



Queensland
Government

CORDALBA

STATE SCHOOL



PARENT

INFORMATION

BOOKLET

2025

Thank you for taking the time to read this handbook. Hopefully it will answer all of your questions. If you still have any queries about school requirements, please do not hesitate to contact me. Your input into the school is most welcome.

Matthew Parsons
Principal

2025 Parent Information Booklet

Postal Address: 1a Cemetery Road, Cordalba Qld 4660

Telephone: 07 4126 6184

Mobile: 0475 945 837

Email: principal@cordalbass.eq.edu.au

Website: www.cordalbass.eq.edu.au

Facebook: Cordalba State School

Office Hours: Mon, Wed, Frid: 8:15am – 3:15pm
Tues, Thursday 8:15am – 12:15pm
Subject to change without notice

School Colours: Sky Blue & Black

School Motto: 'tis not winning, 'tis taking part that counts

STAFF 2024

Principal / Classroom Teacher (Yr 5/6)..... Matthew Parsons
Classroom Teachers (Prep/Yr1/2) Kayla Clark/Amanda Wharton
Classroom Teachers (Yr2/3).....Margaret Corsetti
Classroom Teacher (Yr 3/4)..... Karen Weiss/Luke Wardell
Classroom Teacher (Yr 5/6).....Brett McLellan

Teacher Aides..... Emma Walsh
..... Peta Sykes
..... Barb Turnham
..... Johanna Kelly
..... Lydia Branch
..... Michelle Perry
..... Lucinda Miller
Computer Technician..... Jack Leeson

Business Manager Alison Leeson

School's Officer - Grounds Kelvin Rayner

Cleaner Katy Menchin

Visiting Specialist Teachers

Special Ed Teacher..... Sharon Paarman/Tracey Hitchcock

PE Teacher.....Brett McLellan

LOTE Teacher (Japanese) Dianne Godfrey

Instrumental Music Teacher..... Naomi Weedon

School Calendar

2025 Term 1: Tuesday January 28 to Friday April 4

2025 Term 2: Monday April 21 to Friday June 27

2025 Term 3: Monday July 14 to Friday September 19

2025 Term 4: Tuesday October 7 to Friday December 12

Cordalba State School Established: 1894

Our School Philosophy

I I am an individual.

A A play environment is how I learn best.

M My teacher observes me to plan future activities based on my needs and interests today.

A An active and stimulating classroom is where I can share my learning and success.

N Not just one learning style but all the ways I can learn are evident within my classroom.

I In class, our teacher has to be flexible so that programs can be modified based on daily happenings.

N Now I can be an independent learner because my teacher encourages me to negotiate my own learning.

D Developing positive relationships with my family enables my learning to be fostered at home as well as at school.

I In class my teacher encourages me to reflect on what I have achieved during the day and what I can do to become confident in learning new skills.

V Variety is the key to enhancing my learning.

I Interactions with my peers and other people at school help me to develop my social living skills.

D Due to teacher involvement during and after play, I learn new skills.

U Understanding that I am a unique person and bringing to school various experiences and prior knowledge enables my teacher to plan for ME.

A A lifelong learning journey is what Cordalba provides me.

L Lots of fun, enjoyment and the celebration of our success makes my classroom a happy one.

SO MY TEACHER PLANS FOR MY INDIVIDUAL LEARNING WITHIN THE FOLLOWING AREAS.....

- * By broadening my **THINKING** skills
- * By developing my **COMMUNICATION** skills
- * By strengthening my **SENSE OF SELF** and **OTHERS**
- * By extending my **SOCIAL LIVING** and **LEARNING** skills to become a part of the Cordalba community
- * By refining my **HEALTH AND PHYSICAL UNDERSTANDING** so that I can take care of myself.
- * By appreciating that the **CULTURAL UNDERSTANDING** of others is enhanced by their diversity.
- * By exploring and **UNDERSTANDING** my **ENVIRONMENT**.

.....AND THIS HELPS ME TO BECOME A VALUABLE MEMBER OF SOCIETY.

Isis District Community Forum – Agreed Values for all Community Members

- **CARE AND COMPASSION**
- Our community will treat all people with kindness, empathy and friendliness. Through nurturing these qualities a strong feeling of calm will be established and supported through personal respect and a positive sense of community.
- **DOING YOUR BEST**
- Our community will encourage and celebrate achievements, risk taking, industriousness, personal development and learning from mistakes. Through nurturing these qualities and building on self-confidence and self-esteem, a sense of personal pride and fulfilment will grow.
- **FAIR GO**
- Our community will commit to and practise the principles of social justice where people's opinions and feelings are sought and considered resulting in a shared, supportive and safe environment.
- **FREEDOM**
- Our community will value individuality, creativity, tolerance, another's personal space and the right to be heard and make choices within a safe, secure and democratic environment where opportunity to participate is encouraged.
- **HONESTY AND TRUSTWORTHINESS**
- Our community will expect all members to demonstrate sincerity, responsibility, reliability, and accountability and show a genuine respect for self and others, creating a sense of pride, loyalty and personal satisfaction.
- **INTEGRITY**
- Our community will respect personal inner strength and self belief, where fair and just practices, the strength to do what one believes is right even if it means standing alone and being seen to practise what one preaches are modelled.
- **RESPECT**
- Our community will show good manners and consideration and empathy towards the needs of others and care for their belongings thereby showing understanding, valuing and acknowledgement of and for social and cultural diversity.
- **RESPONSIBILITY**
- Our community will undertake duties, take on ownership, use initiative and engage in shared community and personal commitments that reflect accountable behaviours.
- **UNDERSTANDING, TOLERANCE AND INCLUSION**
- Our community will demonstrate a willingness to accept change, experience diversity and celebrate differences in order to accommodate, value and appreciate all.

Cordalba State School's Profile

Cordalba State School aims to provide quality education for the development and benefit of all learners. Enrolments are stable. Being a small school, composite classes exist.

CHILDREN

The school population covers a broad spectrum of children from a rural based community. The majority are ready and willing to participate in learning experiences and show respect accordingly. The children come from a wide variety of family backgrounds. The area around Cordalba is developing which will benefit the school in the future.

STAFF

Cordalba State School is an Independent Public School, presently staffed by a Teaching Principal, Classroom Teachers, Teacher Aides, a Business Manager, School Cleaner, casual Groundsperson and casual teacher aides. All staff are involved in any decision making process and work hard to achieve the goals outlined in the School Annual Report.

LOCATION AND CHARACTERISTICS

The campus is now over 100 years old and celebrated its centenary in 1994. The older style main school building accommodates 1 classroom, the Principal's Office, the Administration Office, Health Area, Learning Centre and staffroom. Being two storey, it also accommodates two storerooms, and a multi-purpose room underneath. Three modular buildings exist to accommodate the Prep class and other year levels. We also have a Resource Centre, built under the "Building the Education Revolution" programme which houses the Library and an additional teaching space which is used for parades.

Cordalba State School is a part of the Isis Cluster of schools made up of Childers State School, Isis District State High School, Goodwood State School, St. Joseph's School, and Booyal Central State School.

Linkages between these schools exist through the following:

- Isis District Primary Schools Sports Association
- Isis District Principals' Cluster

The school is supported by the North Coast Regional District Office.

SCHOOL FACILITIES

The Cordalba State School campus features well shaded grounds, a playing field, a covered play / lunch area, shade covered junior fort area, senior fort area, multi-purpose court, storage sheds and a tuckshop.

The school features a well-resourced technology section. Each classroom has an inter-active television installed, a large ratio of computers per student and iPads. These are accessible to staff and students within the school.

EDUCATIONAL PROGRAM

Cordalba's school day begins at 8:55am with a two hour five minute morning session with a ten minute fruit break midway. This is followed by a half hour intermission (ie morning tea), a one and a half hour middle session, a three-quarter hour lunch break and a one and a quarter hour afternoon session concluding at 3:00pm.

Students in Yrs 4/5/6 take part in L.O.T.E. (Language other than English) remotely via Distance Ed; the whole school takes part in Physical Education one day a week and an Arts/Music programme once a week.

An Instrumental Music Program is conducted one part day per week.

Support programs run throughout the school for students who are identified as having particular needs.

STUDENT WELFARE

Students from Yrs 4 – 6 are involved in Student Council activities. Two children from each class in Years 4 & 5 and all Year 6 are elected as Student Council Representatives, with Year 6 representatives being nominated for School Captain and Vice-Captain. House Captains are elected from the senior student body. Selected people represent classes and the School in developing activities that promote "school spirit". Cordalba State School has an Adopt-a-cop who is based in Childers.

P&C ASSOCIATION

The School is supported by a very active P&C who contribute a lot to the development of school resources and facilities. The P&C meets the fourth Tuesday of every month. The P&C actively fundraise for the school and provide input into the planning process.

GENERAL INFORMATION

Absences: Each parent of a child who is of compulsory school age must ensure that the child is enrolled and attends school on every school day for the educational program in which the child is enrolled, unless the parent has a reasonable excuse. A parent of a young person in the compulsory participation phase must ensure the young person is participating full-time in an eligible option, unless the parent has a reasonable excuse. The issue of absenteeism is complex and covers a range of behaviours, including chronic absenteeism, school refusal and truancy. Parents are ultimately responsible for ensuring their children attend school. Schools and schooling systems work in partnership with parents and students to maximise student attendance.

Parents / Guardians of children who are absent from school are to notify the school by 9am on the day by notifying the class teacher in person, by note or a telephone call to the office (Ph: 07 4126 6184, leave a message if unattended), text 0475 945 837, or email admin@cordalbass.eq.edu.au. If you fail to do so, you will receive a text from the school requesting confirmation of the absence. Failure to respond will see an unexplained absence recorded against your child's name. This will remain on record for their entire schooling.

When your child is absent and the absence is unexplained, we must notify Education Queensland. It is your responsibility to make the school aware of any absences. It is not an accepted practice for your child/ren or their siblings to tell us on their return.

Accidents: If your child should meet with an accident of a serious nature, every effort will be made to contact you. However, if this cannot be done the Principal will endeavour to obtain the necessary aid for the protection and well being of your child, including the right to use the ambulance for emergency transport.

It is wise to ensure that the school is notified on any heart condition, possibility of fits or convulsions, allergies or any serious disability your child may have.

Admissions:

- Prep School: The Queensland Government has introduced a Prep Year of full-time schooling for children who turn five by June 30 in the year they start school.
A Birth Certificate must be produced when enrolling your child.
- Primary School Admissions - Admissions will be conducted on the first day of school. Verification of a child's age is necessary. A birth certificate is evidence enough.
A Birth Certificate must be produced when enrolling your child.

Arrival and Departure of Pupils: Pupils are expected to arrive at school prior to 8:55am; but not before 8:30am. Before school care and after school care is available (refer to OSHC). Children should be collected from school no later than 3:15pm. Staff can be notified as to who will collect the child/ren by letter, telephone or in person

The school grounds may be used outside school hours only when permission is sort from the Principal. Anyone found on the grounds without permission will be prosecuted.

Bus children usually start arriving around 8:00am and are the last to leave the school at 3:30pm.

Arts Council: The children have the opportunity to attend Arts Council performances throughout the year. These performances are usually held at the Cordalba State School. Children are asked to pay their admission to the performances. If travel costs are incurred, they are subsidised to enable maximum participation.

Behaviour Management: Cordalba State School has implemented a Student Code of Conduct which is reviewed regularly. This review is conducted by parents, students and staff. We believe that children need to adhere to the Student Code of Conduct. A copy of this plan has been made available on our website. This school is often praised by outsiders on the standard of behaviour of students in and out of the school. Adherence to our Student Code of Conduct will ensure that this continues.

Bell Times:

8:55am	Start of School Bell
11:00am	Morning Tea Bell
11:15am	Play Bell
11:30am	Back to class
1:00pm	Lunch Time Bell
1:15pm	Play Bell
1:45pm	Afternoon Session begins
3:00pm	End of School Day Bell

Bicycles: Children may ride their bicycles to school. Bicycle racks are available at 3 entrances. For children in Prep, Years 1 and 2, parental supervision is preferred. Queensland Law requires bicycle helmets be worn and children must adhere to the road rules.

Book List: A list of requirements, as far as books are concerned, will be published and given out with the newsletter in the weeks prior to school finishing. The school has a stationery scheme, where families are provided with all necessary stationery item for the year for the one initial cost. All necessary stationery and books are available from the school. It should be noted that parents are under no obligation to take part in the scheme through the school and may obtain resources from elsewhere. For those participating, supplies are handed to the children as requested or needed. Waste or loss of resources will not be replaced.

The school applies a general levy for Photocopying, Art and sundry expenses. This is charged per student. This contributes to some of the costs involved with homework sheets, work sheets in class, and art resources, etc. While these levies are not compulsory, parents should note that they are responsible for providing all equipment necessary, should they choose not to participate.

Bus Travel: The school is serviced by 1 bus, collecting students from Voss' Road through to Cordalba. Details of the service provider are available from the Office. Parents whose home is more than 4.8km from the nearest bus service or school considered to be the nearest may be eligible for the payment of an allowance for transporting their children to school. Inquiries may be made with the Queensland Department of Transport, whose office is in Maryborough. Bus travellers are expected to obey the strict Code of Conduct for bus travel. Bus travel is considered a privilege not a right.

Care of School Property: All property must be respected and cared for. Any cases of mistreatment of school property must be reported to the Principal.

Change of Personal Details: If you change your place of living, mobile or home phone numbers or other details relevant to the school, please advise so that records stay current.

Change in Family Circumstances: Please advise where there are family changes - (estrangements, divorce, court orders, bereavement, etc.) as these can certainly cause changes in a child's behaviour and attitudes.

Chaplaincy Services: Chaplaincy services are optional programs that may form part of student welfare activities offered in state schools. They are designed to complement schools' guidance and counselling services. A chaplaincy program is provided as a local community initiative to cater for the spiritual, religious and/or ethical needs of students. Programs are inclusive of and show respect for all religious, spiritual and non-religious beliefs in the community. At Cordalba School, the Chaplain is integrated into classroom and playground activities, making themselves available to students as needed. Student involvement in any activities offered as part of a school's chaplaincy program is voluntary.

Community Involvement: The school receives good support from the community. Many parents are involved in the decision making process through attendance at Parents and Citizens Association meetings and through discussions with teachers. Parents offer to assist the school through volunteering to help with classroom support, gardening, working bees and fundraising. Each year the P&C work very hard to raise funds for the school's development.

Complaints Management:

During the course of your children's school years, you may have cause to make a complaint about an issue with your child's education. The following 5-step procedure may assist parents/carers and school staff to reach an outcome that is in the best interests of the student.

1. Discuss the complaint with the class teacher. Give the teacher an opportunity to tell you all they know about the incident

If unresolved



2. Discuss your complaint with the Principal. Complaints to the principal may be lodged in person, by telephone, in writing or via email.

If still not addressed



3. Contact the North Coast Region District Office. Refer to the White Pages under Education Queensland. Complaints may be lodged in writing or via the telephone. You will be advised that your name and the nature of your business will be reported back to the principal. Staff at District Office will assist in seeking resolution.

If still unresolved



4. You have a further right to make a complaint to the Deputy Director-General Education Queensland, Central Office in writing. They will seek to resolve your complaint through referral with the Executive Director and other appropriate departmental units.

If still unresolved through these formal processes



5. An independent review through the Queensland Ombudsman provides an avenue for an independent review of the Department's decision.

Conveyance Allowance: Parents whose home is more than 4.8km from the nearest State School or bus service may be eligible for payment of an allowance for transporting their children to school. Inquiries may be made with the Queensland Department of Transport, whose office is in Maryborough.

Cordalba Clippings: The newsletter, aka 'Cordalba Clippings' is issued every second Friday, or as required, via email. It advises parents of school news, activities and forthcoming events and items of general interest. It can also be found on our website.

Daily Rapid Reading: Cordalba School has introduced a Daily Rapid Reading programme. Students from Prep to Year 6 take part in the programme. Daily Rapid Reading or (DRR) is designed to enhance and develop students reading skills. Students will read intensively one on one with a teacher aide for 15 mins, three times a week. Students will rotate times so they don't miss out on the same classroom lesson or activity.

The focus of DRR is to work with students of all abilities to enhance their reading and comprehension abilities. We have experienced great results from this program!

Dental Treatment: This is available free to any school-age child up to Year 10. When a visit from the School Dental Clinic is imminent, you will be contacted about your wishes in this regard. Cordalba State School has a tooth-brushing policy in place whereby children in the lower classes brush their teeth each lunch-time prior to returning to class.

Early Arrivals: Children of working parents arriving at school prior to 8:30am must be enrolled in the Outside School Hours Service. (Refer OSHC) Students are not expected to arrive at school prior to 8:30am.

Evacuation Procedures:

- **Fire Drills:** Procedures have been adopted which promote speedy evacuation of the buildings in cases of emergency. Regular practice is given in these procedures. A Fire Drill Practice occurs at least once per term. A continuous ringing of the bell is used as the warning signal. A plan of evacuation routes is included in this handbook as well as located on the wall just inside the main door of each building.

- **Lockdown Procedure:** Procedures have been adopted which promote the safety of our students in the event of a perceived threat to the personal safety of students or staff. Regular practice is given in these procedures. The sounding of an airhorn is the warning signal whereby all staff lock themselves and their students in the classrooms or work areas. This is a temporary precautionary measure.

Excursions: From time to time, excursions will be organised for the students. As these relate to the curriculum, active involvement is necessary. If an excursion is to take place, parents will be notified and all permission forms and payment must be returned prior to the excursion.

Facebook: Checkout our Facebook page celebrating our school and student successes, keeping parents up to date with events happening and general information.

Hats: As parents are aware, Australia and especially Queensland, has one of the highest incidences of sun cancer in the world. Parents are asked to co-operate in the matter of ensuring all children have the school uniform hat and bring their hat to school daily. Children without hats are not permitted out in the sun. **NO HAT - NO PLAY.**

Headlice: Lice can quickly spread in a school and be very difficult to eradicate. Should you be notified that your child is infested with lice, we ask that you administer treatment promptly and thoroughly.

Please notify the school if you should discover your child has headlice so that advice can be sent out to parents. Confidentiality will be respected.

We have in place a 'Nit Busters Club' where families with permission will be checked discretely if suspected of headlice and treated at school if necessary. A permission slip is available from the office.

Health / Exclusion: There are common infectious diseases which spread throughout the community from time to time. These may include Chickenpox, Measles, Mumps, Rubella, Ringworm or school sores. Students infected must be excluded from school for a period of time. This is often advised by your General Practitioner.

Hygiene: Care of our body is essential if we are to stay healthy. Brushing of hair, bathing daily, cleaning teeth and dressing cleanly and neatly are important and necessary if we are to develop personal pride. At times, particularly in summer, older children in the school will require deodorant. Aerosols are not permitted at school however roll-ons are.

Having to discuss this issue with students can be embarrassing for the child, but can be avoided by them being aware of their changing needs.

Feminine Hygiene: The staff toilet and one cubicle in the girls' toilet have facilities for the disposal of used feminine hygiene products. Should your daughter be caught without feminine hygiene products, she should see one of the female teacher-aides or teachers who will provide what is necessary. Once again parents will need to be aware of their child's changing needs.

Instrumental Music: Brass, percussions and woodwind tuition is available to students in years 4 – 6 who wish to learn one of these instruments and who are identified as having considerable talent after sitting for an aptitude test. Lessons are once per week. Students who participate in our Instrumental Music programme must be willing to **practice regularly** and give fully to the programme. Some instruments are available for hire through the school.

Interviews: If you have a problem concerning you or your child/ren, please contact your child's classroom teacher or the Principal so that an appointment can be made at a convenient time to discuss the situation.

Jewellery: Jewellery is not regarded as part of suitable school attire and therefore should not be worn by students. The exception is that students with pierced ears may wear up to two plain studs or sleeper type earrings per ear lobe. Additional piercings are not permitted and must be covered daily. Signet rings and watches are permitted. Necklaces or bracelets may only be worn in the case of a child having a medical condition.

Leaving the School Grounds: Children wishing to leave the school after arrival and before final departure for any reason must either

- provide written permission from parent or guardian or
- provide parental permission in person or by telephone or
- seek a Teacher or the Principal for permission.

If permission is granted, then on leaving the school, the student should report to the person on duty and on return to the school report again to the person on duty.

Library: It is expected that children will take library books home regularly. A limit of one book per child has been placed. To keep the books in good order, each child up to Year 4 is required to have a library bag. These bags can be made out of material with a pull-through cord at the top or simply an old pillow case. No library book will be allowed to be taken home unless the child has a library bag.

Lost Property: Any lost property is stored briefly. It is available for your inspection at any time. The lost property is displayed to children on a regular basis, however very few articles are ever claimed. Clothing not claimed is given to charitable organisations.

** Labelling clothing enables quick identification.

Lunchtime Supervision: Playground supervision is shared by the Staff (Teachers and Teacher-Aides). This ensures an adult always supervises the children.

Medications: Education Queensland has strict guidelines for teachers re administration of medication to students.

- All medication must be left at the office. This is only after written permission is received at the school from the parent / legal guardian
- Teachers can only administer medication where the instructions are written on the medical container by the **pharmacist at the medical practitioner's direction**. Instructions given must be specific, indicating times, medications to be administered as well as the quantity to be administered.
- Non prescribed medications such as analgesics and over the counter medications cannot be administered to children by staff and therefore should not be at school under any circumstances.

Mobile Phones and other electronic equipment are not regarded as necessary at school and therefore should not be bought in by students. Exceptions will be considered by the Principal and any such equipment must be surrendered for safe keeping with their teacher for the duration of the day. Responsibility for any such equipment bought to school will remain with the student. Staff will not be held accountable for loss or damage to any such equipment.

Outside School Hours Care (OSHC):

The Parents and Citizens Association run an Outside School Hours Care (OSHC) service. Hours of operation are 6am to 8:30am for Before School Care (BSC) and 3pm to 6pm for After School Care (ASC); school days only. We do not offer vacation care.

The service does not offer catering. Parents are to provide breakfast or afternoon tea if required. We will supervise children eating separately to the work area. We are mindful of special dietary needs of all.

Bookings are essential. Enrolment forms must be completed prior to attendance. Costs are \$20 BSC and \$23 ASC before the Child Care Subsidy is applied (Subject to change). All children must be signed in for BSC and signed out when collecting them from ASC. Staff will sign out children after the morning session and in for the afternoon session.

Contact with the service is via text (0458 759 776) or email (pandc@cordalbass.eq.edu.au). The service is separate to the school. Parents are to notify the service directly not via the school office unless an emergency.

A Parent Information Booklet is available from the service or the school office.

Parade: A weekly parade is held every Friday from 1.45pm, in the Resource Centre, to celebrate the successes of our students.

Parents and Citizens Association: The Parents and Citizens Association is a group of parents or citizens who have an interest in the school and the environment their children are educated in. The P&C raises money which is spent on providing more amenities and teaching aids for the school. Meetings are held on the fourth Tuesday of each month from 3:15pm. Additional meetings are held as required. Your participation is very welcome.

Parking: For safety reasons, vehicle access in the school grounds is restricted to staff and delivery vehicles only. Parents are requested to pick their child/ren up from the entrances. Even during rain, parents are requested not to drive into the school grounds.

Playgroup: Our Caterpillar's Playgroup is held every Friday for pre-prep children. The programme is a fun morning promoting play-based learning. Please come along and join in from 9am – 11am. Cost is just \$2 per family.

Prep: The Queensland Government has introduced a Prep Year of full-time schooling for children who turn five by June 30 in the year they start school. International research shows the benefits of children taking part in full-time quality programs before they start Year 1. This research also shows that if children start formal schooling when they are a little older, they generally do better than their younger peers. An early years' curriculum has been developed specifically for use in schools with prep classes. The Prep Year builds on your child's learning at home and in other places like kindergarten and child care.

Refunds Policy: School excursions and camps enhance a student's learning by providing opportunities for the student to participate in activities, both curriculum-related and recreational, outside the normal school routine. All planned school excursions are approved by the Principal and endorsed by the Parents and Citizens Association.

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 education service purchased from a provider other than the school where the provider charges the school and
- a specialised educational program.

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

School fees for extra-curricular activities are calculated on a cost recovery only basis, according to the number of students who have indicated their attendance.

Participation of students in an extra-curricular activity is indicated through payment of the fee and provision of a permission form completed by the parent.

As the school budget cannot meet any shortfalls in funding for an extra-curricular activity due to the subsequent non-participation of a student who had previously indicated attendance of the activity, fees already paid for an extra-curricular activity may be refunded in full or in part or not at all, having regard to the associated expenses incurred and the circumstances of the non-participation.

If a parent wishes to apply for a refund due to their child's non-participation in an extra-curricular activity, they may do so by completing a Request for Refund form available from the school office. Where possible, the request should include the receipt relating to the payment for which a refund is being sought.

It is preferred that refunds be made as a credit against the student's account at the school, and used to offset any future charges.

Department of Education and Training policy references:

Education (General Provisions) Act 2006

SCM-PR-002: School Excursions

FNM-PR-019: State Education Fees

Religious Instruction: Religious Instruction is on hold at the moment. Instruction is usually offered by the Ministers Fraternal of Childers and is non-denominational when taught in the classroom. Parents are to complete the Religious Instruction section of the enrolment form. Religious Instruction is not offered to Prep students. Students from Yrs 1 – 6 take part. Staff have the right to withdraw any child demonstrating inappropriate behaviour during these times.

Report Cards: Semester Reports are issued at the end of terms 2 and 4. These reports provide a comprehensive picture of your child's educational progress across the 8 Key Learning Areas. At the end of Semester 1, parents are invited to attend a parent/teacher interview to discuss your child's progress. At any time you can request an interview or the teacher may request an interview if they have concerns about the academic progress of your child.

Road Safety: Continual reminders need to be made to children about the correct road safety rules. Parents can help by regularly talking to their child about these rules.

School Lunches: In the past, we have received a number of complaints regarding the eating of lunches. Sometimes parents see us to ask that we make sure their child eats his or her lunch. This we have tried to do with all children however we also get complaints that we are forcing children to eat. As the policing of lunch eating is quite difficult, the following will take place. Staff on lunch duty will supervise in the order: -

- no whole lunches will be dumped into bins. Lunch which is not eaten will be required to go home. It is then up to you as parents to inquire as to why lunches were not eaten. Scraps and litter will be put into bins provided.
- Should children not want to eat lunch they will not be forced to.

Semesters: The school year is divided into two semesters with a mid-semester break in each semester.

School Nurse: If parents or the school have a concern about a child's health, an appointment can be arranged with the school nurse. This should be arranged through the Principal.

School Uniform / Dress Code: At Cordalba State School a uniform has been adopted by the school P&C and parent body. It is the policy of this school to encourage the wearing of the school uniform to provide

- A sense of identity and unity among school members
- Affordable clothing which enables students to focus on learning and not on fashion competitions with peers.
- A shirt with sleeves and collar and a broad brimmed hat as recommended by the Queensland Cancer Fund as suitable for sun safety.
- A unisex uniform of black shorts is encouraged to enable girls to better participate in sport and other physical activities with more privacy and ease of movement.
- A sense of pride in themselves and their school.

Our Uniform is

- Plain black shorts or black skirt
- Short sleeved, collared polo uniform shirt (available only at the office)
- Winter - Black or Navy Tracksuit
- Sensible, closed in shoes with socks are compulsory
- A uniform broad brimmed hat (available only at the office). Students without a hat will need to play in the undercover areas.

On swimming days students must wear a sunshirt or t-shirt for sun protection.

For the Athletics Carnival students are encouraged to wear a green (Wombats) or gold (Koalas) sun-safe shirt. Joggers are recommended shoes for sports days and PE lessons. Jewellery is not regarded as necessary for learning and therefore should not be worn by students. The exception is that students with pierced ears may wear studs or sleepers. Signet rings and watches are permitted. A necklace or bracelets may only be worn in the case of a child having a medical condition.

Sick Children: If a child becomes ill at school every effort will be made to contact parents. If it is not possible the Principal will take whatever action is thought necessary for the well-being of the child. If your child is unwell before school, please do not send them to school as in most cases other children become ill and miss school.

Sports Equipment: The borrowing of sports equipment is a privilege and children must observe the following rules:

Borrowing can take place at 11:15am; returning it at 11:25am

and from 1:15pm and returning it at 1:40pm

All equipment borrowed must be returned to the sports storeroom.

Student monitors will record equipment borrowed and brought back.

The person who borrows the equipment must bring it back.

Broken and lost sporting equipment must be reported to the Principal.

Wilful misuse and destruction of sports equipment will result in the loss of this privilege for a period of time.

Sports Houses / Athletics Carnivals: Our sports houses are Koalas (Yellow) and Wombats (Green). Following our inter-house athletics carnival our nominated sports persons go on to compete alongside the small schools at the Isis District carnival and from there may continue on to represent the North Burnett District, Wide Bay Zone and State Titles competition.

Students of the Week / Principal's Award / GOTCHAs: We have given out many awards to students who have achieved excellent results or who have shown great improvement in a particular area.

The idea of the Student of the Week award is to further encourage these achievements. The Student of the Week award will be a certificate, with a pencil, issued weekly to a student from each class room. Student performance in any area will be considered by the teachers as worthy of merit.

The Principal's Award is given to anyone who has stood out over the week with either classroom achievement, playground behaviour, sports or similar.

A GOTCHA is a paper ticket that is given out to students, primarily during lunchtimes, for recognition of their efforts in following the three Cordalba State School rules; being SAFE, RESPONSIBLE and RESPECTFUL. Tickets go into a box and two from each classroom are drawn each Friday on parade with an icy cup as the reward. Each term a winning ticket is drawn and the winner gets to select a prize.

Teachers try to be as fair as possible in the selection of children for awards and it is hoped that by the end of the year all children will have gained at least one award. We are very conscious of the children who have not received an award and look carefully at their achievements and progress in all areas so that we may find a reason for them to receive an award.

Swimming: Swimming takes place in Term 4 culminating in a fun carnival. The swimming program focuses on teaching children how to swim correctly and the development of survival skills. The swimming program is designed by the lessee of the local pool and lessons taught by qualified pool staff. Girls are required to wear a one piece swimsuit. All must wear a T-shirt or sun shirt. Swim caps are advisable but not enforced. Long hair must be tied back.

Toys at School: Students are not to bring any type of toy to school unless they have been given special permission by their teacher. Responsibility for these toys remains with the student.

Transfers: When a parent wishes to transfer a child to another school, please contact the school to this effect. A Certificate of Transfer is forwarded to your new school. All belongings should be collected as well as all school books and library books returned.

Tuckshop: Tuckshop is on hold at the moment pending finding a suitable supplier.

Use of School Facilities: The school facilities are available for the use of individuals and groups subject to the approval of the Principal, however any group or individual cannot use the school for personal gain. Some of the facilities for use are:

- Rooms for meetings, etc.
- Sporting Facilities - tennis, cricket, softball, soccer, etc.

Access to the school as a thoroughfare is trespassing and will be treated accordingly. Loitering around the buildings whilst using our facilities is not permitted.

Website: Our website makes available to all families a brief outline of our school including the school calendar, newsletters and forms and documents you may find necessary during your enrolment with our school. Go to: www.cordalbass.eq.edu.au

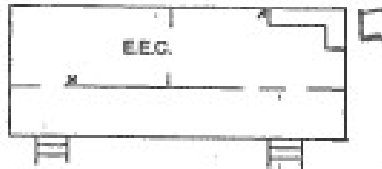
OUT OF BOUNDS MAP

KEY  OUT OF BOUNDS AREA

 BORE PUMP

 CRICKET PITCH

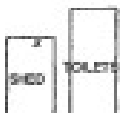
SEPTIC TANK PUMP



E.E.C.



WATER TANK



SHED

TOILET



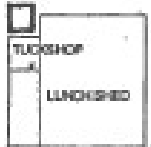
SAND PIT



TENNIS COURT



JUNIOR PORT

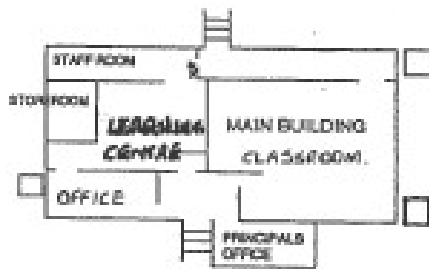


TUCKSHOP

LUNCH SHED



GENERAL CLASSROOM



STAFF ROOM

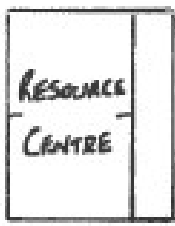
STORAGE ROOM

LEADERSHIP CENTRE

MAIN BUILDING CLASSROOM

OFFICE

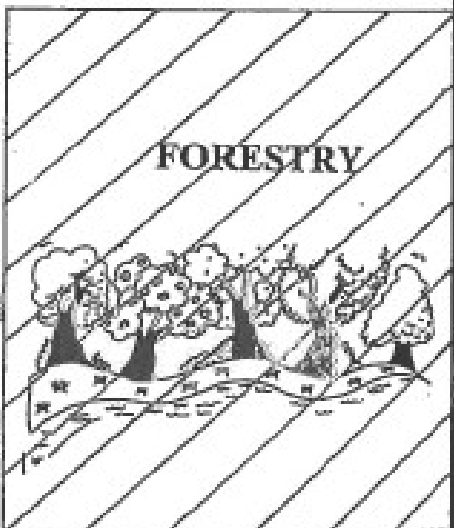
PRINCIPALS OFFICE



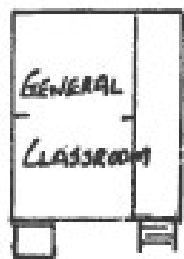
RESOURCE CENTRE



SENIOR PORT



FORESTRY



GENERAL CLASSROOM



CAR PARK