



**Queanbeyan Public School**



Creating opportunities, building relationships, achieving success

# Handbook



**Responsible Respectful Resilient**

## Acknowledgement of Country

Queanbeyan Public School students, staff, parents and carers acknowledge the Ngunnawal people and recognise their continuing connection to the land, mountains, waters and communities.

## Contact Information

School	Isabella Street, Queanbeyan NSW 2620
Office Hours	8.25am – 3.25pm
Telephone	02 6297 2144
Email	<a href="mailto:queanbeyan-p.school@det.nsw.edu.au">queanbeyan-p.school@det.nsw.edu.au</a>
Website	<a href="http://www.queanbeyan-p.schools.nsw.gov.au">www.queanbeyan-p.schools.nsw.gov.au</a>
Principal	Mrs Kym Hawes

NSW Department of Education [www.det.nsw.edu.au](http://www.det.nsw.edu.au)

Schools as Community Centre Facilitator: Ms Paola Mendez and Ms Alison Coster  
Telephone: 02 6297 2167  
Office Hours: 9.00am – 5.00pm  
Email: [paola.mendez@det.nsw.edu.au](mailto:paola.mendez@det.nsw.edu.au)  
[alison.coster@det.nsw.edu.au](mailto:alison.coster@det.nsw.edu.au)

## School Hours

Before School Supervision	8.25am – 8.55am
Morning Session	8.55am – 10.45am
Lunch 1	10.45am – 10.55am (supervised eating) 10.55am - 11.20am (play)
Mid Morning Session	11.20am – 1.15pm
Lunch 2	1.15pm – 1.25pm (supervised eating) 1.25pm – 1.55pm (play)
Afternoon Session	1.55pm – 2.55pm
Bus Supervision	2.55pm – 3.25pm

## School Prayer

God, our heavenly father,  
We ask you to give your blessing to our school.  
Give to all who work here a love of knowledge  
Which makes learning a discovery and a joy.  
May the spirit of loyalty and devotion  
Bind us more closely together,  
That we may work not for our own advantage,  
but for the good of all.

Amen.

## School Song

Our school is built on these foundations:  
friendship, work and loyalty.  
We come from many lands and places,  
and we live in unity.  
O bless our school and keep us safe,  
and we'll do all we can,  
to show that we are pupils of our school in  
Queanbeyan.

## School Motto

Honour before Honours.

# Welcome to Queanbeyan Public School

Queanbeyan Public School provides high quality, inclusive education for all students. Children learn and grow with confidence to become self-directed learners. It is a safe and happy place where students, teachers and families participate in the learning programs and life of the school.

School staff promote equity and excellence and are committed to helping students become successful learners, confident and creative individuals and active and informed citizens.

The school delivers learning and enrichment programs that guide all students towards independent work with support matched to individual learning needs.

The staff forms a professional team, committed to best practice and encouraged to be innovative and creative. A broad based curriculum is provided with a range of opportunities and experiences to promote life-long learning.

Queanbeyan Public School has a fine tradition of academic achievement, cultural accomplishment and good citizenship.

The school maintains a deep sense of community building on the traditions established in 1864. You will find interesting information about our history in the following pages and also in our books 'If Only These Stones Could Speak' and 'Our Diggers' by John Cope. Copies of these books are available for sale from the front office.

I hope your association with us will be educationally rewarding and socially enjoyable and that you and your children take full advantage of the opportunities and activities that our school provides.

Kym Hawes  
Principal  
July 2018





# A great place to learn

The School expectations of students are **responsible, respectful and resilient**. Students, parents and staff agreed on these values together. They guide our decision-making and help build relationships.

Parents and staff work together in the education of the students. Parents are involved in the school through the Parents & Citizens Association, school banking and the canteen as well as classroom based programs.

Queanbeyan Public School caters for a wide range of learners. We aim to provide students with the tools and the social skills they need for success well beyond primary school. Our school has a broad network of support for students with special needs and a strong history of inspiring students to academic excellence.

Students have many opportunities to participate in extra-curricular activities to develop confidence and high self-esteem, to build resilience and to achieve success. Some of these programs are:

- Specialist music, choral and dance program.
- National competitions including Tournament of Minds, UNSW maths, science, English and computer competitions.
- Individual and team sports.
- Technology, including robotics and programming.
- Environmental education.
- Languages other than English.



## School History

Queanbeyan Public School was established in 1864 with an enrolment of 50 children. Queanbeyan Public School was officially opened on 29 November 1877. Its present buildings represent four eras in school architecture: the restored 19<sup>th</sup> century solid stone building, the two 1930's red brick buildings, the 1970's cream brick buildings which contain the administrative area, canteen and assembly hall, the library and several classrooms and the 2010 refurbishment of the hall, three new classrooms and two new supported learning classrooms. Increased student enrolments have made it necessary to locate portable classrooms in the school grounds.

## Learning Environment

The school is set in approximately three hectares of well-developed grounds that include a small oval, areas of lawn and synthetic grass, bitumen and landscaped gardens. Security fencing has been installed around the perimeter of the school.

The playground areas contain:

- adventure playground equipment
- a large sandpit
- two giant chess boards
- covered outdoor learning areas
- netball, basketball, handball courts
- an enclosed cricket practice area
- two futsal courts

Several gardens have been created around the school:

- The Bush Tucker Garden
- The Friendship Garden, opened in 2010
- The students have established vegetable gardens and several native gardens
- In 2013, a new inclusive garden area, 'Murra Gadi' or 'Pathways to a Learning Place', was opened. This area was built to provide a safe, and inclusive engaging space for students with a disability.

## Enrolling Your Child

### General Information

Each school in Queanbeyan has a designated local area for enrolments. Any school-aged child living in that local area is entitled to a place at their local school.

### Kindergarten Enrolment

Children may be enrolled in kindergarten at the beginning of the school year if they turn 5 years of age on or before the 31 July in the year.

Documentation providing proof of residential address, age (such as a birth certificate or passport) and immunisation records are required before any enrolment application can be accepted. All enquiries concerning enrolments should be made at the administration office.



## School Uniform

The NSW Department of Education and Communities endorses the wearing of school uniform. The core rules state students are expected to 'maintain a neat appearance, including adhering to the requirements of the school's uniform policy'.

Uniform may be purchased from the Uniform Shop each Wednesday afternoon, 2.15pm-3.15pm and Friday morning, 8.45am-9.45am.

Second hand uniform is available for purchase. Students may wear items with or without the school logo. However, other designs, images or logos should not be displayed on any items worn to school.

### Standard Uniform

#### Girls

- White polo shirt (long/short sleeve)
- Pinafore/skirt/trousers (tartan)
- Maroon skorts
- Lightweight dress, summer
- White socks
- Grey tights (terms 2 & 3)
- Black shoes with black laces

#### Boys

- White polo shirt (long/short sleeve)
- 'School Grey' drill pants or shorts
- Grey or white socks
- Black shoes with black laces

#### Girls and Boys

- Maroon school hat
- Maroon tracksuit
- Maroon vest
- Maroon fleecy top
- Maroon polar fleece
- Maroon spray jacket or parka
- Maroon scarf, gloves and school beanie (terms 2-3)

## Sports Uniform

### Girls and Boys

- White polo shirt (long/short sleeve)
- Maroon skorts or shorts
- Maroon tracksuit
- Black joggers with matching laces
- Maroon school hat

### Hats

School hats must be worn when students participate in out of school excursions or sporting events. Our school playground practice, is 'no school hat, play in the shade'. During terms 1 and 4 school hats must be worn outside. During terms 2 and 3 school hats or school beanies must be worn outside.

### Jewellery and Accessories

Hair ties and headbands should be maroon, black, white or school uniform fabric. Jewellery and coloured nail polish are not part of our uniform and should not be worn to school. Watches and plain studs or small sleepers are allowed.

### Students Out of Uniform

If students repeatedly come to school out of uniform, the staff will contact parents to discuss concerns and provide the necessary assistance.

The school provides assistance to families to help with students wearing correct uniform. Parents requiring assistance with providing uniforms are asked to contact the Principal. Parents are reminded to clearly write their children's names on all articles of uniform.





## Emergency Contact Arrangements

Up-to-date family information is necessary for when the school has to contact parents; such as when students are sick, have an accident or miss their bus. To avoid delays in providing emergency care, if you change your address, email or phone number, please use the online form found on the school website, as soon as possible.

## Care of Children

The school must be notified if there are family court orders applying to any child enrolled. Legal documents are required to substantiate this information. All documentation presented to the school remains confidential.

## Supervision

Students should arrive at school from 8.25am and go to playgrounds 1 or 3 (kindergarten to year 6) or playground 4 (years 3-6) where there is teacher supervision. Children should not arrive at school prior to 8.25am.

During lunch breaks teachers are active in all playgrounds to assist students with safe play.

The back and side gates are locked after 3.15pm. Any children who have not been collected by this time should report to the school office and parents will be contacted.

## Before School, After School and Vacation Care

Fully approved and licensed before school, after school and vacation care programs are available with 'School's Out Queanbeyan Public' for families who need this service. Children are provided with a healthy breakfast and afternoon tea and stimulating programs for all ages that promote sport and fitness. Enrolment forms can be downloaded from [schoolsosut@netspeed.com.au](mailto:schoolsosut@netspeed.com.au).

## Supporting School Attendance

It is important for children to attend school "every day, all day, by 8.55am". Only by their punctual, regular attendance can children make the most of educational opportunities.

Arriving at school and class on time:

- gives students time to greet friends
- ensures students receive the important learning activities timetabled early in the day
- helps students learn the importance of punctuality
- reduces classroom disruption

## Absences from School

If your child is late, has been absent from school or is leaving early, you are required to inform the school and provide an acceptable reason (for example: sickness). Parents may email, telephone or visit the office. Electronic absence forms are available on the school website and the school E News app.

Students who arrive at school after 8.55am are to report to the administration office to collect a late slip, before going to class.

Parents who are collecting students during school hours need to go to the administration office. Classrooms are contacted, by the internal phone system, and students are sent to the office to meet their parents.

## Home School Liaison Officer (HSLO)

When students have poor attendance and unexplained or unsatisfactory reasons for absence their cases may be referred for investigation to the Home School Liaison Officer. The HSLO works with the school and families to resolve the problem and to improve attendance.

## Transferring to another School

It is important to inform the school if you are transferring your child to another school. Information will be sent to the library to ensure all school resources are returned.

## Travelling to and from School

**Walking:** Students who walk to school and need to cross Isabella Street, Hirst Avenue, Thorpe Ave or Cooma St should use the safety crossings on these roads.



**Private Car:** Parents driving their children to and from school are reminded to use the drop off and pick up areas safely. A 'pick up and drop off' area has been implemented on Thorpe Avenue to assist in the safe delivery of students to and from school. The area is located south of the 'children's crossing' and is sign posted with both timed 'no parking' signs and blue 'kiss and ride' signs.

The area is specially designed for picking up and dropping off students and the following rules apply to using the area:

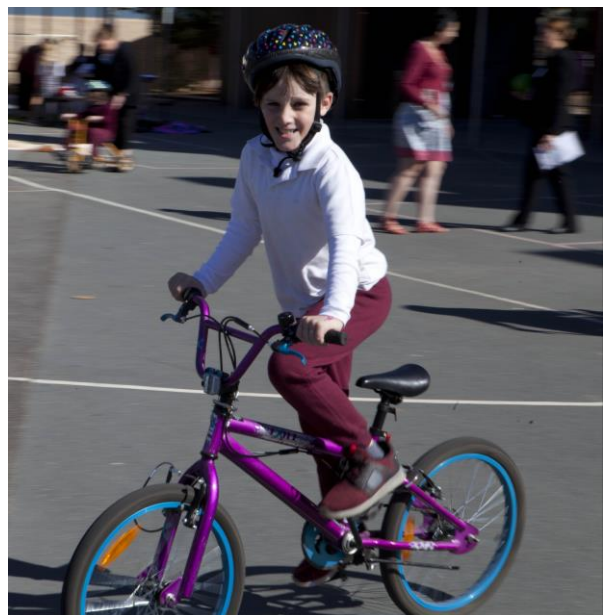
- Maximum stop time is 2 minutes
- Driver must remain in or within 3 metres of the vehicle
- The vehicle must not be left unattended.

If you need to visit the school or wish to spend longer than 2 minutes with your child when dropping them off, you will need to use parking along Thorpe Avenue or Isabella Street. Parking inspectors regularly patrol these zones.

**Riding:** Students who ride bikes, skateboards or scooters to school must by law wear safety helmets for their protection. We provide bike racks near the administration building. However, students bring their equipment to school at their own risk and they should use locking devices to keep their property secure at school.

**Buses:** Deane's Buslines provides a number of before and after school services for students. All children in classes kindergarten to year 2 are eligible for free bus passes. Children in years 3–6 are only eligible if they live outside a radius of 1.6km from the school or have to walk more than 2.3km. Application information is available from the administration office and the forms must be completed online.

Parents of students who travel on a bus are reminded to regularly talk with their children about the importance of maintaining high standards of behaviour for the safety of all travelling passengers.





## Student Leadership Opportunities

### Student Representative Council (SRC)

The SRC consists of school captains, prefects, a boy and a girl representative from each year level (years 2 to 6) and two Aboriginal student representatives. They meet on a weekly basis to identify and discuss issues of importance to students.

### Student Leadership

School captains (2) and prefects (6) are elected at the end of each year. They represent the school at community events such as ANZAC Day and Remembrance Day.



### School Monitors

Students may participate as peer mediators (year 6); canteen monitors (year 6) and as library monitors (years 3-6). In term 1, sports house captains are elected. Their responsibilities include assisting with sports carnivals, weekly sports activities, keeping the sports storeroom organised and leading lunchtime games for the younger students.

### Buddy Classes

This program builds positive relationships between older and younger students in our school. It enhances leadership skills in the older students and promotes a responsible and caring attitude to younger children. The younger students learn to interact with older children in a caring and supportive environment.

## Parents as Partners

### Parent Participation

Parents have a very important role to play in the education of their children. Parents' involvement in the school has a stronger positive influence on school achievement, than social background or occupation.

Parents can help their children by:

- Discussing the day's activities
- Reading together every night
- Providing a place to do homework
- Supervising homework
- Keeping in regular contact with the class teacher

Parents are welcome at school and encouraged to participate in all activities, including assisting with:

- class activities
- excursions
- enrichment programs
- Parents and Citizens Association (P&C)
- Student banking
- Community tutoring program

Parents are asked to make an appointment with their child's teacher to discuss learning programs, assisting in the classroom and questions that may arise. The making of an appointment helps teachers prepare for the meeting and allows time to be given for a focussed discussion.

### Community Tutors

Community tutors are volunteer parents and community members with regular free time available to help students develop their literacy skills. The students in the program have short, regular, one-to-one, intensive tutoring sessions covering activities in reading, spelling and comprehension. Tutors are trained by school staff and use specific programs that have been tailored to meet individual student needs.

## **Visiting and Volunteering at School**

All visitors and volunteers at our school are asked to respect the Code of Conduct. We ask volunteers to:

- Demonstrate our core values
- Encourage students at all times
- Be tolerant of other people
- Discuss concerns with the class teacher only
- Refer all issues relating to discipline to the class teacher
- Refrain from any emotional, physical or verbal abuse (including yelling and swearing) of adults or children, even your own, in school grounds. This is not acceptable.

Visitors, volunteers and community helpers should sign in and collect a visitors' badge from the front office to identify them as a welcome guest. No person should go directly to a classroom.

## **Parents & Citizens Association (P&C)**

The P&C Association meets during the term. The dates are advertised in Isa News and the school website. The P&C is formed for the benefit of students of our school. Membership is open to all parents of students attending the school and to all citizens within the school community, including staff, on payment of a small fee, currently \$1.00.

## **Parents & Citizens Activities**

Parents & citizens, with support from the staff, organise fundraising and social activities and information workshops during the year. Parents are invited to make suggestions, to share their ideas and to help with organising and attending planned activities. New parents are always welcome.

P and C Association objectives:

- To promote the interests of the School and public education by bringing parents, citizens, students and teachers together
- To help provide additional teaching resources and equipment
- To assist the teaching staff in functions associated with our school

## **Communicating with Parents**

### **School Enews**

The school mobile Enews app directly delivers parents and carers with timely information about school activities, including newsletters, calendar, cancellations and photographs of school events. Instructions for installing the School Enews app to mobile devices are available at the administration office and on the website.

### **Isa News**

The school publishes a weekly newsletter to inform, report to and keep parents in touch with current activities in the school. The newsletter is distributed electronically each Monday. A printed copy is available upon request to families who do not have access to the internet. Newsletters, current and previous, are available on the school website.

### **School Website**

The school website provides valuable information about activities, programs and events being held at the school. This information is regularly updated and includes the newsletters, the Annual School Report and the School Plan.

### **Parent Resource Centre**

Parents are invited to visit the library to access a variety of resources available to support their children's learning and development at school.

### **Parent and Teacher Meetings**

'Getting to know your child' meetings are held at the beginning of each year. These meetings are an opportunity to share information about children and to establish strong, supportive relationships that enable children to do well at school.

Parents are encouraged to maintain contact with their child's teacher over the year to monitor and discuss progress. Parents are requested to make an appointment with the teacher as soon as a question arises, to seek more information, clarification of information or to discuss a concern about any aspect of learning.

## Reporting to Parents

Assessment and reporting remains a major focus for teaching and learning. Assessment occurs continuously throughout the year using a variety of strategies including observations of student learning, collecting work samples, problem solving and formal testing procedures.

Reporting on student progress occurs formally in two assessment periods that are held in June and December. This includes a formal written report and the opportunity to meet with the classroom teacher on each occasion.

## Open Days

Parents are invited to come into the school for special events and performances throughout the year. Such events include: assemblies, open classrooms, Anzac Day, NAIDOC Week, Reconciliation Week, Harmony Day, choir performances and sports carnivals.



## School Organisation

### School Canteen

The canteen provides an important service within the school. Our school has been proud to have a 'healthy canteen' that meets NSW Department of Education requirements.

The canteen is open daily: before school when lunch orders can be handed in and breakfast ordered, and during first lunch when a variety of foods are available. The food available is prepared in the canteen kitchen. The canteen menu and price list is available from the canteen, the front office and on the website. Parents need to inform the canteen staff if their children have any special food requirements. The canteen does not sell nuts or nut products.

### Resource Packs

At the end of each year, families are asked to place a 'resource pack' order for essential textbooks, stationery items and classroom equipment. This ensures that all necessary materials are ready for the students to use at the beginning of the following school year.

### Parent Voluntary Contributions

Voluntary contributions are used to provide a range of additional resources to support classroom programs in literacy and numeracy. They are also used to fund whole school initiatives identified in the school plan.

### Bringing Money to School

When it is necessary for students to bring money to school, please ensure the money is placed in a sealed envelope with student's name, class and the activity clearly written on the outside. Money envelopes may be handed to the classroom teacher or to front office staff. Alternatively, parents may use the EFTPOS facility available in the front office to make credit card payments. Parents may also use the on-line method of payment available through the school website.



### **Student Banking**

Students may bank with the Commonwealth Bank, which is collected each week. Bank books are collected by class teachers.

### **Book Club**

During the year, the students may buy resources through Scholastic Book Club. Book Club orders can be made online using the Linked Online Ordering and Payment platform (LOOP). The paper copy order forms may be returned to the front office for processing with the payment by cash, cheque, or credit card. Purchasing from the book club is voluntary.

### **Lost Property**

All personal items brought to school, especially clothing, should be clearly marked with the student's name. All effort is made to return lost property but names written in pen fade with washing and are often illegible. Where the owner's name is not apparent, the clothing is sent to the lost property stands on the ground floor of the two-storey Gallagher building so that parents can inspect them and collect items belonging to their children.

### **Student Assistance**

Some financial assistance is available to families to help with the purchase of uniforms, school materials and attendance on excursions. Payment plans for excursions and activities can also be negotiated. More information and application forms are available from the principal.

### **Class Structure**

All classes are organised to most effectively meet student needs. Students in the mainstream with additional learning needs are supported through services including Multi Lit, learning assistance, English as an additional language/dialect and itinerant teachers (hearing and vision).

### **Supported Learning Classes**

Supported learning classes support students with a disability including a mild, moderate or severe intellectual disability, autism and mental health. Children can be enrolled in these programs from the age of four.

We strongly believe in inclusive education. All students are exposed to the same syllabus and curriculum content as all students in NSW. Learning activities are adjusted to suit the varying individual needs of all students and teachers utilise many forms of adaptive technologies to ensure the very best educational outcomes. Students access their age appropriate learning stage and participate in all aspects of learning stage group. Learning plans are written in consultation with parents, to address children's diverse abilities and learning needs.

Students access a support class through a process known as a regional placement panel. The school principal, in consultation with the school's learning support team, assists with this placement process. Further information and advice about enrolment in a supported learning class is available from the Queanbeyan School Education Office, Learning and Wellbeing Officer by phoning 6200 5000.

### **English as an Additional Language/Dialect (EAL/D)**

Classroom programs are provided to assist students who are learning English as an additional language. The intensity of this support changes as students learning needs change and they achieve a greater understanding and use of English.

### **Itinerant Support Teachers- Hearing/Vision**

Specialist teachers visit our school to assist students with needs in these areas.

### **School Counsellor**

Staff or parents who have significant concerns about a child's social, emotional or academic progress at school can make a referral to the learning support team for assistance from our school counsellor. Parents are informed of the results of counsellor interventions. In special cases the counsellor may refer students for further assessment to outside professional agencies.

### **Library and Resource Centre**

Parents are encouraged to take an active interest in their child's leisure reading and encourage them to borrow regularly from the library. Students from kindergarten to year 4 are required to use a library bag to protect the books.

There is a range of activities available to children each morning (computers, drawing, board games). The iQ Space is open each day during lunch 2. This space offers students imaginative, creative and educational opportunities. Activities include technology challenges, art and craft, STEM challenges, LEGO and movie days.

Books and resources with a parenting and educational focus are available for parents to borrow. They are located on the bookshelf in the foyer of the library. Borrowing is available through the teacher librarian.

### **Schools as Community Centres (SaCC)**

The SaCC is available to meet the needs of all families. It supports the transition of students to school and promotes the early participation of families in school activities. Activities include: a homework club for Aboriginal students from kindergarten to year 6, kindergarten transition programs and preschool playgroups. The facilitator can be contacted by phoning 62972167.

### **School Development Days (SDD)**

The purpose of SDDs is to improve the learning outcomes of students by providing targeted professional learning activities, assisting whole school planning and development and promoting quality management practices. All Schools have been allocated a number of SDDs each year for the professional development of staff. These days are held on the first day of terms 1, 2 and 3 and on the last two days of term 4. The specific dates for each year can be confirmed by going to the school and/or department website.



## **Learning**

### **Key Learning Areas**

- English: reading and viewing, writing and representing, speaking and listening
- Mathematics: working mathematically, number and algebra, measurement and geometry, statistics and probability
- Science and technology
- HSIE- history and geography
- Creative arts: music, visual arts, drama
- Health, physical education and personal development

### **Technology**

The use of technology as a learning tool is encouraged and educational websites are included in class activities and as a part of homework tasks.

### **Coding**

Throughout the year, students experience coding. Coding may be

- An 'unplugged' activity with students understanding the process and problem solving involved
- Programming Beebots, Robot Mouse and Botley to solve problems.
- Creating a program and downloading to Edison robots, Microbits and Sphero
- Coding to create animations.

### **Special Religious Education**

Representatives from local Ecumenical and Catholic faith groups provide 30 minutes of religious instruction each week to students.

### **Special Education in Ethics**

Community volunteers, trained by the St James Ethics Centre, provide 30 minutes of instruction in ethical understanding each week to students.

## **Excursions**

Excursions are an important part of student's learning. They are selected to enhance classroom topics and contribute to student's learning and life experience. Permission notes and payments for performances must be returned to class teachers by the due date for each activity.

### **Homework**

Homework bridges the gap between learning at school and learning at home. It reinforces work done in class, develops concentration and helps establish skills such as research and time management. Parents are encouraged to take an active interest in their child's homework and home reading. Generally, students will spend up to 30 minutes a night doing homework by the time they reach years 3 and 4 and 45-60 minutes a night in years 5 and 6. Teachers provide homework information and guidance to students and parents. Parents are encouraged to speak to their child's teacher if questions or concerns arise.

### **Human Sexuality Education**

Year 6 students learn strategies for understanding and managing life changes including sexual maturation, reproduction and the implications of changes at puberty. They learn the skills to make informed decisions, to accept responsibility for their actions and to make valuable contributions to relationships. Parental permission is necessary to join the program.

### **Choir**

Queanbeyan Public School has a strong tradition in choral performances. The choirs are open to children in years 3 to 6 and provide our students with the opportunity to build their choral skills. Our renowned choirs rehearse weekly and perform at a number of different engagements, both within the school and for community events, over the year such as the District Choral Festival.



## Dance

All students participate in a variety of dance activities and programs as part of their school learning. Students in years 3-6 also have the opportunity to participate in the Annual Queanbeyan District Arts Festival. This event provides a unique performance opportunity for students to showcase their skills.

## Tournament of the Minds

Tournament of the Minds is a national competition that gives students an opportunity to demonstrate their talents. Students participate in creative activities that involve challenging open-ended problems, co-operation, experimentation and teamwork. It provides an arena in which students display their ingenuity, and it develops skills in creativity, communication, negotiation, time management, problem solving and presentation. It rewards divergent thinking and stimulates a spirit of inquiry and love of learning.



## Individual Music Tuition

At Queanbeyan Public School, we have an agreement with an external provider for instrumental lessons; Musicorp. Our Musicorp tutors provide weekly lessons during school time and our students are given the opportunity to hire their instrument during their participation in the program. Further information is available from the school office or at Musicorp's website [www.musicorp.com.au](http://www.musicorp.com.au).

We also have a number of private instrumental music teachers available at our school who provide opportunities for students to learn piano or guitar.

## Sport Organisation

### Sports Houses

The four school sports houses have been named after people important in the early history of Queanbeyan. They are:

- Campbell (red) – Robert Campbell was the first major landowner in the region from 1825.
- Evans (green) – George William Evans, an explorer and Surveyor General in 1803.
- Farrer (yellow) – William Farrer, 'The Wheat Wizard' settled in Queanbeyan in 1870.
- Hume (blue) – Hamilton Hume, an explorer travelled through the region in 1824.

Children are allocated to a sports house in kindergarten and siblings are placed in the same House. Children remain in that house throughout their primary years.

### Learn to Swim

Each year the school arranges a swimming program that caters for all levels of swimming ability. All students from year 1 to year 4 take part in this program. The classes are held during the school day at the Queanbeyan covered heated pool.

### Sports Carnivals

Students aged 8-13 years participate in the school competitive swimming, cross country and athletics carnivals. Representatives are selected from these events to participate in the Queanbeyan District Primary Schools Sports Association (PSSA) carnivals. From this level, winners proceed to the regional and state carnivals. Students in kindergarten to year 2 participate in cross country and athletics carnivals at school.

## Health and Wellbeing

### Individual Health Care Plans

Where students are known to have significant health care needs, (eg anaphylaxis, asthma, epilepsy), parents are required to provide the school with a health care plan prepared by their GP. These plans need to be updated every year.

### Healthy Living

'Crunch and sip' practices have been introduced in many classes. Each day, students crunch fruit and vegetables and sip water in class.

### Infectious Diseases

Parents are asked to advise the school if their child contracts an infectious disease. Children must stay away from school until their doctor confirms they are fit to return.

### Sickness or Injury

A first aid officer treats students who become ill or who have an accident during school time. Students must first inform their teacher who will direct or escort them to the sick bay. If necessary, parents will be contacted and advised to collect their child.

The P&C Association subscribes to the NSW Ambulance Service for use in emergencies. A record is kept of reports of accidents. Painkillers will not be given to children.

### Medication

Some students require regular prescription medication for a variety of reasons. The school's administrative team is only able to administer this medication when parents have completed a request form and provided the school with detailed written information. An original prescription showing the dose to be administered and the child's name must be provided to the school. Parents are responsible for keeping the school informed of any changes to medication.

### Sun Safe Practice

The school aims to protect the students' skin from damage and to develop long-term positive attitudes to protection from the sun. Every effort is made to reduce students' exposure to sun wherever possible. They are required to wear a school hat and a school t-shirt with a collar as part of uniform when they are outside or they must play in shaded areas.



## Positive Behaviour for Learning

Positive Behaviour for Learning (PBL) provides a framework for the whole school community to collectively support the wellbeing of every student. PBL is an evidence-based whole school systems approach where positive social expectations are developed, established and consistently reinforced throughout the school community.

PBL is a process for creating safer and more effective schools. It is an evidence based program being implemented in Departmental schools across NSW.

Every student has been explicitly taught correct behaviours for each area of the school. Students are then positively rewarded with 'splash tickets' for exhibiting the correct behaviour on the playground and in class. This promotes positive feelings and thoughts about their behaviour rather than focusing on negative behaviours.

At Queanbeyan Public School we collaborate with our community to create a safe and inclusive environment that encourages **responsible, respectful** and **resilient** learners.





## Code of Conduct

Queanbeyan Public School is committed to creating positive learning environments by providing guidelines and boundaries for students to maintain discipline and make appropriate choices. Everyone has the right to work and learn in a safe environment. The staff believe that:

- Students have dignity and worth.
- Students can and should behave appropriately.
- Discipline is a shared responsibility between home and school.
- An effective rational discipline program is a necessary element of every learning environment.

If a student has difficulty recognising their responsibilities in relation to the student code of conduct a staff member will intervene and respond with an appropriate action. We will employ conflict resolution strategies and we will make use of:

- The learning support team
- The counsellor
- Members of the executive team
- Parents and guardians
- Staff members
- Outside agencies as appropriate.

By accepting responsibility for our choices we will grow as life-long learners.

### Student Responsibilities

Students have a responsibility to:

- Attend school every day and be in class on time and prepared to learn
- Maintain a neat appearance, including adhering to the school's uniform policy
- Behave safely, considerately and responsibly, including when travelling to and from school
- Show respect at all times for teachers, other staff and helpers, including following class rules, speaking courteously and cooperating with instructions and learning activities
- Care for property belonging to themselves, the school and others
- Treat one another with dignity and respect

### Staff Responsibilities

Staff members have the responsibility to:

- Respect and value all members of our school community
- Treat others equitably, fairly and with understanding
- Model positive social behaviour and promote a sense of belonging
- Establish positive communication links with parents
- Demonstrate a commitment to lifelong learning through professional and personal pursuits
- Keep the school environment clean and safe
- Provide challenging, relevant learning programs appropriate to the students' needs
- Collect students and start lessons punctually
- Actively supervise students throughout the day

### Parent/Guardian Responsibilities

Parents/guardians have a responsibility to:

- Respect and value all members of our school community
- Treat others equitably, fairly and with understanding
- Model positive social behaviour and promote a sense of belonging
- Establish positive communication links with the school and teachers
- Make appointments to discuss issues with teachers
- Sign in at the front office when visiting the school during the day
- Be actively involved in their child's academic and social development
- Support the efforts of staff and students in maintaining a clean and safe environment
- Support school policies and initiatives
- Help their child follow the school's code of conduct