PREPARATORY YEAR OF LEARNING
RICHMOND HILL STATE SCHOOL

PARENT INFORMATION BOOK
STUDENTS SHOULD NOT BE DROPPED OFF BEFORE 8.00am
Children are directly supervised from 8:00am until 3:15pm. Your child’s arrival at school should be no earlier than 8:00am and they should be collected no later than 3:15pm. Children arriving before 8:30am should wait in the CPA of the Primary School. Children who have not been collected by 3:15pm will be taken to the school office to wait for their parents.

PROOF OF AGE
BIRTH CERTIFICATE /EXTRACT MUST BE SIGHTED AND BEFORE STARTING THE PREP YEAR.

PREP CLASSES
We aim to have two prep classes in 2014. Numbers in each class will depend on enrolments.
TABLE OF CONTENTS

- RHSS PREP PHILOSOPHY
- WHAT WILL MY CHILD DO IN PREP?
- PUNCTUALITY
- ABSENCES
- TOYS FROM HOME
- PARENT HELP
- ITEMS NEEDED FOR PREP
- UNIFORM
- SICKNESS & FIRST AID
- QUEENSLAND CHILDHOOD VACCINATION SCHEDULE
- DAILY TIMETABLE
- RICHMOND HILL STATE SCHOOL SUN SAFE POLICY
- BEHAVIOUR EXPECTATIONS AS A LEARNER
- SCHOOL HOLIDAYS
RICHMOND HILL STATE SCHOOL PREP PHILOSOPHY

Our prep teaching and learning is about:

- Engaging students to help them reach their full potential
- Providing a safe and caring place
- Being inclusive of cultures, interests and needs
- Being flexible
- Nurturing your child’s independence to learn and grow
- Providing connections to the real world through meaningful experiences
- Ensuring that multiple opportunities to explore, discover and learn are embedded
- Building positive relationships with children interacting with others and becoming responsible learners
- Developing early literacy, numeracy and oral language to enhance communication and readiness for a successful transition into Year 1
- Enriching good practices that build on teaching reflections and professional enhancements linking to curriculum initiatives and requirements linking to the Australian National Curriculum

OUR VISION

Success with support between
Home and school
In
Nurturing and
Engaging
Students in learning in the Early Years

THINGS YOUR CHILD WILL LEARN AT PREP LINKING TO THE AUSTRALIAN CURRICULUM AT THE FOUNDATION LEVEL...

- A STRONG FOCUS ON EARLY LITERACY (ENGLISH) AND EARLY MATHEMATICAL (MATHEMATICS using Yumi Maths)
- EXPLORING their world and culture developing Identity (SOSE-HISTORY-GEOGRAPHY)
- CREATING and IMAGINING
- TALKING and LISTENING strong oral language skill set for use
- GETTING ALONG with others developing social and emotional skills for life long learning
- LEARNING TO DO THEIR BEST with confidence
- SHARING AND CARING about themselves and others
- MAKING HEALTHY CHOICES & MOVING their bodies (HPE)
- THINKING and PROBLEM SOLVING
- SINGING and DANCING (MUSIC)
- DRAWING and WRITING to make sense of numbers and words
- LEARNING and GROWING with a caring team
- EXPLORING SCIENCE in a variety of ways especially “hands-on” learning
WHAT WILL MY CHILD DO IN PREP?
The Prep day can be divided up into many components with Teaching and Learning focusing on developing general capabilities through English, Mathematics, Science, History and Geography. Your child will experience:

**Indoor and Outdoor Learning:**
- Literature (responding, creating, enjoying) Language (social interactions, expressing ideas, sound and letter knowledge), Literacy (interacting, interpreting, creating).
- Number (patterns, place value) Measurement (shape, locations), Statistics (data and interpreting)
- Science inquiry and understanding (Earth, Body, Space, Chemical, Nature) Skills such as questioning, predicting, planning, communicating, looking at things and finding out more.
- History & Geography (focus on personal, local and national history and societies, events, movements etc) enquiry

This may include the indoor activities such as painting, home-corner, blocks, book-corner, threading activities, collage, play dough, puzzles, drawing, technology, writing and much more.

In addition to obstacle courses, sand play, water play, wood-work and many more activities.

**Language/Mathematics Activities:**
Daily group times and activities will be set up to ensure that your child has a solid foundation in reading, writing and numeracy. There is an expectation that your child will achieve in learning and developing skills and concepts with support between school and home vital to achieve such success.

**Inquiry-based learning** - An old adage states: 'tell me and I forget, show me and I remember, involve me and I understand'. The last part of this statement is the essence of inquiry-based learning where children and teachers work together to explore, observe, ask questions, discuss observations and seek answers about everyday experiences.

**Music and Movement:** Free-play with instruments and directed learning activities.

**Reading**-nurturing reading engagement and skill development. With your help they will be reading by the end of prep.

**Library**: Each week children are entitled to borrow a book from the library. Please ensure your child brings a library bag so books travel to and from school safely. This book needs to be returned for your child to borrow another book.

**HPE** lesson weekly  
**Music** lesson weekly
**BEHAVIOUR EXPECTATIONS AS A LEARNER**

The first step in facilitating standards of positive behaviour is communicating those standards to all students. At Richmond Hill State School we emphasise the importance of directly teaching students the behaviours we want them to demonstrate at school. Communicating behavioural expectations is a form of universal behaviour support - a strategy directed towards all students designed to prevent problem behaviour and provides a framework for responding to unacceptable behaviour. A set of behavioural expectations in specific settings has been attached to each of our three school rules. The Schoolwide Expectations Teaching Matrix below outlines our agreed rules and specific behavioural expectations in all school settings.

<table>
<thead>
<tr>
<th>I am Safe</th>
<th>I am Respectful</th>
<th>I am a Learner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keep hands, feet and objects to myself</td>
<td>Use polite/appropriate/respectful language</td>
<td>Ask questions and request help when needed</td>
</tr>
<tr>
<td>Walk calmly around the school</td>
<td>Make sure that all rubbish is placed in the bin</td>
<td>Arrive at school between 8am and 8.50am</td>
</tr>
<tr>
<td>Only run on oval and in designated play area</td>
<td>Take pride in myself and in my school</td>
<td>Attend on each school day unless there is a valid reason</td>
</tr>
<tr>
<td>Stay / Play in safe designated areas with staff supervision</td>
<td>Wear the school uniform with pride</td>
<td>Be a problem solver</td>
</tr>
<tr>
<td>Use hygienic practices</td>
<td>Respond appropriately when being corrected or directed by an adult</td>
<td>Go to toilet and get a drink before starting each session</td>
</tr>
<tr>
<td>Go straight home from school or to agreed location</td>
<td>Respect my own and others' property</td>
<td>Be organised</td>
</tr>
<tr>
<td>Use supervised crossing</td>
<td>Comply with staff instructions</td>
<td>Do homework when asked to.</td>
</tr>
<tr>
<td>Listen to and follow directions carefully</td>
<td>Keep noise to an appropriate level</td>
<td>Always try to improve/achieve set goals</td>
</tr>
<tr>
<td>Report unsafe/ inappropriate behaviour</td>
<td>Encourage, support and respect others</td>
<td>Raise my hand to speak</td>
</tr>
<tr>
<td>Deposit mobile phones or any other electronic equipment with the classroom teacher before school</td>
<td>Quietly behave inside school grounds when waiting to be collected</td>
<td>Use positive language</td>
</tr>
<tr>
<td>Know the procedure for safety drills</td>
<td>Use computers/digital devices and the internet appropriately with supervision</td>
<td>Always follow classroom rules</td>
</tr>
<tr>
<td>Report damage to a staff member</td>
<td>Use playground equipment only during school time</td>
<td>Be respectful of that fact that everyone is entitled to learn</td>
</tr>
<tr>
<td>Use water responsibly.</td>
<td>Look after environment and respect living things.</td>
<td>Use manners when entering other learning areas</td>
</tr>
<tr>
<td>Enter learning areas only when a teacher is present</td>
<td>Speak truthfully at all times.</td>
<td>Establish and agree on rules before play</td>
</tr>
<tr>
<td>Move calmly around learning areas</td>
<td>Raise my hand to speak</td>
<td>Make healthy food choices</td>
</tr>
<tr>
<td>Ask permission to leave the room</td>
<td>Use positive language</td>
<td>Return to class promptly</td>
</tr>
<tr>
<td>Ask permission to leave a learning area</td>
<td>Use manners when entering other learning areas</td>
<td>Allow others to be learners</td>
</tr>
<tr>
<td>Play and follow school approved games and rules</td>
<td>Return sports equipment neatly to class or sports shed</td>
<td>Seek help and feedback on how to improve</td>
</tr>
<tr>
<td>Wear a broad brimmed hat and shoes at play times</td>
<td>Show good sportsmanship/fairness during sport</td>
<td></td>
</tr>
<tr>
<td>Use and look after equipment safely</td>
<td>Share school sports equipment with other players</td>
<td></td>
</tr>
<tr>
<td>Sit while eating your own food. Use your own water bottle</td>
<td>Invite others to join in</td>
<td></td>
</tr>
<tr>
<td>Move calmly to my designated eating area and when dismissed</td>
<td>Ask permission to leave</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Follow school rules and enact them</td>
<td></td>
</tr>
</tbody>
</table>
TOYS FROM HOME
Toys from home can get lost or broken at prep so to save any distress please keep these at home. Preppies are however welcome to bring in educational items of interest.

PARENT HELP
Families and Carers make a significant contribution to children’s learning and development before and after children enter prep. Positive relationships between parents and school assist children in their education. Therefore, parents are encouraged to contribute to the prep program when negotiated with Teacher. Once the children have settled at prep all parents are welcome to stay and help. Also working bees are arranged from time to time to maintain and improve the learning environment. We require parent helpers every day to assist teachers with the Reading Program.

PUNCTUALITY
The Prep program starts promptly at 8.55am. We realise that most families are busy in the mornings, yet we ask that you please ensure that your child is at Prep on time. This is to ensure your child does not miss out on any valuable group learning experiences.

When the prep day is finished please ensure who ever is collecting your child is here on time. A child quickly becomes distressed when it’s time to go and no one is here to collect him/her.

ABSENCES
If your child is ill or will be absent it is very important that you let the teacher know by sending a note with another sibling, ringing the school or telling the teacher in person.

If someone other than you is picking up your child, make sure they know who the person is and let the teacher know. This is for your child’s safety.

SHARING INFORMATION WITH YOUR CHILD’S TEACHER

Events in family life such as illness, visits from grandparents/relative, accidents or death of a family member, friends or pets can be a major concern or excitement for children markedly affecting their behaviour.

It is crucial for the home and prep to share information, which may affect your child. We would be appreciative if parents/guardians would share and inform the teacher of unusual happenings.

It is important that we have a current contact phone number if there is an accident or your child is ill. A child can become very distressed if they are not feeling well. Please let the teacher or the Office know if your contact details change. Please feel free to discuss anything that may affect your child’s learning at school with their teacher.
WHAT YOUR CHILD NEEDS AT PREP

The following material/booklist outlines all materials required at the beginning of the year by school students. All books should be neatly covered and ALL materials need to be marked with your child’s name. The classroom teacher will store some materials for use throughout the year. Notification will be sent home when your child requires replacement materials. Items such as glue, pencils, and other disposable materials may need to be replaced throughout the year.

Prep Booklist

<table>
<thead>
<tr>
<th>ITEMS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Library Bag</td>
<td>1</td>
</tr>
<tr>
<td>Coloured Pencil set (triangle style)</td>
<td>1</td>
</tr>
<tr>
<td>Crayons Coloured (wind up style)</td>
<td>1</td>
</tr>
<tr>
<td>Box of Triangular Jumbo HB Pencils (no clutch pencils)</td>
<td>1 BOX</td>
</tr>
<tr>
<td>Pencil Sharpener (2 hole one large one small)</td>
<td>1</td>
</tr>
<tr>
<td>Erasers</td>
<td>4</td>
</tr>
<tr>
<td>Felt Pens (thick)</td>
<td>1</td>
</tr>
<tr>
<td>Scissors (right or left handed as appropriate for your child)</td>
<td>1</td>
</tr>
<tr>
<td>Glue Sticks</td>
<td>6</td>
</tr>
<tr>
<td>UHU Kids PVA 125ml</td>
<td>3</td>
</tr>
<tr>
<td>Grade 1 Lined Book (year 1 lines 96 pages)</td>
<td>3</td>
</tr>
<tr>
<td>Scrapbook (96 pages)</td>
<td>4</td>
</tr>
<tr>
<td>Slimpick R Plastic Wallet Clear Cover (That fits a scrapbook into it)</td>
<td>2</td>
</tr>
<tr>
<td>Display/Document Folder</td>
<td>2</td>
</tr>
<tr>
<td>Tissues (box of 200)</td>
<td>2</td>
</tr>
<tr>
<td>Paper Towel Roll</td>
<td>1</td>
</tr>
<tr>
<td>Handwriting Text (Purchase from Office)</td>
<td>1</td>
</tr>
<tr>
<td>Whiteboard Markers Pack of 5</td>
<td></td>
</tr>
<tr>
<td>PREP Resource Levy $40.00 (payable to school office)</td>
<td></td>
</tr>
</tbody>
</table>
UNIFORM
Richmond Hill State School is a strict uniform school. We have the support of our Parents and Citizens’ Association to promote 100% adherence to the uniform standard.

Our student dress code consists of an agreed standard and items of clothing, which we encourage to be worn proudly to honour our school every day as well as when: attending or representing their school; travelling to and from school; and engaging in school activities out of school hours.

Richmond Hill State School Parents and Citizens’ Association supports student dress code policy because it believes that a student dress code provides clothing that 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 pride;
- developing mutual respect among students by minimising visible evidence of economic or social differences.
- promotes an effective teaching and learning environment by eliminating the distraction of dress and fashion.
- reflects school community standards and consistency with occupational health and safety and anti-discrimination legislation.

Inappropriate dress refers to clothing or apparel worn by students that is deemed to be:

- offensive; likely to disrupt, or negatively influence normal school operations;
- unsafe and/or likely to result in a risk to health and safety of student or others.

In circumstances where inappropriate or unreasonable dress is worn, appropriate action will be taken.
### GIRLS UNIFORM
- Black tailored shorts—straight front band with two tucks on each side and elastic back.
- NO bike pants or fashion shorts.
- Richmond Hill State School purple and gold polo neck t-shirt

### BOYS UNIFORM
- Richmond Hill State School purple and gold polo neck t-shirt
- Black shorts

### JEWELLERY
- Limited jewellery — no excessive adornment of jewellery
- A watch
- Pierced earrings – sleepers or studs only.
- Medical alert bracelet or necklace.
- Items of cultural or religious belief (notify administration).

### LOCATIONS:
- Polo shirts are available from Titley’s Store Gill Street
- Pre-loved polo shirts are available from the School Office.

### FOOTWEAR
- Black shoes (formal occasions) or Sandshoes or Enclosed Shoes
- White socks

### HATS
- Richmond Hill State School Purple Bucket Hat
- Hats are available from the school tuckshop

### INTERHOUSE COLOURS – T-SHIRTS
- TITLEY HOUSE – blue
- CUNNINGHAM HOUSE – green
- BURDEKIN HOUSE – red
**SICKNESS**

If your child contracts an infectious disease (eg Chicken Pox, Measles, or School Sores) please contact the school immediately. In certain cases, children will be required to be kept at home until the disease is no longer infectious. The attached table details the period of time children are to stay away from school when they have an infectious disease. Please note that children with head lice should stay at home until the day after the commencement of treatment.

**EXCLUSION PERIODS**

Recommended minimum exclusion periods for infectious diseases for Schools.

(Based on the National Health & Medical Research Council Guidelines)

Note: The NHMRC recommends that children who are physically unwell should stay home from school.

<table>
<thead>
<tr>
<th>Condition</th>
<th>Cases</th>
<th>Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chickenpox and Shingles</td>
<td>Exclude for at least five days after the first appearance of the rash and the last blister has scabbed over. (Some remaining scabs are not a reason for continued exclusion)</td>
<td>Exclude children with immune deficiencies (eg. Leukaemia or chemotherapy), otherwise not excluded.</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Exclude until discharge from eyes has stopped.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Cytomegalovirus Infection</td>
<td>Exclusion until discharge from eyes has stopped.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Diarrhoea (campylobacter, cryptosporidium, giardia, rotavirus, salmonella, shigella)</td>
<td>Exclude until diarrhoea has ceased for 24 hours.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Glandular Fever (mononucleosis)</td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Hand, Foot and Mouth Disease</td>
<td>Exclude until all blisters have dried.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>Exclude until 7 days after the onset of illness or jaundice. Readmit with a medical certificate of recovery.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Hepatitis C</td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Herpes (“cold sores”)</td>
<td>Young children unable to comply with good hygiene practices should be excluded while sores are weeping (Sores should be covered with a dressing where possible).</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Human immune deficiency virus infection (HIV / AIDS virus)</td>
<td>Exclusion not necessary unless child has a secondary infection.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Impetigo (“school sores”)</td>
<td>Exclude until treatment has started. (Sores on exposed skin should be covered).</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Influenza and influenza-like illnesses</td>
<td>Exclude until well.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Measles</td>
<td>Exclude for at least four days after rash first appears. Immunised children not excluded. Non immunised children and staff should be excluded until 14 days after the first day the rash appears in the last infected person. Excluded children or staff may return to the school or centre if immunised within 72 hours of first day the rash appears in the last infected person.</td>
<td></td>
</tr>
<tr>
<td>Condition</td>
<td>Exclusion</td>
<td>Notes</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------</td>
<td>-----------------------------------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Bacterial Meningitis and Meningococcal infection</td>
<td>Exclude until well</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Exclude for nine days or until swelling goes down</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Parvovirus (erythema infectiosum, slapped cheek or “Fifth Disease”)</td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Ringworm, Scabies, Head Lice</td>
<td>Exclude until day after approved treatment has commenced</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Rubella (German measles)</td>
<td>Exclude for at least four days after the rash first appears</td>
<td>Not excluded (Female staff of child-bearing age should check their immunity to rubella with their GP)</td>
</tr>
<tr>
<td>Streptococcal infection (including scarlet fever)</td>
<td>Exclude until child has received antibiotic treatment for at least 24 hours and feels well.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Tuberculosis</td>
<td>Exclude until well and approval to return has been given by a Public Health Unit Physician or delegate</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Typhoid Fever (including paratyphoid fever)</td>
<td>Exclude until well and approval to return has been given by a Public Health Unit Physician or delegate</td>
<td>Not excluded unless advised by public health authority.</td>
</tr>
<tr>
<td>Whooping Cough (pertussis)</td>
<td>Exclude for 14 days from onset of coughing or until child has taken five days of a 7-day course of antibiotics. (erythromycin)</td>
<td>Household contacts who have received &lt; 3 doses of pertussis vaccine should be excluded from childcare until they have taken 5 days of a 7 day course of erythromycin, or from 14 days after their last exposure to the infection.</td>
</tr>
</tbody>
</table>

**MEDICATION**

Medication can be administered to students during school hours. Education Queensland’s policy regarding medication is as follows:

- Only medication prescribed by a medical practitioner may be administered. This means that no naturopathic or “over the counter” lines such as Panadol or cough medicine may be given by a staff member. Instructions indicating specific times and the quantity of medication to be administered are to be written on the medication container by the pharmacist—ALL medication should come to school in the original prescription container.

- Should medication, as described above, be required to be administered at school, a **WRITTEN** request is required. Specific medication forms are available from the office and are to be completed before medication can be administered by staff. This request is valid for one week. For those students requiring daily medication, a specific written request at the beginning of each year may be sufficient.

- With written permission by the parent/legal guardian, and with the approval of the Principal, those students who use inhaler therapy for asthma may be in control of their own puffers. For younger children it may be more convenient if a spare puffer is stored in the Administration Block at school for use when/if required. A written request is required.

A **record is kept of each administration of medication for the protection of the students and the school**
QUEENSLAND CHILDHOOD VACCINATION SCHEDULE

Queensland Childhood Vaccination Schedule 2000 - 2002

<table>
<thead>
<tr>
<th>Age</th>
<th>Vaccine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birth</td>
<td>Hepatitis B</td>
</tr>
<tr>
<td>2 months</td>
<td>DTPa-hep B (diphtheria, tetanus, acellular pertussis + hepatitis B)</td>
</tr>
<tr>
<td></td>
<td>Hib (PedvaxHIB)</td>
</tr>
<tr>
<td></td>
<td>OPV</td>
</tr>
<tr>
<td>4 months</td>
<td>DTPa-hep B</td>
</tr>
<tr>
<td></td>
<td>Hib</td>
</tr>
<tr>
<td></td>
<td>OPV</td>
</tr>
<tr>
<td>6 months</td>
<td>DTPa-hep B</td>
</tr>
<tr>
<td></td>
<td>OPV</td>
</tr>
<tr>
<td>12 months</td>
<td>MMR</td>
</tr>
<tr>
<td></td>
<td>Hib</td>
</tr>
<tr>
<td>18 months</td>
<td>DTPa</td>
</tr>
<tr>
<td>4 years</td>
<td>DTPa</td>
</tr>
<tr>
<td></td>
<td>MMR</td>
</tr>
<tr>
<td></td>
<td>OPV</td>
</tr>
<tr>
<td>13 yrs</td>
<td>Hepatitis B</td>
</tr>
</tbody>
</table>

For further information on immunisation, contact your local public health unit.

FIRST AID

Minor accidents are treated at the school office. Prep Teachers complete a first aid slip and student is assisted by staff. Prep Teachers will advise parents of accident on collection from Prep or give a phone call.

Professional medical personnel treat major accidents. The school will always attempt to inform parents when a major accident occurs. Upon contact, parents may then elect to convey their child to their doctor or to the hospital, or they may rely on the ambulance being called by the school to carry their child. If it is not possible to immediately inform parents of a major accident, the school will need to act quickly and hence will make the necessary arrangements.
<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30am</td>
<td>Staff are on duty in CPA from 8.00am-8.30am. NO PLAY allowed during this time however breakfast club is operating. From 8.30am-8.55am staff supervise limited play in the CPA.</td>
</tr>
<tr>
<td>8:45am</td>
<td>Students to be at school by this time to prepare for the day. Students should not enter classrooms unless staff are in classrooms providing supervision.</td>
</tr>
<tr>
<td>8:55am</td>
<td>Bell rings to commence the school academic day. Students should be prepared for the day by this time.</td>
</tr>
</tbody>
</table>
| 8:55am to 11:00am | Academic Session One  
Each Friday parade 8:55am to 9:30am—MPC |
| 11:00 to 11:15am | (HEART) Healthy Eating At Richie Time—Children sit for first 15 minutes for morning tea supervised by staff. |
| 11:15am to 11:45am | Playtime in supervised play areas |
| 11:45am to 1:30pm | Academic Session Two |
| 1:15pm to 1:30pm | Buddy Reading |
| 1:30pm to 1.45pm | (HEART) Healthy Eating At Richie Time—Children sit for first 15 minutes for lunch supervised by staff |
| 1:45pm to 2:00pm | Playtime in supervised play areas |
| 2:00pm to 3:00pm | Academic Session Three |
| 3:00pm | Children dismissed. Bus children collected by staff. Bus children line up under teacher supervision. |
RICHMOND HILL STATE SCHOOL SUN SAFE POLICY

The purpose of the policy is to ensure that all children attending this school are protected from skin damage caused by the harmful ultra violet rays of the sun.

**AIM:**

To have all children wearing legionnaire, bucket or wide brim hats (not caps). To develop a positive attitude towards preventative measures for skin cancer. For children to be aware of the dangers of damage by the sun.

**As part of general skin protection strategies:**

Children will wear legionnaire, bucket or wide brim hats which protect the face, neck and ears whenever they are outside (eg recess, lunch, sport, carnivals, outdoor excursions and activities).

Children who do not have their hats during playtime will play in an area protected from the sun.

Children will be encouraged to use available areas of shade for outdoor play activities.

Outdoor activities will be held in areas of shade, whenever possible.

Staff will be encouraged to act as role models by practising Sunsmart behaviours:

- wearing protective hats and clothing for all outdoor activities.
- using a SPF 15+, broad spectrum, water resistant sunscreen for skin protection
- seeking shade whenever possible.

**The School will:**

Ensure that school hats are appropriate and satisfy Australian Cancer Society and Queensland Cancer Fund and guidelines;

Continue to seek improvements of shelters and shade trees;

Provide SPF 15+, broad spectrum, water resistant sunscreen for staff and student use whenever possible;

Incorporate programs on skin cancer prevention into its curriculum;

Reinforce regularly the Sunsmart Policy in a positive way through newsletters, parent meetings, student and teacher activities.

**When enrolling a child, parents will be:**

Informed of the Sunsmart Policy;

Requested to purchase a school hat or provide an appropriate hat for their child’s use;

Encouraged to provide SPF 15+, broad spectrum, water resistant sunscreen for their child’s use;

Encouraged to practise skin-protective behaviour themselves.

**The students will:**

Be aware that they are responsible for their own health and safety;

Comply with Sun Safe rules and guidelines eg wear a hat;

Support each other and observe Sun Safe practices;

Wear suitable Sun Safe clothing;

Use sunscreen when required and seek shade for activities;

Be more positive role models for other students.
2014 School Calendar

Department of Education, Training and Employment

DEC 2013

S M T W T F S
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30

JANUARY

S M T W T F S
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30

FEBRUARY

S M T W T F S
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29

MARCH

S M T W T F S
30 1 2 3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30

APRIL

S M T W T F S
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30

MAY

S M T W T F S
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30

JUNE

S M T W T F S
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30

JULY

S M T W T F S
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30

AUGUST

S M T W T F S
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30

SEPTEMBER

S M T W T F S
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30

OCTOBER

S M T W T F S
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30

NOVEMBER

S M T W T F S
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30

DECEMBER

S M T W T F S
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30 31

JAN 2015

S M T W T F S
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30

There are 184 school days in 2014. Semester 1 commences for teachers on January 22 and for students on January 29.

Staff Professional Development Days

Staff professional development days (student free days) for teachers are January 23 and 14, and October 26. Schools are able to decide when their three flexible staff professional development days will be held, as long as they are in the school holidays or out of school hours.

Public Holidays

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

Final Dates for Student Attendance

November 21 is the final date by which attendance for receipt of a Senior Statement. November 28 is the final date for student attendance in Years 10 and 11.

Some schools in regional, rural and remote areas will close for the Summer holidays on December 5.

All other primary, secondary and special schools will close on December 12.

In 2015, all state schools will re-open for students on January 27.

The information in this calendar was correct at the time of publication (June 2013) but may be subject to change.

For more information and the latest version of this calendar, visit www.education.qld.gov.au

Great state. Great opportunity.