



Runcorn State School

PARENT HANDBOOK



Every Child, Every lesson, Every day.

**United in the Pursuit
Of Excellence**



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WELCOME TO RUNCORN STATE SCHOOL

Thank you for choosing Runcorn State School as the provider of your child's education. Our school was established in 1901 and is located in Sunnybank. Runcorn State School provides a modern education in a traditional setting and instils the values of community and learning as a partnership amongst its families.

BRIEF HISTORY OF RUNCORN STATE SCHOOL

On 8 July 1901, at the request of farmers in the area, a small bush school was opened in the Runcorn-Sunnybank area where two bush tracks crossed. It was named the Runcorn Provisional School - the word "Provisional" denoted that the parents provided the building and equipment while the Queensland Department of Public Instruction, (now named the Department of Education, Training and the Arts), provided the teacher.

There were twenty-five children when the school first opened who were taught by a female Principal, Miss Maud Fraser. The main transport in the area was the daily train to and from the city, or horse drawn vehicles. At that time there were no cars, no electricity, no sewerage and no water supply. Pupils in those days mostly walked to school, some from five miles away.

The district was a farming area, mostly producing citrus fruit, pineapples and poultry.

In 1909, the school became Runcorn State School when the Department of Public Instruction took over full responsibility for the school. The Sunnybank area has fertile soil and good underground water so farms flourished.

Runcorn State School grew quietly and steadily over the next forty years. During the 1950's and 1960's, Runcorn was well known in teaching circles as the Project Club School. Student teachers from Kelvin Grove Teachers' College came out once a year - up to 250 at a time - to see children at the school conduct meetings and give talks on how to run Forestry, Pineapple, Citrus and Rose Clubs. Until the 1950's Sunnybank continued to be mainly a farming area. Many Brisbane people drove out on Sunday afternoons to visit the farms to buy paw paws, avocados, custard apples, vegetables and flowers from roadside stalls.

During the late 1960's and 1970's the farms were finally swallowed by Brisbane's urban sprawl. This was a boom time for property developers in the area; most farms were subdivided to make housing estates. During this period, it was the fastest developing area in Queensland. The school felt the pressure of this influx of people as it struggled to cope with ever-growing numbers, reaching its peak enrolment of over 1100 in the mid-1970's with many classes housed in temporary buildings.

Other schools such as those at Sunnybank Hills, Warrigal and Runcorn Heights were built to relieve the crowding and the enrolment at Runcorn gradually decreased.

A school swimming pool was built in 1980 and solar heating was added in more recent years. The pool is an integral part of Runcorn's Health and Physical Education program as well as being the Runcorn Swimming Club's home venue.

At Runcorn State School we provide a high quality education that assists our students to love learning, develop judgement and a sense of responsibility, understand the past and prepare to embrace the future. We equip our young people for the future, enabling them with the skills to positively contribute to a socially, economically and culturally diverse society.

Our school motto "Honest Endeavour" typifies the ethos of all members of the school community. To parents looking for a vibrant and progressive learning community for their child/ren, we extend a warm welcome.

Our staff is highly trained and have clear teaching and learning priorities that focus on **Every Child, Every Lesson, Every Day**. They are passionate about learning and are continually engaged in best practice curriculum and pedagogical professional development.

Together, as a school community, we will prepare all students to be engaged, informed and active Australian citizens, inclusive of diverse cultures, backgrounds and individual needs.

Once again, we welcome you to Runcorn State School, a happy, caring and secure environment where your child/ren will receive a quality education.

Please share these expectations and information in this booklet with your child/ren. If you have any further queries, please contact us to arrange an interview.

Welcome aboard!

Michelle D'Netto

Principal

Roberta Matlock

Deputy Principal

ADMINISTRATION TEAM:

Principal	Michelle D'Netto
Acting Deputy Principal	Roberta Matlock
Business Services Manager	Barbara Seiler
Administration Officers	Lyn Newman Leanne Howes Ruth Francisco Suzanne Schultz

SCHOOL CALENDAR 2017:**SEMESTER ONE:**

TERM ONE (10 weeks)	Monday 23 January – Friday 31 March
TERM TWO (10 weeks)	Monday 15 April – Friday 23 June

SEMESTER TWO:

TERM THREE (10 weeks)	Monday 10 July – Friday 15 September
TERM FOUR (10 weeks)	Tuesday 3 October – Friday 8 December

PROPOSED PUBLIC HOLIDAYS:

Australia Day	Thursday 26 January
Good Friday	Friday 14 April
Easter Monday	Monday 17 April
Anzac Day	Tuesday 25 April
Labour Day	Monday 1 May
Show Holiday	Wednesday 16 August
Queen's Birthday	Monday 2 October

STUDENT FREE DATES:

Thursday 19 January, Friday 20 January and Monday 3 April, Tuesday 4 April, Wednesday 5 April and Monday 16 October

SCHOOL DIRECTORY

ADDRESS Cnr Mains and Beenleigh Roads, Sunnybank Qld 4109

POSTAL ADDRESS PO Box 3185, Sunnybank South Qld 4109

TELEPHONE (07) 3323 8777

FAX (07) 3323 8700

EMAIL the.principal@runcornss.eq.edu.au

Website: www.runcornss.eq.edu.au

Education Queensland website: <http://education.qld.gov.au>

Office Hours: Monday to Friday 8am-3:30pm

P & C

- President Eunan McCusker
- Vice President Doug Panic / Craig Schooth
- Secretary
- Treasurer

Tuckshop 3323 8732 Ms Jodie Newton

Dental Clinic 1300 300 850

Uniform Shop 3323 8777

Swimming Club 3273 6108 Mr Bruce Kille

SCHOOL ROUTINE

8:00am	Bell rings.
8:45am	First Music Bell – students should arrive at school just prior to this bell unless they have extracurricular commitments.
8:50am – 11:00am	First learning session
11:00am – 11:15am	Eating session. Years P-3 in Girrawheen Place. Years 4-7 in new library area.
11:15 - 11:55am	Lunch break - play
11:55am	Music Bell indicating classes to commence
12:00pm – 1:30pm	Middle learning session
1:30pm – 1:50pm	Afternoon break
1:50pm – 3:00pm	Afternoon learning session

ABORIGINAL AND TORRES STRAIT ISLANDER PERSPECTIVES

Approximately 4% of Runcorn State school students identify as being of Aboriginal, Torres Strait Islander or both Aboriginal and Torres Strait Islander descent. Our school is committed to embedding Aboriginal and Torres Strait Islander perspectives in order to provide quality outcomes for indigenous students every day in every classroom. Targeted funds are used to provide learning support to close the gap between the performance of indigenous and non-indigenous students.

ABSENCES

Student absences from school need to be reported either by written note to the class teacher upon return to school or by leaving a message on the dedicated school absence line (3323 8777 Option 1). Unexplained absences of more than three days will be followed up by the Administration team. Regular attendance at school is vital for all students. If continued absences occur, whether spasmodic across a term or consecutive days, with insufficient reason, parents will receive a formal letter from Education Queensland requesting further explanation.

EARLY DEPARTURES: If you need to take your child out of school early, please complete the Early Departure Register in the office. You need to sign out your child and pass the early departure slip onto the class teacher.

LATE ARRIVALS: if your child arrives after the bell, please sign the Late Arrival Register in the front office. If your child arrives after 9:30am, it will be recorded as a morning absence.

ADMISSIONS TO RUNCORN STATE SCHOOL

Enrolments are conducted through the school administration office. Upon receiving an enrolment request, a suitable appointment time is arranged prior to enrolment. Enrolment procedures include completion of enrolment application form, which may be done prior to the interview and an interview with a member of the Administration team.

At the interview, you will be required to provide:

- a birth certificate or proof of enrolment at a previous state school
- visa (if applicable)

At the interview you will be provided with or referred to:

- school handbook
- enrolment application
- media permission
- internet access permission
- religious instruction form
- dress code (on our website)
- our Responsible Behaviour Plan (on our website)

It is recommended that your child/ren attend the interview. Class placement, individual needs and expectations will be discussed.

For Prep enrolment students must turn 5 years of age by 30 June in the year they enrol in Prep. Prep information sessions and interviews are usually held in term three each year. A Prep orientation day is then organised for term four. Please ensure that you have your child's name on our Prep list.

Education Queensland requires evidence of the date of birth of your child. This evidence may be:

- an official birth extract or certificate
- current passport
- a certificate from a Doctor or Clergyman – provided the date and year of birth is clearly stated
- a statutory declaration made by a parent/guardian and signed by a Justice of the Peace (Statutory Declaration forms are available at the local post office).

AFTER SCHOOL CARE

Runcorn State School has a before and after school care facility on the premises. The program is run by PCYC and their contact number is 0423 551 335.

There are also other after school care programs in the area some of which provide buses to transport the students from the school to their centres.

CAR PARKING

Car parking around Runcorn State School is limited. Drivers are requested not to deliver or collect children inside the school car park. This is reserved for staff. If you need access to this car park for medical reasons or to deliver heavy articles, please gain permission from the office first.

CODE OF CONDUCT

All members of the school community: students, staff, families and other adults are expected to behave in an appropriate manner when on school premises and/or speaking on the phone or in the written format. Our school values RESPECT, RESPONSIBILITY AND SAFETY. We endeavour to work with families and community to resolve any conflict in an appropriate and respectful manner.

Unfortunately, from time to time, school staff in the course of doing their duty, are forced to deal with hostile people on school premises and schools are forced to take serious measures. To avoid situations we must all work together for the collective benefit of the students.

COMMUNITY LINKS

We enjoy close links with the Adopt-A-Cop program, Fire and Ambulance Services. Our Adopt-A-Cop is Constable Dean McGarry.



CUSTODY ORDERS/PARENTING AGREEMENTS

If your child becomes the subject of either of the above documents, it is imperative that you provide a copy of these documents to the Administration and make an appointment to share the implications for your child. We keep a copy of these documents and the class teacher will be made aware of any arrangements. We work with you and any relevant agencies including Child Safety and Qld Police to ensure these orders are followed. Please keep us updated if there are any changes or new documents.

DENTAL CLINIC

The School Dental Service provides oral health care to children from Prep to those in Year 10, and only Year 11 and 12 who have a current Centrelink Card, Healthcare Card or Pension Card. The majority of the treatment is carried out by dental or oral health therapists who are highly trained and skilled in dentistry for children. More specialised treatment may be carried out by the Dentist who also advises parents with respect to Orthodontics or other dental requirements.

If consent is given for your child to be enrolled in the school dental service an examination will be carried out and you will be invited to discuss the treatment plan before any work is commenced.

As the dental clinic staff visits a number of schools, they cannot see all children every six months. If your child needs the services of the dental clinic staff when they are not working at Runcorn State School, please phone 1300 300 850.

FACILITIES/GROUNDS

A safe and attractive physical environment is one of Runcorn State School's assets. Visitors constantly remark on our beautiful grounds. This includes our oval, tennis courts and swimming pool. We have junior and senior adventure playgrounds as well as a cool and inviting rainforest area. All classrooms are networked with interactive whiteboards in addition to our three computer lab areas. Built under the funding of Building the Education Revolution, Runcorn State School enjoys a fully functional Science lab as well as a contemporary resource centre which houses a media-room and meeting rooms.

INFORMATION & COMMUNICATION TECHNOLOGIES

Using computers and ICT's to support teaching and learning is a reflection of Runcorn State School's progressive attitude to future technologies. We believe that computers engage students in many different ways and are therefore embedded into classroom practice. All classrooms have interactive whiteboards and these are used daily. In addition to our computer labs, all classrooms have computers and currently have access to several I-Pads to enhance learning.

INSTRUMENTAL MUSIC PROGRAM

Runcorn State School enjoys a comprehensive instrumental music program which includes woodwind, brass, percussion and strings tuition. The instructors are employees of Education Queensland and work with groups of students. Groups of 3-10 occur depending on the level of the students. Students receive weekly instruction and the tuition program follows Education Queensland Curriculum Guidelines. Our Classroom Music teacher works closely with the visiting instrumental teachers to assist them in organising performances and to coordinate the music programme within the school. Runcorn State School is committed to a high standard of musical performance for its ensembles (Junior Band, Senior Band, Beginner String, and Senior String Ensemble). The Instrumental program is an extracurricular activity that is offered to students who demonstrate an aptitude for music. Places in this program are limited therefore places are offered according to ability and the student meeting the selection criteria. It is our policy that students are eligible for EITHER strings or the band program, not both. Whilst the staffing is provided by Education Queensland, Runcorn State School funds the instruments.

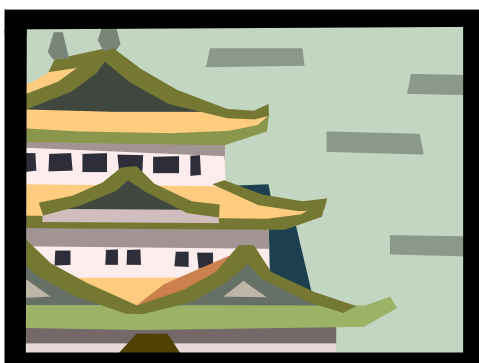
In order to purchase sheet music and equipment such as stands, uniform vests and loan instruments, each student in the program is asked to contribute an annual levy towards these costs. Details of this contribution are sent to the students concerned at the beginning of each school year. Our school ensembles are very active in providing performances for community audiences and participating in local competitions e.g. Eisteddfods. More detailed information will be issued to parents of these students commencing instruction on an instrument.

LOST PROPERTY

It assists the school when all belongings are clearly marked. Articles of lost clothing are collected and placed in the Lost Property box under B Block. Named articles are returned to their owners however many items remain unclaimed. Parents are encouraged to check the Lost Property box at any time to recover lost items. Unclaimed items of property will be sent to a worthy charity after a period of time.

LOTE

Japanese is the language offered for study at Runcorn State School.



MEDICAL ISSUES

- **Anaphylaxis:** the procedures for anaphylaxis students are:
 1. Parents provide an anaphylaxis medical plan from the Doctor on a yearly basis. On enrolment or diagnosis this plan is discussed and necessary arrangements are made e.g. alternate eating areas.
 2. Staff are informed about steps in the plan and training is provided
 3. Discussions with parents about participation in special school events such as camp will be arranged as necessary.
 4. Students may need access to their Epipens. Emergency Epipens are available from the first aid room and will be taken to sporting events, excursions etc.
- **Asthma:** the procedures for asthmatic students are:
 1. Students may be responsible for their inhaler provided a letter is received by the Principal from the parents giving the student permission.
 2. Special arrangements need to be made with Administration should a student require the use of a nebuliser.
 3. All students who require inhalers daily are strongly advised to place a spare inhaler (named and dated) in the first aid room in case of an emergency.
 4. Emergency inhalers are available from the first aid room.
- **Head lice:** Detecting and treating head lice are the responsibility of the family. Our school supports families in a number of ways as demonstrated in the *Managing Head Lice at Home letter*. In the event of your child contracting head lice it is recommended you use:
 - the conditioner and combing technique as a treatment alone or
 - the conditioner and combing technique in between the use of a chemical treatment.It is essential to check for effectiveness after each application of a chemical product. Some head lice are resistant to some treatments.

Remember: Anyone can get head lice. Check weekly, treat quickly and inform the school.
- **Medication at school:** Long term medication, prescribed by a Doctor or Dentist may be administered to students by school staff. It is necessary to complete the medication form available from the office or forward a letter, including the child's name, the type of medication and dosage. The medication must be sent to the office in its prescription container and administered according to the doctor's instructions. **Short term and non-prescribed oral medication such as antibiotics and cough mixtures etc. can be administered by school staff providing the 'Request to Administer Medication at school' form is completed and signed by the parent.** Education Queensland prohibits students from carrying their own medication to school. We require that parents deliver the medication to the office and collect after school or before weekends as needed.

A school register is kept of all medicines administered.
- **Sickness at school:** Occasionally students become ill while at school. If this happens, you will be notified by phone and arrange for your child to go home. If we cannot contact you, we make the student as comfortable as possible and keep trying. Please make sure your contact details and any emergency contact details are kept up to date at all times.

- **In the event of an emergency we will arrange for the ambulance to attend to your child and be guided by their advice should we be unable to contact you.**

MOBILE PHONE POLICY

There are times when it is genuinely appropriate for students to have access to a mobile phone for emergencies or change of arrangements with parents. The mobile phone should be restricted so as not to detract from the school educational program. Therefore:

1. Mobile phones must be turned off during school hours – not visible.
2. Students are encouraged to hand their mobile phone in to the office for safekeeping.
3. In phone cameras are not to be used anywhere a normal camera would be considered inappropriate such as toilets, change rooms.
4. No liability will be accepted by school in the event of loss, theft or damage.
5. Students are reminded to display courtesy, consideration and respect for others when using a mobile phone.

MONEY COLLECTIONS

During your child's stay at Runcorn State school there will be times when he/she is required to bring money to school for excursions/incursions and camps. The school accepts cash/EFTPOS/cheque and Direct Credit as methods of payment. The school bank details are: BSB 064 162 / Account Number 00090035. When using Direct Credit method of payment, please ensure you include some form of reference identifiable to your student and what the payment is for. It is envisaged that Centrepay payment deductions will be available by 2015.

The following procedures are in place to help provide the best possible security for your money:

1. All money for school must be sealed in an envelope marked with your child's name, year level and name of the excursion/collection.
2. This envelope must be handed in to the class teacher on arrival at the classroom. This money is then placed in a bank bag and forwarded to the office for receipting and banking. Receipting occurs each Wednesday and Friday although monies may be sent any day.
3. Alternatively, the envelope may be placed in the money slot in the administration office as soon as your child arrives at school.
4. Students are advised not to leave money in their bags or desks.

MUSIC

All students access a developmental classroom music program. At Runcorn State school music is an integral part of our curriculum. Every student is given the opportunity to read music and develop performance skills. Students are involved in singing, games, vocal scores and the playing of instruments. Students in Years 2, 3 or 4 are assessed to see if they have an aptitude for music and if so, they may be given an opportunity to learn an instrument. (See also Instrumental Music information).

Runcorn State School also has two choirs: Junior and Senior. Choirs rehearse weekly and perform at various functions throughout the year. Membership is open to all students in Years 3-7 subject to audition. Choir members wear the Runcorn State School performance uniform. Please note: parents are required to provide notes for absences from rehearsals.

NEWSLETTER

The Runcorn newsletter is published every Thursday fortnight and is emailed home to parents. This is a major communication channel to parents and has all the latest happenings and celebrations at Runcorn State School. We encourage you to read it with your child each fortnight.

PARADES

Parade is held in Girrawheen Place every Monday at 2.30pm. When there is a public holiday or pupil free day on a Monday, parade will usually be held on Tuesday at 2.30pm.

All parades are conducted by student participation. Each class is given a number of opportunities throughout the year to conduct parade and do a presentation. These presentations are well worth coming to see.

The achievements of the children are celebrated at these parades with awards given each week.

Other special ceremonies include School Captains and Student Council Induction, ANZAC and Remembrance Day ceremonies, End of Year celebration of achievements

PARENTS AND CITIZENS' ASSOCIATION

The P & C Association meet in the P & C room on the second week of each month. The annual general meeting is held in March each year. The P & C play a very important role in our school community. Major fundraisers include discos, fetes, and raffles. ALL parents are encouraged to attend and become involved in our very active P & C. Please email pandc@runcornss.eq.edu.au if you have any queries.

REFUND POLICY

If your child is unable to attend an excursion/incursion/camp for any reason, please refer to the school's refund policy to see if you are eligible for a refund. This can be obtained from the office.

RELIGIOUS INSTRUCTION

Religious Instruction is given each Thursday afternoon for students in Years 1 - 6 for 30 minutes. The school offers instruction in non-denominational groupings of a Christian base. On enrolment parents will be required to indicate their wishes around Religious Instruction and this information will be entered into our One School data base.

REPORTING

School-home liaison is facilitated through:

Parent-teacher information sessions held at the beginning of each year to inform you of curriculum, school and class expectations.

- Three-way interviews are conducted at the end of Term One and Term Three. Parent/s, student and teacher are expected at the meetings as students promote their achievements and set goals for the remainder of the terms.
- A written report is sent home at the end of Term Two and at the end of Term Four.
- Further parent-teacher interviews are available upon request as needed.

Parents are encouraged to make an appointment to see the class teacher if there are any issues/concerns.

SCHOOL DOCUMENTS

The strategic direction of Runcorn State School is recorded in the following documents that are available on our website:

- Annual Operational Plan
- School Annual report
- Responsible Behaviour Plan
- School Improvement Agenda

These and other relevant information can be found on our school website:

www.runcornss.eq.edu.au

SCHOOL SECURITY - SIGN IN PROCESS

All persons entering the school grounds are required to report to the Administration building and sign the *Sign-in Register* on arrival. Visitors receive a visitor's tag to wear and keep visible during their time on site. On completion of the visit the *Sign-in Register* must be signed off.

SCHOOL DRESS CODE

UNIFORMS

Boys Uniform

Boys may wear royal blue shorts with the unisex polo shirt or dress shirt.

Dress Shirt: Pale blue with royal blue collar, front buttoning, short sleeves, breast pocket with blue trim and school emblem

OR

Unisex Polo Shirt: Pale blue polo shirt, with royal blue collar and school emblem.

Shorts: Royal blue shorts

Girls Uniform

Girls may wear royal blue shorts, skorts, wrap skirts or skirt with the unisex polo shirt (especially for sporting activities), dress blouse or school dress.

Unisex Polo shirt: Pale blue polo shirt with royal blue collar and school emblem.

Dress Blouse: Pale blue with royal blue collar, front buttoning, short sleeves, breast pocket with blue trim and school emblem, band around hips, worn over shorts or skirt.

Dress: Blue and white pin striped, royal blue collar, princess line, short sleeves, pleats, zippered pocket in side seam with school emblem on left breast.

Sports Uniform

Girls: Royal blue skorts or shorts with unisex polo shirt

Boys: Royal blue shorts with unisex polo shirt

(House colour t-shirt can be worn on athletics day)

Shoes

Closed in laced or Velcro black shoes or predominantly white sandshoes with socks (black or white). Slip on canvas shoes, thongs and open sandals are dangerous and are not permitted.

Hats

Our Sun Safe Rule is: "No Sun Safe Hat, No Play". Consequently all children and staff members must wear an appropriate sun safe hat while engaged in activities in the open. Students are encouraged to wear the school broad brimmed, bucket or legionnaire's hat.

Winter Uniform

Cardigan, microfibre jacket, or jumper/sweatshirt in school colours. Blue track pants in school colours can be worn. Girls may also wear blue stockings.

Jewellery

The only jewellery to be worn at school are earrings (studs or sleepers and no more than one per ear), a watch and a signet ring. It is against Workplace Health and Safety Regulations to allow any other piercing apart from the ears. Similarly, no bracelets, anklets or necklaces are to be worn. The principal will give consideration for religious, cultural and medical needs.

Hair & Make Up

Extreme hairstyles are not permitted (This means haircuts that are not normally seen within schools of primary age cohorts i.e. tracks, mohawks, streaks, rats tails etc.). All hair that is shoulder length or longer is required to be worn pulled back and secured away from the face and shoulders with a scrunchie, band or ribbon (preferably blue or white). No coloured nail polish or make up is to be worn at school.

Swimming

Children require a bathing cap and rash shirt for swimming.

Uniform Shop Trading Hours:

The uniform shop is open 8.30am – 9.00am Monday, Wednesday, Friday and a price list can be downloaded from our website.. If you are interested in helping, please contact the Convenor on 07 3323 8777.

SCHOOL RULES

Students at Runcorn are expected to be proud of their school and its fine reputation, wear its uniform and behave appropriately at all times.

Throughout the school we emphasise the rights of everyone to be treated with respect, care and consideration and to feel safe at school. The students, staff and parents have devised a behaviour management plan which includes these school rules.

- Be respectful
- Be responsible
- Be safe

Each year the children are taught what these rules mean at classroom and school level. Children are encouraged in all aspects by a system of rewards at parade each week. These awards often include achievements in behaviour or supportive attitudes to others.

A copy of our Responsible Behaviour Plan is available from the office for parent perusal or can be downloaded from the website.

It is stressed that this Plan includes a "proactive" element where the children are taught about behaviour, social skills and interpersonal skills as well as the usual "reactive" element where there are agreed consequences for breaking rules.

STUDENT SUPPORT

There are a wide range of support services available to students at Runcorn State School. These services are flexible and responsive to the needs of individuals. Students with disabilities and significant learning difficulties may be supported in their regular class by specialist support staff including teachers and teacher aides. Students with English as an additional language may also be supported by a specialist teacher. Access to other services such as the guidance officer or therapists is managed through a referral to the school intervention team. Support staff work closely with class teachers to ensure all students access the curriculum using an inclusive approach.

SCHOOL SPORT

- **Sports houses:** for the purpose of competing in athletic and swimming activities, the school is divided into three houses with members of the same family placed in the same house. The houses are Banksia (green), Acacia (yellow) and Grevillea (red).
- **Gala days:** the school is a member of the Sunnybank District Sports Association. Students in Years 5-6 compete at an inter-school level in Basketball, Netball, Soccer, Softball, T Ball, Tennis, Australian Rules football and Touch Football. Students then have the opportunity to gain selection in District, Regional and State teams.
- **Swimming:** as the school has its own heated swimming pool, students from Years 1-6 receive two lessons at the pool a week in terms one and four. Prep students receive one lesson per week in term four only. Close liaison with the Swimming Club ensures quality competition for our swimmers.
- **Track and Field:** Pre-Year 3 compete in a track and field carnival using a mini-olympics format to develop skills in a variety of areas. Years 4-6 compete in a formal track and field carnival as a member of their sports house. From these competitions, students may gain an opportunity to be selected in the school team for District Athletics.

STUDENT BANKING

Banking for students is conducted at school each week. This is done through the Commonwealth Bank. Students are given the opportunity each year to open accounts. You will be advised via the newsletter of banking and any changes that are made.

SUPERVISION

Staff supervise students during first and second breaks and while waiting for buses and at the 2-minute zone. NO teacher is on duty to supervise the playground before school as preparation is being carried out for the day's teaching. Students should not arrive prior to 8am. Students arriving at school early are required to sit quietly in a designated area. There is no teacher supervision in the playground after school, so we ask parents to pick their students up immediately after school finishes at 3.00pm.

SWIMMING CLUB

Runcorn has a strong, active, family-based swimming club with Learn to Swim, Squad training and Adult Squads available. If you have any queries regarding the swimming club please ring the pool number 3345 9661 during club times or contact the school office to obtain the number of the current Club President.

TUCKSHOP

The Tuckshop is open each school day. The Tuckshop menu and price are regularly updated. Our Tuckshop has implemented the latest Healthy Schools' guidelines with all foods classified as red, amber and green.

Ordering process:

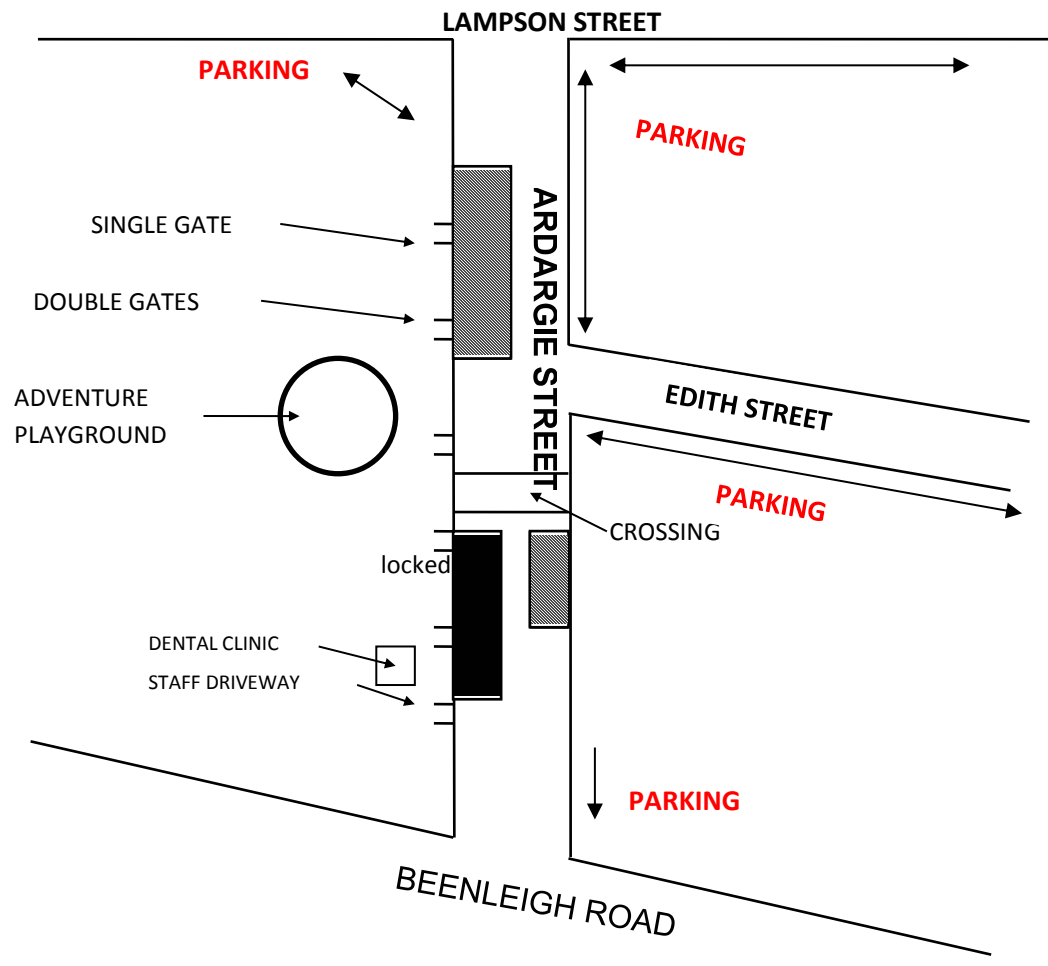
- Order are to be pre-ordered by placing your child's name and class on a bag, place the money inside and place it in the class basket before 9am.
- Orders are delivered at first lunch and collected from the tuckshop at second break.
- Hot food is only available at first break.
- Paper bags are available at the tuckshop at a minimal cost.



The Tuckshop is reliant on volunteers. Please consider offering your services by contacting our Tuckshop Convenor, Ms Jodie Newton, on 3323 8732.

TRANSPORT TO AND FROM SCHOOL

Because of the location of our school, we are very conscious about road safety.

- **Walking:** As school commences at 8:45am, it is appreciated if the students arrive just prior to this bell. Exceptions may be when students are involved in extracurricular activities such as music. After school, students are to walk straight home without any detours. Any misbehaviour that occurs on the way home is the responsibility of the parents. Crossing supervisors attend the pedestrian crossings (Ardargie St and Cnr Mains & Beenleigh Rds) outside our school on each school day. Students should use these crossings at all times.
- **Parents walking their child/ren to and from school are requested to use the pedestrian crossings.**
- **Car: pick up zone (2 minute passenger zone).** Please park here only when you see your child approaching. Wait at the end of the queue and move down in turn to collect your child/ren. This enables the traffic to flow more freely. Do not leave your car unattended in this area. Please do not attempt a U-turn in this area. This is extremely dangerous and stops traffic flow in both directions. Please do not call your child/ren across the road. This is dangerous and does not set a good example for others.
- Across the road from the Dental Clinic is another 2 minute passenger zone. We ask that when using this pick up area you do not obstruct the view of the Ardargie St crossing supervisor.
- We work closely with Brisbane City Council and the Queensland Police to ensure the safety of all students and to enhance traffic flow.
- **Bus:** students waiting for buses at the school Mains Road bus stop are supervised from 3:00pm-3:30pm. Please contact the office if you have any queries about bus travel.
- After-school care
- **Bicycles/Scooters:** Bicycles or scooters should be placed in the racks provided under B Block. Chains and locks are recommended. Students should not ride their bicycle or scooter in the school grounds. All students who ride their bicycles to school are reminded that State Government legislation requires ALL students to wear helmets.



-  2 minute PICKUP zones
-  Bus Zone