

# LAWNTON STATE SCHOOL

2024 | Parent Handbook



Safety • Respect • Learning



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## CONTACTS

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## SCHOOL DETAILS

Telephone: (07) 3481 4888

PO Box 183 Lawnton QLD 4501

Address: 44-60 Todd's Road Lawnton QLD 4501

Student Absentee Line: (07) 3481 4888

E-Mail: [admin@lawntonss.eq.edu.au](mailto:admin@lawntonss.eq.edu.au)

Facebook: <https://www.facebook.com/LawntonSS/>

Instagram: [https://www.instagram.com/lawnton\\_state\\_school/](https://www.instagram.com/lawnton_state_school/)

School website: [www.lawntonss.eq.edu.au](http://www.lawntonss.eq.edu.au)

DET Website: <http://education.qld.gov.au>

## SCHOOL HOURS

Office Hours: 8am to 3pm (During School Term)

## BELL TIMES

8:35am Bell rings for class time

2:35pm Bell rings for home time

## SCHOOL YEAR 2024

Semester 1 Term 1 – Monday 22 January to Thursday 28 March

Term 2 – Monday 15 April to Friday 21 June

Semester 2 Term 3 – Monday 8 July to Friday 13 September

Term 4 – Tuesday 30 September to Friday 13 December





## Welcome to our School

We would like to thank you for choosing our school for your child.

Lawnton State School was established in 1967 and proudly services the community of Lawnton and nearby suburbs in the Moreton Bay Region. We are an inclusive school catering for children across the Prep to Year 6 grades of schooling. At Lawnton, we work in partnership with parents, the students and our school community to ensure a safe, caring, orderly, disciplined and productive learning environment where all students can achieve their full potential. Central to the daily life of our school are our values of Learning, Safety and Respect promoted by our school mascot LASAR the Lion. It is through living these values to the best of our ability that we all contribute to making our school the wonderful place it is for all.

At Lawnton State School we offer a range of unique programs and services focused on providing a depth of experiences to meet the diverse needs of all of our children. These programs and services include:

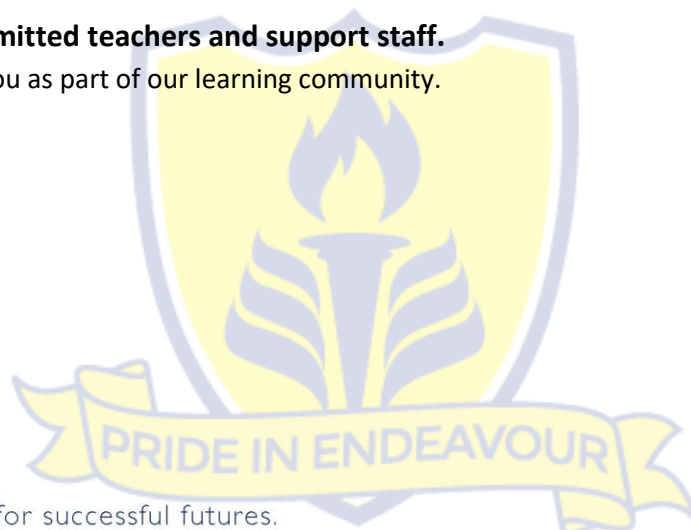
- Differentiated curriculum focused on meeting the learning needs of all students
- Student leadership program including a student council and a range of formal leadership positions
- Tailored Early Years intervention programs including oral language and gross motor development
- LEAD teachers assigned to year levels to provide unique, targeted support for learners
- School Wide Positive Support Program (SWPBS) targeting positive social interactions including conflict resolution
- STEM activities
- Literacy and numeracy support programs
- Choir and instrumental music programs
- Extra curricula activities including Lawnton's Got Talent, Performing Arts Night, Book Week, Under 8's Day.
- Short term programs targeting specific social skill development including: *'Boys' Club, Girls' Club, Drum Beat, Girls with Big Dreams, Kids Hope Mentors'*
- Daily lunchtime clubs providing children with a range of interest activities: e.g. *Groove Club, Science Club, Drama Club, Cooking Club, Indoor and Outdoor Games*
- Assisted play for students requiring opportunity to develop greater confidence in their social interactions with others

**We are proud of our caring and committed teachers and support staff.**

Together we look forward to having you as part of our learning community.

Michelle Alcorn

Principal Lawnton State School





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*We **inspire** and nurture everyone in our care. We proudly work with our community as one team, to assist every child **achieve** their full potential – embracing our school values of safety, respect and learning.*

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## SAFETY

All students and staff have the right to learn, work and play in a **safe** and supportive school environment. Through safety we learn to care about others and look after all members of our school community.

## RESPECT

We show **respect** by speaking and acting with courtesy. We treat others with dignity and consideration and honour the rules of our family, school and nation. Respect yourself, and others will respect you.

## LEARNING

**Learning** is our core focus. Through practice, persistence and deep application we embed new knowledge in our repertoire and learn how to transfer this knowledge into new contexts. As learners we: seek and apply feedback, reflect on our current practices and identify the required elements of new knowledge and work collaboratively to progress our learning. At Lawnton State School we are all learners.





## Teaching and Learning

### Curriculum

Learning is a life-long undertaking which allows children and adults to make positive contributions to society. As an inclusive learning community, Lawnton State School offers an educational program founded on the belief that all children have the ability to learn. Our learning community engages all stakeholders working together in the best interest of each student. High expectations, complemented by a deep knowledge of each student, inform teachers' capacity to meet personalised learning needs for all of our children. We provide differentiated learning opportunities and experiences catering for the diverse range of learners within our school community.

As an inclusive school we:

- Support all students to engage with and contribute to our school's cultures, curriculum and communities
- Recognise the diversity of individuals and groups in our school and community as a strength and context for learning
- Maximise educational and social outcomes of all students through identification and reduction of barriers to learning, especially for those who experience disadvantage, are at risk and/or vulnerable to marginalisation
- Promote development of an inclusive curriculum to respond to the needs of all students
- Aim to equip all students to understand and value equity and diversity so they have knowledge and skills for positive participation in a just, equitable and democratic global society.

Students from Prep to Year 6 engage with the Australian Curriculum in English, Mathematics, Science, Technology and HASS. In each of these subject area's students are working towards a National Achievement Standard by the end of the year as published on the Australian Curriculum website: [www.australiancurriculum.edu.au](http://www.australiancurriculum.edu.au). The remaining curriculum areas of: The Arts, Technology, Health and Physical Education and Languages Other Than English align with the current Queensland curriculum. AUSLAN is the second language studied at Lawnton State School.

Lawnton State School offers students from years 4-6 the opportunity to participate in an Instrumental Music Program with the opportunity, as their skills develop, to participate in the School Band gaining performance experience. All students participate in weekly physical education lessons with a qualified P.E. teacher. These lessons are designed to develop skills, fitness, strength, co-ordination and agility. Swimming lessons for all students are conducted in Term 4.

At times, children require additional educational and/or social emotional support. The Student Services Committee meets weekly and includes the deputy principal, guidance officer, curriculum coordinator, support teachers, special education teachers, school chaplain and class teachers. This team reviews the needs of our students in order to maximise engagement in learning and identify a range of possible support and intervention strategies and resources.

## Enrichment Programs

The purpose of our Enrichment Program is to provide opportunities for all students to advance their skills, knowledge and abilities in order to reach their full potential whilst at Lawnton State School. Although all students are capable of advancing in learning, the learning environment is pivotal to enabling them to develop their gifts into talents. It is paramount all students have maximum access to appropriate human and material resources. The following programs have been established to ensure this occurs at our school.

Extra-Curricular (all)	Enriching Education (some)	Providing Differentiated Curriculum (Identified)	Individualised Instruction (Identified highly gifted)
<ul style="list-style-type: none"> <li>• Under 8's Day</li> <li>• Instrumental music- woodwind, brass, percussion (Yr 4-6)</li> <li>• Sports days</li> <li>• Lunchtime activities</li> <li>• Camps</li> <li>• Leadership Program – school leaders and house captains</li> <li>• Concerts</li> <li>• Swimming carnivals</li> <li>• Lawnton's Got Talent</li> </ul>	<ul style="list-style-type: none"> <li>• District Mathematics Tournaments</li> <li>• Fundamentals Days (Yr 5)</li> <li>• Music camps</li> <li>• Sports training-school, district, national competition</li> <li>• ANZAC Day ceremonies</li> <li>• Vocal performances and Choir</li> </ul>	<ul style="list-style-type: none"> <li>• Enrichment in regular classrooms</li> <li>• Modified programming in one or more subject areas</li> <li>• Advanced work</li> <li>• Challenges within contexts</li> <li>• Ability grouping</li> <li>• Fast paced content work in the gift area</li> <li>• Independent study</li> <li>• STEM</li> </ul>	<ul style="list-style-type: none"> <li>• Curriculum compacting in one or more subject areas</li> <li>• Single subject acceleration</li> <li>• Early entry into Prep</li> <li>• Advanced placement</li> <li>• Specific counselling services</li> <li>• Contracts</li> <li>• Independent Studies</li> <li>• Mentor Program</li> <li>• Individualised Work Program</li> </ul>



## Student Support

The services of a support teacher complement the classroom teacher for children who may require additional assistance. Literacy and numeracy support staff, the school guidance officer and special education teachers are part



of this support team. Please see the class teacher if you feel your child is in need. Targeted support programs include:

- Oracy - Oral Language development
- Reading and Numeracy Support Squads

For students with a disability, additional educational adjustments are provided by classroom teaching staff with the support of special education teachers. Lawnton State School has an inclusive philosophy based on the belief learning is a social experience best undertaken with peers in an engaging learning environment.

### School Guidance Officer

Lawnton State School has access to the services of an Education Queensland appointed guidance officer to provide support for students where academic concerns or other issues relating to personal or family matters arise. Access to the guidance officer is by appointment through the school office. Additional services may be provided to meet specific needs including access to a speech pathologist and support teacher for students with English as a second language.

### School Psychologist

We have a school psychologist who attends Lawnton one day a week. Our psychologist is here to provide individual support to students with mild to moderate mental health concerns. Students engaging with the psychologist are based on referrals from the guidance officer and principal.

### Speech Pathologist

Providing individual and small group support to our Lawnton learners with speech delays.

### School Chaplain

Our school chaplain is an additional support for the social/emotional needs of our students. Support is provided through programmed games, school excursions, in classrooms, specific personal enrichment programs and on camp. No religious content is undertaken while working with students without prior written parental consent.

### Evaluating Student Progress and Reporting

Evaluation of student performance is an important part of teaching. It is a continuous process and teachers use a variety of techniques to gather valuable information about your child's progress. Children's progress is monitored against a set of standards outlined in the Australian and Queensland Curriculums. Report cards are issued twice a year at the end of terms two and four. Report cards are emailed directly to parents and carers.



Parent, teacher and student-led conversations are offered at the end of Terms 1 and 3 to discuss student's learning goals, strengths and focus areas for improvement. Bookings for these conversations are managed on-line via the School Website. We invite all parents to make the most of this invaluable opportunity and foster a strong home-school partnership. At Lawnton we believe it is essential to maintain open and effective communication with home at all times. Therefore, we will attend promptly to any parent communication requests by organising a mutually convenient time to attend to any concerns or questions that may arise throughout the year.

### NAPLAN Testing (Years 3 and 5)

The Year 3 and 5 National Assessment Program Literacy and Numeracy tests are held each year in Term 1. The tests capture point in time data on students' Reading, Writing, Spelling, Grammar and Punctuation and Numeracy skills. The tests are designed and marked by an external agency, not the school. All students receive a special report, advising parents how their child has performed, in relation to commonwealth and state results. All results are to be treated as confidential. Parents are encouraged to consider their child's NAPLAN results within the suite of data collected across the year for their child.

### Homework

Homework plays three major roles in a child's education. Firstly, it is used to reinforce work that has been covered recently at school. Secondly, it encourages children to develop positive study habits, which are vital to success in further education. Thirdly, homework provides an avenue where school and home can be linked. Parents can share in work that is most important to their child.

At Lawnton we know that families have busy lives. Parents work and students have many after school commitments. We feel that students need to be rewarded for the informal and formal learning they pursue outside school hours. This is our way of acknowledging the things they do as essential to their healthy overall development as unique individuals.

#### **You can help your child at home by:**

- reading to them, talking with them and involving them in tasks at home including shopping, playing games and physical activity
- helping them to complete tasks by discussing key questions or directing them to resources
- encouraging them to organise their time and take responsibility for their learning
- encouraging them to read and to take an interest in and discuss current local, national and international events
- helping them to balance the amount of time spent completing homework, watching television, playing computer games, playing sport and engaging in other recreational activities
- contacting the relevant teacher to discuss any concerns about the nature of homework and their children's approach to the homework

If you are experiencing difficulties in having your child complete homework, please speak to your child's teacher.



## Religious Instruction

Religious Instruction is offered to students through 'SUPA (*Scripture Union Primary Age*) Club' which children opt in to attend at lunchtime with their parent's permission.

## Student Opportunities

### Swimming Program

Swimming lessons are part of the Lawnton Health and Physical Education Program and all students are required to participate. If a student is ill, a note will need to be forwarded to the class teacher. Swimming lessons are usually scheduled during Term 4.

### Sporting Houses

To foster team spirit and to promote healthy competition, the school population is divided into four houses – **Guyra** (green), **Bindar** (blue), **Yarri** (yellow) and **Rungie** (red). The house competitions are mainly for sporting events, especially Sports Day and our school Swimming Carnival. Family groups are usually kept together.



## Excursions and Camps

School excursions and camps are offered as part of our educational program and are designed to support curriculum programs and within the context of units of study. Camps are held annually for students in Years 4, 5 and 6. The venue for the camp depends upon class numbers and available camp facilities. Every effort is made to keep expenses to a minimum. A time payment scheme is available to assist families to pay for these activities. All Student Recourse Scheme payments **must be up to date** for students to be able to attend excursions and camps. Please see administration if consideration for assistance is requested.



## Lunchtime Clubs

Teachers offer a range of clubs during lunchbreaks to develop children's interests outside the classroom. Clubs are optional and are open to all students who wish to attend. The diverse range of experiences include: gardening, cooking, 'groove', drama, science and robotics...

## Library

Children are encouraged to use the Library regularly to borrow books, to care for them and to return them promptly. The library is open at lunchtimes under the supervision of a staff member. To borrow all children must have a library bag.

- **Book Club:** a monthly Ashton Scholastic Book Club is conducted in the school. Order forms are sent home with the students.
- **Book Fair:** is conducted annually during the official "Book Week" and is a popular event which also supports raising funds for our school.

## Student Leadership

At Lawnton, We Grow Leaders. Students who are in their final year of schooling have the opportunity to apply to become a student leader. A student leader at Lawnton State School is identified by their leadership badge, and has undergone an application and selection process to prove that they have continually worked to uphold our Lawnton values of safety, respect and learning. Student leaders have a number of opportunities to represent our school within the wider community and also lead by example each and every day as role models for our younger students. Student leadership positions include – school captains, school vice-captains, student councillors and house captains. Student leaders are inducted into their positions at the beginning of each school year at a special parade which the entire school community is invited to attend. Student leadership at Lawnton State School is held in high esteem and all senior students are encouraged to strive to attain a leadership position.

## Behaviour

Lawnton State School expects all students to exhibit high standards of behaviour whilst at school. It is a major aim of this school to aid the children in developing self-disciplinary habits which will be nurtured and will continue to grow and develop throughout their adolescent and adult lives.

All areas of Lawnton State School are learning and teaching environments. We consider behaviour management to be an opportunity for valuable social learning as well as a means of maximising the success of academic education programs.

Our Student Code of Behaviour outlines our system for facilitating positive behaviours, preventing problem behaviour and responding to unacceptable behaviours.





Through our shared expectations on student behaviour the plan for is for everyone to assist Lawnton State School to create and maintain a positive and productive learning and teaching environment, where ALL school community members have clear and consistent expectations and understandings of their role in the educational process.

Our school values underpin relationships within our community. Values are incorporated into teaching and learning programmes across the key learning areas. Our school community has identified the following school values to teach and promote our high standards of responsible behaviour:

- *Safety*
- *Respect*
- *Learning*

Our school values have been agreed upon and endorsed by all staff and our school P&C. They are aligned with the values, principles and expected standards outlined in Education Queensland's Code of School Behaviour.

Our school strives to achieve a safe, stimulating and happy environment which will allow children to grow into responsible, well-adjusted citizens. We believe this is made more attainable by school staff and parents/ caregivers working in partnership to implement and support consistent, age-appropriate behaviour support processes. Behaviour support at Lawnton State School is very much based on a partnership between the home and the school with parents/caregivers, teachers and children working together to create an environment for better learning and teaching. This is achieved through the consistent implementation of our school's **Student Code of Behaviour**. ([www.lawntonss.eq.edu.au](http://www.lawntonss.eq.edu.au)).

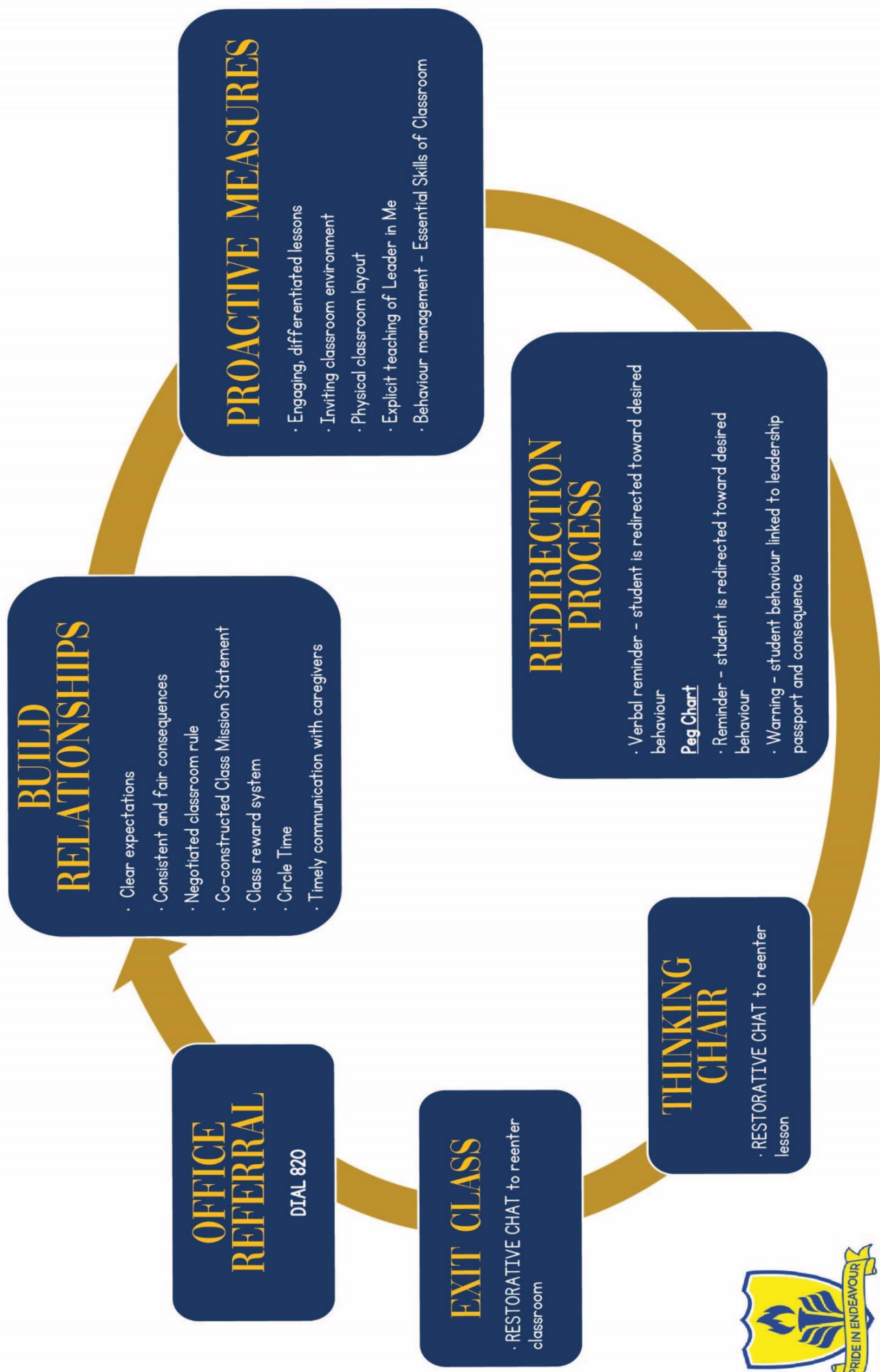
Our students explore school expectations through weekly school-wide behaviour lessons and we celebrate student success through in-class reward systems, weekly class parade awards, 'happy hour' – weekly administration recognition time, positive phone calls home and 'Go for Gold' celebrations at the end of each term. Children are best able to meet expectations when they clearly understand our school routines and expectations and these are supported across school and home. Parents will be contacted if children are not meeting our school values of learning, safety and respect.

Students who consistently and independently demonstrate our school values and are role models for their peers are recognised through our Student of the Month afternoon tea. Parents are invited to attend this event with their child to acknowledge the integral part they play in developing and promoting the qualities of their child.

## Recognising positive behaviour

Our student code of conduct outlines our approach for facilitating positive student behaviour based on 7 habits philosophy and supported by essential skills classroom management, classroom profiling and restorative practises. Through our school plan, shared expectations for student behaviour are articulated to everyone and ensure consistent expectations in creating and maintaining a positive, calm, disciplined and productive learning and teaching environment.

# BEHAVIOUR CYCLE





## Student Enrolment

In Queensland Prep is recognised as the first formal year of schooling. All children of eligible age may attend a full-time Prep Program that is children need to be **five by 30 June** in the year they enrol in Prep. **Proof of your child's age MUST** be produced at your enrolment interview. Acceptable forms of identification are Birth Certificate or Passport. Record of Vaccination is also to be provided at interview.

### Prep Enrolment

Parents will be welcome to come in and spend time with their child completing a puzzle or reading a book until the program commences at 8.40am. The following is a guide to the routine your Prep student will be following through their first year at school.

8.30am	First Bell – classrooms open
8.35-10.45	Morning session (including Fruit Snack)
10.45-11.15	First Break play time
11.15-11.30	First Break eating and post break assembly
11.30-1.00	Middle Session
1.00-1.15	Second Break play time
1.15-1.30	Second Break eating and post break assembly
1.30-2.35	Afternoon session
2.35pm	Home time



#### Drop Off and Collection:

##### **Before School:**

**Day One:** If you know which class your child will be in, you can head straight to the classroom at 8.15 and help settle your child in. If you are unsure of the classroom allocation, you may head to the tree deck area near the prep playground and there will be a list available to let you know which class your child is in and also staff to help you.

Tea and Tissues will be in the hall in the foyer from 8.30 for those who want to have a chat.

**Day Two onwards:** If you arrive before the 8.30 bell, please wait with your child at the prep tree deck and then at the 8.30 bell you can walk with your child to the classroom and help them to unpack. We will continue this routine throughout term one.

**During School:** You will need to report to the office if you wish to collect your child during school time. Children that arrive late need to be taken to the office for a late slip please.

**After School:** Please collect your child from their classroom at the 2.35 bell. If you arrive before this time, please wait at the tree deck area until the bell.



## Change of Contact Details

Parents are requested to notify the school as soon as possible with any change of address, phone number or emergency contact person. Accurate information is essential in times of an emergency.

## Student Transfer

If a child is transferring, parents are to advise the school office and class teacher as soon as possible that your child/ren will be transferring to another school. A transfer certificate will be issued directly to your child's new school by Lawnton State School when we receive notification of their new enrolment.

## Custody/ Parental Orders

On occasion it may be necessary to act on custody information held in our school files. It is extremely important that both the Principal and class Teacher/s are informed when concerns surround custody issues so that the school, if required, can record appropriate information. It is also important that this information remains current and is supported by current, authorised documentation. If a change occurs regarding the custodial information of your child/ren, please report this to the office in person or in writing. Copies of current orders are required to be shown. Where possible the Principal will meet or contact you to clarify these changes.

## Communication

Ongoing communication between school and home plays a vital role in each students learning experience. We encourage you to be involved and to communicate with teachers about your student's progress. It is important to notify us if you have a concern or if you believe your students is experiencing a problem. We are available via phone, email and mail.

## Parents Teacher Interviews

Parent teacher interviews are held twice a year. You will be emailed a booking link to your email on record where you can select your preferred time and date for the meeting. You can contact your student's classroom teacher to arrange a meeting throughout the year at a time that suits your family if needed.

## Social Media

The school realises families are digitally connected more so than ever. The school now uses an official Facebook site to support positive communication between the community and school. Find our Facebook site at

[www.facebook.com/LawntonSS/](https://www.facebook.com/LawntonSS/). Our school Facebook site is updated daily with information and materials, and pushes to our website to ensure both sites contain up to date information.

Instagram is also an easy way to stay up to date with events and find answers to questions you may have. We often share pictures of Lawnton learners enjoying their day. Search Lawnton State School.



## Online

The school website will continue to grow and develop, providing information on school activities, important dates and school documents. Check out [www.lawntonss.eq.edu.au](http://www.lawntonss.eq.edu.au) for the latest information, school reports and current school information. School information is also available by downloading the QParents app for your phone or tablet device.

## Parade and Parent/ Admin 'Cuppa'

Parade is held each Friday at 8.45am in the hall. Parents are welcome to attend and enjoy our class presentations, weekly messages, guest speakers and awards. Each Friday morning just prior to parade all parents are invited stay for an informal chat and 'cuppa' with the school leadership team. This is a great way to get to know the school staff and other parents and provides the opportunity to connect to our Lawnton school community.



## Class notes/Emails/Phone calls

Periodically through the term teachers will send home class notes relating to upcoming excursions and events. Please read these notes carefully as they often contain a time frame for payment and parent permission.

For many parents email is an effective method of keeping in touch with their child's class teacher. Teachers will provide parents with their work email address as part of our regular communication network. At times, teachers may contact parents by phone due to the personal nature of the context of the communication. Teachers will endeavour to ensure this communication is at a mutually convenient time and enables the opportunity to conduct a full and open discussion.

Parents are welcome to take the opportunity for an informal chat with the teacher at the beginning or end of the school day. These times however do not provide the opportunity for a lengthy discussion and we ask parents to use this chat to make a more suitable time as required.

Parents are also welcome to make an appointment through our office staff if they wish to speak with a member of the administration team. While we try wherever possible to accommodate unplanned requests to meet, this is not always possible. To avoid disappointment please leave your name and number and we will get back to you as soon as possible or contact us via email.

## QParents

Q parents app gives parents/carers the opportunity to access their students One school information and keep it updated as needed. Parents can easily add or change medical details, address information, absence details, parent information, sign electronic permissions, check positive behaviour cards, view report cards, making it the easiest way to keep your students records up to date. It is free app download from iTunes or google play store.



## Complaints

Effective partnerships between parents, students and our school are important to educational success. One part of that partnership is trust and openness. We need to be able to talk to each other when we have concerns, so that issues can be worked out. From time to time you may have concerns or complaints relating to our school. It is important that you share these with us. We are committed to dealing positively with your concern. Please arrange an interview with the Principal or class teacher to discuss if there is ever an issue arise. A copy of the guidelines for complaints management is available on our school website.

[the.principal@lawntonss.edu.au](mailto:the.principal@lawntonss.edu.au)  
[admin@lawntonss.eq.edu.au](mailto:admin@lawntonss.eq.edu.au)



## School Routines and Procedures

### Bell Times

Before School	<b>8:15am</b> – 8:30am	<p><b>Students are not to be at school prior to 8:15am</b></p> <p>Prep and Year 1 students sit quietly in the junior undercover area from 8.15am to 8.30am.</p> <p>Year 2 to 6 students meet in the Hall from 8.15am to 8.30am</p> <p>Bell sounds and classroom doors open 8:30am</p>
1st Session	8:40am – 10:45am	'Fruit break' in class 10:00am
First Break Play	10:45am – 11:15am	
First Break Eating & Post-Break Parade	11:15am – 11:30am	Students assemble to eat at their designated areas.
2nd Session	11:30am – 1:00pm	
Second Break Play	1:00pm – 1:15pm	
Second Break Eating & Post-Break Parade	1:15pm – 1:30pm	Students assemble to eat at their designated areas.
3rd Session	1:30pm – <b>2:35pm</b>	<p>End of day bell rings 2:35pm</p> <p>Students not collected by parents/carers are to report to the school administration.</p> <p>Any student still remaining at 3pm will be escorted to OSH club at parents/carers expense.</p>

Once at school, children are not permitted to leave the school grounds without permission.



## Departure from School

Once dismissed at 2.35pm, students are to proceed home according to parental instructions. In the event of this arrangement not occurring, students are required to report to the office so that contact with parents can be made. Any students that have not been collected by 3pm will be escorted to OSH club at parents/carers expense.

## Late Arrivals/Early Departures

Children arriving after the 8.45am start of the school day are to report directly to the office with their parent/guardian to get a late slip prior to proceeding to the classroom. Likewise, children who are to leave school prior to 2.35pm are to be signed out by a parent/ guardian prior to collecting children.

Late arrivals and early departures will be recorded as a half day absence in line with departmental procedure.

## First Day Procedures

The first day of school is always an exciting and very special day and the day is planned to run as smoothly as possible. Children will have been shown their classrooms and where possible have met their teachers at the end of the previous year. If enrolment forms have already been completed there is no need for parents and students to report to the office. Teachers will be in attendance in the room to receive and welcome your child. Additionally, there will be staff on duty to assist you with any queries.

## Attendance

Regular school attendance is vital to providing your child with their best opportunity to learn. Punctual arrival at school ensures children are calm, organised and ready to commence their day following classroom and school routines. Clear routines at home, including bed time and morning routines assist families to manage these busy times of the day and reduces any anxiety that may arise about coming to school. **EVERY DAY COUNTS** Refer to school website for further information.

If you have a prolonged absence of more than 10 days due to illness or family commitments, please contact the school to apply for an exemption from compulsory schooling. It should be noted that there is no guarantee that exemption will be granted.

## Absences

All student absences must be explained in accordance with the Department of Education guidelines. Students who are marked as unexplained for the day will receive a system generated text message which you can then reply to. Students who are absent for longer than three days are to obtain a medical certificate which is to be brought into the office upon the child's return to school.

Explanation for student absence can be made through the following avenues:

- Student absence messages can be left by following the prompts on our school number **(07) 3481 4888** at any time prior to 10am on the day of absence.
- Email directly to [absent@lawntonss.eq.edu.au](mailto:absent@lawntonss.eq.edu.au) or directly through the schools website [www.lawntonss.eq.edu.au](http://www.lawntonss.eq.edu.au)



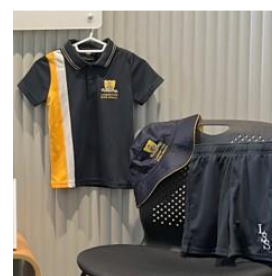
- Note written, signed and dated by legal guardian/carer for less than 3 days handed directly to Administration.
- Medical certificate for any length of absence handed directly to Administration.

## Ready for School

### Student Dress Code/ School Uniform

Lawnton State School students are expected to wear a school uniform which is endorsed by the P&C in conjunction with guidelines of Education Queensland. Parents should understand that basic to these guidelines is the belief that there is a standard of dress which is appropriate for school. We believe, and we are sure you support the view, that it is good preparation for life and future employment. Children need to recognise and understand that community has standards of conduct and dress, which are appropriate for various situations and occasions. For these reasons we know that we can anticipate your co-operation.

1. On all occasions children should be clean and neatly attired and dressed in school uniform.
2. Hair is to be clean and neatly groomed. It is recommended that shoulder length hair for both boys and girls be kept tied back. No hair colour is to be worn.
3. Footwear is enclosed black shoes giving appropriate protection and socks are to be worn to prevent odour problems.
4. Hat is to be a wide brimmed school hat to provide appropriate sun protection.
5. Jewellery may include simple ear studs or sleepers, a watch, medical ID bracelet and religious jewellery. Facial piercing is not permitted including eye-brow, nose or lip piercing.





# Lawnton State School

## Uniform Price List

### Individual Item Prices

Bucket Hats	- \$20
Shirts	- \$35
Shorts	- \$22
Jacket	- \$40
School Bag	- \$60

### Uniform Packs

Wash & Wear	- \$180
-------------	---------

3 Shirts  
3 Shorts  
1 Hat

Everyday Wear	- \$285
---------------	---------

5 Shirts  
5 Shorts  
1 Hat

### Open Hours

Monday – Friday  
8:15am – 2:30pm

### Online Ordering

All uniform items can be purchased on the Qkr! app.

All students are expected to wear black enclosed shoes and white or navy socks.

No hoodies in winter, only navy jumpers/jackets.

### DRESS CODE POLICY

Grade Prep - 6

**TOP**

Lawnton State School Bucket Hat  
Navy LSS polo shirt  
Navy blue jumper or jacket

**BOTTOM**

Navy Blue rugby knit shorts or skirt  
Navy blue tracksuit pants or tights  
Black Jogger style Shoes  
All socks must be either white or black

**LAWNTON STATE SCHOOL**  
PRIDE IN ENDEAVOUR





## House Sports Uniform

Students may wish to wear their house shirt on Sports Days or other sporting activities in place of their general uniform. Teachers will advise when this is appropriate.

Shirts: House colours – red, blue, yellow, green with navy blue rugby knit shorts





# DRESS CODE POLICY

Grade Prep - 6

## TOP



Lawnton State School Bucket Hat  
Navy LSS polo shirt  
Navy blue jumper or Jacket



**LAWNTON  
STATE SCHOOL**

## BOTTOM

Navy Blue rugby knit shorts or skort  
Navy blue tracksuit pants or tights  
Black Jogger style Shoes  
All socks must be either white or black



## PLEASE NOTE

These items are not considered appropriate and are not to be worn at school. These restrictions are in place as they are in adherence with the Workplace Health and Safety Act.

- 1 Offensive slogan on shirts or hats
- 2 Makeup/Nail polish
- 3 Hooded sweaters
- 4 Thongs/ sandals/ open footwear



## Non-compliance with Student Dress Code

A number of approaches may be employed by the school staff in the event students are non-compliant with the school's mandatory Student Dress Code. These approaches will be compliant with the Education (General Provisions) Act 2006.

- Seeking parental support - This may include requesting correct uniform be bought to school for the student
- Assisting students with genuine economic hardship to acquire uniform
- Imposing a penalty e.g. Reflection Time. Continued breaches will incur a higher consequence.
- Preventing the student from taking part in a school event or activity outside of the school.

Children are expected to wear uniforms to school every day. A policy of No Hat No Play exists in alignment with our School Sun Smart Policy and practices.





## Lost Property

Please ensure all of your child's clothing, lunchbox etc are clearly named. All lost property is kept in the school administration block. It is important to note that lost property is completely cleared once per term and unclaimed, un-named items are recycled through the school or donated to local charities.

## Student Resource Scheme

Lawnton provides a Student Resource Scheme to assist with efficiency and cost effectiveness of providing students with exactly the right resources to support their learning. A once per year payment allows your child to access all required resources.

The types of resources that will be included are:

- *Owned by the student* – e.g. student diary – once provided, these items are retained by the student and used at their discretion.
- *Hired to the student for a specific duration of time* – e.g. textbooks or musical instruments – these items will need to be returned to the school in reasonable condition at the end of the hire period or if the student leaves the school.
- *Used in class* – e.g. stationery, timber, material, workbooks – these items will be used in class. Finished products that are created from these resources will generally come home with the student at the end of the year.

As this operates for the benefit of participating parents and is funded solely from participation fees, resources provided by the scheme **will not be** issued to students whose parents choose not to participate in the scheme. Parents who choose not to participate in the scheme will be required to provide proof of Mathletics and Reading Eggs subscription. All Student Resource Scheme payments **must be up to date** for students to be able to attend excursions and camps. Please see administration if consideration for assistance is requested.

### Payments

Payments to be made for the Student Resource Scheme, excursions, camps and lost library books can be made at the office. In cases of financial hardship, do not hesitate to contact administration, as suitable and confidential arrangements can be made.

A variety of Payments options are as follows:

**Cash or Cheque** for whole amount or instalments directly to the school office.

**Direct Debit** facilities where by you are able to make your payments via **internet banking**. It is important that you use your **Student EQ ID number** when making these payments to ensure that your payment is transacted to the correct student. (BSB 064-164, Account Number 00090047)

Regular fortnightly deductions from your **Centrelink** payment. Deductions can be deposited into the school's account to be credited against your child's fees. If you are interested in accessing this option, please complete the enclosed form and return it to administration for processing.



## Refund Policy

State schools are able to charge a fee for:

- An educational service including materials and consumables not defined as instruction, administration and facilities for the education of the student
- An educational service purchased from a provider other than the school where the provider charges the school
- A specialised educational program

A school fee is directed to the purpose for which it is charged.

School fees for excursions and camps are calculated on a cost recovery only basis according to the number of students who have indicated their attendance.

Participation of students in an excursion or camp is indicated through payment of the excursion or camp fee and provision of a permission form completed by the parent/carer.

If a parent/carer wishes to apply for a refund due to their student's non-participation in an excursion or camp activity they may do so by completing a request for refund form available from the school office. Where possible, the request should include the original receipt relating to the payment for which a refund is sought and a medical certificate stating why the student did not attend. A request for refund must be made within 20 working days of the date of activity.

In the event that an activity is cancelled, all payments under \$20.00 will be automatically credited to a student's account to be used against outstanding fees or a credit balance applied to the student's account for future use. For payments over \$20.00, parents will be given the option of

- Have monies transferred to outstanding student debt
- If no outstanding debt exists, have a credit balance applied to student's account for future use
- A credit to a nominated bank account/Refund

## Travel Choices

As a Travel Choices school, we encourage safe and active student travel to and from school, including walking to school, riding a bike and catching the bus or train. At all times we encourage children to follow road safety rules, safe use of school crossing zones and adhering to bike safety rules including wearing a helmet. If children ride their bike to school, they are to walk their bikes past the drop off zone and to the bike racks. Crossing supervisors are on duty in Nightingale Drive before and after school on a daily basis. All parents and students are to follow their instructions. Staff are rostered to supervise students catching the afternoon bus. Students are expected to follow acceptable codes of behaviour while waiting for parents and buses. Our school supports the Queensland Government "Bus Code of Conduct" enforced by our local bus service.

The drop-off zone in Todd's Road is a two-minute parking area between 7.00-9.00am and 2.00-4.00pm. We ask parents to respect the TIME LIMITS and SPEED ZONES set in this area. The school provides a disabled car space in the staff car park. This can be accessed through permission from the Principal.

Students who wish to travel to school via bus will need organise their own yearly bus and or train passes through their local train station or bus company.

#### **Local bus companies**

Kangaroo Bus Lines: 1300 287 525

Thompsons Bus Lines: (07) 3882 1200

#### **Local train stations**

Lawnton Station: 13 16 17

Strathpine Train Station: (07) 3205 2405

#### **Bicycle and Scooter riders**

Students who are bringing their Bicycles or scooter to school do so at their own risk. All riders must obey all road rules and wear helmets at all times. The school provides bicycle racks to store bicycles and scooters. The racks are located on the outside of the Administration building. Students should secure their bicycles or scooters to the racks individually with a chain and lock, not with other students bicycle or scooter. Bicycles/Scooters should not be ridden on school grounds at any time and this rule is enforced by staff. Students who fail to abide by the school bicycle/scooter policy will face behavioural consequences from administration.



## **Parents and Citizens Association**

Research shows when parents/carers are actively engaged with their child's schooling that a more positive learning experience is achieved including better learning outcomes. One-way parents/ carers can help their child to learn is through involvement in the Parents and Citizens Association. The P&C have a key role in the development and implementation of key school initiatives and are a direct partnership with the school community.

The P&C meets on the 3<sup>rd</sup> Tuesday of the month at 6.00pm in the School Hall with the dates advertised in the school Facebook page and website. Everyone is welcome to attend and we would be delighted if new parents could join us at these meetings. We understand how busy families are so we endeavour to ensure meetings are kept to a tight one-hour timeframe.



# We Want YOU!



## TO VOLUNTEER IN CAFE 4501

**Send your interests to:**

**[cafe4501@outlook.com](mailto:cafe4501@outlook.com)**

**OR, you know what...  
Just come see  
Athena & Dee!**



**Connect with your  
child's school!**



**Make new friends!**



**Become one of the  
Lawnton State School  
Family!**



### **QUALIFICATIONS:**

- No actual experience needed (we will show you everything).
- Must be able to have a laugh and join in the fun.
- Have spare time to help out, even if its only 1 hour a week.

### **REQUIREMENTS:**

- Complete the mandatory training, it's quick and easy and done through the school's administration.
- Valid blue card if you are not a parent of a student at our school.

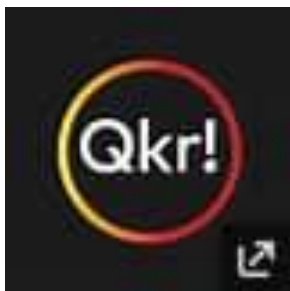
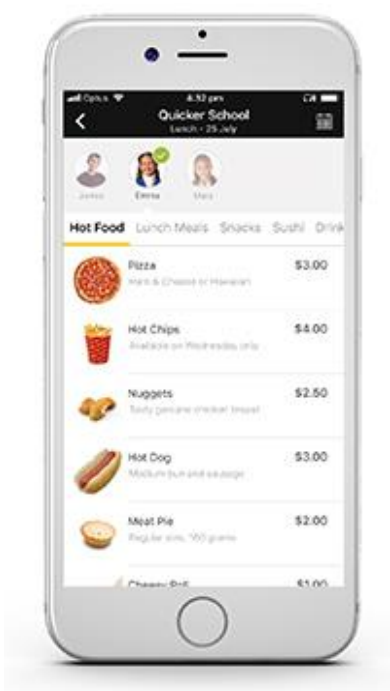






## General Information

### Tuckshop/ Uniform Shop

The School Uniform Shop and Tuckshop are open every day from 8.15am. Families are encouraged to order items from the Uniform Shop or Tuckshop online via the QKR app, which is free to download to your mobile device and is compatible with Android and Apple products. If you need support and assistance downloading and setting up your QKR app, see the helpful team at the Tuckshop or the school Office.




**masterpass**

For quicker, hassle-free school payments, try Qkr! today

Introducing Qkr! (pronounced 'quicker') by Mastercard, the secure and easy way to order and pay for school items from your phone at a time and place that suits you.



With Qkr you can:

- Pay for a variety of school items;
- See your receipts on the app and get them sent by email if required.



Getting started is easy - try it yourself today

**Step 1 Download Qkr!**  
on your Android phone or iPhone. iPad users can download iPhone app



**Step 2 Register**  
Select your Country of Residence as 'Australia' and follow the steps to register

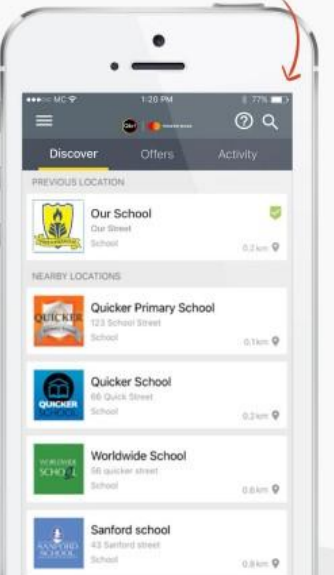
**Step 3 Find our school**  
Our school will appear in 'Nearby Locations' if you're within 10kms of the school, or search for our school by name.

**Step 4 Register your children**  
When first accessing our school you will be prompted to add a student profile for your child. This allows you to make orders and payments for them.

If you have made a purchase you can select our school from 'Previous Location'

If you're within 10 kms of the school, you can select our school from 'Nearby Locations'

Search for our school name





## Dogs/Animals

Government policy bans dogs from school grounds. If you walk a dog to/from school please secure it outside the fence well away from entry/exit points.

## After Hours Access

Permission from the principal is required to be on the school's premises after hours. Parents/carers are actively discouraged from being in the school grounds after school and on weekends. Unauthorised use of the school grounds is trespassing. It is important that all community members are aware of the importance of "School Watch". Any suspicious behaviour or noises at the school after hours should be reported. Remember to LOOK, LISTEN and REPORT any such activity.

School Watch contact number: 131 788

## Accidents and Illness

Minor injuries to children (e.g. small cuts, grazes) are treated by staff members. In more serious cases, an ambulance will be called and parents contacted. Students are covered for ambulance travel during school hours and while attending school activities.

Children will report to the office during class time and during play times if they are feeling sick or have injured themselves. If children report sick or have suffered injury, they will be assessed by our first aid team and parents will then be contacted. We strive to take the best care for your children. The National Health and Medical Research Council (NHMRC) provide recommended periods of exclusion from school for cases of and contact with infectious diseases. Refer to school website for further information [www.lawntonss.eq.edu.au](http://www.lawntonss.eq.edu.au).

## Medication

On occasions it may be necessary for parents to request medication be administered at school. Parent **MUST** complete a medication administering form (including doctors' signature where necessary) available from the school office. ALL medicines (including over the counter medications) must show on the container a chemist label with the child's name, doctors 'or pharmacists' name and quantities to be administered. Medication is to be administered by office staff. A medical register is kept in the office.

## Head lice

Up to 400,000 individuals per year are infested in Australia, so it is highly likely that your child, at some time, will be affected. Detection and treatment at an early stage can minimize reinfestation. We recommend that you check your child's hair weekly and if necessary, seek treatment from your local chemist. It is advisable that all members of your



family use treatment at the same time. See school website for further information. Should lice be seen in a child's hair, families will be contacted via text message in order for you to treat the head lice. If you detect head lice in your child's hair please contact their teacher or the office so we are able to send notices to the families in that grade.

### School Health Services

School dental teams visit the school during the school year. Information is sent home as soon as the school is notified of their schedule. These services are provided free for school families. For emergency dental treatment appointments please phone 1300 365 997.

### Mobile Phone and Device Policy

The use of mobile phones and devices, including Smart Watches, in classes and the playground is disruptive to the learning environment for students and the good order of the school. The bringing of mobile phones, devices including Smart Watches to school by students is generally discouraged, although we appreciate that there are some circumstances where they are a necessary option for families.

- Mobile phones and devices are to be turned off and handed into the office upon arrival for the day. They must be signed in and out on the mobile phone register. They can be collected at the end of the school day.
- Smart Watches are prohibited unless written approval is provided by the Principal on medical grounds only.
- In-phone cameras are not to be used anywhere a normal camera would be considered inappropriate.
- School disciplinary procedures will be applied where any student photographs or films any student or other person without their consent or who sends harassing or threatening messages.
- Mobile phones, device and Smart Watches are brought to school at their owners' risk. No liability will be accepted by the school in the event of the loss, theft or damage of any mobile phone.

### Out of School Hours Care

Camps Australia provides an onsite care service for primary school aged children attending our school. Camps Australia operates from 6:30am - 8:30am for before school care, and 2:35pm – 6:00pm for after school care. Younger students (Prep age) are delivered by the Camps Australia staff directly to and from their classrooms for before school and after school care.

For more information visit [www.campaustralia.com.au](http://www.campaustralia.com.au) or please feel free to contact the service director to discuss your care needs and to enquire about the vacation care programs



# What is OSHC and why is it right for your family?

OSHC stands for Outside School Hours Care. Camp Australia's OSHC service provides enrichment and care for primary school-age children outside school hours and during the school holidays. Depending on your school, it can cover Before School Care, After School Care and Vacation Care.

At Camp Australia, our vision is *To support families in achieving their dreams* and our promise that is that we will *Guide Your Child's Growth*.

To do that we take a unique approach to OSHC based on over 30 years of experience.

## Enriching experiences that children love

Our experienced educators involve your child in designing the experiences that make up our OSHC program. Our industry leading approach to program development ensures that your child is at the heart of what we do each day.

## A place for friendships to form

OSHC is a great place for your child to meet new friends and bond over shared interests. We design programs that bring children together so they can connect and grow outside school hours.

## Easy, hassle-free care

Our service is available to all families, no matter the need. Our extended hours offer peace of mind so you can manage work, health, study and more stress-free. Plus, our industry leading Parent Portal gives you unrivalled access to make and manage your bookings.



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## FREE to Register

Once registered, you'll be able to easily make and manage your bookings online via our Parent Portal at [pp.campaustalia.com.au](http://pp.campaustalia.com.au)

## Are you eligible for the Child Care Subsidy?

The Child Care Subsidy can provide up to 85% off your fees. If you're unsure about your eligibility contact Centrelink on 13 61 50.

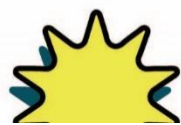
## Make and manage bookings using the Parent Portal app for smartphone

We conducted customer focus groups to get direct feedback from parents regarding their experience with Camp Australia.

This research highlighted the need to have a streamlined way for parents to access their accounts and manage their bookings and enrolments; and informed the design for our brand-new Parent Portal app for smartphone.

- Easy booking features.
- Simple booking calendar overview.
- Track your spend.
- Contact your service Coordinator.
- Update your and your child's details.

Search for **Camp Australia Parent Portal** on the App Store or Google Play, to download the app and register free with us now.







## Sun smart Policy

Queensland has the highest rate of skin cancer in the world. Of all new cancers diagnosed in Australia each year, 80% are skin cancers. Research indicates that childhood sun exposure is an important contributing factor to the development of skin cancer in later life. Given that students are at school during peak ultraviolet radiation (UVR) times throughout the day, schools play a major role in both minimising student's UVR exposure and providing an environment where policies and procedures can positively influence student behaviour.

Skin damage, including skin cancer, is the result of cumulative exposure to the sun. Research shows that severe sunburn contributes to skin cancer and other forms of skin damage such as sunspots, blemishes and premature ageing. Most skin damage and skin cancer is therefore preventable.

Ultraviolet radiation (UVR) levels are highest during the hours that children are at school. As children will spend a portion of their day outdoors, we are committed to protecting them from harmful effects of the sun.

With this in mind, **Lawnton State School** realises the need to protect children's skin and educate them about Sun Smart behaviour, thus reducing the risk of skin damage from exposure to the sun.

### Aims

The policy aims to:

- provide ongoing education that promotes personal responsibility for skin cancer prevention and early detection
- provide environments that support Sun Smart practices
- create an awareness of the need to reschedule outdoor activities to support Sun Smart policy

### Procedures

Our school recognises that winter sun also contributes to skin damage. This policy will therefore be implemented throughout the year. The purpose of this SunSmart policy is to ensure that all children attending our school are protected from the harmful effects of the sun throughout the year.

## Visitors and Volunteers

All visitors including volunteers are very welcome at Lawnton State School and often form a key part of our vibrant school community. Parents who wish to assist the teachers in the classroom are most welcome and are invited to see their child's class teacher if interested.

As part of our safety procedures all visitors and volunteers **must sign in on the official register** upon arrival to the school at the office. Volunteers must wear a volunteer badge to identify their role within the school. All volunteers who are NOT parents must have a "Working with Children" suitability card. Application forms are available at the school office. To acknowledge how grateful we are for the support and contributions of our volunteers a special

Volunteer's Morning Tea is held at the end of the year. This is one small gesture towards expressing our appreciation and gratitude to the numerous volunteers in our school. If you are interested in becoming a regular volunteer at Lawnton speak to the lovely ladies in the office and they can get you signed up and ready to go.

This handbook is a guide to information relating to Lawnton State School. If there is any information not included that you were hoping to know please don't hesitate to contact the school and we will be only too happy to assist you.



We look forward to a long and positive partnership with your family at Lawnton State School.





Your child's educational  
journey in your hands

# QParents

Access your child's student information online and  
stay connected to your school.

Anywhere, anytime:



report cards and assessment



timetables and class times



attendance records



invoice and payment details



online payments and much more



Visit [qparents.qld.edu.au](https://qparents.qld.edu.au)

Register online for QParents then scan to download the free iPhone app



## Lawnton School Song

### Verse 1

Past the river Pine  
 You'll find a place divine  
 Alive with learning, safety and respect.  
 Greeting every day, with a smile to pave the way  
 With a chance to make today the best one yet.

### Chorus

In yellow, white and blue, we all  
 endeavour to  
 Make the most of opportunity.  
 We go for gold each day and strive to show the way  
 A shining star, a school community  
 Together we're making history.

### Verse 2

From many lives we come  
 Together to work as one  
 To learn the lessons, work hard and have fun  
 Each and every day we're looking for the way  
 To shape the future bright, just like the sun

### Chorus

In yellow, white and blue we all endeavour to  
 Make the most of opportunity  
 We go for gold each day and strive to show the way  
 A shining star, a school community  
 Together we're making history.  
 At Lawnton, we're making history.