

Drillham State School



2022 Prospectus

School Details

**Principal
Admin officer**

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School Vision

To provide an exceptional education that meets the differentiated needs of every child; empowering them with confidence, skills, knowledge and resilience to be the best they can be in their future endeavours.



School Motto

“Happiness through Learning.”

School value

- The right for every child to learn and to achieve their best through pursuing excellence.
- That the learning environment is safe and supportive for all, at all times.
- The development of the whole child supporting individuality and differentiation.
- That learning is a partnership between home, school and community based on quality relationships; open, honest communication; and respect for all.
- Taking responsibility for one’s own actions and one’s own learning.
- Care and compassion; tolerance and inclusion
- Resilience, persistence and organisation.
- Equity of opportunity, resources and technological advancements.
- Moral and ethical conduct.
- Honesty and trustworthiness.
- Enough for all forever.

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Enrolment Package

- Enrolment signature package (**return**)
 - i. Application for student enrolment form
 - ii. Enrolment agreement
 - iii. State School Consent form
 - iv. Acceptable use of ICT services, facilities and devices
 - v. Third party website consent form
 - vi. Instrumental music program
- Booklist & stationery supplies package (**return**)
 - Booklist & stationery supplies list (keep)
 - Booklist & stationery supplies order form
 - Student resource scheme participation agreement form
- P&C Uniform order form (**return**)
- Mandatory training key messages (**return**)
- Student Code of Conduct
- Dress code and SunSmart policy
- Getting ready for Prep
 - Getting your child ready for Prep
 - Making the first day a success
 - How to get involved
 - Children starting school in rural and remote Queensland
- Copy of Birth certificate application
- Sight word games & activities

Other Documentation

- Upon request the school will provide a copy of
- I. Annual report
 - II. Homework policy
 - III. Customer complaints process

All current documents can be found on the school website at:

<https://drillhamss.eq.edu.au/Supportandresources/Firmsanddocuments/Pages/Annualreports.aspx>

<https://drillhamss.eq.edu.au/Supportandresources/Firmsanddocuments/Pages/Documents.aspx>



1. “Welcome”

Welcome to the Drillham State School community. Drillham State School recognises as its prime obligation, the provision of access to an appropriate education service for students whose principal place of residence is within the Drillham State School catchment area. The school is currently nearing its Student Enrolment Capacity (SEC) of 48 students and therefore all new enrolments will need to meet the criteria of the school’s Enrolment Management Plan (EMP), restricting out-of-catchment enrolments. For more information on EMP please visit the school’s web site or

<https://education.qld.gov.au/parents-and-carers/enrolment/management-plans/drillham-state-school>

Enrolment Management Plan

Parents or legal guardians who wish to enrol their child at the school **will need to** demonstrate that the student’s principal place of residence is within the catchment area. Current proof of residency at the address indicated can be provided by way of one of each of the following:

- One primary source – a current rental/lease agreement, or rates notice, or unconditional contract of sale; **and**
- One secondary source – a utility bill (e.g. electricity, gas) showing this same address and parent’s/legal guardian’s name.

Learning is a co-operative partnership involving you, your child and Drillham State School staff and community. We hope that you will become an active participant in your child’s education within the school context through the Drillham State School Parent’s & Citizen’s Association, through involvement in school events and activities and by providing ongoing support towards your child’s education.

Your involvement is crucial to your child’s development. You are a valued member of the school community and your support will greatly enhance the quality of education that can be offered to your child. We encourage your active participation in your child’s learning, active communication with your child’s teachers and participation in parent teacher interviews.

The school is a community resource. We encourage community use of school facilities (with prior approval from the Principal). The tennis court with volley ball, netball and basketball facilities is available for use. Families are encouraged and welcome to borrow from the school library.

To ensure the best for your child, we encourage open and regular communication between all parties, displaying mutual respect. The school’s newsletter (generally published weekly) is the main form of communication providing regular, up to date, information relevant to the school and community. If at any time you are unsure about anything relating to your child’s education and schooling, please contact the Principal or Drillham staff.

Drillham State School is an Independent Public School (IPS) within the State School system. As an IPS Drillham State School partners with the community to create and pursue a shared strategic direction that focuses on student wellbeing and improved student outcomes. As an IPS school we have:

- enhanced local governance
- opportunity for advancing innovation
- local-tailored workforce
- financial flexibility
- ability to build for the future
- public accountability, transparency and performance

As an IPS school we have improved means to support your child’s education as we implement the Australian curriculum.

We hope you find your involvement at Drillham State School rewarding and successful.

Wendy Fergus
Principal

2. Calendar – 2022 school year

Term Dates

Term	Dates	Duration
Term 1	Monday 24 January–Friday 1 April	10 weeks
Term 2	Tuesday 19 April–Friday 24 June	10 weeks
Term 3	Monday 11 July–Friday 16 September	10 weeks
Term 4	Tuesday 4 October–Friday 9 December	10 weeks

Staff Professional Development Days (SPDDs)

Term	Date	Length
Term 1	Thursday 20 & Friday 21 January	2 days
Term 2	Flexible Easter dates Wednesday 13 & Thursday 14 April (These days will be taken on Wednesday 19 January and after hours)	2 days
Term 3	Friday 2 September	1 day

Finishing Dates

Year level	Date
Year 12	Friday 18 November
Year 10 & 11	Friday 25 November
Prep to Year 9 & special schools	Friday 9 December

3. School Hours

School hours for Drillham State School are 9 am to 3 pm. As Drillham is a feeder school to Miles High, students may arrive at school from 8:12 am though must leave by 3:25 pm with the departure of the last bus. As these hours are outside teacher's rostered hours, we appreciate your adherence to the times.

Roaming supervision occurs from 8:12 am – 8:45 am. Students may play upstairs while staff prepare for the day. Rostered supervision occurs each afternoon, 3:00 pm to 3:25 pm. Parents are welcome to enter the room and collect students at 3pm if they have not proceeded downstairs. The school's timetable is:

Time	Activity
8:12	Bus arrival
8:50	Morning fitness
9:10	1 st session begins
10:40	Morning tea - eating
10:55	Morning tea - play
11:10	2 nd session begins
1:10	Lunch break-eating
1:20	Lunch break - play
1:50	3 rd session begins
3:00	End of day
3:25	Buses depart

4. Staffing

Staffing is dependent on student enrolment numbers on the 8th day of each school year. For 2022, it is anticipated that staffing of teachers and teacher aides will be similar to recent years. Currently staffing includes:

Teaching principal	Wendy Fergus
Class teacher	Callie Fitzpatrick Katrina Gaze
Learning support	Katrina Gaze
Music teacher	Roxy Bidgood
PE teacher	Campbell Wright

Teacher aide	Belinda Austin Debbie Robinson
Admin officer	Judi Young Tanya Raleigh
Cleaner & Grounds	Nikki Saville
LOTE teacher	Rockhampton CSDE
RE instructor	Helen Roberts

5. Absences / Leaving the School Grounds

'Every day counts'. Regular school attendance is essential for your child to achieve academically, socially and emotional. Sick days, family bereavement and medical emergencies cannot be avoided. Days off for shopping, family time or to have a break are unacceptable and can have a significant impact on students learning and wellbeing. Department policies and procedures will be followed to ensure students have regular access to education. Visit <https://everydaycounts.education.qld.gov.au/>

To minimise the impact of having a day off, parents are requested to support students by providing notice to the school at least 5 days in advance when planned. Parents are asked to prompt students to touch base with teachers before and after the day off to make up work missed. Parents are asked to stress to their child that it is their responsibility to catch up on missed work.

Parents and carers have a responsibility to notify the school by 10am on the day if a student is absent. Please notify the school by phone call or email. If no notification or explanation absences will be recorded as unauthorised or unexplained if staff are unable to make contact.

Students are not to leave the school grounds under any circumstance without being dismissed by staff. Parents are to sign the 'Student register' if students arrive late or leave early. Parents must notify staff in advance if alternative arrangements have been organised so to ensure student safety. Please provide the school with a written notice of likely alternative arrangements stating person's name, relationship and contact details so to assist with student safety.

6. Administration of Medicine to Students during School Hours & Students Health

Classroom staff are first aid trained, allowing them to administer first aid, CPR and asthma relief. Depending on the circumstances, students may be observed for a period of time, before conclusive action is taken. If there is need for an ambulance, or parental input, parents will be phoned as soon as it is viable. Please keep personal details up to date to assist in this procedure.

Sick and ill students should not be sent to school. Please let inform the school if your child has been exposed to any communicable illness so that staff can monitor the health of all students. See appendix for Infectious Disease Information Sheet.

To ensure that students have access to a *reasonable standard of support* for their health needs, whilst attending school, a request for school staff to administer medication during school hours should be filled in if the administration of medication at school is necessary. Schools require *medical authorisation* (form attached) from a prescribing health practitioner to administer any medication to students (including *over-the-counter medications* such as paracetamol or alternative. We are willing to assist you in this situation. The procedure is as follows:

1. Complete medication form (Form attached).
2. Students are to hand their form and medication, in original packaging, to the office upon arrival
3. The school will record administration times.

If your child has a medical or chronic health condition (e.g. Asthma, diabetes, epilepsy) please discuss this with the principal. Please ensure an action plan is in place, and an emergency medication form is filled in, even for self-administration of medication.

7. Behaviour Management

Drillham State School is committed to providing an environment that maximises the educational opportunities and outcomes for all students to ensure that:

- learning and teaching reflect the principles of equity, effectiveness, responsiveness, participation and accountability
- behaviour of all school members is socially responsible; and
- we continuously reflect on educational practices and work towards improving services within the school

At Drillham State School, the three fundamental behaviour principals are:

- **Be safe**
- **Be responsible**
- **Be respectful**

These principles are based on school wide positive behaviour and are comprehensively outlined in the school's Student Code of Conduct. A copy of the Student Code of Conduct is included in the enrolment package. Upon enrolment at Drillham State School, all parents and students are expected to sign the school's enrolment agreement' and 'Acceptable use of ICT services, facilities and devices'. These agreements outlines expected behaviours.

A fundamental principal of behaviour management at Drillham is that all students discuss incidents on the day they occur with staff prior to leaving the school grounds. This allows issues to be addressed in a timely manner, with all involved, in a fair and just manner, without bias.

8. Booklist & Stationery supplies & student resource scheme.

With P&C support, under the Student Resource Scheme, parents are able to purchase student booklist & stationery supplies directly through the school. To access this service, parents need to return a signed *Booklist & stationery supplies* order form and *Student Resource Scheme* participation agreement form. The booklist is broken into four packs, as per audit requirements, as schools cannot generally sell goods on. The school uses local suppliers to fill the booklist, where viable.

Parents do not have to use the Student Resource Scheme though students require **ALL** items relevant to their year level from the *Booklist & stationery supplies* upon enrolment in their year level.

Items need to be clearly marked and books covered. Excess items are stored for access by the student throughout the year. Items not used are sent home at the end of the year. Incorrect / inappropriate equipment will be sent home and the correct material requested. Poor quality material hinders student learning

9. Bus Routes

Bus issues need to be directed to drivers and operators

North Drillham	Jackson-Miles	Goonalah - South Drillham
Deb Staines 0477479516	K & T Brown 46272059 0418192631	K & T Brown (owner) Mary Krause (driver) - 0439987750

The Department of Transport and Main Roads provides assistance under the School Transport Assistance Scheme (STAS) in situations where access to education is impeded by distance, income or isolation.

Refer to <https://www.qld.gov.au/transport/public/school/school-transport-assistance>

10. Camps and Excursions

The whole school camp occurs every 2 years on an odd year, for one week, Monday to Friday. It involves students from Prep to Year 6. Parents of Prep and Year 1 students are invited to attend the camp (user pays) to ensure all students have the opportunity to attend. With support from the Drillham P&C fees are kept to a minimal (Under \$100 per student). Other parents may be invited to attend based on a risk assessment conducted by the principal. Previously camps have been to Capricorn coast, Brisbane and Sunshine coast.

During even years, staff endeavour to conduct an overnight camp at Columboola Environmental Education centre. Students participated in educational outdoor activities and team building skills. Year 5 & 6, also have the opportunity to participate in the Miles cluster Tallebudgera camp for a week, Sunday to Friday.

Camps provide rich learning experiences for students. Students not attending camp are expected to attend school (at a location organised by the Principal). To ensure that excursions/camps function efficiently and are safe for all that attend some general rules apply.

- a. The school rules apply in all situations while travelling and on camp.
- b. Poor behaviour will not be tolerated and the student may be sent home. Students who display such behaviour will have limited participation in future activities outside of school.
- c. The campsite and activity areas are classified as "school grounds".
- d. Children must not wander away from the camp area or from activity groups.
- e. Children are to refrain from bringing electronic or electrical equipment, soft drinks, lollies, matches and knives or any item deemed an invasion of privacy or safety.
- f. The teacher in charge is responsible for student's behaviour and safety. All issues (student & parent) need to be directed to the teacher in charge.

With approval from the Drillham P&C, all volunteers (including parents) attending school camps will need a Working with Children Volunteer Blue Card, linked to Drillham State School.

11. Chaplaincy / Student Welfare Services

At present Drillham State School does not have access to the Chaplaincy services previously provided through the Miles Chaplaincy committee and the Australian Government National School Chaplaincy Program due to funding costs.

12. Complaints

Please refer to the *Drillham's customer complaints management process* available on the school web page or contact school staff. www.drillhamss.eq.edu.au

13. Curriculum

The Whole School Curriculum Plan outlines the three levels of planning implemented across the school aligned with the Australian curriculum. A strong alignment has been achieved between the overall curriculum delivery plan, term and unit plans, classroom teaching and the regular assessment of student progress in relation to curriculum expectations.

Considerable attention has been given to ensuring 'vertical' alignment of the curriculum so that there is continuity and progression of learning across the years of school with teaching in each year building on to and extending learning experiences in previous years.

At Drillham, staff ensure that all students experience inclusive education by ensuring all student can access and participate in a high quality education and fully engage in the curriculum alongside their peers of a similar age. Staff ensure students are supported by making reasonable adjustments and tailoring teaching strategies to meet individual needs so that all students can achieve academically and socially.

14. Dental care

Free dental care is provided through the School Dental Service from the age of four to the completion of Grade 10. The dental team consists of a dentist, dental therapists, oral health therapists and dental assistants. On a rotational basis, students at Drillham State School are offered dental treatment as a family group in the 'school dental van' at a school site such as Miles Primary School.

Children requiring emergency treatment should contact their nearest hospital dental clinic where the problem will be assessed. Days and hours of business vary throughout the district. If the clinic is unattended a recorded message will advise you of where to contact. Hospital Dental Clinics are
Dalby – 4669 0527 Miles – 4628 5687

15. Digital technologies

For students to fully engage in the Australian curriculum, teachers at Drillham State School use contemporary teaching strategies. These strategies embrace technology, digital devices and digital platforms to deliver the curriculum. Upon enrolment, students are provided with their own log on to the school system. This provides a personal file, email account and access to the internet. State Schools have highly managed filters and monitoring on student's internet access, blocking many sites. This provides students with a high level of safety.

To enable students to interact with technology and digital devices, all student upon enrolment are requested to sign and follow the school's *Acceptable use of ICT services, facilities and devices*.

During their education at Drillham, students have access to online learning such as mathematics, eBooks, Reading eggs and Japanese (via blackboard collaborator and iConnect). Parents are asked to review and sign *Third party website consent form* which evaluates the inherent risk of iCloud services used at the school.

Drillham State School is well resources with PCs, laptops and iPads with almost a 1:1 ratio of devices to students. Students also have access to a range of peripheral devices such as cameras and printers to support their learning. To support learning areas students also have access to digital devices such as bluebots, makey makey's, Edison robots and programming programs.

16. Enrolment & transfers

Student's age is the general criterion used to decide year level placement. All students in Queensland are entitled to 26 semesters of State Education beginning in Preparatory (Prep) year. To be eligible for Prep your child must turn five by 30th June in that year. When enrolling a student in Prep, documentary evidence of the student's date of birth is required in the form of a **Birth Certificate**. Prep is the first compulsory year of schooling in Queensland.

When enrolling a student from another school, a transfer note or interstate student data transfer note is required. Drillham staff will request the transfer note on your behalf, with your permission.

If you are transferring to another school please notify the principal of the date of transfer and the school that your child will be attending so that the necessary paper work can be addressed.

When creating official school records, your child's legal name (as recorded on their birth certificate) must be recorded. Students preferred name can be used on internal school documents such as class rolls. Student's legal name will appear on semester reports unless the principal receives a request from parents / guardian to use the student's 'preferred name'.

Parents wishing to have their child considered for early entry to Prep will need to contact the school in a timely manner to discuss the requirements and the application process with the principal.

17. Flexischool app

Drillham State School and the Drillham P&C has partnered with Flexischools to make purchases easier for tuckshop and uniform orders. Parents will need to download the Flexischools app, register, log on and top up their accounts.

A flyer is available in the enrolment pack to support use of the app.

The app will also be used by the school to push notifications. In the future it may be used for forms.

18. Fees, charges & voluntary contributions

As Drillham State School is an Independent Public School within the State School system parents generally do not have to pay fees or charges to enrol students in the school (excluding fee paying international students).

At Drillham, with the support of the P&C, most school activities are fully covered by the school. Students enrolled at Drillham State School can be charged for services and consumables not defined as instructional, administration or facilities where, if not provided through the school, the parent would have to purchase in the private market. This can include activities such as camps and extra-curricular excursions and instrumental music.

Parents are expected to pay for student's uniforms (P&C), booklist items (school) and instrumental music (school).

Debt recovery action can be undertaken by the school for outstanding payments such as

- Booklist and stationery equipment provided by the school that would otherwise have to be purchased by the parent/caregiver.
- School excursions and hire of equipment where the parent agreed to pay
- Sporting/artistic programs that extend beyond the core curriculum that parents agreed to pay.

When the school pays for resources, the ownership is retained by the school. Where parents/caregivers pay for the resources, they retain ownership. Stationery and booklist items are owned by the individual student.

19. Finance

Drillham State School is funded based on Day 8 student numbers. The school has an allocated budget in which to operate which is prepared in conjunction with the Annual Implementation Plan and Explicit Improvement Agenda. It is ratified by the School Council and passed by the School P&C.

The principal has the responsibility for the management of expenses such as teacher replacement costs, casual staffing, resources and consumables, grounds and minor building repairs and utilities. Additional funds such as Investing for success (I4S), Independent Public Schools (IPS), RREAP and Sporting Schools support additional programs specifically targeted to enhance students learning and access to quality education.

20. Homework

Homework is set Monday to Thursday as outlined in the homework policy approved by the Drillham P&C. Homework should be completed each night, rather than all in one go to improve students' spelling, number facts, sight words and reading skills. Homework at Drillham generally includes:

Prep	Reading, oral language development and alphabet awareness using cues on the homework sheet. Spelling and sight words are covered in term 4 (term 3 for some students).
Year 1 - 6	Reading, number facts, spelling and sight words (usually year 1 & 2) Writing out one sentence for each spelling word portraying the meaning of the word

Homework should not be a burden on home life. If students are experiencing difficulty, please refer them to the teacher so appropriate learning opportunities can take place. Staff are happy to discuss on an individual basis concerns over homework. Please do not do your children's homework for them. Please ensure you sign all sections to verify homework was completed.

Drillham State School is currently nominated as a Homework Centre. Families may apply to participate in after school support. The school has funding to purchase teacher aide support for 9 hours a week. Participation is based on an application process.

21. Homework centre

Homework Centres provide a supervised and suitable learning environment in which students can complete their homework before they go home. Homework Centre sessions are managed by the principals, free and up to 3 hours per week for 30 weeks per year. The sessions are supervised by teacher aides. Please contact the principal of current operation days and times and an application form.

The current funding is for a 12-month period. The school has previously provided homework support as needed by individual families. If funding does not continue, the school will continue to provide support as needed by families after school from 3pm to 3:20pm.

22. Instrumental music

Drillham State School is able to offer a multi (band) instrumental music program for year 4, 5 & 6 students through a department initiative. Students can apply to learn the flute, clarinet, trumpet or percussion instrument (tuned and axillary). The choice of instruments is influenced by staffing and access to instruments.

Students who are selected for the program will receive a half hour group lesson each week during school time on a Friday. Students will be expected to become a member of an ensemble. The ensemble-based program is designed to have students playing together as soon as possible. Ensemble rehearsal time is usually after lessons Friday afternoon from 2:50pm to 3:20pm.

The school has a limited number of instruments to hire. Students will be expected to have their own instrument by the second year of instruction.

Being part of the Instrumental Music Program does come with a financial cost, with participating students being invoiced through the school. The program costs goes towards text resources, photocopying and sheet music. Additionally, if you need to hire an instrument from the school there is also a fee which goes towards servicing and replacement of instruments. Parents may be responsible for the purchase of books and any other instrument requirements including valve oil, cork grease, cleaning kits, clarinet reeds etc.

23. Insurance & accident cover

School activities, particularly contact sports, carry inherent risks of injury. Parents are advised that the Department of Education does not have student accident insurance cover for students.

If your child is injured at school as a result of an accident or incident, all costs associated with the injury, including medical costs are the responsibility of the parent or caregiver.

Some medical costs may be covered by Medicare while other cost will need to be covered by parents.

Private health insurance and student accident insurance may pay some benefits in certain circumstances should your child have an accident. It is up to all parents to decide what types and what level of private insurance they wish to arrange to cover their child. Please contact your insurer or an approved Australian insurance broker if you wish to take out student personal accident insurance cover for your child.

Drillham P&C Group Personal Accident Insurance provides cover for all school volunteers, regardless of whether they are volunteering for the P&C or helping at the school. Volunteers do not need to be P&C members though it is preferred if volunteering regularly. All volunteers must sign in and out so there is proof of attendance. For further information, visit P&C Queensland.

24. Languages Other Than English - LOTE

It is mandatory that students in Year 5 & 6 participate in LOTE. Japanese is studied as a second language (LOTE – languages other than English) via distant education through the Capricornia School of Distance Education.

Exemptions are granted only when students indicate extensive learning difficulties in their NAPLAN testing. Parents are welcome to discuss the exemption of their child from LOTE with the principal at any time

25. Library

Students and members of the school community may borrow from the school library from 8:30 to 8:45am Monday to Friday. Prep to year 2 also have the opportunity to borrow during weekly library lessons, as per the timetable.

Students may borrow three fiction and three non-fiction at a time. Books may be borrowed for a period of two weeks upon which the loan may be renewed. A water proof library bag is needed when borrowing books, which is available for borrowing from the library.

If books or bags are lost or damaged, the school may issue families with an invoice for a replacement item. Generally, time is allowed for families and staff to conduct a thorough search for the books in question.

26. Newsletter

The school newsletter is generally published mid-week and distributed in printed and digital form (email). Only one printed newsletter per family unless requested. Please provide email details if you wish to receive the newsletter via email. The newsletter is not published on the schools web page or other social networks, so to respect student's privacy.

The newsletter is written to inform the school community of up-coming activities; student success and recognition; what is occurring in the classroom; parenting tips; and other educational matters. Parents are urged to refer to the newsletter in the first instance for school related information.

Commercial, community and private advertisements are at the discretion of the principal, based on the service they provide to the Drillham community, and availability of space.

27. Parents & Citizens' Association (P&C)

The P&C is a consultative body, which supports the decision-making processes within the school. It has an advocacy role to provide better educational opportunities and facilities for students. The P&C raises funds, which are used to enhance learning opportunities for students including camps and classroom resources. The P&C also helps maintain the school facilities through working bees and performing general maintenance activities.

The Drillham P&C meets 3 times per semester (6 times a year) on a Tuesday from 3:30pm as advertised in the school newsletter. Parents and community members are encouraged to attend. At the first meeting for the new school year (after the P&C books are audited), an executive committee is voted in at the annual AGM followed by a general meeting. The executive committee for 2021 were:

Mrs Ali Nixon	Mrs Kathy Currin	Mrs Sarah Parkinson
President	Secretary	Treasurer

28. Prep

The Preparatory (Prep) program is the first year of compulsory schooling in Queensland. It is a 5-day program based on the Australian curriculum. As per all students at Drillham, students require:

- School uniform as per P&C *uniform order form*.
- All items on the Booklist & stationery supplies.
- School Bag (small enough to carry, big enough to fit everything in)
- School Hat - purchased through P&C uniform order form.
- Morning tea and lunch in an easy to open lunch box (please discuss needs with your child)
- A water bottle
- A change of clothes for any mishaps
- Shoes which are easy to put on (sandals or joggers)

29. QParents

QParents a secure, online portal that is free for all Queensland state schools to use and provides parents with quick, easy access to their student information including:

- student and attendance details
- behaviour information
- report cards and assessment planners (if used)
- timetables and upcoming events
- invoices and payment history.

The student information displayed in QParents is surfacing information that is already recorded and managed in OneSchool. The benefits of using QParents for schools and parents include:

- a faster, more efficient way to communicate with parents regarding student information
- a secure, convenient and automated process for parents to pay school invoices
- significant time and effort savings for both your school and parent community
- an innovative online communication tool that's free of charge for both schools and parents to use.

Currently Qparents at Drillham is set to show attendance, finance, reporting and upcoming events. Upon enrolment the primary caregiver will be sent a QParent account owner reference code to provide access to Qparents. If you do not receive and email please contact the principal.

Parents can seek further information, assistance with registration, advice on how to use QParents or help with technical issues by:

- visiting the <https://qparents.qld.edu.au/#/login> or downloading the Qparents user guide.
- contacting 13 QGOV (13 74 68).

30. Reading challenge & premier reading challenge

As part of the weekly homework, students are encouraged to read on a regular basis. To support regular reading, students are rewarded for reading for a minimum amount of time each week and longer. Prep and year 1 are required to read for at least 7 minutes per night, while year 2 to 6 are to read for 10 minutes. Prep to year 1 are encouraged to read for at least 40 minutes per week, while year 2 to 6 are encouraged to read for 60 minutes per week.

Once during the term and at the end of the term students are provided with rewards for reading the minimum and maximum amount of time. Time are recorded on the homework sheet.

The premier reading challenge is a state project where students need to read 15 to 20 book over several months in term 2 to term 3. The premier reading challenge will be more closely aligned to home reading from 2021.

31. Religious Instruction

Queensland state schools embrace a multitude of cultural, religious and non-religious beliefs. Under the *Education (General Provisions) Act 2006*, schools are to provide Religious Instruction (RI) if approached by a faith group seeking to provide RI and students of that faith attend the school.

RI informs students about the beliefs and values of a particular religion. It is delivered by volunteers of a faith group using instructional materials approved by that faith group. RI is required to be consistent with legislation and Department of Education policies and procedures.

All RI instructors must hold a blue card and participate in compulsory Student Protection and Code of Conduct training. RI instructors are only entitled to deliver the RI program outlined below. A school staff member will be present during the delivery of RI.

Participation in RI is not compulsory. Any student (except Prep students) may participate in RI if a parent has provided written instructions to the school.

Students are allocated to RI based on information provided by parents on the completed [Application for student enrolment](#) unless other written instructions have been provided to the school.

Note: *This consent remains in effect unless the parent informs the school otherwise in writing.*

A description of the RI available is provided below.

Christian Religious Instruction

Participating faith groups:	Anglican, Christian Outreach, Lutheran, Presbyterian and Catholic churches of Miles
Authorised program:	Connect
Aims and goals:	<ul style="list-style-type: none"> • Know the basic teaching of the Christian faith; • Explore the relevance of the Christian faith to everyday life; • Reflect on the demands faith makes on their lives; and, • Learn the value of accepting people who hold other faith positions other than their own.
Lesson structure:	<p>Lessons are 30 minutes per week.</p> <p><u>Connect</u> is a three-year program presented across three levels of schooling – infants, lower primary and upper primary. The lessons are Bible based covering Bible history from creation to God's ultimate purpose. Each lesson introduces concepts, themes and major characters from the Old and New Testaments. Lessons also cover key Christian events such as Easter and Christmas. Students engage with the concepts through music, drama, reading and writing, puzzle-solving, drawing and asking questions. See lesson structure: https://cepconnect.com.au/images/uploads/Connect-scope-and-sequence-all.pdf</p>

Parents of students participating in these programs will be advised if a faith group requires funds to cover the expense of materials used in RI.

Other Instruction

Students who are not participating in RI will be provided with other instruction in a separate supervised location. Other instruction must relate to part of a subject area already covered in class and may include:

- personal research and/or assignments
- revision of class work such as creative writing or literacy and/or numeracy activities which could include online programs currently accessed by the students of that school (i.e. [Mathletics](#), [Reading Eggs](#))
- wider reading such as independent reading appropriate to the student

Parents will be advised of any changes to the RI and other instruction programs to ensure they are able to make an informed decision on their child's participation.

(This document is part of a suite of *Religious instruction policy statement* supporting documents provided by the Department of Education for use in Queensland state schools and available at <https://education.qld.gov.au/parents-and-carers/school-information/school-operations/policy-statement>)

32. School Council

As a requirement of being an Independent Public School (IPS), Drillham State School school council was established (15/06/17) and gazetted on Friday the 23rd June 2017 under the Education (General Provisions) Act 2006. Members are elected based on ratios set out in the School council constitution.

School councils enable greater involvement of the school community and other stakeholders, such as industry, in setting the strategic direction for the school. The school council performs its role in accordance with legislation to achieve the best learning outcomes for the school's students.

The school council:

- monitors the school's strategic direction
- approves plans, policies and other strategic school documents including the annual estimate of revenue and expenditure
- monitors the implementation of the plans, policies and other strategic documents
- advises the school principal about strategic matters

33. School transport assistance scheme & School transport assistance program for students with disabilities

The Department of Transport and Main Roads provides assistance under the School Transport Assistance Scheme (STAS) in situations where access to education is impeded by distance, income or isolation. **Distance based assistance** is provided to the school in the form of 3 bus runs.

Students may be eligible for distance-based assistance if:

- their nearest state primary school is more than 3.2km away
- their nearest state secondary school is more than 4.8km away

Further information and explanation is available from <https://www.tmr.qld.gov.au/students>

The Department of Education is responsible for assessing the eligibility of students with disability for transport assistance and for authorising and funding the Department of Transport and Main Roads to provide transport assistance. All enquiries about transport assistance for students with a disability should be directed to the school or the relevant Department of Education regional office.

Where a student with a disability does not qualify for the assistance funded by the Department of Education, they can apply as distance or safety-net eligible students provided that they satisfy the relevant criteria, can travel independently and meet all conditions of the scheme as they relate to mainstream students.

34. Show and Tell

Students are encouraged to participate in show and tell at 2:50pm Monday to Friday. Students may bring items to show, to support oral language development. Items need to stay behind the principal's desk until home time. Every effort will be taken to care for items, though no responsibility will be taken by staff or the school. If concerned about an item please do not allow your child to bring it to school, especially if breakable or expensive.

35. Specialist lessons

Students participate in a thirty minute physical education lesson per week (P-2 & Year 3-6) serviced by the physical education (PE) teacher from Miles. Students participate in a thirty minute music lesson per week (Prep, Year 1-2, Year 3-4, Year 5-6) through a school funded music teacher. Choir is conducted at lunch times to coincide with music lessons. Based on an application process, students in year 4, 5, 6 have access to instrumental music funded by the region.

Students in Year 5 & 6 participate in a 45 minute online Japanese lesson (LOTE) per week, through the Capricornia School of Distance Education (2021).

36. Sports & sports carnivals

During the year students in Year 3 to 6 have the opportunity to nominate for M&D (Miles and District) sporting events, depending on age. Miles & District incorporates Miles, Condamine, Dulacca, Guluguba, Wandoan and Taroom. Students have the opportunity to participate in swimming, netball, rugby league, athletics, touch football, soccer, softball, cricket and tennis. Dates for sporting events are published in the school newsletter throughout the year.

Drillham combines with Dulacca for a school athletics carnival and swimming. Drillham also combines with other small schools in the area for cross country, small schools athletics carnival, athletics coaching and an end of year swimming carnival.

Each year students participate in 5 days of swimming over 2 weeks at the Miles pool, with Dulacca State School. Lessons generally occur in the last few weeks of the school year. Utilising school funds the school organises bus transport to and from the pool leaving around 9am and returning by 12:30pm. The school currently pays for coaches to support the school swimming program.

37. Student reports & Parent Interviews

Parents are welcome to and encouraged to arrange a parent-teacher meeting throughout the year to discuss their child's progress or welfare. Parent- teacher interviews are generally conducted twice a year to report on term one and 3 progress. Information is provided in the newsletter.

Student reports are issued for semester 1 (beginning of term 3) and semester 2 (end of term 4), portraying student's progress. Parents may request an interview following the distribution of the report card. The report card issued is based on the Department of Education template using the aligned rating scale e.g. A-E. Year 3 & 5 NAPLAN testing occurs in term 2 and reports are issued in term 3.

38. Support Services

Schools are provided with funding for a Support Teacher Learning Difficulty. At Drillham, this service is integrated into the classroom to maximise learning and reduce segregation and disruption to a student's learning. Based on individual needs, students may be supported in-class, in small groups, individually or through the schools morning program by teachers, teacher aides, support personal or volunteers. Students programs are designed to ensure that individual learning needs are being addressed with minimal disruption to classroom learning, ensuring differentiation. At Drillham, staff have access to support services such as:

- Guidance Officer and
- Speech Language Pathologist

39. Transition statements – kindergarten

A transition statement is a summary of each child's learning and development during the kindergarten year. Transition statements are created towards the end of the kindergarten year by teachers in collaboration with the children, their parents/carers, and support personnel. A transition statement belongs to the family and child.

Parents and carers can choose to share the transition statement with their child's new prep teacher and/or other relevant staff at their new school, or they can consent to it being passed to the school by the kindergarten teacher by signing the transition statement consent form. For more information about transition statements, visit the Queensland Curriculum and Assessment Authority website.

40. Transport

Transport to curriculum related activities, is generally funded and arranged by the school, as approved by the P&C. Parents may be asked to contribute to transport costs for additional activities.

Transport to sporting events is normally the responsibility of parents. Information regarding sporting events is attached to the newsletter and distributed as early as possible to enable parents to arrange alternative transport. Parents are required to hold a current drivers licence and use a registered motor vehicle when transporting students.

As agreed by the Drillham P&C, parents arrange transport to the Drillham and Dulacca athletics carnival, the small school's athletics carnival and the small school's swimming carnival even though they are 'whole of school' activities, as parents typically attend these events.

41. Tuck-shop

The school tuck-shop is run by Drillham P&C volunteers and normally occurs twice a term as advertised in the school newsletter. Throughout the year parents may be contacted by the tuckshop convenor to assist with baking of cakes and slices.

Large stocks of food are not kept on the school site so pre-ordering is required.. Orders MUST be placed using the P&C approved Flexischools app. (See Flexischools)

42. Uniforms

Drillham State School has one uniform with variations, endorsed by the Drillham P&C. Students are expected to wear the school uniform every day, unless notified otherwise. This includes when:

- Participating in school activities off campus or out of hours
- Travelling to and from school
- Representing the school

It is an expectation that students wear the school shirt (polo, long sleeved or year 6) and hat purchased through the Drillham P&C. Students are encouraged to wear other apparel available through the Drillham P&C though students may wear any suitable jackets and bottoms that are royal blue in colour. Variations to the uniform will be considered on a case-by-case basis by the principal.

Tops	Polo shirt with embroidered logo. Royal blue shirt with white side panel, purchased through P & C.
Bottoms	Royal blue skirt / skorts / shorts
Optional Winter tops	Royal blue plain sports jacket / fleecy zip jacket / long sleeve polo- all with emblem purchased through P&C
Optional Winter bottoms	Microfibre or fleecy track pants.
Hat:	Royal blue bucket hat available from the P&C or royal blue broad brimmed.
Shoes:	Joggers, sand shoes, or sandal with a back strap.
Year 6 shirt	Year 6 shirt, name printed on the back, purchased through the P&C. Not for formal events such as school photos.
South West sport	Representation uniform Not for formal events or events representing the school

**As approved by the P&C, hats and suitable footwear are an essential part of the uniform.
'NO HAT, NO SHOES = NO PLAY'**

Students enrolling from another state school throughout the year may wear that school's uniform until such times the Drillham State School uniform can be purchased. Upon starting a new year, it is expected that the Drillham State School uniform be worn.

Students will be provided with second hand clothing if clothing worn to school are:

- Offensive
- Likely to disrupt, or negatively influence normal school operations
- Unsafe for student or others
- Likely to result in a risk to health and safety (including sun safety) of student or others or
- Negotiated with the principal until second hand clothing can be sourced.

If there are issues with wearing the uniform, parents need to discuss options with the principal, so an agreement can be reached. Alternative clothing needs to blend in with the uniform and the schools royal blue tones.

Order are placed four times as year as advertised in the school newsletter, via the Flexischools app. Some items are kept in stock to be purchased during the school term.

43. Visitors to the School

All visitors to the school, including parents are required to report to Drillham staff upon arrival. If staying at the school for a period of time all visitors are required to sign in at the office. Visitor badges are available with the sign on book outside the office.

If visitor behaviour is deemed unacceptable, the visitor (including parents) will be directed to leave the school grounds as per Department of Education protocol.

No matter where a school event is being held, it is considered as school grounds and therefore the same protocols apply at all times.

Infectious Diseases

The National Health and Medical Research Council (NHMRC) provide 'Recommended minimum periods of exclusion from school, pre-school and child care centres for cases of, and contact with, infectious diseases'.

Condition	Exclusion of cases	Exclusion of contacts
Amoebiasis (Entamoeba histolytica)	Exclude until diarrhoea ceases.	Not excluded.
Campylobacter	Exclude until diarrhoea has ceased.	Not excluded.
Chicken pox	Exclude until fully recovered or for at least five days after the eruption first appears. Note that some remaining scabs are not a reason for continued exclusion.	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded.
Conjunctivitis	Exclude until discharge from eyes has ceased.	Not excluded.
Cytomegalovirus Infection	Exclusion not necessary.	Not excluded.
Diarrhoea	Exclude until diarrhoea has ceased.	Not excluded.
Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later.	Exclude family/household contacts until cleared to return by an appropriate health authority.
Glandular fever	Exclusion is not necessary.	Not excluded.
Hand, Foot and Mouth disease	Until all blisters have dried.	Not excluded.
Haemophilus type b (Hib)	Exclude until medical certificate of recovery is received.	Not excluded.
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before seven days after the onset of jaundice or illness.	Not excluded.
Hepatitis B	Exclusion is not necessary.	Not excluded.
Hepatitis C	Exclusion is not necessary.	Not excluded.
Herpes ("cold sores")	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible.	Not excluded.
Hookworm	Exclusion not necessary.	Not excluded.
Human immune.-deficiency virus infection (HIV AIDS)	Exclusion is not necessary unless the child has a secondary infection.	Not excluded.
Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.	Not excluded.
Influenza and influenza like illnesses	Exclude until well.	Not excluded.

Condition	Exclusion of cases	Exclusion of contacts
Leprosy	Exclude until approval to return has been given by an appropriate health authority.	Not excluded.
Measles	Exclude for at least four days after onset of rash.	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case they may return to school.
Meningitis (bacterial)	Exclude until well.	Not excluded.
Meningococcal infection	Exclude until adequate carrier eradication therapy has been completed.	Not excluded if receiving rifampicin.
Molluscum contagiosum	Exclusion not necessary.	Not excluded.
Mumps	Exclude for nine days or until swelling goes down (whichever is sooner).	Not excluded.
arvovirus (erythema infectiosum fifth disease)	Exclusion not necessary.	Not excluded.
Poliomyelitis	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery.	Not excluded.
Ringworm, scabies, pediculosis (lice), trachoma	Re-admit the day after appropriate treatment has commenced.	Not excluded.
Rubella (german measles)	Exclude until fully recovered or for at least four days after the onset of rash.	Not excluded.
Salmonella, Shigella	Exclude until diarrhoea ceases.	Not excluded.
Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the person feels well.	Not excluded.
Tuberculosis	Exclude until a medical certificate from an appropriate health authority is received.	Not excluded.
Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by an appropriate health authority.	Not excluded unless considered necessary by public health authorities.
Whooping cough	Exclude the child for five days after starting antibiotic treatment.	Exclude unimmunised household contacts aged less than 7 years for 14 days after the last exposure to infection or until they have taken five days of a 14-day course of antibiotics. (Exclude close child care contacts until they have commenced antibiotics).
Worms (intestinal)	Exclude if diarrhoea present.	Not excluded



DRILLHAM STATE SCHOOL CHANGE OF DETAILS FORM

Please provide information where relevant. Please contact the principal in person if there are changes such as court orders or significant medical conditions.

NAME	FAMILY	GIVEN
Student's legal name:		
Student's preferred name:		

PRINCIPAL PLACE OF RESIDENCE or PRIMARY CARER'S DETAILS		
Primary carer's name		Relationship:
Address		
Town		Postcode:
Phone	Home / Mobile / Work	
Email address		
Emergency contact	Yes / No	Other:
Relevant work details		

MAILING ADDRESS	As above <input type="checkbox"/>
Address	
Town	Postcode

ALTERNATIVE PLACE OF RESIDENCE or ALTERNATIVE CARER'S DETAILS		
Secondary carer's name		Relationship: Date effective:
Address		
Town		Postcode:
Email address		
Phone	Home / Mobile / Work	
Emergency contact	Yes / No	Other:
Relevant work details		
Additional relevant information		

ALTERNATIVE EMERGENCY CONTACT		
Name		Relationship:
Address		
Town		Postcode:
Phone	Home / Mobile / Work	
Email address		
Additional relevant information		

RELIGIOUS INSTRUCTION		
<p>Cooperative religious instruction at State Schools in Miles and District. From Year 1, students may participate in religious instruction. These arrangements may be changed at any time. I wish to change the current arrangements.</p>	<p>Cooperative religious instruction is offered at Drillham State School. Participating groups include Anglican, Lutheran, Christian Outreach, Presbyterian and Catholic Churches of Miles.</p>	<p>I do / do not (circle) wish for my child to participate in religious instruction, effective from _____ (date)</p>

MEDICAL INFORMATION			
Medical condition (including allergies/sensitivities), symptoms and management)			
Relevant information			
Date diagnosed:		Documentation attached:	Yes / No
Medical practitioner:		Medical practitioner contact number	

Name: Parent / Carer

Signature: Parent / Carer