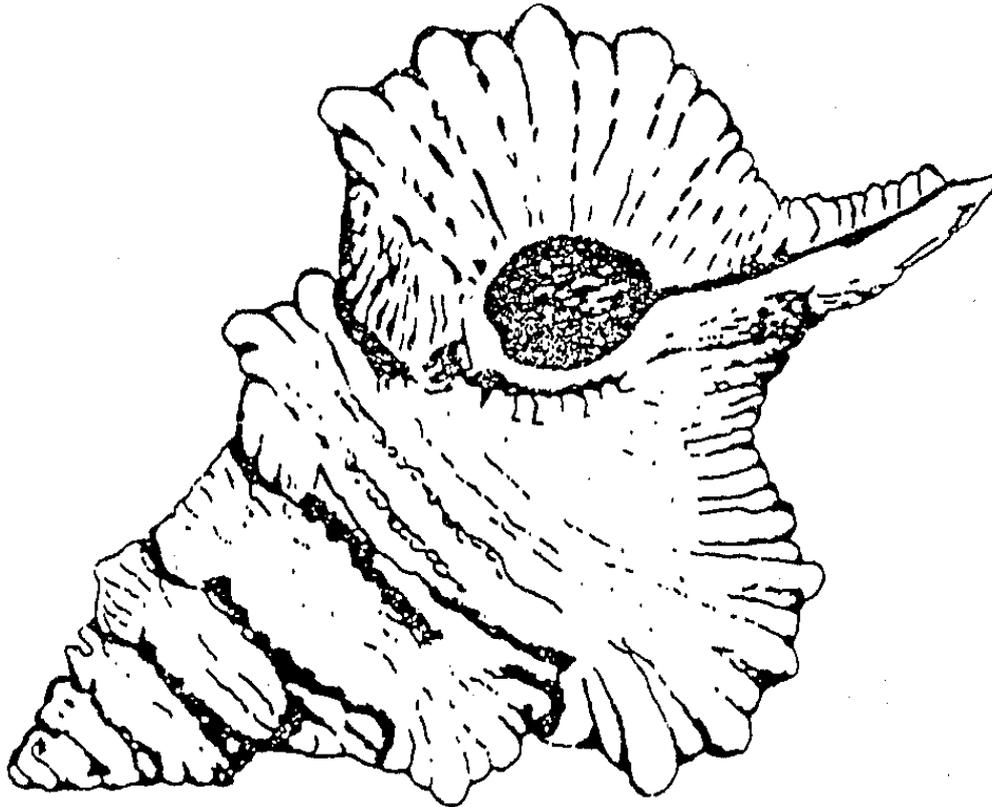


Rosella Park School

Rising to the Challenge



PARENT HANDBOOK

Rosella Park School provides a supportive, challenging environment where we are actively engaged in learning to reach our full potential to lead a fulfilling life within the community

** Respect * Positive * Safe **



Rosella Park School

PO Box 1145 Gladstone Q 4680

20 Park Street Gladstone.

Telephone: (07) 4976 8333 Facsimile: (07) 4976 8300

Email: the.principal@rosellapkspecs.eq.edu.au

STAFF LIST 2012

PRINCIPAL:

Ms Kate Russ

BUSINESS SERVICES MANAGER:

Ms Julie Nott

ADMINISTRATIVE OFFICER:

Ms Deirdre Byrne

HEAD OF CURRICULUM:

Ms Cheryl Costello

CLASSROOM TEACHERS:

Junior 1

Ms Janelle Brooks/Ms Trudy Ewings

Junior 2

Ms Sharran McNiven

Junior 3

Ms Jo-Anne Leeson

Intermediate 1

Ms Janice Buckle

Intermediate 2

Mr Nicholas Drover

Intermediate 3

Mr Ben Coleman

Senior 1

Ms Sam Bianchi

Senior 2

Ms Regan Kopelke

Senior 3

Ms Emma Oliver

Senior 4

Ms Michelle Maguire

Senior/Transition 1

Ms Hannah Avis

Transition 2

Ms Katherine Fowle

Transition 3

Ms Cassandra Langham

Non-Contact Teachers

Ms Dominique Colucci and Ms Trudy Ewings

TEACHER AIDES:

Ms Kirsty Bain

Mrs Laureen Jeffrey

Ms Rhonda Bianchi

Ms Patricia Johansen

Ms Nicole Booth

Ms Leona Johnston

Ms Debra Bradshaw

Ms Kerrie Moore

Ms Jacinta Burrows

Ms Carolyn Morris

Ms Brianna Christopoulos

Ms Sonia McLachlan

Ms Naomi Evans

Ms Di Murdoch

Ms Amy Graham

Ms Shirley Owen

Ms Denise Graham

Ms Andrea Hindle

Ms Leah Hodson-Gilmore

Ms Carmel Pitt

Ms Tracey Wyatt

GLADSTONE BEHAVIOUR SUPPORT TEAM:

Ms Jenny Morris

Ms Chrissie Hansen

Ms Danielle Willard

Ms Belinda O'Sullivan

SUPPORT SERVICES PERSONNEL:

Ms Leanne Hayne (AVT-/PI)

Ms Tracy McEachran (AVT-HI)

Ms Kelly Seng (Occupational Therapist)

Ms Haidee Skerman (Occupational Therapist)

Ms Kathy Thorpe (Physiotherapist)

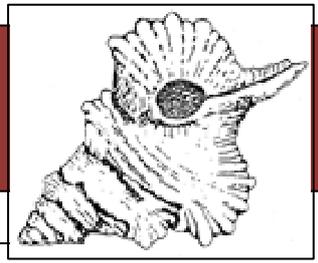
FACILITIES OFFICER:

Mr Craig Longden

CLEANERS:

Ms Noelene McDonald

Ms Lyndall Sevenoaks



Dear Parents and Guardians

Welcome to Rosella Park School!

Rosella Park School is a school dedicated to providing quality, individualised and supportive educational programs for students with disabilities from ages five to eighteen. It is the only school of its kind in the Gladstone district and we are proud of our tradition of delivering a high standard of education to each and every one of our students. We take pride in focussing on each student as an individual and the design and implementation of quality learning programs that both embrace and address our students' individual differences.

At Rosella Park School we emphasise holding high expectations for all our students in and out of the classroom. We provide authentic learning experiences that provide opportunities to grow in knowledge and skills through 'doing'. The actions of all our school family members: staff, parents, students and the wider community contribute to creating a learning environment that is **Respectful, Positive and Safe**.

We believe that it is a strong partnership between the home and school that best sets up a young person for success. You will find our staff, particularly teachers and principal, are readily available to discuss your child's educational program and progress. It is only through close co-operation between the home and the school that we can optimise your child's learning.

This booklet has been developed to assist in clarifying aspects of our school organisation, beliefs and administrative procedures to strengthen the home/school partnership we wish to create. We look forward to working with you and your child.

Yours in education

Kate Russ
Principal

ABSENCES

When your child is absent from school it is necessary to advise the school of their absence. A telephone call is preferred on the day otherwise a note of explanation or telephone call is required upon their return. If the absence is likely to be for a long period, it will be necessary to notify the school as soon as possible.

ACCIDENTS OR ILLNESS

In the event of an accident or onset of a serious illness occurring at school, an ambulance will be called if considered necessary.

Every effort will be made to contact the parents, but if this cannot be achieved, the principal will obtain any necessary aid for the well-being of the child. Less serious accidents/incidents will be treated at school and the parents notified (as required).

If your child appears ill at school, parents will be contacted to arrange pick up. Some of our students have sensitive medical conditions; this means it is important to protect them from contagious illnesses as much as possible. When children are sick they are also unable to perform at their best in the classroom. We thank parents in advanced for ensuring their children do not come to school when they are sick. Refer to the **Illness Schedule of Exclusion** section of this guide for details of specific medical conditions often contracted by students.

ADMISSIONS

Admission of students may occur at any time during the year. Admission can occur only when the criteria for enrolment in special schools has been met and authorised through the Gladstone's Education Queensland District Office.

ALLOWANCES

There is a range of options available through Centrelink to assist and support people for a wide variety of reasons. Listed below are only some of the services available. For further information contact Centrelink to discuss your particular requirements or access the website at www.centrelink.gov.au

Austudy assists people aged over 25 with the cost of living while studying full time or doing a full time Australian Apprenticeship or traineeship. There is a grey area covering Special Schools so contact Centrelink. Students over 16 at the beginning of the year would apply before 31 March. Contact Centrelink for further information.

Abstudy assists Indigenous people with the cost of living while studying or doing a full time Australian Apprenticeship or traineeship. For more information contact Centrelink.

Carers Allowance is available in certain circumstances to parents of a child under 16 with a disability. For more information contact Centrelink.

Disability Pension is available to people over 16 years of age who are unlikely to or unable to work because of a physical or intellectual disability. People still at school may be eligible to receive this benefit if they meet the criteria. For more information contact Centrelink.

NOTE: Arranging access to allowances and benefits must be done by the family. It is not possible to gain access to the aforementioned allowances through the school. Any information with regard to allowances you may be entitled to claim, please contact Centrelink.

APPOINTMENTS WITH STAFF

Discussion between parents and teachers or the principal is encouraged. The most convenient time for teachers is out of teaching hours or during non-contact times. To ensure adequate attention can be given to your enquiries, it is advisable to telephone ahead to arrange a suitable time for an appointment. Please understand that, while every effort will be made to see parents who come up to the school to meet with a teacher or the principal, unless an appointment has been made we cannot guarantee that the person you are after will be available.

ASSESSMENT

Assessment of student progress is a continual process that is undertaken throughout the year. Written reports are sent home towards the end of each semester (July and December). Parents/guardians may request to review their student's progress throughout the year through negotiation with their student's class teacher. Refer to **Individual Support Plans** for details of Parent/Teacher meetings.

ARRIVAL OF STUDENTS

There is no formal supervision of students prior to 8.30 a.m. Parents are asked to ensure their children **DO NOT** arrive at school at an earlier time. Any student that arrives before 8.30am will be required to wait in the Administration area until 8.30am. After 8.30am, students are required to report to their classrooms once they arrive at school.

BIRTHDAYS AND OTHER CELEBRATIONS

Birthdays can be a wonderful part of a child's year. They can also be wonderful ways to build an understanding about each other and acceptable social behaviour. Parents are welcome to bring a cake for children to share their special event with their friends. We ask that you let our administration staff know a few days before so that the celebration can be well organised. If you would prefer your child not to participate in others' birthday celebrations, please let our front office know and we will discreetly organise alternative activities for your child at these times.

CHANGE OF PERSONAL DETAILS

It is a requirement of Education Queensland that the school is advised immediately of any change of address, telephone number/s and emergency contact details. It is particularly important that the school be able to contact parents/guardians in an emergency.

CLASSROOM HOURS

Our lesson times are as below:

First Session:	9.00am – 10.45am
<i>Lunch Break:</i>	<i>10.45am – 11.30am</i>
Second Session:	11.30am – 1.00pm
<i>Afternoon Break:</i>	<i>1.00pm – 1.30pm</i>
Third Session:	1.30pm – 3.00pm

Our school day starts at 9.00am. Any student arrivals after 9.15am must be signed in at the office. All parents, carers and visitors are requested to wait at the front office when coming in to the school **after 9.00am**. This includes picking up students. Students will be called from their classrooms and meet parents/carers at the front office.

Parents who drop students off before school need to ensure they leave the classroom before or at the bell. Parents will only be sent to classrooms if they have previously arranged with the teacher

to volunteer in that room. This reduces the disruption to class learning time and improves the security procedures we have in place.

COMMUNICATION

Thorough, regular communication between home and school is key to the success of our educational programs. We encourage you to visit the school regularly to keep in touch with the students' activities, items of interest and generally what is happening around the school, however, to avoid disruption to classroom routine and student's learning we ask that you make a prior appointment with the class teacher.

Many of our teachers will use communication books or email to send regular updates home several times through the week. Parents/guardians are asked to engage in this communication by reading the updates and sharing news about their child back to the school. Events in family life, such as illness, visitors and upcoming celebrations are a prime source of excitement and so can affect students' behaviour at home and/or at school. It is important for the home and school to share information of this nature that may affect children so that we may all support the students as best possible.

Communication also takes place through letters home from class teachers and the school newsletter. Parents/guardians are reminded to check their student's bag daily for any news from the school to ensure you get important messages in a timely manner.

CURRICULUM

At Rosella Park School we take pride in the high quality of individualised learning opportunities we provide students. In 2012, we are beginning to transition to the Australian Curriculum in English and Mathematics. We cover other subject areas such as Science, Studies of Society and the Environment, Information & Communication Technologies, The Arts and Physical Education as well as other learning areas such as Personal Learning, Personal Care, Home Management and Travel Training.

Our goal is to provide learning that:

- is relevant to the students' lives and post-school prospects
- allows them to learn through 'doing'
- is geared towards their ability level and level of need

Our teachers are skilled in the area of educating students with a disability and would be happy to speak to you about the programs they are implementing in their class on request.

EQUIPMENT REQUIREMENTS

Parents will receive a list of requirements for their child's class at the end of each school year or on enrolment. In addition to this book list, all students are expected to have the following at school each day:

- A school bag
- An appropriate school hat
- Healthy food choices for lunch and breaks
- A spare set of clothes, clearly named, to be kept at school
- A personal water bottle

EXCURSIONS

Community access is an important feature of the students' educational program and therefore they will be invited to undertake a number of excursions or visits of short duration throughout the year. Excursions require parental approval and unless this is received, the student will not be able to attend. The cost of school excursions vary. Parents will be given ample notice when these

excursions are to occur. Students may only participate in excursions and off-campus activities if they come to school in the correct school uniform.

HATS

All students are required to wear hats when outdoors during school hours.

The only two hats permitted at Rosella Park School are a maroon broad brimmed sun hat (pictured right) or a maroon legionnaire's cap with neck cover (pictured far right).

Please note baseball caps do not meet the set sun safety requirements. Students without one of these hats may be excluded from outdoor activities (including those that are off-campus) and will be kept under cover during playtime.



HOME ECONOMICS

Cooking and the development of associated life skills are valuable aspects of our students' education program. All students at Rosella Park School are invited to take part in a weekly cooking program. Parents will be asked to assist with the cost of running the Home Economics programme and will be advised of the costs per term. Parents are also able to pay monthly or by term. Please contact the Business Services Manager if you have any queries about payment or difficulties in paying.

ILLNESS SCHEDULE OF EXCLUSION

Infectious Diseases	Period of Exclusion for Sufferers	Classmates
Chicken Pox	Should be excluded for at least 7 days after the beginning of the illness and until the last lesion has healed.	Not to be excluded
Head Lice	Until treated.	Not to be excluded
Hepatitis A (Viral)	Where no medical certificate is available may be re-admitted on subsidence of symptoms. Otherwise on production of medical certificate.	Not to be excluded
Hepatitis B	Until medical certificate of clearance is obtained.	Not to be excluded
Measles	Should be excluded for at least 7 days from the appearance of rash or until medical certificate is produced.	Not to be excluded
Mumps	Should be excluded for at least 7 days after the onset of the symptoms.	Not to be excluded
Ringworm	Until treated.	Not to be excluded
Rubella (German Measles)	Should be excluded for at least 7 days from the appearance of rash or until medical certificate is produced.	Not to be excluded
Scabies	Until treated.	Not to be excluded
Whooping Cough	Should be excluded for 4 weeks unless medical certificate is produced.	Not to be excluded

INDIVIDUAL SUPPORT PLANS

All students attending Rosella Park School have either an Individual Support Plan (ISP) or Secondary Education Training Plan (SET Plan – Transition aged students). These plans are developed through discussion and collaboration between parents, teachers and other professionals to ensure that the student's needs are being met and that their program is appropriate individualised and functional.

As part of the development of a student's Individual Support Plan, parents/guardians will be invited by their child's teacher to participate in a meeting. These meetings form our Parent/Teacher meetings for the year and are held in Term One and Term Three. Parents are encouraged to make the most of this opportunity to contribute to their child's education and goal-setting for the next six months.

INSURANCE

All due care and attention is taken to care for everyone while in our school grounds. Education Queensland does not have any form of Insurance to cover injury or accident for students enrolled at school. Parents who wish to have such insurance should contact their own private Insurance agent.

LIBRARY

Children are encouraged to borrow books from our school library. Book losses or damage are the responsibility of the parents and a replacement or payment to cover costs will be sought through an invoice.

Individual teachers may arrange for students to have the opportunity to access the Gladstone Regional Library. Any items borrowed from the town library will also be the responsible of the student and their family, as per their borrower agreement.

LOST PROPERTY

Lost property is stored in a box at the office and is available for inspection during from 8.30am-3.30pm. As our students often do not recognise their own belongings or may own something that looks very similar to another student's, we cannot emphasise enough the importance of labelling everything that comes to school, including: ports, shoes, water bottle, lunch boxes, hats, library bags, clothing. This one step assists greatly in our efforts to match items with their rightful owners.

LUNCH

Each classroom at Rosella Park School is equipped with a refrigerator, which is made available for students to store their lunches in during the day. Please note we do not have the facilities to heat anything brought to school for lunch by the students. We also do not have a regular tuckshop, so students are unable to purchase their lunch at school.

Students are allocated time to sit and eat with their cohort during our two lunchbreaks:

Lunch Break: 10.45am – 11.00am
Afternoon Break: 1.00pm – 1.10pm

Special eating arrangements are made for some individuals. Following each eating period, students are free to play. Teachers and teacher aides supervise students during this period.

MEDICATION

Medication can only be administered to students under strict guidelines as outlined in Education Queensland policy. Parental permission, clear instructions from a doctor regarding administration and labelled medication are required for it to be administered at school. All medication is recorded in a medication book at the time of administration. Any medication to be administered at the school **must** carry a clear pharmaceutical label. If your child is required to receive medication at school, please contact us and fill out the appropriate permission form. Permission forms must be renewed on a yearly basis.

If a child needs to take a medication regularly, please arrange for enough of the medication to be kept at school to meet the (daily) dosage.

Important Note: We are unable to administer “over the counter” drugs such as Panadol or cough mixture. All medication must be prescribed by a doctor or pharmacist.

NEWSLETTER

As of 2012, our school newsletter is published on the first Tuesday of each month. The school newsletter contains news items about upcoming events, happenings and achievements of students. In our attempt to use less paper and therefore be kinder to our environment the school encourages parents/guardians to receive their copy of the newsletter by email. Please advise the office staff of your email address. You may view current and past newsletters on our school website: www.rosellapkspecs.eq.edu.au.

PARADES

Parents and friends are welcome to attend our weekly parades every Friday morning at 9.00am in our undercover area. Each week a different class hosts parade and news, award presentations and work showcases are regular features. Remember to sign in as a visitor, as staying for parade means you will be on the school grounds after 9.00am.

PARENTS & CITIZENS ASSOCIATION

The P & C Association meets on a monthly basis. Meeting dates and times are advertised in the newsletter well in advance. All parents/carers are welcome and encouraged to attend.

PARKING

Parents are asked to use the designated parking areas when visiting the school. Parking in other areas other than the designated areas may endanger students' lives. Parking is also available on the roadway at the front of the school. The 'Stop, Drop, Go' zone and the taxi undercover parking area are not to be used as a parking area unless visiting school outside the normal drop off and pick up times. Always use the pedestrian crossings when crossing the car park area to come in to the school or collect students. Parents are expected to leave their cars and enter the school through the car park gates to pick up their child from the gazebo area next to Administration.

NOTE: Afternoon pick up of students is a particularly busy time and sees our car park become full quickly. Parents, carers and guardians are reminded to stay patient at this time and ensure they continue to follow safe pick up procedures to ensure that everyone's safety – particularly that of our students – is maintained. We are role models for the children and it is important that everyone demonstrates correct and safe behaviour at this time.

PRIVACY STATEMENT

What is Education Queensland's role?

The Department of Education, known as Education Queensland, operates the state education system through a network of more than 1300 sites and administers grants and funding on behalf of the Government to the non-state school sector and universities. The department also provides advisory, monitoring and regulatory functions and strategic support to these areas.

Why does your privacy need protecting?

Every day, a vast amount of personal information is given to State Government departments and agencies. The Queensland Government respects your privacy and has established rules to ensure that your personal information is protected. The Government's privacy policy (Information Standard 42 – *Information Privacy*) stipulates that personal information be collected, stored, used and disclosed under very strict guidelines to prevent it from being misused or passed on without your permission. Education Queensland is committed to protecting your privacy.

What is personal information?

Personal information is an opinion or information about a person, whether true or false, that identifies or could identify the person. This information may be recorded in a document, or form part of a database. Examples of personal information include (but are not limited to) your date and place of birth, race or ethnicity, religion, financial record, criminal record or medical record. Sometimes personal information about a person can reveal their identity even if their name is not mentioned.

How does the privacy policy work?

In all your dealings with Education Queensland, staff will make sure that your privacy is protected. Any personal information collected must be:

- directly related to, or necessary for, a lawful purpose or function of the agency;
- relevant, up-to-date and complete;
- collected fairly and lawfully; and
- stored safely and securely.

Generally, your personal information must be used only for the purpose for which it was collected or a directly related purpose, unless you have otherwise given permission. The privacy principles do not apply to personal information contained in documents concerning covert police activity, witness protection, disciplinary actions and misconduct, whistleblowers and Cabinet and Executive Council matters. This is because the law overrides privacy principles in particular cases.

Under what other circumstances can Education Queensland disclose your personal information?

If you consent, or if disclosure is:

- permitted by law;
- essential for law enforcement; or
- believed to be necessary to prevent or lessen an imminent threat to health or life.

Education Queensland may disclose limited information (for example, name, contact details, attendance, achievement etc) about you to other parties for the purpose of issuing achievement awards, processing certificates, statements or reports in relation to assessments.

PRIVACY STATEMENT continued

Listed below are agencies Education Queensland may give relevant personal information to where needed or authorised under law. The guidelines for release of personal information are strict. Personal information may be disclosed to:

Queensland Health or its nominated Health Providers, Queensland Transport, Queensland Police Service, Aboriginal and Torres Strait Islander Policy, Department of Employment and Training, Department Families, Disability Services Queensland, Department of Housing, Department of Justice and Attorney-General, Sport and Recreation Queensland, Centrelink and research organisations under contract to Education Queensland.

Data-matching

Education Queensland passes some personal information collected on to Centrelink for data matching purposes in relation to entitlements to Centrelink-administered payments; for example, study assistance benefits.

The *Data-matching Program (Assistance and Tax) Act 1990* and the *Social Security Administration Act 1999* authorises Centrelink to compare the personal information they hold to ensure that payments are being paid correctly.

Education Queensland and the Department of Families conduct a data-matching program to improve school achievement outcomes for children and young people in care.

The data-matching program involves a comparison of certain personal information of children and young people in care and those children of similar age in the general school student population, including those who have specific needs. Personal information may include achievement levels, retention rates, age, school year levels, school disciplinary absences and student movement between schools.

Can you have access to personal information held by the Government?

Yes. You can apply under the *Freedom of Information Act 1992* to access, or to correct personal information held by State Government departments and agencies. This can be done by writing to the FOI Coordinator, Education Queensland, PO Box 33, Brisbane Albert Street, Q 4002 or telephone (07) 3237 0546.

Worried about privacy?

If you have a question about privacy, confidentiality or access to information, contact Education Queensland's Privacy Contact Officer.

If you believe that Education Queensland has breached your privacy or confidentiality, you can make a complaint to the department's Privacy Contact Officer. Your complaint will be taken seriously and investigated thoroughly.

How do I find out more?

For further information contact Education Queensland's Privacy Contact Officer on (07) 3237 0546 or email InformationPrivacy@qed.qld.gov.au or write to the Privacy Contact Officer, Education Queensland, PO Box 33, Brisbane Albert Street, Queensland 4002.

A copy of the Queensland Government's privacy policy and principles is available by accessing Education Queensland's website www.education.qld.gov.au/home/privacy.htm.

ROAD SAFETY

The rules of the road, as well as courteous behaviour on buses and in taxis, are stressed at school. Your co-operation in further reinforcing safety procedures by using the pedestrian crossings and promoting awareness with your child would be greatly appreciated.

SCHOOL LEVIES

Under the Education (General Provisions) Act (EGPA) and Department of Training (DET) policies and after consultation with our P&C, Rosella Park School operates a whole of school Textbook & Resource Scheme.

Due to the nature of our environment, a lot of our resources are expensive and/or specialist items not readily available. This scheme is to ensure that all students have the necessary resources for their education, and to save parents/caregivers the need to shop for basic school resources. It also provides bulk purchase advantages and a uniformity of resources.

Once the Student Resource Scheme contribution has been paid, the only payment parents/carers will be required to make will be for home economics, camps, swimming, gym, TAFE fees and culminating unit activities/excursions (ie. Rockhampton Zoo). These culminating excursions are limited to one per term.

The scheme is voluntary and you are under no obligation to join. However, please be aware that books, materials and consumables required under this scheme are not funded by school grants. Therefore if you do not wish to join the scheme you are still responsible for providing your child with the items that would otherwise have been provided by the scheme as detailed in the list provided by the office.

SCHOOLWIDE POSITIVE BEHAVIOUR SUPPORT PROGRAM

Rosella Park School implements Schoolwide Positive Behaviour Support (SWPBS) as one of our key school programs and the backbone of our behaviour management strategy. The basis of how we implement SWPBS is shared through the school's *Responsible Behaviour Plan*.

SWPBS enables our school to promote and recognise friendly, mature interactions between students, staff and the wider school community. It is through Schoolwide Positive Behaviour Support that we implement three key school rules:

- Show **R**espect
- Be **P**ositive
- Remain **S**afe

These rules were chosen as the first initials of **R**espect, **P**ositive & **S**afe are **RPS**. This makes it easy for students to remember. These rules do not just apply to our students: everyone who comes on to our school grounds (parents/guardians included) are required to observe these three things at all times.

SPECIALIST SUPPORT

Students attending Rosella Park School eligible to receive intervention from Education Queensland's support staff, including physiotherapist, occupational therapist, registered nurse and Guidance Officer. To receive specialist support a referral form needs to be completed. Due to restricted resources, all cases will be considered and prioritised.

STUDENT WELFARE

Every precaution is taken to see that your child is adequately supervised while at school. Staff are conscious of the need to maintain a safe environment. The principal should be contacted if any special circumstances exist regarding your child's health or general well-being. All information of a confidential nature will be respected.

TRANSFERS

If you plan to move from our school, a written *Request for Transfer* is prior to the day, so that transfer papers and the finalisation of accounts can be processed. Prior notice is appreciated as it means we can organise a smooth transition between schools and ensure that all personal belongings are returned. School files will be transferred between schools.

TRANSPORT

Parents/guardians are required to communicate with the school how their child will be transported home on a daily basis. We also ask to be notified if someone other than a parent/guardian will be collecting a student to ensure the child goes home with the right person (ie. a carer, a grandparent).

Transport to school may be provided by the Queensland Government at no cost to parents if you meet the required criteria.

Bus

The school is serviced by a local bus company: Buslink Gladstone.

TRANSPORT continued

Parent transport

Parents transporting their child to and from school may be eligible to receive a conveyancing allowance. Please contact Queensland Transport for further information.

Taxi Subsidy

Your child may be able to use the service of a taxi (mini-bus or car) if the appropriate criteria is met:

1. Parents have no means of transporting the student to school (note: a full-time job does not meet this criteria) **OR**
2. The student is unlikely to develop the skills for independent travel.

For more information and to complete the necessary application forms, contact the school office.

Parents are encouraged to provide to the school a book of taxi vouchers for use in transporting their student to activities where the school bus is not available.

Students who normally travel by bus or taxi will travel home in the same way unless a note, telephone call or parent personal contact is received before departure time. Students are supervised at all times prior to pick up.

Important Note: It is the responsibility of the parent/carer to advise the taxi company if your child will not be attending school for any reason.

UNIFORM

A school uniform has been designed and adopted by our P&C and is in accordance with the required dress code for Education Queensland schools.

The uniform represents acceptance of standards in manners, conduct and learning set by the school, and fosters a sense of identity and 'belonging'.

The Rosella Park School uniform consists of:

Junior & Intermediate Students:

- **Maroon polo shirt** – with collar (available at retailers such as *Best & Less* and *Big W*). These shirts may be embroidered with the school identification tag, but this is not necessary. Details on where to have embroidery done available from the front office.
- **Black shorts (mid-thigh length preferred)**. These are also available at *Best & Less* and *Big W*. Girls are also permitted to wear a black sports skirt if preferred.
- (In winter) **Maroon or Black fleecy jumper/cardigan with black tracksuit pants**.
- **White socks and closed in shoes** (white or black)
- **Maroon broad-brimmed or legionnaire's hat**

Senior & Transition Students:

- **Maroon & Gold polo shirt**. This is a specifically designed 'senior' shirt available for purchase through the school's front office. There may be second hand shirts available throughout the year.
- **Black shorts (mid-thigh length preferred)**. These are also available at *Best & Less* and *Big W*. Girls are also permitted to wear a black sports skirt if preferred.
- (In winter) **Maroon or Black fleecy jumper/cardigan with black tracksuit pants**.
- **White socks and closed in shoes** (white or black)
- **Maroon broad-brimmed or legionnaire's hat**

Note that the following items of clothing are not part of our school's dress code. Students who come to school in any of the following items require a note from their parent/guardian explaining why they are not in correct school uniform. They must also be prepared to miss out on any off-campus activities scheduled for that day (for example: excursions; community access; TAFE):

- Jeans
- Thongs/open shoes
- Jewellery (other than stud/sleeper earrings and medical bracelets)
- Baseball caps
- Boardshorts
- *Brisbane Broncos* or *Queensland State of Origin* items of clothing

There may be times throughout the year students are invited to wear other clothing to school, known as 'free dress days'. These days are often to fundraise for special causes or to supplement the students' learning program. Parents/guardians will be informed of these days through letters home.

VALUABLES AND PERSONAL PROPERTY

Toys and valuable trinkets from home often become lost or broken at school, so it saves a lot of time and heartache if these items are left at home. Students are encouraged not to bring mobile telephones, MP3 players, iPods, toys, money (other than that for school fees and excursions), jewellery or other valuables to school. We thank parents/guardians in advance for their assistance with implementing this school expectation.

Should a student bring any of the items listed above, they will be required to leave them in the front office for the day to be collected before they go home. No responsibility can be taken for any loss or damage to personal items brought to school.