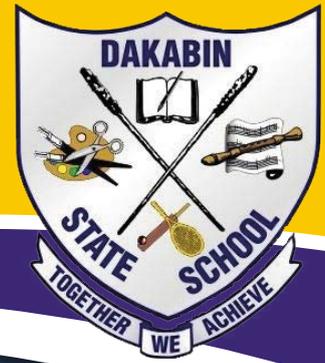


Dakabin State School

'Together We Achieve'



2017 Prospectus Handbook

Great state. Great opportunity.



Principal's Welcome

Welcome to Dakabin State School.

As Principal of this school community, I am delighted to present information about our school to you.

At Dakabin, we are extremely proud of our motto "*Together We Achieve*" and we work hard to ensure that the community has the opportunity to participate in the learning journeys of our students.

At Dakabin, we offer a whole school learning structure based on student numbers.

At times, we have created other class combinations depending on the needs of the school and, most importantly, the needs of students. Learning in these juncture classes allows students to be extended or supported according to their academic and social developmental needs.

Our school offers a mix of traditional school programs, many innovative and recognised programs, and initiatives 'to support and challenge' the diverse range of students who attend the school.

We have:

- A **strong focus on the achievement** of literacy, numeracy and technology skills. Our school will be teaching the National Curriculum in English, Mathematics and Science.
- A **music program** comprising strings, brass, woodwind and percussion.
- A **sports program**, with major emphasis on interschool sport in Years 5 and 6 and skills development.
- A compulsory **Languages Other Than English** program in Japanese for Year 5 & 6 students
- A **learning extension program** for students to achieve their academic potential; this is in partnership with other local high schools.
- A **School Chaplain** to assist with family support and pastoral care within the school community.
- A **Social Skills Program** emphasising the "Dakabees" of Be Safe, Be Sensible and Be Respectful.
- An **inclusive and responsive Diverse Learning Program** that caters for the needs of students with disabilities through support in the classroom and specialised programs.
- An **Out of Hours School Care**, facilitated by Jabiru, to support the parents and students of working families before and after school, and at vacation time.

At Dakabin, our programs are successfully delivered by a dedicated teaching team and supported by equally as dedicated support staff. Our staff, our P&C and our volunteers are continually working to improve our school and we do appreciate the close cooperation between our families and the school. Significant opportunities are provided for parents and carers to become actively involved in the learning of students and the life of our Dakabin community.

I am looking forward to working with you as ***together we achieve*** a vibrant, supportive and positive learning environment for our students.

Kelly Jeppesen



Principal

school profile

Dakabin State School was established in 1992 and is located on Sheaves Road, Kallangur, on the northern outskirts of the "old" Pine Rivers Shire. Parks, sports clubs, soccer fields, a shopping centre and Dakabin State High School are in close proximity to the school.

Approximately 500 students attend the school from Prep to Year Seven. Students with special educational needs are catered for in our Special Education Program.

Classes across the school are organised from Prep to year 6, depending on student numbers at the beginning of each school year.

Our Motto

'Together We Achieve'

Our Vision

At our school, our vision is to assist in the academic, social and emotional development of our students in a challenging and supportive environment.

School Facilities

- **Modern Classrooms:** equipped with information communications technology; we are striving to keep in touch with the latest and most effective technology in classrooms. Technology is but one of many tools we use for rigorous and effective teaching.
- **School Library/Resource Centre:** Our library functions as a vibrant and interesting learning place. The facility was developed as part of the Building Education Revolution and has state of the art technology facilities: Multimedia Green room for recording, interactive technology spaces as well as traditional reading spaces. It is resource rich and provides the information and resources (including digital) to meet the learning needs of students. It is a meeting place for the traditional and the technological, and both elements are encouraged and supported.
- **Extensive sports ovals, playing fields and playground facilities:** These playground areas include an oval, junior and senior purpose-built playgrounds, a small practice basketball court and multi-purpose courts.
- **Preparatory Facilities:** We have a number of flexible learning spaces out of which we operate our Prep/1 classes. Additionally, we have Early Years Play structures especially for young children.
- **Diverse Learning Program:** We cater for Speech Language Impairment, Intellectual Impairment and Autistic Spectrum Disorder, and we are a cluster school for the Physically Impaired.
- **Sports and Performance Hall**
- **Tuckshop:** which operates 5 days a week

school contact details

Street Address: Sheaves Road, KALLANGUR Q 4503

Postal Address: PO Box 298 KALLANGUR Q 4503

Telephone: (07) 34915222

Student Absence Line: (07) 34915260

Outside School Hours Care: (07) 3865 4291

Fax: (07) 34915200

email: admin@dakabinss.eq.edu.au

web: www.dakabinss.eq.edu.au



<http://www.facebook.com/DakabinStateSchool>



@Dakabin_SS

ADMINISTRATION OFFICE HOURS: Monday – Friday - 8:00am – 3:30pm

curriculum, teaching and learning

Year levels

Classes at Dakabin are organised into 6 year levels from Prep to Year 6.

Camps

The School Camping Program supports students from years 4, 5 and 6 to engage in learning while developing their social skills beyond the regular school setting and regular school hours. The venues for the camps change each year. The program involves students from Year 4 in a 3 day 2 night program, while Year 5 and Year 6 students participate in a 5 day 4 night camp. An invitation to participate is extended to all students, with the cost of accommodation, meals, transport and activities to be met by the families of participating students prior to the camp. Students with special, medical or social needs may be included in an abridged version of the camp, tailored to meet these individuals' special needs.

English as a Second Language (ESL)

An advisory visiting teacher visits the school to provide programs for ESL students.

Excursions

School excursions enhance students' learning by providing the opportunities for students to participate in curriculum-related activities outside the normal school routine. School excursions are well-planned, curriculum-related activities that aim to introduce/consolidate/extend the classroom-based learning from time to time, maximizing students' learning experiences. All planned school excursions are approved by the Principal and, when more than one school is involved, principals of all participating schools will approve the excursion.

Guidance Services

Our school is serviced by a Guidance Officer. Services include some counselling, assessment of students, supporting staff to provide appropriate programs, as well as liaising with agencies external to the school.

Homework

Homework is set as it is felt that children should learn early, the habits of unsupervised study. Not all children in a class will be given the same tasks. Parents can best assist in the early acquisition of sound study habits by ensuring that children have a time and place in which they can quietly study.

DSS Homework Policy

The following is to operate as a guide in determining the amount of set homework that students might be expected to undertake at Dakabin State School.

It is of course open to parents to consult with a student's teacher about additional materials or practice exercises with which parents can assist their children at home.

In the **Early Phase of Learning (Prep to Year 2)** many activities at home or in play can assist children to develop literacy, numeracy and problem-solving skills.

Homework tasks may include:

- ✓ daily reading to, with, and by parents/caregivers or other family members
- ✓ linking concepts with familiar activities such as shopping, preparation of food, local environment and family outings
- ✓ conversations about what is happening at school and preparation for oral presentations
- ✓ opportunities to write for meaningful purposes

In the Prep Year, generally students will not be set homework.

In Years 1 and 2 set homework could be up to but generally not more than 1 hour per week.

In the **Middle Phase (Year 4 to Year 6)** some homework can be completed daily or over a weekly or fortnightly period and may include: daily independent reading, be coordinated across different subject areas, include extension of class work, projects and research.

- Homework in Year 4 and Year 5 could be up to but generally not more than 2-3 hours per week.

- Homework in Year 6 could be up to but generally not more than 3-4 hours per week.

Student Services – Learning Support

At Dakabin State School the Student Services support team consists of a Guidance Officer, Specialist Teachers in Diverse Learning, Advisory Visiting Teachers, Behaviour Support Team and Teacher Aides. The support team co-ordinates support throughout the school for students who have learning difficulties. The team facilitates assessment, teacher support, and resources for the classroom, with individual and group tutoring for students from Prep to Year 6.

Students requiring support are identified in the following ways:

1. School based identification

- Initial screening of Prep students
- Classroom teacher identification in conjunction with parents
- Referral from other professionals
- PAT-R
- PAT-M

2. Systems-based identification

- NAPLAN in Year 3 & 5

Language Other Than English (L.O.T.E) - Japanese

The Language Other Than English taught at Dakabin State School is Japanese. Year 5 and 6 classes study LOTE for 90 minutes each week. Spoken and written language work is combined with activities that develop an awareness of Japanese geography, lifestyle and culture. In Queensland schools LOTE is compulsory in Years 6.

Library

The Dakabin State School Library strives to deliver a wide range of services to all school community members - students, staff and parents. The major purpose of our Library is to assist students to achieve information literacy; to help them become lifelong independent learners, informed decision makers and effective communicators. It is integral to the teaching and learning process.

Opening Hours

8:00 am – 3:00 pm - Monday to Friday

The Library is open at first break each day, but closed at second break.

Borrowing

- All students from Prep to Year 6 may borrow books for up to two weeks at a time.
- A Library Bag is needed for students from Prep to Year 3.
- Students in Prep to Year 4 can borrow one (1) book at a time.
- Students in Year 5 and 6 can borrow 1 Nonfiction and 2 Fiction books at any one time (total of 3 books).
- Parents are always welcome to borrow extra books for their children either for reading or research.
- 'Overdue Lists' are given to teachers each week. These are meant to remind students to return or renew books.
- If a child loses or damages a library book, parents are asked to replace it with a copy of the same book, or donate the cost of the book to the school to enable us to replace it.

Information and Communications Technology

Our technology centre currently has 30 networked computers that can access the Internet. Additionally, our school has 30 iPads that are utilized for classroom activities and learning. Students use the computers in our Tech Centre for classroom projects, research and to browse the library catalogue. Students may use the school's computer facilities at lunch-time for educational purposes. There are a number of Interactive Whiteboards in use across the school. Each year our school is working towards improving the technology hardware in our school.

Music

Music is one of the eight key learning areas. All students from Prep to Year 6 receive specialist music lessons. Through the implementation of a balanced, developmental, sequential and comprehensive Music Education Program we aim to foster the development of each child's musical ability to the fullest, so that she/he may understand the contribution music makes to her/his life.

The classroom music lessons include the nine basic elements of music – beat, rhythm, pitch, tempo, dynamics, tone, colour, texture, form and style. Children are encouraged to participate in a variety of musical activities/games which develop the skills and understanding of musical elements.

Reading and writing music, singing, playing, inventing and listening form the basis of the Music Education Program. Learning to play the recorder in Years 4 – 6 helps to improve the students' literacy. It prepares them for learning other instruments by teaching them reading and playing skills, as well as establishing a regular practice routine. Technology is now becoming a major focus in music lessons as we endeavour to keep students abreast of our changing world and music industry.

At Dakabin State School students are actively encouraged to extend their music learning through participation in several Music Extension Programs such as Choir and the Instrumental Music Program (Strings from Yr 3 and Brass, Wind and Percussion from Yr 5).

Prep Year

Please see our Prep Handbook for specific information relating to your child entering Prep. Early outcomes have indicated that students who attend Prep at our school develop their readiness to learn skills at a faster pace than students who do not attend. Unlike Preschool, children attend Prep from Monday to Friday during normal school hours.

Children are encouraged to be independent and creative thinkers and learners. Enhanced learning experiences support and scaffold children's development, providing them with a foundation for school readiness and life-long learning. Children are required to wear school uniform. Information packs are available from the school's office. Further information can also be found on the Department of Education Training website at <http://education.qld.gov.au/strategic/advice/earlychildhood/aboutprep.html>

Religious Education

Religious Education at Dakabin State School operates under the guidelines of Education Queensland. Representatives from various local Christian churches visit the school during the week and teach from an agreed curriculum. Children may be exempt from RE classes on receipt of a written request from the parent/carer. Children not participating in RE classes are supervised during this time.

Responsible Behaviour Plan

Dakabin State School aims to provide a:

- Physical environment that provides a safe, stimulating and fun place in which to learn, work and play.
- Social environment that encourages caring, respectful relationships and participation in school decision making and should be free from discrimination, harassment and intimidation.

At Dakabin State School we have developed, through consultation with the community, the staff and the students, a Responsible Behaviour Plan. It is an approach to support teachers and students in the development of positive teaching and learning outcomes.

The overall goal of the Dakabin State School Responsible Behaviour Plan is to promote positive behaviours and diminish inappropriate student behaviour at school. It focuses on developing a safe and supportive learning environment.

This plan has been reviewed by Education Queensland and is in accordance with guidelines articulated by Education Queensland.

Copies of the Responsible Behaviour Plan are available from the school office. Parents are most welcome to discuss the plan and other matters relating to whole school student behaviour with the Principal or Deputy Principal. Parents are invited to discuss behaviour matters related to classrooms with their child's class teacher. (Full version available on request from office or visit our website www.dakabinss@eq.edu.au)

School Sport

Sport plays its part in the balanced development of a child. At Dakabin State School, students in Years 5 and 6 have the opportunity to represent the school in the District Sport Competitions throughout the year. Teams representing Dakabin State School compete in Soccer, Rugby League, Netball, Touch Football (DLP Parate girls and boys), Modified Cricket and AFL.

Sporting House System

When students are enrolled at the school they are allocated a Sporting House. All siblings belong to the same House. The Houses compete in Term 1 or Term 2 in the Interhouse Athletics Carnival. Students represent their House in a Flat Race over 40 metres (Prep) to 100 Metres (10 years - 12 years), with each House trialling to select competitors in 10 years, 11 years and 12 years to compete in 800 metres, High Jump, Long Jump, Shot Put, Discus and Relays.

Another way in which our House groupings come to the fore is to teach, encourage and support our positive, schoolwide approach to behaviour and social skilling. In their House groups students are presented with one aspect of these expectations within the school environment on which to focus for a fortnight. The second week of this fortnight, students are separated into juncture groupings to more closely focus on the given expectation and have this skill explicitly taught, at a suitable level and in a suitable manner for each age grouping. This not only allows all students within the school to 'get the same message' but also helps build community spirit within the school and the students themselves as they grow together, as a team, to assist, support and encourage each other.

Houses are: **Kookaburras** (red), **Lorikeets** (green), **Eagles** (blue), **Magpies** (maroon).

Diverse Learning Program (DLP)

The Dakabin State School DLP provides programs for students who are identified with disabilities in the areas of Intellectual Impairment, Autistic Spectrum Disorder, Speech Language Impairment, Hearing Impairment, Vision Impairment and Physical Impairment. These programs are delivered in both the mainstream classrooms and the DLP classrooms. Every year, teachers and parents meet to develop an ICP (Individual Curriculum Plan) or IEP (Individual Education Plan) for each student. This plan identifies the priority goals for each student and is monitored and reviewed regularly. Students' literacy and numeracy programs are modified, when required, and typically have an emphasis on real world or functional activities. Students supported through the DLP also access a variety of more alternative programs.

We provide social skills programs and community access activities, as required by individual student's needs. There are also break time activities provided through the DLP. A number of teachers currently staff the unit, supported by a number of teacher aides. DLP staff not only contribute to the program provision of the students with disabilities but also take an active role in all school activities. DLP staff provide support to mainstream teachers with adjustments to meet the individual student's need in the classroom. Each child's educational program is individually tailored to meet his/her needs through the IEP process. This is done in conjunction with parents and class teachers.

Speech Therapy

A Speech Pathologist regularly visits the school for therapy and assessment of students with speech or language difficulties. Speech Language Pathology (SLP) provides programs that are specifically designed for individual students.

Swimming Instruction

Students from Years Prep to Year 3 receive instruction in swimming for the Swimming Unit in Term 4. This is an important part of the curriculum and children are expected to participate. The school engages professional Learn-to-Swim instructors and operates a shuttle bus to transport students in class groups to and from the pool. The cost of this program is subsidised by the school so that the cost to families is affordable. If for some medical reason a child cannot participate in the day's lesson then a note from the parent is necessary. Children participating in the program must wear a swimming cap.

School policies & procedures

School Routine

Time	Action	Routine
8:25am	First Bell	<ul style="list-style-type: none"> ALL students in Year 1 - 6 to line up with their bags in the Senior Covered Area for their teacher to collect them. There is no waiting outside classrooms for students. Prep students to go straight to classroom with parent OR Jabiru will take to classroom.
8:30am -10:30am	Enter Class First Learning Session	Teachers will take their class from the Senior Covered Area to the classroom for the commencement of lessons. (Between 9am & 10am students will be given a 10 minute sip & crunch break).
10:30am -11:15am	Main Lunch	Students have 30 minutes of play time, then 15 mins of eating time in their classroom under supervision.
11:15am - 12:45pm	Enter Class Second Learning Session	Teachers commence second learning lessons.
12:45pm - 1:15pm	Afternoon Tea	Students have 20 minutes of play time, then 10 mins of eating time in their classroom under supervision.
1:15pm - 2:30pm	Third Learning Session	Teachers commence third learning lessons.
2:30pm	School finishes	Students waiting for the bus and collection from older siblings to wait in the sheltered seating area at the front of the school as per the current arrangements.

Administering Medication

Where it is essential for medication to be administered during school hours the Administrative Staff will be responsible for this provided:

- (1) A 'Request to Administer Medication Form' from the school office is completed and signed by a parent/carer.
- (2) Proof is provided that the medication is solely for the child concerned. This proof is in the form of the pharmacist's label with the child's name, dosage and frequency of dosage clearly stated.
- (3) In the case of long term medication, the instructions provided must be written by a pharmacist or the administering doctor and the appropriate form filled out and given to the office with the labelled medication.

Teachers/staff are not permitted to administer or supervise administration of aspirin, analgesics or other painkillers. 'Request to Administer Medication Form' together with pharmacy label medication **MUST** be provided before any medication or natural medicine can be administered to a child by staff.

Book Lists

A list of requirements for each year level is sent home by post in Term 4.

Chaplaincy Program

The Chaplaincy Service aims to provide pastoral care for children, families and staff working co-operatively with the Learning Support Team and other staff. The chaplain may work with individual children, small groups or whole classes.

Listening to children is a significant aspect of the Chaplain's role. Our Chaplain also conducts programs that assist children to develop friendship building, social skills, anger management, and to build self-esteem.

Practical support is available for families in crisis or stressful situations. The Chaplain endeavours to be involved in the life of the school by attending school concerts, year level camps, excursions and sports days.

Contagious Diseases - Exclusions

Chicken pox, measles, mumps and other contagious diseases require children to be excluded from school for various lengths of time. Please contact Queensland Health on 3250 8555 for further information on diseases and the applicable exclusion period.

Outlined in the table below are the recommended minimum exclusion periods for infectious diseases for schools based on the National Health and Medical Research Council Guidelines.

NB: The NHMRC recommends that children who are physically unwell should stay home from school

CONDITION	EXCLUSION PERIOD
Measles	Exclude for at least four days after the onset of a rash.
Chicken Pox/Shingles	Exclude until fully recovered or at least five days after the eruption first appears (Some remaining scabs are not a reason for continued exclusion).
Mumps	Exclude for nine days or until swelling goes down (whichever is sooner).
Rubella (German Measles)	Exclude until fully recovered or for at least four days after the onset of rash.
Ringworms, School Sores and Scabies	Exclude until the day after appropriate treatment has commenced.
Head Lice	Exclusion is not necessary if treatment is commenced prior to the next attendance day (i.e. the child does not need to be sent home immediately if head lice are detected).

Crossing Supervisor

The school has the services of a Crossing Supervisor to assist children at the Sheaves Road crossing. Children and parents are requested to observe their instructions when using the crossing. The crossing on Sheaves Road will be supervised from 7:45am – 8:45am and from 2:20pm – 2:50pm. The crossing in the front car park will be supervised from 2:30 pm – 2:45 pm.

Dental Clinic

Queensland Health's Child and Adolescent Oral Health Services provide a mobile dental clinic to visit schools each year offering treatment to all students. Schools are rostered on a rotational basis, therefore, dates for the mobile dental clinic visiting our school is not known in advance. All students have access to oral health services at all times throughout the year. For further information contact the services of Queensland Health's Child and Adolescent Oral Health Services by telephoning 1300 365 997.

Hats at School

Our school is committed to protecting students from the harmful effects of the sun in accordance with the Education Queensland's Sun Safety Strategy Policy **HLS-PR013**. Only children who wear broad brimmed hats are allowed to play in outside areas. Children without hats will be required to play undercover. Caps are not allowed to be worn at school.

Head Lice

The cooperation and vigilance of all parents is sought in helping to ensure that head lice outbreaks in the school are minimised. Regular checking of your child's scalp with prompt treatment if necessary is important. It is also very important that children do not share hats or borrow hats from lost property, as they may increase their chance of contracting head lice.

Notes are sent home with every member of a class when a child is found to have head lice. Please inform your child's teacher should you detect head lice in your child's hair. For further information on how to treat Head Lice please consult your doctor or pharmacist or collect a fact sheet from the office.

Insurance cover for students undertaking physical activities

Physical activity and physical education, particularly contact sports, carry inherent risks of injury.

Parents are advised that the Department of Education Training and the Arts does **NOT** have Personal Accident Insurance cover for students.

Education Queensland has public liability cover for all approved school activities and provides compensation for students injured at school only when the Department is negligent. If this is not the case, then all costs associated with the injury are the responsibility of the parent or caregiver.

It is a personal decision for parents as to the type and level of private insurance they arrange to cover students for any accidental injury that may occur.

Legal Custody

When there is a "Child Custody" legal requirement, please advise the school office and provide evidence of any court orders. This information will be kept confidential and filed on your child's records for future reference.

Leaving School Grounds during the School Day

Once children arrive at school, they are not permitted to leave the grounds for any reason unless a note is received by the teacher or the school administration gives permission for them to do so.

If a child has to be collected during school hours, this must be recorded at the school office and parents are required to sign a register of absences before the child leaves the school grounds. After signing for early departure, parents are required to collect a slip and proceed to the classroom to collect children.

Lost Property

The continual accumulation of lost property is always a problem. Please endeavour to have **all** clothing and personal items clearly marked with your child's name. Unclaimed property is stored in the trolley in the large covered area. Unclaimed items at the end of each term are forwarded to a charitable organisation. The school accepts no responsibility for items that are not named. Named items are returned to the child's classroom.

Sickness and Accidents while at school

If a child becomes too ill to continue work in the classroom the child is sent to the office where admin staff will access the child, and if it appears the child is not going to recover in a short timeframe, parents/caregivers are contacted. If parents/caregivers are uncontactable, admin staff will refer to the *Emergency Contact List*, as nominated on the enrolment form. Parents/Caregivers or Emergency Contact Person are to collect students from the office and sign the 'Student Leaving Early Register'. There is a responsibility on the part of the parents/caregivers to ensure that the school is informed of changes to a family's contact details so they are contactable.

In cases of serious accidents or illness, staff will endeavour to contact parents/caregivers, but will call for ambulance assistance if necessary.

Student Absences Policy - School Attendance

It must be stressed that regular and punctual attendance is essential if children are to succeed at school. A note explaining your child's absence is required whenever he/she is absent from school. If you prefer, a phone call explaining your child's absence is acceptable, or you may personally inform your child's teacher or one of our admin staff. The school **Absentee Line** phone number is **3491 5260**.

A parent of a child of compulsory school age is obliged to ensure that their child attends school on every school day for the educational program in which he/she is enrolled. A parent of a young person in the compulsory participation phase is obliged to ensure that the young person is participating full-time in an eligible option.

Parents/Carers Responsibility:

- ensure their child of compulsory school age attends school on every school day for the educational program in which the child is enrolled, unless the parent has a reasonable excuse
- ensure their child in the compulsory participation phase fulfils the requirements of their eligible option
- advise school, preferably in writing, of the reason for any absences, if not beforehand then within 2 days of the student's return to school
- initiate or attend meetings to discuss their child's attendance or participation in their educational program
- negotiate with the school, where appropriate, alterations to their child's educational program or flexible arrangements to best meet the needs of the child
- apply for an exemption from school if their child is going to be absent from school for a period of more than **10 consecutive days**. An Exemption Application is available from the school office. On completion of the Exemption Application, it must be submitted to the Principal for approval.
-
- are not to employ their child, or allow the child to be employed during the time the child is required to attend a State or Non-State school, unless the parent provides a satisfactory reason. This prohibition includes any calling carried on by the parent of the child by way of trade or gain. However, this does not include any employment under an approved flexible arrangement or under a recognised apprenticeship or traineeship.

Reasons for Absence

Satisfactory reasons for an absence may include such factors as:

- medical or dental treatments or procedures
- specialised training
- sporting events other than those associated with the school or the education system
- funerals
- cultural reasons, or
- family reasons (e.g. special family events, holidays)

Procedures for Absence Notification

- If a student is going to be away the parent/caregiver is to phone the school absence number **3491 5260** and leave a message that their child will be away. Alternately advise the office staff in person.
- A written note must accompany the student when they next come to school explaining their absence.
- Prior notification of absence in writing is essential.

Leaving the School Grounds

- No children will be allowed to leave the school grounds for the purposes of purchasing lunch during the school day.
- If a child is attending an appointment during the school day it is the responsibility of the parent/caregiver to:
 - Present to the office, sign the Early Departure Register, collect a slip from admin officer to give to their child's teacher before leaving the school. (no child will be allowed to wait outside the school grounds).

School Celebrations of Learning and Special Events

- ANZAC Ceremony Held at the school and attended by students from Prep through to Year 7, parents and invited guests. Students are encouraged to join in the ANZAC Day March at Kallangur each year.
- Book Week Celebrate reading and books with a range of school activities based around the Book Week theme.
- Grandparents' Day Grandparents of students are welcomed to our school for a day in Term 3 to celebrate the contributions they make in the learning of

their grandchildren. It is also a great opportunity for our school to share the activities, learning and successes of the school.

- Under Eights Day Prep – Year 2.
- Prep Transition Program Please see Prep enrolment information.
- Celebration Evening Held in the second last week of term 4.
- Year 6 Graduation Ceremony Held in the last week of school for parents/carers to attend with the graduates in the school hall.

Student Leadership

In term 4, students in Year 5 have the opportunity to apply for leadership positions within the school for the following year. The students are required to undergo a leadership selection process where they are required to have their learning and behaviour signed off by a variety of teachers, and then they are to write an application to the principal outlining their skills, their goals for our school and their passion to make a difference in our school. A number of students are then selected to give a speech to the whole school body and voting by students and staff follows.

From this process School Captains, School Leaders and House Captains are selected. This announcement is made at our Celebration Evening in Term 4.

Uniforms

The school uniform is accepted as normal attire for students attending Dakabin State School. Uniform items can be purchased from the school Uniform Shop. Second hand uniforms are also available for purchase from the Uniform Shop. Please refer to our *Student Dress Code* below for the uniform requirements.

Student Dress Code

At Dakabin State School our dress code provides clothing that aims to contribute to a safe and supportive teaching and learning environment through:

- ready identification of students and non-students at school,
- fostering a sense of belonging, and
- developing mutual respect among students by minimising visible evidence of economic or social differences.

Our student dress code reflects school community standards and is consistent with occupational health and safety and anti-discrimination legislation. The Student Dress Code is considered part of the school's Responsible Behaviour Plan. **Related Policies: SMS-PR-022: Student Dress Code**

SCHOOL UNIFORM

	Boys:	Girls:
General Day Uniform	a) Dakabin State School formal shirt with blue rucker style/unisex shorts. OR b) Dakabin State School polo style shirt (gold & blue short sleeved, collar with school emblem) worn with blue rucker style/unisex shorts. <i>(Preferred option is (a))</i> Year 6 Shirts May be worn on any day during the week, though the school polo is still required for excursion during term Socks – navy or white Shoes – black leather shoes or joggers. <i>(NB: If children have a foot injury that prevents the wearing of shoes for a short period of time, a note to class teachers is required.)</i>	a) Dakabin State School formal dress and tie or formal blouse and tie with blue skirt (netball style with blue athletic briefs)/unisex shorts/culottes. OR b) Dakabin State School polo style shirt (gold & blue short sleeved, collar with school emblem) worn with blue skirt (netball style with athletic briefs)/unisex shorts or skirts. <i>(Preferred option is (a))</i> Year 6 Shirts May be worn on any day during the week, though the school polo is still required for excursion during term. Socks – navy or white Shoes – black leather shoes or joggers. <i>(NB: If children have a foot injury that prevents the wearing of shoes for a short period of time, a note to class teachers is required.)</i>
Winter Uniform	Blue tracksuit pants; Royal Blue V-neck jumper, long sleeve rugby style polo.	

Inter-School Sports Uniform	<p>Boys: Blue Rugged style or unisex shorts worn with Dakabin State School polo style shirt (gold & blue short sleeved, collar with school emblem).</p> <p>Girls: Blue skirt (netball style with athletic briefs), unisex shorts or skorts worn with Dakabin State School polo style shirt (gold & blue short sleeved, collar with school emblem). Sports and PE gear or House Shirts to be worn on sports afternoons, sports carnival days and PE days.</p>
Inter-House Sports Uniform	<p>Boys: Blue rigger style or unisex shorts worn with House T-Shirt.</p> <p>Girls: Blue skirt (netball style with athletic briefs), unisex shorts or skorts worn with House T-Shirt. (For modesty reasons bike pants may be worn under sports skirt for PE lessons and sports carnival days.)</p>
Swimming Uniform	<p>Boys: Speedos, board shorts, T/Shirt and bathing cap</p> <p>Girls: One piece bathing suit, T/Shirt and bathing cap</p>

Jewellery Conditions

Our School Policy supported by the Parents and Citizens Association on the wearing of jewellery is that the following are acceptable:

- medical or alert bracelets
- ear studs or sleeper earrings (no dangling earrings) - Ear piercing is considered acceptable for students.
- wrist watch

If jewellery is of religious or cultural significance, a note from parents to the principal advising of such is required.

NB: No other facial piercing is considered acceptable and students will be asked to remove any jewellery from these piercings and parents will be notified of this expectation.

Other jewellery can become a problem during Physical Education lessons and potentially cause safety hazards in school activities. Children may be asked to remove jewellery in any activity if there is a foreseeable risk of injury to the student.

Hair - Boys/Girls

As a general rule, hair longer than the shoulders must be worn tied back, for health and safety reasons. Scrunchies, ribbons and hair bands in appropriate school colours may be worn. Child's natural hair colour is appropriate, no unusual hair colouring (e.g. purple, green etc). *The exception to this rule is on school inter-house sports carnival days where the sports house team colour only is considered acceptable.*

Inappropriate Dress

Inappropriate dress refers to clothing or apparel worn by students that is deemed to be:

- Offensive
- Likely to disrupt, or negatively influence normal school operations
- Unsafe for student or others and/or
- Likely to result in a risk to health and safety of student or others.

A student's non-compliance with school's Student Dress Code requirements is not grounds for suspension, exclusion, or cancellation of enrolment from school.

Dress Code Sanctions/Consequences

For students who do not comply with our school's Dress Code there are sanctions on a once only basis per episode of non-compliance. Sanctions are reflective of the severity and recentness of the non-compliance and are limited to one of the following:

- **Imposing a detention** for a student during lunch
- **Preventing student from attending, or participating in** any activity for which student is representing school (eg formal functions where it is reasonable to expect full school uniform to be worn i.e. ANZAC Day services,) or
- **Preventing student from attending or participating in** any school activity that is not an essential school educational program.

Dress Code Exemptions

All exemptions of the Dakabin State School Dress Code are considered in consultation with the principal. The following are examples of exemptions:

- Mobile families requiring sufficient time to purchase items of dress

- Economic hardship requiring special arrangements, or an extended period of time, to purchase new items of dress
- Students with physical impairments requiring greater flexibility in interpretation of dress codes and
- Conscientious objections, for example, objections raised on any reasonable religious or cultural grounds.

The P & C of Dakabin State School resolves that it supports a student dress code for Dakabin State School because it believes that a student dress code at Dakabin State School promotes objectives of the Education (General Provisions) Bill 2006.

In particular, the P & C of Dakabin State School supports the intention of a student dress code in providing a safe and supportive teaching and learning environment by:

- ***ready identification of students and non-students at school***
- ***eliminating distraction of competition in dress and fashion at school***
- ***fostering a sense of belonging and***
- ***developing mutual respect among students through minimising visible evidence of economic or social differences.***

This policy was passed with unanimous support of the P&C on Tuesday 20 July 2010.

Payments

Payments for excursions, camps etc. can be made on Tuesdays, Wednesdays and Thursdays between 8.00am and 3.30pm. If your child is making the payment, please ask them to go straight to the office on arrival at school to make the payment. This reduces the chances of money and permission notes being lost. **NB:** The school has EFTPOS facilities available.

Outside School Hours Care

Outside School Hours Care operates within the school grounds and is available to all school age children enrolled at Dakabin State School. Dakabin OSHC provides quality care for every child through a fun and supportive learning environment. JABIRU is the company that run the Outside School Hours Care Program.

Dakabin OSHC operates before and after school between the hours of 6:00am – 8:50am & 3:00pm – 6:00pm. Vacation care is also available during gazetted school holidays between 6:00am – 6:00pm.

Enrolment packages and further information is available from Dakabin OSHC by telephoning 3482 2548.

Parking: Parents/Carers

There is parking on the service road at the front of the school. Parents/carers are invited to make use of the school drop off zone. This is a **No Parking** area and stops are to be kept to the minimum duration to allow use by the greatest number of parents/carers during the congested before and after school drop – off/collection time. The school crossings and other 'no standing' zones are to be left clear at all times. Failure to observe these parking regulations places the safety of our children at risk, is unlawful and may lead to prosecution. Please be aware of signs located around the school car park and obey road rules.

As there is limited parking at the front of our school please be aware that school gates are also located on Purnell Street, Octavious Drive and Huntington Drive with parking available off Huntington Drive. **NB: The staff car park is not to be used by parents.**

Parents and Citizens Association

The Parents and Citizens' (P&C) Association represents the parents of all the students attending Dakabin State School. It is an essential and enthusiastic partner of the Dakabin State School and the local community. The P&C forms a vital link with school management and administration through planning and consultation, and curriculum functions in an attractive, progressive, learning environment. You are encouraged to add your voice to the process by becoming a P&C member.

As a school community we have been most fortunate in that our parents have been generous and the organised activities well supported. As a parent you are no doubt bombarded by many requests for support from a host of organisations. Dakabin's P&C endeavours to keep our requests to a minimum, however, with ongoing improvements and replacement, the P&C is in need of a consistent cash flow to meet all these needs.

The P&C meets on the third Tuesday of each month. The Principal, Kelly Jeppesen, attends these meetings and willingly discusses matters relating to the whole school. Meeting dates are advised in the newsletter. The part YOU play in the P&C rests entirely with yourself however, the P&C encourages you to adopt an active role. You may be assured that the workload is made light because of the number of individuals who choose to participate and your children do benefit in more ways than one through your active involvement. Active

involvement can include: working on and with our Sub-Committees, supporting a number of key programs and activities (Music, Sport, Student Banking and Stalls), working in the classroom, volunteering at our tuckshop and supporting fundraising activities (our major means of revenue).

School Tuckshop

The Tuckshop provides full service five days of the week. A Price List is available from the tuckshop or the school office. Families are advised of any price changes through the newsletter.

Briefly, the ordering system works as follows: Children place their orders in a brown paper bag with the money enclosed). All orders are to be placed in the marked boxes at the Tuckshop by 8:45am. Alternately, parents can use the Online Canteen ordering system by visiting www.ouronlinecanteen.com.au. Following the sit-down lunch periods, the Tuckshop opens for general purchases. A limited breakfast menu is available for purchase before school until 8:20am. Tuckshop is collected and distributed in the classroom during eating time. At 2nd break the tuckshop is open for general purchases prior to the designated eating time

Parental help is always required to fill a roster on a monthly basis for this service, so if you are able to spare some time to assist at Tuckshop from 8:00 am until 2:00 pm (or part thereof), please contact the Convenor.

School Uniform Shop

The P&C also manages our Uniform Shop which is located in the senior covered area.

Hours of operation are as follows:

Monday and Thursday - 8.am – 10am

School Photos

Class photographs and individual photographs only, are taken during the year by professional photographers. Timely notification is given to parents so that the school uniform can be worn on the day photographs are taken.

School Records

Student records containing information on each child are maintained at school. These contain vital information concerning addresses, telephone numbers and emergency contacts. Parents should notify the school regarding changes of particulars of children as they occur e.g. home and work phone numbers, address and changes in custody of children. This is most important when we are trying to contact parents re sick or injured children.

Tennis Court

Dakabin's tennis courts are currently available to the school for PE Lessons and Interschool sports activities.

Time of Arrival

Students should not arrive at school before 8:00am as there is no formal supervision. We understand there are parents whose work commitments are such that their children will be at school earlier. To ensure these children are safe they are required to sit outside the Tuckshop.

At 8:00am all students at school are required to sit in the Senior Covered Area where they are supervised by a member of the administration staff. Students are released to the classroom teacher by the staff member on duty.

Movement between Home and School

Your children should be thoroughly familiar with the roads to be used between home and school. They should be made aware of any special road hazards and know road crossings and elementary rules for safety.

Children should be warned against loitering on the way home, visiting friends without your approval or talking to strangers.

Student School Transfers

Parents are asked to inform the school in writing if they are transferring their student to another school.

Travel To & From School

Bicycles - A bike compound with racks is available at the front of the school. Helmets must be worn and bikes are not to be ridden in the school grounds. The bike compound number lock code is available from the school office.

Skate Boards - Are **NOT** to be ridden to school and are forbidden from the school grounds.

Scooters - If brought to school are to be secured inside the bike compound at the front of the school.

Bus Routes - Hornibrook Bus Lines provide a school bus service to Dakabin State School. School route details are available from the school office or through the Hornibrook Bus Lines website at <http://www.hornibrook.com.au/html/schoolservices.html>

Volunteers

Volunteers are valuable people in our school community, providing friendship, support and advocacy. We encourage volunteers to share their skills and abilities and to complement our staff in meeting our students' individual needs.

All volunteers, **excluding parents and biological grandparents** of students, are required to hold a current Blue Card (Suitability Notice). This is a precaution to ensure the safety of all students who attend the school. All visitors including parents or involved citizens undertaking regular volunteer duties or class supervision for sport etc. must sign the visitors register which is kept at the front counter in administration. A visitor's badge obtained from the office is to be worn at all times whilst on the school grounds.

communication

Assembly/Parade

There is a whole school assembly every Thursday afternoon at 1:45pm in the hall. It is an opportunity to share school and classroom experiences and achievements. Messages are also communicated to students and parents/caregivers. All parents/caregivers and community members are invited to attend and share the assembly with us.

Dakabin State School Newsletter

A regular weekly newsletter is published and issued to the eldest child in each family every Friday. The newsletter will carry most school notices and is an important medium of communication between the school and parents. The newsletter is also uploaded to our website on the Friday afternoon of the newsletter being sent home.

Parent/Caregiver Teacher Meetings

Parent/Caregiver Information Evening will be held at the beginning of the year (or at change of staff) for parents/carers and teachers to meet each other. This is a welcome and information session. Information that is to be addressed includes, school and classroom routines, procedures and expectations, behaviour management, curriculum overview, work units, communication (between teachers, children and parents/caregivers), parent volunteers, homework, special events (camps, excursions, celebration days), specialised lessons (PE, Library, Music, LOTE, RE).

Parent/Carer – Teacher Interviews will be held as a support to reporting to parents at the end of Term 1 and end of Term 3. **Other interviews** with teachers and/or the Principal are encouraged and need to be arranged in advance by phone or written communication to the classroom teacher or office staff. Email correspondence is strongly encouraged.

Report Cards

At the end of each semester, in June and December, a report card will be issued to parents. All parents are welcome at the school at any time during the year to discuss their child's progress.

School Website – www.dakabinss.eq.edu.au

The school website provides information about the school and classroom happenings. It also allows parents/carers to provide feedback and/or ask questions via email. The newsletter and recent notes home from the office can also be obtained from the website.

Telephone Messages & Interviews

Teachers will not be called to the telephone during lesson time except for an emergency. The office staff will handle routine matters, messages for teachers and messages for students competently.

At times you may find that there is something happening at school that you may not understand. Please do not hesitate to contact the school to arrange an appointment with the Principal or Class Teacher. Interviews with teachers should be arranged with the Teacher concerned. Parents must not delay the work of the class by seeking interviews with teachers during the hours of instruction or just prior to the commencement of school.

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 of Education and Training 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 in a timely manner
- deliver your complaint in a calm and reasoned manner
- avoid making frivolous or vexatious complaints
- or using deliberately false or misleading information.

You should be aware that if you are making a complaint about a staff member that, in most instances, the staff member will be told of the complaint and offered the right of reply. You also have the right to have a support person participate throughout the process.

The following four-step procedure is in place to assist parents/carers and school staff to reach an outcome that is in the best interest of the student.

1. Discuss your complaint with the class teacher

If your complaint is with your child's teacher or relates to an issue concerning your child's experience at school, make an appointment with that teacher as soon as possible through the school administration. Discuss your complaint with the teacher and give the teacher an opportunity to suggest a solution. The teacher will make a record of your complaint and report your meeting and any outcomes to the school principal. Together, both you and your child's teacher should be able to resolve the problem at this level.

2. Discuss your complaint with the principal

If after approaching your child's teacher your complaint remains unresolved, make an appointment to see the school principal to discuss the issue further. Alternatively, you and the teacher may agree to ask the principal to act as a go between in informal conflict resolution in an attempt to resolve the problem.

If your complaint relates to more general school matters, including issues of school policy and issues of compliance or non-compliance, you should raise your complaint directly with the principal or their delegate. The principal may refer your complaint to a delegate such as the deputy principal or Business Services Manager. The staff member will make a record of your complaint and work with you to come to a resolution.

Complaints to the principal may be lodged in person, by telephone, writing or via email. Principals' email addresses can be accessed through the Schools Directory at www.education.qld.gov.au/directory/ - select the relevant school, then click on the email link.

3. Contact your local education office

If you have discussed your complaint with the principal and still feel that you have not reached a resolution, you have the right to contact your local Department of Education and Training office.

Complaints may be lodged by telephone or in writing. Your complaint should be specific in detail and outline the steps you have taken to resolve the issue. Ensure your complaint includes your full name and address and that you have signed and dated it. It is also a good idea to keep a copy for your own records.

Anonymous complaints will only be acted on if enough information has been provided to allow for follow-up with the relevant school principal. When you contact your local education office a record will be made of your complaint. You will also be advised that your name and the nature of your complaint will be reported back to the principal of your school. Local office staff will then work with you and your school to seek a resolution.

Addresses and telephone numbers for the Department of Education and Training offices are listed in the White Pages of your local telephone directory and are also available through the Schools Directory at: www.education.qld.gov.au/directory/

4. Independent review

If you have not been able to resolve your complaint through these formal processes, you can lodge your complaint with the Queensland Ombudsman. The Ombudsman may be contacted at:

Office of the Ombudsman GPO Box 3314, Brisbane, Qld 4001

Email: ombudsman@ombudsman.qld.gov.au

Telephone (07) 3005 7000 or Toll Free 1800 068 908 Fax (07) 3005 7067

The role of Parents and Citizens' Associations (P&Cs)

Complaints about services that are run or managed by the P&C at your school, for example after school care or the tuckshop, should be directed to the P&C in the first instance.



DAKABIN STATE SCHOOL

Sheaves Road, Kallangur QLD 4503

Phone: 07 3491 5222 | Fax: 07 3491 5200

Email: the.principal@dakabinss.eq.edu.au

Website: www.dakabinss.eq.edu.au