

TULLY STATE SCHOOL

Parent Handbook



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Welcome

Welcome to this great school. At Tully State School, children experience the best possible learning opportunities in a caring, friendly environment. Tully State School Campus is a co-educational facility providing quality education to students from Prep to Year 6.

We proudly believe that many of the solid values that have served the past so well are the foundation of tomorrow. Respect for others, good manners, courtesy and responsibility are just some of the elements of our Student Code of Conduct which we actively teach and practise.

We know that the best learning occurs when children are excited by the programs that we offer, are actively involved in the lessons and when learning is relevant beyond the classroom.

This Information Booklet has been compiled to assist you with the requirements and procedures of our school. Please take the time to familiarise yourselves with its contents and to discuss the contents with your child/ren.

Our School Priorities for 2025

1. "Every Child - Every Day - Every Opportunity"

- Quality 'Teacher Instruction'
- Comprehensive Curriculum planning aligned with the Australian Curriculum (ACARA) and QCAA
- Mentoring and Feedback to improve student outcomes

2. "Reading to Learn and Learning to Read"

- Higher Order Thinking and increased Reading Levels through School Reading Programs
- Planning and Teaching using the 'Tully Way of Reading'
- Use of differentiation to deliver targeted programs to students

3. Attendance - "It's Not Ok to be Away - It's not Great to be Late"

- Full School Attendance incentives
- Students in class, connected, motivated, continuity of learning
- Maximising student attendance and student learning

4. "Data Driving Distinction"

- Moving students through learning levels by establishing achievement targets
- Keeping Track through Individual Assessment
- Providing Learning Support to students as identified

5. "Excellent Behaviour"

- Students developing learning behaviours of Be Safe, Be a Learner and Be Respectful
- School Wide Positive Behaviour Program
- Zero tolerance to teasing and bullying by being accountable for student well-being

Communication is an important aspect of your children's schooling. If you have any concerns or questions about the education of your children then do not hesitate to contact the school and we will seek to work with you to resolve the issue.

Our School Vision

The school ethos centres on the school vision in conjunction with the “On Track” symbol. The Tully vision and all it entails are understood by all those involved within the school community. School vision is as follows:

Tully State School, a place to Work Well and Succeed.

The “On Track” symbol:

- Be Safe
- Be a Learner
- Be Respectful



Our School Mission

Our School Mission aligns with the Department of Education’s strategic focus: to deliver a progressive, high performing education system realising the potential of every student.

Equity and Excellence focuses on **three key areas**.

Educational Achievement: Knowing each student’s learning progress is essential to making sure they are on track for positive educational outcomes.

Wellbeing and Engagement: Being healthy, confident and resilient is a foundation for engaging in learning.

Culture and Inclusion: The diversity of our staff, students and school communities is our greatest strength.

Our School Core Beliefs

In order to fulfil our School Vision and undertake our School Mission, we hold to the following fundamental beliefs about learning:

Educational leadership and teaching expertise

- Empowering educators and leaders to build professional expertise across their career through high quality, targeted development opportunities.

Digital innovation in teaching and learning

- Embedding future – focused learning practices that connect students and teachers across Queensland.

Educational performance and support

- Setting priorities and clear expectations with differentiated support.

Integrated responses and educational precincts

- Integrating planning, design and delivery of education across schools, early years services and community partners.

Revisited educational infrastructure

- Optimising educational infrastructure across the school.

Quality Teaching

We believe that quality teachers make all the difference in the success of a child's learning. Outside of the home, the teacher is the single most important factor in a child's education. It is the teacher who has the most impact on student learning. As a result, we focus on Quality Teaching in every aspect of pedagogy across the school. The key components of 'Quality Teaching' are curriculum, pedagogy, explicit teaching, engagement of students and timely feedback.

Explicit Teaching

We believe that the explicit teaching of concepts, ideas and knowledge is an effective strategy for student learning. **As a result, we hold the following to be true:**

- A strong foundation in phonics and phonemics in the first two years of school is essential (incidental teaching of phonics is ineffective – it needs to be sequential, structured and explicit)
- Successful students automate basic skills
- Students with the largest word banks in the early years of schooling go on to be the most successful
- Both comprehension and fluency are critical reading skills
- Knowledge must be actively moved from short term to long term memory through consolidation
- Explicit teaching is quite different from merely presenting information.

In each of our classrooms, you will see explicit teaching undertaken in the following way:

- Consolidations – structured revision of knowledge and skills (this is vital for transferring knowledge to the long term memory)
- I do – The explicit teaching and demonstration by the teacher of new knowledge and skills. The modelling of practices. Clear step by step explanations, revisions and reinforcements (WALT and WILF)
- We do – New knowledge is practised in group activities, teacher actively intervenes to re-teach where required - Teachers and students are connected, engaged - Teachers are giving explicit feedback
- You do – Individual activities to consolidate new learning and extension of skills

ABSENCES

Regular attendance and punctuality by each student is necessary to maintain continuity of learning.

Parents/caregivers must assume responsibility for the regular attendance and punctuality of their children. In the event of your child being absent or late it is the parents/caregiver's responsibility to:

- contact the school by email absences@tullyss.eq.edu.au or telephone 40 439 333 and follow the prompts.
- Reply via our SMS system
- send a note to the office on the day your child returns to school.

Every parent of a child of compulsory school age or a young person in the compulsory participation phase has a legal obligation to ensure their child is enrolled and attending school or participating in an eligible option.

(Refer Appendix 3)

An application for exemption form must be completed if a student is absent for more than 10 consecutive days.

ADMISSION

Preparatory Year

Birth date	Eligible for prep year in:
Children born 1 July 2019 – 30 June 2020	2025
Children born 1 July 2020 – 30 June 2021	2026

Years 1 - 6

Admission to all other year levels is by transfer from the students' school of origin. Prior to enrolment, Parents will need to schedule a meeting with the principal.

AIR CONDITIONING

Each classroom block is fully air-conditioned. The level of coolness is maintained at approximately 24°C and the air conditioning units comply with Australian Standards. We acknowledge the commitment of our school community to this initiative to provide a more comfortable learning environment for our students and staff.

ARRIVAL AND DEPARTURE TIMES AND PROCEDURES

No student should be at school before 8.20am. If a child arrives before the 8.20am bell then they must remain seated (with their bag) under D block. Play Bell will ring at 8.20am. Students will be instructed by the staff member on duty to move to designated play areas. At 8.40am students will be expected to prepare themselves for the day's lessons i.e., submit homework, sharpen pencils, rule up pads, clean desks etc. CLASS LESSONS BEGIN PROMPTLY AT 8.45AM. If a child arrives after 8.45am then they must proceed first to the Admin Office to collect a late slip before going to class. Parents/caregivers need to leave classrooms by 8.40am to enable classes to begin their work. School finishes at 2.45pm daily.

BEHAVIOUR CODE (STUDENT CODE OF CONDUCT)

Our Student Code of Conduct has been collaboratively developed by students, staff and parents/carers at Tully State School. Our plan is endorsed by the Principal, President of Tully State School P & C Association and the Executive Director of Schools.

Just as we teach students how to read, write and do maths, we also need to teach students how to behave.

At Tully State School Positive Behaviour looks like:

- Expectations for student behaviour are identified
- Positive behaviour support is implemented consistently by staff and administrators
- Expected student behaviour is taught
- Positive behaviours are publicly acknowledged
- Unexpected behaviours have clear consequences
- Data representing student behaviour is monitored and staff receive regular feedback

Positive behaviour support strategies are implemented at school-wide, non-classroom and classroom setting and individual level.

BELL TIMES

Bell Times and Daily Routines are as follows: -

8.20am	Supervised play
8.45am	Class begins
11.00am	Eating Time
11.10am	Play time
11.30am	Class time
1.00pm	Eating time
1.10pm	Play
1.30pm	Class time
2.45pm	School finishes.



BICYCLES/SCOOTERS

Bicycles may not be ridden in the school grounds. Students are discouraged from loitering in the bicycle racks before, during and after school. Students are actively encouraged to chain and lock their bikes securely to the racks.

Bicycle access to the school is via Mars Street only. Bicycles are to be walked into and from the school grounds. Students are expected by law to wear safety helmets and to use the appropriate bikeways.

BOOK LISTS AND MATERIALS

Booklists will be issued at the end of the year. Copies are available on request.

BREKKY BOOST

Every Monday, Wednesday & Friday students are welcome to have breakfast at school as part of our Brekky Boost program from 8:20am.

BUSES

School buses operate from Cardwell Run S550, Jarra/Syndicate Run P945, Tully Heads/Rockingham S425, East Feluga/Bulgan Run 431, Davidson Road Bus, Mission Beach and Old Tully Road and El Arish.

Please contact the bus company directly for information. Phone numbers of the bus companies can be obtained from the school office.

CARE OF SCHOOL PROPERTY

School equipment and facilities have been provided for the educational, recreational and social development of all students. All equipment must be handled with care at all times. Restitution arising from the destruction of such property will be the responsibility of the student and his/her parents/caregivers.

CHAPLAINCY

Our School Chaplain services our school on two days each week. The Chaplaincy program is a vital part of our wellbeing and engagement focus and is promoted across the school. Our Chaplain operates several activities that enhance student learning and emotional health. If you wish for your child to meet with the chaplain about any issue or concern that they may be having then please complete the permission form that is included in the enrolment pack.

CLASS FRIDGES

Fridges are available in each classroom for students to place their lunchbox. Lunchboxes should be of a reasonable size to allow for all lunchboxes to go in class fridges. Large, bulky lunchboxes are to be avoided.

COMMITTEES

A committee structure operates in our school to assist with decision making. Parents/caregivers, community members, staff and students work on these committees allowing for active participation of interested people. If you are interested in nominating for a committee or require further information, please contact the principal. We welcome your interest, and hopefully your participation, to enable a positive home and school partnership.

COMMUNICATION FROM PARENTS/CAREGIVERS TO SCHOOL

Parents/caregivers are invited to communicate either in person or by phone, email or letter with regard to:

- all absences
- late arrival
- sickness
- medication
- appointments in school hours
- loss/damage of school property
- homework queries or any other circumstances

Please ensure that all written correspondence to either the principal or teachers is dated and signed at all times.

COMPLAINT RESOLUTION

From time to time the need may arise to discuss a problem that you may have with a certain aspect of school. Your child's teacher is always approachable. Please take the opportunity to avail yourself of this avenue as a first step towards a solution.

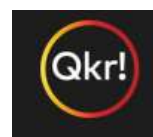
CROSSING SUPERVISORS

Crossing Supervisors, employed by the Department of Transport, regulate our school crossings on a daily basis. At all times, pedestrians and drivers must obey the directions of these supervisors to ensure the safety of every person.

CULTURAL ACTIVITIES/EXCURSIONS/EDUCATIONAL TOURS

From time to time during the year, the school may undertake educational excursions so that the students may acquire a variety of learning experiences outside the classroom. Students normally travel by bus in the case of the whole school/whole class or by private transport in the case of smaller groups. Full school uniform is to be worn on these occasions.

Parents/caregivers will be advised by official notice of the details of activities. Permission forms signed by the parents must be returned to allow for participation. Parents/caregivers are requested to pay for the bus fare/petrol, and in some instances, an admission fee.



CURRICULUM

Our school offers eight (8) Learning Areas to students. These include English, Mathematics, Humanities and Social Science, Health and Physical Education, Science, Technology, LOTE and The Arts.

Extra CURRICULAR ACTIVITIES

Extra-curricular activities offered to our students occur throughout the year. Some of these activities may include: Under 8's Activities, performances, Interschool Sporting Activities (10 years and above), Book Week, NAIDOC Week, ANZAC Day, Multicultural Day, Sporting Events and Interhouse Sports Days. These extra-curricular activities provide links to real life and life-like situations. Students must comply with our On Track for Success, to be considered for these activities.

DAILY HEALTHY FOOD BRAIN BREAK

Each day, every child is required to bring to school a portion of fresh fruit or a healthy snack option. During the morning session classes stop work for a small break to eat their healthy snack before returning to learning.

DRESS CODE - INCLUSIVE PREP-YEAR 6

Tully State School are engaging tomorrow's leaders today by empowering confident, connected and creative citizens. The School and P&C support a student dress code policy and encourage all students to support this policy by wearing the school uniform.

The school has adopted the student dress code as it believes the code:

- Promotes a safe environment for learning by enabling ready identification of students and non-students of the school
- Promotes an effective teaching and learning environment by eliminating the distraction of competition in dress and fashion at the school
- Fosters mutual respect among individuals at the school by minimizing visible evidence of economic, class or social differences
- Promotes a supportive environment at the school by fostering a sense of belonging
- Creates a good image of the school within the community and encourages students to uphold and enhance that image

Uniform Mode of Dress

In accordance with section 360 of the Education (General Provisions) Act 2006, Tully State School has adopted a uniform mode of dress. The uniform adopted consists of the following:

School Uniform for Years Prep to 6

- Unisex blue polo shirt
- Tully State School blouse
- Senior shirts (Year 6 only)
- Navy blue unisex shorts/skorts
- Tully State School dress
- Closed in shoes appropriate for sport and socks. Crocs are not acceptable shoes for school activities.
- Sun safe hats. Caps not acceptable.

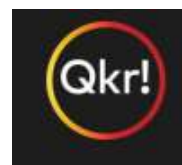
Sports Uniform for Years Prep to 6 to be worn on Friday

- Interhouse sports shirt in house colours (green, yellow, red, blue)
- Navy blue or black shorts/skorts

Student dress standards promote the good image of our school and encourage students to uphold and enhance that image.

Uniform purchases are available via QKR.

Refer to – Uniform Policy for more information



EMERGENCY PROCEDURES

To ensure the safety of all students, staff and other persons, all personnel will participate in regular emergency practices. If you are within the school grounds/buildings at this time you are requested to follow the directions of the nearest staff member. Procedures for EVACUATION and LOCK DOWN are clearly displayed in each room of our school site.

FREE DRESS DAY POLICY

As a school community we seek to support groups and agencies that undertake work for varying charities. We believe that this is an effective way of raising the awareness to our students about people who are less fortunate than themselves and we believe this is an important part of our school vision, especially in the area of ‘Respect’, as we seek to develop Safe, Respectful Learners.

- Free Dress Days are to be determined by Admin (based on the advice from staff) that would enhance the enjoyment of other special events held throughout the year
- On occasions a gold coin will be requested from each student in free dress

On these days there are some guidelines that need to be considered:

- Sun Safe clothing-no singlet tops sleeveless shirts, exposed midriffs, mini-skirts or short shorts
- Suitable footwear – closed in shoes
- No makeup, fingernail polish, excess jewellery
- Appropriate messages on T-shirts – no offensive language, drawings, or messages are acceptable

HEAD LICE

From time to time, head lice occurs at school and in the community. Parents/caregivers will be notified if a case of head lice is suspected. Remedies for this condition are available at all chemists. In the interest of all students, a student may be excluded from school for repeated non-compliance with the recommended course of action.

HEALTH

Health habits are taught and encouraged at all times. There is evidence to suggest that a well-balanced diet goes a long way towards physical and mental alertness, so it is important that all students have a healthy breakfast and bring a selection of nutritional food to school. Good personal hygiene is expected. We seek your valued assistance in this regard.

HPE LESSONS

HPE lessons are part of the school curriculum. Some of these lessons are in the classroom based on health activities although the majority are physical activities outside of the classroom. Most HPE lessons are held in our Cyclone Shelter and on the school ovals. However, in extremely hot and humid conditions, if the lesson (or part of it) needs to be outside, our HPE teacher ensures that all students receive regular hydration and shade breaks and will ensure student safety is paramount and adapt the lesson as needed to accommodate the weather conditions. If a student wishes to take a break or sit out, they are able to. In preparation for the Track & Field events, teachers may hold fitness activities before school and during certain lunchbreaks at their discretion. This also encourages general health and wellbeing of our students.

HOMEWORK

Tully State School is a community-minded, inclusive and high achieving school. Children are happy, confident and successful learners. Our school recognises that parents and the school community are partners in each child’s education. Regular study is an important part of the process in developing lifelong learning skills, personal development and wellbeing behaviours, and contribution to our community. Homework requirements are guided by the individual class teachers and expectations communicated via our term overviews. Parents are encouraged to discuss homework requirements with their child’s teacher.

HOUSE SYSTEM

Your child will be allocated a “house” when he or she enrolls; all siblings are kept in the same house. There are

four houses:

- Tyson (Blue)
- Walter Hill (Green)
- Kirrama (Yellow)
- Mackay (Red)

We encourage students to wear their coloured house shirt on Fridays.

INFECTIOUS DISEASES

If your child contracts an infectious disease e.g., chickenpox, measles, school sores etc, please contact the principal immediately. In certain cases, students will be required to be kept at home until the disease is no longer infectious. The exclusion periods are available from the school office, because complications can occur with infectious diseases do not have your child return to school too soon. As some of our students have long term and serious illnesses it is vital parents/caregivers advise our school office if their child contracts an infectious disease.

INTER-SCHOOL SPORT

Students are engaged in Health & Physical Education classes as part of the Physical Education Program. Interschool Sport opportunities may be offered as an extra-curricular activity to students in Years 4, 5 and 6. These activities offer students the opportunity to play competitive sport as a representative of our school. Students who are on individual behaviour support plans may not be eligible to participate. Students selected as school representatives for Interschool Sport are expected to complete assigned class work, homework commitments, training commitments and to represent our school community by displaying a high level of sportsmanship. Full school/sport specific uniform is to be worn. All jewellery is to be removed prior to physical activities. Teams are coached by coaches, teachers and parents who give many hours of their time to assist students. Students are expected to attend training sessions on a punctual and regular basis.

JEWELLERY

A minimal amount of jewellery is appropriate for school wear (small studs/sleepers and watch). Department regulations require ALL jewellery to be removed before students participate in physical education, sporting and swimming activities. At all times the wearing of any jewellery must comply with Work Health and Safety regulations. Non-compliant jewellery will have to be removed.

No responsibility will be taken for any article, should it be lost or damaged.

LOST PROPERTY

All property that is found about the school is placed in a Lost Property Box located at the MPH (near Tuckshop) Block. Items can be claimed at any time. Any valuables are sent to the Administration Office. While your child is at school make sure that all his/her belongings are well marked. Lost property is easily returned when the owner’s name is clearly visible. Encourage your child to be independent, to look after his/her own belongings etc.

MEDICATION

Our Administration Officers will administer medication to students, provided the following procedures are strictly adhered to:

- Use the school form to notify the school in writing of a health condition requiring medication at school.
- Request the school in writing to administer prescribed medication or to assist in the management of a health condition.
- Notify the school in writing of any requests and/or guidelines from medical practitioners including potential side effects or adverse reactions.
- Provide the medication in the original labelled container to the nominated staff member.
- Ensure the medication is not out of date and has an original pharmacy label with the student's name, dosage and time to be taken.
- Notify the school in writing when a change of dosage is required. This instruction must be accompanied by a letter from a medical practitioner.
- Advise the school in writing and collect the medication when it is no longer required at school.
- School staff will not administer non-prescribed medications e.g., Disprin, Panadol, Cough Medicine etc.
- Parents/caregivers of students requiring ADD, ADHD medication should discuss details with the Principal.
- Parents/caregivers of students requiring Asthma medication or Epipens should contact the Principal to negotiate suitable arrangements.

MOBILE PHONES – includes SMART WATCHS

Students are required to leave phones and electronic devices at home while attending school. The communication system in our school is effective and there is no need for students to bring mobile phones to school. If mobile phones are brought to school, students must have a signed permission form and they **must be handed into the office** where they will be stored securely.

MONEY AT SCHOOL

When permission is requested for your child/children to attend/participate in an excursion/activity, parents/caregivers will be sent full details of the activity, a permission form and money collection envelope. The permission form and money must be returned in the school collection envelope. Unless it is for Tuckshop or specific excursions/needs, no money should be brought to school. Eftpos is available.

NEWSLETTER

Our newsletter is published fortnightly. It is emailed home and contains items of interest to all of our school community. It will keep you up-to-date with the happenings of the school, both present and future. It will also contain from time-to-time samples of students' work, awards made to students and learning tips.

OFFICE HOURS

Administration Office opens 8.15am – 3.30pm Monday – Friday

PARENTS AND CITIZENS ASSOCIATION

The P&C is active in many ways within the school. The P & C Association supports the principal and staff in their endeavours to create a vital and successful school for its students through fundraising and active participation in school decisions and events. If you are a member of our P&C Association, any support or suggestions that you can offer are appreciated. Monthly meetings are held at the school on the third Tuesday of each month commencing at 5.30 pm in the Resource Centre (Library).

PARENT/CAREGIVER HELPERS

We always have opportunities for our community to assist students in our school. You are encouraged to offer your services/expertise to the class teacher, and to Specialist Teachers. When entering the school site, please report to the office to sign in and receive an identification tag. A way in which you can assist the teacher and school in the continuing education of your child, is to become involved in the day-to-day classroom activities of your child's class or any other class. We are always on the lookout for the parents/caregivers with particular expertise in any area whether it be Art and Craft, Music, Sport etc. or simply as a helper in the room during Mathematics, English and so on. If you have a skill or some experiences that you would like to share or would simply like to help out, we would love to hear from you.

PARKING

Public car parking provided by the Cassowary Coast Council is available on Bryant Street. In the interest of the safety of all students, parents/caregivers and visitors are requested to:

- adhere to the traffic signs
- drive carefully near the school as children's actions can be unpredictable
- obey the crossing supervisors' directions
- avoid double parking in any areas
- not park within the school grounds or carpark
- use the 2-minute drop off and collection area in a legal and considerate manner (STOP, DROP, GO)

Your co-operation and courtesy in this matter will maintain our excellent safety record

PRIVACY

All members of our school community are requested to read the statement on Privacy in the enrolment brochure.--

REFUND POLICY

Full refunds will be given only when the refund does not result in the school paying the balance of costs incurred by a student's cancellation of attendance or participation in any school activity. It must be understood that costs of excursions and tours are calculated on the total student numbers indicated when planning is initiated by school staff. Camp deposits are **non-refundable**. If a student (who has paid a deposit) cancels his/her attendance, a refund will only be given if this does not impact on the final costs to other students attending the planned excursion or tour, or after the completion of a refund application form accompanied by a medical certificate.

Parents/caregivers should assume that any deposit paid may not be refunded. In the event of a student (who has paid full costs for a tour or excursion) being unable to attend or participate in the activity due to last-minute genuine reasons (illness, family crisis), refunds will be calculated at the discretion of the principal and program manager. Applications for refunds must be received within two weeks of the completion of the planned activity. All applications for refunds must be in writing, co-signed by parent/caregiver, activity/class teacher and/or program manager.

RELIGIOUS INSTRUCTION

Religious Instruction classes are conducted for 30 minutes 4 times per term for students in Year 1-6. The Religious Instruction provided is a cooperative program using Godspace resources approved by the leaders of the different churches represented. The aims of Christian Religious Instruction is to inform students about the basic beliefs of the Christian faith from a non-denominational perspective.

REPORTING TO PARENTS/CAREGIVERS

Your child/children participate and achieve learning results in all offered Learning Areas in our school. Teachers assess students' academic and social development throughout the year. During terms 1 & 3, parents/caregivers will be invited to participate in parent/teacher/student interviews. All parents/caregivers are encouraged to attend these interviews, as well as maintain regular informal contact with teachers. We encourage you to contact the teacher to discuss your child's progress at any time throughout the year.

In term 2 and 4, you will receive a written report card outlining your child's progress against the Australian Curriculum.

RESOURCE CENTRE

The school is very proud of its resource centre. We encourage use by everyone, students and parents/caregivers alike. We ask that the simple library procedures be adhered to when using or borrowing. All students require a waterproof library bag for borrowing purposes.

SECURITY

Most of our school facilities have electronic alarm sensor security measures attached. Should unauthorised persons enter the school facilities, audible and inaudible alarms alert our security firm. Tully State School staff are required to wear their official school badges while engaged in their duties. All visitors are required to report to the school office, where they are required to sign in, attach a sticker to their clothing and then sign out. If you are a volunteer WHO DOES NOT HAVE a student currently enrolled in our school you are required to present your SUITABILITY CARD to the Business Services Manager/Principal, BEFORE you begin work as a volunteer.

SERIOUS INJURY

During the school day students are under the supervision of school staff. However, accidents may still occur. In the case of a minor accident, treatment will be undertaken by a staff member. In the case of a serious injury, an ambulance will be called and then the parent contacted. Thus, it is vital that the information provided is accurate and current. If any changes occur to your family contact information, please notify the school immediately by phone, letter, fax or email.

SMOKING IN SCHOOLS

Smoking is prohibited within the school grounds.

SPECIALIST LESSONS

As part of the Curriculum children will attend lessons taken by Specialist Staff Teachers in Health and Physical Education and Languages other than English (Indonesian).

Some children may also attend resource lessons according to their individual needs. Programs are individually developed according to the specific needs of the children concerned.

Our school has Special Education facilities, managed by our Head of Special Education Services, that cater for children with disabilities. A Guidance Officer and social worker are also available.

Children in years 4 to 6 at Tully Primary School have the opportunity to learn to play percussion, woodwind or brass instruments through the Instrumental Music scheme.

PRE-SERVICE TEACHERS

Tully State School provides the opportunity for the training of pre service teachers. They are as stated – pre service teachers - and as such have no direct responsibility for their class. Direct responsibility for the class always remains with the Class Teacher.

STUDENTS LEAVING SCHOOL GROUNDS

No student will be permitted to leave the grounds without the proper written authority at any time. To release a student from class during normal school routine, the following is required:

- A request must be made from a custodial parent/caregiver via email, phone, in writing, or in person.
- Parents/caregivers are to report to the school office where a departure slip will be issued. Parents must sign the student out before the student is released.
- Students are to report to the school office with an authorised adult before returning to class.
- Under NO circumstances will a student be released from class to meet parents/caregivers at the front gate or public areas.

SUN SAFETY – WIDE BRIMMED SCHOOL HATS ONLY

Our school policy on Sun Safety (refer appendix 1) is a very simple one: ‘No Hat – No Play’. Students are encouraged to actively engage in sports training, games, physical education activities and social interactions as a balance to classroom work. At all times when students are outdoors, this policy is in place. Students who forget their school hats are directed to play under the covered area or to become engaged in library activities. All staff model the appropriate sun safety strategies while they are on playground duty or attending physical education lessons.

TELEPHONE MESSAGES

Whilst in class, generally, teachers and ancillary staff are not available to come to the phone. Calls that are not of an emergency nature should be made before school or during recesses.

TRANSFERS

If you are transferring your child to another school, please contact the school office detailing their last day and if possible, the school’s name where the student/s will be enrolling. Student files will be forwarded onto the appropriate school on request from the school they are enrolling.

TUCKSHOP

Tuckshop operates every Monday, Wednesday and Friday at first lunch. Orders are to be put into the tuckshop by 9.00am. The Tuckshop requires as many volunteers as possible to work and also requires volunteers to make cakes.

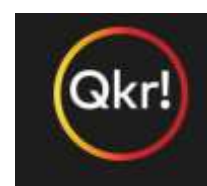
Parents are encouraged to download the QKR App for ease of ordering and paying for tuckshop on line. Although cash orders are still accepted, QKR ordering and payment is preferred. If using the cash packet system, the following information should be supplied on a brown/plain white packet supplied by the parents.

Name..... Grade.....

Teacher.....

Order.....

Amount..... (Correct money if possible)



WEBSITES

We invite parents/caregivers and community to visit the Tully State School Website. Address: www.tullyss.eq.edu.au Tully State School can also be found on Facebook. General information on Education Queensland schools in our district and across Queensland is available from the Education Queensland Website www.qed.qld.gov.au

QPARENTS

QParents is an online portal that provides parents with secure access to their child's student details. The school will send you a registration invitation.

Anywhere, anytime, you can:

- View and update attendance and student details
- View and download report cards, timetables and invoices
- Make payments online
- View other important information.

QParents is available from your smartphone, tablet or PC and it's free.

Tully State School

Sun Smart Policy



Rationale

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 later in 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 a 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 aging. 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 Tully State Primary 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 and awareness of the need to reschedule outdoor activities to support Sun Smart practices

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 Sun Smart policy is to ensure that all children attending our establishment are protected from the harmful effects of the sun throughout the year.

Our Commitment

Tully State Primary School will:

- inform parents of the Sun Smart policy when they enrol their child
- include the Sun Smart policy statement in the school prospectus
- increase the amount shade in the school grounds, where possible, by building shelters and planting trees
- incorporate education programs that focus on skin cancer prevention into the school curriculum
- encourage all teachers and staff to act as positive role models for children in all aspects of Sun Smart

Behaviour

- seek ongoing support from parents and the school community for the Sun Smart policy and its implementation, through newsletters, parent meetings etc.
- ensure that all students and staff wear hats that protect the face, neck and ears, and SPF 30+ broad-spectrum, water-resistant sunscreen, when involved in outdoor activities
- encourage students without adequate sun protection to use shaded or covered areas at recess and lunch times
- review the school dress code to conform with the Queensland Cancer Fund Sun Smart clothing guidelines
- ensure that SPF 30+ broad-spectrum, water-resistant sunscreen is included in the school sports kit and is available for students to apply on uncovered areas of the skin during outdoor activities
- review the Sun Smart policy annually

Our Expectations

Parents/Carers will:

- provide a Sun Smart hat for their child and ensure that they wear it to and from school. The Queensland Cancer Fund recommends the following hats:
 - 8-10 cm broad-brimmed
 - legionnaire-style
 - bucket-style (6 cm brim)
- ensure that their child applies SPF 30+ broad-spectrum, water-resistant sunscreen 20 minutes before leaving for school
- ensure that their child's clothing provides adequate protection from UVR. The Queensland Cancer Fund recommends clothing with the following features:
 - collars and sleeves
 - closely woven fabric
 - natural fibre
- act as positive role models by practising Sun Smart behaviour
- support the school's Sun Smart policy and help design and regularly update the policy

Students will:

- be aware of the school's Sun Smart policy
- take responsibility for their own health safety by being Sun Smart
- comply with Sun Smart rules and guidelines by wearing suitable hats, clothing, sunscreen and sunglasses. This includes wearing a swim shirt during all water-based activities, including swimming lessons
- apply SPF30+ broad-spectrum, water-resistant sunscreen 20 minutes before going outdoors
- use shaded or covered areas outdoors
- act as positive role models for other students in all aspects of Sun Smart behaviour
- help design and regularly update the Sun Smart policy
- participate in Sun Smart education programs

Water Bottles

All students are encouraged to bring a water bottle to school. Water bottles filled with water are able to be used in all classrooms

Tully State School

Dress Code Policy



Tully State School is engaging tomorrow’s leaders today by empowering confident, connected and creative citizens. The School and P&C support a student dress code policy and encourage all students to support this policy by wearing the school uniform.

All students of Tully State School must uphold our Dress Code Policy. Full school uniform must be worn by all students participating on excursions. Sports uniform can be worn on Fridays only.

The school has adopted the student dress code as it believes the code:

- Promotes a safe environment for learning by enabling ready identification of students and non-students of the school
- Promotes an effective teaching and learning environment by eliminating the distraction of competition in dress and fashion at the school
- Fosters mutual respect among individuals at the school by minimizing visible evidence of economic, class or social differences
- Promotes a supportive environment at the school by fostering a sense of belonging
- Creates a good image of the school within the community and encourages students to uphold and enhance that image

Our school uniform, including sports uniform and hats can be purchased via the QKR app or from the school administration office.

	GIRLS	BOYS
Shirts	Blouse -Tully State School Polo Shirt - Tully State School	Tully State School Polo
Pants/Skirts/Dress	Dress – Tully State School Shorts – Tully State School Skorts	Shorts Tully State School
Hats	TSS Hat or Blue Hat	TSS Hat or Blue Hat
Sports Uniform	TSS Shorts or Skorts Tyson – Blue Shirt Mackay - Red Shirt Kirrama - Yellow Shirt Walter Hill - Green Shirt	TSS Shorts Tyson - Blue Shirt Mackay – Red Shirt Kirrama - Yellow Shirt Walter Hill - Green Shirt



Sports Uniform for Years Prep to 6

To be worn on Friday.
Interhouse sport shirt in house colours (green, Yellow, red, blue)
Navy blue or black shorts/skorts

Interschool Sports Uniform

When representing the school in sport, shirts may be provided for the event. Students will be required to return these shirts. All sport teams will follow the sun safe hat policy.

Footwear

For personal safety and general health, students must wear covered shoes at all times.

Jewellery and other accessories

It is acceptable for students to wear small and plain sleepers or stud earrings to school. Hair accessories should be kept to a minimum.

Inappropriate clothing

Items of clothing with inappropriate wording/pictures, thongs, slide on shoes and caps/beanies are not permitted to be worn.

Hats

Students must wear an appropriate hat when working and playing outside the classroom. This includes broad brimmed, legionnaires or bucket hats. Caps are not acceptable.

Excursions

Students are required to follow the dress code when representing the school at competitions, excursions and performances.

Areas of Responsibility

Principal

The Principal is to negotiate a position with students and parents who are not complying with the dress code. In relation to inappropriate dress, the Principal or nominee will take action that prevents risk to students or others, or action that maintains normal school operations. The Principal will inform the student's parents or carers of the matter and if necessary discuss it further with the relevant parties.

Parents

Parents are responsible for the provision and maintenance of the uniform mode of dress. They are to ensure their children are appropriately dressed each school day. It is also parent's responsibility to ensure all children's clothing items are clearly labelled with the student's name.

Students

Students are responsible for wearing the uniform dress in a manner that shows pride in oneself and promotes the good image of the school within the community and encourages students to uphold and enhance that image. They are also responsible for checking lost property for missing items.

Teachers

Teachers will encourage children to adhere to the dress code and ensure children wear protective clothing and equipment as required. If a child is inappropriately dressed, the student will be sent to the Principal/nominee to access appropriate items from the bank of uniforms held at the school.

P & C

The Parents and Citizens Association of Tully State School supports a student dress code for Tully State School because it believes that a student dress code promotes objectives of Education (General Provisions) Bill 2006. The Parents and Citizens Association will review the uniform mode of dress as required and modify in consultation with the community. The Tully State School Parent and Citizens Association will continue to make available the full range of uniforms through the school uniform shop.

In particular, the Parents and Citizens Association of Tully State School supports the intention of a student dress code in providing a safe and supportive teaching and learning environment.

Education Qld's *Student Dress Code* can be viewed at:

<https://ppr.qed.qld.gov.au/pp/student-dress-code-procedure>



TULLY STATE SCHOOL

ATTENDANCE POLICY

Rationale

All schools in Queensland are committed to providing safe and supportive learning environments for all students which address their educational needs.

Tully State School expects every child to be at school every day unless there is a reasonable excuse. Illness, medical and dental appointments are valid reasons for absenteeism. Birthdays, play dates and shopping trips are examples of reasons not considered valid.

Tully State School's attendance policy aims to ensure maximum learning outcomes for every child. Research identified very clear links between attendance and success and achievement at school.

School community beliefs about the importance of attending school.

It is important that students, staff and parents/carers have a shared understanding of the importance of attending school. Tully State School

- is committed to promoting the key messages of Every Day Counts
- believes all children should be enrolled at school and attend school all day, every school day
- monitors, communicates and implements strategies to improve regular school attendance
- believes truanting can place a student in unsafe situations and impact on their future employability and life choices
- believes attendance at school is the responsibility of everyone in the community

Strategies

At Tully State School we promote 100% attendance by:

- Providing rich, engaging learning experiences for every child
- Working in partnership with parents and carers to ensure regular attendance
- Celebrating student's attendance

PLEASE NOTE: If notification is not provided, the absence will be recorded as unexplained and this will be recorded and displayed on the semester reports.

If the excuse for absence given is deemed unreasonable then the absence will be recorded as 'unauthorised'.

When a student is absent without explanation for 3 days or the school identifies unexplained or unsatisfactory absences or patterns of absences without reasonable excuses or where a student's attendance is reasonably considered unsatisfactory by the Principal, Tully State School will take the following actions:

- Authorised officer at the school confirms that child is obliged to attend and that no circumstances exist where the parent's obligation does not apply
- Authorised officer at the school contacts both parents and determines if there is a reasonable excuse for not ensuring their child is attending school. If unable to contact parent/carer by phone a letter is sent home.
- School offers support to family to ensure child's attendance improves.
- Authorised officer at the school considers whether an exemption from schooling or alteration to a student's educational program is appropriate and required.
- If the child is still not attending regularly after three weeks (15 school days) of the first attempt to contact parents, an authorised officer at the school sends by registered post, a Notice (Form 4 – Failure to attend (s.178(2))) to both parents outlining parents' legal obligation and inviting both parents to attend a meeting to discuss the situation.
- Authorised officer at the school keeps a copy of the Notice (Form 4) and records date, time and by whom letter was posted.

If after sending the Notice (Form 4):

- a meeting occurred with the parents, but there is no change in circumstances within one week (5 school days) of this meeting; or
- a meeting did not occur with the parents, and there is no change in circumstances within one week (5 school days) of sending the Notice;
- an authorised officer at the school sends by registered post a Warning Notice (Form 5 – Failure to attend (s.178(4))) advising parents of their legal obligations and offering a meeting to discuss support available to address failure to attend.

Reporting Absences

At Tully State School we request parents/carers/guardians inform the school of ANY length of student absences by

- Notifying admin of the absence and the valid reason for the absence

Exemptions from Compulsory Schooling

Every parent of a child of compulsory school age or a young person in the compulsory participation phase has a legal obligation to ensure their child is enrolled and attending school or participating in an eligible option.

Parents can apply for an exemption from this obligation when their child cannot attend or it would be unreasonable in all the circumstances for their child to attend school or participate in an eligible option for a period of more than 10 consecutive school days.

Situations where an application for an exemption may be made include:

- Illness
- Family reasons
- Cultural or religious reasons

If your child is exempted from compulsory schooling, you are excused from your obligation in relation to compulsory schooling or compulsory participation.

The school principal is not responsible for providing an educational program to your child, however they may provide advice on other educational options available.

You are encouraged to discuss with the school whether an application for exemption is a suitable option. The school can provide you with an application form for an exemption. It is important that supporting documentation and evidence are attached to the application.

When a decision about the exemption has been made, you will be informed in writing whether or not the exemption has been granted and if any conditions have been imposed. If you are not satisfied with the decision made, you can make a submission for the decision to be reviewed.

Some related resources

Every Day Counts

<https://education.qld.gov.au/initiatives-and-strategies/initiatives/every-day-counts>

Departmental Policies:

Exemptions from compulsory schooling and compulsory participation procedure

<https://ppr.qed.qld.gov.au/pp/exemptions-from-compulsory-schooling-and-compulsory-participation-procedure>

Managing student absences and enforcing enrolment and attendance at state schools procedure

<https://ppr.qed.qld.gov.au/pp/managing-student-absences-and-enforcing-enrolment-and-attendance-at-state-schools-procedure>

Roll Marking in State Schools procedure

<https://ppr.qed.qld.gov.au/pp/roll-marking-in-state-schools-procedure>