ADMINISTRATION

PRINCIPAL Miss Robyn Westman

ADMINISTRATIVE OFFICER Miss Rebecca Edmonds

POSTAL ADDRESS 2524 Grosmont Road
Wandoan Qld 4419

CONTACT NUMBERS Phone: 07 46 274 978
Fax: 07 46 274 971

The Procedures and Policies contained in this booklet are by no means an exhaustive list but are meant as a guide to school operations. This booklet will require updating as new policies/procedures are introduced. Further information can be obtained from the Educations Queensland intranet.

POLICIES & PROCEDURES

ABSENCE – STAFF
If you are ill, telephone the principal on the school mobile by 7am or if possible, the night before (unless advised otherwise). If you know you will be absent ahead of time, it is professional courtesy to inform the Principal of the absence earlier and teachers are required to leave a work program for the supply teacher. Substitute teachers should endeavour to cover all set work. Please phone: 0459796411

ABSENCE – STUDENT
- Students are required to attend school on every official day gazetted by Education Queensland unless the student is ill or special family circumstances prevent the student from attending.
- On each occasion the student is absent for above reasons, a note of explanation is to be submitted to the class teacher on the day the student returns to school. Parents can also ring the school.
- If students are absent from school for more than 3 days without notification from parents, teachers are to inform the principal.
- Teachers are responsible for marking the roll each day (twice daily) in accordance with DETA requirements. These requirements are clearly displayed on clipboard folders where the roll is kept in each classroom.
ACCIDENTS/ILLNESS AT SCHOOL

Since we are unable to look after sick children at school, parents are requested not to send students who are already unwell.

If a student is ill or injured at school, a parent will be called immediately. Should the child require urgent medical attention, an ambulance will be called.

If a child is not feeling well at school, all efforts will be made to send the sick child home. If the office is not attended, teachers are to arrange for a teacher aide on duty to make the phone call.

A Sick Bay Register must be maintained and an entry recording the relevant details about the child must be entered. This is the responsibility of all staff who send a child to the sick bay.

All accidents resulting from injury at work should be reported to the Principal. Relevant accident reports should be completed for all work-related injuries.

All staff are responsible for the completion of the appropriate report forms for injuries/accidents that may be the subject of future litigation. Accidents must be recorded in the Accident Register in the office.

AIR CONDITIONERS

Air conditioners are installed in all teaching blocks and the office/library.

Air conditioner controls are only to be used by an adult.

ASSEMBLY

A formal assembly is held each Friday morning at 9am, unless advised otherwise. All teachers and teacher aides on duty are required to attend and be punctual. Teachers are to ensure their class is punctual to parade at 9.00am.

ASSESSMENT GUIDELINES

Standards of assessment are per EQ Guidelines and are to be used when reporting to parents twice yearly, at the end of each semester.

<table>
<thead>
<tr>
<th>Achievement Codes</th>
<th>YEARS 1-3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Very High</td>
<td>The student consistently demonstrates a very high level of knowledge, skills and understanding and is able to apply them independently in a wide range of contexts.</td>
</tr>
<tr>
<td>High</td>
<td>The student demonstrates a high level of knowledge, skills and understanding and is able to apply them independently in most contexts.</td>
</tr>
<tr>
<td>Sound</td>
<td>The student demonstrates a sound level of knowledge, skills and understanding and is able to apply them in some contexts.</td>
</tr>
<tr>
<td>Developing</td>
<td>The student is developing knowledge, skills and understanding and is able to apply them, with support, in some contexts.</td>
</tr>
<tr>
<td>Support Required</td>
<td>The student requires significant support to develop knowledge, skills and understanding.</td>
</tr>
<tr>
<td>N</td>
<td>Insufficient evidence to make a judgment.</td>
</tr>
</tbody>
</table>
**Effort and Behaviour Codes for Years 1-7**

Your child’s work effort and behaviour are reported by ratings ranging from A to E.

- **A** Excellent
- **B** Very good
- **C** Satisfactory
- **D** Needs attention
- **E** Unacceptable

**Achievement Codes  YEARS 4-7**

- **A** The student consistently demonstrates a very high level of knowledge, skills and understanding and is able to apply them independently in a wide range of contexts.

- **B** The student demonstrates a high level of knowledge, skills and understanding and is able to apply them independently in most contexts.

- **C** The student demonstrates a sound level of knowledge, skills and understanding and is able to apply them, in some contexts.

- **D** The student demonstrates limited knowledge, skills and understanding and is able to apply them, with support, in some contexts.

- **E** The student demonstrates very limited knowledge, skills and understanding.

- **N** Insufficient evidence to make a judgment.

Effort and Behaviour Codes are the same as Years 1-3.

The Learning Support Teacher will work with the teachers and principal to assist with the collation and presentation of data for internal monitoring.

**BEHAVIOUR MANAGEMENT PLAN**

The school has a comprehensive Behaviour Management Plan that all staff need to be familiar with and use for managing student behaviour.

*To be advised – how behaviour incidences are to be entered onto One School*

**BLUE CARD**

It is legislated that all ancillary staff (teacher aides, cleaners, administrative assistants/officers,) are required to have a Blue Card.

Parent helpers of children in your class do not require a blue card. However, an adult who is not a parent of a child in your class who regularly assists with activities is required to have a Blue Card.

**BULLYING AND HARASSMENT**

Bullying is the harassment of another individual and is not acceptable behaviour within our society. It is characterised by the dominance of the powerful over the powerless and is not necessarily a repetitive attack which causes distress, but also the threat of further attacks.

Bullying may include:

<table>
<thead>
<tr>
<th>Verbal</th>
<th>Psychological</th>
<th>Physical</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name calling</td>
<td>Intimidating</td>
<td>Pushing/shoving</td>
<td>Hiding and removing property of other students</td>
</tr>
<tr>
<td>Racial insults</td>
<td>Extorting</td>
<td>Kicking</td>
<td>Theft</td>
</tr>
<tr>
<td>Put downs</td>
<td>Threatening</td>
<td>Punching</td>
<td>Behaving in a manner which causes another student to fear for their</td>
</tr>
<tr>
<td>Intimidating</td>
<td>Instilling fear</td>
<td>Other physical assaults</td>
<td></td>
</tr>
<tr>
<td>Taunting</td>
<td>Ostracising</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Our aim at Grosmont State School is to develop a school culture that nurtures each student and is supportive of the staff. Our school environment must be characterised by quality relationships between all stakeholders so that we can maximise the educational outcomes for all students.

**CHILD PROTECTION POLICY**

It is an important responsibility for all staff to be aware of the Child Protection Policy. Training will occur for new staff each year.

**CLASSROOM FURNITURE**

Furniture provided in each classroom should remain within that classroom. If you require additional items, please seek the approval from the Principal for consideration.

**CLEANING**

The school cleaner has defined specific duties. However, students and teachers are expected to assist by closing windows, removing the litter from the floor, cleaning paint, glue, etc after activities.

Cleaners are not responsible for washing and wiping of cups, plates, etc in the staffroom. Please ensure that you are responsible for the cleanliness and tidiness of the staffroom.

**CODE OF CONDUCT**

All staff must be aware of the Code of Conduct that has relevance for all Officers of the Queensland Public Service. The Code of Conduct outlines the guiding principles in the following areas:

- Service to the Government and the Public
- Conduct toward other Departmental Employees
- Standards of Dress
- Use of Alcohol and Drugs
- Use of Official Resources
- Lawful Directions
- General procedures for handling Conflicts of Interests
- Acceptance of Benefits
- Reporting Offer of Benefits
- Influence to secure Advantage
- Political Activity by Officers
- Use of Official Information
- Release of Official Information
- Public Comment
- Attendance at Court or Official Enquiries

**COMMUNICATION – INTERNAL**

**Daily Communication** - A Communications Book is located in the staffroom. It is the responsibility of all staff to read notices at the commencement of the work day.

**District/Regional Office** – All communication is through the principal. Regional/District protocols are to be observed.

**Email** – staff should check their email regularly (at least twice per week) as many incoming notices are received electronically and will be forwarded to you by email.
**Pigeon Holes** - Pigeon holes are established for all staff. Telephone messages will be placed in your personal pigeon hole. **Please clear the pigeon hole regularly of all communication.**

**Phone** - The school phone is to be used for official school business only. However, from time to time, limited private calls may need to be made (eg appointments, notifying children you may be late to pick them up).

Incoming personal phone calls should be limited to emergencies only.

Only emergency phone calls will be put through to classrooms during instruction time, apart from phone calls that are received during the afternoon session regarding transportation of children.

**COMMUNICATION – PARENTS**

Research shows that students whose parents take an active involvement in their child’s education outperform other students. With this in mind, it is a primary responsibility of each teacher to build productive relationships with the parents in their class. Providing positive feedback is an excellent way to promote your work and our school. To assist in this process, teachers are to provide regular contribution to the newsletter.

**COMPUTER/ COMPUTER PASSWORDS**

At Grosmont State School, staff and students require a password:

1. Network & internet password – to be updated every 35 days

*It is the responsibility of all staff to safely and securely record network and internet passwords. Losing or forgetting your password can cause great inconvenience for the office and this can easily be avoided by all staff being vigilant and careful with the security of their passwords.*

**Ethical Use of the Internet**

Staff and students are required to use the internet in appropriate, ethical and legal ways. Inappropriate internet sites are blocked, however, staff and students are still required to apply ethical standards when accessing the internet.

**Password Difficulties**

If network passwords for students and staff are forgotten/lost/not working, then they must be reported to the office. Resetting the passwords requires either the services of a qualified technician (we do not have ready access to a qualified technician) and takes at least 24 hours to complete the process.

If internet passwords are forgotten/lost/not working then these are to be reported to the Principal and the problem may be rectified at a school level by the MIS Administrator, on approval from the principal.

**CURRICULUM**

Grosmont State School has an extensive curriculum framework which details the content to be covered on an annual basis. This material will be updated regularly by the principal and teachers.

Teachers are expected to provide evidence of short term and long term planning as outlined in the curriculum framework.

*To ensure minimal disruption to students’ learning during teacher absences, all teachers are required to prepare a weekly timetable that includes specialist lessons, teacher aide time and other class routines. It should be displayed in a prominent place in your classroom and easily accessible to relief teachers. A copy of the weekly overview is to be submitted to the principal by the second week of Term 1 as well as any updates throughout the school year.*
First Year/Beginning Teachers
Any assessment of a teacher’s ability will involve close scrutiny of:
• Long term planning
• Short term planning
• Classroom visits

LONG TERM PLANNING
It is recommended that separate folders/plans be kept for numeracy/literacy/transdisciplinary studies and stand alone subjects is used containing:
• A curriculum and assessment program
• A semester teaching plan to cover approximately 16 weeks per semester
• A detailed unit plan to cover sub-units of the semester work. This unit should incorporate clear details eg time/objectives/content/learning experiences/theory/practical resources and unit evaluation
• More detailed notes on Theory, Resource Materials, etc which will pertain to that unit
• Extension exercises to extend the brighter students could be included
• A section showing examples of evaluation eg handouts, assessment instruments
• Incorporates formal curriculum evaluation

SHORT TERM PLANNING
• In most cases, brief lesson plans and accompanying theory and resources should be efficient in this area
• Daily lesson plans
• There will be occasions where a more detailed lesson plan would assist (eg an introductory lesson)
• Being well organised with a professional attitude towards planning and preparation is integral to the success of teachers. Planning should involve a class overview, daily/weekly programs and unit plans.

CUSTODY OF CHILDREN
When a child is enrolled at the school and there is a custodial arrangement, a request is made to the parent to submit a copy of the custody order. This order is photocopied and attached to the student enrolment form. If there is a problem with access, a note will be made to that effect. If there is a problem with the release of information, you will be informed as soon as possible. Refer concerns to the Principal. Teachers, please be aware of these details prior to any contact with parents.

DAILY ORGANISATION

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.00am</td>
<td>Classes begin</td>
</tr>
<tr>
<td>11.00am</td>
<td>First Break – eating time</td>
</tr>
<tr>
<td></td>
<td>It is expected that all children remain seated during eating time.</td>
</tr>
<tr>
<td>11.15am</td>
<td>Play time</td>
</tr>
<tr>
<td>11.40am</td>
<td>Classes recommence</td>
</tr>
<tr>
<td>1.15pm</td>
<td>Second Break – eating time</td>
</tr>
<tr>
<td></td>
<td>It is expected that all children remain seated during eating time.</td>
</tr>
<tr>
<td>1.25pm</td>
<td>Play time</td>
</tr>
<tr>
<td>1.45pm</td>
<td>Bell - Classes recommence</td>
</tr>
<tr>
<td>3.00pm</td>
<td>Assembly for buses and dismissal. There should be no delays in children arriving at daily assembly.</td>
</tr>
</tbody>
</table>
### DISEASE EXCLUSION TABLE (Recommended by Department of Health)

<table>
<thead>
<tr>
<th>Disease</th>
<th>Case</th>
<th>Contacts (ie children/adults in contact with the disease)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken Pox</td>
<td>Exclude for 5 days after eruption first appears</td>
<td>Not excluded, except that children with immune deficiencies should be excluded for their own protection</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Exclude until discharge from eye(s) has ceased</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Diarrhoea</td>
<td>Exclude until diarrhoea has stopped</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Diptheria</td>
<td>Exclude until public health authorities allow return</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>Exclude for at least 7 days after jaundice begins, and until a medical certificate of recovery is produced</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Impetigo (school sores)</td>
<td>Exclude until treatment has commenced and exposed sores are covered with dressing</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Leprosy</td>
<td>Exclude until public health authorities allow return</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Measles</td>
<td>Exclude for at least 4 days after the rash comes out</td>
<td>Immunised contacts not excluded. Unimmunised contacts should be immunised within 72 hours or given gamma globulin within 6 days. If not, they should be excluded until 14 days after the rash appears in the last case in the school.</td>
</tr>
<tr>
<td>Meningococcal</td>
<td>Exclude until an antibiotic that will eliminate the bacteria from the nose and throat has been taken</td>
<td>Very close contacts should be given antibiotics. Seek advice from public health authorities.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Exclude for 9 days after symptoms start</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Polio</td>
<td>Exclude for at least 14 days. Readmit on advice from public health authorities.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Ringworm, Scabies, Lice</td>
<td>Exclude until the day after treatment starts.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Rubella (German Measles)</td>
<td>Exclude for 4 days after the onset of the rash</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Steptococcal infecton</td>
<td>Exclude until the person has had at least 24 hours of antibiotics and they feel well</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Tuberculosis</td>
<td>Exclude until public health authorities allow return</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Typhoid &amp; paratyphoid fever</td>
<td>Exclude until medical certificate of recovery is produced</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Whooping Cough</td>
<td>Exclude for 14 days after the whoop begins, or for 5 days after the start of a 14 day course of an effective antibiotic</td>
<td>Unimmunized contacts under 7 years of age should be excluded for 5 days after starting a 14 days course of antibiotic. Children who do not take the 14-day course of antibiotic should be excluded for 14 days.</td>
</tr>
<tr>
<td>HIB</td>
<td>Exclude for 24 hours after starting antibiotic</td>
<td>Not excluded</td>
</tr>
</tbody>
</table>

Other diseases not requiring an exclusion period are:
- Glandular fever (infectious mononucleosis)
- Hepatitis B and C
- Hand foot and mouth disease
- HIV/AIDS
DUTY OF CARE
Refer to Education Queensland intranet.

EDUCATION QUEENSLAND INFORMATION

ENROLMENT
The parents/caregivers and new students are to be interviewed by the principal or if absent, then by the teacher-in-charge when they first arrive at school.

When a new child is enrolled from another school, the AO2/Administrative Assistant will organise transfer, request school records, enter all relevant information on the computer, update all records, and provide class teacher with a print-out of enrolment information as per DETA guidelines.

EVACUATION PROCEDURES
Procedures have been adopted which promote speedy evacuation of buildings. Regular practice is given on these procedures. All members of the school community are requested to participate in all drills.

Evacuation of all students and staff members will proceed in accordance with Emergency Evacuation instructions. The number one priority is safe evacuation of students and staff. Evacuation procedures are located near an exit in all rooms. All staff and regular school visitors (including parent helpers) are to be familiar with and comply with these procedures.

EXCURSIONS
Wherever possible, excursions should be planned at the commencement of the school year. Any variation to the normal school routine must be approved by the Principal. A Variation to School Routine form can be obtained from the office and is to be completed by the class teacher at least 2-3 weeks prior to the excursion.

FIRST AID KIT
The first aid kits are located in the office/library and the staffroom.

GUIDELINES FOR ETHICAL BEHAVIOUR
It is important that all staff are familiar with these guidelines. See EQ Intranet – Resource Services/Human Resources/Forms/Conduct and Performance.

HOMEWORK
As a general rule, students should complete the minimum amount of time on homework each school night (Monday – Thursday).
As a general guide, students should spend the following amount of time on homework:

- Years Prep: 10 minutes/night
- Years 1-3: 10-15 minutes/night
- Years 4-5: 15-20 minutes/night
- Years 6-7: 20-30 minutes/night

Homework should be used as an opportunity to practice and complete work taught to previously. It should be at a level that students can complete without significant help.

**Each night, students can read and practice basic maths like counting and tables.**

NO STUDENT can claim that they have no work to do at home.

**INSURANCE**

The school does not carry insurance against loss of property or injury to students or the personal property of staff. This is the responsibility of the individual.

**KEY REGISTER**

All staff issued with keys are required to enter details and sign keys in/out. Trades people requiring keys for out of hours work are required to sign keys in/out, approval must be given by the principal.

**LEARNING SUPPORT TEACHER**

The role of the learning support teacher is to provide support for students with learning difficulties and assist the class teacher to provide extension programs for the gifted and talented. This will be achieved by the Learning support teacher providing diagnostic assessment of students and supplying teachers with specialised planning support to address student deficits and/or targets.

**LEAVE**

Complete information can be found on the Education Queensland Intranet site at Resource Services/Human Resources/Forms/Leave. Advice can also be sought from the office.

**LOST PROPERTY**

Lost property is placed in a container located outside cleaners room. All personal property should be clearly marked with the owner’s name. Students are held responsible for their own personal possessions. Valuable items should not be bought to school.

**MEDICATION**

Unless written directions are received from parents/caregivers, no staff member is to administer medication to students. Only prescribed medication will be administered that is in a container with a chemist/hospital label that includes the name of the medication and dosage. Asthmatics will be allowed to carry and administer their own medication. Details of medication given to students is to be recorded in the register which is kept in the office.
MEETINGS

Teachers staff meetings are held on a Wednesday afternoon for 1 hour, unless otherwise notified. Staff meetings may be of a general nature, planning or professional development.

All staff can contribute to the agenda of meetings which is located in the Communications Book and present items of interest and/or importance. Staff meetings are a vital means of communication.

Teacher Aides, Administrative Officers and Cleaner are required to attend the teachers staff meeting.

Meetings with individual staff members may be held each semester, or more frequently, if required. The specific agenda of these meetings will be distributed prior to each meeting.

MOBILE PHONES

Please note that it is not appropriate for any staff member to have their mobile phones switched on during work and meeting times, with the exception of your break times. Please provide the general school number as your contact for emergency situations only and the call will be immediately forwarded to you in this situation.

MONEY COLLECTION

All cash will be collected at the office. The procedure for an excursion must include a permission slip and medical form (if applicable) to be signed by parent/caregiver. When a student comes to the office, they should - place the forms and money in an envelope marked with the student’s name, class and name of the excursion and/or payment details before being placed in the “Notes” slot. The signed permission slips and medical forms will be placed in a folder in the office for easy access to teachers and principal.

NEWSLETTERS

A newsletter is published and is to be distributed to the eldest in the family fortnightly on a Wednesday. Staff submitting newsletter articles must have it at the office by 3pm on Monday before, if possible. Email is the preferred way of sending newsletter information to the office, addressed to the Principal or Administrative Office. Your cooperation in this matter is extremely important to ensure efficiency in the office.

PARENT HELPERS IN THE CLASSROOM

Teachers are responsible for ensuring parent/adult helpers in their classrooms complete details of their visit in the parent/classroom helpers register. Teachers are responsible for communicating to parent helpers about confidentiality. Regular classroom helpers who are not a parent of a child in your class are required to have a Blue Card.

PARENT MEETINGS

P & C Meetings are held on the second Tuesday of each month unless informed otherwise. Staff members are welcome to attend these meetings.

PHOTOCOPYING

There is a limited budget for photocopying and care should be taken not to exceed this budget.
PLAYGROUND DUTY
Teachers and teacher aides accountability lies in being on time and being ACTIVE in supervision. Please remain on duty until the relief teacher or teacher aide arrives. If the relief does not arrive, please send a message to the person and if not able to locate, then send a message to the principal. If you swap duty times, you must advise the principal as well as note the change in the Communication Book. Apart from a matter of professional courtesy, other issues are involved.

Teachers and teacher aides undertaking excursions should arrange to swap their duty with another staff member and inform the principal as well as writing the information in the Communication Book. Students must sit and eat their morning tea and lunch.

Teachers and teacher aides are expected to monitor behaviour and ensure all students have a secure environment. Inappropriate behaviour is to be noted in the Playground KIT (Keep In Touch) Book and serious behaviour infringements should be reported to the principal as soon as possible.

At the end of the eating time at morning tea and big lunch, students who have finished eating their food should be dismissed in a prompt and efficient manner by the person on duty.

PUNCTUALITY
All staff are required to be punctual in commencing their duties. Where lateness is unavoidable, a prior telephone call to the principal or contact with the principal immediately on arrival is expected as a professional courtesy.

PURCHASING PROCEDURES
All purchases are to be authorised by the principal. The signatory for all orders is the principal. The school must comply with State Purchasing Policy procedures.

REPAIRS
All repairs are to be reported to the principal.

REPORTING TO PARENTS
Being accountable to parents and their children’s performance at school is paramount. Teachers should initiate many forms of formal and informal contact throughout the year. Report cards are sent home at the end of each semester and parent/teachers interviews are offered. See assessment standards that are required to be used when reporting to parents in biannual report cards.

In any school, confidentiality, tact and protocols for communicating student progress is of the utmost importance. It is extremely important that ancillary staff refer parents to their child’s teacher to discuss any matters that relate to a student’s progress or behaviour.

RESOLVING CONFLICT
When a conflict situation arises and it cannot be resolved, there are a number of personnel who are available to assist. Students may wish to speak to the class teacher or principal.

In more serious situations, there are outside personnel who are able to assist. Employee Assistance Schemes operate within Education Queensland.
ROLE STATEMENTS

Clear understanding of each person’s roles and responsibilities in our school is important for the efficient and effective running of the school. In many instances, staff are multi skilled and are delegated special tasks by the principal.

Role statements for principal, teachers, teacher aides, AO2 and cleaner can be accessed via the Education Queensland intranet. For your convenience, role statements are included as an appendix and are relevant as at August, 2007.

SCHOOL SECURITY

Keys are to be kept secured at all times. Confidential information regarding students eg guidance files, are kept in the office.

SEXUAL HARASSMENT

The Department of Education Policy and Procedures for Sexual Harassment states:

Sexual harassment is an unwelcome sexual advance, an unwelcome request for favours, or unwelcome conduct of a sexual nature in relation to another person.

Recognising sexual harassment as a problem means it will be dealt with and prevented from re-occurring. A process is provided to protect the rights of all parties involved in a complaint. Initial and ongoing support will be provided to students or staff who have a query or complaint in relation to sexual harassment.

SMART CHOICES POLICY – Healthy Food & Drink Supply Strategy for Queensland Schools

School food and drink supply includes all situations where food is supplied in the school environment which includes camps, excursions, fundraising, classroom rewards, tuckshops, vending machines, school events such as celebrations and sports day as well as food used in curriculum activities.

Food is categorised into green (have plenty), amber (select carefully) and red (occasional food).

Food in the red category are to be supplied no more than two occasions per term as follows:

Term 1 – Two class discretion (eg Easter)

Term 2 – Sports Day
One class discretion (eg Mother’s Day)

Term 3 - Two class discretion (eg excursion)

Term 4 – One class discretion
End of School Breakup – traditionally held Wednesday or Thursday of last week of school

SMART MOVES – Physical Activity Programs in Queensland State Schools

The purpose of this program is to promote the health and well-being of Queensland’s young people and help combat obesity. All Queensland schools are required to provide a minimum of 2 hours of structured physical activity each week.
Teachers must include 2 hours of physical activity in their weekly classroom timetable. If changes are made to the weekly timetable, they must be documented and resubmitted to the principal.

**STUDENT DRESS CODE**

The Grosmont P & C Association have endorsed that we promote students to wear our school uniform. The uniform is regarded by the school community as being important in its role in encouraging a sense of self esteem, belonging and self discipline in students.

Broad brimmed hats or legionnaire hats must be worn by students during outdoors activities and during recess. The school hat is an ideal example of a broad brimmed hat.

**SUPERVISION OF STUDENTS OUTSIDE SCHOOL HOURS**

A playground roster occurs every day from 8.30am to 3.00pm. However, staff should be aware of their professional responsibility to supervise and attend to any incidents or accidents reported before school/after school or complete their assigned duty.

**TIME SHEETS**

Teacher Aides and ancillary staff are required to keep accurate recordings of the time sheets and align with the current ADO calculator and agreement. *Time sheets are to be completed fortnightly and handed into the office.*

**TOUCHING OF STUDENTS**

Staff are required to adhere to Code of Conduct and Child Safety guidelines.

**TRANSFERS – STAFF**

Complete information can be found on the Education Queensland Intranet site – Resource Services/Human Resources/Staffing/Guidelines/Teacher Transfer Guidelines. Staff requesting a transfer are to advise the principal at the earliest opportunity. All transfer enquiries are to be directed to the principal and school communication protocols are to be followed.

**TRAVEL**

**BUS** – The majority of students travel to/from school by bus. Bus drivers/companies reserve the right to remove any student and suspend travel rights for students who breach the behaviour code for school buses thereby jeopardising the safety of other passengers.

**CAR PICK UP** – When students are travelling by car from school, they are:
- To wait inside the school gates until the parent/guardian arrives
- Not to play in the car park area or outside the school grounds

**VISITORS**

Parent helpers are required to sign the visitors register located in the school office. All other visitors should also report to the school office to sign the Visitors Register.

**WET WEATHER**

Teachers will supervise children in their classrooms at first and second lunch break times.