts
- Technologies
- Health and Physical Education
- Languages

**Our students are also provided with a wide range of varying opportunities throughout the school year to support and enhance their academic, artistic and sporting capabilities such as:**

- School Leadership Program
- Excursions and school camps
- Eisteddfod participation for choral, speech and instrumental
- Choral Fanfare and other choral opportunities
- Instrumental Music Program—Beginners, Concert and Stage Bands
- School Musical
- Creative Generation
- School Sport
- OptiMinds
- ICAS (International Competitions and Assessments for Schools) participation
- Book Club

## Music Program of Excellence

The establishment of our Musical Excellence Program in 2016, was built upon our already highly successful music program. Continued development of our music classes, school bands and choirs, allow us to offer additional opportunities for students to develop their instrumental, choral and performance skills. Students have the opportunity to be involved in:

### Instrumental Program

Beginner Band  
Concert Band  
Stage Band

### Choral Program

Prep/Yr 1 Choir  
Junior Singers  
Senior Singers

In odd numbered years (eg: 2019), students have the opportunity to participate in **Choral Fanfare** and our **School Musical**. In even numbered years (eg: 2020), students have the opportunity to participate in **Instrumental Fanfare** and **Creative Generations**. Our school is very involved within the community and our students have many and varied opportunities throughout the year to perform at school, Community and Regional events.

## Classroom Music

The Music Program at Dalby State School is seen as an integral part of students' growth and development as individuals. Our specialist teacher, Mr Ben McPherson, delivers a weekly music lesson for each class. Dalby State School uses a sequential aural based approach where the voice is used as the main tool for learning concepts. Every student is given the chance to perform in the community at school based concerts and in the Dalby Eisteddfod. If students are wishing to extend themselves with Music they are welcome to join one of our three choirs which rehearse weekly.

## Instrumental Music

Instrumental Music lessons are offered in the areas of woodwind, percussion and brass. Students in Years 4-6 will be invited to participate in the program. Instruments can be loaned for the first year of participation in the program if available, after which parents will have to provide instruments in most cases. In their first year students join Beginner Band, and in their second year and beyond they participate in the Concert Band. Lessons occur Monday, Thursday and Friday in the Instrumental music room.



### Past achievements include:

- Regional Fanfare finalists for the Dalby State School Stage Band
- Gold Level achieved by both the Dalby State School Concert Band and Stage Band
- Overall Champion Choir at the Dalby Eisteddfod
- Regional Choral Fanfare Finalists for Senior Singers

## Classroom Computer Options - Year 4 to 6

Dalby State School has been implementing a number of computer options for students in year 4, 5 & 6. Technology has been integrated across the curriculum supporting students to learn within the digital world they live in.

All students in years 4, 5 & 6 can join one of the following 3 computer options. To allow for consistency in these classrooms no booklist will be offered to students in these year levels as supplies will be provided by the school. Parents will only need to choose which option best suits their student and supply a few stationery items.

**Option 1-** The BYOL program – The Bring Your Own Laptop option is where a student brings their own laptop and join the resource levy by signing the Participation Agreement Form and paying the \$100 fee to cover school supplies.

The specifications for student owned computers are below:

Specification	Minimum Requirements	Additional Notes
Ram	8gb	<ul style="list-style-type: none"> <li>• Student <u>MUST</u> be an Administrator for that Device</li> <li>• Anti-virus <u>MUST</u> be installed, prior to the start of school</li> <li>• Students need to have Microsoft Office installed (Can download for free on the Learning Place)</li> <li>• Wired Mouse</li> <li>• Headphones with microphone</li> <li>• DVD Drive optional</li> <li>• Carry bag to suit (backpack preferred)</li> </ul>
Storage	500gb	
Processor (CPU)	Intel Core i5	
Wireless	5GHz Wifi + Bluetooth	
Operating System	Windows 10	
External Ports	2 X USB, audio & Ethernet (RJ45)	
Warranty	3 Years	

**Option 2 –Hire Program-** students hire a laptop which is owned by the school. Students join the resource levy by signing the Participation Agreement Form and paying the \$250 fee to cover school supplies. Students also have the option to take the laptop for home use by parents/caregivers signing the required extra hire paperwork.

**Option 3:** Opt Out. Students will be given a list of school supplies that needs to be provided by the parent/caregiver.

## Computer & Internet

Computer related technologies are part of real life, therefore, they are used within the school to enhance learning opportunities in all aspects of our school curriculum. Before a student is allowed to access the Internet services of the school, a “Student Internet Access Agreement” form must be signed by the student and the parent/guardian. Learning is supported by computers in every classroom, and our Classroom Computer options for year 4 to 6.





# LIFT

## Learning Is Fun Together

### Playgroup

LIFT Playgroup provides an opportunity for children from birth to 5 years and their parents to interact with each other through play and talk in a relaxed, social and fun learning environment. Our sessions are planned to include; reading, craft, gross and fine motor activities and outdoor play.

The sessions are all themed and include; gross and fine motor activities, craft and focused reading demonstrations followed with shared reading by the parents. Imaginative play opportunities are created by the variety of toys, dress-ups and play equipment in the room. LIFT offers parents and their children a chance to play, read, sing, dance and create together but more importantly have FUN together.

*There is a small fee for playgroup of a gold coin to cover the cost of art and craft supplies.*  
For more information please contact our school office or like “LIFT Dalby” on Facebook.

# LIFT OFF

### Pre-Prep Program

LIFT OFF is our Pre-Prep program delivered by a teacher with the assistance of a teacher aide. Together students are immersed in literature and hands on ‘fun’ activities that focus on developing your child’s;

- Oral language
- Metalinguistic skills
- Early numeracy and Literacy
- Fine and Gross motor skills

Children transition to prep classrooms and school playgrounds to develop familiarity. Parent workshops are delivered by outside agencies and school personnel on topics related to child readiness for school during this time.

If you are interested in your child attending our Pre-Prep Program please contact our school office for more information or to pick up an enrolment form.

A completed enrolment pack is required for attendance to the Lift Off program.

## Preparatory Year

Dalby State School Prep builds on your child's prior experiences and provides them with the flying start they need to become lifelong learners. We offer your child a caring and supportive learning environment that fosters and nurtures their development.

Prep children participate in a range of learning situations that encourages them to actively learn through a variety of contexts. They will learn to take on responsibilities and become more independent. The children are supported and encouraged to respect and co-operate with others and make sensible choices about their health and safety. Through negotiated planning, the children will learn how to become thinkers and problem solvers while using their imagination and creativity to become life-long learners. Our Prep students follow the Australian Curriculum.

Prep students have access to all school facilities and attend specialist lessons in Health and Physical Education, The Arts and Music. They are involved in all aspects of schooling at Dalby State School.



## Health and Physical Education

At Dalby State School, each class has a Health and Physical Education Lesson organised and delivered by a specially trained Physical Education teacher. Students from Prep to Year 6 undertake an 8 week swimming program in Term 4. As well as swimming skills, the program teaches the children basic survival and safety skills. Swimming is invoiced in Term 3 and is on a user pay basis. As well as participating in games and skilled structured lessons, students have the opportunity to compete in Cross Country, Athletics and Swimming Carnivals throughout the year. Students also have the opportunity to be selected to represent the school, Bunya District, Darling Downs and Queensland School Sport via a series of sport specific trials. Before school and lunch time coaching is available through the Sporting Schools program. Other competitions available to students during the years include the Dalby AFL schools competition, Development Cup Rugby League, All School's Touch Football, Netball and Rugby Union. The specialist PE Teacher also co-ordinates visits and clinics by sport specific Development Officers as well as the Jump Rope for Heart program. Parents are advised that the Department of Education does not have Personal Accident Insurance cover for students.

### Sports Houses and Colours

**Cunningham:** Regatta Blue  
**McGregor:** Red

**Oxley:** Gold  
**Leichhardt:** Jade Green



## Rugby League School of Excellence

To demonstrate our commitment to achieving above and beyond outcomes for our students, Dalby State School in 2018 commenced a Rugby League School of Excellence. In Terms 1 and 2 the program will cover Rugby League and in Terms 3 and 4 Touch Football. Touch Football Australia has signed a partnership with the ARL. Students will further develop their skills while learning about many other aspects of the game. Dalby Diehards, Dalby Devils, Brisbane Broncos and the NRL endorse the program and their support extends to assistance in coaching clinics with senior club players, development officers and club coaches. Darren Burns from the Brisbane Broncos will also be involved in the development of players and coaching matters. The students will also partake in Gym and fitness sessions along with the Dream, Believe an Achieve program.



## Library

Our library hosts an impressive array of books and teaching resources. Students are encouraged to borrow up to two books weekly and are welcome in the library before and after school and during lunch breaks. All Students require a library bag that has their name clearly labelled to protect the borrowed library books.

## Religious Education

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 during enrolment, unless other written instructions have been provided to the school.

## Student Leadership

As a part of their learning, students are offered the opportunity to develop their leadership skills. At Dalby State School we foster a leadership culture with students in Year 5 to prepare them to take on the responsibility to be a good leader, leadership is demonstrated through the actions of people, and can be demonstrated without the need of a title.

There are many Leadership positions made available to students with a particular interest in developing their skills more formally, however all students are provided with the opportunity to learn about the leadership roles and have the opportunity to apply for various positions. With the understanding that it is not possible for every student to have a formal leadership position. The following leadership roles are available to students;

- School Captains and Vice School Captains
- House Captains and House Vice-Captains
- SEP Captain
- Music Captains
- Rugby League Program of Excellence Captains
- Student Representative



## **Excursions/Camps**

School excursions and camps enhance a student's learning by providing opportunities for the student to participate in activities, both curriculum-related and recreational, outside the normal school routine. All planned school excursions are approved by the Principal and endorsed by the Parents and Citizens Association. School fees for extra-curricular activities, are calculated on a cost recovery only basis, according to the number of students who are participating. Invoices along with permission forms will be sent home. Permission forms and payment in full is required prior to the excursion/camp.

As our excursion/camp fees are calculated on a cost recovery basis, according to the number of students participating in the activity, if a student who had previously indicated their attendance is unable to participate, fees that were paid may be refunded in full or part or not at all depending on the expenses incurred by the school and the circumstances around the non-attendance.

## **Parent Teacher Interviews**

Twice a year we hold a formal Parent/Teacher evening to discuss your child's progress. Staff may also communicate with you via books, notes and phone calls. The emphasis placed on home-school communication is based on our belief that we need to work together to support your child's learning. We also greatly appreciate you keeping in touch with us.

## **Visiting School Performers**

School performances are offered throughout the year by professional artists for a small cost. Other travelling artists are also booked from time to time. These are not compulsory, but students are encouraged to attend. Those students who do attend certainly enjoy all of these presentations. All performances are on a user pay basis, students will be given a letter before the show to outline the cost involved.



## **Inclusive Education – Individual Excellence**

### **Special Education Program**

Dalby State School has a long and proud history of providing quality education for Students with Disabilities. Through our Special Education Program (SEP) dedicated Teachers and Teacher Aides provide support to students in their base classes and offer additional support for students on Individual Curriculum Plans. This is overseen by the Head of Special Education Services. As a school we adopt a flexible approach to catering for student needs in order to ensure that student educational requirements are individually met. Our goal is to ensure that students with disabilities are provided with a curriculum which is rigorous, relevant and meaningful, and which will help them to develop the understanding and skills needed to be happy, independent and productive members of their community.

We understand that, over time, our students' needs change and we work with our families and external stakeholders to regularly review and update our programs. Our staff continue to complete Professional Development to be up-to-date on catering to the needs of individual students.

Staff are passionate about education for all students and believe that:

- All students can achieve and experience educational success
- All students have specific needs, characteristics and learning styles
- All students have the right to receive an education that is appropriate for their abilities

In addition to delivering curriculum at appropriate educational levels, our SEP caters for Students with Disabilities by accessing Occupational Therapists, Physiotherapists, Speech Language Pathologists, Nurses and Advisory Teachers to ensure that the whole spectrum of a student's needs are being addressed.

**Please feel free to contact the school and talk to the Head of Special Education Services for any further information or to arrange a walk through.**

### **Learning and Achieving Team**

Our Learning and Achieving team consists of very experienced support personnel who work with students and assess students who may require additional support.

The Learning and Achieving team meet regularly to monitor student progress and prioritise needs.

The team consists of the Guidance Officer, Support Teacher – Literacy and Numeracy, Head of Special Education Services, Speech Language Pathologist and Principal.

### **Breakfast Club**

Dalby State School offers "Breakfast Club" – from 8.30am to 8.55am. This program is offered to all students and generally consists of a variety of healthy options.



## **Speech Language Pathologist**

The Speech Language Pathologist at Dalby State School is employed by DET. Our SLP works as a member of the school Learning and Achieving Team providing services to students with special needs in communication who are experiencing barriers to learning, and optimising their educational outcomes. This role assists in developing and delivering programs to students, Parents and Teachers that enhance or support a student's communication skills that are necessary for access and participation in the curriculum.

## **Guidance Officer**

The role of the Guidance Officer is to deliver a broad range of services to school community members. They contribute to the development of a comprehensive student support and wellbeing program that is responsive to the needs of the school community. The Guidance Officer may work directly with students in addition to working with a student's teachers, school support personnel, family, other specialists or external support providers.

Support offered by the Guidance Officer includes providing advice and counselling on educational, behavioural, personal, social, family, and mental health and wellbeing issues. Psychoeducational assessments also form an important part of the work guidance officers undertake to enhance positive educational outcomes for students. Guidance officers provide leadership, support and case management in responding to some of the most complex and challenging of circumstances including student protection matters, critical incidents, mental health issues, and suicide prevention and postvention support. The Guidance Officer requires a diverse range of skills and knowledge and an ability to form strong and productive relationships with key stakeholders in order to develop and implement plans and programs that are responsive to the needs of students.

## **Chaplaincy**

Our school community provides a Chaplaincy Program endorsed by our Parents & Citizens' Association and is available on a voluntary basis to all students. The Chaplain is involved in a range of activities and programs. These activities at our school can be free of religious, spiritual and/or ethical content. Parents will need to give permission for students to attend programs run by the chaplain. This is done at time of enrolment, however can be changed at anytime via written communication.

## **EAL/D**

Our EAL/D students are mapped using Bandscales for EAL/D learners. These guide us on how our students are progressing in English language development and describe typical second language acquisition stages for students in the early and middle phases of learning. The Bandscales enable teachers to assess the English language proficiency levels of EAL/D learners in listening, speaking, reading/viewing and writing. They assist teachers to plan the support necessary to enable EAL/D learners to access the intended curriculum.

## School Uniform

Dalby State School is a full uniform school with a School Dress Code. The school community has designed and supports all students wearing this uniform to show pride in our school. It is a recognized fact, that when students are wearing a uniform they gain a sense of belonging and greater awareness of their role and expectations.

Formal uniform is worn on a Monday and is compulsory for years 4 to 6 and preferred for all other year levels, otherwise the school uniform can be worn. The School uniform is worn Tuesday through to Thursday and Sports uniform on a Friday.

Details of all school uniforms are outlined below.

<b>Uniform</b>		
<b>Formal</b>	<b>Option 1</b> <ul style="list-style-type: none"> <li>● Royal blue dress with light blue reverse collar with embroidered school emblem</li> <li>● Royal blue socks</li> <li>● Black closed in shoes</li> <li>● Hair accessories in school colours</li> </ul>	<b>Option 2</b> <ul style="list-style-type: none"> <li>● Collared light blue shirt with an embroidered school emblem</li> <li>● Royal blue shorts</li> <li>● Royal blue socks</li> <li>● Black closed in shoes</li> <li>● Hair accessories in school colours</li> </ul>
<b>School</b>	<ul style="list-style-type: none"> <li>● School polo shirt with school emblem</li> <li>● Royal blue shorts or skirt/skort</li> <li>● Royal blue socks</li> <li>● Black closed in shoes</li> <li>● Hair accessories in school colours</li> </ul>	
<b>Sport</b>	<ul style="list-style-type: none"> <li>● Polo shirt in House colour</li> <li>● Plain black shorts or skirt/skort</li> <li>● Socks in White or House colours</li> <li>● Black closed in shoes</li> <li>● Hair accessories in House colours</li> <li>● Hat wide brimmed blue with reversible house colour</li> </ul>	
<b>Winter</b>	<ul style="list-style-type: none"> <li>● Blue tracksuit</li> <li>● Navy or Black stockings are also acceptable</li> </ul>	
<b>Instrumental</b>	<ul style="list-style-type: none"> <li>● Long Black trousers</li> <li>● School provided performance shirt</li> <li>● Black Shoes and long black socks</li> <li>● Music Polo is available from the Uniform shop for casual performances</li> </ul>	
<b>Choir</b>	<ul style="list-style-type: none"> <li>● Formal uniform</li> <li>● Some performances will require a Music polo (available at uniform shop) with black shorts, school socks and black shoes</li> </ul>	

Uniforms are available from the Uniform Shop

Uniform order forms are available from the school office, website and school newsletter.





## **Dress Code**

### **Personal Appearance:**

Shoulder length hair (or longer) is to be plaited, braided or tied back.

Students may have hair colouring of a natural tone and the nature of the colouring is discrete, large patches of colour and stripes are not permitted.

Hairstyles such as mohawks, rats tails, undercuts and visible shaved patterns are not permitted.

No make-up or nail polish is to be worn.

### **Jewellery:**

Watch

Earrings – small plain sleeper or stud

Medical alert bracelet or necklace

Items of significant religious belief as negotiated with administration

## **STUDENT DRESS CODE CONSEQUENCES**

- Students wearing inappropriate clothing or apparel will be remaindered to dress appropriately or asked to remove the article of clothing. Students may be loaned all or part of a clean, second hand uniform.
- Students not wearing correct school uniform will be ineligible to represent the school away from the campus.
- Students who do not have a sun-safe hat will be removed from activities in the sun during play breaks. Students who do not have appropriate headwear will be ineligible to represent the school away from the campus.
- A student wearing inappropriate footwear will be asked to replace his/her shoes and will be removed from all outdoor activities until suitably attired.
- A student wearing other jewellery than the allowed items will be asked to remove it and if necessary give it to the teacher for safe-keeping for the remainder of the day and refrain from wearing such jewellery to school.
- Students wearing coloured nail polish or fake tattoos will be asked to remove them.
- Students will be encouraged to tie back long hair.
- Students with dyed hair or inappropriate hairstyles will be ineligible to represent the school away from the campus.
- Alternative educational arrangements may be made until student complies with the dress code.

**In all of the above circumstances, parents/caregivers will be notified by phone or letter to inform them that their child is not complying with the Dalby State Schools dress code.**



## **Medical**

### **Health Management Plans**

Principals have a non-delegable duty-of-care to students enrolled at and attending their school, which includes enabling students with health support needs to maintain their wellbeing and engage in learning safely. This requires consideration at the student and school level. A range of personnel and parents/carers have a role in providing a safe environment for students. School staff, parents/carers and health professionals collaborate to manage identified health risks. Schools provide support for students, taking into account what is safe and reasonable in an individual case. This procedure is relevant for students who require support beyond basic first aid or basic administration of medication. Students' support is documented on Individual health plans and/or Emergency health plans (health plans), which guide school staff to perform a health support procedure that is required at school. Schools manage and implement health plans, which are developed and updated by health professionals

### **Medication at School**

Education Queensland employees are able to administer prescription medications to Students. The medication must be in the original packaging with the pharmacy label with student's name, dosage, times to be given and prescribing Doctor's name. Parents will be required to fill in a Administration of Medication at School form which is available from the school office. If at any time, changes need to be made to your child's medication routine, new forms will need to be filled out.

Parents of students with asthma or anaphylaxis play a vital role in assisting schools and school staff in supporting their child at school. Parents are required to:

- provide information about their child's health condition/s, including written information from health and medical professionals
- ensure that the equipment, medication and consumables provided are supplied, well maintained, in-date and labelled clearly with the student's name, relevant instructions and dosage of medication
- provide medical alert apparel when appropriate.

As asthma is a common childhood health condition requiring basic oral medication, some students are capable of self-administering their own medication. On enrolment or at time of diagnosis, a parent can advise the school that their child has the capacity to confidently, competently and safely administer the right dose of their own asthma medication at the right times and can store their medication securely.



## **Illness/Accidents at School**

Children who are unwell should be kept at home. If your child is away from school, you can phone the Student Absence Line 24/7 on 4672 3660 or the school number 4672 3666 and follow the prompts, you can fill in the information on the Absentee form on the schoolzine or QParents, via the link on the school newsletter or email [absences@dalbyss.eq.edu.au](mailto:absences@dalbyss.eq.edu.au) Should your child become unwell at school, they will be encouraged to rest in the first aid room and a parent/caregiver or emergency contact will be contacted If necessary. For extended absences due to illness, a doctor's certificate may be requested.

## **Accident Insurance Cover for Students**

As per the Department of Education and Training Website <http://education.qld.gov.au/parents/school-life/health-wellbeing/accident-insurance-cover.html>

Some school activities and physical education, particularly contact sports, carry inherent risks of injury. Parents are advised that the department does not have Student Accident Insurance cover for students. If your child is injured at school as a result of an accident or incident, all costs associated with the injury, including medical costs, are the responsibility of the child, parent or caregiver.

## Infection Control

To reduce the chance of infections spreading, the school follows strict safety, hygiene and first aid guidelines. It is particularly important that children with open skin wounds have these covered with fresh waterproof dressings before coming to school.

Condition	Exclusion of person with infection
Chickenpox (varicella)	Exclude until all blisters have dried. For non-immunised children, this is usually at least five days after the rash first appears.
Cold sores (herpes simplex)	Not excluded if person can cover sores with a dressing to restrict direct contact by others and maintain hygiene practices to minimise risk of transmission. Otherwise, exclude until sores are dry.
Conjunctivitis	Exclude until discharge from eyes has ceased unless non-infectious conjunctivitis.
Diarrhoea and/or vomiting (including <ul style="list-style-type: none"> <li>• amoebiasis</li> <li>• campylobacter</li> <li>• cryptosporidium</li> <li>• giardia</li> <li>• rotavirus</li> <li>• salmonella</li> <li>• viral gastroenteritis but not norovirus or shigella - see separate section</li> </ul>	Exclude until there has not been a loose bowel motion for 24 hours. Exclude staff who handle food until they have not had any diarrhoea or vomiting for 48 hours. If there are more than two cases with loose bowel motions in the same location, or a single case in a food handler, notify your nearest public health unit.
Diphtheria	Exclude according to public health unit requirements
Enterovirus 71 (EV71) neurological disease	Exclude until written medical clearance confirming the virus is no longer present in the child's bowel motions is received.
Haemophilus influenza type b (Hib)	Exclude until the person has received appropriate antibiotic treatment for at least four days.
Hand, foot and mouth disease	Exclude until all blisters have dried.
Influenza and influenza-like illness	Exclude until well.
Measles	Exclude for four days after the onset of the rash.
Meningitis (bacterial)	Exclude until well and has received appropriate antibiotics.
Meningitis (viral)	Exclude until well.
Meningococcal infection	Exclude until appropriate treatment has been completed.
Mumps	Exclude for nine days after onset of swelling.
Norovirus	Exclude until the person has not had any diarrhoea or vomiting for 48 hours.
Pertussis (whooping cough)	Exclude until five days after starting appropriate antibiotic treatment, or for 21 days from onset of coughing.
Poliomyelitis	Exclude for at least 14 days from onset of symptoms. Written medical clearance confirming child is not infectious from doctor or public health unit is required to return to childcare/school.
Ringworm, tinea, scabies	Exclude until the day after appropriate treatment has commenced.
Rubella (German measles)	Exclude until fully recovered or for at least four days after the onset of rash.
School sores (Impetigo)	Exclude until person has received appropriate antibiotics for at least 24 hours. Cover weeping or crusted sores on exposed areas with a watertight dressing until at least 24 hours after commencing antibiotics and for as long as practical. Sores are not contagious if covered, or after the child has taken antibiotics for 24 hours.
Shigellosis	Exclude until diarrhoea has stopped and two samples, taken at least 24 hours apart, have tested negative.
Streptococcal sore throat	Exclude until well and has received antibiotic treatment <sup>4</sup> for at least 24 hours.
Tuberculosis (TB)	Exclude until written medical clearance confirming child is not infectious is received from Queensland Tuberculosis Control Centre.
Typhoid and paratyphoid fever	Exclude until diarrhoea has stopped and two consecutive samples, taken at least one week apart, have tested negative.
Worms	Exclude if loose bowel motions present.



## General Information

### School Day

Students are required to arrive at school between 8:30am and 8:55am each day. Students are encouraged not to arrive at school before 8:30am. There is limited supervision before this time and all students must be seated in the Multi-purpose Courts near Kavney Hall until the 8:30am bell sounds.

8:55am	Warning Bell
9:00am	Into class for roll marking
9:00am	First Session
11:00am	Lunch
11:40am	Second Session
1:00pm	Afternoon Tea
1:40pm	Last Session
3:00pm	End of the School Day

### Absences

If you know that your child will be absent from school or is sick, please use one of the following options to inform the school.

**Absent Phone:** 07 4672 3660 (available 24/7)

**Absent Email:** [absences@dalbyss.eq.edu.au](mailto:absences@dalbyss.eq.edu.au)

**Absentee Form:** <http://dalbyss.schoolzineplus.com/absentee>

**QParents absence:** Via QParents app or website

#### **Absences reported through the Class Dojo app will not be accepted**

You can also notify in advance of appointments or family holidays. Parents of students who are absent without explanation at 9am roll marking will receive a text message alert. This message requests parents to contact the school either by phone, return SMS or email to confirm the absence and reason.

### Arriving Late and Early Departures

If a student arrives after the start of the school day, he/she must bring a note of explanation from their parent or guardian if they are unaccompanied to the office for a late slip.

Alternatively, parents can contact the school office by phone to advise explanation of why a student will be late. If your student needs to leave the school grounds during the day, the student needs to hand in a written note to the office before school. Our office staff can contact the classroom and have your student sent down to admin for your collection. All students must sign in and out through the office.

If your child is not in the classroom at time of collection (PE, Music etc), they will need to be located and collected by staff, which may result in delays for waiting parents and caregivers.



## **Bus Service**

This school is serviced daily by 20 buses; the majority of which are owned and operated by Stonestreeets Coaches. They can be contacted on 4662 4898. In the afternoons, the children travelling by bus must go directly to their bus line, to be marked off their bus roll. If a child is not travelling by bus on a particular day they are asked to advise their student bus leader.

## **School Crossing Supervisors**

We ask that in the interests of student safety, families use our designated road crossing areas where supervision is provided by Department of Transport trained Crossing Supervisors.

## **Parade**

Parade is on once a week and is communicated with parents/caregivers on the day/time by the classroom teacher. Parade is an important part of the school routine as the behaviour directive for the week is announced. The coming weeks activities and events are announced along with the presentation of Student of the Week Certificates. We welcome all parents and community members who wish to attend.

## **Newsletter**

The school newsletter is produced fortnightly (even weeks) and distributed on Thursday via an email to families. A printed version can be collected from the school office. The school newsletter can also be found on the school website on the Dalby State School Facebook page or via the Schoolzine App.

## **Visitor and Volunteers**

At Dalby State School, we welcome visitors and people who come into our school to work with our students to enhance student learning. To ensure the safety of these visitors and the students, it is necessary that arrangements for visits be made via the school office, as this is an Education Queensland requirement. Any enquiries regarding Blue Cards (Working with Children), please refer to [www.childcomm.qld.gov.au](http://www.childcomm.qld.gov.au)

## **Change of Student/Family Details**

There are times when we may need to contact parents and carers. If you have a change of address, phone number, name, email address or emergency contact details please contact the school so we can update your records.

## **Messages**

We advise parents and caregivers that there are limited interruptions to classrooms during the day. Any messages to students during the day need to be managed by office staff. Please advise the office by 1pm of any messages for your child regarding after school arrangements (this is important on Fridays, as classes are often at sport). It is preferred that these arrangement be made prior to school. Of course in emergencies, every effort is always made to find students and bring them to the office.



## QParents

The QParents web and mobile application provides a more convenient, easier way for parents and legal guardians of Queensland state school students to interact with their child's 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 their child's 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
- Positive Behaviour information
- Academic report cards
- Viewing and updating personal student details, including medical conditions and address
- Upcoming events list showing school events and excursions.

More information about QParents can be found at <https://qparents.qld.edu.au/#/about>

## Schoolzine App

SZapp is a great way to keep up to date with our latest news and information. Using SZapp will give you easy access to information such as:

- Newsletters on the go
- Latest News & Reminders
- Calendar
- Policies and Documents
- Event Bookings
- Digital Forms

When subscribing to **Dalby State School** please make sure that you add yourself to any of the applicable groups. This will ensure that you are receiving all relevant notifications.

## Lost Property

Lost Property is located under the stair well of F Block. If property is found within the school grounds it will be placed here. At the end of each term all lost property is displayed for students to look through. Parents/Caregivers are encouraged to label their children's belongings as we try to return labelled items to student's classrooms. All unclaimed items are donated to charity.

## Bicycles, Skateboards and Scooters

Due to safety reasons scooters, bikes and skateboards are to be placed in the bike rack and not to be ridden within the school grounds. While the bike area is locked during the day, we encourage students to secure their items with their own locking system. All of these items are brought to school at the students' own risk. Students are also asked to comply with all road rules including the wearing of a helmet



## **Mobile Phones and other Electronic devices**

Mobile phones and other electronic devices (such as ipods, ipads, handheld game consoles) are not allowed at the school therefore should not be seen at school.

## **Media Release**

Permission is required for any photo of your child to be used for the school newsletter, local newspaper and various other activities via a Media Release form. If at any time you wish to vary your original arrangements, please advise the office in writing.

## **Dental Clinic**

A permanent dental facility is housed within the school grounds but is operated by Queensland Health. Please contact the Dalby Dental Clinic on 4662 2510 for appointments and information. For urgent treatment please contact the Dalby Hospital.

## **Making A Complaint**

During the course of your child's school years, you may have cause to make a complaint about an issue or concern you have with their education.

The department is committed to ensuring that all complaints are dealt with in a fair and equitable manner. There are processes and support networks in place to enable you and your child to work through any issues or concerns you may have.

To achieve an effective resolution for all parties, when making your complaint, you should ensure you:

- provide complete and factual information as soon as you can
- make your complaint as calmly as possible
- avoid making frivolous complaints, or using deliberately false or misleading information.

If you make a complaint about a staff member, they will generally be told and offered the right of reply. You can have a support person with you through the process.

There is a 5-step process to help you and the school reach an outcome that is in the best interests of your child. You must go through each step before progressing to the next.

The 5 steps are:

1. Discuss your complaint with the classroom teacher.
2. Make an appointment with the Year Level Coordinator to discuss your complaint
3. Make an appointment with the Principal
4. Contact your regional office.
5. Request an independent review.

For more information go to: <http://education.qld.gov.au/parents/making-a-complaint.html>





## **Parents and Citizens Association**

The P&C have a long and proud tradition of being actively involved in our school community. Meetings are held once a month. Please refer to the date claimer in the Newsletter for meeting dates.

### **Tuckshop**

With the support of volunteers, the P&C operates an extensive tuckshop on Monday, Wednesday and Friday. This not only provides a service to students, but also raises much needed funds to assist with school improvement. Volunteers, under the supervision of our Tuckshop Convenor work from 9am to approx. 1:30pm, with lunch, tea and coffee being provided. The roster is usually one day per month. We welcome grandparents as well. Tuckshop menus are available on our school website, from the office or at the tuckshop. The Tuckshop now uses the online ordering system 'Flexischools' for your convenience. Just log onto [www.flexischools.com.au](http://www.flexischools.com.au) and follow the steps to register. Once you've set up your account with Flexischools and placed the children's orders, all the order information comes through to the tuckshop. Orders are then collected and delivered to classrooms as usual.

### **Uniform Shop**

The Uniform shop is located in the walkway next to the tuckshop, it is open on Monday 8:00am-9:00am, Wednesday 2:00pm-3:00pm and Fridays from 8:00am-9:00am. If you are unable to get to the uniform shop on the above days an order form can be dropped at the school office and the order will be delivered to your child. A uniform order list can be collected from the uniform shop, the school office or on the school website.

### **Book Club**

Families have the opportunity to purchase books/software from Scholastic Book Club during each term. Membership is free. Orders can be placed on Book Club's online ordering system LOOP [scholastic.com.au/LOOP](http://scholastic.com.au/LOOP) (which the school prefers) or the money and forms can be dropped at the P&C's collection point at the school by the due date. The school receives bonus points from the items purchased by students, allowing the school to enhance the library resources.

### **P&C Money Collection Point**

The drop off point for P & C fundraising monies and forms for pie drives, raffles, Book Club etc can be found inside the library door to the left. Please ensure all monies are clearly marked with your child's name. Front Office staff cannot accept P&C money.