Congratulations! You have made an excellent choice for the education of your children! Our staff will work in partnership with you to ensure that we uphold our BELIEFS and EXPECTATIONS in all of our daily interactions. Our school is a YES! school and ALL we do must reflect our beliefs (YES!) and support our VISION – Every child learning every day! We achieve this through:

**Our YES! beliefs:**
- You can do it!
- Expect success!
- School is cool!

**Our RAPPS expectations:**
- We are Responsible
- We are Respectful
- We are Safe

Our school caters for the needs of pupils from Primary (PREP to Year 6) to Junior Secondary (Years 7 - 9). Students generally continue their education beyond Year 9 at Kingaroy State High School or Murgon State High School. We were the first P-9 State School in the State and have been well placed in the introduction of Yr 7 to Secondary in 2015.

This document is also on our school’s website as are all forms required for parents. I look forward to your continued support.

Principal
Peter Sansby

Head of Student Services
Mr Guy Davis

Head of Curriculum
Helen Ross

**STUDENT DRESS CODE**
The school community strongly advocates the universal wearing of school uniforms by students from Prep to Year 9 when at school or when attending school related activities. This supports:
- a safe environment for learning by enabling ready identification of students,
- the elimination of competition in dress/ fashion at school, and a
- a sense of belonging, and minimising visible evidence of economic or social differences.

In responding to students who are inappropriately dressed or do not conform to the policy, the Principal/HOD may:
- offer appropriate items from a bank of uniforms items held at the school;
- take action that prevents risk to the student, discuss the issue with parents to resolve the issue;
- impose sanctions, which do not impact on the student's academic prospects, and
- in special circumstances, exempt a student from the requirements of this policy.
STUDENT APPEARANCE

Students are expected to present in a clean and tidy manner. For safety reasons, and to minimise the issues of loss and theft, the following guidelines (adopted by the P & C) apply to the wearing of jewellery:

- Students may wear one watch, one wrist bangle or chain and one flat signet ring.
- Only one neck chain may be worn inside the line of the shirt.
- Ear rings – a reasonable number of studs or small sleepers may be worn.
- Only one flat nose stud may be worn. NO other facial piercing is allowed.
- Jewellery must be removed for HPE/sport, Manual Arts or other lessons as determined by teachers, in the interests of safety.
- STUDENTS MUST NOT EXPECT THE SCHOOL TO ALLOW EAR RINGS/PIERCINGS JUST BECAUSE THEY HAVE HAD THEM DONE OVER A SCHOOL BREAK, AND THEY ARE NOT “READY” TO BE TAKEN OUT.

The school uniform is adopted by the P&C as follows:

**UNIFORMS - GIRLS (Prep - 6)**
- Shorts/skorts/skirts (Black)
- Primary polo shirt (Black)
- White socks
- Black shoes or clean joggers (preferably black)
- **WINTER** – black tracksuit pants and other suitable long black pants, with maroon or bottle green jumpers.

**UNIFORMS - BOYS (Prep - 6)**
- Black shorts (long or short length)
- Primary polo shirt
- **WINTER** – AS PER GIRLS

**YEARS 7 to 9: GIRLS – “Junior Secondary” shirt**
- Secondary Polo Shirt
- Black shorts or skorts, suitable length
- Socks and shoes – as for primary
- **WINTER** – AS PER PRIMARY
- Note – black tights may only be worn under shorts/skorts with black shoes
- Note – secondary students may wear a plain black jumper. Hooded jackets are not allowed.

**YEARS 7 to 9: BOYS – “Junior Secondary” shirt**
- Secondary Polo Shirt
- Black shorts (long or short length)
- Socks and shoes – as for primary
- **WINTER** – AS PER PRIMARY
- Year 7 to 9 students may be disciplined for NOT following our school dress code.

**HATS**
The school provides all new students with a sun safe hat. We are an accredited Sun Safe school and there is a 100% compliance to ‘no hat – no play’ rule. Hat colours are:
- Prep to Year 6 - Bottle Green
- Year 7 to Year 9 - Black
- All items must be clearly NAMED! (especially jumpers)

**PERSONALISED LEARNING – HOT SHOTS!** (More details in Assessment section)

School-wide targets, class targets and individual targets are set for key focus areas, with the major emphasis on WORD STUDY. Wondai State School is proud of its unique “personalised learning” journeys, which are being tracked using our HOT-SHOTS process.

In 2017 every student will have a negotiated HOT-SHOTS for READING, NUMBER, WRITING (Word study), BEHAVIOUR and ATTENDANCE (including spelling).
RESPONSIBLE BEHAVIOUR PLAN (summary – full version available at school or on website)

Our YES! beliefs and our expectations are made “real” through our Positive Behaviour for Learning (PBL) approach to behaviour, where expectations of behaviour and engagement are explicitly taught.

Our school’s positive rewards scheme – GOING FOR GOLD, constantly reinforces POSITIVE CHOICES made by students. Students receive tokens when they meet the school’s behaviour expectations. Each term, they strive to achieve the highest Club; Club 300. Students also receive rewards for Club 100 and Club 200. Clubs are set at the beginning of the year and rewards are decided by our Student Council.

CONTACTS for PARENTS

SCHOOL PHONE NUMBER 4169 2333  WEBSITE http://www.wondaiss.eq.edu.au/
SCHOOL “ABSENCE” NUMBER 4169 2360  SCHOOL EMAIL the.principal@wondaiss.eq.edu.au
P&C PRESIDENT – Vicky Parry 4169 2333

HISTORY

The Primary School was opened on 2 May 1905. The Secondary Department was opened in 1964 while in 1973 the Primary section of the school was moved into new buildings along side the Secondary Department. The Pre-School (now PREP) opened in 1977, and a Library was opened in 1979. Our secondary department celebrated 50 years in 2014.

HOMEWORK POLICY (EXPECTATIONS)

1. All homework must have a purpose, linked to current learning and revision of current work. Extension work may be offered.
2. NO homework is better than homework set without a purpose!
3. Students will gain most from homework if there is some level of parental involvement, particularly in the early years.
4. Where possible, aspects of choice will be built into homework set.
5. Homework will aim to involve some “home helping” tasks eg. setting the table, washing up, farm jobs etc.
6. Homework sometimes is best completed daily eg. Number facts or spelling. However, all classes will provide “one week, including a weekend” for homework to be completed. This way, different family circumstances can be accommodated.
7. Home reading is expected – other is a choice for parents.
8. Year 3, 5, 7 & 9 must have homework similar to NAPLAN style questions, during term 1, for LITERACY and NUMERACY.
ASSESSMENT AND REPORTING – PRIMARY and SECONDARY

Tests (verbal, written, systemic, and diagnostic) throughout the semester, together with assignments and/or projects and monitoring of class work, are all methods of assessing continuous student progress. A teacher's anecdotal record keeping is a significant component of monitoring of student learning. All the results of the continuous assessment of your student's progress are considered for each KLA (key learning area) and the student's overall progression. Reporting takes place:

- Mid semester 1 (approximately April) – progress report. Interviews are encouraged.
- End semester 1 (June) - This is a much more comprehensive report. Interviews are encouraged.
- End semester 2 (December) - Interviews by request.

The school has a comprehensive Assessment Schedule for the consistent and regular monitoring of all aspects of literacy and numeracy. This schedule may be viewed at any time, and parents may speak with teaching staff about this. Student progress is tracked against regional benchmarks and “traffic light” graphs are used to track distance travelled (eg. Red ➔ yellow ➔ green).

ASSIGNMENT POLICY – YEARS 7 TO 9

Assignments which contribute to the decision making about a student's level of achievement for their various subjects must satisfy the following criteria: They must be the student's own work; and presented by the due date unless an extension has been granted by the Principal/HOD who sees that exceptional circumstances exist such as:

- extended absence due to illness, supported by a medical certificate or through parental communication;
- absence due to illness, bereavement or other special circumstance on the due date, supported by a medical certificate or through parental communication, where it was not possible to convey such assignment to school, via a friend or relative.

Assignments, which satisfy the above criteria, will be assessed and certified towards the student's level of achievement. When a final assignment is not submitted or is submitted late, the assessment will be based on the in-class achievement of that student during the assignment writing process. Assignments will be given "school time" to enable students to clarify doubts and to consult with teachers. This ensures no student is in doubt about what is required. Assistance can also be provided. The onus is entirely upon the student to ensure the task is completed. Extra home time will almost always be required.

A full copy of the Policy plus the semester assessment schedule will be pasted inside the student's homework diary in the first week of each semester.

FORMS/ATTACHMENTS (Available at the office or [http://www.wondaiss.eq.edu.au/](http://www.wondaiss.eq.edu.au/))

- Parent Contribution Scheme – 2016
- Textbook Hire/Resource Scheme – 2016
- School Account Details – 2016
- Stationery Lists - P-6 and 7-9
- Student Resource Scheme – EQ form
- Voluntary Financial Contribution – EQ form
- Enrolment Agreement Form
- Medication Consent Form
- Excursion/Medical Consent Form
- P&C Membership Form
- Responsible Behaviour Plan
- Enrolment Agreement Form
- Medication Consent Form
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- Responsible Behaviour Plan

STAFF

PRINCIPAL
Peter Sansby

HEAD OF CURRICULUM
Mrs Helen Ross

HEAD OF DEPARTMENT
Guy Davis

TEACHERS
Mrs Sheva Butler
Ms Leah Campbell
Miss Gabrielle Robertson
Mrs Lisa Heiniger

SPECIAL EDUCATION
Mrs Frances Wyeth

PHYSICAL EDUCATION
Mr Will Reid

INTRUMENTAL MUSIC
Miss Shannon Sellick

JAPANESE
Mr Sonny Pellinkhof

SCHOOL NURSE
Ms Annette Montebello
(Based at Kingaroy SHS)

GUIDANCE OFFICER
Mrs Bernie Shailer

TEACHER AIDES
Mrs Caren Gscheidle
Mrs Beris Hansen
Miss Maddison Weber

COMPUTER TECHNICIAN
Datawave

LIAISON OFFICER
Mrs Vicky Parry

ADMINISTRATION STAFF
Mrs Debbie Weber
Miss Julie-Anne Ogden

CLEANERS
Ms Theresa Gilbert
Mrs Avon Stumer

JANITOR/GROUNDSPERSON
Mr Brenton Moore

RESponsible Behaviour Plan
Mrs Narelle Wenck
Mrs Sue Williams
Mrs Angela Davis
CURRICULUM
Developmental programs, based on the Australian Curriculum are offered from Prep to Year 9. Numeracy, Literacy and the integration of ICT (Information, Communication and Technology) underpin all units of work. Years 7-9 undertake IGNITE programs, mainly from The Arts and Technology. Learning areas include:

- English
- History & Geography
- Health and Physical Education
- Technology
- Maths
- Science
- The Arts
- LOTE (Japanese Year 5, 6, 7 & 8)

EXTRA-CURRICULAR ACTIVITIES MAY INCLUDE:

- Choir (Junior & Senior)
- Instrumental music (and band) – Years 5 to 9
- Drumbeat
- Ecumenical religious instruction (Yrs 1 to 6)
- Breakfast Club (Tuesday Wednesday & Thursday)
- Chess club
- Science Engineering Challenge – Years 7, 8 and 9
- Class excursions and camps to support learning
- Inter-cluster & district sporting meets (Years 4-9)
- Leadership camps for all student leaders
- Breakfast Club (Tuesday Wednesday & Thursday)
- Robotics
- Dance club

PARENTS AND CITIZENS ASSOCIATION
All parents, carers and community members are welcome. The Annual General Meeting is held in February, general meetings will be advertised in the Newsletter. Parents and carers are also encouraged to participate in a range of activities. Membership Forms (with this package and on website) need to be filled in each year.

Come along and be involved in making your child’s education the best it can be! Voluntary work from parents is sincerely appreciated. Why not be a part of:

- meetings – parents support and ideas are very welcome
- fund raising – critical to provide for major projects to benefit every child
- committees – parent input valued when major areas to be reviewed eg. policy, uniforms etc.
- classroom and tuckshop volunteers – a great way to meet other parents, and see students learning!

STUDENT COUNCIL
A Student Council operates within the school. Class Representatives (elected from Years 3 - 9) become members. Regular, formal meetings are conducted throughout the year. Minutes are kept, and business is actioned by students.

NEW SCHOOL LEAVING AGE
From 2006, new laws mean young people have to stay in school until they finish Year 10 or turn 16, whichever comes first. Previously they could leave school when they turned 15. Young people will then have to take part in education and training for a further two years or until they have:

- gained a Queensland Certificate of Education (QCE); or
- gained a Certificate III vocational qualification; or
- turned 17.

Young people will be able to leave education to work during this time, as long as they work at least 25 hours a week.

NEW SCHOOL STARTING AGE
Children born between 1 July 2011 and 30 June 2012 will be eligible for PREP in 2017. Children born

ADMISSION - NEW ENROLMENTS (including Prep and other year levels)
Students in PREP must have reached the age of 5 years on or before the last day of June in the year prior to their enrolment. Please note that PROOF OF BIRTH DATE will be required. Parents/Caregivers are requested to enrol their student at the school office. Birth certificates are required for all new enrolments.
SCHOOL ROUTINES

ARRIVAL TIMES
A reasonable arrival time is 8.30 am. Parents are advised that formal supervision of students cannot occur before students begin instruction for the day. Students arriving before that time are required to observe school guidelines in the interests of their own safety. NOTE – All students are encouraged to attend “before school reading” and access BREAKFAST CLUB before school.
- Rolls are marked by Form/Class Teachers at the start of the day, and after second break.
- Late arrivals need to report to the office before going to class. Parents must sign P-3 students in if running late.
- Students must be signed out at the office if leaving during the day.

TIMETABLE
The whole school operates on a TWO BREAK day. This structure best supports non-interrupted learning.

<table>
<thead>
<tr>
<th>BELL TIMES</th>
<th>ACTIVITY</th>
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<tbody>
<tr>
<td>8.50 am</td>
<td>ROLL MARKING</td>
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<tr>
<td>9.00 am</td>
<td>Period 1</td>
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<tr>
<td>10.45 am</td>
<td>Healthy Snack (5 mins)</td>
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<tr>
<td>11.00 am</td>
<td>FIRST BREAK</td>
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<tr>
<td>11.45 am</td>
<td>Period 2</td>
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<tr>
<td>12.30 pm</td>
<td>Period 3</td>
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<tr>
<td>1.30 pm</td>
<td>SECOND BREAK</td>
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<tr>
<td>2.00 pm</td>
<td>Period 4</td>
</tr>
<tr>
<td>3.00 pm</td>
<td>FINISH</td>
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</tbody>
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LATE ARRIVALS
If students arrive late to school, for any reason, they need to report to the office immediately, to be issued with a "late slip". They should hand this to their class teacher or the teacher of the first class they have after their arrival. Parents must accompany students in to the office if late.

APPOINTMENTS / INTERVIEWS
Parents/caregivers are welcome to view the school in operation and to discuss aspects of the school and individual student's progress with school staff. However, it is desirable that an appointment is made, through the office, to ensure that staff are available. Appointments are requested with Administration staff.

ATTENDANCE and ABSENCES
Students must attend everyday as every day counts! Incentives are used throughout the year to reward at or above 92% attendance! The Education Act prescribes compulsory attendance and clearly defines what a reasonable excuse for non-attendance is.
Parents/Caregivers are required by law to ensure that their children attend school on all days including sports days and excursion days, unless a valid reason for absence exists, eg. illness, bereavement. All absences must be explained.

The following methods can be used to explain the absence
- Letter or email
- Phone call to the absence line 41 692 360
- Face to face contact with teacher or office staff

Parents/caregivers are asked to notify the school if students are or will be absent for a test/exam. Extended absence - Parents/caregivers are asked to notify the school a few days in advance.

Early departures are NOT encouraged but when this is necessary, they must go through the office.

LEAVING THE SCHOOL GROUNDS
Parents wanting students to leave the school grounds for lunch/other purpose should submit an application for permission addressed to the Principal or HOD. For safety reasons, this practice is discouraged. Students MUST EXIT through the OFFICE.

VISITORS
Persons wishing to talk to students during school hours need to contact the office. Students are not able to receive telephone calls. If deemed URGENT, a message will be relayed.

WEEKLY NEWSLETTER
The “Weekly RAPP” newsletter is issued every Tuesday to the eldest child of each family, advising parents of news, activities, and coming events. Parents are encouraged to view the newsletter from the website or have them emailed directly. Please notify administration of your email address.

MOBILE PHONE POLICY
Students may bring mobile phones to school, but the phones must be checked into the office and left there. They may then be collected from the office at the end of the school day. Parents wishing to communicate urgently with students must use the normal school phone system. A message will be relayed to the student who can call their parent back using a school phone from the office. Where possible, a parent may be put through to the student. Refer to the schools Responsible Behaviour Plan for more details. Phones will be confiscated if this policy is not followed.

ILLNESS/INJURY AT SCHOOL
A student who becomes ill should ask the class teacher’s permission to leave, then report to the office with the appropriate form. Any student who sustains an injury at school must report or be reported to the office immediately. Information will be recorded in the "Accident Register" and appropriate action will be taken regarding first aid and/or medical attention and parents/caregivers contacted if necessary.

**LOST PROPERTY**
If property is lost, students should check the lost property box outside of the staffroom. All clothing belongings should be clearly marked.

**MONEY/VALUABLES**
Under no circumstances should a student leave money/valuables in bags. Money should be carried on the student at all times. If money is brought to school, it should be taken directly to the office. Valuables should not be brought to school. No responsibility is taken for losses.

**SCHOOL SPORTING HOUSES**
The school is divided into two house teams - Russell (RED) and Burnett (BLUE). As a rule, children of the one family belong to the same house. Children are allocated to a house as they enrol. Students are able to wear “house colours” on various sports’ days.

**EVACUATION AND LOCKDOWN PROCEDURES**
Procedures have been adopted which promote speedy evacuation of the buildings in case of emergency. Regular practice is given in these procedures. A series of three short bells and/or a siren is used as the warning signal for evacuation.

**TUCKSHOP**
Our P&C offer fortnightly tuckshop on Fridays. Classes may seek permission from the P&C and Principal to run additional “food” fund raisers.

**HEALTHY CHOICES**
Schools are required to promote and encourage healthy eating. We are expected to promote the benefits of what healthy eating does for young people, and the impact this has on life-long habits. Summarised information from the department’s Smart Choices information:

- Why is healthy eating important for your child?
- Healthy foods and drinks give children and young people all the nutrients they need to:
  - grow and develop
  - concentrate and learn well at school
  - stay healthy throughout childhood and adulthood.

Children don’t always know what food is best for them — they need to be guided. Healthy eating means choosing a wide variety of foods every day from the five food groups:

- plenty of vegetables of different types and colours
- fruit
- grain (cereal) foods, mostly wholegrain, such as breads, cereals, rice, pasta and noodles
- lean meat and poultry, fish, eggs, nuts and seeds, legumes/beans
- milk, yoghurt, cheese, and their alternatives.

Always start your child’s day with a healthy breakfast. If you pack a lunchbox for your child, include at least one item from each of the five food groups listed above for healthy growth and development. And remember, water is the best thirst quencher!

As there is a strong link between diet and behaviour, our school supports healthy options for students.

**USE OF SCHOOL FACILITIES OUTSIDE SCHOOL HOURS**
Permission to use the school grounds outside school hours can be obtained from the Principal/Head of Department. The Tennis Courts are available for public use (free of charge) provided that prior approval has been given.

**STATIONERY LISTS (P-9), CONTRIBUTIONS (P-9), TEXTBOOK HIRE SCHEME (7, 8 & 9)**
All stationery requirements are attached for parents. The school follows DETE guidelines and any “contributions” are clearly labelled as either “user-pays” eg. swimming or “voluntary”. Debt collection may be exercised for non-payment of “user pays” items.

Secondary students have a Textbook Hire and Resource Scheme. All forms are on the website and available through the school office. Payments are able to be organised through Centre Pay. We also have EFTPOS facilities available.

Non-compulsory activities may not be offered to families who have not organised payment plans for ‘user pay’ items.

**NOTICE FOR RELIGIOUS INSTRUCTION (YEAR 1 TO 6) IN SCHOOL HOURS**
Parent permission will be requested for Religious Instruction prior to program commencement in Semester 2. Wondai’s program follows departmental guidelines and all documentation around approvals is available to be sighted through the office.
CHAPLAINCY PROGRAM
Parent consent, or in some cases, the student’s consent is required for participation in specific activities with religious or spiritual content.

STUDENT USAGE OF INTERNET/INTRANET/EXTRANET and CONSENT TO USE COPYRIGHT MATERIAL, IMAGE, RECORDING or NAME
Parents are required to complete the form attached to the enrolment form, prior to any approvals being granted. The forms (which include more details) are available on our website or from the school office.

SCHOOL EXCURSIONS
All excursions will be approved by the Principal. Longer excursions (camps) are also endorsed by the P&C at the start of the year. For every excursion, a medical and consent form needs to be completed by parents. Parents can access this from our school’s website. Full payment is required prior to all excursions.

Excursions that have surplus funds for any activity will be treated as follows:
- In the instance that the surplus is in excess of $10 per student, than a credit balance will be issued to each family’s account. If your family account shows monies owing to the school (eg: resource hire/excursion), this refund will be automatically transferred to reduce the balance outstanding. If your family account shows no monies owing to the school, you are eligible for a refund or credit remaining in our system for you to use. If you would like a refund you will be required to complete our Request for Refund form.
- In the instance that the surplus is less than $10 per student, the school will apply the surplus funds to another activity to reduce the cost for the same students.

Excursions that have a deficit funds will be funded by the school. Parents will not be expected to pay additional costs.

TRANSPORT FACILITIES
Allan’s Bus Service operates to the school within the Wondai/Cushnie area. Please contact Allen’s for detailed information on 0741 685811.

ADMINISTRATION OF MEDICATION
Should medication prescribed by the student’s doctor be required to be administered while the student is at school or involved in school approved activities, the following procedures must be followed:
- A parent/caregiver MUST make a written request to the Principal/Registrar.
- The instructions for the administration of the medication MUST be written on the container by the pharmacist at the doctor’s directions. The instructions need to indicate specific TIMES for medication is to be administered, as well as the QUANTITY of medication to be administered.
- ALL medication must be handed in at the office for safe keeping. Inhalers should be kept at the school office.
- Non prescribed oral medication (such as analgesics and over the counter medication) WILL NOT be administered by school staff. Under NO circumstances should these medications be sent to school to be retained by/used at student’s discretion.
- Medication Permission forms are attached and can be downloaded from our website.

BICYCLES / SCOOTERS / VEHICLES
- Bicycles are to be “parked” in the bicycle stands. It is assumed that young children who ride bicycles to school have been given road safety lessons by their parents. The school promotes road safety (including bicycle safety and the wearing of bicycle safety helmets) through lessons. Children should not borrow another student’s bicycle.
- A “scooter” rack is to be used for students who ride their OWN SCOOTER to school.
- The Council has provided PARKING BAYS in front of the school to allow parents/caregivers to embark-disembark their children in safety. CARS MUST NOT BE DRIVEN INTO THE SCHOOL GROUNDS OR PARKED ILLEGALLY IN UNMARKED AREAS.