Welcome to Taranganba State School

Thank you for choosing Taranganba State School for your child’s education. Our school was established in 1992 and has a proud history in academic, sporting, cultural and social pursuits on the Capricorn Coast. We strive to educate our students for the 21st century and are committed to providing a quality curriculum, rich in technology experiences, creative and divergent thinking and real life application. We care for the future of every child and strive to provide opportunities for students to reach their full potential. Parents are the child’s first teacher and we work in partnership with you; open communication is the key.

Welcome
Katrina Jones
Principal

Our School

Taranganba State School is situated on Taranganba Road in the coastal township of Yeppoon on the Capricorn Coast in Central Queensland. Yeppoon is in the Rockhampton Regional Council and is part of the Fitzroy-Central West Queensland Region of Education Queensland. Taranganba State School is proud to be one of the 9 schools in the Capricorn Coast Cluster.

From our opening in 1992 with a population of less than 300 students, we have grown to present day enrolments of approximately 700. Over the last 2 years school enrolment growth has stabilized. The school now boasts a number of new facilities including an Innovative Teaching and Learning Centre along with a Performing Arts Centre. These facilities have allowed the school to enrich the curriculum and learning opportunities for our students.

The Taranganba school staff is committed to working in partnership with parents and the wider community to meet the needs of all of our students. Classroom curriculum offerings are extended across the school through the contributions of our Physical Education and Music and LOTE Specialists. For students with highly specialised needs we have the facilities and staff of a Special Education Program. Across the school, students and teachers are supported through Learning Support Staff, Teacher Aides and Specialist Teaching Staff. Gifted and talented students are extended within the classroom and school community activities.

Our students are active members of local sporting and interest groups and achieve excellence in a wide range of activities. In the annual Education Queensland data collections our students’ performance is generally comparable to Like School and State averages in all areas. More detailed results of our performance are posted on the school web page – www.taranganbass.eq.edu.au.

Administration Team

Principal  Katrina Jones
Deputy Principals  Greg Lowcock  Deb Witts
Head of Curriculum  Cathy James
Head of Special Education Services  Brooke Driscoll
Business Service Manager  Brooke Elliot
Administration Officers  Alison Lonergan  Michelle Broadfoot  Lisa Andrew

Taranganba State School Handbook 2017
Calendar 2017

**SEMMESTER 1 – TERM 1 (10 weeks)**

School Recommences 23 January
Easter Vacation 01 April – 17 April

**SEMMESTER 1 – TERM 2 (10 weeks)**

School Recommences 18 April
Winter Vacation 24 June – 09 July

**SEMMESTER 2 – TERM 3 (10 weeks)**

School Recommences 10 July
Spring Vacation 16 September – 02 October

**SEMMESTER 2 – TERM 4 (10 weeks)**

School Recommences 03 October
School Finishes 08 December
Summer Vacation 10 December

**Proposed Public Holidays**

<table>
<thead>
<tr>
<th>Australia Day</th>
<th>Thursday 26 January</th>
</tr>
</thead>
<tbody>
<tr>
<td>Good Friday</td>
<td>Friday 14 April</td>
</tr>
<tr>
<td>ANZAC Day</td>
<td>Tuesday 25 April</td>
</tr>
<tr>
<td>Labour Day</td>
<td>Monday 1 May</td>
</tr>
<tr>
<td>Show Holiday</td>
<td>To be advised</td>
</tr>
<tr>
<td>Queen’s Birthday</td>
<td>Monday 2 October</td>
</tr>
<tr>
<td>Designated Pupil Free Day</td>
<td>Monday 16 October</td>
</tr>
</tbody>
</table>

For further information about holidays and to check changes have been made to the proposed dates at the time of printing please refer to:

**School Directory**

Address Taranganba Road, Yeppoon QLD 4703
Postal Address P.O. Box 1109, Yeppoon QLD 4703
Telephone Administration 07 49251888
Special Ed Unit 07 49251841
After school Care 0427 001821

Email admin@taranganbass.eq.edu.au
Website www.taranganbass.eq.edu.au

Office Hours Monday - Friday 8:00am - 4:00pm

Taranganba State School Handbook 2017
School Routine

8:00am | School Administration Office opens
8:30am | Supervision commences at the large covered area
8:50am | Breakfast Club
8.55am - 11.00am | Children assemble ready for school
11.00am - 11.45am | Session One
11.45am - 1.30pm | Lunch
1.30pm - 2.00pm | Session Two
2.00pm - 3.00pm | Afternoon Tea
4:00pm | Session Three. Classes conclude.

Children may enter the grounds after 8 am and proceed to the large undercover area to undertake quiet activities. Supervision is provided until 8:30am. Supervision is also provided after school for students catching buses or involved in pre-arranged extra curricula activities. **All other students need to exit the grounds as quickly as possible after 3pm.**

**Assembly:** Friday mornings and every second Monday afternoon.

Children should be at school before 8.45am in order for them to receive specific instructions regarding the day’s events and possible changes to routine. Before and After School Care is offered at the school hall from 6:30am - 8:30am & 3:00pm to 6:00pm.

**Attendance**
Regular attendance is necessary for satisfactory results. In the event of a child’s absence, a note or email to the class teacher or a phone call to our general number 07 49251888 option 1 is required. Please leave your child’s name, class and reason for absence so that we can update attendance records. All absentee data is recorded on a central system and parents are advised each term if absenteeism is deemed to be excessive. Attendance is reported on each semester on the student report card.

**Everyday counts** - good attendance promotes long term academic success. At Taranganba we strive to maintain a 96% attendance rate. Text messaging for unexplained absences will occur on a daily basis at 10 am.

**Accountable Documents**
The strategic direction of Taranganba State School is recorded in the following documents that are available on request. These documents are presented at School Council P & C meetings.

- Strategic Plan
- Annual Implementation Plan
- School Annual Report
- Responsible Behaviour Plan for Students
- Investing for Success

All of these documents are available on the Taranganba website. [www.taranganbass.eq.edu.au](http://www.taranganbass.eq.edu.au)
Admission to our School
Enrolments are conducted through our school office. At present enrolment processes are managed according to our enrolment management plan and catchment area. Addresses can be checked on the Ed Map guide to check whether your residential address falls within our catchment zone. http://www.qgso.qld.gov.au/maps/edmap/

Currently our enrolments are under the capped level, so ‘outside of catchment’ enrolments can be considered. Please contact the school administration to discuss your enrolment.

Please contact the school office to arrange a suitable appointment prior to enrolment.
Enrolment procedures include completion of an application for enrolment form (which may be done before hand) and an interview with a member of the administration team. It is preferable that the children to be enrolled are present at the interview.
You will need to complete
- Application for Enrolment (may be completed before hand)
- Media Release Permission
- Internet Access agreement
- Religious Instruction Form

You will need to provide
- Birth Certificate of children
- Visa (if applicable) / passport and sub class number
- Proof of residence in the catchment (this usually consists of one primary source such as a current lease agreement or deed of enrolling parent’s name, plus one secondary source such as an electricity bill or telephone account in the enrolling parent’s name at the address stated on the enrolment form).

At interview, class placement and starting time will be discussed. In order to ensure that the appropriate placement and classroom support, in some cases the starting time of the student may be delayed until appropriate support is in place.

Prep Enrolments
For Prep enrolments children must be turning 5 by the 30 June in the year they enrol in Prep. The prep year is a full time program and is not compulsory. It is considered to be the first year of schooling in Queensland. Taranganba commences the enrolment of Prep students in August of the year before with a Prep information session - August, Prep Interviews - September - to discuss individual needs of your child and transition days in late November. A birth certificate is required with enrolment forms.

Early entry to Prep for students turning 5 by 31st July.
An appointment must be made with the Principal if you are considering early entry to Prep.

After School Care
Helping Hands Network works in partnership with Taranganba State School to provide Outside School Hours Care services to the school community.
Care is available 5 days per week during term time. Before school, the service operates from 6.30am – 8.30am. After school, the service operates 3:00pm to 6.00pm. Children can walk straight to and from their classrooms. Educators pick up and drop off the Prep and Year 1 students and escort them to the OSHC room.
A full day program is available 5 days per week during school holidays, and on Student Free Days from 6.30am to 6.00pm.

Taranganba State School Handbook 2017
Anaphalaxis
The procedures for anaphylactic students are:
1. Parents/caregivers provide an Anaphylaxis Medical Plan from their doctor. On enrolment or diagnosis, this plan is discussed and necessary arrangements are made.
2. Students should have access to their EpiPens at all times.
3. Staff are informed about the steps and training is provided.
4. Discussion with parents about participation in special school events will be arranged as necessary.
Emergency EpiPens are available from the First Aide Room and taken to sporting events and excursions.

Assemblies
Whole School assemblies are held on a fortnightly basis in the school hall at 2:30pm on Monday. The National Anthem is sung. Parents are welcome to attend.
Every week a Celebration Parade is held for Prep & Year 1, Years 2 & 3 and Years 4, 5 & 6 at 9:00am on Friday. At these parades Student of the Week and other certificates are presented.

Asthma
The procedures for asthmatic students are:
1. Parents/caregivers provide permission for students to administer their own medication as deemed necessary by the student. An Asthma Health Management Plan from the doctor is recommended for student with severe cases of asthma.
2. Students are responsible for their inhalers at all times.
3. Primary students should provide their own spacer.
Emergency inhalers are available from the First Aid Room.

Bicycles / Scooters
Bicycles and scooters must be walked in through the fence opening directly opposite the controlled crossing and to the racks. Bicycle racks are available at the School Hall and at the Prep block and back entrance of the school. All bikes and scooters are to be secured safely by chain and lock to avoid theft. Bicycle safety is a dual responsibility of the parents and school. Children are reminded regularly about safety issues and parents are asked to support this on a regular basis. The Council has provided bike paths as well and these should be properly used.

Buses
School buses set-down and collect children before and after school. This is carried out in the bus set-down area provided at the front of the school. Cars are not to use this road. 2017 will see changes to the bus set down area, with placement at the top of the Hall.
Students are to follow the Student Code of Conduct issued by the Transport Department, Queensland Government.

Sensible behaviour is expected of all children when travelling on buses. Parents are requested to notify the bus company and the school if there is any change to bus travelling arrangements and information on bus rolls. The school provides supervision of students waiting for buses in the afternoon.

All enquiries phone Young’s Buses - 49223813.
Car Parking
Car parking around Taranganba is limited and therefore adult patience and caution needs to be implemented. We encourage parents to stagger their pick up by 5 to 10 mins. We also encourage students to catch buses and/or walk to school.
A Stop Drop and Go area operates outside the Prep building. This area is managed by school staff in the afternoons. There may be changes to this area in 2017 when the new bus set down area is complete.

Top Car Park - the Hall
2 designated parks for the Special Education Program.
Staff & Parents
Hall access
This is not a stop, drop and go area.
Students are encouraged not to meet in this area.

Administration Car Park
Administration and visitors
Loading Zone
SEP set down & pick up Zone - parents must apply to the Principal to access this area

The top ring road / cul-de-sac is a no-parking zone. A small number of parents of children who have mobility issues can park in these spaces with prior approval of the Principal or Hoses. Other spaces need to be left open for emergency vehicles.

Lower Car Park
1 Disabled Park
Stop Drop and Go area

Staff Car Park
Access to Kindy car park
Staff Parking Only

Bus Zone
Buses only

Class Photographs
Class photographs are taken annually by a commercial photographer who is engaged by the P & C. These are usually taken during Term 2/3.

Crossings
1. In 2017 traffic lights will be installed at Frangipani Drive, Taranganba Road. There will be changes to the crossing area.
2. A crossing is provided from the traffic island to the footpath below the main entrance. This should be used at all times when moving from the footpath to the traffic island.
3. At the eastern end of the school, a controlled crossing is provided across Taranganba Road. School Crossing Supervisors are used from 8.00am - 9.00am and 2.55pm - 3.25pm. Crossing Supervisor will instruct student on how to use this crossing correctly.

 Complaints and Grievances
Concerns regarding your child’s education should be discussed with your classroom teacher. Appointments are best facilitated by note or email to the classroom teacher or through the office. Unresolved concerns may be raised with a member of the Administration team.

Custody Orders / Parenting Agreements
If your child is the subject of the above documents, it is imperative that you provide a copy of these documents to the administration and make an appointment to share the implications for your child. We keep a document on file and ensure the class teacher of the arrangements. We work with you and the relevant authorities to ensure these orders are followed. However, we can only do this effectively if documents on file are kept current and any changes are shared immediately with us.
Emergency Evacuation
The school practises emergency evacuation procedures on a term basis. All personnel are aware of the requirements in case of a fire drill or lock down. Evacuation information is provided next to all emergency exits.

Excursion and Camps - including refund guidelines
The School Camping Program is as follows:

- **Year 5**: North Keppel Island Environmental Education Centre
- **Year 6**: Canberra

School excursions and camps enhance a student’s learning by providing opportunities for the student to participate in activities, both curriculum-related and recreational, outside the normal school routine. All planned school excursion are approved by the Principal and endorsed by the Parents and Citizens Association.

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. As the school budget cannot meet any shortfalls in funding for an excursion or camp due to the subsequent no-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/carer wishes to apply for a refund due to their child’s non-participation due to illness in an excursion or camp activity, they may do so by completing a Request for Refund form available from the school office. Where possible, the request should include the receipt relating to the payment for which a refund is being sought.

Supervision ratio for camps and excursions are 10 students to 1 supervisor. At times, parent supervisors are needed. An application process is then run for parents wishing to attend.

Facilities Grounds and Environment
A safe and attractive physical environment is important to our school culture. This is achieved by

- Engaging students in garden projects and a litter free environment
- Junior Landcare gardening projects
- Air-conditioned learning spaces
- Music room including instrumental music space
- Library
- The Hub - including a science centre, and computer lab and a wireless space
- Adventure play areas and ovals
- Networked classrooms and interactive whiteboards
- Wireless classroom blocks
- Workplace Health and Safety Committee meetings.

Family Records
It is essential that information such as address, phone number, emergency contacts etc. are kept up to date on our family records. We rely on parents to keep us informed. If your details change in any way, please inform the school office as soon as possible. All information is kept on a school database and is strictly confidential.
**Homework**
Written and learning work is set as homework during the week. Suggested times per day are:

- Prep and Year 1: 15 minutes - sight words, phonics and reading
- Years 2 and 3: up to 30 mins
- Years 4, 5 and 6: up to 45 mins

We encourage you to discuss and check homework with your child. We recommend that all students read every night and that parents should read to their child every night. For further information please refer to our Homework Policy on our website.

**Information and Communication Technologies - ICT’s**
Our school provides a comprehensive program which incorporates the use of ICTs across most of the curriculum. All classrooms have access to a variety of ICT equipment. The Teaching and Learning Centre (The Hub) has a number of spaces to cater for digital learning. Digital cameras, video cameras and movie editing software are available as required. All classrooms and the Hub are equipped with Interactive white boards. Several sets of ipads are able to be accessed by classrooms. Students have access to a wide range of educational software and the MS Office suite of products. A combination of all of this allows for an ICT rich environment supported by ICT competent staff. We currently have 2, one to one ipad classes, a one to one program of XO (Microsoft interactive devices) and a one to one laptop classroom.

**Instrumental Music Program**
The Taranganba Instrumental Music Program is a comprehensive tuition program in which students learn orchestral or band instruments and follow the Education Queensland Curriculum Guidelines. The instructors are employees of Education Queensland. Tuition is offered on instruments and the emphasis is placed on group teaching. Sizes of the groups vary according to factors such as type of instrument, age and ability of the students. Weekly instruction usually includes one 30 minute small group lesson and on ensemble rehearsal. There is a levy to participate in this program to support equipment replacement, the purchasing of music and transport to venues.

Tuition is offered from Year 4 in Strings, Woodwind, Brass and Percussion instruments. Students can commence any instrument later than this year level if there are places available in the school Instrumental Program. If the program is not filled with Year 4 students, the program may be opened to Year 3 students. Preference will be given to students with their own instrument.

For the first year of the program, students can access a school instrument. A hire fee is charged for use of school instruments. If continuing with the program, students need to purchase their own instrument. Some large or expensive instruments may be available for the duration of the program. Ensembles and orchestra practices are scheduled before school. Regular attendance at lesson and ensemble practices is necessary to maintain your child’s place in the program. More detailed information will be issued to parents when their child commences the Instrumental Program.

**Inter-school Sports**
Year 5 and 6 children are eligible to compete in school sport fixtures. The program changes every term to offer a range of sporting activities. Annual inter-school athletic, cross country and swimming carnivals are also held.

Taranganba State School Handbook 2017
Leadership Program
Taranganba runs a valuable Leadership Program for senior students. All students receive the opportunity to run for an elected office - School Captain, Vice-Captain, Music Captain or Sports Captain. All Year 6 students have the prospect of earning a leadership badge for performing activities and roles in the school community from classroom assistance, reading help, and flag responsibilities.

Library
Our school has a well-resourced Library that can be accessed by all students. Students can borrow before school from 8:30, during lunch breaks and during their class borrowing time. It is requested that each child have a library bag when borrowing resources as this helps protect our valuable resources from wear and tear.

Students can borrow two books at a time for a two week period. Most Prep and Year 1 students borrow one book on a weekly basis. Students may have their borrowing rights restricted due to lost or damaged resources.

Lost Property
Lost property is collected on a regular basis and held in a box near the staff room. Children are asked to check this regularly. Lost clothing not collected will be donated to a suitable charity at the end of each term.

Please name all items of clothing and belongings clearly.

Media Permission Form
Photographs of students are often taken by school staff on school excursion, camps and activities and may be published in the school newsletters, on the web page and in local newspapers. Parents NOT wishing for their child’s photograph to be published need to ensure the media release form indicates this.

Medication during School Hours
Education Queensland has ruled that medication may only be given to children at school - “strictly in accordance with instructions by the child’s medical practitioner and at the written request of the parents”.

Medication must be accompanied by a Doctor’s written instructions on the container and a note from the parent requesting administration of the medication. Medication forms are available from the office.

Non-prescription medication will not be administered by any staff and should not be sent to school. Examples include: cough medicines, lollies, analgesics such as panadol etc.

A school register is kept of all medication issued. Students with severe medical conditions eg diabetes, asthma, epilepsy, anaphylaxis need to submit a detailed health plan to administration.

Mobile Phone and Electronic Devices Policy
- All mobile phones and electronic devices are to be handed into the office on arrival at school and collected when leaving the school.
- Mobile phones and electronic devices are brought to school at the owner’s risk. No liability will be accepted by the school in event of loss or damage or theft of the device.
- Mobile Phones and Electronic devices are not to be brought on camps or excursion. While on camp, daily information and events will be posted on the school Facebook site. All contact to students on camp needs to be through the supervising administration person.
Money Collections
Maintaining the security of your child’s money in the school environment is difficult. The following procedures are in place to help provide the best possible security.

- All money for school must be sealed in an envelope or ziplock bag marked with your child’s name, grade and name of excursion/collection.
- The envelope must be handed to the class teacher upon arrival at the classroom or taken to the office. At the classroom, the money is placed in the money collection bag and forwarded to the office where it is receipted and banked. Your child will receive a receipt the following day from the classroom teacher.
- Students are advised to keep money for other purposes in a small wallet or purse on their person. It is strongly advised not to leaving money in school bags or tidy trays.

Music
Music lessons are provided by a Specialist Music Teacher in every year level. Students can also join the choir groups. Students in Years 4, 5 and 6 can also audition for the school musical productions which are held annually.

Newsletter
The Taranganba Newsletter is emailed every Thursday to all families and only distributed in hard copy to families who do not have web access. We regard the newsletter as an important means of communication with you and encourage students and parents to read it each week. At times we include community notices if space permits. Parents can also access the newsletter via the QSchools App or from the school website.

Parent Involvement
Parent involvement is welcome and encouraged. You can be involved in:

- Classroom and school activities
- P & C activities (meetings every third Monday of each month)
- School Council
- Camp and excursion assistance

With classroom activities, please sign the classroom volunteer’s register for Ed QLD insurance purpose.

Parent and Citizens’ Association
The Parents’ & Citizens’ Association promotes the interests of, and facilitates the development and further improvement of the Taranganba State School. The Association endeavours to bring about closer cooperation between the parents of the students, other members of the community and the teachers and students of the school. Our P & C plays an important role in our school community. Services provided include Tuckshop, Uniform Shop as well as major fundraising projects that have supported the construction of the Hall. Major annual and regular fundraisers include The Fun Run, Tuckshop, and student discos. The P & C Association meets at 6:00pm on the third Monday of each month. The Annual General Meeting is conducted in February of each year.

Personal Belongings
Large amounts of money, valuable items (including electronic equipment – Ipad, mobile phones) and toys should not be brought to school. Children with large amounts of money in their possession will be queried. The bringing to school of jewellery, mobile phones, personal items, sporting cards, pokemon cards, toys and other items not needed in the classroom, is also discouraged. The school cannot be held responsible for loss or damage to these items.
**Religious Instruction**
Religious Instruction lessons are given by Ministers of Religion and lay helpers for 30 minutes per week. On enrolment, or at the beginning of the school year, parents will be asked to fill in a form with regard to accessing this program. Students may only withdraw from the program with written parent permission.

**Reporting**
School - home communication is facilitated by:
- Parent - teacher meeting at the commencement of the year to inform you of curriculum, school and class expectations.
- Formal Parent Teacher interview at the end of term 1 to discuss student achievement and goal setting
- End of semester written reports
- Regular informal parent teacher interview opportunities, as negotiated by the teacher.

**School Access**
Access to the school is best gained through the main gate and is limited to working hours unless a prior arrangement is made with the Principal. All persons entering the school facility are required to report to the Administration Building and sign in on arrival. Visitors receive an ‘Authorised Visitor’ receipt. On completion of the visit the sign in register must be signed off. This is a legal requirement.

School facilities may be used by community groups provided permission has been given by the Principal. For groups, specific applications must be made on a pro-forma available at the school office. Use of school facilities without permission is prohibited. This includes riding bicycles, skating and skateboarding. These activities cause considerable damage to fittings, equipment and paintwork. Our school is fully protected by electronic security and we are a member of Schoolwatch.

**School Curriculum Programs**
Taranganba offers schooling from Prep to Year 6. Our core belief is that we care for the future of every child incorporating our school motto of learning, integrity and growth. We endeavour to enact our belief for every child, every day, every opportunity.

**Curriculum Offerings**
Our learning and teaching programs reflect the National Curriculum and the Queensland Curriculum and Assessment Authority.

- National Curriculum
  - English
  - Mathematics
  - Science
  - Humanities and Social Science (HAAS) - History and Geography

- QCAA - Integrated units of work incorporating essentials learnings from the key learning areas of
  - The Arts
  - Technology
  - Health and Physical Education
  - Languages other Than English LOTE

Specialist lessons are taught by specialist staff in Music, LOTE and Physical Education.

Support is offered to students and staff through:
- Enhancement Teachers - Literacy and Numeracy.
- Teacher Aides - co-ordinated by the Head of Curriculum and Support Teachers - Intensive Reading programs, Numeracy Programs, Speech programs.
Individual Curriculum Plans for Students with Disabilities - in collaboration with classroom teachers and Special Education Staff.

Advisory Visiting Teachers provide support on request - Speech Language and others.

Extension Programs through our 21st Century Learning.

Counselling can be provided on many issues by our School Guidance Officer, chaplain and other community organisations on request.

More information about the quality curriculum we offer students can be found in the School Curriculum Assessment and Reporting Plan

School Dress Code
The Taranganba State School community has agreed on a school dress code for all students, which actively encourages students to take pride in themselves and their school. We expect that students proudly uphold this image of Taranganba State School with good standards of dress and behaviour at all times. Taranganba State School's Dress Code consists of an agreed set of standards and identifies the uniform our students wear when attending or representing their school; travelling to and from school; and engaging in school activities out of school hours.

The Taranganba State School Dress Code aims to contribute to a safe and supportive teaching and learning environment through:

- Ready identification of students at school;
- Fostering a sense of belonging;
- Developing mutual respect among students by minimising visible evidence of physical, economic or social differences; and
- Minimising exposure to hazards by adopting uniform items that enhance Workplace Health and Safety practices.

At Taranganba State School the expectation is that each day students wear one of the agreed Taranganba State School uniforms as outlined below:

For All Students
- Navy and Jade Taranganba State School Polo Shirt
- Navy Blue rugby knit or cotton shorts
- Taranganba sports shorts
- Senior Shirt - for Year 6 students only

For Girls
- Navy blue skort
- Taranganba checked dress

With
- plain white socks and joggers or covered shoes - slip on shoes are not acceptable.
- navy blue Taranganba school hat

Winter Uniform
On cold days students are permitted to wear
- navy blue tracksuit pants
- navy blue jumpers or cardigans
- navy blue stockings or leggings under skorts or shorts

All uniform requirements can be purchased from the Uniform Shop situated at the school Tuckshop. Trading hours are Mondays and Fridays 8am - 9.15am and 2.30pm - 3.13pm. Online ordering available at www.tssuniforms.com.au
**Sport and Cultural activities**
Sports shirts are only to be worn on official sports days - Cross Country/ Fun Run, Athletics Day, Swimming Carnival. A sleeved T-shirt or polo shirt in the team colour is acceptable.
Performing Arts - Instrumental Music - uniform to wear at performances
- long black pants, black shoes, black socks and Performing Arts polo. Long hair is to be tied back.

**Jewellery**
Jewellery is not to be worn or brought to school. For pierced ears, a small stud or sleepers may be worn. The wearing of a religious pendant or culturally significant pendants may be negotiated with an administration member. A watch may also be worn. Medical alert bracelets are exemptions and should be worn at all times. Hair should be a natural colour and styles must be practical. Long hair should be tied back. Make up is not permitted at any time. Coloured nail polish is not acceptable.

**Sickness at School**
Occasionally, children become ill or are involved in an accident while at school. If this happens, we will contact you and arrange for your child to go home. If you are unable to be contacted, we will contact the emergency number/s given to us. Failing that, we will do our best to make your child as comfortable as we can. However, the school is not the best place for an ill child and we do ask you to ensure you have adequate arrangements in the event of illness or accident. On collection of your child, please sign your child out in the register kept at the Office.

In the case of a seriously ill or injured child, if we are unable to contact you we arrange for the ambulance to attend to your child and we are guided by their advice. When a child is ill or injured they need the comfort of parents or family friends and we do ask all parents to keep us up to date with changes in telephone numbers, addresses and information relating to emergency contacts.

**Special Education Program**
Children with disabilities are supported through the Special Education Program. The Head of Special Education Services works with teachers and trained staff to implement programs to support students. Every child’s needs are different and therefore the support given is on a differentiated basis.

The areas of disability with Education Queensland are:
- Autistic Spectrum Disorder
- Hearing Disability
- Intellectual Disability
- Physical Disability
- Visual Disability
- Speech Language Impairment.

**Sports Houses**
The sports houses at this school are named after local Aboriginal groups –
NINGEBUL - yellow   TAROOMBUL - red   WARRABUL - royal blue   WOPPABURRA - orange
Families are allocated to sports houses on a random basis to ensure equal numbers as much as possible. Captains and Vice-Captains are elected from the Year 6 student group. Major house sports are athletic days and swimming carnivals. House T-shirts can be worn only on Sports Carnival days – athletics, cross country and swimming.

**Student Banking**
The P & C facilitate banking through the Commonwealth Bank. Application forms are available from the school office.
Student Transfer
Upon acceptance of enrolment, your child’s enrolment is recorded in OneSchool by our administration staff. We will have access to your child’s previous records if he/she was enrolled in a Queensland State School prior to arrival at Taranganba.
If you are moving to a new school, please advise the school office and provide details of the new school and date commencing at this school. On informing the classroom teacher, please collect all belongings and ensure all school property has been returned for example Library books and home readsers.

Supervision Duties
- Staff supervise students in the grounds at first and second break.
- Supervision is provided under the large covered area between 8:00-8:30am.
- Students are supervised while waiting for the bus or the stop-drop-go area in the afternoons until 3:20pm.
- NO teacher is on duty to supervise playgrounds before or after school as preparation is being carried out for the day’s teaching. All playgrounds are closed for student use during this time.
- Under no circumstance should children arrive prior to 8:00am.
- Students arriving after 9:10am should report to the school office for a late slip. The slip should be handed to the classroom teacher.

Tuckshop
The Tuckshop is open Tuesday to Friday every school week. The Tuckshop menu and price list are updated regularly and approved by the P & C. Our tuckshop has implemented the Healthy School’s Guidelines.

Ordering Procedure
At school:
- Lunches are to be pre-ordered by placing the child’s name and class and break on a paper packet. Fold the packet so the money does not fall out.
- Years Prep to Year 3, orders are placed in the class tuckshop box and class helpers will deliver and collect the orders.
- Students in years 4 to 6 deliver their orders to the tuckshop in the morning.


Walking to and From School and Riding to School
Misbehaviour that occurs to and from school is the responsibility of the parents. However, the school will intervene if a student’s conduct whilst in school uniform impacts on the school’s reputation or affects the good order or management of the school. As School commences at 8:50am, it is appreciated if your child does not leave home before 8:00am.
After school, children are to go straight home without any detours. If children are visiting friends, please have them go home first. After school activities should be organised in the morning before the children leave for school. Please ensure your child knows how they will be getting home and with whom. Crossing Supervisors work at the school crossing on each school day.
National Walk /Ride to School Days are also organised throughout the year and notified in the newsletter.

Taranganba State School Handbook 2017
We Care for Our School

- We wear our uniform with pride.
- We do the right thing even when no one is looking.
- We are in the right place, at the right time, on the right activity.

We Care for Our Learning

- We are organised and ready.
- We follow directions.
- We do our best.

We Care for Others

- We co-operate with others.
- We use good manners.

We Care for Ourselves

- We think first before we act.
- We make good choices.