Creating Confident Capable Caring Citizens



Parent/Caregiver Handbook

School Details

Name: The Hall State School

Address: 2-32 Murray Street, Wandal, Qld, 4700

Postal Address: 2-32 Murray Street, Wandal, Qld, 4700

Telephone: (07) 4924 8222

Student Absence Line (07) 4924 8266

E-mail: <u>principal@thehallss.eq.edu.au</u>

admin@thehallss.eq.edu.au

Enrolment enquiries: enrolments@thehallss.eq.edu.au

Website: www.thehallss.eq.edu.au

Office Hours: 8.30am – 3.30pm

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Principal's Welcome

The Hall State School is a primary school located on the south side of Rockhampton, serving the suburbs of Wandal, Pink Lily and Laurel Bank. Conference on North, located on the corner of North and West Streets, 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.

At The Hall State School, we strive to create confident, capable and caring citizens. We believe positive attitudes and a growth mindset facilitate engagement in learning towards becoming productive lifelong learners.

We ensure that our students strive to be organised, resilient learners who:

- Accept challenges
- Build successful relationships
- Contribute with persistence
- Develop confidence

We look to develop the whole child by offering:

- A 'teams' culture by incorporating our school houses into all aspects of learning
- A whole-school approach to our school expectations:

Be Respectful, Be Responsible, Be Safe and Be a Learner

- A whole-school recycling and sustainability program, as part of our Reef Guardian School plan
- An education program founded in equity and excellence to support all learners to achieve at their best
- 21st Century learning, including access to iPads and interactive televisions in all learning spaces
- Award winning choirs at junior and senior level
- High expectations for all learners and staff

A very warm welcome to our school.

Katie Bull

Principal



2024

School calendar Queensland state schools

DECEMBER 2023				JANUARY				FEBRUARY					MARCH							APRIL														
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Part public holiday after 6 pm

School terms

There are 199 school days in 2024.

Semester 1, 2024 commences for teachers on 18 January and for students on 22 January 2024.

School holidays

Public holidays

STAFF PROFESSIONAL DEVELOPMENT DAYS

Staff professional development days for teachers are 18 and 19 January, 11 and 12 April and 30 August 2024. Schools are able to decide when they undertake the required hours for professional development for the flexible days, as long as they are on the flexible days, in the school holidays or out of school hours.

PUBLIC HOLIDAYS

Queensland public holidays are set by the Industrial Relations Minister.

Public holidays for local show days are not shown due to diversity of dates across the state.

FINAL DATES FOR STUDENT ATTENDANCE

Staff professional development/student free days

15 November is the final date for Year 12 attendance for receipt of a Senior Statement. 22 November 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 6 December.

The information in this calendar was correct at the time of publication but may be subject to change.

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

www.education.qld.gov.au



Curriculum

The Australian Curriculum is designed to teach students what it takes to be confident and creative individuals and become active and informed citizens. It sets the goal for what all students should learn as they progress through their school life – wherever they live in Australia and whatever school they attend.

What are the learning areas of the Australian Curriculum?

From the first year of schooling to Year 10, students develop knowledge and skills in eight learning areas:

- > English
- Mathematics
- > Science
- > Health and Physical Education (HPE)
- Humanities and Social Sciences (HASS)
- > The Arts
- > Technologies
- Languages

How is the Australian Curriculum organised?

There are three dimensions in the Australian Curriculum:

- learning areas
- general capabilities
- cross-curriculum priorities.

Learning areas

The Australian Curriculum is organised into learning areas and subjects. Some learning areas bring a number of subjects together: Humanities and Social Sciences includes History, Geography, Civics and Citizenship, and Economics and Business; The Arts includes Dance, Drama, Media Arts, Music and Visual Arts; Technologies includes Design and Technologies and Digital Technologies. There is also a choice of 15 Languages. Learning areas contain content descriptions that detail knowledge, understanding and skills to be taught each year or across a band of years. These content descriptions are accompanied by achievement standards that describe what students will know and will be able to do as a result of teaching and learning in the classroom.

General capabilities

General capabilities are included in the content of the learning areas. These are the skills and abilities intended to help prepare young Australians to learn, live and work in the 21st century. The Australian Curriculum has seven general capabilities:

Literacy
Numeracy
Information and Communication
Technology (ICT) Capability
Critical and Creative Thinking
Personal and Social Capability
Ethical Understanding
Intercultural Understanding

Cross-curriculum priorities

In a similar way, there are three priorities critical to Australia's future:

Aboriginal and Torres Strait Islanders Histories and Culture Asia and Australia's Engagement with Asia Sustainability

They build across the curriculum and allow students to connect the content of learning areas.

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

Managed Enrolment

The Hall State School is an enrolment managed school. Families who reside within the catchment area are guaranteed an enrolment. Any enquiries outside the catchment area will be placed on a waiting list. The catchment area can be viewed at https://www.agso.qld.gov.au/maps/edmap/

Proof of residency requirements: Parents or legal guardians who wish to enrol their child at the school are required to demonstrate that the student's principal place of residence is within the catchment area. Current proof of residency at the address indicated can be provided as follows:

- One primary source a current lease agreement, rates notice, or unconditional contract of sale, and
- One secondary source a utility bill (e.g., electricity, gas) showing this same address and parent's/legal guardian's name

If the Principal is not satisfied that the documentation provided by an applicant adequately demonstrates that the address stated is the student's principal place of residence, then the Principal may request further sources of proof of residency. Examples may include (but are not limited to):

- Additional utility bills (e.g. water bill) or a series of bills at for the same address over a sequential period to demonstrate continued/ongoing residency
- Electoral Roll verification letter
- Mobile phone statement (with current address details)
- Statutory Declaration
- Driver's licence (with current address details)
- Bank statement (showing current address details; financial details are not required)
- Tax Assessment Notice (financial details are not required)
- Documents demonstrating recent change of address/re-location to within the school's catchment area (e.g. proof of sale or termination of lease for the previous principal place of residence in a different catchment).

An Enrolment package may be requested from the school office by emailing enrolments@thehallss.eq.edu.au or accessed on our school website. An appointment for an interview with the Principal or Deputy Principal will be arranged once the completed enrolment pack has been received. In accordance with the Education General Provisions

Act 2006, when enrolling for the first time in a Queensland state school, your child's birth certificate or passport must be sighted.

To enter the Prep Year, a child must have attained the age of five by June 30th in the year they enrol in Prep.

Towards the end of each year, Parent/Carer Information Sessions are held for all parents and carers of learners entering Prep. A Prep Transition Morning is also held during the last weeks of school for all new Prep students to meet staff and experience just what their new learning spaces and activities might entail.

School Expectations

Behaviour Management

The Hall State School Student Code of Conduct 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, Be Respectful, Be Responsible, Be Safe and Be A Learner, reflect the high expectations of student behaviour in our school.

Code Of Conduct:

At The Hall State School, we have a Code of Conduct that is strictly adhered to by all stakeholders. This is readily available on our website, and as part of our Enrolment Package. Please take the time to review this document.

Learning is not only focused on curriculum at The Hall State School, but also on appropriate behaviours and social communication skills. These are important life-long skills which support our learners to become confident, caring, capable citizens. Just like academic learning, not everyone gets it right the first time or at the same pace. Supports are provided to all students along their learning journey. Some students may require additional individualised support plans.

The school expectations are displayed visibly throughout the school, extensively within communication, through explicit teaching of expectations and also underpin class rules co-developed within each classroom. It is important to develop a predictable environment where expectations are communicated clearly and consequences for both positive and negative behaviours are outlined and reinforced in a consistent manner.

Within our Code of Conduct, we outline our Bullying No Way policy. We support students to use the 'High Five' strategy when dealing with difficult situations. We encourage students to seek advice and support from the class teacher, staff on duty or with the Deputy Principal if they have ongoing concerns. We encourage parents to support their child to resolve issues using the strategies outlined in the Code of Conduct or to support them to talk to their teacher or leadership. Building resilient citizens of the future who have developed skills to independently resolve difficulties and to manage their emotions appropriately and respectfully is important.

School Expectations

Be Respectful, Be Responsible, Be Safe, Be a Learner



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 aim to maintain an inclusive, safe and supportive learning environment. Positive student behaviour is strongly encouraged by an established whole-school positive behaviour acknowledgement system.

Whole-School Positive Rewards Systems







House Team Challenge Tokens

The Hall State School House Team Challenge has been designed as a two-tier approach to improving positive behavioural outcomes for our learners. Students will be exposed to a 'team culture', which promotes teamwork and working for the greater good of others. The House Team Challenge also provides an opportunity to reinforce our school expectations on a weekly basis. Students earn coloured tokens for displaying our four expectations. Each week a winning 'House' is announced at our assembly and they join together in receiving a small reward eg. Zooper Dooper, at playtime during Wonderful Wednesday. At the end of each term, an overall House Team champion is announced.



You've Been Buzzed

Students are 'BUZZED' when they have been acknowledged as following the data driven weekly focus for our whole-school expectations of Be Respectful, Be Responsible, Be Safe and Be a Learner. Staff will sign, date and tick which focus expectation the student has been following. The PBL Buzz Tickets will then be sent home for parents/caregivers to reinforce the positive behaviour focus. The tickets can then be returned and placed in a barrel for a second chance draw at a prize. These prizes are in the form of a voucher donated by services that support our school. The Buzz tickets are in two shades of blue. The dark blue tickets are signed by the teaching or non-teaching staff member acknowledging the behaviour at school. The light blue tickets are pre-signed by the principal and are an acknowledgment from ancillary staff members such as the crossing supervisors, cleaners and the tuckshop staff.

Class Dojo

Class Dojo is the recording system for our PBL school-wide classroom reward system. Students are awarded 'Dojo Points' when they are observed meeting the whole-school expectations of Be Respectful, Be Responsible, Be Safe and Be a Learner. The points accumulate and students are rewarded with different prizes (certificates, book prizes, handballs, PBL celebration events) when they meet certain levels. Students that meet these levels are acknowledged during assembly.

General Information

Absences

The Hall State School uses Same Day Absence Notification procedures to assist 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 10.00am 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, use the QParents app, email 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 also contact the student's teacher to obtain work to complete.

Arrival/departure at School

Students are not to be at school until **8.30am.** If students are unavoidably here before then, they should report to the front of the Administration office as supervision is not available earlier than 8:30am. Students need to arrive ready to begin learning at 9.00am. 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.**

Students who require supervision prior to 8:30am are able to contact our Outside of School Hours Care provider, Camp Australia. More information can be obtained by phoning 1300 105 343 or on their website www.campaustralia.com.au

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

Assembly

A weekly assembly is held on Friday morning at 9am. Major announcements and presentations, including Student of the Week Certificates are made at this assembly. Parents are very welcome and encouraged to attend.

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. We have 3 supervised crossings on Rundle, Murray and North Street. Please ensure your child crosses at these safe points.

Book List

These are provided at the end of the year for each year level. Students from Years 1-6 have to buy the basic requirements and the stationery and books for their year level. Prep students have their own list.

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 deny a student bus travel 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

IN 2024, Year 6 students will have a camp at Brisbane and Year 5 students will have a camp at Konomie Island. 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. Parents/caregivers are able to use the Stop, Drop and Go facility for 2 minute set down and pick-ups.

Communication with parents/caregivers

The Hall State School communicates with parents and caregivers through various methods. Important information is sent via email alerts and Facebook posts.

The School Newsletter, "The Hall Happenings" is produced every second Thursday and is emailed to all families and a link is posted on our school Facebook page and website.

Class teachers update parents weekly with a Class newsletter, and also send emails following up on information and deadlines for activities. We encourage parents/caregivers to email class teachers as their first contact for class-based enquires.

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 principal.

Consent for Media – State School Consent Form

It is the school's usual practice to take photographs or record images of students and occasionally to publish limited personal information and student materials for the purpose of celebrating student achievement and promoting the school and more broadly celebrating Queensland education. To achieve this, the school may use newsletters, its website, traditional media, social media or other media.

The State School Consent Form may, at your discretion, provide consent for personal information and a licence for the student materials to be published online or in other public forums. It also allows your child's personal information and student materials to be presented in part or alongside other students' achievements. The school needs to receive consent in writing before it uses or discloses your child's personal information or student materials in a public forum.

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 school office 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 service is based at Allenstown State School. Should your child need dental treatment, please contact the Allenstown Dental Clinic on 4922 2673.

Emergency Procedures

Evacuation

The school has an emergency evacuation procedure where, on the sounding of the siren, students are evacuated to either of the two designated safe areas dependent on location of the oval or Administration lawn. While there, rolls are marked and all personnel on the school site accounted for. There are practice emergency evacuations during the year.

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.

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. This is a matter of safety. The participation of students in an extra-curricular activity is indicated through payment of the fee and provision of a consent form completed by the parent/carer. Parents who are registered for QParents will receive an online consent form to complete. Students will **NOT** be permitted to attend an excursion without completed consent.

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 contact their child's teacher to discuss. 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.

Houses

The Hall State School has three Houses and every enrolled student is allocated a House. Our Houses are **Archer Eagles (Blue)**, **Fitzroy Crocs (Green)** and **Jardine Dragons (Yellow)**. Our Houses support our Positive Behaviour for Learning 'teams' culture.

Illness/First Aid/Health

If your child is unwell, parents are advised to keep them at home. Students who are unwell do not learn at their best and sending them to school under such circumstances could possibly lead to the illness being prolonged or in some cases spreading the illness to other children. If a student feels ill at school, they notify their teacher who will send them to the First Aid Room in the school office. Parents will 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.

Instrumental Music

There is an excellent instrumental music program in the school and students are encouraged to participate. Students may join from Year 4 and up for woodwind, brass and percussion and Year 3 and up for strings. The school 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 and any misuse 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.

Invoicing - Payment Procedures

Invoices will be generated for a range of activities (interschool sport, incursion, excursions, camps etc.) that support and enhance the curriculum. Student attendance at these activities is dependent on payment being completed to the office by the due date. If payment is not received by the due date, students are unable to attend. Money will not be accepted on the day of the event. If parents have any difficulties with payments, please ensure you contact the school office to discuss a payment plan. Preferred methods of payments are BPoint, Bpay, Qkr! or Eftpos at the office.

Lesson Times

First Bell	8.50am		
First Session	9.00am	to	11.00am
Morning Tea	11.00am	to	11.10am
First Play Break	11.10am	to	11.40am
Middle Session	11.45pm	to	1.15pm
Lunch	1.15pm	to	1.30pm
Second Play Break	1.30pm	to	1.45pm
Afternoon Session	1.50pm	to	3.00pm
End of Day	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.

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 for lost property. At the end of each term, all unclaimed items are donated to a charity.

Lunch

First Break – 11:00 a.m.

Morning Tea is eaten as a whole class from 11.00am to 11.10am under staff supervision. If the bell goes for play and students have not finished eating, they must go to the seating area near the Tuckshop.

Second Break – 1:15 p.m.

Lunch is eaten from 1.15pm to 1.30pm under staff supervision across three designated eating areas – Prep, Years One-Four, Years Five-Six. If the bell goes for play and students have not finished eating, they must go to the seating area near the Tuckshop.

Medication

All medications you provide for the school to administer to your child must be prescribed by a qualified health professional who is authorised to prescribe medications under the Health (Drugs and Poisons) Regulation 1996 (Qld) e.g. **doctor**, **dentist**, **optometrist**. State Schools refer to these professionals as 'prescribing health practitioners'.

For medication to be administered during school hours and/or during school-related events, parent/caregiver must provide the school with:

- a completed 'Consent to Administer Medication' form.
- the medication with an attached pharmacy label, in its original container, with intact packaging.

As well as using the pharmacy label instructions, the school will need additional written information from the prescribing health practitioner if your child requires medication as an emergency response. Depending on your child's health condition, your doctor will need to complete an Asthma Action Plan and/or an Anaphylaxis Action Plan and/or written instructions if your child has more complex health needs.

Diabetes sufferers must have a current Medical Action Plan. If your child requires insulin, your doctor will need to complete a medication order for insulin.

If your child requires medication 'as-needed' (but not as an emergency response) your health practitioner will need to complete a Medication order to administer 'as-needed' medication at school.

Student medication is kept at the school office. There are **strict departmental guidelines**, **which must be adhered to when giving out medication**.

Procedures:

- o All medication is to be given through the office
- o No children are to keep medication in their school bags.
- o No child is to dispense their own medication with the exception of asthma reliever puffers which will be dispensed under supervision in the office.
- 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-labelled medication will be given this includes analgesics such as paracetamol, cough medicines, eye drops etc (i.e. 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.

Mobile Phones

Mobile phones are not allowed at school. 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 3.00pm.

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 various other events. They practise during school and lunch times. At times, students are required to practice before school. 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.

National Anthem

Advance Australia Fair is sung on Assembly every Tuesday afternoon.



Australians all let us rejoice,
For we are one 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 Thursday. It is emailed to all families and a link is posted on our school Facebook page.

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

Parents' and Citizens' Association

The Parents' and Citizens' Association (P&C) has a major role supporting the school in many ways. The P&C meet in Week 3 & Week 8 of each term from 3.30pm in the Library.

The P&C run the School Tuckshop which is open on Tuesdays, Wednesdays, Thursdays and Fridays and the Uniform Shop which is open from 8.30am to 9.30am on Fridays. Orders can be made through Qkr!

Personal Details/Change of Address/Emergency Contact

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

QParents

<u>QParents</u> is a secure, online portal that has been created by the Department of Education to provide parents of Queensland state school students with 24-hour access to their child's information. QParents provides secure, online access to student information such as:

- attendance details
- behaviour
- report cards and assessment dates
- upcoming events
- online excursion consent forms
- invoices
- payment history
- student photo.

You are also able to update your child's details including address and medical conditions, submit reasons for unexplained absences, notify the school of future absences and make online payments against school invoices.

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 consent 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

RI lessons are delivered weekly on a specific day and are 30mins in length. Authorised program: Connect - Beginning with God / Big Questions by Christian Education Publications (CEP); GodSpace by Burst Publications; Anzac Day lesson by Bible Society; The Bible is our foundational text. The multi faith peak body has more information regarding all of the above curriculum Multi-Faiths RI Peak Body.

Aims and goals: To inform students about the basic beliefs of the Christian faith from a non-denominational perspective.

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 <u>Application for Student Enrolment</u> unless other written instructions have been provided to the school. This information remains operational unless the parent informs the school otherwise in writing.

Other Instruction

Students who are not participating in RI will continue 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:

- personal research and/or assignments
- revision of class work such as creative writing or literacy and/or numeracy activities which could include online programs currently accessed by the students at our school
- wider reading such as independent reading appropriate to the student
- 'Positive Behaviour for Learning' activities.

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 reports are produced at the end of Semester 1 and 2 and emailed to parents.

Parent teacher interviews are held on the last Monday and Tuesday of Term 1 & Term 3 in the Multipurpose Hall. We encourage parents to email Class teachers for updates on their child's progress if required.

School Song



The Hall School Song



Amanda O'Brien



Verse 1

In our school there is a 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.

Chorus

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 proud 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.

Social Media Protocols

Social media can be an effective communication tool to connect with an audience, whether that be parents, staff, students or individuals who choose to receive information from schools. It can be used to promote school and student achievements, send friendly reminders to parents and also promote local and school events.

The school utilises a range of social media as communication to parents and the wider community. Only first names of students are used. Otherwise, names will not be used where possible and only photographs of students that have parent consent will be published. It is important for families to recognise that taking and posting photographs of school events or student information on social media without this permission may mean you are breaching this protocol and privacy regulations. Facebook is used by the school to get information quickly to parents and the community. Please do not use Messenger to get information to school staff. Always contact the person concerned by email or by contacting the school office.

Spor

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 basketball, netball, Oztag, rugby league and tennis. The school holds swimming, cross country and athletics carnivals and also provides avenues for students in other representative sports.

Stop Drop and Go Zone

The Stop, Drop and Go Zone operates on Murray Street as an after school pickup location. Parents need to observe the road rules when accessing this zone including no double parking, no 'standing' over the Zebra Crossing and not obstructing access to the Roundabout or other locations.

Preferred arrival time is from 3:15pm as competing traffic has eased by then, and cars within the Zone are able to leave safely. Staff have volunteered to supervise the Stop, Drop and Go Zone from 3pm until 3:30pm to allow parents and caregivers the time to safely collect their students. Please ensure you arrive no earlier than 3pm as students will not be released from classrooms before that time.

Student Council

The Student Council is made up of all the Year 6 Students and other volunteer Year 5 students. 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 6 cohort; Two School Captains and Six House Captains. Music Captains, Environment Captains and Student Council Captains are also selected with no more than two eligible students holding each of these positions.

Student of the Week

Each week, the class teacher selects a 'Student of the Week'. These are published in the newsletter and the certificate is presented on assembly.

Student Support

Student Support Team

The Hall State School Student Support Team is made up of The Guidance Officer, Principal, Head of Special Education, Head of Department- Curriculum and the Diverse Learning Teachers. Teachers access the expertise of the panel for advice on how best to support the diverse learning needs of the students in their class.

Chaplain

We have a School Chaplain two days per week. Teachers, Parents and Students may request to see the Chaplain for support. 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.

Specialist services

A range of school based and visiting personnel provide specialist support to identified students. Personnel range from Guidance Officers, Well-being Officers, Speech Language Pathologists, Health Nurses and Occupational Therapists. Please see the classroom teacher or diverse learning teacher if you would like a referral to these services.

Toys

Students are not to bring toys or other possessions from home. Parents and caregivers are asked to adhere strictly to this expectation. Toys/possessions will be removed and placed in safe-keeping for collection at 3pm. Not only is this a safety concern for belongings, but toys from home are known to be a distraction from learning for the student concerned and others. Students are not permitted to keep these items in their bags. They must remain at home or in your vehicle ready for when students are collected. The school is well-resourced with engaging activities for our students, including fidgets for students who require support.

Tuckshop

The Tuckshop operates on Tuesdays, Wednesdays, Thursdays and Fridays. The preferred method of ordering is through Qkr! You can download the app on your phone. Alternatively, students may 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. All orders should be received before 9.00am. Late orders will not be able to be filled.

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. Uniform includes:

School shirt. Navy blue socks and black shoes. Navy shorts, skorts or skirt. Navy broad brimmed house hat.

House shirt (Wednesday only)

Year 6 Senior Shirt (optional – Monday, Tuesday, Thursday only)

Uniforms must be in good condition. Students must wear closed in black shoes at all times. No thongs or sandals are allowed. Students 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'.

House shirts are worn on Wednesday and sports carnival days.

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 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 school office. The school may ask a student out of uniform to change into one provided by the school.

Students can wear one plain watch (smart watches are not permitted). Students are permitted to wear one pair of plain sleepers or studs. Necklaces, rings, bracelets or any other jewellery/accessories are not allowed at any time as they pose a safety risk. Jewellery may need to be removed for sport in accordance with the school Safety Policy. Medic alert bracelets are an exception and should be worn at all times. Make-up or nail polish are not allowed to be worn.

Student will be asked to remove items that are not part of the uniform. Repeated offences will mean the item may be held in safe keeping until 3pm in the school office.

The Parents' and Citizens' Association run a Uniform Shop which is opened on Friday mornings from 8.00am to 9.30am. The preferred method of ordering is through Qkr! The Uniform Shop does not have EFTPOS facilities.

The current prices are listed below;

Senior Shirt	\$38.00	House Hat	\$12.00
Shirt	\$30.00	Library bag (blue)	\$ 8.00
House Shirt	\$20.00	Homework bag (red)	\$ 8.00
School jacket (up to 16y) School jacket (adult sizes)	•	Second-hand uniforms	\$ 5.00

Valuables

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

Visitors

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