

From the Admin Team – Stephen McGoldrick, Louise Simms, Callie Sparling

Welcome to the 2017 school year. It has been terrific renewing acquaintances with all our continuing students and families as well as meeting those brand new to our school.

Day 8

Across Queensland the 8th day of school (Thursday 2 February) is a significant one for all state schools – primary and secondary. Day 8 is when teacher staffing allocations are finalised.

The number of students actively enrolled on Day 8 determines the staffing allocation. For a student to be enrolled they must either:

- Have presented to the school prior to day 8, or
- Parents have contacted the school and given an undertaking that the child will be in attendance by the last Monday in February (Monday 27 February).

Our current projections indicate, following day 8, we will be in the lucky position of gaining a teacher. This will allow the reorganization/restructure of some class groups most likely in year 3, i.e. the creation of a new year 3 class – 3F. This will allow for lower class sizes across year 3.

As we draw closer to day 8 we will continue to make parents of students in year 3 and/or any other affected year levels aware of the changes required.

Routines and Procedures

Newsletters are distributed electronically each week. Distribution is done via our Skoolbag App, QSchools App, Facebook and the school website. To download our school app, simply head to your app store and search for Scarborough State School. Similarly to download the QSchools app, search for QSchools. The school website is hosted at: <http://www.scacborross.eq.edu.au>

School assemblies will be held on Wednesday afternoons (2.15pm to 2.45pm) for Prep to Year 6 – Preps will join us after they have settled into routine.

Students and parents (or high school students) are to wait in the designated areas when they arrive at school. Prep – Year three are to wait under “F Block” (directly behind the administration block and Years 4 – 6 to wait under “G Block” (the block adjoining F Block). Students are to wait in these areas for safety reasons. Please note there is no tuckshop access before 8:30am. Please be aware that there is no access to school play equipment for **ANY** children (school age or younger) before school.

At 8:30am the first bell rings and students are able to visit the office etc as required. Students are to remain close to their classrooms and wait quietly. When the 8:40 bell rings it is expected that students will be ready to commence the day’s activities. We reiterate for all parents and students that outdoor equipment (Adventure Playgrounds etc) are out of bounds before school and after school.

NO PLAY BEFORE SCHOOL!

The school gates will be closed at approx. 9:00am and re-opened at approx. 2:30pm each day. All parents are required to “Sign-In” at the office during the day if they visit the school.

At the end of the day students are to leave the school grounds as soon as possible to allow cleaners and staff to get on with the jobs they have to do.

All students are required to hand in mobile phones and other electronic devices to the office, before school, in a plastic bag with their name and class on the front. These can be collected from the office at three o’clock.

Office Housekeeping – Linda, Jo & Angela

School Information

Address	Eversleigh Road, Scarborough Qld 4020
Office Hours	8.00am to 3.30pm
School Hours	Prep to Year 6 - 8.40am to 3.00pm
Website	www.scarboross.eq.edu.au
Phone	3480 3333
Fax	3480 3300
Absences	3480 3366 or absences@scarboross.eq.edu.au
Email	info@scarboross.eq.edu.au
P&C Association	pandc@scarboross.eq.edu.au
Uniform Shop	3480 3359 or uniformshopsss@gmail.com
Tuckshop	3480 3388 or tuckshop@scarboross.eq.edu.au
PCYC Before/After school care	3203 4800 or 0448 951 778
Dental Clinic	1300 300 850

Student Resource Scheme payments

If you have completed a yellow Student Resource Scheme Participation Agreement form and returned it to the school, you will have received an invoice for which payment is now due. It would be appreciated payment as per agreed arrangements – either in full / Term 1 instalment / Centrepay is received by **Monday 6 February 2017**.

Excursion Payments

- BPOINT an EQ preferred payment method – refer to instructions at bottom of Invoice
- QPARENTS an EQ preferred payment method
- CASH placed in envelope with completed details and put in hole in the wall
- CHEQUE made payable to “Scarborough State School”
- EFTPOS at the front counter

Credit Balance

At times, students have credit balances on the finance screen. These credits are offset against excursions or in-school activities. It cannot be presumed that your student is attending an excursion/activity. Students must return the invoice with a notation on it indicating that you would like the credit to be used towards payment. The receipt will be attached to the Invoice and sent home with the student.

Due Dates for payments

Excursions are a curriculum activity planned to facilitate and improve understanding of concepts being taught in the classroom. When an excursion or activity is organized, advice to enable permission and arrange payment is sent home with students, to parents/caregivers.

To enable final planning for transport, supervision and entry to the venues, payment and permission slips **MUST** be returned by the due date.

Presenting permissions and monies to the office after the due date for the excursion/activity makes organisation extremely difficult and places an unnecessary and unfair burden on the staff concerned. We ask your co-operation in this matter to ensure all students are given the opportunity to attend and not remain at school.

Due to the many methods of payment, **late payments will not be accepted**. Even if your child is absent from school, payments can still be made. An exception to this and acceptable by the school, will be if prior arrangements have been made with Admin (**NOT THE CLASS TEACHER**). Prior arrangements **MUST** be made not later than one week prior to the excursion/activity - later than that will not be accepted.

If you have any concerns about paying on time, please contact Admin to make alternate arrangements.

EFTPOS payments

Please note that following Policy & Procedure – when making a payment by EFTPOS, the transaction must be for \$10 or more. Payments under \$10 must be paid for by cash or online.

Receipts

When paying by Cash, Cheque or EFTPOS, it is very important that receipts from the Cashier are retained by the payer. This is the only proof that a payment has been made. When payments are processed, receipts are given to the class teacher, who then passes them on to the student. So, as to avoid any discrepancies, if you have not received a receipt within a day or two of making a payment please check with the class teacher.

Refund of payments

Refunds can be made for various reasons and are issued at the Principal's discretion. EQ Refund Policy is that there will be NO CASH REFUNDS. Available options are:

- Amount deposited into a nominated bank account
- Credit Balance which is off-set against current/future invoices on student's record
- EFTPOS (only if original payment was made by EFTPOS – card **must** be presented at office)
- Cheque

Student Medical Information

When students attend excursions, it is a legal requirement that the form "Student Medical Information" is **completed for each excursion**. Completion of the form for the first excursion or activity, does not last for the whole year. Please take care to check the student's name, class, parent/carer signature and date are on the form.

Instrumental Band & Strings Music Program

Payment of fees for this program **MUST** be paid for within the first four weeks of your child commencing in this Program. An exception to this will only be made if prior arrangements are made with Administration. If you have any concerns about paying on time, please contact Admin to make alternate arrangements. Please do not leave this until the last minute. If payment has not been received or alternate arrangements made, within the specified time, your child will be withdrawn from participating in the Program.

Parking

Please be mindful of the parking restrictions around the school – do not double-park, park in loading zones, bus stops or across neighbouring driveways. Police regularly patrol the school surrounds.

Lunch boxes

As there are often crows lurking around to steal lunches, please remind your children not to leave unwrapped food items on seats. We would like to alleviate this problem by all students having lunchboxes. We would appreciate parents discussing with their children that they not leave food out and ensure they close their lunchboxes securely. We have considered this for health reasons.

No lunch

Often children come to the office with either no lunch or not enough lunch. Please take the time to have a chat with your child to determine if they have enough to eat for both breaks. We also ask that you encourage your child to check that their lunchbox is in their bag before leaving for school.

Students waiting to be collected by Parents/Carers after 3.30pm

All students from Prep to Year 6 are released from class at 3.00pm. At this time, it is the parent/carer responsibility to ensure that their child is collected as close as possible to that time. We understand that sometimes there are unforeseen circumstances which may occur and children cannot be collected at that time.

A phone call giving plenty of notice for alternate arrangements is appreciated before 2.30pm. Phone contact at 3.00pm is not a feasible time to be able to pass on any messages, as the child may not be in the classroom.

Parents/Carers are encouraged to have backup plans and emergency contacts, who live close by, to be able to collect children. Ensure that Emergency Contacts recorded with the school are up to date and also that changed arrangements are communicated to your child before leaving for school in the morning.

At 3.30pm, if we have not received contact by parent/carer, any student who we know are still on school site, waiting for collection, will be taken to PCYC After School Care at the school hall. The parent/carer will then incur costs involved and make arrangements with PCYC for payment.

Religious Instruction

Students in Years 1 to 6 participate in Religious Instruction classes on a Thursday afternoon. Students have been allocated to RI classes based on information provided by parents on the enrolment form. If you do not want your child to attend RI classes, written instruction must be provided to the school. Students who are not participating in RI will be provided with other instruction in a separate supervised location. This instruction will relate to school work.

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

Protocol - Courtesy Call

Due to security and privacy issues, it is important that all visitors to the school attend the front counter and talk to reception staff before entering the offices of the Principal or Deputy Principals. Reception staff will endeavour to assist you with your enquiry, however brief it may be, and if possible direct you to the appropriate Administrator or make an appointment.

Birth Certificates

Education Queensland Policy states that "Enrolment will not be approved without enrolling staff sighting and copying a birth certificate. An alternative to birth certificate will be considered where it is not possible to obtain a birth certificate (e.g. a child born in country without birth registration system. Passport or visa documents will suffice). This does not include failure to register a birth or reluctance to order a birth certificate. If your child has recently enrolled for the 2017 year, to allow for continued enrolment, please produce the Birth Certificate by the end of this week.

For international students approved for enrolment by Education Queensland International, a passport or visa will be acceptable.

Children & Illness

When children are unwell their minds and bodies are unable to focus on their schoolwork. It is therefore important that we give them every opportunity to recover from what ails them. In addition, unwell children spread their 'good things' to others in the class and to their teachers. So please, do not send unwell children to school. Home is the only place for them where they can get the treatment necessary to recuperate fully. It is important that the school has updated contact details in case your child is unwell or in an emergency situation.

Every Day Counts

Education Queensland Guidelines for Students' Attendance at School

- Regular checks are conducted on Student Absences. Parents/Carers are required to provide a reason for a child's absence within two days of their child's return to school.
- Unexplained Absences will be recorded on Student Report Cards

Students who are currently enrolled in a state school but have stopped attending school for a period of 15 or more consecutive school days and cannot be located

- Where an enrolled student ceased to attend school and all attempts to contact the parent and student are unsuccessful and the student does not meet the criteria for their enrolment to be cancelled, they remain on rolls indefinitely and their non-attendance is reflected in student attendance data.

Students under this Status will be flagged by Police, Child Safety Officers and other support organisations to locate the student and their family, with the aim of the student returning to school. If the student returns to school, a new enrolment form will be required before the student can be actively enrolled.

Students who will be absent for more than ten consecutive days:

- Form 1 - Application for Exemption: Parents/Carers are required to complete this form if their student will be absent for more than ten consecutive days from school.

The Enrolment Process is to be completed again as the student will be required to re-enrol upon return. The following refers:

Holidays - The parent, or the student if they are living independently, is to inform the school that the student/family is taking a holiday. Note that holidays during the school term are discouraged. If the absence is more than ten consecutive days, **an exemption is required**.

Illness - The parent, or the student if they are living independently, is to inform the school that the student is sick. This includes all references to ill health or reasons related to the health of the student. If a medical certificate has been provided, this should be provided to the school. If a child is unable to attend school for a period longer than ten consecutive school days, **an exemption is required**.

Absences - Daily / Weekly

All contact (whether it be, in writing or over the phone) should be made with the Office **NOT** the class teacher. The office will record absences and forward notification to the teacher.

There are many students who still have unexplained absences recorded. This means that parents/carers have not informed the school of the absence reason. Please remember to inform the school of the reason why your student is or has been absent. There are several ways to do this.

- Phone the **Absence Line direct 3480 3366** – just leave a message at any time of the day
- **Student Absence Explanation – Front Office** – complete at the front counter or keep a supply of these at home and it's as easy to return to school with your child
- Send an **email to absences@scarboross.eq.edu.au**
- Notify via **Skoolbag App**

Smartphone School to Parent Communication

Skoolbag is a mobile app that communicates directly to parent smartphones. It provides access to key school information via one single Communication Centre for both parents and students. It is ideal for receiving alerts, newsletters, documents, informing of student absences etc.

How to install Skoolbag on your Smartphone:

iPhone Users - Simply search for your school name (Scarborough State School) in the App Store on your phone, PC or Mac, and install.

Android Users - Simply search for your school name (Scarborough State School) in the Google Play Store on your phone, PC or Mac, and install.

Please update you details – changed circumstances

- Have you recently changed address or have a new phone number or email address?
- Have you updated your records (medical conditions / permissions etc) with the school office?
- Have any of your emergency contacts changed their phone numbers?

There are numerous occasions when the school is required to contact you. Whether it is in an emergency situation, your child is sick, seeking permission etc, it is imperative that the school has up to date contact information. To assist us contacting you promptly, please update your details. Contact and changes can be made via:

- Change of Details form – available at the Office
- Email info@scarboross.eq.edu.au

Legal Order / Custody

Please be aware that if there is a legal/custody issue relating to your child/children, a copy of the current legal documents **MUST** be provided to the school. These documents **are not legally binding** if they do not have signatures and are stamped with an official Court stamp.

Also note that legal/custody arrangement documents (including Temporary Protection Orders and Protection Orders) that have been provided to the school only remain effective until the Effective End Date that is stated on the document. It is the parent/carer responsibility to provide the school with updated documents.

Blue Card

Volunteers, other than parents/legal guardians **MUST** have a blue card to be able to volunteer at our school. If you are volunteering at our school, please ensure you have a Blue Card. Blue Cards are free of charge for unpaid helpers. Please see Linda Brelsford in the Office, for further details.

Volunteers

In case of an emergency, we need to know who is on school site – you are required to sign in:

- At the office if you are volunteering in your child's classroom
- At the pool if you are volunteering at the pool as one of the class spotters

Email Notification to Teacher

It is important that the Office is made aware of any issues regarding students. When emailing a teacher regarding a student e.g. absences or transferring from this school, could you please CC a copy to absences@scarboross.eq.edu.au or info@scarboross.eq.edu.au.

Administering Student medication at school

If your child requires staff to administer medication to your child at school, please contact the school office in the first instance to discuss your child's requirements.

Please note, school staff will only administer medication that:

- **has been prescribed by a qualified health practitioner (e.g. doctor, dentist)**
- **is in its original container**
- **has an attached pharmacy label**

Office staff will ask you to complete and sign Section 1 of the *Administration of medication at school record sheet*.

NB: If your child requires more than one medication, you will need to complete a form for each medication.

Providing medication to the school

Before you provide the school with your child's medication, check the expiry date to ensure it is in-date and there is enough for the agreed time period. It is also a good idea to take a note of the expiry date so that you can replace the medication before it expires.

Please note, school staff will not administer medication that you can buy over-the-counter at chemists and supermarkets (e.g. paracetamol, eye drops, cough syrup) unless it has been prescribed by your child's qualified health practitioner. For example, the school would administer paracetamol to a student only if it has been prescribed by their dentist to be taken for a short time after dental treatment.

Parents are to advise the school:-

- of any advice provided by your child's medical practitioner or pharmacist concerning this medication
- if changes occur to your child's medication requirements **(provide the school with an accompanying letter/action plan from the prescribing health practitioner about these changes)**

School staff are bound by these regulations and we hope that all parents will acknowledge and cooperate with these rules.

Swimming Program

Swimming for all year levels commences this term. This is a part of the Health & Physical Education Program and is **NOT** an optional part of the school curriculum. Students **MUST** bring a note stating reason why they are unable to participate in swimming lesson.

Please help us make our program successful by having your child prepared each swimming day with swimming requirements. Please remember:

- Togs are not to be worn under the school uniform - to or from school
- All items are to be clearly named
- **NO** long board shorts or bikinis are to be worn
- **NO** jewellery
- A sunshirt or t-shirt **MUST** be worn
- Wearing goggles is optional
- Sunscreen available at the pool for student to access

Music – Helen Goldsworthy, Instrumental Music Coordinator

Welcome back to all our music students. I hope the New Year has refreshed you and everybody is ready to achieve some new music goals in 2017. Congratulations to our 2017 Music Leaders – Katie Brooks and Harry Lewis.

Instrumental music lessons will begin in Week 2 for continuing string students and in Week 3 for band and all students beginning an instrument for the first time in 2017.

Lessons and rehearsals are as follows:

- Band - **Senior Band** rehearsal
 - Rehearsals Wednesday mornings 7.30am to 8.30am
 - Lessons Tuesdays or Wednesdays

- String students – **Senior Ensemble**
 - Rehearsals Monday afternoons 3.00pm to 4.00pm
 - Lessons Mondays

If your lesson time clashes with swimming, students will need to see their instrumental teacher before school to arrange an alternative lesson time.

Forms regarding music fees will be sent home next week. Payments **MUST** be made within four week of commencing lessons. Please return forms and payment to the office as soon as possible.

A parent meeting for students beginning instrumental music in 2017 will be on Monday 30 January from 3.00pm to 4.00pm in the music room behind the hall. If you are unable to attend, please inform Mrs Goldsworthy so the information can be sent home with your child.

Choir rehearsals will start this Friday morning 27 January, from 8.00am in Mrs Goldsworthy's room. This will be a **GIRLS ONLY** choir for the first event in 2017. There will be a **BOYS ONLY** choir later in Term 1. Students from years 3-6 are welcome to attend. Please arrive on time for rehearsals.

Student Banking

Student Banking commences next Tuesday 31 January 2017. Each class has a pouch which all bank books are placed in. These pouches are then taken to the HUB where they are processed.

Dates for your Calendar

Thursday	26th Jan	Australia Day Public Holiday
Monday	30th Jan	Beginner's Instrumental Music Parent Information Session 3-4pm
Tuesday	7th Feb	Year 5 Living History Australia at school event
Wednesday	15th Feb	P&C Meeting 6:30pm
Wednesday	1st Mar	School Photos
Wednesday	15th Mar	AGM P&C and General Meeting 6:30pm
Friday	17th Mar	GRIP Conference (Yr 6 School, House, Music, Robotics Leaders)
Thursday	30th Mar	Year 6 Transition Day to Redcliffe State High School
Friday	31st March	Last Day of Term One
Tuesday	18th April	First Day of Term Two



NAB AFL Auskick is running at your local football club now!

Where: Redcliffe Tigers AFC
 When: First session is on Saturday 18th February
 Time: 8:00am – 9:00am
 Length of program: 7 Weeks*
 Cost: \$75

COME AND TRY FIRST SESSION!!!

For more information visit aflauskick.com.au
 or call 3865 8700. *Weather permitting



Welcome back to Term 1 Scarborough School Tennis
 Currently we have a few places remaining on
 Tuesday 7.30am
 # 45 minute tennis lessons
 # \$17 per lesson (fees paid termly)
 For further information please contact the Redcliffe
 Tennis Centre on 07 3284 2349 or email
info@focustennisacademy.com.au
<http://www.focustennisacademy.com.au>

Netball

www.redcliffe.qld.netball.com.au

OPEN DAY

10am – 12pm

SATURDAY 4th FEBRUARY 2017

Redcliffe Leagues Netball Association, KR Benson Park, Maine Road, Clontarf

- All skill levels welcome
- Ages 5 and up

2017 Registrations Open Online at

www.redcliffe.qld.netball.com.au

REDCLIFFE LEAGUES

NETBALL

ASSOCIATION

Munch and Crunch All \$2.00 each

- ◆ Fruit Salad Tub
- ◆ Celery, Carrot and Cheese with Mayo dip
- ◆ Boiled Egg and Cheese

Burgers and Rolls

- ◆ **Chicken Burger**
Chicken Patty, lettuce, tomato and Mayo \$4.00
- ◆ **Cheese Burger**
Beef Patty, cheese and tomato sauce \$3.50
- ◆ **Pellie Mac Burger**
Beef Patty, lettuce, cheese and special sauce \$4.00
- ◆ **Bacon and Egg Burger**
Bacon, egg and BBQ sauce \$3.50
- ◆ **Chicken and Gravy Roll** \$4.00
- ◆ **Hot Dog**
Real Pork Sausage with tomato sauce on a roll \$3.50
Add Cheese or Bacon +\$0.50
- ◆ **Volcano Bun**
Bun filled with Cheese and Bacon \$ 3.00

Everyday Favourites

- ◆ Sausage Roll \$3.00
- ◆ Meat Pie \$3.00
- ◆ Garlic Bread \$2.00
- ◆ Corn Cob \$1.00
- ◆ Chicken Nuggets (6) \$3.00
- ◆ Pizza -Ham & Pineapple or Chicken or Cheese \$4.00
- ◆ Cheese Quessadilla \$3.00
Add Chicken or Ham + \$1.00

SAVE TIME AND ORDER ONLINE-- WWW.FLEXISCHOOLS.COM.AU**Scarborough State School****TUCKSHOP MENU - Term 1 & 2 2017**

tuckshop@scarboross.eq.edu.au

Salads

- ◆ Garden Salad- Lettuce, carrot, cheese, tomato, cucumber, Beetroot, capsicum and half egg \$3.50
Add Chicken, Ham or Tuna +\$1.00

Sandwiches (Wholemeal Bread)

- ◆ Vegemite, Jam, Honey, Cheese \$1.50
- ◆ Egg and Lettuce \$2.00
- ◆ Ham, Cheese and Tomato \$3.00
- ◆ Salad \$3.00
- ◆ Chicken, Ham or Tuna \$3.00
- ◆ Chicken, Ham or Tuna with Salad \$4.00
- Wrap +\$0.50 Toasted +\$0.50
- Any of the above on Gluten Free Bread + \$1.00

WRAPS

- ◆ Chicken, Lettuce and Mayo Wrap \$3.50
- ◆ Chicken and Cheese TOASTED Wrap \$3.50
- ◆ Sweet Chilli Chicken Wrap (Chicken tenders, lettuce tomato and mayo) \$3.50

Pellies Daily Specials \$5.00 each

- Monday- Macaroni Cheese and bottle of Water
- Tuesday - Sushi (chicken teriyaki or chicken, lettuce and mayo) and Juice
- Wednesday -Fried Rice and Juice
- Thursday-- Pastitsio ("Pellies Lasagne") and Juice

Children must bring Tuckshop Bag to collect Iceblocks and Slushies

Snacks

- ◆ Strawberry or Vanilla Low Fat Yoghurt \$1.50
- ◆ Two Pikelets with Jam and Butter \$0.60
- ◆ Plain Pikelet \$0.20
- ◆ Two Saos with Vegemite \$0.60
- ◆ Fresh Baked Treat \$1.00
- ◆ Popcorn \$1.00
- ◆ Chips- Red Rock, Grainwaves, JJ's \$1.50
- ◆ Jelly and Low Fat Custard (not available for preps) \$1.00

Frozen Treats

- ◆ Frozen Juice Cup \$1.00
- ◆ Mini Calippo/Icy Twist \$1.20
- ◆ Paddle Pops \$2.00
- ◆ Whole Quelch Stick \$0.60
- ◆ Half Quelch Stick \$0.30
- ◆ Sorbet \$2.50

Drinks

- ◆ Whole Milk \$1.50
- ◆ Flavoured Milk \$2.50
- ◆ Up & Go \$2.50
- ◆ Popper Juice \$2.50
- ◆ Crazy Lemon \$2.00
- ◆ Water \$1.50
- ◆ Slushy (Not available for Preps) \$2.00

Extras

- ◆ Tomato and BBQ Sauce \$0.30
- ◆ Brown Paper Bags \$0.20