



# Runcorn State School

## PARENT HANDBOOK



**2021**

**Every Child, Every lesson, Every day.**

**We are all  
learners**



<b>TOPIC</b>	<b>PAGE NUMBER</b>
Aboriginal and Torres Strait Islander Perspectives	8
Absences	8
Administration Team	6
Admissions to Runcorn State School	8/9
After School Care	9
Brief History of Runcorn State School	3-4
Car Parking	9
Custody Orders/Parenting Agreements	9
Dental Services	9
Facilities/Grounds	10
Homework Policy	10
Information & Communication Technologies	10
Instrumental Music Program	11
Lost Property	11
Japanese	11
Medical Issues	12
Money Collections	13
Music	13
Newsletters	13
Parades	13
Parents and Citizen's Association	14
Pickup/Drop Off Road Safety Map	21
Proposed Public Holidays	6
Refund Policy	14
Religious Instruction	14
Reporting	16
School Calendar 2021	6
School Directory	7
School Documents	16
School Security – Sign in Process	16
School Dress Code	17-18
School Routine	7
School Rules	18
Student Support	18
School Sport	18
Student Free Dates	6
Supervision	19
Tuckshop	19
Transport to and from school	19-21
Vison & Mission Statement	5
Welcome	3

## **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.

In 2010, with federal funding, a new Science block, Library and Administration block were built.

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



## Runcorn State School's Vision and Mission Statement

### **Motto:**

*Honest Endeavour*

### **Vision:**

*We are committed to preparing every child for a successful future, harnessing innovation, creative thinking, diversity and the joy of learning.*

### **Mission:**

*To strive towards exceptional education within a supportive environment for **every child, in every lesson, every day** in partnership with the community*

### **We value:**

*Respect, responsibility and safety*

### **We believe:**

*We are all learners*

**ADMINISTRATION TEAM:**

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

---

**SCHOOL CALENDAR 2021:****SEMESTER ONE:****TERM ONE** (10 weeks)**Wednesday 27 January – Thursday 1 April****TERM TWO** (10 weeks)**Monday 19 April - Friday 25 June****SEMESTER TWO:****TERM THREE** (10 weeks)**Monday 12 July - Friday 17 September****TERM FOUR** (10 weeks)**Tuesday 5 October - Friday 10 December****PROPOSED PUBLIC HOLIDAYS:**

<b>Australia Day</b>	<b>Tuesday 26 January</b>
<b>Good Friday</b>	<b>Friday 2 April</b>
<b>Easter Monday</b>	<b>Monday 5 April</b>
<b>Anzac Day</b>	<b>Sunday 25 April</b>
<b>Anzac Day Public Holiday</b>	<b>Monday 26 April</b>
<b>Labour Day</b>	<b>Monday 3 May</b>
<b>Public Show Holiday</b>	<b>Wednesday 11 August</b>
<b>Queen's Birthday</b>	<b>Monday 4 October</b>

---

**STUDENT FREE DATES:**

- **Thursday 21 January, Friday 22 January and Monday 25 January**
- **Friday 3 September**

## 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 [principal@runcornss.eq.edu.au](mailto:principal@runcornss.eq.edu.au)

Website: [www.runcornss.eq.edu.au](http://www.runcornss.eq.edu.au)

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

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

### P & C

- President Debbie Linford
- Vice President
- Secretary
- Treasurer

Tuckshop 3323 8732 Ms Jodie Newton

Uniform Shop 3323 8777 Debra Linford

Correct at time of printing

## SCHOOL ROUTINE

---

	Before 8:15am, all students seated under B Block
8:15am	First Bell rings.
8:40am	Second Bell – students should arrive at school just prior to this bell unless they have extracurricular commitments. Students should go to the toilet, get a drink and get ready for learning
8:45am	Third Bell – Line up
8:50am – 11:00am	First learning session
11:00am – 11:15am	Eating session.
11:15 - 11:50am	Lunch break - play
11:50am	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; by texting a message on the dedicated school absence line 0429 928 611 or by calling (07) 33238777 and selecting 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 in via the Passtab device in the school 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

*Please provide all original documents and Administration will copy.*

## **AFTER SCHOOL CARE**

---

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

## **CAR PARKING**

---

Car parking around Runcorn State School is limited. Please see map. 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.

## **CUSTODY ORDERS/PARENTING AGREEMENTS**

---

If your child becomes the subject of either of the above, 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. Please keep us updated if there are any changes or new documents.

## **DENTAL SERVICES**

---

Metro South Health provide 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 or are eligible for child Dental Benefits. 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.

Please phone 1300 300 850 to make an appointment.

## **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.

## **HOMEWORK POLICY**

---

Homework at Runcorn State School will provide students opportunities and experiences that consolidate or revise classroom learning. It will also be an opportunity to involve family members in the learning of their child and also supporting a balanced lifestyle for all students, including participation in sports or cultural endeavours. The setting of homework supports the building of life long positive study habits for success later in school and tertiary studies.

Homework at Runcorn will:

- Be accessible to all students
- Be consistently monitored by the classroom teacher
- Will be a balance of simple and more complicated tasks that can be completed independently
- Directly linked to current learning in the classroom
- Be appropriate for their child's phase of learning/development
- Encourage students to be independent and take responsibly for their learning
- 

The way homework is provided for each classroom may vary but will consistently:

- Be provided weekly **or** have tasks to complete weekly
- Include an element of reading
- Be differentiated for differing ability levels where appropriate

Parents/guardians are encouraged to discuss at any time the homework their child is receiving.

## **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**

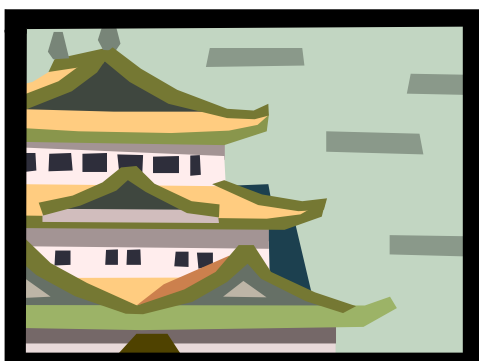
---

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.

## **JAPANESE**

---

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 & office 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.**

## **MONEY COLLECTIONS**

---

During your child's stay at Runcorn State school there will be times when payment of money to the school, is required for excursions/incursions and camps. The school accepts BPoint/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.

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 3-6 subject to audition. Choir members wear the Runcorn State School performance uniform.

Please note: parents are required to provide notes for absences from rehearsals.

## **NEWSLETTERS**

---

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. Class newsletters are available on the website for each Term.

## **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 third Monday of each month at 6.30pm. 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.

## **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**

---

Queensland state schools embrace a multitude of cultural, religious and non-religious beliefs. Under the Education (General Provisions) Act 2006, schools are to provide Religious Instruction (RI) if approached by a faith group seeking to provide RI and students of that faith attend the school.

RI informs students about the beliefs and values of a particular religion. It is delivered by volunteers of a faith group using instructional materials approved by that faith group. RI is required to be consistent with legislation and Department of Education policies and procedures.

All RI instructors must hold a current blue card and participate in compulsory Student Protection and Code of Conduct training. RI instructors are only entitled to deliver the RI program outlined below. A school staff member will be present during the delivery of RI.

Participation in RI is not compulsory. Any student (except Prep students) may participate in RI if a parent has provided written instructions to the school.

Students are allocated to RI based on information provided by parents on the completed Student Application for enrolment unless other written instructions have been provided to the school.

*Note: This consent remains in effect unless the parent informs the school otherwise in writing.*

Religious instruction & Other Instruction is allocated ½ hour per week Mondays 2-2.30pm.

A description of the RI options available at this school is provided below.

### **Baha'i**

Authorised program: Bahá'í Education in State Schools

Aims and goals of the program:

The National Assembly has authorised the use of the lessons prepared by the Ruhi Institute which constitute the core of a programme for the spiritual education of children. The National Assembly

has confirmed that the curriculum for all Bahá'í children's classes including those in State Schools should be the lesson plans of Ruhi Books 3 and its branch courses as they are developed.

Although inclusive of moral development, the curriculum aims further at providing distinct Bahá'í education, that is, spiritual education illumined directly by Bahá'u'lláh's Revelation. The materials and lessons avoid indoctrination. Instead, the program provides guidance for children, whether from a Bahá'í background or not, to establish a secure foundation for their lives. Recognition of the unique qualities of each individual develops strong self-esteem and compassion for others. The children learn through:

- Prayer and meditation
- Music and song
- Games, craft, role-play and stories
- Consultation and discussion
- Cooperative learning

### **Christian**

Authorised Program: "Connect" by CEP

The Christian religious leaders have voluntarily elected to join together and have established a cooperative arrangement to instruct RI in our school.

#### Aims and goals of the program:

- To enable an understanding of foundational Christian ideas, practices and the values that underpin them as well as their origins.
- To note the worth of these values as contributing to positive individual and community living.
- To enable skills in dealing with and reading sacred texts, in this case, the Bible

### **Islam**

Authorised program: Islamic RI

#### Aims and goals of the program:

The Islamic Council of Queensland have authorised a single arrangement RI program for primary school students in our school

- Introduce basic principles of Islam to primary-aged Muslim children in a fun and engaging manner
- Help primary-aged Muslim children to understand and practice Islam in a multicultural and diverse society

### **Sikhism**

Authorised program: RI program for Sikhism

#### Aims and goals of the program:

Actiseek's religious leaders have voluntarily elected to join together and have established a co-operative arrangement to instruct RI in our school.

- Impart structured Religious Instruction program on Sikhism to students.
- Raise awareness in students about Sikh Identity.

## Other Instruction

Students who are not participating in RI will be provided with other instruction in a separate supervised location. Other instruction must relate to part of a subject area already covered in class and may include:

- personal research and/or assignments
- revision of class work such as creative writing or literacy and/or numeracy activities which could include online programs currently accessed by the students of that school (i.e. Mathletics, Reading Eggs)
- wider reading such as independent reading appropriate to the student
- Parents will be advised of any changes to the RI and other instruction programs to ensure they are able to make an informed decision on their child's participation.

## 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
- Student Code of Conduct
- School Improvement Agenda

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

[www.runcornss.eq.edu.au](http://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 in on the Passtab device or scan the QR Code. Visitors receive a visitor's tag to wear and keep visible during their time on site. On completion of the visit, the visitor will return to the School office and sign out before leaving the premises.



## SCHOOL DRESS CODE

The P&C worked with the school community to introduce a new unisex polo shirt in 2019 which will be fully transitioned by 2022. The wearing of school uniform is an important factor in developing a healthy school tone and pride. We seek your cooperation in maintaining this standard of dress.

### Uniform and Sport Uniform

<ul style="list-style-type: none"> <li>• Unisex royal blue shorts</li> <li>• Royal blue skort</li> <li>• Royal blue wrap skirt</li> </ul>	<ul style="list-style-type: none"> <li>• Unisex royal blue polo shirt with royal blue collar, pale blue stripes with white piping and school emblem</li> <li>• House colour t-shirts can be worn on athletics and swim carnival days</li> </ul>
<p>Our school acknowledges and respects religious or cultural beliefs and requests that hijabs, pagaris, turbans and other religious headwear be of the school royal blue colour</p>	

### Formal Uniform

<ul style="list-style-type: none"> <li>• Unisex royal blue shorts</li> <li>• Royal blue skort</li> <li>• Royal blue wrap skirt</li> </ul>	<ul style="list-style-type: none"> <li>• Unisex formal shirt/blouse</li> </ul>
<ul style="list-style-type: none"> <li>• Blue and white pin striped dress, royal blue collar, princess line, shorts sleeves, pleats zippered pocked in side seam with school emblem</li> </ul>	

### Winter Uniform

<ul style="list-style-type: none"> <li>• Royal blue track pants</li> <li>• Royal blue stockings</li> </ul>	<ul style="list-style-type: none"> <li>• Royal blue cardigan,</li> <li>• Royal blue microfiber jacket/jumper/sweatshirt</li> </ul>
--	--

### Shoes

Closed in laced or velcro predominantly black shoes with black or white socks. (slip on canvas shoes, thongs, and open sandals are not permitted)

### Hats

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 hat.

### Jewellery

The only jewellery to be worn at school are earrings such as studs or sleepers and no more than one per ear, a watch and a signet ring. Bracelets, anklets or necklaces cannot be worn. The Principal will give consideration to religious, cultural and medical needs.

### Hair

Hair colour should be of natural appearance and should be appropriate for a professional work environment. No extreme haircuts / hairstyles are permitted under the dress code.

Makeup and nail polish are not to be worn.

### Swimming

Children require a swimming cap and rash shirt for swimming.

### Uniform Shop Trading Hours:

The uniform shop is open

- Monday 2.15pm – 2.30pm and 3.00 – 3.15pm
- Friday 8.15am – 8.45am

and a price list can be downloaded from our website. If you are interested in helping, please contact the Convenor via email [rssuniform@outlook.com](mailto:rssuniform@outlook.com).

## **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 Student Code of Conduct 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.

## **SUPERVISION**

---

Staff supervise students during first and second breaks and while waiting for buses and at the Stop Drop and Go 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 8:15am. 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.

## **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 or green.

Ordering process:

- Tuckshop can be ordered online via Flexischools website before 8:30am.
- Orders are delivered at first lunch and collected from the Tuckshop at second break.
- Hot food is only available at first break.
- Prep students are not encouraged to bring 'spending money' to school until later in the year.

The Tuckshop is reliant on volunteers. Please consider offering your services by contacting our Tuckshop Convenors 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: Stop Drop and Go 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 School Office 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.

