At Russell Island State School we seek:

- to inspire in every student the desire to be the best they can be and embrace learning throughout life their lives
- to challenge, thinking and encourage creativity
- to be a proud and professional, high performing and committed educational community
- to be supportive, caring and nurturing.

Address:

38–64 High Street, Russell Island, Q 4184

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

Web Site: russislass.eq.edu.au

Phone: (07) 3400 9333

Fax: (07) 3409 1087
Part A: Our School Community

- Our School Profile and History
- Our School Facilities
- Introducing our Staff
- Our School Contact Details

Part B: Our Learning Environment

- Curriculum
- Assessment and Reporting
  - Years 3 and 5 NAPLAN
  - School Reports
  - Parent/Teacher Interviews
- Success for All
- Extra Curricular Activities
  - Sport
  - Swimming Lessons
  - Excursions and Camps
- Homework
  - Prep to Year 2 Homework
  - Yr 3 to Yr 6 Homework

Part C: Our School Life

- Our School Day
  - Arrival at school
  - Start times
  - Departure from school
  - Students collected early
  - Students arriving late
  - Bikes
  - Custodial arrangements
  - Absences
  - Visitors to the school
- Our School Week
  - Library
  - Parades and Awards
  - Wet Weather Routine
  - Tuckshop
- School Year – 2017
  - Annual Events
  - School Terms
  - Pupil Free Days
  - Public Holidays
- Special Features
  - Sport
  - Breakfast Club
  - School and Sport Captains
  - Student Council
  - Parents’ and Citizens’ Association

Part D: Our School Policies

- Student Health and Wellbeing
  - Full Uniform with Pride
  - Sun Safety
  - Smart Choices
- Student Health and Safety
  - Medication
  - Children who become sick or injured at school
  - School Dental Service
- Resources
  - Booklists
  - Money Collection
  - Lost Property
  - Use of School Facilities
- Communication
  - Newsletters
  - Parental concerns

Part E: Available Attachments

1. Enrolment Documentation
2. Prep Information Brochure
3. Responsible Behaviour Plan
4. School Map
5. Booklists
6. Tuckshop Menu
Dear Parents

It is my pleasure to welcome you to the small but very proud educational community of Russell Island State School.

At Russell Island State School we seek:

• to inspire in every student the desire to be the best they can be and embrace learning throughout life their lives.
• to challenge, thinking and encourage creativity
• to be a proud and professional, high performing and committed educational community
• to be supportive, caring and nurturing.

Our curriculum is designed to engage young minds and provide a continuity of learning experiences through the 7 years of schooling from Prep to Year 6.

Education is a very challenging yet rewarding career. It is challenging as the world is increasingly evolutionary and students’ needs are always diverse. It is rewarding because, every day, in every way we strive to make a real difference for our learners. Like parents, we see them learning and growing, aspiring and achieving, from Prep to Year 6, from childhood to early adolescence.

It is our belief that education is the responsibility of teachers, students and parents. We therefore seek to work together in many valuable ways to provide the best possible educational outcomes for your child. Your support, whether as a volunteer parent assisting in classrooms, the Tuckshop, with Breakfast Club, Library or at special activities and sporting events, or as a member of our P&C, is always very welcome and greatly appreciated. We encourage you to take advantage of the many opportunities provided to visit the school and actively share in your child's education.

We look forward to welcoming you into our school community.

Kind Regards

Janet Tucker
Principal
Russell Island State School
Our School Profile and History

The community of Russell Island is located in Southern Moreton Bay, a short boat ride from Redland Bay. Russell Island is the largest of the populated bay islands. Neighbouring islands include Macleay, Lamb and Karragarra Islands. The Bay Island Transit System is based on Russell Island and provides a regular water taxi service to the islands. Stradbroke Ferries provide the vehicular barge service to the bay islands.

Russell Island State School opened on 24 January 1916. Our early records show that seventeen children from eight families attended during the first year. The original building was removed from Pine Ridge (near Southport) and was only 21 feet by 14 feet (6.4m by 4.3m) in size. The first head teacher was Miss Eileen Willes who was just over 17 years old on the first day of school.

In 1927 the school was moved to its current site due to a majority vote by the residents of the northern end of the island. The same building stands today, with additions and repairs having been carried out over the years.

Russell Island State School continues to provide a valued educational service to the community and is a significant part of the history of the Redlands.

Our School Facilities

Today, Russell Island State School has an enrolment of over 190 students who enjoy a range of buildings and classrooms, all equipped with computers and internet access.

Our educational facilities include our Early Years Centre, seven classrooms, a library, a music room, a support classroom and the Administration building.

Our play and sporting facilities include an undercover area, a play fort, sandpit, junior play equipment, a tennis court, oval area, and training nets.

Recently, with the support of our school community and Government funding, we have acquired a new covered outdoor learning area, tuckshop, toilet block with walkways to provide all weather access to our amenities.

As part of the Federal Government’s Building the Education Revolution our new library and undercover play area on the oval were constructed. The oval was extended to compensate for this new building.

Introducing Our Staff

Ensuring the overall well-being and development of all individuals is very important to us. All of our students, from the youngest Prep girls and boys through to our Year 6 students are nurtured and cared for by experienced professionals who have a genuine empathy for our students and a strong commitment to our school and the greater community.

Russell Island State School is a place where relationships matter, where caring for and knowing our students as individuals are two of our core values. We have on staff nine classroom teachers, a range of specialist teachers and a support team of teacher aides, administration officers and campus staff.
Our team is as follows:

- **Principal** – Ms Janet Tucker
- **Classroom teachers** – Mrs Bonnie Williamson, Mrs Rachel Mohr, Ms Suellen Quinn, Mrs Lise Cormack, Ms Toni Shepherd, Ms Justine Brinkworth, Mrs Debbie Keynes, Ms Robyn McLaren, Mrs Jackie Brunton
- **Learning Engagement** - Mrs Julie Schulz
- **Master Teacher** – Ms Anne Carlaw
- **Music Teacher** – Ms Gail Tuckwood
- **PE Teacher** – Mr Vadym Krystalov
- **LOTE Teacher** – Ms Renee Barnes
- **Learning Support/ SWD/Guidance Officer** – Mrs Lisa Beutel
- **School Chaplain** – Mr Keith Gard
- **Community Care Counsellor** – Ms Toni Grigg
- **Administration Officers** – Mrs Robyn Knight, Mrs Karen Lyons & Ms Melanie Kelly
- **Systems Technician** – Mr Glenn Lyons
- **Teacher Aides** – Mrs Leonie Lymbery, Ms Kristie Train, Mrs Donna Costall, Ms Caitlin Hurtado, Ms Lynda Spry, Ms Kat Chilton-Lahey, Mrs Margot Fraser, Ms Meg Cornthwaite, Ms Melanie Kelly, Ms Nicky Oomens
- **Cleaners** – Mr Mark Duffy, Mrs Marivic Christensen
- **Grounds Care** – Mr Larry Hoffmann

**Our School Contact Details**

Address: 38-64 High Street, Russell Island, 4184

PO Box 62, Russell Island, 4184

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

Web Site: http://russislass.eq.edu.au

Phone: (07) 3400 9333

Fax: (07) 3409 1087
Curriculum

School is compulsory from Prep onwards. The curriculum offered is guided by the Australian Curriculum.

During 2017, Russell Island State School, along with all Queensland schools, will continue to implement all elements of the National Curriculum.

This is designed to increase the coherence and comparability of teaching, learning and reporting across all Queensland and Australian schools.

ACARA, the National Curriculum, identifies the essential learning and expected standards of student achievement across all year levels. This ensures consistency and coordination of practices in schools.

The content descriptions and elaborations are those things that students are expected to know and do for successful progression in school.

They include knowledge and skills that relate to:

- the core “basics” of English, Maths and Science and other key subject areas
- real-life challenges and social skill
- good communication and ongoing learning.

Our school will continue to offer Japanese as the LOTE subject in 2017 for students in Year 5 and Year 6.

Our Music teacher, Ms Gail Tuckwood, visits our school each Friday and conducts music lessons for all students.

Mr Vadym Krystalov conducts Physical Education lessons for all students each Friday. Mr Krystalov, Ms Brinkworth and Mrs Costall support students in their preparation for sporting events such as Inter-school sports days, District and State carnivals.

Assessment and Reporting

At Russell Island State School we ensure you receive regular information about your child’s achievements.

Our teachers, gather evidence of student achievement and make judgements about your child’s learning. This record monitors your child’s progress and scaffolds parent–teacher interviews.

Years 3 and 5: NAPLAN - Nationwide Year 3, 5, 7 and 9 tests occur annually in mid May. The specific purposes of the tests are to:

- collect data on the performance of students for reporting to parents/carers and schools as well as for systemic reporting
- accommodate the assessment of students against national benchmark standards.

School reports: School reports for students in Prep and Years 1 to 6 will be provided at the end of each semester.

Parent/Teacher interviews: Parent/Teacher interviews will occur twice per year, however parents are encouraged to speak to teachers at any time, regarding their child’s progress.

Success for All

At Russell Island State School we offer a range of intervention strategies to assist our students who are experiencing difficulty in the development of their literacy and numeracy skills at all stages of their schooling.

We regularly monitor students’ progress and modify our teaching strategies in ways that best support our students. Our intervention programs may provide one-on-one support, withdrawal with a specialist teacher or small group instruction within a classroom setting. These programs may be delivered by specialist
teachers, trained teacher-aides, parents or volunteers.

The needs of students experiencing learning difficulties are identified through assessment processes. Our Learning Support Teacher assists these students by catering to their diverse range of abilities and learning needs.

In order to ensure all learners reach their potential in literacy and numeracy, we have programs that provide targeted support for students at key milestones during their primary years.

All students are monitored using a variety of assessment tools and those students not making sufficient progress receive additional one to one and classroom support.

We also provide additional support in literacy and numeracy for middle and upper primary students.

We have access to specialised services for all students. These include:

- Support and advisory visiting teachers
- Guidance Officer
- Speech Language Pathologist
- Community Care counsellor

Where required, these professionals will visit students at Russell Island State School to assess their educational needs and assist us in developing appropriately modified programs.

Our Guidance Officer assists us by assessing children experiencing learning or emotional problems. Parental consent is obtained and an interview with parents is generally part of the psychological assessment. Advice is then provided to parents and staff.

At Russell Island State School we are fortunate to have the services of a Community Care Counsellor twice a week to work with students and their parents. This role involves providing confidential counselling to students in areas such as grief counselling and other personal matters. The Guidance Officer and the Principal liaise with parents for the referral of students for this service.

We have appointed a School Chaplain to provide additional support to our students.

Extra Curricular activities

At Russell Island State School we strive to provide a range of opportunities for students to engage in activities outside the existing curriculum, such as the Arts and sport.

Sport: Our HPE teacher Mr Krystalov facilitates our students’ involvement in sports development clinics around the district and their inclusion in district sport selection trials.

Team sport days with seasonal games occur in our district. Extra-curricular activities for our students include soccer, netball, and Auskick AFL etc. We are part of the national Sporting School Communities initiative.

Swimming lessons: Swimming lessons are provided by qualified instructors in our local pool during Terms 1 and 4. A school swimming carnival is held each December.

Excursions and Camps: At Russell Island State School we aim to have a camp every 2nd year in which all Year 5 and 6 students have the opportunity to attend. In 2015, our students attended Tallebudgera Camp school for 5 days.

Throughout the year a number of excursions are planned and run by the teachers in the local area and on the mainland. For larger excursions a parent consent letter is sent home, for excursions in the immediate local area we have a generic consent form signed on enrolment at the school.

Homework

At Russell Island State School we believe homework provides students with opportunities to consolidate their classroom learning, prepare for lifelong learning beyond the classroom and involve family members in their learning.

We believe homework that enhances student learning:

- is purposeful and relevant to students’ needs
- is appropriate to the phase of learning (Early, Middle and Senior)
- is appropriate to the capability of the student
- develops the student's independence as a learner
• is varied, challenging and clearly related to core work.

In developing our Homework Policy we have tried to ensure moderation and flexibility in our expectations about homework and take into account the need for students to have sufficient time for family, recreation, sporting and cultural pursuits.

**Prep to Year 2 homework:** All activities at home or in play can assist children to develop literacy, numeracy and problem-solving skills. Each teacher will determine homework tasks.

They may include:

• daily reading to, with and by others
• reinforcement of number facts as relevant to each year level
• linking concepts with familiar activities such as shopping, cooking and family outings
• conversation about what is happening at school
• preparation for oral presentations (morning talk)
• opportunities to write for meaningful purposes e.g. shopping lists, leaving a note.

**Year 3 to Year 6 homework:** Homework can be completed daily, over a weekly or fortnightly period and may:

• include daily independent reading
• include activities associated with spelling words for the week
• be coordinated across different subject areas
• include extension of class work, projects and research.
Our School Day

**Every Day Counts** is a statewide initiative addressing the issue of student attendance at school. The initiative is designed to change parent, community and student attitudes to school attendance. It requires the support of both parents and the community if student attendance is to be successfully addressed.

Every Day Counts promotes four key messages:

- all children must be enrolled at school and attend on every school day
- schools monitor, communicate and implement strategies to improve regular school attendance
- attendance at school is the responsibility of everyone in the community.
- truanting can place a student in unsafe situations and impact on their future employability and life choices.

**Arrival at school:** Your child has a better opportunity to perform well if they arrive at school on time to prepare for the school day and for formal instruction which begins at 8:45 am. For this reason we ask that all parents/carers ensure their child/ren arrive at school just prior to, but not later than 8:30 am.

There is no designated teacher on duty before school although students arriving early should remain in the undercover area until 8:30 am. All other areas are out of bounds before school.

**Departure from school:** Students are dismissed at 2.45 pm. Once dismissed, students are to proceed home according to parental instructions. Students discovering their pick up arrangements have not occurred as planned are instructed to report to the office rather than wait unsupervised for an extended period of time.

**Start times**

- 8:30  Recommended time of arrival
- 8:45  First Bell - move to class area
- 10:45 Learning activities commence
- 10:55 First break eating time commences
- 11:30 Learning activities recommence
- 1:15  Second break play time commences
- 1:35  Second break eating commences
- 1:45  Learning activities recommence
- 2:45  School day ends

**Bus Runs**

There are two bus runs on Russell Island. The first in the afternoon takes the children to Canaipa Point and the second takes the children to the southern parts of the island. Contact the bus driver at the school as he drops off the children before school and picks them up at 2.45 pm, for fares and timetables.

**Students leaving early:** Parents/carers wishing to collect students from school early are asked to:

- advise the school by note, email, or phone of the intended early collection the day of, or prior to, the day of departure
- report to the Administration Office upon arrival to sign the child out in the Early Departure Register.

We need to be advised by you in advance if a person other than the parent/carer is to collect a child early from school.

Please notify the school if your child will not be travelling on the bus as usual.

Due to duty of care responsibilities we decline requests from parents/carers to allow students to leave our care to make their own way home unsupervised by an adult during class time. Therefore, written or verbal requests from parents/carers to “Let students go early” will be referred to the Principal who will seek to negotiate alternative arrangements with you.
Students arriving late: Students arriving late to school are required to report to the Administration Office with their parent/carer before proceeding to their classroom. Students will be given a late slip which they present to their classroom teacher.

Bikes: A bike rack is provided under the Heritage Building. For safety reasons, students must not ride into the grounds but should dismount at the gate/footpath and walk their bike to the bike rack. All students are required by law to wear a well fastened helmet while riding their bicycle.

Custodial arrangements: On occasion, we may have to act on legal care information held in our confidential school files. It is vital that this information remains current and is supported by appropriate documentation.

If a change occurs regarding the legal care arrangements for a child, please advise the Principal/Administration Officer and provide supporting documentation. It is essential that both the Principal and class teacher are informed when there are concerns surrounding the care of students.

Absences: So that regulations under the Education Act are followed, parents/carers must provide an explanation regarding a child’s absence from school. In the event of your child being absent, please advise as soon as possible, by phone, fax, email or sms to 0429 395 360.

Visitors to the school:

All visitors to the school must report to the office to sign in.
Any persons, volunteers and paid workers, must have a current Working With Children “Blue Card”.

Our School Week

School Library: Weekly use of the Library provides all children with the opportunity to develop information skills and a love of literature. All classes have weekly timetabled borrowing times. Children can also borrow library books independently, as often as they wish during break times.

It is requested that each child has a library bag when borrowing, as this helps protect our valuable resources from wear and tear.

Borrowing policy: The following borrowing limits apply:
Prep – Yr 3: 1 book
Yr 4 – Yr 6: 2 books
The loan period is two weeks, however students are encouraged to return their books as soon as they have finished reading them and borrow again. They do not have to wait until their scheduled library lesson.

We encourage our students to not only value reading but also to value and take care of the book they borrow. Consequently, students who do not return books, may have borrowing rights restricted if books are lost, damaged or if they are consistently overdue in returning their books. We also request that damaged or lost books are replaced or paid for by parents to keep our book collection in good order. Texts that are not returned or are damaged will be charged a replacement fee of $5 for a soft cover book and $10 for a hard cover book.

Parades and awards: Parades are held each Wednesday afternoon at 2:00pm in the covered outdoor learning area on the oval. Student leaders and teachers share general school notices. Each week “Student of the Week” awards are presented. Parents are most welcome to attend parades.

Wet weather routine: On days when the weather prevents outside play, alternative wet weather arrangements are made.

Our School Year – 2017

Annual events: Throughout the year Russell Island State School students are engaged in a range of events. These include:

- Easter Bonnet Parade
- Book Week
- Athletics Carnival
- Swimming Carnival
- School Disco
- ANZAC Day and Remembrance Day Ceremonies
- NAIDOC Day
School Terms for 2017

Term 1: Monday 23 January – Friday 31 March
Term 2: Tuesday 18 April – Friday 23 June
Term 3: Monday 10 July – Friday 15 September
Term 4: Tuesday 3 October – Friday 8 December.

Pupil Free Day for 2017

Monday 16 October

Public Holidays for 2017

Australia Day – Thursday 26 January
Good Friday – Friday 14 April
Easter Monday – Monday 17 April
ANZAC Day – Tuesday 25 April
Labour Day – Monday 1 May
Queen’s Birthday – Monday 2 October

Our Special Features

Sport: Russell Island State School has three sporting houses and have been named after the first three Prime Ministers of Australia - Barton, Deakin and Watson.

The colours for the sporting houses are:
- Barton – Blue
- Watson – Yellow
- Deakin – Red

Russell Island State School’s Sports Days have become an integral part of our sporting culture. The purpose of our sports day is to encourage maximum participation of students and parents, to develop good sporting attitudes and promote the enjoyment of sport and recreation generally.

Tuckshop: (Is currently not operating due to lack of volunteers) Our P&C provides Tuckshop two days a week. Our convenor welcomes volunteers to assist with food preparation and serving. Students order their Morning Tea and Lunch through a written order system. The days of operation are Thursday and Friday. The term’s menu and price list for 2017 will be advised through our Newsletter, website and will be available from the office.

Breakfast Club

The P&C have organised a breakfast club every morning from 8.15 am for children who would like some toast and fruit to start the day. The P&C donates daily fruit and the Safe Harbour Church makes fresh pancakes every Tuesday morning.

We are always after volunteers to help this program. Please contact the school if you can help in any way, no matter how small.

School and Sport Captains

At Russell Island State School our school leaders are selected by the student body.

Our School Captains, Vice-Captains and Sports Captains are selected towards the end of Term 4 each year.

Student Council: A body of students is elected to the Student Council each year. Each member represents a particular class or sub-committee and provides an opportunity for suggestions and concerns to be considered. The School Council follows correct meeting procedures and plays an active role in decision-making and fundraising.

Parents’ and Citizens’ Association:

Our P&C meetings are on from 3:00 pm on the second Monday of each month.

Our P&C Executive for 2016 are:
- President – Mr Bill Sim
- Secretary – Ms Debra Morgan
- Treasurer – Ms Carla Ponsonby

Please come along and join in our endeavours to make this great little school even greater.
Student Health and Wellbeing

Full uniform with pride: At Russell Island State School we are very committed and proud of our school uniform and believe a consistent presence of full uniform is a very powerful way to create a sense of pride and community.

With no exception, our proud students are in our full school uniform every day and are a credit to themselves, their parents and their school.

We are committed to a full uniform policy because our community believes in:

- promoting a supportive environment at the school by fostering a sense of belonging
- fostering mutual respect among individuals by minimising visible evidence of economic, class or social differences
- promoting an effective teaching and learning environment by eliminating distraction of competition in dress and fashion.

Our school uniform is comprised of a:

- green polo shirt or cotton shirt with the school logo
- red polo shirt with school logo for prep children
- dark grey shorts for boys
- red skorts or school dress for girls
- white socks
- black shoes/black runners
- full brim green school hat (no caps)
- School logo green jackets or green jumpers, track pants and jackets for winter
- yellow, blue or red T-shirt for sporting events.

In the interest of personal hygiene, all clothing should be clean and tidy. Long hair must be tied back and no makeup is to be worn. Jewellery cannot be worn with the exception of plain earrings, watches and medical bracelets.

Thongs or open footwear which do not allow students to actively participate in lessons or sport or protect feet during educational activities are not permitted.

Uniform shirts, jackets track pants, shorts and hats are available for sale from the Uniform Shop in the Heritage Building. Thank you for your support for our uniform policy and please remember to name each item of clothing clearly to assist in recovery of lost items.

Toys, Toy guns, swords, matches, pocket knives, chewing gum or any potentially dangerous objects are forbidden at school (and on the school bus). These items will be confiscated and consequences as outlined in our Responsible Behaviour Plan will result.

Sun safety: Students without hats are reminded that the “No Hat – No Play” rule applies. Students without their full brim hat will not be able to play outdoors.

SPF 30+ broad spectrum water based sunscreen is made available to students for all outdoor activities.

The wearing of swim shirts during all water-based activities for students from Prep to Year 6 is compulsory in 2017. If parents are unable to provide a swim shirt students may wear a T-shirt.

Smart Choices: In January 2007 the implementation of Smart Choices for Queensland schools became mandatory. This strategy is all about offering healthy food and drink choices to our students. Smart Choices ensure we develop an initiative to combat levels of overweight and obesity in children. School life has been identified as a critical forum to assist in addressing this issue.

Smart Choices applies to all situations where food and drink are supplied in our school. This includes school excursions, school camps, fundraising, rewards for students, school events, and food used in curriculum activities.

Parents are also asked to assist in Smart Choices at Russell Island State School by packing your child healthy food and water in their lunch boxes and avoiding fruit juices, chips and other processed packaged foods.
Lollies and soft drink are not to be brought to school.

For the latest information on Smart Choices visit www.education.qld.gov.au/schools/healthy

**Student Health and Safety**

**Medication:** At Russell Island State School we seek to:

- establish a school climate that promotes normalising and acceptance of health conditions
- ensure administration of medication and other health condition management procedures
- respect the privacy and dignity of students whenever possible.

Parents/carers are asked to:

- notify the school in writing of a health condition requiring medication at school
- request the school in writing to administer prescribed medication or to assist in management of a health condition
- notify the school in writing of any requests and/or guidelines from medical practitioners including potential side effects or adverse reactions
- provide medication in original labelled container to the school
- ensure medication is not out of date and has an original pharmacy label with student’s name, dosage and time to be taken
- 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
- advise the school in writing and collect medication when it is no longer required at school.

Please note that administration of over-the-counter medications, including analgesics and homeopathic medications, are subject to the same requirements as prescription medication (as outlined above). In the absence of a prescription label, a letter from a medical practitioner will need to be provided to authorise administration of over-the-counter medication.

A special action plan must be developed for Anaphylaxis with the parent/practitioner/school prior to the student’s attendance at school. School staff can assist a student with self administration of medication under special regulations. Please discuss this with the Principal prior to student attendance if applicable.

**Children who become sick at school:** Sick and injured students are referred to the sick bay in the administration area where they are treated by staff with first aid certificates. They are monitored and returned to class if appropriate or parents are contacted and asked to collect the student from school.

In the event of parents/carers not being contactable, emergency contacts are phoned and asked to collect the student on behalf of the parents/carers. **Please ensure contact details for yourself and your nominated emergency contacts are kept up to date.** In emergencies, the school will take appropriate action to ensure the safety and well being of the student. Parents/carers will be contacted immediately or continued efforts will be made to contact parents/carers as treatment/emergency care is being sought or occurring.

**School Dental Service:** Russell Island State School is serviced by a Mobile Dental Service which is based at the school from time to time. A great deal of the service’s work involves the promotion of oral hygiene with the students through individual treatment and whole class lessons.

The dental treatment by the clinic is free but students are only treated if written consent forms are completed and returned by the parent/carer. You are welcome to visit the school dental van if needed, when it is located at another school.

**Resources**

**Booklists:** Booklists are developed for each class and renewed annually. Please ensure you receive a list from the school upon enrolment and in Term 4 of each year in readiness for the following year.

**Money collection:**

EFTPOS facilities are available at the office and the uniform shop.

Parents/carers are asked to be most diligent in their efforts to ensure that any money sent to school for any purpose, is placed in envelopes, clearly labelled/detailed and promptly handed
to the office. Please seal envelopes with sticky-tape to prevent the loss of coins.

Parents are asked to note the dates that money and permission notes are required and ensure these deadlines are met so students do not miss out on opportunities unnecessarily.

**Lost property:** Please ensure all items of clothing, especially jumpers/jackets, are clearly named. The lost property box is located in the office. Parents/carers are encouraged to seek lost belongings at any time.

Each term, all unnamed lost property items will be displayed in the undercover area for a day and students are encouraged to check for any of the lost belongings. Lost items not reclaimed by the end of the year are donated to charity where appropriate or discarded. Unclaimed school uniforms are retained by the school to assist with the management of “life’s little emergencies”.

**Use of school facilities:** Some school facilities may be made available for public use in consultation with the school Principal.

**Communication**

**Newsletters:** A school newsletter is published weekly to keep you informed of school news and happenings.

The Newsletter and Newsflash includes news from the P&C Association and the local community.

**Parental concerns:** During the course of your child’s school years, you may become concerned about an issue you feel is adversely affecting your child’s education or school life.

At Russell Island State School we are committed to ensuring that all concerns are addressed in a fair and equitable manner. Please ring the school or ask to make a time to meet with the class teacher in the first instance and discuss your concerns. Please contact the Principal, if you feel your concerns have not been adequately resolved by the teacher.

**Enrolment**

The full time, compulsory Preparatory Year of schooling has replaced the part time Preschool program. Children must be five by 30 June in the year they begin the Preparatory Year.

There are no waiting lists for enrolment in the Preparatory Year. Children must be born between 1 July 2011 and 30 June 2012 to be enrolled in Prep in 2017.

From 2008, the compulsory school starting age increased by six months and therefore children must be six by 30 June in the year they enrol in Year 1.

**For a child enrolling at Russell Island State School we require proof of the child’s date of birth, such as a birth certificate, passport or visa.**

If you are transferring your child to Russell Island State School from another Queensland state school, you should obtain a Certificate of Transfer from the school you are transferring from and provide this certificate with your enrolment here at Russell Island.

In turn we will provide you with a Certificate of Transfer for your child if you are transferring from our school.