



**Palmview**  
State Primary School

# Parent Handbook



**We Trust...**  
**We Connect...**  
**We Grow...**



**Palmview**  
State Primary School





### **CONTACT DETAILS**

#### **PERSONNEL**

#### **INTRODUCTION**

#### **SCHOOL CALENDAR**

*Term Dates*

*Student Free Days*

*Public Holidays*

#### **STUDENT CODE OF CONDUCT**

#### **DRESS CODE**

*School Uniform*

*Free Dress Day Policy*

*Uniform Shop*

#### **SCHOOL OPERATIONS AND ATTENDANCE**

*Student arrival at school*

*Collection time for students*

*Late Arrival/Early Departure*

*Daily routine*

*Prep Routines*

*Year 1-6 Routines*

*Kiss and Go / 2 Minute Zone Programs*

*Attendance/absence*

*Exemptions from Compulsory Schooling*

*Accidents and Sickness*

*Leaving school grounds*

*Parent and Community Code of Conduct*

#### **SCHOOL ADMINISTRATION**

*Student Resource Scheme - Curriculum*

*Student Resource Scheme - iPad*

*Student Resource Scheme - Instrumental Music*

*Payments*

*Transition to High School*

*Transfers*

*Official school records*

*Parental custody/access*

*Personal property*

*Lost property*

*Mobile phone*

#### **CURRICULUM**

*Key Learning Areas (KLA)s*

*Planning*

*Assessment + Report*

*Interviews*

*Written Reports*

*Individual student records*

**4** *Classroom Volunteers*

**4** *Individual support for students*

**5** *Supportive school environment*

**6** *iPad Program – Prep to year 6*

*ICT (the role of digital technologies)*

*Extra-curricular activities*

*Library*

**7** *Choir*

**7** *Instrumental music*

*Physical education*

*Sports programs*

*Houses*

**10** *Excursion/Camps*

#### **SCHOOL SUPPORT PROGRAMS**

**23**

*Student Support Services*

*Guidance*

*Chaplain*

#### **SCHOOL HEALTH**

**24**

*Emergency information*

*Emergency procedures*

*Medication – administered to students*

*Medication – self administration*

*Disease prevention*

*Exclusion times for contagious conditions*

*Contagious conditions*

**14** *Headlice*

*School dental clinic*

#### **SCHOOL AND COMMUNITY**

**27**

*Palmview Learning Community (PLC)*

*Community involvement*

*Assemblies*

*Tuckshop*

*Parents and Citizens' Association*

#### **SCHOOL SAFETY AND SECURITY**

**29**

*Emergency Drills*

*Lock Down Drills*

*Identity badges*

**18** *Visitor register*

*Student sign in / out register*

*Use of school grounds and facilities*

*Recording performances at school*

*Class photographs or video*

*No smoking regulations*

*Outside School Hours Care (OSHC)*

*Usage of Lifts*



*Class structure*  
*Playgrounds*  
*Dogs on school grounds*  
*Pick up / Drop Off Zone*  
*Pedestrian crossings*  
*Bicycles and scooters*  
*Insurance*

**COMMUNICATIONS**

*Facebook*  
*School Website*  
*QParents*  
*Complaints Management*

**32**

**CONCLUSION**

**33**





## CONTACT DETAILS

Address: 31 College Drive, Palmview, 4553

Telephone: 07 5231 5222

Student absence line: 07 5231 5266

Student absence email: [studentabsence@palmviewss.eq.edu.au](mailto:studentabsence@palmviewss.eq.edu.au)

School website: [www.palmviewss.eq.edu.au](http://www.palmviewss.eq.edu.au)

School email: [admin@palmviewss.eq.edu.au](mailto:admin@palmviewss.eq.edu.au)

Office hours: 8:00 am to 3.30 pm

School Facebook page: <https://www.facebook.com/PalmviewPrimarySchool>

## PERSONNEL

Principal: Mr Andrew Walker

Deputy Principal Prep - 2: Ms Mandy Burns

Deputy Principal 3 to 6: Mr Dale Wolfenden

Business Manager: Ms Maryanne Wells

Head of Curriculum: Mrs Anna Bailas

Head of Special Education Services: Mrs Kate Walsham





## INTRODUCTION

Welcome to Palmview State Primary School

It is my pleasure to welcome you to our school and to commend this Parent Handbook to you as a useful reference.

Palmview State Primary School opened in January 2021. We had at opening 200 students in our first year of operation and have grown to over 600 students in 2026. Our school is expected to continue significant growth during the next few years, in alignment with the growth of the Palmview district.

We are pleased to be an integral part of the Palmview Learning Community with our neighbouring Special School and Secondary College. This provides scope for the development of a unique and powerful, Palmview Learning Community, to facilitate professional collaboration and curriculum implementation across all three schools.

A strong emphasis of our school's programs is the provision of opportunity for all students in a wide variety of learning experiences and activities. This can be seen particularly in the Music, Sporting, Cultural and other extra-curricular programs at the school. All programs are designed to complement and enhance the core business of the learning and teaching of the Australian curriculum.

Two new initiatives have been well received by students, staff and parents. The first initiative is the planning, preparation and performance of our school's first musical Toyshop Story. This musical will be performed early in Term 4, 2026. This musical is already eagerly awaited by our school community and will involve students from all three PLC schools

The second initiative, is our Trust Connect Gros (TCG) Superstar Brekky and Badge event. Each term, teachers nominate a student in their class who is demonetaring exemplary Trust Connect Grow behaviours in their classrooms. Nominated students and their parents are then invited to a special, celebratory breakfast, after which such students are presented with their TCG Superstar badge.

The collaborative assessment of student work (CASW) in English and Stephanie Alexander Kitchen Garden (SAKG) program will continue to be a feature of our operations. In 2023 we were recognised as an Apple Distinguished School (ADS) by our school's demonstration of achievement against the ADS rubric categories of inspire, imagine and impact. There are only 728 ADS across 36 countries worldwide. As of September 2023, there were only 11 ADS in Queensland. At Palmview we connect students to the world, fuel creativity, deepen collaboration, and make learning personal.

Our three key priorities, which align to our shared Trust/Connect/Grow shared vision remain.

- Trust (Effective implementation of our Positive Behaviour for Learning matrix)
- Connect (personalised student eLearning via strategic use of the iPad)
- Grow (strong student Australian Curriculum English learning outcomes)

We are looking forward to consolidating our strong, foundation years by continuing successful learning and teaching practices.

Kind regards

Andrew Walker  
Principal





### SCHOOL CALENDER

#### Term Dates

	2026
Term 1	Tuesday 27 January – Thursday 2 April
Term 2	Monday 20 April – Friday 26 June
Term 3	Monday 13 July – Friday 18 September
Term 4	Tuesday 6 October – Friday 11 December

	2027
Term 1	Tuesday 27 January – Thursday 2 April
Term 2	Monday 20 April – Friday 26 June
Term 3	Monday 13 July – Friday 18 September
Term 4	Tuesday 6 October – Friday 11 December

#### Student Free Days

	2026	2027
Term 1	Thursday 22 January Friday 23 January	Thursday 21 January Friday 22 January Monday 25 January
Term 2	Thursday 16 April Friday 17 April	Thursday 8 April Friday 9 April
Term 3	Friday 4 September	Friday 3 September
Term 4		

#### Public Holidays

	Public Holiday	2026	2027
Term 1	Australia Day	Monday 26 January	Tuesday 26 January
	Good Friday	Friday 3 April	Friday 26 March
	Day following Good Friday	Saturday 4 April	Saturday 27 March
	Easter Sunday	Sunday 5 April	Sunday 28 March
	Easter Monday	Monday 6 April	Monday 29 March
Term 2	Anzac Day	Saturday 25 April	Sunday 25 April
	Labour Day	Monday 4 May	Monday 3 May
	Show Day (Maleny)	Friday 29 May	TBC
Term 3			
Term 4	King's Birthday	Monday 5 October	Monday 4 October

Further information regarding school terms and holidays is available at <http://education.qld.gov.au/>

## STUDENT CODE OF CONDUCT

At Palmview State Primary School our Student Code of Conduct promotes a philosophy that celebrates and rewards students who regularly achieve school expectations. We believe by clearly stating school expectations, students are able to take responsibility for their actions and make appropriate behavioural choices. Students requiring support to improve school expectations will be engaged in a focused social skilling program aimed at scaffolding behavioural choices.

Our Student Code of Conduct is a transparent, clear and structured document, designed to ensure all students are aware of school expectations.

As part of a focus on Positive Behaviour for Learning, the school has introduced the “Palmy” reward program where students are recognised for positive behaviours in and out of class.

To maximise success for all students, staff members are committed to collaboratively implementing a structured and detailed support program for those students who may require additional support in order to achieve. Class teachers will also assist with the collection of data, and support required behaviour through individual class records. A copy of the Student Code of Conduct is available on our school website.

## DRESS CODE

### *School uniform*

It is an expectation that children attending this school wear the uniform which has been endorsed by our Parents and Citizens’ Association.

It is considered that the wearing of a school uniform allows our children to exhibit both a sense of identity and a sense of unity.

The wearing of school uniform at school and community functions enhances the public’s perception of our school and of our students. The manner in which our uniform is worn to present a neat and tidy appearance is an indication of individual pride in our school.

The Palmview State Primary School Student Dress Code consists of an agreed standard and items of clothing which include the school Uniform that the students of this school must wear when:

























- Attending or representing Palmview State Primary School;
- Travelling to and from school; and
- Engaging in school activities out of school hours
- Students may wear their House Shirts each Friday and during school carnivals and some PLC events. The purchase of a house shirts is optional.

The Student Dress Code aims to contribute to a safe and supportive teaching and learning environment through:

- Ready identification of students and non-students at school;
- Fostering a sense of belonging; and developing mutual respect among students by minimising visible evidence of economic or social difference;
- Providing functional clothing that enables students to participate actively in the programs of the school, and that is inclusive in nature.

It is expected that all students will wear the correct full school uniform or house shirt on the correct days and that they present themselves in a neat and tidy fashion that reflects pride in self, family and school.

Help us to maintain our uniform standards

Footwear to be worn with School Uniform on a daily basis:		
<ul style="list-style-type: none"> <li>• Predominately Black</li> <li>• Lace up or Velcro – No coloured laces</li> <li>• Shoes must be fully enclosed – Slip on and ballet-type shoes do not provide sufficient protection when students are participating in learning experiences or in the playground</li> <li>• Shoes must be worn at all times unless at the direction of a teacher they are asked to remove them for a particular activity e.g. gymnastics, aerobics etc</li> <li>• Footwear should be durable, comfortable and long wearing</li> <li>• White Socks</li> </ul>	   	   
Hats:		
<ul style="list-style-type: none"> <li>• Our Sunsafe Rule is: “No Sunsafe Hat, No Play”</li> <li>• Students should wear the double sided broad brimmed school hat available from our uniform shop</li> <li>• Students must NOT wear caps. This is to ensure the protection of the students from exposure to the sun.</li> </ul>	 	 
Winter Uniform		
<ul style="list-style-type: none"> <li>• School uniform jackets are available at the uniform shop</li> <li>• School uniform navy track pants are available at the uniform shop</li> <li>• Plain royal blue jumpers and navy track pants can be worn</li> <li>• No undershirts/singlets should show through the uniform</li> </ul>	 	 
Jewellery:		
<ul style="list-style-type: none"> <li>• Small studs and sleepers are permitted (only one per ear)</li> <li>• Watches are permitted</li> <li>• It is against Workplace Health and Safety to allow any other piercings apart from the ears. Similarly, no bracelets, anklets, necklaces or rings are to be worn</li> <li>• Upon written request outlining significance, the principal will give consideration for religious, cultural and medical needs</li> </ul>	 	 
Hair, body and make up:		
<ul style="list-style-type: none"> <li>• Hair should be neatly trimmed and brushed back off the face</li> <li>• Extreme hairstyles are not permitted. This means haircuts that are not normally seen within primary schools e.g. tracks, mohawks, streaks etc</li> <li>• Hair colours including streaks are not permitted</li> <li>• All hair that is shoulder length or longer is required to be worn pulled back and secured away from the face. A scrunchie, band or ribbon should be matching to the school colours. Tying back of hair will help reduce the spread of headlice</li> <li>• Artificial nails and nail polish is not permitted</li> <li>• No fake tattoos to be on any visible part of the body</li> </ul>	 	 



## *Free dress day policy*

Throughout the year students will be allowed to participate in various free dress activities. Dress for these days will include

- Sensible play clothes
- School Hat
- Closed-in shoes and socks – No heels
- No singlet tops – Boys' and girls' tops to have sleeves (Sun Smart School)
- No midriiffs showing
- No extra jewellery
- No inappropriate writing on clothes

## *Uniform Shop*

Parents and carers of enrolled students can purchase uniforms in person or online.



Online Orders: [palmview.uniform.net.au](http://palmview.uniform.net.au) or use the QR code:

Store Telephone Number: **07 5231 5202**

Email: [palmview@seaborne.com.au](mailto:palmview@seaborne.com.au)

Regular Store Trading Hours:

- **7:45am – 10:15am Monday & Thursday**
- **12:45pm – 3:15pm Tuesday**
- The uniform shop is closed on public holidays and during term breaks.

As we approach the beginning of the school year, more days may be available.

Please follow us on Facebook for up-to-date operating hours. These details are current at the time of printing.

Each of the Palmview Learning Community schools has its own page on the website. Please support your school by ordering from the correct page for each student enrolled. Online orders can be collected from the uniform shop during trading hours. Email notification is sent when online orders are ready for collection.

**Please note:** The uniform shop does not accept cash. EFTPOS is available in store.



## SCHOOL OPERATIONS AND ATTENDANCE

### *Student arrival at school*

In the interest of student safety, reminder to families that students should arrive at school at 8.30am at the earliest. Families will be contacted if students regularly arrive before 8.30am and will be advised to make arrangements for before school care.

At 8.30am students may walk to their designated class line-up area. They are to sit quietly and wait for the first bell to ring (no ball games are permitted at this time). All other areas of the school are out of bounds.

### *Collection time for students*

Students waiting to be picked up are to wait inside the gated seating area. They are to be collected from school no later than 3.15pm. Students not collected by 3.15pm will be escorted to the office where parents/carers will be contacted. Parents collecting students after 3.15pm must collect their child/ren from the office.

### *Late Arrival/Early Departure*

- Children who arrive after the commencement of lessons must report to the office with their parent/guardian for a late slip.
- An early departure slip must be obtained by the parent/guardian via the office and presented to the teacher.
- Parent/guardians must not present to the classroom unless they have reported to the office first.
- Students must be signed out by a mature contact as prescribed on the student enrolment, or other personnel as communicated/nominated to administration by the primary care giver.
- In emergency/exceptional situations only, a note from a parent or guardian or a telephone call will be acceptable.

### *Daily routine*

The School Day begins at 8.50 am and ends at 3:00 pm		
Times are scheduled as follows:		
8:30am	Bell	Gates open for students to move to their undercover area
8.45am	Warning Bell/Song	Students are collected by classroom teachers and move to classrooms
8.50am	Song	Classrooms Open – Roll marking and before school organisation
9:00am	Bell	Learning begins
11.00am	Bell/Song	First break eating time
11.15am	Bell	First break play time
11.40am	Bell	Learning begins
1.40pm	Bell/Song	Second break eating time
1.50pm	Bell	Second break play time
2:10pm	Bell	Learning begins
3.00pm	Song	End of school day

### *Prep Morning Routine*

The school gates will be open from 8:30am. Students and parents are asked to wait calmly and quietly outside their classroom until 8:50am. At 8:50am, all students should be in classrooms ready to mark rolls and get organised for the school day. Learning will begin promptly from 9:00am. Prep students enrolled in OSHC will be signed in and collected by a YMCA staff member.

### *Prep Afternoon Routine*

Parents/Carers are asked to gather and wait outside their child's classroom. Students will be dismissed from class at 3:00pm if a staff member has sighted the parent/carer.

### *Year 1-6 Morning Routine*

The school gates will be open from 8:30am. Students and parents are asked to wait sensibly and quietly in the undercover area (Year 1-6 students - area closest to their classroom) until 8:45am. At 8:45am students will be collected by their classroom teacher and make their way upstairs to their classrooms to put their bags away and get organised for school. Bag racks are located outside their classroom.

*We welcome parents upstairs to assist their child should they need help in Week 1. From the beginning of Week 2 we kindly ask parents from Year 1-6 to support student transition and drop off by remaining downstairs. Our classroom teachers will be available to assist with this transition.*

At 8:50am, all students should be in classrooms ready to mark rolls and get organised for the school day. Learning will begin promptly from 9:00am

### *Year 1-6 Afternoon Routine*

The school gates will be opened from 2:50pm. Parents are asked to gather and wait in the undercover area below their child's classroom. Students will be dismissed from class at 3:00pm. Students can then gather their bags and meet parent's downstairs.

### *Kiss and go/2-minute zone programs*

Students who are being collected from the kiss and go will make their own way from their classrooms when dismissed by their classroom teacher. Students will be required to line up along the seats in front of the school hall sensibly and quietly whilst waiting for collection.

There is no **\*parking\*** in the 2-minute zone pick up and drop off lanes at any time including throughout the day. If you wish to get out of your car you must park in our visitor parking.

To use the kiss and go/2 min zone parents move their cars to the Hall end and continue to move down as spaces become available. If your student is not ready to go on arrival for pick up you may be asked to loop around to allow the flow of traffic to continue.

We have a number of staff on duty every afternoon to monitor your students if you are stuck in the backlog of traffic accessing the school carpark and pick up zone. If staff are finished on duty they will bring your students to the office and we will contact you. No student will be left unsupervised.



## *Attendance/absence*

Children are required by law to attend school regularly and it is essential that they do so to succeed. Children should not be absent without a valid excuse.

The school expects parents/caregivers to contact the school in advance if they know their child is to be absent. The preferred contact methods are

- Phoning 5231 5266 and leaving a message
- Student absentee line [studentabsence@palmviewss.eq.edu.au](mailto:studentabsence@palmviewss.eq.edu.au)
- QParents



*Reporting  
an absence!*

Palmview State Primary School will send an SMS message to the parent/guardian's mobile phone if a student is recorded as absent without an explanation.

If you are not receiving text messages and believe you should be, please contact the school as soon as possible to confirm your contact details. The message will arrive on your telephone displaying the number. Parents should store this number in their mobile phone under "Palmview SPS" so that when the message arrives, the parent can easily identify when the school is contacting them.

Alternatively, simply reply to the message from the school and add your son or daughter's roll class, name, reason for absence or late arrival and date of absence. If you are receiving SMS messages, it is important that you reply to the school within seven days (as per Government Legislation). The easiest way to respond to text messages is by reply SMS.

**Remember – "EVERY DAY COUNTS"!**

## *Exemptions from Compulsory Schooling*

### What is an exemption and why do I need it?

Every parent of a child of compulsory school age or a young person in the compulsory participation phase has a legal obligation to ensure their child is enrolled and attending school or participating in an eligible option.

Parents can apply for an exemption from this obligation when their child cannot attend school or participate in an eligible option for a period of more than 10 consecutive school days.

Situations where an application for an exemption may be made include:

1. Illness
2. Family reasons
3. Family holidays
4. Cultural or religious reasons

If your child is exempt from compulsory schooling, you are excused from your obligation in relation to compulsory school or compulsory participation. The school principal is not responsible for providing an educational program to your child, however they may provide advice on other educational options available.

Who decides to grant or not grant an exemption?

For state school students: Decision about exemptions for up to one school year are made by the Principal of the school the student attends. Decisions about exemptions for more than one school year are made by the relevant Regional Director of the Department of Education, responsible for the supervision of the school your child attends.

Applying for an exemption.

You are encouraged to discuss with the school whether an application for exemption is a suitable option. The school can provide you with an application form for an exemption. It is important that supporting documentation and evidence are attached to the application.

When a decision about the exemption has been made, you will be informed in writing whether or not the exemption has been granted and if any conditions have been imposed. If you are not satisfied with the decision made, you can make a submission for the decision to be reviewed.

*Accidents and Sickness*

Whilst the care and protection of your child at school is a priority, accidents may still occur. In the case of an accident or illness, only basic first aid can be administered. Parents will be contacted as soon as possible and advised of the circumstances, usually with the recommendation that the child be collected and taken home. If there is a serious accident, the ambulance will be called to transport the child to the hospital.

Schools are not equipped to care for sick children and it is requested that any child who is sick before departing for school be kept at home. Should a child become sick during the day and be unable to continue with lessons, parents or nominated care providers will be contacted to collect the child.

***\*It is essential that parent contact details, including emergency contacts, are up to date.***

*Leaving school grounds*

Once children have arrived at school, they must NOT leave the school grounds, until normal dismissal, without the permission of the Principal. Such permission is conditional upon the receipt of a specific written request, signed and dated by a parent or guardian, except in special circumstances or emergency situations, where permission may be granted at the discretion of the Principal.

A parent or guardian may telephone the Administration in cases of urgency where the need for their child to leave the school grounds was unanticipated. Under these circumstances a child may also be collected at school by a parent or guardian upon advising the school office. Where contact is by telephone, arrangements should be made to collect the child from the office, NOT from outside the school grounds.

This is for Parent and community Code of conduct

## SCHOOL ADMINISTRATION

### *Student Resource Scheme - Curriculum*

Palmview State Primary School operates a Student Resource Scheme for all curriculum and stationery resources required across the school year. The purpose of the scheme is to provide a cost effective, value for money alternative to purchasing textbooks, resources, consumables and materials through reduced prices gained from the school's bulk purchasing processes. Full details about the Student Resource is located on our school website.



Prices for 2026	
Prep	\$137
Year 1	\$124
Year 2	\$115
Year 3	\$131
Year 4	\$124
Year 5	\$105
Year 6	\$110

Prices for 2027	
Prep	TBC at the end of 2026
Year 1	TBC at the end of 2026
Year 2	TBC at the end of 2026
Year 3	TBC at the end of 2026
Year 4	TBC at the end of 2026
Year 5	TBC at the end of 2026
Year 6	TBC at the end of 2026

### *Student Resource Scheme - iPad*

It is encouraged that all students participate in the schools iPad SRS program. This program is undertaken to ensure that all students from Prep to Year 6 have the opportunity to use a school owned iPad within the classroom as a supportive tool to enhance the curriculum provided by Palmview State Primary School. All information and forms in line with the iPad SRS can be obtained from our school office and our school website.

Prices for 2026	
Prep	\$170
Year 1	\$170
Year 2	\$170
Year 3	\$190
Year 4	\$190
Year 5	\$190
Year 6	\$190

Prices for 2027	
Prep	TBC at the end of 2026
Year 1	TBC at the end of 2026
Year 2	TBC at the end of 2026
Year 3	TBC at the end of 2026
Year 4	TBC at the end of 2026
Year 5	TBC at the end of 2026
Year 6	TBC at the end of 2026

### *Student Resource Scheme - Instrumental Music*

Palmview State Primary School offers the opportunity to learn an instrument with our qualified Instrumental Music Teachers. Further information regarding this process will be advised by the instrumental music teachers.

Prices for 2026	
Program Fee	\$80
Initial year in program	\$30
Instrument Hire	\$100

Prices for 2027	
Program Fee	TBC at the end of 2026
Initial year in program	TBC at the end of 2026
Instrument Hire	TBC at the end of 2026



## *Payments*

The preferred method of payment for all school invoices is via QParents, QKR, Centrepay or BPoint. No money should be left with the class teacher. All monies are to be presented to the office for processing.

The Cashier is open during office hours for all EFT, Credit Card and Cash transactions. All cheques must be made payable to Palmview State Primary School.



## *Transition to High School*

To assist with the transition to High School, Orientation Days and Parent Information Sessions are held by all local state high schools, towards the end of each school year. Details will be advised in advance. For further information, it is requested that you contact the high school of your choice.

## *Transfers*

Children intending to transfer from our school are expected to return all school property including class materials, library resources and school instruments provided, on or before their last day at this school. Final payment of all monies owing must be completed.

Children should also arrange to collect all their personal property, including any project books and art materials held by class teachers.

## *Official school records*

Records are maintained on every child attending the School. Current data on each child enrolled is required for the School Register and for official records.

Should you have a change of family circumstance, address, telephone number, etc. it would be appreciated if you would advise the office immediately so that our records be kept up to date.

## *Parental custody/access*

It is of particular importance that the school be advised of the implementation of parental custody and access orders, or of any changes to existing orders.

It should be noted that whilst the school, in good faith, has a duty to the enrolling parent in relation to custody of a child, it must comply with existing Court Orders relevant to the rights of the noncustodial parent. Such orders affect access to records and reports pertaining to the child.

## *Personal property*

All personal items and clothing should be clearly marked with your child's name to ensure that if lost, the owner can be readily identified. Such marking may need to be done several times a year to be effective.

Expensive items, including jewellery, games and toys, are not allowed to be brought to school. No responsibility can be taken if such items, brought to school by a child, are lost, damaged or stolen. Children should take responsible care for any monies brought to school. The following items must not be brought to school:

- Chewing/bubble gum;
- Matches, lighters;
- Explosive caps;
- Toy weapons;
- Yo-yos;
- Skateboards, roller skates, roller blades.

### *Lost property*

Lost property is collected and stored in the office. Children and parents are requested to check the lost property regularly. Unclaimed lost property will be displayed in the office for students to view and reclaim. Lost property is cleared at the end of each term and donated to a suitable charity.

### *Mobile phone*



The Department of Education procedure states that **All** state school students must keep mobile phones switched off and '*away for the day*' during school hours. Wearable devices, such as smartwatches, must have notifications switched off so that phone calls, messages and other notifications cannot be sent or received during school hours. **If your student requires to bring these items to school, they are to be handed in to the school Administration Office for safe keeping at the beginning of the day and collected at the end of the day**

***We recommend these devices NOT be brought to school.***

Mobile phones and other electronic equipment are used at the owners' risk. No liability will be accepted by the school in the event of loss, theft or damage to any devices.

No photo, video or voice should be recorded on such devices while on school grounds and careful consideration should be made by students when recording other students in uniform outside of school grounds.

Breach of this may result in relevant consequences in accordance with the school's Code of Student Conduct.

## CURRICULUM

### *Learning Areas (LA)s*

The Australian Curriculum encompasses eight LAs

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



An agreed research-validated school wide Pedagogical Framework

- Implement the Australian Curriculum
- Quality teaching and learning
- Supported via digitally rich and connected learning environments
- Strong e-Learning agenda
- Learning is personalised in response to the individual needs of the child.



*See the school website for further information.*

### *Planning*

Teachers plan in specific Year Level teams around the Learning Areas for the full implementation of the Australian Curriculum. Opportunities for all students to display their talents in various forms will be a key component catering for varied learning styles and levels of development. The basics of Literacy and Numeracy will be a critical component of the school day.

### *Assessment*

Assessment is moderated across classes to ensure consistency and continuity of programs. Assessment is conducted continuously and progressively by class teachers throughout each term, culminating in a Semester Report. A variety of strategies, including observations, work samples, anecdotal records and formal tests are used, with emphasis given to the most recent achievement thereby reflecting student growth and development and allowing for student improvement.

### *Reporting*

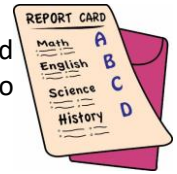
Reporting to parents includes formal and informal interviews, written reports and systemic reports. Parent Interviews to discuss programs held at the end of Term One and beginning of Term Three. Report cards are sent home via email at the end of Term 2 and Term 4.

### *Interviews*

Opportunities exist for the arrangement of parent-teacher interviews. Interviews at the early stage of the year are intended to be based on information sharing by teachers and parents. Scheduled Parent-teacher interviews will be offered at least twice a year. These will be at the end of Term One & Term Three.

### *Written Reports*

A written academic report is issued twice a year at the end of each Semester i.e. Term 2 and Term 4. These reports provide the opportunity for either the class teacher or the parent to request an interview to discuss student performance, attitudes, effort or behaviours.



### *Individual student records*

A student record file is maintained for each child attending the school. Within this file are accrued copies of Semester reports, assessments by learning support personnel and other relevant data including details from enrolment/information forms.

### *Class structure*

School staff work on developing classes in Term 4 for the following school year. Composite classes may exist if enrolment numbers dictate a necessity. Parents / caregivers are informed of student classes in January each year via email.

### *Classroom Volunteers*

Volunteer involvement is most welcome and will play an integral role in working with professionals to support classroom learning. A mandatory induction process and the requirement for all volunteers to hold a valid Blue Card for volunteering in the school is in place. Please contact the office for details around becoming a school volunteer.

### *Individual support for students*

All students receive individual attention so they can be nurtured to achieve their potential. Intervention programs will also be incorporated as the need arises. These include academically talented, learning support and specialised programs designed to meet individual need.

### *Supportive school environment*

Quality learning outcomes depend on schools being orderly, safe and nurturing environments. A comprehensive Student Code of Conduct is in place. A consistent approach to managing behaviours and helping students reach their potential is paramount. Social skills programs are taught. Palmview State Primary School is a Positive Behaviour for Learning (PBL) school. PBL is a whole school, proactive approach that enables schools to effectively support student behaviour.

### *Ipad Program – Prep to Year 6*

Our school uses the iPad as a tool to support personalised learning. We provide opportunities for our students to engage with apps to create content, as well as other educational apps and we utilise the general functions of the iPad, including the camera, to capture photo, audio and video to reinforce, consolidate and master their learning. Our unique program involves consultation with all key stakeholders including staff, students and community to own and action, a common vision and consistent approach to futures orientated learning.



Our SRS has a specific iPad component to achieve this personalised learning for students. Information surrounding the iPad SRS can be found in this booklet under SRS or on our school website.

### *ICT (the role of digital technologies)*

Technology is an integrated feature of classroom programs. Each classroom has access to a number of ipads linked to the school network and students in Years Prep to 6 have their own SRS hired iPad. Students also have access to robotics and coding devices. iPads will be locked in classrooms during breaks, unless access is authorized by teachers.

### *Extra-curricular activities*

We are able to provide a range of activities at differing times during the year. Activities may include choir, science club, board games/chess club, lego club, book club, table tennis, skipping, dance, and robotics. Students will also participate in a variety of incursions and excursions relating to curriculum units.

### *Library*

The Library is managed by a trained Teacher Aide and is a facility for children with a wide selection of both print and non-print materials. This centre is a key learning area in the school environment and is open every day - First Break (11:00 to 11:25 AM) and 2nd Break (1:40 to 2:00 PM).

**Borrowing:** Each class is allocated one borrowing session per week, where students visit the library with their teacher and are able to borrow. Students may also borrow during lunchtimes if they have their library bag. Prep to Year 2 are able to borrow one book at a time. Year 3 to Year 6 are allowed up to two books at a time.



**Library bags:** All students must have a named, waterproof library bag to be able to borrow. Palmview State Primary School library bags are available for purchase from our Uniform Shop.

**Overdue loans:** Books become overdue after two weeks, however if a student has not finished reading their book, they may be renewed. It is recommended that Prep and Year 1 children return their books every week and change them. When books are overdue for an extended period, parents/caregivers will receive a message, via See-Saw or email, asking them to remind their students to return the overdue books. Students will also be reminded during allocated borrowing sessions. Students cannot borrow if they have an overdue loan.

**Lost and Damaged Books:** At Palmview we value our library books. Unfortunately, our budget cannot cover the costs of replacing lost or damaged books. Therefore, our Resource Centre policy states that all lost or damaged books must be paid for by the parent/caregiver. This helps us achieve a well-maintained and complete collection for everyone to enjoy.

**Scholastic Book Club/ Scholastic Book Fair:** Through sales from Scholastic Book Club and Scholastic Book Fair we receive a percentage from all books sold. This helps us to add to our collection with current and popular titles, and purchase resources of high- interest to our students. Throughout the year, eight issues (two per term) of Book Club will be sent home with students. We use LOOP which is an online ordering and payment system. Details on how to register for LOOP are clearly printed on the back of the Book club order forms which the students will bring home with each issue.

Scholastic Book Fair is held once a year in the Library and goes for four days. Students, parents and caregivers may buy directly from the Fair, which is open before school, lunch breaks and after school.

Lunchtime activities: Our library is open at both breaks for students [in Years 1 to 6], to borrow, read quietly, play an assortment of board and card games, or colour and draw. We have a break-out room where students may read, work or chat quietly. Lego Club is also held once a week in the library. Two to three students from each class (Years 1 to 6), nominate to attend Lego Club each week to build, create or just play.

### *Choir*

Palmview State Primary School has developed a choir that perform at school and community functions. Please see our Music Teacher for further information

### *Instrumental Music*

Instruction by Instrumental Music Teachers will be available in woodwind, brass and percussion and strings instruments for children, provided they possess the necessary attitudes and aptitudes. Based on observation and assessment, our music teacher recommends participation for suitable applicants. Parents of recommended applicants will be advised, in detail, of the program and its requirements at an advertised meeting.

Placement in the program is available to children transferring from another school having participated in a program with similar instruments. It is recommended that an early decision to purchase an instrument not be made without referral to the Instrumental Music Teacher. A limited supply of school instruments is available for use by beginners. Details surrounding the cost of the program can be found in this book under Student Resource Scheme, from our office or on our website.

### *Physical Education*

Our Physical Education teacher conducts and co-ordinates programs for all children. These programs include athletics, gymnastics, game skills and dance.

Physical Education is an integral Learning Area of the Australian Curriculum and all children are expected to participate regularly. No child will be exempted from regular participation unless a medical certificate or an explanatory parental note is forwarded to the school.

### *Sports Programs*

Interschool sport – several sports are played on an inter-school basis. Children involved in inter-school teams must recognise that their selection is based on conditions. As representatives of our school, they are expected to act as ambassadors and behave accordingly. Representatives are further expected to dress according to the appropriate requirements of the sport and are required to co-operate with coaches with regard to practices and other commitments. Students have the opportunity to trial for selection in District Teams in their chosen field of expertise. Further selection opportunities may then arise for Regional and State teams.



Athletics Carnivals, Cross Country and the Swimming Carnival (Year 3 to 6) are conducted during the year. Our school will advise the dates of these events in advance. For planning purposes these dates will generally fall as follows

- Cross Country – End of Term 1
- Athletics Carnival – End of Term 2
- Swimming Carnival (Year 3 to 6 only) – End of Term 4

### Houses

The Palmview Learning Community has three house groups. Students will be placed into these house groups on enrolment. The sports house colour will be placed on the inside of the reversible hat to be worn during sporting and house events.

**Gag'goo** – Gag'goo, the wise old Yellow Eyed Owl. Old and wise someone who we can Trust. Gag'goo is the **Trust** bird

**Ga'wung** – Ga'wung, the Kookaburra wakes us in the morning with that iconic laugh and connects us with each other. Ga'wung is the **Connect** bird.

**Dja'ru'gal** – Dja'ru'gal, the Red-Tailed Black Cockatoo can be seen flying around. If you see him, it means that it is going to rain. When it rains the plants will Grow. Dja'ru'gal is the **Grow** bird.



### Excursion/Camps

Our students may participate in a variety of educational excursions or camps which are designed to supplement and complement academic, cultural, social and sporting experiences initiated within the school. Specific information, consent forms and medical information forms will be forwarded home, to be completed by a parent or guardian, on each excursion or of a series of excursions.

No child will be permitted to participate in an excursion or camp without parental consent. However, where it is apparent that a specific consent form has been forgotten, administrators will make discretionary decisions about a child's participation based on information available.

In Year 5 our students will participate in a Leadership style camp traditionally held in Term 3. In Year 6, our students will participate in a Sydney Canberra Camp that gives students an opportunity to visit our capital city, a snow day and sightseeing opportunities both in Sydney and Canberra. This camp is traditionally held in Term 3.

Information sheets will advise the nature of the excursion or a camp, the method of travel (which is normally by bus, supervised by teachers, occasionally assisted by parent volunteers) as well as any costs involved. It should be noted that every attempt will be made to keep costs to a minimum.

**It is important that payments for excursions and school activities are paid by the due date — usually one week before the actual event. The school needs this time to prepare for the excursion**

e.g. preparation of rolls, confirmation of buses, confirmation of numbers of students attending, medical requirements. Unfortunately, we will be unable to accept late payments for excursions/activities. If you are unable to make payment by the due date please contact the Business Manager to discuss payment plan options. This policy will be enforced to ensure the safety of our students going on, or participating in, an activity.

### **Refund Guidelines for Excursions and Camps**

School fees for excursions and camps are calculated on a cost recovery only basis, according to the number of students who have indicated their attendance. Participation of students in an excursion or camp is indicated through payment of the excursion or camp fee and provision of a permission form completed by the parent/caregiver.

As the school budget cannot meet any shortfalls in funding for an excursion or camp due to the subsequent non-participation of a student who had previously indicated attendance of the activity, fees already paid for an excursion or school camp may be refunded in full or in part or not at all, having regard to the associated expenses incurred and the circumstances of the non-participation.

If a parent/caregiver wishes to apply for a refund due to their child's non-participation in an excursion or camp activity, they may complete the Request for Refund form. Where possible, the request should include the receipt relating to the payment for which a refund is being sought. It is preferred that refunds be made as a credit against the student's account at the school, and used for any cost in the future.

## **SCHOOL SUPPORT PROGRAMS**

### ***Student Support Services (SSS)***

Palmview State Primary School welcomes all students and value the diversity everyone brings. We provide inclusive support to ensure all students' needs are met. All students receive the support they need to belong within the school community and engage purposefully to achieve academic success.



At Palmview we have a Student Support Services Team that meets fortnightly to decide how we can best meet the needs of students across the learning community. This Team consists of staff members from Palmview State Primary School including the leadership team, Guidance Officer, School based Psychologist and Inclusion teachers. The SSS Team are focused on developing strong partnerships between school and home to provide and implement support provisions and adjustments to assist students. Both Parents and Teachers can seek support for students via the SSS referral process.

The SSS can provide support to all children in many areas including - academic, social, emotional, behavioural. Support can vary and may include in-class support, focused small group support, intensive instruction support, observations, assessments and recommendations for additional outside school support.

### ***Guidance***

A Guidance Officer assists teachers and parents should a child have a determined learning or associated behavioural problem. Following assessment, the Guidance Officer may recommend to teachers and/or parents, a program to assist the child. If necessary, the Guidance Officer may recommend appropriate placement in our school Support Programs, suggest referrals to other agencies (e.g. Developmental Assistance Team, Speech Therapy, school-based Psychologist, Special School) or implement a Guidance program.

### ***Chaplain***

A school chaplain is a supportive person for children to connect with at school, providing a listening ear, caring presence, and message of hope. They care for students, staff and families.

Chaplains run positive, fun activities for children, both in and out of school, and foster a supportive, caring school community. This includes support for at-risk students, support for staff and families from the wider school community, and spiritual support and direction for the school community.

## SCHOOL HEALTH

### *Emergency information*

Accidents and other emergency situations do unfortunately occur at school. All parents are requested to advise the office of any changes to emergency information, especially in regard to emergency contacts.

It is also essential that the school be advised of any disability, illness or allergic reaction which could affect a child, so that staff might be advised to allow preventative action or appropriate treatment.

### *Emergency procedures*

Minor accidents and medical incidents for which prescribed medication is held, will be treated at school by a qualified staff member, nominated as First Aid Officer.

Where further treatment is deemed necessary or where records indicate that parental notification of treatment is required, parents will be so advised.

For more serious accidents or medical incidents, the following procedures will be adopted:

- Care and comfort of the injured / ill child;
- Advice to the parent or emergency contact person;
- Contact of professional medical personnel.

Where contact cannot be made with a parent or responsible contact person or where it is deemed essential that medical treatment be urgently obtained, action in the best interest of the child will be taken at the discretion of the Principal. In most situations, this will be catered for by calling the ambulance to attend the child.

### *Medication – Administered to students*

Where the administration of medication during school hours is essential for the wellbeing of a student, a nominated First Aid Officer authorised by the Principal will undertake the responsibility of administering that medication under the following conditions:

- That a parent/guardian request be provided in writing to the Principal that the medication be administered at the School;  
**NB: A Department of Education(DOE) request form is available at the office for your use.**
- That instructions provided must be written by the student's Doctor or Pharmacist at the Doctor's direction eg. Pharmacist's directions on medication container; INSTRUCTIONS SOLELY OF A PARENT WILL NOT BE ACCEPTED
- That the medication container must be clearly named and indicate specific times at which the medication is to be administered as well as the specific dosage to be administered.



No medication will be administered should the medication be forwarded to school in a substitute container, particularly a container purporting to hold other medication for another person.

Notify the school in writing when a change of dosage is required. This instruction is to be accompanied by a letter from a Medical Practitioner.

Non-prescribed oral medications e.g. analgesics – aspirin, paracetamol etc. and over the-counter medications, cannot be given at school unless it is provided with a pharmacy label with doctors approval and parents will be contacted to gain permission before administration of the medication.



All medication will be secured in the Office. A Register will be maintained of all medication administered at this school. While checks will be made of all students on the current medication file and every attempt will be made to ensure medication is administered, the school will bear no responsibility if students forget to attend the Office at the nominated time.

It is appreciated that special circumstances may require special arrangements. Please contact the Principal if you consider that such arrangements may be required. Every effort will be made to minimise difficulties.

**PLEASE NOTE:**

- Any request for the administration of medication is current for a maximum of one school year. For continuation, a new DOE request is required at the commencement of each school year.
- All medication should be collected either at the expiry of a treatment or at the end of the school year where treatment is continual. Any uncollected medication will be disposed of, as appropriate.

*Medication – self administration by students suffering from Asthma*

Asthmatic students who are responsible for self-administering their own medication at home are permitted to assume this responsibility at school, provided that written permission from a parent or legal guardian is presented to the school initially.

Where appropriate, asthmatic students may be responsible for their own inhalers at all times without the requirement for the medication to be stored in a central location, supervised by a First Aid Officer.

The need for students to use medication as a preventative measure prior to physical activity should be addressed within these guidelines.

**PLEASE NOTE:** Where permission is granted for asthmatic students to self-administer medication without supervision, the students are totally responsible for correct dosage and times of administration as no school record or check can be maintained. Security of inhalers must be considered.



*Disease prevention in education and care services*

Disease outbreaks in early childhood education and care services and schools are more common due to groups of children playing closely together. Services and schools play an important role in limiting the spread of infectious diseases by:

- excluding unwell children from the service while they are infectious
- upholding hygiene standards
- educating parents.

*Exclusion times for contagious conditions*

Some medical conditions require children to be excluded from school or child care to prevent the spread of infectious diseases among other children and staff, as well as the community.



## *Contagious conditions*

Contagious conditions are infectious diseases that can spread from person to person through:

- the air by breathing in infectious droplets
- contact with germs from faeces passed via the hand to the mouth
- germs on hands transferred to broken skin, eyes, nose or mouth
- contact with germs in blood or other body secretions (such as urine, saliva, nasal secretions) onto broken skin, eyes, nose or mouth.

Some conditions may require a child to receive a medical clearance from a local doctor or local public health physician before returning to school or child care. If any infectious disease is suspected or confirmed in your service, [contact your public health unit](#) for advice

## *Headlice*

If it is believed a child has headlice, the parent will be contacted and made aware of the issue. When an infestation is evident within a class group, a general memo is distributed to all parents of children in that class group requesting concerted co-operation.

In checking for Head Lice and applying appropriate treatment the Public Health Department recommends the following steps:

- In checking for head lice, consider that the lice are hard to see, living close to the scalp and perhaps being as small as a pin head and that the eggs (nits) are easier to identify. Look for small silvery yellowish white eggs firmly stuck to the hair shaft near the scalp, particularly behind the ears and the nape of the neck. Dead nits are opaque.
- If you find lice or nits, use a head lice shampoo or lotion available from a pharmacist. Treat the hair following the directions on the label precisely. Ensure that the SCALP is thoroughly soaked and that the preparation is left on for the time recommended.
- After treatment, comb the hair to remove the nits with a fine-tooth comb, available from a pharmacist. The hair should be combed from the scalp down to the tips with the head held down over a sheet of paper.
- Check the whole family and treat the same way if affected. It is important that the treatment be repeated in a week to kill any lice from eggs which may have hatched since the first wash.
- Wash the whole family's brushes, combs, headbands, hair ribbons etc in the special shampoo or lotion or hot water for 10 minutes and dry in the sun for a whole day.
- Check the children's hair weekly. Consult your doctor if the previous measures do not get rid of head lice.
- When there are head lice about, keep long hair tied up or plaited. Discourage children from sharing combs, brushes, hats etc. Always suspect persistent itching/scratching of the head
- The pillow cases of people with head lice are a very low risk in spreading head lice. Any head lice found on pillow cases will die within 6 to 24 hours. Although pillow cases are a very low risk, you may want to use a hot wash or soak in hot water for at least 30 seconds or place in hot clothes dryer for 15 minutes.
- There is no evidence to indicate that other household items are a risk of spreading headlice.

## *School Dental Clinic*

Dental care and supervision is offered free to those students whose parents have given consent for treatment. The Dental Van is staffed by a dental therapist and a dental assistant who are also responsible for other schools in the area and spend part of the year working at each. Consent forms for new students are issued at the commencement of each period of operation at our school.

## SCHOOL AND COMMUNITY

### *Palmview Learning Community (PLC)*

Palmview State Primary School is co-located with Palmview State Special School and Palmview State Secondary College. Together all three schools combine to make the PLC. Our co-location enables us to create a distinct, inclusive learning and teaching culture. This culture, featuring a shared vision of **Trust/Connect/Grow** promotes a strong, successful learning environment.

The three schools have developed a Memorandum of Understanding (MOU) to support us to deliver on our shared vision and to promote collaborative operations. The PLC have some shared staff across the three settings, the same House teams and also implement the Positive Behaviour for Learning approach. Personalised eLearning is also a feature of the PLC.



### *Community involvement*

Parents and interested citizens of our community (P&C) are encouraged to become actively involved in our school. All participants in approved programs are legally covered under the authority of the Principal.

All volunteers at Palmview State Primary School (Preparatory to Year Six) are required to undertake the Volunteer Assistants Training Session prior to working at the school. On arrival and departure, all volunteers must sign the Volunteers' Register. All volunteers also require a Working with Children Suitability Check (Blue Card), however it is preferred and Palmview State Primary School will assist you to obtain one. Please request an Application for Suitability Check form from the office.

### *Assemblies*

Parents are extended an open invitation to attend assemblies in the Hall each Tuesday at 2.20pm. Our campus hosts a fortnightly Assembly for grades Prep - Yr2 on odd school weeks. Week 1/3/5/7/9 each term. Grades 3-6 Assemblies are held on even weeks. Certificates are awarded, announcements made and classes or groups present learning experiences. Special event assemblies will be held as required.



## *Tuckshop*

At the time of printing our P&C are operating our Tuckshop on Tuesday, Wednesday and Friday's. Please see our school website for menu and ordering requirements.

## *Parents and Citizens' Association*

All parents of children attending Palmview State Primary School and all citizens with an interest in Palmview State Primary School are welcome to join the P&C Association. Membership, once registered by the Association, affords the member cover under P&C insured Voluntary Worker and Public Risk schemes.

The role of the P&C Association is to support the management of the school for the benefit of the students. This involves determining needs, establishing and maintaining resources and facilities. As such, the P&C Association is involved in a wide range of activities which have extended beyond traditional activities. The P&C Association may establish various sub-committees and action groups which assume responsibility for particular areas.

The P & C meets on the first Tuesday of each month at 5.30pm in the School Library. You are welcome to contact the P&C at anytime using the contact emails below.

2026 Executive -

Contact:


Aaron Wolski - [president@pvprimarypc.com.au](mailto:president@pvprimarypc.com.au)

Natalie Love - [vicepresident@pvprimarypc.com.au](mailto:vicepresident@pvprimarypc.com.au)

Judith Hargreaves - [treasurer@pvprimarypc.com.au](mailto:treasurer@pvprimarypc.com.au)

Hellen Nolen - [secretary@pvprimarypc.com.au](mailto:secretary@pvprimarypc.com.au)

Tuckshop Convenor: Christian Proctor – [tuckshop@pvprimarypc.com.au](mailto:tuckshop@pvprimarypc.com.au)



*Ways to be  
involved*

## **SCHOOL SAFETY AND SECURITY**

Our school must be seen as a sanctuary for our children. It is a purposeful place with a focus on the growth and development of our children both as students and as citizens of our society.

To make school even safer, new legislation gives Principals, departmental officers and the governing bodies of non-state schools legal powers to deal with parents and visitors who do not conduct themselves appropriately while on the school premises.

These powers assist the Principal, or the person in charge of the school, to ensure the safety and wellbeing of people at the premises, the security of the premises and the good order and management of the school. The powers allow Principals to direct a person to –

- Leave the school premises and not return for 24 hours;
- Cease certain conduct and desist in that conduct for up to 30 days; and
- Only access the school according to the Principal's instructions for up to 30 days.

The Principal will give these “directions” in writing, which apply from that time onwards. They only relate to school premises, including sporting fields etc, under the school's full-time control. When exercising these powers, the Principal may require a person to provide their name and residential address. It is an offence not to provide these details.

### *Emergency Drills*

Procedures have been adopted which promote speedy evacuations of the buildings in cases of emergency (eg fire). Regular practice is given in these procedures. All members of the school community on the school grounds at the time of an evacuation drill are requested to participate.

### *Lock Down Drills*

A lockdown is initiated when there is a perceived danger on campus, and for the safety of all on-site, the Principal will signal that students, staff and visitors will ‘lock down’ in their rooms (or nearest safe building) until the all clear is given. All members of the school community on the school grounds at the time of a lock down drill are requested to participate.

### *Identity badges*

Identity badges will be provided for all school staff, including relief staff, for school/community office bearers and for community volunteers.

### *Visitor register*

All visitors to our school site must report to the office and sign in our register. On departure, visitors are required to sign-off the register. Please note: the term ‘Visitor’ does not apply to parents/care givers bringing or collecting children at normally accepted times

### *Student sign in / out register*

Any student leaving the school site, prior to normal dismissal time, must be signed out at the office by a responsible adult who has parental/guardian authority to do so. Should the student return to school on the same day, they must be signed in by a responsible adult.



### *Use of school grounds and facilities*

Use of school grounds and facilities requires prior approval from the Principal. Such approval to community associations, groups or individuals is subject to specified conditions; with the provision that any children are under responsible adult supervision at all times. Any fees and/or security deposits will be advised upon notification of approval.

No responsibility will be taken by the School or its staff for the supervision or welfare of such associations, groups or individuals who bear the onus of arranging any required indemnities.

### *Recording performances at school.*

Parents/guardians may photograph their own child but no one else. This also includes videotaping of a performance. Please note that it is not our role to enforce this, but that people who ignore this request may compromise themselves legally due to copyright and privacy legislation.

### *Class photographs or video*

Parents are requested to advise the school if they do not want their child to be photographed with the class.

### *No smoking regulations*

Smoking is not permitted on the school grounds or within 20m. We actively promote a non-smoking environment. Breaching this 2002 legislation could attract a \$1500 fine.

### *Outside School Hours Care (OSHC)*

*Our school has an operating OSHC that is being run by YMCA and is available for care of students from 6.00am to 6.00pm. More information regarding our OSCH can be obtained by contacting [apv@ymcabrisbane.org](mailto:apv@ymcabrisbane.org), calling 0448 406 306 or visiting our school website.*

### *Usage of Lifts*

Lifts are to only be accessed by staff, contractors and delivery personnel. Student with a disability will be granted access by the relevant staff. Generally, NO student access to lifts unless prior approval has been attained.

### *Playgrounds*

All adventure playgrounds are out of bounds before and after school. Any unauthorized persons seen using this equipment outside the supervised play periods will be asked to leave equipment immediately for workplace health and safety reasons.

### *Dogs on school grounds*

Dogs are not permitted on school grounds. Any concerns regarding this can be directed to the office.

### *Drop Off / Pickup Zone*

Entry and exit to the carpark (and the drop off and pick up zone) is one way in and one way out. Please be courteous to other drivers where the drop off/pick up lane merges with the parking area on exit.

If you are intending to use the drop off/ pick up lanes, the following guidelines have been put in place to make this process as smooth and stress free as possible:

- Your student will be asked to wait in the 2 minute zone waiting area
- Students will be instructed to keep an eye out for their parent's vehicle.
- We ask that all parents pull forward to the end of the pick-up lane (closest to Special School) where a staff member will then assist your student to your car.
- All students will be required to enter the car from the passenger side.
- Once your student is safely in your car you will be able to pull forward and the next car in line will then move to the end of the row to receive their student.



**Please note that the 2 minute/drop off zone is not a parking area. Drivers in this zone are to remain in their vehicle.**



Should a vehicle remain in the drop off zone for more than 2 minutes (and relevant students are not waiting in the waiting area) such vehicles will need to leave the 2 minute/drop off zone, do a loop, and re-enter the zone so that students who are ready for pick up can be collected.

### *Pedestrian crossings*

Children who cross pedestrian crossings must exercise extreme care. It is recommended that children select the safest route to and from school and minimise crossing main roads. Bicycles and scooters are to be wheeled across crossings.

### *Bicycles and scooters*

Bicycles and scooters must not be ridden in the school grounds at any time as this would constitute a risk of injury to persons on the school site. Bicycles and scooters must be walked to and from the designated racks on arrival and upon departure from school. Students are required to secure bikes and scooters using their own personal lock. The bike racks are out of bounds to all children during the day. Where a child is unable to ride a bicycle or scooter home, for whatever reason, arrangements may be made at the office to store it for later collection.

### **REMEMBER: SAFETY HELMETS SAVE LIVES.**

Please ensure that your child is properly capable of riding a bicycle/scooter and is aware of safety rules before allowing your child to ride to school. Please consider that the riding of a bicycle/scooter requires complex skills and heightened awareness particularly in heavy traffic. Road Safety authorities advise that children may not be developmentally ready to ride safely on the road until the age of nine or ten. Bicycle riders, as road users, must comply with all regulations of the Traffic Act.

Schools are not designed to accommodate skateboards. As such, skateboards must not be brought to school.

In line with the Queensland road safety rules students under the age of 12 are not of the legal age to ride electronic scooters. Riders must be 12 years or older and be under the direct supervision of a parent between the ages of 12 to 16. The road safety laws can be found here -

<https://www.qld.gov.au/transport/safety/rules/wheeled-devices/personal-mobility-devices>

### *Insurance*

The school does not carry insurance policies against accident or injury to students or loss or damage of property. This is a parental responsibility.



## COMMUNICATIONS

### Facebook

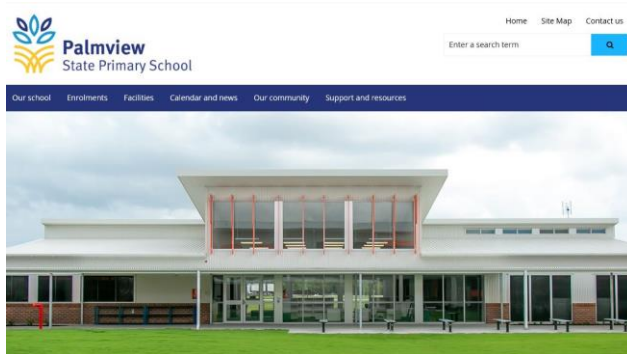
Please like our Facebook page for regular updates on school information.

<https://www.facebook.com/PalmviewPrimarySchool>

### School Website

Our school website is updated regularly with school information, policy and procedures. Visit

[www.palmviewss.eq.edu.au](http://www.palmviewss.eq.edu.au)



### Seesaw

Seesaw is a classroom platform that enables teachers to provide prompts for parents to have conversations with their children about school. Seesaw provides the opportunity to share information, photos and videos, and to message groups and individuals.

Teachers use this application to engage parents with 'classroom moments' and keep parents up to date with current activities. Teachers may share classroom information e.g. upcoming excursions, expectations, homework, reminders for interviews etc... Classroom learning experiences including photos, videos, and student work samples may also be uploaded to keep parents informed.

Seesaw is also used to effectively communicate school messages and updates to parents and caregivers.

### QParents

QParents is a secure online portal that is free for all Queensland state schools to use, and gives parents an easy access to their student information twenty-four hours a day.

For more information regarding QParents visit <https://det.qld.gov.au/about-us/det-apps/qparents>

### Apps

Our most frequently used apps are listed below. Please see the front office for details on how to download.



- Approve Permission Slips
- Update Absences
- Pay Invoices
- Access to report Cards



- See your students work
- Communicate with teachers
- Receive important messages from the school office



- Order Tuckshop
- Birthday Buckets
- Disco Ticket Purchases
- Father/Mother's day stall tokens



## *Complaints Management*

If you have any issues/concerns regarding your child then the classroom/specialist teacher is usually the first point of contact. Please make an appointment to ensure sufficient time can be allocated to satisfactorily discuss your concerns.

If your issue/concern is unable to be dealt with, or discussed with the classroom/specialist teacher, then make an appointment to speak with an Administrator. All efforts will be made to resolve all issues/concerns as quickly as possible so your child can engage fully in school life. Further information regarding relevant procedures are available at [http://education.qld.gov.au/schools/about/pdfs/making\\_a\\_complaint.pdf](http://education.qld.gov.au/schools/about/pdfs/making_a_complaint.pdf)

A full copy of our Communication Policy can be found on our website or from our Front Office.

## **CONCLUSION**

Our school is committed to providing your child with the best possible education that will serve as a foundation for their lifelong learning needs. Simply a place where students and community want to be. We look forward to partnering with you in this process.





**Palmview**  
State Primary School





For more information, contact:

Phone: (07) 5231 5222

Email: [enrol@palmviewss.eq.edu.au](mailto:enrol@palmviewss.eq.edu.au)

31 College Drive  
Palmview QLD 4553

Web: [www.palmviewss.eq.edu.au](http://www.palmviewss.eq.edu.au)

Find us on Facebook to learn more about  
Palmview State Primary School.



[www.facebook.com/PalmviewPrimarySchool](http://www.facebook.com/PalmviewPrimarySchool)