



# The Hall State School

BY PATIENCE, WE CONQUER

**Quality Education in a  
Positive Behaviour for  
Learning environment**

**Prospectus 2017**

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# Principal's Welcome

Welcome to the The Hall State School where we believe in fostering positive attitudes and perceptions that facilitate engagement in: learning, feedback and goal setting to develop skills to become lifelong learners and productive members of society.

At The Hall we believe our students:

- are capable, resilient learners
- accept challenges and work towards our goals
- develop self-worth in a healthy environment
- build relationships which enable success
- improve their outcomes with quality teaching and feedback

We look to develop the whole child by offering:

- A whole school recycling program as part of our Reef Guardian School plan
- Gifted Education program including an Honours' program as well as an Inclusive Education program
- On-line learning programs and interactive whiteboards across the school
- Award winning choirs at junior and senior level
- A whole school Social-Emotional Wellbeing program

Lindy-lou Brown

Principal

## School Details

Name:	The Hall State School
Address:	2-32 Murray Street, Rockhampton Qld 4700
Postal Address:	2-32 Murray Street, Rockhampton Qld 4700
Telephone:	(07) 4924 8222
Student Absence Line	(07) 4924 8266
Facsimile:	(07) 4922 1211
E-mail:	<a href="mailto:principal@thehallss.eq.edu.au">principal@thehallss.eq.edu.au</a> or <a href="mailto:admin@thehallss.eq.edu.au">admin@thehallss.eq.edu.au</a>
Website:	<a href="http://www.thehallss.eq.edu.au">www.thehallss.eq.edu.au</a>
Office Hours:	8.30am – 3.30pm

# 2017 School Calendar

Department of Education and Training

## 2017 school calendar Queensland state schools



DECEMBER 2016	JANUARY 2017	FEBRUARY	MARCH
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- School terms
- State school holidays
- Public holidays
- Staff professional development/Student free day

There are 194 school days in 2017.  
Semester 1 2018 commences for teachers on January 18  
and for students on January 22.

#### STAFF PROFESSIONAL DEVELOPMENT DAYS

Staff professional development days for teachers are January 19, 20, April 3, 4, 5, and October 16. Schools are able to decide when their flexible days will be held, as long as they are in the school holidays or out-of-school hours.

#### PUBLIC HOLIDAYS

Public holidays are set by the Industrial Relations Minister.  
Public holidays for a local show are not shown due to diversity of dates across the state.

#### FINAL DATES FOR STUDENT ATTENDANCE

November 17 is the final date for Year 12 attendance for receipt of a Senior Statement. November 24 is the final date for student attendance in years 10 and 11.

Some schools in regional, rural and remote areas will close for the Summer holidays on December 1.

*The information in this calendar was correct at the time of publication (September 2016) but may be subject to change.*

For more information and the latest version of this calendar, visit

[www.education.qld.gov.au](http://www.education.qld.gov.au)



Queensland  
Government

## Introduction

The Hall State School is a Band 8 primary school located on the south side of Rockhampton serving the suburbs of Wandal, The Range and Inner City Rockhampton. The North Street Annex forms part of the school and is used as an education conference centre.

The Hall State School was established in 1910 as The Hall Girls' and Infants' State School on land given to the Education Department by T S Hall and Family (Mt Morgan Mine). In 1987, it was combined with the Boys' Leichhardt Ward State School and established as The Hall State School. With the introduction of the Preparatory Year in 2007, the whole school is now located on the one campus.

## Absences

In 2016 DET introduced the Same Day Absence Notification procedures to assist schools in managing student absences and enforcing parents' obligations to ensure children are enrolled and attend school every school day.

Parents will receive a text message at approximately 10.30am each morning that their child has an unexplained absence from school. There are several ways to communicate with the school concerning your child's absence. Call the Student Absence Line on 49248 266 and leave a message, email [admin@thehallss.eq.edu.au](mailto:admin@thehallss.eq.edu.au) or respond to the absence text message. If your child will be away for more than 10 consecutive school days parents should contact the office to apply for an exemption from compulsory schooling and the student's teacher to obtain work to complete.

## Ambulance

All students are covered by the ambulance. For serious health issues or injuries, parents are contacted and an ambulance is called.

## Arrival at School

Students are not to be at school until 8.30am. If students are unavoidably here before then, they should report to the Library where they will be supervised until 8.40am. Students need to arrive ready to begin learning time at 8.50am. Late arrival disrupts lessons and students can miss important information. **Students who arrive after 9.00am must sign in at the front office before going to class.**

## Australian Curriculum

The Australian Curriculum began its introduction into all Queensland Schools in 2012. In 2017 we will continue to implement the Australian Curriculum for English, Mathematics, Science, History and Geography and Health and Physical Education. Over the next few years the remaining Learning Areas will gradually replace the current QCAR curriculum.

The Australian Curriculum gives teachers and students more consistent standards in all schools nationwide and an updated, contemporary 21<sup>st</sup> century curriculum.

The Australian Curriculum sets out the **core knowledge, understanding, skills, cross-curricular priorities and general capabilities that are important for all Australian students**. It identifies what all young people should learn as they progress through schooling, and is the foundation for high quality teaching to meet the needs of all Australian students.

There are three cross-curriculum priorities that have been woven through the Australian Curriculum. These are:

Aboriginal and Torres Strait Islander histories and cultures which allows all young Australians the opportunity to gain a deeper understanding and appreciation of Aboriginal and Torres Strait Islander histories and cultures, their significance for Australia and the impact these have had and continue to have, on our world.

Asia and Australia's engagement allows all young Australians to develop a better understanding of the countries and cultures of the Asian region. Students will develop an appreciation of the economic, political and cultural interconnections that Australia has with the region.

Sustainability which allows all young Australians to develop an appreciation of the need for more sustainable patterns of living and to build the capacities for thinking and acting that are necessary to create a more sustainable future.

Twenty-first century learning does not fit neatly into a curriculum solely organised by learning areas or subjects. That is why the Australian Curriculum has identified seven general capabilities that will assist students in living and working successfully in an increasingly complex, information-rich, globalised world.

These are:

- Literacy
- Numeracy
- Information and communication technology competence
- Critical and creative thinking
- Ethical behaviour
- Personal and social competence
- Intercultural understanding

For more information go to the following web address: <http://www.australiancurriculum.edu.au/>

### **Bags**

Students are to keep their school bag in the bag rack nearest their room.

### **Banned Items**

The following items are banned for students at this school; skateboards, chewing gum, spray-on deodorants, white out, iPods, MP3 players, electronic games, toys and other items as the Principal may determine.

### **Behaviour Management**

The Hall State School Responsible Behaviour Plan for Students clearly sets out the rights and responsibilities of staff, students and parents in the school. We are a Positive Behaviour for Learning (PBL) School. Our four school expectations of Be Safe, Be Respectful, Be a Learner and Be Responsible reflect the high expectations of student behaviour in our school.

All students have the right to come to school and feel safe and to be able to engage in learning. No student has the right to interfere with or disrupt the learning of others. Our

school is pro-active in establishing excellent behaviour by explicitly teaching our school expectations. We have a range of social and emotional learning programs which aim to make our school an inclusive, safe and supportive learning environment. Positive student behaviour is strongly encouraged by an established whole school positive behaviour acknowledgement system.

### **Bicycles and Scooters**

Students who ride a bicycle or scooter to school must wear a helmet. The bicycle/scooter must be kept locked in the school bike racks. Students with bicycles or scooters must enter and leave via the gate closest to the bike racks and the bicycle/scooter needs to be **walked** inside the school grounds. The bike racks are out of bounds during the day.

### **Breakfast Club**

Our school chaplain runs a breakfast club for all students each Tuesday and Thursday morning from 8.30am. This free service is available to all students and relies on donations of food and volunteer time to serve. If you would like to volunteer or make a donation please call the school office.

### **Buses**

At the beginning of each year, and on first enrolment, Parents are to notify the school office which days of the week their child/children are catching an afternoon bus. This refers to childcare bus pick-ups and travel on local bus routes. This information is used to create a bus roll.

Students catching a bus must wait at the bus shelter and have their names checked off on the bus roll by the staff member on bus duty. On no account should a student go outside the gate or board a bus without the permission of the staff member on duty. Parents need to notify the School Office if a student is not going to be on a school bus on a particular day. Any misbehaviour on school buses to or from school will not only be dealt with at school but the bus company has the right to put a student off the bus for a period of time. Bus conveyancing assistance may be available to some students living in the areas to the west of Rockhampton (eg Alton Downs) to travel to and from The Hall State School. Please contact the Transport Department on 4931 1538 for information.

### **Camps**

Year 6 students will have a camp at Fairbairn Dam in June and Year 5 students will have a camp at North Keppel Island in October. Relevant information is given to these year levels prior to the camps.

### **Cars/Carpark**

Cars/vehicles are not allowed in the school grounds without the permission of the Principal. This is for safety reasons. **Parents are not permitted to park in the staff carpark. Students and parents are not permitted to walk through the staff carpark for safety reasons.** Parking for parents is located on the streets surrounding the school.

### **Complaints**

Please contact your child's classroom teacher to discuss your concerns. If you are still concerned please contact Administration and organise an appointment with the Deputy Principal or Principal. If your child is supported by the Special Education Program please contact the Head of Special Education Services.

## **Computers**

Our school has over 100 computers all connected to the school network. These are located in classrooms and the Computer Lab as well as the Library. Each student needs a User Identification and Password to access the school network. This is available from the Library. Students are not permitted to use the User ID and Password of another student.

Some classes also have class sets of XO's (portable computer) for student use. These Class teachers have undergone specialised training in the use of XO's. Any inappropriate use of computers or XO's will result in students being banned from using them.

## **Custody orders/parenting agreements**

If your child becomes the subject of either of the above agreements, it is imperative that you provide a copy of these documents to the administration and make an appointment to share the implications for your child. We keep a copy of these documents on file and inform the class teacher of the arrangements. We work with you and relevant authorities including Child Safety and Queensland Police to ensure these orders are followed. However, we can only do this effectively if documents on file are kept current and any changes are shared immediately with us.

## **Dental Clinic**

This service provides free dental treatment to our students. The services are based at Allenstown, Frenchville and Berserker State Schools. Should your child need dental treatment, please contact the Allenstown Dental Clinic on 4922 2673, Frenchville Dental Clinic on 4926 2874, Berserker Dental Clinic on 4926 2319 or Park Avenue Dental Clinic on 4922 2729.

## **Emergency Evacuation**

The school has an emergency evacuation procedure where, on the sounding of the siren, students are evacuated to the oval, rolls are marked and all personnel on the school site accounted for. There are practice emergency evacuations during the year.

## **Enrichment Centre (Special Education Program)**

The Hall State School Enrichment Centre supports approximately 10% of the school population in an inclusive classroom setting. We are committed to working in partnership with parents, carers and the wider community to achieve the best possible outcomes for all students.

The Special Education Program teachers work collaboratively with all classroom teachers to provide support for Students with Disabilities and those students experiencing difficulties with learning.

## **Enrolment**

The enrolment process at The Hall State School requires an interview with the Principal where an "Application for Enrolment" is completed. Parents and students should bring a recent Report Card and any relevant information from their previous school. Students enrolling in the Preparatory Year need to have a Birth Certificate, Passport or other satisfactory documentary evidence sighted. Students enrolling in Prep in 2017 must turn 5 years of age by the 30 June 2017. Children who turn 5 by 31 July may be eligible for Early Entry to Prep. An application and interview with the Principal is required to determine eligibility. On acceptance of enrolment, various other forms need to be completed including a Media Release Form and an Enrolment Agreement. It is important to maintain accurate

“student details” and “emergency contact” information in case of illness of the student. If there are any particular changes to the information on the admission form or specific family concerns (eg child custody), the school must be advised in writing, to protect the rights of the parent, child and Principal/Teacher. Medical conditions need to be identified at the enrolment interview so that good care can be taken of the student.

### **Excursions**

Students participate in various excursions as part of their learning. Students going outside the school must be in the correct school uniform to go on an excursion. **The school reserves the right to restrict participation in excursions if a student’s behaviour is not acceptable.** The 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/carer. It is the parent’s responsibility to inform the office of their child’s medical status.

### **Facilities**

The Hall State School is over 100 years old and has some older buildings, many of which have been refurbished. All rooms in the school are fully air-conditioned. The school grounds, although small, are well kept. This is reflected by the many prizes won in the city gardening competitions.

Our Information Communication Technology facilities are very good with over 100 computers available as well as all classrooms connected to the school network with modern infrastructure. The school has a dedicated computer laboratory. All teaching spaces have interactive whiteboard facilities.

Our sporting facilities include two tennis courts, a basketball/netball court, practice cricket wickets and an oval. There are three dedicated infant playgrounds as well as an undercover play area. The school has a number of shaded garden areas and a bus shelter.

The Hall State School also includes the North Street Annex which is used as a Conference Centre.

### **Footwear**

Students must wear closed in **black shoes** at all times. No thongs or sandals are allowed.

### **Games**

Students playing games at lunchtime must follow our rules and use common sense to ensure the safety of all students and property. No tackle football is allowed unless supervised by a Level One coach. There is to be no running on the cement or verandahs or kicking or throwing of balls near buildings. No team games are permitted on the oval unless supervised by a teacher.

### **Hats**

Students are required to wear a broad brimmed hat for all outside activities including at lunchtime.

It is essential for PE lessons as well. If students do not have a hat, then they need to be under the buildings in the shade. **No hat - no play.**

## **Homework**

Homework is an important part of school work where students consolidate and practise work they have covered at school. Homework is not meant to be onerous. If a parent finds that a student cannot do the work or is spending too much time on homework, they should stop the child and write a note to their teacher. A guide to the amount of homework would be Years 1-3 up to 1 hour per week, Years 4 -5 up to 2-3 hours per week and Year 6 up to 3-4 hours per week. Students need to recognise that there are three types of homework; day to day homework, longer term assignment work and study. A copy of our school homework policy is available on request, or from our website.

## **Homework Club**

The School offers a Homework Club program for students in Years 3-6. It is held in the school library on Wednesdays from 3:10-4:00pm. The Homework Club is a place where students can complete their homework in a safe and structured environment with the benefit of having teachers on hand to help as well as having the library resources available. Students may also access the internet to help in completing assessments and projects.

## **Instrumental Music**

There is an excellent instrumental music program in the school and all students are encouraged to participate. Students may generally join from Year 4 and up for woodwind, brass and percussion or Year 3 and up for strings. The school generally provides an instrument to the student for the first year. After that, the student is expected to purchase their own instrument. The school has a concert band and a strings orchestra as well as a recorder ensemble.

## **Internet**

Students have access to the internet at school with a User Identification and Password. An Internet Use Agreement form is part of the enrolment process. Education Queensland filters the internet. Any misuse of it will result in a student losing their internet rights. All students have a school e-mail account (webmail) that they may access through the school. It can also be accessed from home. The e-mail is filtered and any inappropriate words that are used are brought to the attention of the Administration. Any inappropriate use of e-mail will result in the student not being allowed to use our computer network.

## **Jewellery**

Jewellery is strongly discouraged at school. Students may wear a watch and have one pair of plain studs/sleepers in their ears only. No other jewellery is accepted for safety reasons. No other body piercing is acceptable.

## **Leaving school**

If students have to leave school for some reason during the day, they must be collected by a parent or guardian. Before they are collected from the classroom, the parent/guardian must sign the student out at the Office.

## Lesson Times

First Bell	8.50am		
First Session	9.00am	to	11.00am
Eating in Classroom	11.00am	to	11.10am
First Break	11.10am	to	11.40am
Middle Session	11.45pm	to	1.15pm
Second Break	1.15pm	to	1.45pm
Afternoon Session	1.50pm	to	3.00pm

## Library

Students are encouraged to borrow from the school library. A maximum of two books may be borrowed at any time however this may be restricted when assignments are given to ensure an equitable distribution of resources. Students need to have a library bag in order to borrow. A waterproof bag is preferable however a plastic or cloth bag is acceptable. The library is open at lunch times for a range of activities.

## Lockdowns

A lockdown is an emergency procedure where a special song, "Wish you Well" by Bernard Fanning, is sounded and all classes sit on the floor below the window line. Teachers will turn the lights out and lock the doors. We have practice lockdowns throughout the year. If parents arrive at school and hear music through the speaker system – do not enter the school ground.

## Lost Property

All student property should be named. Property which is lost is taken to the stand near the Tuckshop and displayed. Parents are welcome to come into school to check this for lost property. At the end of each term, all clothing still in lost property is donated to a charity.

## Lunch

Lunch is eaten in classrooms at first break. If the bell goes for play and students have not finished eating, they must go to the seating area near the Tuckshop. These are the only areas where eating occurs in the school. As a recycling school, students are educated in correct waste management to reduce landfill. Students are encouraged to bring their lunch in reusable containers or recyclable materials.

## Media Release

On enrolment, parents are asked to sign a media release form allowing students photos to be used in newsletters, publications, newspapers and the school website.

## Medication

Student medication is kept at the school office. **Asthma and Anaphylaxis sufferers must have a current Medical Action Plan** in place which can be arranged through the office.

There are **strict departmental guidelines, which must be adhered to when giving out medication.**

### Procedures:

- All medication is to be given through the office
- No children are to keep medication in their school bags.

- No child is to dispense their own medication with the exception of asthma reliever puffers which will be dispensed under supervision.
- **No medication will be given unless written parental permission** is given on the required form **AND**
- **No medication will be given unless medication is prescribed by a Doctor and is in its original packaging.**
- **NO** non-prescribed un-labeled medication will be given – this includes analgesics such as paracetamol, cough medicines, eye drops etc (ie over the counter medication). This is in accordance with Education Queensland policy.
- All medication given must be registered in the 'Medication Register' – office staff will complete this as each medication is given.

Parents should contact the Principal to make arrangements should your child require special health care at school.

### **Messages**

Only urgent messages will be passed on to students if parents ring the School Office. Messages cannot be guaranteed to be delivered if received after 2.30pm.

### **Mobile Phones**

Mobile phones are not allowed at school including in the school grounds. If you require your child to carry a mobile phone for safety reasons when travelling to or from school, then the phone must be handed into the front office upon arrival at school and collected at 3pm.

### **Music**

The Hall State School is renowned for its award winning choirs. The Senior, Junior and Boys choirs have all performed well at Eisteddfods and other events. They practise during school and lunch times. All students are urged to join one of the School Choirs. The school also has a strong instrumental music program in strings, woodwind, brass and percussion being taught.

### **NAPLAN (National Assessment Program for Literacy and Numeracy)**

Students complete the Year 3/5 NAPLAN Test and obtain a report in literacy and numeracy benchmarked against National Standards. NAPLAN Test Days for 2017 are 9<sup>th</sup> 10<sup>th</sup> and 11<sup>th</sup> May.

### **National Anthem**

Advance Australia Fair is sung on Assembly every Tuesday afternoon.

Australians all let us rejoice,  
 For we are young and free:  
 We've golden soil and wealth for toil;  
 Our home is girt by sea:  
 Our land abounds in nature's gifts  
 Of beauty rich and rare;  
 In history's page, let every stage  
 Advance Australia Fair,  
 In joyful strains then let us sing,  
 Advance Australia Fair.

### **Newsletter**

The School Newsletter, "The Hall Happenings" is produced every second week and emailed to all families. For families who do not have internet access, a paper copy is given to the youngest child on a Thursday afternoon.

### **Outside School Hours Care**

The Hall State School has partnered with Camp Australia, the leading provider of Before and After School Care in Australia. This high quality program embraces the school's values and builds on your child's education experience and individual interests. The program combines active games with planned and unplanned play, quiet time, homework time and a healthy snack. Every day is an adventure led by enthusiastic Camp Australia staff who are on a mission to bring smiles to kid's faces. More information can be obtained by phoning 1300 105 343 or on their website [www.campaustralia.com.au](http://www.campaustralia.com.au)

### **Parade**

A weekly whole school parade is held on Tuesday afternoons at 2.30pm in the multipurpose area. Major announcements and presentations, including Student of the Week Certificates, are made at this assembly. Parents are very welcome to attend.

### **Parents' and Citizens' Association**

The Parents' and Citizens' Association (P&C) has a major role in the school in giving advice to the Principal and supporting the school in many ways. The P&C meets every third Wednesday of each month in the library at 7.00pm. The P&C run the Uniform Shop which is open from 8.30am to 9.00am on Tuesdays. The P&C also run the School Tuckshop which is open on Mondays, Wednesdays, Thursdays and Fridays. A Family Resource Charge is operated by the P&C to assist with extra resources being provided for student learning at the school. This is set at \$40 per student or \$60 per family per year. Parents are encouraged to support the P&C.

### **Parent /Teacher Interviews**

Parent teacher interviews are held at the end of Term 1 & Term 3, however all staff are accessible to parents to discuss a child's education at any time. Parents should seek to obtain an appointment for an interview. Parents may obtain an interview with the Principal on any matter affecting their child's education.

### **Pedagogy**

Pedagogy refers to the teaching strategies used by teachers in the classroom to facilitate learning. Each Queensland state school is required to have a pedagogical framework to ensure 'high quality teaching focused on the achievement of every student'. This framework promotes consistency of practice, embeds collaborative inquiry processes and supports critical evaluation of the impact of research-validated pedagogies within the context of the school.

### **Personal Details/Change of Address/Emergency Contact**

If your personal details, address or emergency contacts change, please contact the School Office to update our information.

### **Positive Behaviour Rewards**

Students are rewarded for positive behaviours throughout the school day. These rewards are tallied and exchanged for rewards at various milestones. Our aim is 450 stamps each semester and students who achieve this complete 2-3 hours of community service can apply for a “Gold Bee” pin at the end of each Semester.

### **Prep Art & Craft Resource Fee**

Prep activities require a large and varied supply of art and craft materials. The Prep Art & Craft Resource Fee is used to purchase these supplies. This will save parents valuable time in sourcing these materials and also save on storage space as the school will be able to order supplies as needed to suit current activities.

The Prep Art & Craft Resource fee is set at \$25.00. Invoices will be posted at the start of the Prep school year and can be paid at the school office. If you do not wish to participate in this scheme, a consumable list of supplies can be provided for you to purchase.

### **Principal’s Medallions**

A Principal’s Medallion will be presented to the highest achieving academic student in each class at the end of each year.

### **Privacy Statement**

#### Enrolment Form Details

The Department of Education and the Arts is collecting student and family information on the enrolment form for the purpose of school enrolment and student management. Personal information collected by the Department is protected by the Queensland Government’s Information Standard 42 – Information Privacy. However, in accordance with Information Sharing Protocols and Memoranda of Understanding, some of this information may be passed on to government agencies. Some of these State government agencies include Queensland Health, Queensland Transport, Queensland Police Service and Department of Child Safety. The Commonwealth Government, through Centrelink, may require information for matching purposes in relation to the payment of study assistance benefits to some students. Personal information on the enrolment form can be disclosed to other third parties without the individual’s consent where authorised or required by law.

#### Attendance/Achievement/Behaviour

While students are enrolled in and attend State schools, school staff will collect personal information about their academic performance, attendance and behaviour for the purpose of monitoring their educational progress and providing educational programs to suit the needs of the student. Year 3 and 5 student names are passed on to the Queensland Studies Authority for the purpose of issuing individual reports in relation to the assessment of numeracy and literacy skills of students. This personal information can be disclosed to other third parties without the individual’s consent where authorized or required by law.

#### Wellbeing, Protection and Safety

During a student’s attendance, the Department of Education and the Arts may also collect personal information that relates to the wellbeing, protection and safety of the student. This personal information may be passed on to agencies with Education Queensland’s Student Protection Policy and other policies relating to student behaviour. This personal

information can be disclosed to other third parties without the individual's consent where authorized or required by law.

#### *Children and Young People in the Care of the State – Data-Matching*

The Department of Education and Department of Families conduct a data-matching program to improve school achievement outcomes for children and young people in care. The data-matching program involves a comparison, through a unique identifier, of certain personal information of children and young people in care and those children of similar age in the general school population, including those who have specific needs. This personal information may include:

- Achievement levels
- School year levels
- Retention rates
- School disciplinary absences
- Age
- Student movement between schools

You may obtain further information about the Queensland Government's privacy regime contained in information Standard 42 – Information Privacy at <http://www.iie.qld.gov.au/informationstandards>. If you have any questions about privacy or access to information, you may contact Education Queensland's Privacy Contact Officer on 3237 0546.

#### **Refund 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. 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/carer.

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 part or not at all, having regard to the associated expenses incurred and the circumstances of the non-participation.

Refunds are not granted automatically if students do not attend an activity. Written requests must be submitted on the Request for Refund form. All requests for refunds must be made within 30 days of the activity using this form. Refunds won't be paid immediately but will be paid after reconciliation of the activity. Refunds under \$25 will be processed as credits against the student's account and used to offset any future charges.

#### **Religious Instruction**

Religious instruction (RI) is offered at our school and is conducted on Thursday's in the Middle Session.

The faith groups that provide religious instructors to deliver an authorised program are listed below:

Arrangements for programs	Participating faith group/s	Name of authorised program
Cooperative program	<ul style="list-style-type: none"> <li>• Baptist</li> <li>• Presbyterian</li> <li>• Cathedral of Praise</li> </ul>	<ul style="list-style-type: none"> <li>• Religion in Life</li> <li>• Beginning with God (yr1)</li> <li>• Godspace (yr2-6)</li> </ul>
Single program	<ul style="list-style-type: none"> <li>• Baha'i</li> </ul>	<ul style="list-style-type: none"> <li>• Ruhi Institute Children's Education Curriculum</li> </ul>

Parents of children participating in these programs will be advised if a faith group requires funds to cover the expense of materials used in RI.

Students are allocated to RI based on information provided by parents on the completed [Application for Student Enrolment](#) unless other written instructions have been provided to the school.

**Note:** *This information remains operational unless the parent informs the school otherwise in writing.*

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

- revision of class work such as creative writing or literacy and/or numeracy activities which could include online programs currently accessed by the students of that school (i.e. Study Ladder, Mathletics, Reading Eggs)
- wider reading such as independent reading appropriate to the student

Parents will be advised of any changes to the RI and other instruction programs to ensure they are able to make an informed decision on their child's participation.

### **Reporting on Student Progress**

Formal written reports are produced at the end of Semester 1 and 2. Parent interviews will be held at the end of Term 1 and 3. Parent Teacher Interviews are also held during each Semester.

### **Safety**

Safety of students is a major priority for our school. If parents or students see any unsafe situation or procedure, the school should be notified.

### **Student Council**

The Student Council is made up of all the Student Leaders from Years 5-6. The Student Council meets on a regular basis to organise events and create opportunities for students, to better our school, to participate in community service and to provide an official avenue through which student concerns are taken to the Teachers and the Principal.

## Student Leaders

The following school leadership positions will be selected from the Year six cohort; Two School Captains, Two Music Captains, Six House Captains, Two Environment Captains. In addition, Year 5 - 6 students may become Student Leaders subject to certain conditions being met.

## School Photos

School photos are taken each year and a specific date will be published in the school newsletter.

## School Expectations

Be a Learner  
Be Responsible  
Be Respectful  
Be Safe

## School Song

### THE HALL SCHOOL SONG

Amanda O'Brien

- Verse 1: In our school there is feeling,  
That will take us through our lives,  
Courage, patience, truth and kindness,  
Are the things The Hall kids prize.
- Verse 2: As we sit and learn our lessons,  
As we play out on the field,  
We learn the value of each other,  
And how good it is to feel\_\_.
- Refrain: That we're proud of our school  
Proud of our friends,  
Proud of our teachers too,  
We are proud of the things we're learning,  
And of all the things we do.
- Bridge: 'Gu-bi-ya-rra Di-ji  
Ba-la-ku-na-kal kem-iyang'\*  
We are children of all nations,  
And we're glad to sing as one.
- Refrain: We are proud of our school,  
Proud of our friends,  
Proud of our teachers too,  
We are proud of the things we're learning  
And of all \_\_ the things \_\_ we\_\_do\_\_.

\* (Children beneath the sun)

### **School Watch**

This is a community program where people are asked to contact the Police if they notice any suspicious activity out of hours at the school. Contact 131 788 if this is the case.

### **Sick Bay**

If a student feels ill at school, they notify their teacher who will send them to the First Aid Room (Sick Bay) presently in the school office. Parents will normally be contacted and asked to collect their student if they are ill for more than a half hour. If a student is injured at school, they are also to go to the First Aid Room and parents will be contacted. If the injury is serious, the Ambulance will be called.

### **Sport**

The Hall State School participates in the Rockhampton Primary School Sports Association competitions on a Friday afternoon for Senior students. The major sports played include soccer, AFL and Oztag in Round A, netball, rugby league and tennis in Round B and basketball, softball and cricket in Round C. The school also has swimming, cross country and athletics carnivals as well as providing avenues for students in all other representative sports.

### **Sporting Houses**

The school has 3 sporting houses. They are Archer, Fitzroy and Jardine. These form a basis for the Inter-house competition for students.

### **Sports Equipment**

Sports equipment may be borrowed by students from the sports shed at lunch breaks.

### **Student Free Days**

Student Free Days occur during the year for Staff to undertake Professional Development. The Student Free Days for 2017 include; Wednesday 18, Thursday 19 & Friday 20 January (during school holidays) and Monday 16 October (during Term 4).

### **Student of the Week**

Each week, the class teacher selects a "Student of the Week". These are published in the newsletter and newflashes and the certificate is presented at the next assembly.

### **Student Support**

#### *Behaviour Support Team*

We have two Behaviour support teachers based at The Hall State School. They work with students from our school as well as other local schools.

#### *Chaplain*

We have a School Chaplain for two days per week. The Chaplaincy Service forms one part of the school's Social and Emotional Learning Program, providing pastoral care and general spiritual, social and emotional comfort to all students, staff and parents who wish to access this service. The Chaplaincy Service supports students, their families and staff of all beliefs and does not seek to impose any beliefs or persuade an individual toward a particular set of beliefs.

The Chaplaincy Service is funded by the National School Chaplaincy and Student Welfare Program (Department of Education, Employment and Workforce Relations) and the Rockhampton Local Chaplaincy Committee through the funding recipient Scripture Union.

#### Guidance Officer

Our school has access to a School Guidance Officer two days per week. Appointments may be made at the School Office.

#### Positive Behaviour for Learning Team

This team consists of teacher, teacher aide, administration and parent representatives, who work with the whole school community to ensure the PBL process meets our school needs.

### **Stationery and Text Book List**

These are provided at the end of the year for each year level. All students have to buy the stationery and text books for their year level.

### **Term Dates 2017**

Term 1	Monday 23 January - Friday 31 March	10 weeks
Term 2	Tuesday 18 April - Friday 23 June	10 weeks
Term 3	Monday 10 July - Friday 15 September	10 weeks
Term 4	Tuesday 3 October - Friday 8 December	10 weeks

### **Tuckshop**

The Tuckshop operates on Mondays, Wednesdays, Thursdays and Fridays. Students are required to order their tuckshop before school or place it in the basket in their classroom. Our tuckshop meets the requirements of the "Healthy Choices" policy determined by Education Queensland. Occasionally, the school will have a "Red Day" where other foods may be sold.

### **Uniform**

The Hall State School has a school dress code which has been endorsed by the school P & C. All students are expected to wear the full school uniform.

#### **Girls' Uniform:**

School shirt.  
Navy skorts/shorts/ or Navy pleated skirt.  
Navy blue socks and black shoes.  
Navy broad brimmed hat with emblem.

#### **Boys' Uniform:**

School shirt.  
Navy shorts.  
Navy blue socks and black shoes.  
Navy broad brimmed hat with emblem.

Uniforms must be in good condition. Children must wear a school hat for all outdoor activities. The Hall State School is a “Sun Smart” school where there is a strict policy of **“No hat – No play.”**

Jewellery is not to be worn to school. This includes rings, bracelets, chains, necklaces, bands etc. Plain sleepers or studs may be worn but parents should be aware that for some activities it is a Safety Policy that these be removed eg. netball, swimming. Other body piercing is not permitted. Watches are permitted. Make-up (except sun protection), perfume and nail polish is not to be worn. Students are encouraged to wear sunscreen. Extreme haircuts that are not in line with community standards and non-natural hair colouring are not permitted.

Students are not permitted to represent the school or go on excursions outside the school unless they are in the correct school uniform. Some special uniforms for the choirs and sporting teams are provided by the school.

Any student who does not wear the correct school uniform, needs to bring a note from their parents to the Principal. The school may ask a student out of uniform to change into one provided by the school.

The Parents’ and Citizens’ Association run a Uniform Shop which is opened on Tuesday mornings from 8.30am to 9.00am. Shirts and hats can be purchased at the tuckshop on alternative days between 8.30am to 9.00am. Orders can also be placed at the office anytime during the week. They will be filled within 48 hours and can be collected from the office between 8.30am and 3.30pm. Any price changes will be communicated to the school community.

The 2017 prices are listed below;

Shirts	\$30.00	Second-hand uniforms	\$ 5.00
School jacket (up to 16y)	\$40.00	Library bag (blue)	\$ 8.00
School jacket (adult sizes)	\$45.00	Homework bag (red)	\$ 8.00
Hat	\$12.00		

### **Use of School Phones by Students**

Students may use the office phone only in an emergency after seeking permission at the school office.

### **Valuables**

Students are strongly discouraged from bringing valuables to school. If students have to, they should lodge the valuables at the school office.

### **Visitors**

All visitors and volunteers must sign in at the Office when arriving at school.

### **Year 6 Graduation Parade**

At the end of Year 6 a Presentation will be held to commemorate our Year 6 students leaving the school and moving on to High School.