



Every Child, Every Day, Excellence in Education

Attendance and Absence from School

Regular and punctual attendance at school is essential to enable optimal access to the curriculum. Education Queensland policy requires schools to account for student absences. If a child is to be absent from school, please telephone the office directly on **4614 5777** or on the 24 hour Absence Line on **4614 5766**, providing a reasonable reason for the absence. The administration team will follow up unexplained absences.

To comply with legislation, when a student is absent, or plans to be absent, for more than 10 consecutive school days for **any** reason, the parent must comply with their obligations in respect to compulsory schooling or compulsory participation by either:

- seeking an exemption from their obligation, or
- by negotiating with the principal to make an alteration to a student's educational program; or
- by seeking to arrange a flexible arrangement for the student

Parents will be asked to complete an Exemption Form to be authorised by the Principal where approval is granted.

If a student is arriving late or departing early, parents/carers are required to visit the office and advise a reason and obtain a sign in/departure slip.

Complaint Management

During the course of your child's school years, you may like to discuss an issue or concern you have with their education. The Department of Education Queensland is committed to ensuring that all complaints are dealt with in a fair and equitable manner. There are processes and support networks in place to enable you and your child to work through any issues or concerns you may have. A copy of this process is available by contacting the office.

Student Support Services

The school offers a range of support services to assist in the achievement of appropriate learning outcomes for all students. Services and support are coordinated through the Whole School Support Team who meet regularly and is comprised of Principal/Deputy Principal, Head of Special Education, Case Managers, Guidance Officer, Chaplain, Social Worker, Classroom Teachers and other specialists as required. The team seeks to ensure that the educational opportunities for all students are maximised, with a particular focus on students with special needs, students from identified target groups and students at educational risk. Support staff assist students who have been identified as having learning disabilities or learning difficulties or who are higher achieving students and may assist class teachers in preparing and implementing appropriate learning programs. Services are via referral and may be provided by a Guidance Officer, Speech Language Pathologist, Occupational Therapist, Advisory Visiting Teachers, Social Worker, Chaplain and other support strategies that operate in the school. The special needs of individual children should be discussed firstly with the classroom teacher.



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Homework

Newtown State School's approach to homework is from a wellbeing perspective and is based on the six steps to build mental health on a daily basis. This is based on the belief that strong mental health will position our students for success at school and in life. A suggested time for homework tasks ranges from five-ten minutes for prep students to approximately thirty minutes in year six. Parents can help by ensuring that students have a time, a place and an opportunity in which they can engage in homework. Common homework tasks will include reading, spelling practice and number facts practice.

Excursions

Educational excursions that complement the curriculum may be arranged throughout the year. These may range from half-day excursions to a five-day camp for Year 6 students. All of these excursions will have the approval of the P&C Association and the Principal. Parents will receive plenty of prior advice regarding any excursion, which involves their children. Some cost is usually involved. Participation in camps and excursions is linked to responsible behaviour at school. Consequently, a student may forfeit their chance to join the camp/excursion where this is not exhibited.

Refund Guidelines for Excursions and Camps

Fees for excursions and camps are calculated on a cost recovery basis, i.e., the total cost of the excursion is divided by the number of students who indicate they are attending (permission form completed by the parent/carer and payment). The school budget is unable to meet any shortfalls in funding for an excursion or camp due to the subsequent non-participation of a student who had previously indicated attendance of the activity. Therefore, fees already paid for an excursion or school camp may be refunded in full or in part or not at all, with regard to the associated expenses incurred (e.g. non-refundable tickets pre-purchased) and the circumstances of the nonparticipation. If a parent/carer wishes to apply for a refund due to their child's nonparticipation in an excursion or camp activity, they may do so by completing a Request for Refund form available from the school office. Approved refunds will be made as a credit against the student's account at the school, and used for any cost in the future. Requests should be lodged at the school office within two weeks of the activity.

Insurance Cover for Students

Parents/carers are advised that the Department of Education Queensland 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 is the responsibility of the parent. Medicare may cover some medical costs. If you have private health insurance, your provider may also cover some of the costs. Student accident insurance pays some benefits in certain circumstances should your child have an accident. It is the responsibility of 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 provider if you wish to take out student personal accident insurance cover.



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Appropriate Use of Mobile Telephones and Other Devices

From the beginning of 2024, all Queensland state school students will have their mobile phones switched off and 'away for the day'.

'Away for the day' will support our school to maintain a strong focus on educational achievement, and student wellbeing and engagement by:

- providing optimal learning and teaching environments
- encouraging increased face-to-face social interactions between students
- promoting the health and wellbeing of students through increased physical activity at break times
- reducing the potential for students to be exposed to the negative impacts of the digital world, resulting from unsafe or inappropriate technology use.

For more information and frequently asked questions, visit the department's website to: <https://tinyurl.com/329kup6u>

Newsletter & Facebook

To reduce our environmental footprint, the school eNewsletter is emailed to parents and carers on a Friday (fortnightly). It is then linked to the Newtown State School website for future reference. Please ensure the office has your most current email address. If you do not receive one, please contact the office.

Additionally, to stay up to date with coming events and information, follow Newtown State School on Facebook.