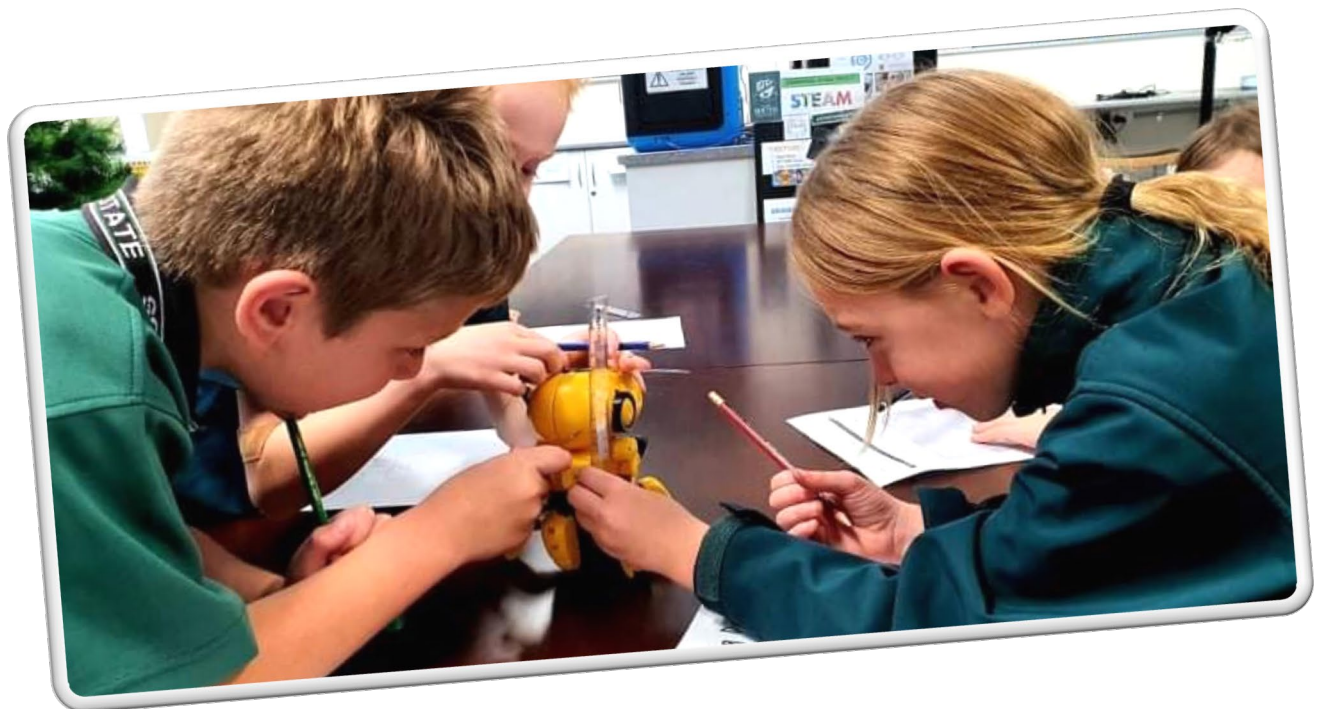


# Dalby South State School Parent Handbook 2025



Ph: 07 46723888

E: [admin@dalbsoutss.eq.edu.au](mailto:admin@dalbsoutss.eq.edu.au)

Respectful. Responsible. Safe

## **IN BRIEF**

We are pleased to welcome you to Dalby South State School. Our school was opened on 29 March 1965 and since that time has developed many proud traditions and an excellent reputation within the Dalby Community for the provision of exceptional educational opportunities for all students. We provide students with many amazing opportunities to build on their individual strengths, so they can develop a positive self-image that encourages them to excel and have the confidence to master new skills.

Over the years our team has enhanced the facilities and learning environment within our school. We take pride in our school, and to this end, we are always looking to further enhance and landscape our environment. Through taking this approach we will ensure that our students have access to the very best facilities and resources across all curriculum areas.

Dalby South State School caters for approximately 600 students. All classrooms are climate controlled and have Touch Panel TVs as standard together with access to a variety of supporting digital technologies that enhance teaching and learning. Whether it be Prep or Year 6, literacy, numeracy and science skills are the most important aspects of learning. These core skills are critical to the success of each and every student across our school. Students have many opportunities to develop their skills and talents across all curriculum areas together with a range of cultural and sporting pursuits.

We are excited to have you joining us at our school... Sensational South!

Dalby South Admin Team

David Kucks – Principal

Genevieve Horwood – Deputy Principal

Joanne McInnes - Deputy Principal

William Aspinall – Head of Curriculum

Barb Bartkowski - Business Manager

Contacts for Dalby South:

Phone: 07 4672 3888

Email: [admin@dalbsoutss.eq.edu.au](mailto:admin@dalbsoutss.eq.edu.au)

(version 210125)



<b>School Curriculum and Programs .....</b>	<b>5</b>
Key Learning Areas Years 1-6.....	5
Specialist Teachers.....	5
LOTE - Japanese .....	5
Other Curriculum offerings.....	5
Prep Program.....	6
Little Sprouts Playgroup.....	6
Digital Technologies.....	7
STEM .....	7
Enrichment Program.....	7
Library and Borrowing .....	8
Booklists.....	8
Bookwork Policy.....	9
Homework .....	9
Report Cards and Parent/Teacher Interviews .....	9
Parent Information Sessions.....	9
Federal Testing Programs .....	9
School Camps and Excursions.....	10
Choir and CGEN.....	11
Performing Arts Night.....	11
Instrumental Music Program .....	11
Performances and Workshops .....	12
Anzac Day.....	12
Naidoc Week Celebrations .....	12
Other Celebrations at Dalby South.....	12
<b>School Sport.....</b>	<b>13</b>
Swimming Program.....	14
School War Cry.....	14
Sporting Houses .....	14
Sports House War Cries .....	15
<b>Student Support.....</b>	<b>16</b>
Support - Literacy and Numeracy .....	16
Special Education Program .....	16
Early Childhood Developmental Program .....	16
Primary Special Education Program .....	16
Guidance Officer .....	17
Chaplain .....	17
Adopt-a-Cop.....	17
<b>General Information .....</b>	<b>18</b>
2025 School Calendar .....	18
School Term Dates for 2025 .....	18
Public Holidays during school year .....	18
Compulsory School Attendance .....	18
School Day .....	19
Arriving Late to School or Leaving Early .....	19
Getting Ready For Class .....	19

Eating Times .....	19
Healthy Lunches .....	19
Assembly .....	20
School Creed.....	20
Religious Instruction.....	21
Newsletter .....	22
Website .....	22
Audiri Smartphone App.....	22
Facebook .....	22
Enrolling at Dalby South .....	23
Outside School Hours Care Program.....	23
Change of Personal Details.....	23
Transferring To Another School .....	23
<b>Supportive School Environment .....</b>	<b>24</b>
Positive Behaviour for Learning .....	24
Magpie Dollars and Rewards system .....	25
South Superstar .....	24
School Expectation Reward.....	25
Student Code of Conduct .....	25
Achiever of the Week.....	25
Aussie of the Month .....	25
Student Leadership .....	26
<b>School Uniform .....</b>	<b>27</b>
Uniform Requirements.....	27
School Uniform.....	27
Sports Uniform .....	27
Winter Uniform .....	27
Other Specialised Shirts.....	28
Instrumental Music and Choir Uniform .....	28
<b>Parents and Citizens Association .....</b>	<b>29</b>
Joining our Parents and Citizens Association .....	29
Tuckshop.....	29
P&C Uniform Shop.....	29
Parent and Community Code of Conduct .....	29
Containers for Change.....	30
<b>Medical.....</b>	<b>31</b>
Medication .....	31
Asthma Puffers .....	31
When to keep your child at home?.....	31
Sickness/Injury At School .....	32
Accident Insurance Cover for Students.....	32
<b>Other School Administration and Procedures .....</b>	<b>33</b>
Book Lists.....	33
Student Resource Scheme (SRS) .....	33
Collection of Money .....	33
School Photographs.....	33

Mobile Telephones and other Electronic Devices .....	33
Lost Property.....	33
Fire Drills and Lockdowns .....	34
Bikes and Scooters.....	34
School Crossing Supervisor Scheme .....	34
Bus Transport.....	34
Community Use of School Grounds.....	34

## School Curriculum and Programs

At Dalby South we have a direct focus on the improvement of Literacy and Numeracy. We are also committed to providing a curriculum that has intellectual quality and encourages students to be enthusiastic lifelong learners, effective communicators, critical thinkers as well as being confident, successful and resilient individuals who are caring to others. We have developed and continue to refine a curriculum that concentrates on these learnings.

### Key Learning Areas Years 1-6

The formal curriculum at Dalby South accesses the Australian Curriculum as a basis for planning, teaching, learning and assessment for all year level programs. It encompasses all Key Learning Areas:

- English
- Mathematics
- Science
- Health and Physical Education
- Humanities and Social Sciences
- Technology and Digital Technologies
- The Arts
- Language Other Than English (Japanese)

### Specialist Teachers

Classes access our specialist teachers for class Music, Physical Education and Art. Students look forward to these weekly lessons where skills are built on throughout the year.

### LOTE - Japanese

Japanese is the Language other than English that is taught at Dalby South. Our arrangements for 2025 include:

- Year 5 and 6 - one lesson per week in our specialist LOTE computer lab. Classroom teachers will supervise and lessons will be taken by specialist Japanese teachers through Capricornia School of Distance Education.

### Other Curriculum offerings

There is a range of other curriculum offerings at Dalby South and these also contribute to shaping balanced, personable and confident young people. The selection offered can include:

- Junior and Senior Choirs (Years 3 & 4, Years 5 & 6)
- Instrumental Music including Junior and Senior Concert Bands (Years 4-6)
- performing arts opportunities including eisteddfods, Performing Arts Night, TYME Festival
- curriculum excursions and school camps including the biennial trip to The Great Barrier Reef for Years 5 and 6 students
- school sport including opportunities for Bunya Zone and Darling Downs representation
- representative sporting teams in netball, soccer, cricket and touch football
- academic competitions including ICAS (International Competitions and Assessments for Schools) in English, Spelling, Writing, Mathematics, Science and Digital Technologies through the University of NSW; and the Australian Mathematics Competition
- Enrichment opportunities encompassing STEM (Science, Technology, Engineering and Mathematics) and STEAM (Science, Technology, Engineering, Arts and Mathematics) for students in Years 1-6
- participating in community events such as Anzac Day march and the Delicious and DeLIGHTful Festival

- lunchtime clubs and activities such as Robotics, STEM, Garden Club, Coding Club plus more which may vary from year to year
- visiting performance and curriculum activities.

## Prep Program



Prep is a full five days per week program and is the first year of formal learning in Queensland schools. Dalby South has a direct focus on literacy and numeracy from the beginning of the Prep Year.

As with other year levels, the Australian Curriculum subjects and age appropriate pedagogies are a basis for teaching and learning in the Prep year. Students in Prep access our specialist subjects. These can include: class Physical Education, Art and Music programs on a face-to-face basis. Each year we celebrate the 100<sup>th</sup> day of Prep with a special celebration to mark the vast array of learning in the first 100 days of formal schooling.

Our Prep students have their very own fenced play area and bathroom facilities that are especially for Prep only. The Prep play area has multiple play spaces including a large grassed running area, cubby house, a large sand pit, modern climbing equipment and synthetic turfed areas where students enjoy a range of outdoor activities from obstacle course fun, trike riding to building and dramatic play activities including using our new mud kitchen.

To be eligible to attend a Prep program, children must be five at the time of enrolment or turn five by June 30. Early entry to Prep may be applied for in regard to a child who is five by July 31. Please make enquiries to the School Office for more information.

## Little Sprouts Playgroup

Dalby South has a playgroup, Little Sprouts, that is open to all families with children below Prep age. The program is led and facilitated by an Early Years Teacher and currently operates on a Tuesday morning from 9-11am and a focused Mums and Bubs group for 1-2pm. For more information, please contact our school office. Little Sprouts playgroup enables young children to play, explore, sing, create and socialise with their parents, other children and experienced staff in a safe space. The programs also offers guidance for families about how to support their child's learning and development at home. Parents and carers play the most significant role in establishing the environment children need to support optimal development and learning, and they will attend each session with their child. These groups share a Facebook group that parents can join for updated information about what is happening in each program on a week to week basis.



## Digital Technologies

Students live in a technological world where Digital Technologies are integral to everyday situations. Programs make use of a range of digital technology functions and applications to develop knowledge, skills and capacity to select, inquire, develop new understandings, transform information and construct new knowledge for a variety of purposes. As part of the Australian Curriculum, students are required to apply digital technologies to a broad range of practical applications, including coding and robotics, and within the other subject areas.

Each classroom is equipped with a range of digital technologies including a TouchPanel TV and fully networked computers. Many classrooms also have Apple TVs to allow the sharing of iPad apps, videos, documents and digital images on the TouchPanel TV. We have two Computer Labs equipped with either a class set of desktop or laptop computers, a TouchPanel TV and a fully integrated audio system. Weekly ICT lessons are held for all classes to develop skills ranging from word processing, keyboarding, image editing, spread sheeting, to multimedia tasks such as presentations, video editing and audio recording.



A further mini lab of computers is situated in the Library for use during the school day and at break times. Dalby South has a significant number of iPads and laptops. These are used in classrooms throughout the day to enhance learning opportunities. iPads are integrated into classroom lessons as teaching and learning tools. Apps used encompass a number of learning areas including mathematics, language, history, geography, science, photography, coding as well as a variety of organisational tools.

## STEM

Science, Technology, Engineering and Mathematics (STEM) are an integral part of our everyday lives. At Dalby South, the facets of each of these STEM areas are interwoven within the other. Students from Prep to Year 6 are provided with opportunities to develop higher-order computational, problem solving, critical and creative thinking. They also develop scientific literacies and reasoning skills. By engaging our students in project-based STEM and Digital Technologies, we are preparing them for living and working in the 21st century. We are excited to be part of the Makers Empire pilot in Queensland. This program will be used in classrooms to teach STEM and Design Thinking with a 3D design learning and printing program.



## Enrichment Program

Enrichment based learning at Dalby South State School encourages identified students from Years 1 to 6 to think outside of the box, take risks, generate ideas, consider alternatives, solve problems using reason, logic, resourcefulness, imagination and innovation. The Enrichment Program extends classroom learning and as well as articulating STEAM (**Science, Technology, Engineering, Art and Mathematics**) learning experiences that takes students into the 21<sup>st</sup> Century so that they become confident creators, inventors and designers.

The Enrichment Program changes each semester and from one year to the next however the core ideologies (**teamwork, communication and collaboration, problem solving and inquiry-based approaches that develop creative, critical thinking skills**) to optimise students full learning potential remain the same.



Students selected for the Enrichment Program are identified through their school based report cards each semester, other testing measures and observation as potentially benefiting from extra stimulus opportunities. Depending on the Enrichment Program focus there may also be some other qualifying standards. Student selection involves the Enrichment teacher and members of the Administration team. Together they review student achievement levels and discuss identified students with the current classroom teachers and/or from the previous semester. Selected Enrichment Program students will receive a letter of invitation to take home and they are expected to maintain their class work and curriculum standards to remain in the Enrichment Program. Some Enrichment Program learning experiences may also incur a small cost to families however this would be outlined in the letter of invitation.



The Dalby South State School Enrichment Program in 2025 will focus on Industry 4.0 links to continue to develop enrichment based learning capabilities by bringing together technology (**For example: 3D Additive Manufacturing & Coding and Robotics**), individuality and discovery based learning which builds upon the core disciplines of the school based curriculum at Dalby South State School, the National STEM Education Framework and STEM Education in Queensland Schools.



Dalby South State School is also the primary school in the **Gateway to Industry Schools** (*Advanced Manufacturing program*).

## Library and Borrowing

Students are encouraged to borrow regularly from the Library during their class library time. Books may be borrowed for up to two weeks, however students may visit at lunchtime and before or after school to change books more often. Prep-Year 2 students require a library bag (a selection is available for sale from our P&C Uniform Shop).

The Library collection consists of reference material for teachers, information books, fiction, non-fiction, picture books, audio books and magazines for the students. There is also a small parent library. Parents are welcome to visit the library and may borrow any of these books.

Parents are offered the opportunity once during each term to purchase books from Book Club via brochures that are sent home. The **preferred payment method** is online via credit card however orders may also be sent to the School Office with cash.

The Book Swap is a more recent addition to the Library. Students and parents may bring in pre-loved books, in good to excellent condition, to swap for another. Both adult and children's books are available to swap. Never be without a book to read!

## Booklists

Booklists for each year level (Prep – Year 6) are available from our website, our Dalby South Audiri mobile app and the Office.



## Bookwork Policy

Dalby South has a Bookwork Policy that encompasses all year levels. We strongly believe that striving for quality bookwork helps students to focus on quality learning. A copy of this is available upon request or from the Dalby South School website and our Audiri app.

## Homework

The objectives of homework are to:

- develop good study habits
- improve the link between home and school
- reinforce work already done at school
- develop organisational skills
- develop responsibility for one's own learning.

Each teacher allocates appropriate homework tasks and maintains a record of the student's progress. An essential component of homework is daily home reading.

Students are expected to be responsible for completing their homework and hand it in by a specified day as set by class teachers. If students fail to do this then they may be required to complete it before school, during play time or instead of another class activity in a teacher supervised situation. Individual class teachers will set consequences for incomplete homework.

The best help parents can give is to ensure that children have a set time and place in which to do their homework and to discuss any problems with the class teacher. Dalby South has a Homework Policy, a copy of which is available upon request or from the Dalby South State School website and Audiri app.

## Report Cards and Parent/Teacher Interviews

Students are evaluated continuously with report cards issued to parents at the end of each semester both in paper copy and digital form. All parents are invited and strongly encouraged to participate in formal parent/teacher interviews at the end of Terms 1 and 3. These interviews are booked using an on-line booking system in the weeks before they occur. The timing of these Parent Interviews will be advertised through a variety of means including our newsletter, Audiri smartphone app, Facebook page and school website. You are able to book an interview with class teachers at other stages of the year at any mutually convenient time for you and the classroom teacher.



## Meet and Greet Session

A “meet the teacher and book drop off” is organised during the January student free days before the start of the school term (Meet & Greet).

## Federal Testing Programs

Each year our school takes part in the Australia wide Year 3 and 5 NAPLAN systemic testing. As a result of these testing programs, parents are provided with a range of information that, together with school reporting processes, gives a snapshot of individual student performance and progress. This information is then used in conjunction with other standardised and non-standardised assessments to develop a range of programs within the school to further enhance and develop educational programs. Dalby South performs well against like schools, the state and the nation in NAPLAN. NAPLAN 2025 is scheduled during March.

## School Camps and Excursions

School camps and/or excursions are presently available at all year levels. Class, year level and interest groups will have the opportunity to attend excursions related to curriculum or leadership items throughout the year. Parents and caregivers will be notified of these and any cost well ahead of time. All students attending excursions and outside activities will generally be asked to wear full school uniform including our dark green school uniform shirt. IF any other uniform or dress arrangements are to be followed, then students and parents will be notified.



Excursion venues may include local venues such as the fire station and Western Downs Library to places further afield including Brisbane, Cobb & Co Toowoomba, North Coast as well as our biennial excursion and camp for Years 5 and 6 students to The Great Barrier Reef. While on camp, students are involved in a large variety of activities dependent on the camp venue. Bonds forged on camps are evident throughout the school year and well into the next year.





## Choir and CGEN



Students from Years 3-6 have the opportunity to join one of our school choirs. Our music teacher works weekly with these students throughout the year. The choir performs at our school functions such as our Anzac Day Ceremony and the Christmas Bash. They enter in local and nearby Eisteddfods where they have had continued success, and perform each year in a number of other places which may include Delicious and DeLIGHTful Festival, Dalby South Performing Arts Night, Karingal Nursing Home and Ningana Retirement Home. Our Choirs love opportunities to perform.

During Term 4 of the previous year, students have the opportunity to nominate for Creative Generations On Stage as part of the mass choir or dance troops. C-Gen is held in Brisbane mid-year.

## Performing Arts Night

Our Performing Arts Night is held bi-annually in Term 4. It gives students a chance to showcase their vocal, dramatic and instrumental talents. Students who are interested in developing in these artistic areas are encouraged to put together items for performance. For some students it may be the first time they have been up on a stage. It also allows them to have a glimpse of the opportunities open to them when they reach high school.



## Instrumental Music Program

Participation in the school instrumental music program is available for students in Years 4-6 under the direction of our specialist Instrumental Music teacher. The school owns a number of brass, woodwind and percussion instruments that are loaned to selected students for their first year of tuition. Students may participate using their own instrument if they meet the selection criteria.

Students have one half hour small group lesson during school time each week. Participating students are expected to be a member of the Junior or Senior Concert Band and attend band rehearsal. Once enrolled in the Instrumental Music program, students are expected to complete at least a year of tuition. Band practice may be scheduled before school, during lunch breaks or after school. Parents will be notified of the details at the beginning of each school year and updated as any changes occur.



Parents are asked to pay a fee per child each year, in lieu of fundraising, to cover the cost of music. This fee will be set in Term 4 of the previous year. Advice on recruitment times and procedures is published at the beginning of Term 4 of the previous year. Meetings for all parents of children participating are held to provide information and to answer any questions or concerns that may arise. Advice on meeting times will occur via the Audiri app. Please note that reed supplies are available from the P&C Uniform Shop for Saxophone and Clarinet.

District Instrumental Music Camps are at times held regionally. Students must attain a designated skill level to be invited to attend these camps.

The Instrumental Music students perform at various school functions during the year including the ANZAC Day Ceremony, Instrumental Music Concert, Performing Arts Night and the Christmas Bash as well as during Parades. They also have the opportunity to perform at Eisteddfods locally and beyond, Fanfare, TYME Festival (Toowoomba), Dalby Show, Dalby and other community events that occur during the year.

## Performances and Workshops

Throughout the year, there may be a number of external performances and programs. These may include: Drama, Art, Science or Mathematics workshops. Such performance or workshops are advertised in the newsletter and via our other communication tools including Audiri and will generally have a small cost attached to them.

## Anzac Day



Dalby South has a proud Anzac Day tradition. A ceremony is held in our multi-purpose hall for the whole school each year. This ceremony is organised by our Year 6 cohort in conjunction with their teachers. Parents, caregivers and community members often attend the ceremony. Each year our Year 6 students participate in an Anzac Essay Competition.

As a school community, we are proud to have a large contingent of students march in school uniform behind our school banner for the Dalby Anzac Parade on April 25.

## Naidoc Week Celebrations

NAIDOC Week is celebrated annually usually in Term 3.

The goals of these celebrations are to:

- raise student awareness and appreciation of all facets of Aboriginal Culture
- provide opportunities for students to develop skills in Aboriginal painting, crafts, dance and music
- develop student knowledge, understanding and appreciation of Aboriginal Heritage and Dreamtime legends.

## Other Celebrations at Dalby South

During the year, Dalby South has a number of other celebrations and activities. Just to name a few, these include:

- **Harmony Day** – Harmony Day celebrates Australia’s cultural diversity. It’s about inclusiveness, respect and a sense of belonging for everyone. The many cultures of Dalby South are celebrated on or close to Harmony Day in March.
- **Grandparents Day** - A very popular day at Dalby South where grandparents are invited to join students in classrooms and for a special morning tea.
- **100 Days of Prep** – It is amazing how much our students learn in the first 100 days of formal schooling. We celebrate this special day with many activities based on the number 100 and a very special cake!
- **Spring into Spring** – A fabulous interactive activities morning for our Prep and Year One students together with local Community Kindergartens, Daycares and local families. This day is held in early September and is part of our program to welcome our Preps for the following year to our school.



Dates for these events will be advertised through our Audiri app and on our website.

## School Sport

Sport forms an integral part of the school curriculum. Skills, fitness and team spirit are developed during Health and Physical Education lessons, team challenges and competitions, and through carnivals. Basic skills in most of the major sports are taught as part of the program. If a student has a medical reason for not participating in Sport or Physical Education lessons, please contact the School Office.

Annual Interhouse competitions are conducted in athletics, swimming and cross country. Students aged 10-12 years who meet qualifying standards are eligible to compete in the Bunya Districts Zone trials and carnivals. From this, they have the opportunity to progress to Regional, State and National Championships.

Zone selections are held in the following sports for students aged 10-12 years. (Please note 12 years refers to children turning 12 in that year):

- Aquathlon
- Australian Rules
- Basketball
- Cricket
- Cross Country
- Football (Soccer)
- Golf
- Hockey
- Netball
- Rugby League
- Rugby Union
- Tennis
- Touch Football
- Swimming
- Track and Field.



Students are selected from these trials to compete in Darling Downs Regional Trials from which representatives are chosen for State competitions.

Students in the upper year levels may have the opportunity to participate in competitions against other local and Queensland schools in Rugby League, Touch and at times AFL.

Permanent sporting facilities include a large oval with cricket pitches and netted practice wickets, a covered multi-purpose play area including netball, handball, badminton, and mini basketball courts. We also have three large playground equipment structures catering for different age groups.

Our multi-purpose hall is used for a range of sporting and cultural activities. The floor space is marked out for a number of games including basketball, volleyball, netball and badminton.

Our school facilities are also used by some of the local sporting associations and clubs out of school hours.

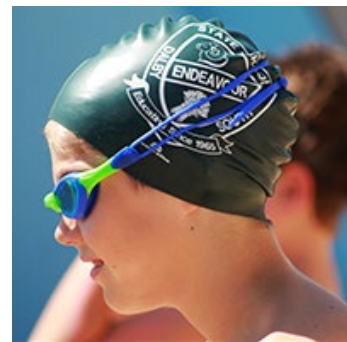




## Swimming Program

A series of swimming lessons is held for students throughout the school year. In 2025, our Years 4-6 classes will be swimming in Term 1 and our Prep-Year 3 classes will be swimming in Term 4.

Costs to parents include both pool entry and bus fare, and are subject to change from year to year.



## School War Cry

“South, South, we’re the one  
We can show you how it’s done  
We will never call retreat  
We don’t know the word defeat  
Go.....South!!





## Sporting Houses

Dalby South has four sporting houses that compete in athletics, cross-country, swimming and other sporting events. These houses are named after floral emblems which feature on their house flag and each house has an animal “deadly Australian” mascot. Siblings from any one family (but not necessarily cousins or other relatives) are generally placed in the same sporting house and remain in that house for the duration of their schooling at South.

HOUSE	COLOUR	MASCOT
Wattle	Yellow	Scorpion
Waratah	Red	Redback Spider
Kurrajong	Green	Frilled Necked Lizard
Kalbarri	Blue	Crocodile

## Sports House War Cries

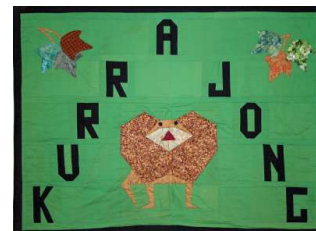


### KALBARRI

Full of power, full of steam,  
We will try to be a team,  
Hope and power gets us far,  
Kalbarri - YES WE ARE ...  
K-A-L-B-A-double R-I...Kalbarri!

### KURRAJONG

Kurrajong, Kurrajong has a go  
Kurrajong, Kurrajong is never low  
Kurrajong, Kurrajong gives a shout  
Here comes Kurrajong  
You'd better watch out  
K-U-R-R-A-J-O-N-G...Kurrajong!



### WARATAH

Waratah, Waratah glorious red,  
Waratah, Waratah will be ahead,  
The redback spider cannot lose  
Waratah has all the clues  
W-A-R-A-T-A-H...Waratah!

### WATTLE

Wattle, Wattle scorpion of gold  
Wattle, Wattle never gets old  
Wattle, Wattle like the sun  
Wattle, Wattle number one  
W-A-T-T-L-E  
Gooooooooo Wattle



# Student Support

## Support - Literacy and Numeracy

Dalby South's Learning Engagement Team oversees programs for students in the areas of Literacy, Numeracy and social/emotional learning. The LET committee includes a number of support and administration personnel and works collaboratively to:

- assist the class teacher in identifying and assessing children with learning difficulties
- work with class teachers and the child to assist in areas where the learning difficulty occurs
- advise parents as to how they can assist in the learning process at home
- support professional development programs and guide teaching practices.

LET meets weekly and discusses how individual students with special needs or learning difficulties can be most effectively supported. A student who is experiencing learning difficulties can be referred to this committee by their classroom teacher. Parent consultation occurs prior to this referral being made. Parents with concerns about their child's progress are encouraged to speak with the classroom teacher in the first instance.

## Student Support Hub

Dalby South Student Support Hub (SSH) provides special education programs for children with a low incidence disability. The SSH provides a service for children in Dalby and surrounding districts by offering two distinct programs:

Early Childhood Developmental Program

Primary Special Education Program

### *Early Childhood Developmental Program*

The Early Childhood Developmental Program (ECDP) provides an early special education program for very young children with a disability. Eligible children can access the programs in playgroup (with parent or guardian) and Kindergarten settings. Many of the children attending the ECDP also attend regular Kindergarten or Daycare programs in the local area.

Support is provided to meet the specific developmental needs of the child. The overall focus of the program is to foster the development of communication, social interaction, motor skills and thinking skills.

### *Primary Special Education Program*

The programs provided for children with disability are based on each child's individual needs. Specific educational adjustments are made for each child as planned by the SSH teacher in close collaboration with the class teacher, parents, therapists, specialist support personnel, and where appropriate, the child.

The delivery of the program will depend upon the child's level of need for support and the nature of their disability. Programs offered may include:

- curriculum assistance in literacy and numeracy and other curriculum areas as identified at support meetings
- in-class support for children provided by special education teacher and/or special education teacher-aide
- social skills and life skills programs
- specific motor and sensory programs
- collaboration and planning with classroom teachers.

The emphasis of the SSH is on inclusion into the mainstream activities of students at Dalby South State School at a level appropriate to the child's needs. Staff including both special education teachers and teacher aides work closely with our administration team as well as other support personnel including Guidance Officers, therapists and Advisory Visiting teachers to provide a rich, stimulating and appropriate education for children supported by the program.

### **Guidance Officer**

The role of the Guidance Officer within the primary school setting is to provide support for students following a referral due to a specific area of need. The Guidance Officer assesses students with educational and behavioural difficulties to identify specific problem areas, and may assist with programs for these students. The results of these assessments can involve the Guidance Officer liaising with other personnel within the field of education support, e.g. Speech and Language Pathologists, LET Coordinator, and Special Education Teachers. The Guidance Officer may also refer students and/or parents to external agencies including psychologists, counsellors, paediatricians and general practitioners.

### **Chaplain**

Our Chaplain works in classrooms and the playground with individual and groups of students. In 2025, our Chaplain will be working in our school for 3-4 days a week. Our Chappy is a friend to all. Chappy also works with children who may have social or emotional concerns. To access this service, parents/carers need to fill out a consent form.

Quality Time is an initiative that has been developed at Dalby South. The aim of this program is for identified students to receive some weekly quality time involved in positive interactions with a selected adult (this may be with our Chaplain or an approved visiting adult). The time spent with the adult could include: helping with homework, reading, playing games, kicking a football, doing some craft. The program is coordinated by our School Chaplain.

### **Adopt-a-Cop**

Dalby South State School participates in the Adopt-a-Cop program. Our Adopt-a-Cops visit and help with other school activities as they can.



## General Information

### 2025 School Calendar

#### *School Term Dates for 2025*

##### **SEMESTER ONE:**

###### *Term 1*

Tuesday 28 January – Friday 4 April

Staff professional development days\*: Thursday 23 & Friday 24.

###### *Term 2*

Tuesday 22 April - Friday 27 June

Staff professional development days\*: Wednesday 16 & Thursday 17 April (flexible time slot)

\*Please note that students do not attend on Staff Professional Development Days

##### **SEMESTER TWO:**

###### *Term 3*

Monday 14 July - Friday 19 September

Staff professional development day\*: Friday 5 September. Please note this is a student free day.

###### *Term 4*

Tuesday 7 October - Friday 12 December

#### ***Public Holidays during school year***

- Monday 27 January - Australia Day Holiday
- Friday 18 April to Monday 21 April – Easter long weekend
- Friday 11 April - Dalby Show Holiday
- Friday 25 April – Anzac Day
- Monday 5 May – Labor Day Holiday
- Monday 6 October - King's Birthday Holiday

#### **Compulsory School Attendance**

It is our policy that every school day counts. Research shows that higher rates of attendance are related to higher achievement. We would recommend to arrange leisure activities, visits to family and friends and shopping trips out of school hours.

The State Education Act states that children must attend school and shall be absent only when they have a valid excuse. When a student is absent, then one of the following notification methods is required:

- advising the school of the absence through our Audiri mobile app or by email at: [absences@dalbsoutss.eq.edu.au](mailto:absences@dalbsoutss.eq.edu.au) - Please include your child's name, class and the reason why they are away and your name in the email.
- phoning the School Office (07 4672 3888) and leaving a message on the school absence line.
- personally calling in at the School Office or seeing class teacher.
- for a short absences of one to two days - a written message stating the reason for absence is required by the school. Any notes should be addressed and forwarded to your child's class teacher.
- if your child is away for more than 2 days, please seek a doctor's certificate for the absence.

## School Day

Music is played to let students know when it is time to come into school in the morning, for return of sports equipment, after morning tea and lunch breaks and for dismissal of early bus students. Our student body is split into Prep-Year 3 and Year 4-6 for break times as below.

Prep-Year 3	Years 4-6	
8:55am	8:55am	Music - for start of academic day
9:00-10:30am	9:00-11:00am	Morning session
10:30-11:00am		Morning tea break for Prep-Year 3
	11:00-11:40am	Lunch break for Years 4-6
11:00pm-1:00pm	11:40am-1:40pm	Middle session
1:00-1:40pm		Lunch break for Prep-Year 3
	1:40-2:10pm	Afternoon tea for Years 4-6
1:40-3:00pm	2:00-3:00pm	Afternoon session
2:55pm		Music - dismissal of early bus students

Children should **not** to arrive at school before 8:15am. Between 8:15am-8:30am students are to remain quietly seated on The Green – our undercover area. Children may enter rooms after 8:30am when teachers are in their classrooms.

## Arriving Late to School or Leaving Early

When students arrive after 9:00am, they are to report to the School Office to receive a late pass before going to class. If you wish to pick your child up early from school, this must also be done through the School Office as students need to be signed out via our computer system.

If you are ringing to give your child a message it would be appreciated if this were done before 2.15pm. This will help us to ensure that we have time to get the message to your child.

## Getting Ready For Class

Students are expected to be at school by 8:50am to prepare for lessons, which commence at 8:55am. Music is played to mark the end of playtime and for children to move straight to their classes. At the end of lunch breaks, students line up in class lines and wait for their teachers.

## Eating Times

Children sit in specific class areas while eating during their break times. There is an expectation that everyone "does the right thing" by placing all rubbish in bins. Drink containers sent to school are best to be made of plastic or a heavy-duty material. No glass containers thanks. Dalby South P&C participate in the Containers for Change recycling program and special bins are in all eating areas for eligible containers.

## Healthy Lunches

Dalby South State School, with the support of parents:

- encourages children to eat healthy food.
- promotes dental hygiene to reduce the incidence of tooth decay.

- develops an awareness of the link between healthy eating and good work habits.

Please note that we have an increasing number of students attending Dalby South who are allergic to peanuts or nut products. For a number of these students, just being near another student with any of these items in their lunch can be a risk to their health. Please be mindful of these points when packing your child's lunch. Students are not permitted to share their lunch with another student.

Parents can encourage their children in healthy eating by packing nutritious lunches and discouraging sweets, lollies and the inclusion of mainly packaged/processed foods in lunches. It is also preferable to not have soft drinks and lollies in school lunches. The Australian Guide to Healthy Eating can be found at <https://www.eatforhealth.gov.au> .

## Assembly

A whole school assembly ("Parade") is held every Wednesday morning at 9:00am starting with an Acknowledgement to Country, for general announcements, presentation of certificates and awards for achievement, School Band and other performances, addresses from special visitors and guests who speak on community matters relating to our students.

As this is the only time each week when all students and teachers are together as one unit, it is a very important occasion to foster school pride and a sense of belonging.



## School Creed

Our school creed is recited every Wednesday morning at the start of our Assembly ("Parade") by our student body.

"At Dalby South we endeavour to be honest  
and work together to do our best.  
With pride and effort, we are respectful,  
responsible and safe learners."

## Religious Instruction

Religious instruction (RI) is offered at the school and is conducted for a 30 minute session on Thursdays between the hours of 10:00am and 1:30pm.

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	Anglican, Baptist, Dalby Christian Outreach, Church of Christ, Dalby Christian Family, Lutheran, Presbyterian, Catholic, Salvation Army, Seventh Day Adventist and Uniting Church.	God Space Series (Explorers, Adventurers, Navigators, Voyagers)

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:

- 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 of that school (i.e. Sunshine OnLine, Study Ladder)
- 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.



## Newsletter

Our school newsletter is an important means of communication to parents. It is published every second week via our school website or our Dalby South Audiri app. Notifications that it is ready for download are sent out via email and through an alert on our Dalby South Audiri app. If you wish to have a paper copy, this can be collected from our School Office.



## Website

The Dalby South website has a wealth of information about our school. It is kept up to date with school news, events, latest newsletter, current tuckshop menu, a selection of documents including enrolment forms and school policy documents and more. Our website's URL is <https://dalbsoutss.eq.edu.au>.

## Audiri Smartphone App

Dalby South has its very own mobile app through Audiri (previously SkoolBag) which can be downloaded to smart phones (android and iPhones) and iPads. This app provides us with a great way to communicate with parents and carers everything they need to know about school news, newsletters, events calendar, notes home and much more. It is one of our major ways to communicate school happenings with parents. A section is also provided within the app (eForms) to let us know if your child is sick and to inform of any change of details.



### 1. Download the app

Search for the free Audiri app in the Apple App or Google Play Store

### 2. Create an Account

Open the Audiri app and Click '**Sign Up**'

Enter your email address, create a password and click on '**Sign Up**'

Open the confirmation email and confirm your account

### 3. Add our School

Open the app, and Click '**Add/Remove**'

Click '+' to add your school (Dalby South), now you can see your school, under My Schools & Services

### 4. Add Subscription Groups

Open the app and go Groups then select the groups you would like to access i.e. year level groups, interest groups (e.g.: choir, instrumental music, sport, P&C) and some roll class groups. Please note that some of these groups are open groups and can be joined by anyone, others are restricted, with strict criteria for entry, and need admin confirmation before a user is able to access group posts.

## Facebook



Dalby South has a Facebook page, which has proved to be an excellent means of communication with our school community. A number of posts are put up each week about the happenings at Dalby South. If you haven't already liked us, please do so. We are on Facebook at @DalbySouthSS. There is a link to Dalby South Facebook on our school website.

## Enrolling at Dalby South



Dalby South State School has an Enrolment Management Plan in place. Our enrolment is both capped and zoned. Our school does however have significant capacity to cater for enrolments from outside of our local catchment area. Applications from students residing outside of the defined catchment may be accepted subject to vacancies in the required year levels. Please don't hesitate to contact us in relation to enrolment possibilities.

For new families enrolling, you will need to provide us with two pieces of evidence of where you live. This evidence needs to be one primary source - a current lease agreement, or rates notice, or unconditional sale agreement and one secondary source - a utility bill (e.g. electricity, gas, fixed line telephone) showing this same address and parent's/legal guardian's name.

For a link to the local catchment area website please go to the Enrolments tab on the Dalby South website. A list of frequently asked questions has been developed in relation to enrolment at Dalby South and this is also available from this section of the Dalby South website.

As part of the enrolment process throughout the year, new families have a meeting with one of our Administration team. Please telephone ahead to book an appointment time. An enrolment meeting is usually around 45 minutes in length. Please note that students may not necessarily be able to start in class on the same day as the interview. Students are best placed to start when they have a school uniform, books and other provisions for class.

Proof of date of birth (birth certificate, baptism certificate etc.) is needed when a student first enrolls in the state school system. Overseas students will also need information contained in their passport as well as a copy of their visa.

## Outside School Hours Care Program

Kids Club Dalby operates an outside school hours care program from our Hall.

Contact details are:

Email - [admin@kidsclubdalby.com.au](mailto:admin@kidsclubdalby.com.au)

Phone: (07) 46698416

Mobile: 0400 954772

Website - <http://kidsclubdalby.com.au/>



## Change of Personal Details

We ask that parents inform us as soon as practical in regard to any changes in personal details including address, email and telephone details as it is vital that we have contact details correct. You can do this by calling in at the School Office, phoning or emailing admin or filling in the Change of Details eForm on our Audiri app.

## Transferring To Another School

If your child is to leave this school, please let the Office know as soon as possible and preferably beforehand. All textbooks, library books and equipment owned by the school should be returned before leaving. Please note that personal belongings of students need to be collected from the school by student, parent or agent.

## Supportive School Environment

### Positive Behaviour for Learning

Dalby South has been using Positive Behaviour for Learning (PBL) framework, previously known as School-wide Positive Behaviour Support, since 2005 as an umbrella for teaching social skills and positive behaviours. Our school-wide expectations are: “To be a Learner, I will be Respectful, Responsible and Safe.” Specific lessons, developed by our team, are taught throughout the year to reinforce many social skills and positive behaviours needed to be a Respectful, Responsible and Safe Learner within our school and the wider community.



As a part of the PBL framework, Dalby South teaches and uses the Zones of Regulation, a curriculum geared toward helping students gain skills in consciously regulating their actions, which in turn leads to increased control and problem solving abilities. The PBL framework also intermeshed with our Be You wellbeing and mental health focus. Our PBL Committee meets twice each term to analyse behaviour data and oversee PBL throughout our school.

Reward programs that are attached to PBL are South Superstar, School Expectations Reward, Magpie dollars and Target 25,000 whole school reward.

### Magpie Dollars

As part of our PBL framework, tokens are given to students for positive social behaviours in the classroom (as listed on our behaviour teaching matrix) and for individual acts of kindness and respect in all areas. Ten Tokens are then converted to Magpie dollars. These dollars can then be “spent” on individual rewards set by the classroom teacher and students.

### South Superstar

In 2022, there was a change to our school rewards and this now includes the South Superstar Award. At the end of each semester, students will be individually rated by their class teacher in regard to their behaviour at school. This rating will consider behaviour in the classroom, the playground and other areas of the school. Students in Years 1–6 will have this rating appear on their report card and students gaining the top rating (Very High for Years 1-2 and Excellent for Years 3-6) will gain a South Superstar Award for the semester. While Prep students are rated by their teachers for the purposes of receiving this award, this rating does not appear on their report card. South Superstar Award will be presented near the end of each semester during one of our Wednesday Parades.

Parents will receive a letter from the school when their son/daughter reaches this milestone. We encourage all parents and friends to attend this special Parade and acknowledge the great work done by students. Students’ names will then be published in the school newsletter the week they receive their award.

## School Expectation Reward

The School Expectation Reward will be for all students who are on track to receive an A, B or C rating on their report card. While it is based on report card grades, the reward will be received at the end of each term. Teachers will be talking to their students as each term progresses to allow all students to know if they are on track to receive this reward. The reward may change from semester to semester, and there may even be a choice. One idea is that students who earn this reward will participate in an activity one afternoon in the last few weeks of each semester. Examples may be a dance party, teacher vs student sports or a movie in the Hall. Unfortunately, as rewards work, if you are not on track to receive an A, B or C rating for behaviour in your report card, then you won't be able to participate in the reward.

## Target 25,000

We have set a target for the students at Dalby South in their quest for a whole school reward. The whole school receives a reward when the target of receiving 25,000 wristbands across the whole school is reached. To work towards reaching this target, silicon wristbands are given out in the playground and other areas outside the classroom. These wristbands are handed out to students who are displaying school-wide expectations in these areas and then they are collected and tallied in the classroom. These whole school rewards can be varied. In the past we have had a number of different ones including: no homework for a whole week, students choosing the music for our Bell, Free Dress, odd sock day and Movie Day. The rewards are negotiated by the Student Council.

## Student Code of Conduct

All Education Queensland Schools have developed a Student Code of Conduct. This is the school's behaviour policy, with information about schoolwide expectations, consequences and processes for addressing bullying and the use of technology. Dalby South's Student Code of Conduct is available for download from our school website and Audiri app.

## Achiever of the Week

These awards are made by the class teacher to students in recognition for sustained effort and progress. Students are awarded a certificate on Parade and are entitled to display the "Achiever of the Week" trophy on their desk for a week. We recognise that generally all students will receive an Achiever of the Week each year.

## Aussie of the Month

The Aussie of the Month Award is presented each month to a boy and girl from each class in turn (starting with Year 6) for showing pride in school and self; concern for others; selflessness and good manners. Students generally only receive this award once in their schooling at Dalby South State School, making it an extremely prestigious award. The winners are selected by the class teacher, and are presented with a certificate. A badge is also awarded for the students to keep. This scheme promotes the ideals of citizenship and is ideal in lifting self-esteem. Dates for year level Aussies of the Month are set at the beginning of the school year.



## Student Leadership

Dalby South has a fine tradition of student leadership. Positions generally include:

- School Leaders - Four School Leaders from Year 6
- House Captaincy - Two House Captains per Sports House from Year 6 and two House Vice Captains per Sports House from Year 6.
- Student Council Representatives - Two Student Council Representatives for all classes from Years 4-6.



The selection processes for the school captaincy team and house captaincy team are completed in Term 4 of the preceding year. A timetable of events for this process is published at the beginning of that term and added to our website and Audiri app.

Elections for Student Council are held at the beginning of the school year once class groups have been permanently formed for the year. Classes from Years 4-6 have two representatives that are elected by their class peers.

Each year, our Year 5 cohort have a leadership activity day during Term 4 in preparation for their senior year at Dalby South. Many of our student leaders Young Leaders Conference held during Term 1 of the school year.

The Student Council itself is the forum for discussion and debate on student related issues providing an opportunity for student involvement in our school. Throughout the year, the Student Council is involved in fundraising activities including themed free dress days, 'pizza and popper' days and more, which are held to raise money for charity. It also assists in the selection of rewards for Target 25,000, helping with organisation around discos and contributing to practical suggestions for lunchtime activities.

# School Uniform

## Uniform Requirements

Dalby South State School is a uniform school. The uniform, adopted by the P&C Association, has been designed to provide flexibility and comfort for our children in all their school activities. The uniform also provides a readily identified stylish outfit that our students are proud to wear.

As a school we wish to maintain a high standard in the wearing of our school uniform. The wearing of the school uniform is expected and supported by all members of the school community. Students who are not in full school uniform, will need to present a note from home to administration so as not to be in breach of the uniform code. **Our student dress code and uniform policy has been recently updated and a full copy of the document is available both on our website and on our Audiri smart phone app. Information below is a synopsis only.**

### School Uniform

Shirt	Bottle green polo with embroidered collar and school name embroidered on left chest
Skorts/Shorts	Plain black (no brand markings preferred)
Skirt	Black wrap-around pleated skirt
Footwear	Black leather shoes or sports shoes (fully closed in) with plain white or black socks (no slip-ons, skate shoes or super hero shoes)
Hat	Black broad brimmed micro-fibre adjustable hat with logo (8-10cm wide brim) Bucket hats and caps are not appropriate.



### Sports Uniform

In conjunction with above school uniform.

Shirt	Polo in house colour with black collar and school name embroidered on left chest
-------	--

### Winter Uniform

In conjunction with above school uniform.

Tracksuit & Warm Tops	A variety of jackets and warm track tops are available in bottle green with school logo. Please note: no hooded track tops
Tracksuit Pants	Plain black tracksuit pants (no brand markings)
Optional skivvy	Plain bottle green, white or black



### ***Other Specialised Shirts***

Senior Shirt	Year 6 only. This shirt is a special design and it has the last two digits of the year on the back. Students are also able to have their name on the back. This is generally whole first name or family name. No nicknames or shortened names are allowed.
Performing Arts Shirt	Students in Choir or Instrumental Music only. A specially designed polo shirt for students in Choir, Instrumental Music and other Performing Arts groups.

### ***Instrumental Music and Choir Uniform***

Students will need the Music shirt as above plus items below.

Black Trousers	Long jet black trousers (band pants). Please note – no cargo pants or track pants or leggings.
Footwear	Black socks and plain black shoes (including sole)

Students with long hair to wear hair in a bun for performance

Please note that concert shirts and vests are supplied by the school for many performances for Instrumental Music students.

All new uniform options are available from Creative Embroidery. A limited supply of secondhand uniforms is available from the P&C Uniform Shop (see P&C Association for details).

Creative Embroidery details:

- Address: 27A Roche Street, Dalby
- Phone: 07 46621650
- Email: [info@creativeembroidery.net.au](mailto:info@creativeembroidery.net.au)
- Website: [www.creativeembroidery.net.au](http://www.creativeembroidery.net.au)

**Tights/Leggings are not part of our uniform.** We do however accept plain black tights only being worn underneath uniform shorts, skorts, shirts or trackpants during the cooler months.

Plain studs or sleepers are the only acceptable earrings to be worn at school. Neck chains, bangles, bracelets, and other jewellery are not acceptable for wearing at school. Please note: the wearing of jewellery may be a safety issue if a jewellery item is caught when climbing etc.

Broad brimmed hats must be worn when outside for breaks and during Physical Education lessons and sport.

As part of our Workplace Health and Safety code, closed-in shoes need to be worn at all times in the playground. Other footwear options are not appropriate.



# Parents and Citizens Association

## Joining our Parents and Citizens Association

The Dalby South State School Parents and Citizen Association aims to improve educational facilities and to work together with the Principal and staff to foster parent/teacher co-operation and local interest in educational matters.

The P&C Association meets on the third Monday of each month commencing at 7:00pm. Office bearers of the Association are elected at the Annual General Meeting each year in March. Meetings are not long, bgenerally running no more than one hour, and all parents are encouraged to join and have input into the improvement of their student's school environment. The minutes from previous P&C meetings for the year can be found in the P&C folder on Audiri.

Membership is open to all parents and interested citizens. All members of the P&C Association must be registered yearly. An official register is kept. There is NO COST. Registration fulfils the requirements of our 'Voluntary Workers Insurance'. Email contact with the P&C can be made via [pandc@dalbsoutss.eq.edu.au](mailto:pandc@dalbsoutss.eq.edu.au)

Throughout the year, the P&C holds a number of functions and fundraisers. Included in these functions are the annual Christmas Bash for all the family and school disco for students of our school.

## Tuckshop

The School Tuckshop operates during both breaks on Mondays, Wednesdays and Fridays.

Dalby South uses both across the counter ordering and online ordering via Flexischools. The flexischools app can be downloaded to all smart phones via the Apple app store or the Google play store. A current menu and procedures for ordering are published on the Dalby South website and on our Audiri app. This menu is updated at the beginning of each term to incorporate seasonal changes.

The tuckshop is operated by one convenor and voluntary workers on a roster system. The hours are from 9:00am to approximately 2:00pm, or part time workers from say 9:00 - 11:30am or 11:30am - 2:00pm. **Any time you can spare is greatly appreciated.**

Volunteers are always needed and the children really enjoy having you at school. We need help with food preparation mainly, although those who are willing to serve and handle the money side of things are also welcome. Please come and give it a try!

## P&C Uniform Shop

Our P&C operates a second-hand uniform shop on Wednesday mornings between B Block and the Prep classrooms from 8:15 to 9am. From time to time the uniform shop will operate at other times. These times will be advertised through our communication avenues.

## Parent and Community Code of Conduct

We welcome parents and other community members of our diverse community into our school. To ensure that interactions are respectful, the schools across the Dalby Cluster have worked together to produce a Parent and Community Code of Conduct that is consistent in every school and is supportive of students, staff and community. This Code of Conduct is included at the end of this document. It is endorsed by the Dalby South P&C.

## Containers for Change

Dalby South P&C proudly participates in Containers for Change recycling and supports various school projects with money raised. At school, eligible containers are placed in separate recycling bins each day at break times and sorted by volunteers on a Friday afternoon before delivering to our local Containers for Change depot. Families can also donate by either taking eligible containers to any Containers for Change facility in Queensland and using the Dalby South P&C code: C10262819 or by dropping off your bags of eligible bottles, cans and paperboard drink containers to the office. Please remember, to take lids off and straws out!



# Medical

## Medication

Education Queensland has a policy on the giving of medication to children at school. If you wish your child to be given prescribed medicine at school, you **MUST**:

- complete a medication permission form at the office
- send the original medicine bottle or packet on which the **doctor/pharmacists' instructions** are clearly stated.

We are required to keep a record of medicines we have given. Parents are to bring prescription medication to the office for safekeeping. Students are not permitted to store medication of any description in their bags or pockets.

Non-prescribed medicines (e.g. analgesics) cannot by law be administered by staff unless the procedure for prescribed medication is followed. Staff are **not allowed** to accept the verbal instructions of parents for any medications.

In the event of a child requiring an individual 'Health Management Plan' (for treatment of health conditions such as diabetes, epilepsy, anaphylaxis etc.) Dalby South State School staff work in conjunction with parents, medical professional and where necessary our Education Queensland nurse to come up with a suitable plan.

## Asthma Puffers

Students are able to administer their own medication as deemed necessary. Students are responsible for their own inhalers at all times.

Parents are requested to inform the school through our office upon enrolment if their child has asthma. An inhaler for emergency use only is located in the School Office. It is recommended that all students who have asthma have an 'Asthma Management Plan' completed by their treating doctor.

## When to keep your child at home?

Queensland Department of Health recommend children stay at home if they have any of the following:

- fever (temp over 37.5°C)
- stomach ache with vomiting
- stomach ache with diarrhoea (3 or more times in 24 hours)
- cough with fever body sores or rash with fever
- sore eyes with pus or thick mucus
- sore throat with fever
- no appetite, are tired, pale, cranky, or not feeling well.

A number of illnesses and ailments require students to stay away from school. A comprehensive list can be found on our Audiri app or from the following link.

[https://www.health.qld.gov.au/\\_data/assets/pdf\\_file/0022/426820/timeout\\_poster.pdf](https://www.health.qld.gov.au/_data/assets/pdf_file/0022/426820/timeout_poster.pdf)

It is also recommended that if you are concerned about your child's health, it is best to take them to the doctor.

## **Sickness/Injury At School**

If a student becomes ill while at school, we will contact parents first, followed by the nominated emergency contacts as per the most up to date details provided. If a student is injured and needs hospital treatment, the Queensland Ambulance Service will be our first phone call followed by a call to the parent. Students who become sick at school should first report to a teacher or a staff member on duty before making their way to the school administration office.

## **Accident Insurance Cover for Students**

A note about Accident Insurance from the Department of Education, Employment and Training website:

“Some school activities and physical education, particularly contact sports, carry inherent risks of injury.

Parents are advised that the department does not have Student Accident Insurance cover for students.

If your child is injured at school as a result of an accident or incident, all costs associated with the injury, including medical costs, are the responsibility of the child, parent or caregiver.

Some incidental medical costs may be covered by Medicare. If parents have private health insurance, some costs may also be covered through the private health insurance. Any other costs would be borne by the parents.

Student Accident Insurance is an insurance policy that pays certain benefits in certain circumstances should your child have an accident.

It is a personal decision for parents as to the types and levels of private insurance they arrange to cover their child for any accidental injury that may occur.

Parents should contact their insurer or an approved Australian insurance broker for more information about student personal accident insurance cover for their child.”

## Other School Administration and Procedures

### Book Lists

Parents/carers are directly responsible for providing textbooks and other personal resources for their children while attending school. The year level required booklists are published on our website and on our Audiri app. Lists will be provided during Term 4 of the previous year for students. Please note that some students, including some of our students with an identified low incidence disability or some of our students whose learning is catered for by an Individual Curriculum Plan, will have individual lists to cater for their needs. Please contact the Dalby South school office for a copy of these individual lists.

### Student Resource Scheme (SRS)

The school operates a Student Resource Scheme that enables a parent/carer to enter into an agreement with the school that, for a specified annual participation fee, a number of extra resources are provided for student use. These include:

- reproduction of class workbooks and worksheets and teacher prepared material which compliment and / or substitute for textbooks.
- student and subject resources where the core curriculum is extended through provision of practical learning experiences and materials, in excess of provided by school grants, e.g. Art & craft supplies, cooking materials.
- student materials used for classroom projects.

Parents will be informed during Term 4 of the previous year of the amount of this yearly contribution.

### Collection of Money

All money collections (e.g. for swimming, performances, book club etc.) are to be given in at the School Office. Money must be placed in an envelope. Please ensure name, class, amount and description of payment is clearly marked on the envelope before giving in at the School Office.

### School Photographs

Photographs are taken each year of class groups and various groups such as Choir, Instrumental Bands and Student Leaders. Payment envelopes are generally sent home about four to five weeks ahead of time. Our school photo day is generally in the second half of Term 3. This date is placed in our events calendar when known.

### Mobile Telephones and other Electronic Devices

Students are not encouraged to bring mobile telephones to school and are not allowed to use them at school. It is also advisable that other electronic devices are not brought to school unless specifically needed for a class activity. If parents wish students to have a mobile phone for use on the way to and home from school then we require that mobiles are taken to the School Office for safe keeping when students arrive at school and be picked up on departure from school. This requirement also pertains to other electronic devices (such as iPods, iPads, hand held game machines) unless specifically needed in class. If this procedure is not followed, then it would be considered a breach of our Student Code of Conduct. A copy of our Student Code of Conduct can be downloaded from the Dalby South website.

### Lost Property

Lost property is collected in the Lost Property trolley situated in the A block middle stairwell, near the Sports Room. Every endeavour is made to return articles to their owners. To help with this please ensure that items are clearly marked with the student's name. Parents are advised to check that students bring home all



clothing and belongings. Found clothing is stored in the Lost Property trolley. Parents/carers or students may check for lost items at their convenience.

### Fire Drills and Lockdowns

Fire drills are conducted on a regular basis. All persons within the school at that time are expected to follow the drill and evacuated to the allocated area. From time to time lockdown procedures are also practiced.

### Bikes and Scooters

A bike and scooter rack is provided between A block and Y Block for students from Years 1-6 to store their bike during the day. A second bike rack is located to the side of B Block near the Administration building for Prep students, parents and staff. We recommend that bikes and scooters are secured with a chain and lock. All bikes and scooters are to be walked in the school ground and students are to use the gate near T block to enter and leave the school grounds. Dalby South, in keeping with the law, reminds parents and caregivers that helmets be worn whilst riding.

### School Crossing Supervisor Scheme

The Crossing Supervisor is seen by our children not only as a symbol of safety but as a friend as well. It is expected that our Crossing Supervisors will continue to develop this feeling of security and friendship. Crossing Supervisors guide and protect our children and from this unique position encourage and develop safer road crossing habits and attitudes by example and instruction to help make them better road users as adults.



### Bus Transport

Our busses come in two batches to pick up students from our school. Students who leave on the early busses leave class at 2:55pm (there is reminder music at this time) and move straight to the back gates of the Prep yard to wait for their bus. Students on the late busses go to the area on the eastern side of the Prep buildings (Bunya Street side). Both groups of students are supervised by staff. For information on which busses are



considered early and late busses please contact our School Office. All other enquires about Dalby Busses, are best directed to Stonestreet Coaches on 07 46624898.

A range of after school care providers have their own mini-buses pick up students each afternoon. These services are arranged by parents when they organise before or after school care for their children. Students attending Kids Club do not require bus transportation as this after school care service operates from our school grounds in our multi-purpose hall.

Enquiries about the School Transport Assistance Scheme should be directed to Department of Transport and Main Roads in Toowoomba on 46390854 or visit the following url: [www.tmr.qld.gov.au/schooltransport](http://www.tmr.qld.gov.au/schooltransport)

### Community Use of School Grounds

Supervised activities are allowed in the school grounds with permission from the Principal. All school property is to be cared for and the grounds kept in a neat and tidy condition. Please contact the Principal or Business Manager through the School Office if you have any queries in regard to this. Dalby South is the host grounds for a number of supervised activities including Junior Cricket and Netball training.

# Dalby Cluster of State Schools

## Parent and Community Code of Conduct

Supporting learning, wellbeing and safety in our schools:

Bell P-10 State School

Bowenville State School

Cecil Plains P-9 State School

Dalby State School

Dalby State High School

Dalby South State School

Jandowae P-10 State School

Jimbour State School




Kaimkillenbun State School



We welcome parents and other members of our diverse community into our schools.

Working together with our school communities, school staff support the learning and wellbeing of every student, and are entitled to a safe work environment.

Parents and other visitors to our schools support safety by ensuring their communications and conduct at the schools and school activities is respectful.

	It is expected that parents and visitors to our school will:	Parents and visitors to our school demonstrate this by:
 <b>Communication</b>	<ul style="list-style-type: none"> <li>be polite to others</li> <li>act as positive role models</li> <li>recognise and respect personal differences</li> <li>use the school's communication process to address concerns</li> </ul>	<ul style="list-style-type: none"> <li>using polite spoken and written language in all communication modes (e.g. face to face meetings, emails, social media, school forums etc.)</li> <li>speaking and behaving respectfully at all times</li> <li>being compassionate when interacting with others</li> <li>informing staff if the behaviour of others is negatively impacting them or their family</li> <li>respecting staff time by accepting they will respond to appropriate communication when they are able</li> <li>requesting a meeting to discuss any concerns about their child's education – allowing staff time to prepare and appreciating their time may be limited</li> </ul>
 <b>Collaboration</b>	<ul style="list-style-type: none"> <li>(parents) ensure their child attends school ready to learn</li> <li>support the Student Code of Conduct</li> </ul>	<ul style="list-style-type: none"> <li>taking responsibility for their child arriving and departing school safely on time every day</li> <li>reading and encouraging their child to understand and follow the Student Code of Conduct</li> </ul>
 <b>School Culture</b>	<ul style="list-style-type: none"> <li>recognise every student is important to us</li> <li>contribute to a positive school culture</li> <li>work together with staff to resolve issues or concerns</li> <li>respect people's privacy</li> </ul>	<ul style="list-style-type: none"> <li>valuing each child's education</li> <li>acknowledging staff are responsible for supporting the whole school community</li> <li>speaking positively about the school and its staff</li> <li>not making negative comments or gossiping about other school community members, including students – in person, in writing or on social media</li> <li>understanding, at times, compromises may be necessary</li> <li>considering the privacy of all school community members at all times, and understanding that the school cannot share confidential information.</li> </ul>

*The Dalby Community State Schools Parent and Community Code of Conduct has been endorsed and is supported by the Parents' & Citizens' Associations of all Dalby Cluster State Schools.*