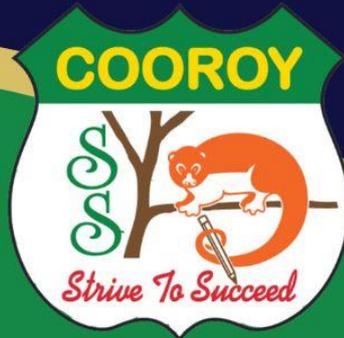


Care - Collaboration - Community - Trust - Creativity

# Cooroy State School

Est. 1909



## Information Booklet

*“Quality learning in a caring and supportive environment”*



Cooroy State School  
59 Elm Street Cooroy (PO Box 404) QLD 4563  
Telephone: 07 5472 2100  
Admin@cooroyss.eq.edu.au  
www.cooroyss.eq.edu.au

# WELCOME

Dear Parents and Carers

Welcome to Cooroy State School! We are thrilled to begin this journey with you and your family, and look forward to many years filled with growth, learning and memorable experiences. Our school is a place where we uphold the school motto "Strive to Succeed" and hold close the values of Care, Collaboration, Community, Trust and Creativity.

At Cooroy, our mission is to create a safe, supportive and inspiring environment where every student is encouraged to reach their full potential. Our dedicated staff are committed to providing a high-quality education where students feel inspired, valued and a strong sense of community.

We believe that collaboration between home and school is essential to student success. Throughout your time at Cooroy, we encourage open communication and invite you to stay engaged through classroom updates, the weekly Bulletin, Newsletters, our Facebook page and regular email communication channels. Your partnership is a valuable part of your child's learning journey.

Thank you for being a part of the Cooroy State School family. We are honoured to support your child's learning and personal growth and are excited for all their achievements to come.

Warm Regards



Lori McPherson  
Principal



Lori McPherson  
Principal



Karina Ramsay  
Deputy Principal



Adam Garvey  
Head of Special Education



Stacey Connell  
Head of Curriculum



Vonnie Mackenzie  
Business Manager



Renee Cervenak  
Administration Officer



Michelle Fleming-Cushing  
Administration Officer



Maree James  
Administration Officer



Vicki Anderson-Bain  
Guidance Officer



Matty Bateson  
School Chaplain

# BELL TIMES

8:15am	STUDENTS MAY START ARRIVING AT SCHOOL
8:30am	CLASSROOM DOORS OPEN (NO BELL)
8:35am	WARNING BELL
8:45am	MORNING SESSION STARTS
9:25am	
10:05am	
10:45am	EATING TIME IN CLASSROOM
10:55am	PLAY TIME
11:20am	WARNING BELL
11:25am	MIDDLE SESSION STARTS
12:05pm	
12:45pm	
1:25pm	EATING TIME IN CLASSROOM
1:35pm	PLAY TIME
1:55pm	WARNING BELL
2:00pm	AFTERNOON SESSION STARTS
2:50pm	HOME TIME

## TERM DATES 2027

<b>TERM 1</b>	Wednesday 27 January to Thursday 25 March	9 Weeks
<b>TERM 2</b>	Monday 12 April to Friday 25 June	11 Weeks
<b>TERM 3</b>	Monday 12 July to Friday 17 September	10 Weeks
<b>TERM 4</b>	Tuesday 5 October to Friday 10 December	10 Weeks

# BUS ROUTES

SCHOOL BUS	ROUTE	BUS OPERATOR	PHONE
BLACK MOUNTAIN – Bus L	P743	Wayne Pickering	0418 714 445
EAST COOROY TINBEERWAH	5808	CDC Queensland	5476 6622
LAKE MACDONALD	S731	Polley's Coaches Suzy/Niki	5480 4500
RIDGEWOOD 1 – Bus C CARTERS RIDGE SKYRING CREEK	P745	Robert Cochrane	5447 9870 0429 154 060
RIDGEWOOD 2 - Bus M	P1688	Robert Cochrane	5447 9870 0429 154 060
CUDGERIE ESTATE – Bus 5	S800	Wayne Pickering	0418 714 445
TEWANTIN (Mt Tinbeerwah)	5805	CDC Queensland	5476 6622
POMONA – Bus J BOREEN POINT STRATFORD PARK	P104	Robert Cochrane	5447 9870 0429 154 060
COORAN	S652	Polley's Coaches Suzy/Niki	5480 4500
FEDERAL COLES CREEK	S1531	Robert Cochrane	5447 9870 0429 154 060

**\*\*It is recommended that Prep students do not catch a bus for their first year of schooling. This enables greater communication between home and school and therefore support for your child. If you do wish for your Prep child to catch a bus, please contact the Principal or Deputy Principal prior to this happening. Your support is much appreciated.**

In Queensland State Schools, the administration of medication is governed by a structured procedure to ensure student safety and compliance with medical guidelines. The Department of Education's Administration of Medication in Schools Procedure outlines the process for administering medication to students during school hours and school-related activities. This includes all medications prescribed by a health practitioner (doctor, dentist, optometrist etc.), over the counter medications (such as Panadol and Nurofen) and emergency first aid responses.

As a parent or carer, your role includes:

- providing current information to ensure the school is informed about your child's health support needs and provide any necessary medications and equipment.
- complete and submit the required consent forms for medication administration.
- collaborate with the school regarding any health plans tailored to your child's needs.

The Consent to Administer Medication Form is available at the link below or through the Office.

### **For all medications (Prescription and over the counter)**

For any medication to be administered to a student during school hours and/or during school-related events, the school will need:

- a completed [Consent to administer medication form](#).
- the medication (in its original container, with intact packaging) with a completed current pharmacy label (that indicates that it is prescribed medication), and/or
- other written medical authorisation signed by the prescribing health practitioner, including:
  - a signed letter, or other signed written instructions
  - a Medication order to administer 'as-needed' medication at school
  - a completed and signed health plan

### **Where no additional information is required from your practitioner**

If your child requires medication at a routine time (e.g. 11am every day), the pharmacy label attached to the medication provides the school with the instructions from the doctor/dentist needed to safely administer the medication. Examples of routine medication include Ritalin, antibiotics, eye/ear drops, enzyme tablets and ointments.

No other written information from the prescribing health practitioner is required.

### **Where you will need additional written information from your practitioner**

As well as using the pharmacy label instructions, the school will need additional written information from the prescribing health practitioner if your child:

- a. requires medication as an emergency response. Depending on your child's health condition, your doctor will need to complete:
  - an Asthma Action Plan and/or
  - an Anaphylaxis Action Plan and/or
  - written instructions if your child has more complex health needs.
- b. requires insulin. Your doctor will need to complete a medication order for insulin.
- c. requires medication 'as-needed' (but not as an emergency response). Your health practitioner will need to complete a *Medication order to administer 'as-needed' medication at school*. This form can be obtained from the Office.
- d. has their dosage changed from that on the pharmacy label. Your health practitioner will need to write a letter for the school explaining the changes. To assist the school in safely administering the medication to your child, you are encouraged to have your pharmacist update the pharmacy label attached to the medication with the new dosage as soon as possible.

**The Possum Café is open Monday – Friday at 1<sup>st</sup> break only (10:45 – 11:25am).**

The Possum Café is operated by the Cooroy State School P&C Association. We strive to provide healthy and inviting meals for all students. Our menu is broken into a mixture themed days such as Pizza Friday, Homemade Wednesday, Burger Thursday. Along with our everyday Menu of Salads, Wraps and Sandwiches. The Possum Café Strives to create fun and nutritious meals for all our students. We achieve this by cooking majority of our meals from scratch (even our pizza bases).

The Possum Cafe provides meal deal days in conjunction with holidays and local events such as Easter, Christmas, Bastille Day and State of Origin. These boxes help raise funds for the P&C while providing a fun and enticing lunch for your child.

Pre-ordering is a must as we are unable to fulfill late orders after the 8:30am cut off time. Snacks and drinks are available to purchase over the counter at first break.

### **ONLINE ORDERING WITH FlexiSchools**

Cooroy State School P&C Association utilises the FlexiSchools App for both lunches and uniforms. The FlexiSchool App enables families to order tuckshop, and purchase uniforms, which are directly delivered to students' classroom.

Alternatively, orders can be placed direct at the tuckshop at school drop off time with cash or EFTPOS payments available. You may also choose the method of sending your child to school with a brown paper bag containing cash and the order written on front of the bag. Any change will be attached to your bag and returned to the classroom. Orders made via the "Brown Paper Bag" Method can be dropped into the black box in the classroom or deliver directly to the Possum Café (Tuckshop).

*Please note this is for the Uniform Shop and Tuckshop only.*

Menus are available from the Possum Café, School Website and School Office.

### **VOLUNTEERING IN THE POSSUM CAFÉ**

Our Possum Cafe is operated by paid employees however, we do also rely on the support of regular volunteers for day to day running. Without our volunteers we can't run! We are always looking to meet new parents and invite them to volunteer a day or two a week in our tuckshop. If you can spare one morning week or fortnight between 8:00 and 11:30 please contact Deb, our Tuckshop Convenor. Volunteering is a great way to **GET INVOLVED** and become part of our school community.

If you have any questions, please do not hesitate to contact the P & C via [pandc@cooroyss.eq.edu.au](mailto:pandc@cooroyss.eq.edu.au) or speak with Deb at the Tuckshop.

# UNIFORM SHOP

The uniform shop is operated by the Cooroy State School P&C Association.

Regular operating hours are Monday and Friday between 8:00am – 8:45am. Along with Qkr! deliveries to classrooms most days.

In addition the Uniform Shop opens for the Prep Information Afternoons at the end of Term 4 and during the pupil free days at the beginning for the year to allow the purchase of new uniforms for new students and end of year growth spurts.

For any further information or updates please see below:

- Cooroy State School P&C Facebook Page
- email – [cooroyssuniforms@gmail.com](mailto:cooroyssuniforms@gmail.com)
- school Website – <https://cooroyss.eq.edu.au>
- or contact the school – 5472 2100

## UNIFORM PRICING



FORMAL UNIFORM	
Unisex Shirts	\$35.00
Unisex Shorts	\$30.00
Skorts	\$30.00
Dress	\$15.00
SPORTS UNIFORM	
Unisex House Shirts	\$20.00
Unisex Sports Shorts	\$30.00
Sports Skorts	\$30.00
HATS	
Reversible Hats (house team colours)	\$15.00
WINTER UNIFORM	
Fleecy Full Zip Jackets	\$40.00
Fleecy Vests	\$15.00
Spray Jackets (with hood)	\$55.00



Please note, an extra \$5 will be added to each item over size 16 to cover additional manufacturing costs.

## STATEMENT OF INTENT

A Student Dress Code lies within the School Code of Behaviour and consists of an agreed standard and items of clothing. It clearly explains the standards of acceptable dress in relation to clothing, headwear and footwear worn by students as well as other aspects of their personal presentation. The Student Dress Code reflects school community standards and are consistent with occupational health and safety and anti-discrimination legislation as well as the Sun Safety Strategy.

## PURPOSE

At Cooroy State School students must wear full school uniform when:

- Attending or representing their school;
- Travelling to and from school; and
- Engaging in school activities off school grounds or out of school hours.

The Student Dress Codes provides clothing that aims to contribute to a safe and supportive teaching and learning environment through:

- Easy identification of students and non-students at school;
- Fostering a sense of pride and belonging;
- Developing equity and mutual respect among students by minimising visible evidence of economic or social differences;
- The opportunity for students to feel respect for themselves and others because of their positive image; and
- A lower cost to families in the long term.

## APPROPRIATE DRESS

The Cooroy State School uniform consists of:

### Summer Uniform

- Unisex
- School Polo Shirt
  - School Shorts/Skorts
  - School Panel Dress
  - Closed in jogging shoes, preferably black
  - Ankle socks, preferably white
  - Broad Brimmed Hat

### Sports Uniform

- Unisex
- Sports House Polo Shirt
  - Sports Shorts/Skorts
  - Closed in jogging shoes, preferably black
  - Ankle socks, preferably white
  - Hat
- Swimming
- Rashie recommended
  - Swimming shorts or one-piece bathing suit

### Winter Uniform (additional to Summer Uniform)

- Unisex
- Fleecy Jacket
  - Fleecy Vest
  - Spray Jacket

**\* Uniform items are available for purchase from the P&C Uniform Shop located at the school.**

Cooroy State School has an 'In a hat, or in the shade' policy. Students who are in the sun and not wearing a hat will be directed back to shaded/covered areas of the school.

Throughout the year, free dress days may be organised by the Student Leadership Committee. Parents/carers will always be notified of these events. On free dress days the following dress standards apply:

- All clothing items must be Sunsmart;
- No inappropriate logos, slogans or wording; and
- Fully closed in footwear.

## INAPPROPRIATE DRESS

Inappropriate dress refers to clothing, headwear, footwear or jewellery worn by students that is deemed to be:

- Offensive
- Likely to disrupt, or negatively influence normal school operations;
- Unsafe for the student or others; and
- Likely to result in a risk of health and safety of the student or others.

At Cooroy State School inappropriate dress includes:

- Hair colour other than natural colours. Shoulder length hair should be tied up or tied away from the face. Hair accessories should not be decorative but practical in nature and should be in the school colours.
- All jewellery, with the exception of:
  - Bracelets/necklaces of a 'medic-alert' or similar
  - Items of religious significance for students actively involved with religion
  - A maximum of one stud/sleeper earring for each ear lobe
  - A wrist watch
- Nose rings/studs, eyebrow rings, or other facial/body piercing;
- Make-up and coloured nail polish; and
- Badges or clothing attachments other than those distributed by the school.

## CONSEQUENCES OF NON-COMPLIANCE

As the Student Dress Code lies within the School Code of Behaviour, any breaches will be dealt with according to the steps outlined in the School Code of Behaviour taking into consideration the severity and repetition of the offence. Consequences for a breach of the Student Dress Code could include:

- Being directed to change into appropriate school supplied clothing;
- Parental notification;
- Detention during lunch times;
- Non-attendance or participation in activities where the student is representing the school; or
- Non-attendance or participation in any school activity that is not an essential school educational program.

Students not in full school uniform are expected to bring a note explaining the reason, and give this note to their classroom teacher.

## CONSIDERATIONS

Support for families is provided through the availability of second-hand uniforms. In circumstances of financial hardship, parents/carers are encouraged to contact the school office on (07) 5472 2100 to assist in helping your child to wear full school uniform every day.



# STUDENT CODE OF CONDUCT

## RATIONALE

Cooroy State School is committed to providing a safe, respectful and disciplined learning environment for all students and staff. At Cooroy State School we believe students learn best in a supportive school environment free from disruptive behaviours, where individual students are taught to take responsibility for their own behaviour choices. We want our students to leave this school having developed the skills to become literate, numerate, life-long learners who are effective communicators, socially responsible citizens, confident and self-managed, active in a global world and, complex thinkers and problem solvers

The Student Code of Conduct is designed to facilitate high standards of behaviour so that the learning and teaching in our school can be effective and students can participate positively within our school and the broader community.

**This document is a summary of the full Plan, available on the school website: [www.cooroyss.eq.edu.au](http://www.cooroyss.eq.edu.au)**

## CODE OF BEHAVIOUR

Central to the behaviour of all school community members is the commitment to our Code of Behaviour, referred to as our 4C's.

- Care for yourself
- Care for your school
- Care for others
- Care for your learning

## POSITIVE BEHAVIOUR FOR LEARNING (P.B.L.)

Positive Behaviour for Learning is the school's process for teaching, encouraging and acknowledging expected social and behavioural skills. The P.B.L. Expectations Matrix (on the following pages) links the 4C's with specific behavioural expectations in all school settings. These expectations are then explicitly taught to students on a weekly basis and rewarded daily, weekly and quarterly.

## RECOGNISING SELF-MANAGED LEARNERS

The agreed quality standard for student behaviour is self-management. All students are considered self-managed learners at the beginning of the year or when enrolling at school. Students that exhibit the qualities of a self-managed learner will be recognised throughout the year.

## ZONES OF REGULATION

To assist students to develop the skills of self-management and emotional regulation, we also teach and utilise the Zones of Regulation. The Zones of Regulation is a tool used to help students understand and manage their emotions and behaviour. It breaks emotions down into four colour-coded zones:

- Blue Zone – Low energy emotions like sad, bored, tired or sick.
- Green Zone – Feeling calm, happy, focused, or proud. This is the ideal zone for learning and social interaction.
- Yellow Zone – Emotions like worried, frustrated, silly or excited. Students are still in control, but starting to feel escalated.
- Red Zone – Very intense feelings like anger, panic, being terrified or overjoyed, or being out of control.

The of Zones of Regulation is to help students recognise what zone they are in, so they can then use strategies to move towards the best zone for the situation – usually the Green Zone.

## The ZONES of Regulation

<b>Blue Zone</b> Sad Bored Tired Sick	<b>Green Zone</b> Happy Focused Calm Proud	<b>Yellow Zone</b> Worried Frustrated Silly Excited	<b>Red Zone</b> overjoyed/Elated Panicked Angry Terrified

## BEHAVIOUR SUPPORT LEVELS

If students exhibit inappropriate behaviours, particularly multiple negative incidents or continued behaviours over time, they may be placed on tiers of support ranging from yellow to red. The higher the level, the more support necessary. Support may include the following at each level:

1. Classroom Teacher
2. Classroom Teacher and Case Manager
3. Classroom Teacher, Case Manager, Administration and Internal and External Agencies (eg. AVT, Behaviour, Chaplaincy, Student Support Committee, Paediatrician, CYMHS)

## UNACCEPTABLE BEHAVIOUR

Whilst the school focuses on proactive and preventative strategies, certain types of behaviours are unacceptable and may incur a consequence. When dealing with unacceptable behaviour our staff use a least intrusive to most intrusive approach. The least intrusive intervention enables staff to calmly check inappropriate behaviour and then encourage the student to choose a better alternative. If the student finds it difficult to make the right choices, the classroom teacher then follows procedures to assist the student. School strategies include:

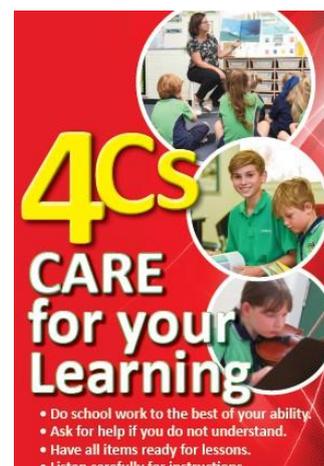
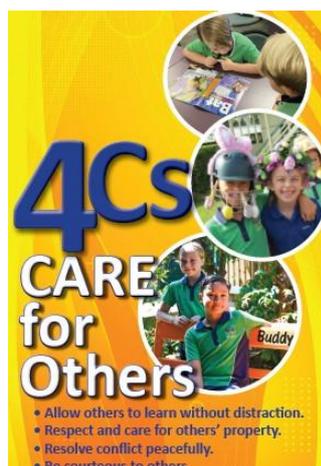
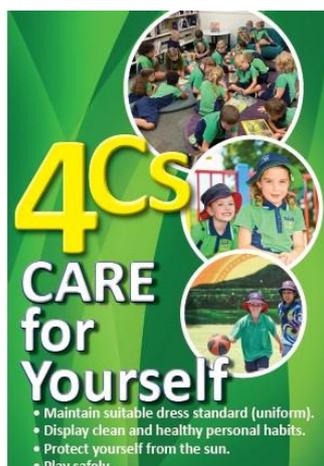
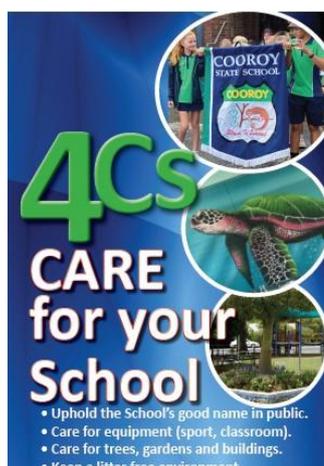
- Tactical ignoring
- Redirect the student
- Reminder of class and school rules
- Redirection with a choice of two alternatives
- Set apart from peers/Buddy class
- Individual Management Plan
- Stakeholder meeting
- Individual Behaviour Support Plan
- Suspension

## REPORTING PROCESS

At Cooroy State School all students, parents and staff hold the responsibility of appropriately reporting incidents. The document on the following page (Student, Parent and Staff Reporting Responsibilities) outlines the processes to be followed and responsibilities of all parties should the need to report an incident arise.

## TEAM WORK

At Cooroy State School we believe that the most successful results are achieved when all stakeholders work together as a team. We operate through an open-door policy and value two way communication.





## Cooroy State School Expectation Matrix

Care for yourself, others, the school and your learning by ensuring ...



Whole School	Learning Environments	Entering/Leaving School	Playground/ Undercover Area	Eating Areas	Toilets	Transitioning/ Lining Up	Tuckshop	Excursions/ Off Campus	Electronic Devices
<ul style="list-style-type: none"> <li>We keep our hands and feet to ourselves</li> <li>We walk when moving around the school</li> <li>We arrive at school from 8:15am onwards</li> <li>We solve problems with our words</li> <li>We use Stop, Think, Do strategies</li> <li>We report concerns</li> <li>We model sensible behaviour</li> <li>We are honest</li> </ul>	<ul style="list-style-type: none"> <li>We walk when in a room</li> <li>We use all equipment safely</li> <li>We use furniture appropriately</li> <li>We ask permission to leave the room</li> <li>We are only in a room when a teacher is present</li> <li>We try our best</li> </ul>	<ul style="list-style-type: none"> <li>We use the gates</li> <li>We use crossings safely</li> <li>We obey adult supervisors</li> <li>We follow the Road Rules</li> <li>We follow the Bus Code of Conduct</li> <li>We walk and travel safely</li> </ul>	<ul style="list-style-type: none"> <li>We wear shoes and a school hat</li> <li>We use and play with equipment safely</li> <li>We play school approved games</li> <li>We stay in bounds</li> <li>We walk on concrete</li> <li>We report incidents, injuries and inappropriate behaviour to a teacher</li> </ul>	<ul style="list-style-type: none"> <li>We sit while eating</li> <li>We eat our own food</li> <li>We use our own drink bottle</li> <li>We display good eating manners</li> <li>We wash our hands before eating</li> <li>We stay with the teacher in the designated area during eating time</li> <li>We make healthy choices</li> </ul>	<ul style="list-style-type: none"> <li>We use toilets appropriately</li> <li>We wash our hands</li> </ul>	<ul style="list-style-type: none"> <li>We walk when moving around the school</li> <li>We visit the toilet and have a drink before lining up</li> <li>We sit quietly when lining up</li> <li>We stay with the group</li> </ul>	<ul style="list-style-type: none"> <li>We wait our turn</li> <li>We sit and eat in the undercover area after buying tuckshop</li> <li>We make healthy choices</li> <li>We only buy food for ourselves and our siblings</li> </ul>	<ul style="list-style-type: none"> <li>We follow adult directions</li> <li>We follow the Bus Code of Conduct</li> <li>We stay with the group</li> </ul>	<ul style="list-style-type: none"> <li>We hand phones into the office upon arrival</li> <li>We have written parental consent to bring personal electronic devices to school</li> <li>We keep passwords and personal information to ourselves</li> <li>We are cyber safe</li> </ul>
<ul style="list-style-type: none"> <li>We follow adult directions</li> <li>We use polite language</li> <li>We treat others with respect</li> <li>We are caring and considerate</li> <li>We encourage and support others</li> </ul>	<ul style="list-style-type: none"> <li>We follow adult directions</li> <li>We listen to others</li> <li>We raise our hand to speak</li> <li>We use polite language</li> </ul>	<ul style="list-style-type: none"> <li>We keep noise to a minimum</li> <li>We walk our bike, scooter or skateboard</li> <li>We secure our bike, scooter or skateboard in the allocated area</li> </ul>	<ul style="list-style-type: none"> <li>We invite others to join in</li> <li>We share equipment</li> <li>We use positive language</li> <li>We consider others</li> </ul>	<ul style="list-style-type: none"> <li>We ask permission to leave the eating area</li> <li>We remain in the eating area to finish eating</li> </ul>	<ul style="list-style-type: none"> <li>We respect the privacy of others</li> <li>We clean up after ourselves</li> </ul>	<ul style="list-style-type: none"> <li>We walk quietly and appropriately around buildings</li> <li>We walk on pathways</li> <li>We follow directions</li> </ul>	<ul style="list-style-type: none"> <li>We use manners</li> <li>We line up quietly</li> <li>We follow directions</li> <li>We help to get the tuckshop box to the tuckshop</li> </ul>	<ul style="list-style-type: none"> <li>We use polite language</li> <li>We are respectful of other people's property</li> <li>We show respect and courtesy to members of the community</li> </ul>	<ul style="list-style-type: none"> <li>We respect the privacy of others</li> </ul>
<ul style="list-style-type: none"> <li>We are responsible for our behaviour</li> <li>We wear our school uniform</li> <li>We are positive role models at school and in the community</li> <li>We take responsibility for solving problems</li> </ul>	<ul style="list-style-type: none"> <li>We keep rooms tidy</li> <li>We care for property</li> </ul>	<ul style="list-style-type: none"> <li>We are Travel Smart</li> <li>We sign in and out at the office with our parent/carer when late or leaving early</li> </ul>	<ul style="list-style-type: none"> <li>We respect school grounds and gardens</li> <li>We are problem solvers</li> <li>We look after our equipment</li> </ul>	<ul style="list-style-type: none"> <li>We put rubbish in the bin</li> <li>We keep eating areas clean and tidy</li> </ul>	<ul style="list-style-type: none"> <li>We use water responsibly</li> <li>We use the toilet appropriately</li> <li>We report incidents to the teacher</li> </ul>	<ul style="list-style-type: none"> <li>We walk on pathways</li> <li>We look after equipment</li> <li>We use the bag system for our behaviour</li> <li>We show pride in ourselves and our school</li> </ul>	<ul style="list-style-type: none"> <li>We put rubbish in the bin</li> <li>We use the bag system</li> <li>We wait until the play bell to buy from the tuckshop</li> </ul>	<ul style="list-style-type: none"> <li>We look after equipment</li> <li>We take responsibility for our behaviour</li> <li>We show pride in ourselves and our school</li> </ul>	<ul style="list-style-type: none"> <li>We send appropriate messages/emails for school purposes</li> <li>We report inappropriate use of school data on a USB</li> <li>We only keep school's internet Use Policy</li> </ul>
<ul style="list-style-type: none"> <li>We are good listeners</li> <li>We are on time</li> <li>We ask for help</li> <li>We try our best</li> <li>We participate</li> <li>We take responsibility for our learning</li> <li>We take responsibility for our belongings</li> <li>We never give up</li> </ul>	<ul style="list-style-type: none"> <li>We participate fully</li> <li>We look after our belongings</li> <li>We are responsible for our learning</li> <li>We are organised</li> <li>We have our equipment ready</li> </ul>	<ul style="list-style-type: none"> <li>We learn and follow Road Rules</li> <li>We learn and follow Bus Rules</li> <li>We learn and practise Bike Safety</li> </ul>	<ul style="list-style-type: none"> <li>We clean up after ourselves</li> <li>We learn new games and activities</li> <li>We develop positive social skills</li> </ul>	<ul style="list-style-type: none"> <li>We finish our lunch to make our brain work and give us energy</li> </ul>	<ul style="list-style-type: none"> <li>We use the toilet before school and at break times</li> <li>We ask permission during class time</li> <li>We return to class promptly</li> </ul>	<ul style="list-style-type: none"> <li>We are on time</li> <li>We look after our belongings</li> <li>We stop playing on the first bell, we then have a drink, go to the toilet and line up prepared for school before the bell</li> </ul>	<ul style="list-style-type: none"> <li>We order lunch before school</li> </ul>	<ul style="list-style-type: none"> <li>We listen and participate</li> <li>We are organised</li> </ul>	<ul style="list-style-type: none"> <li>We use mobile phones outside of school hours</li> <li>We stay focused on work tasks</li> </ul>

Care for Yourself

Care for Others

Care for the School

Care for your Learning

Telephone (07) 5472 2100 Email admin@cooroyss.eq.edu.au

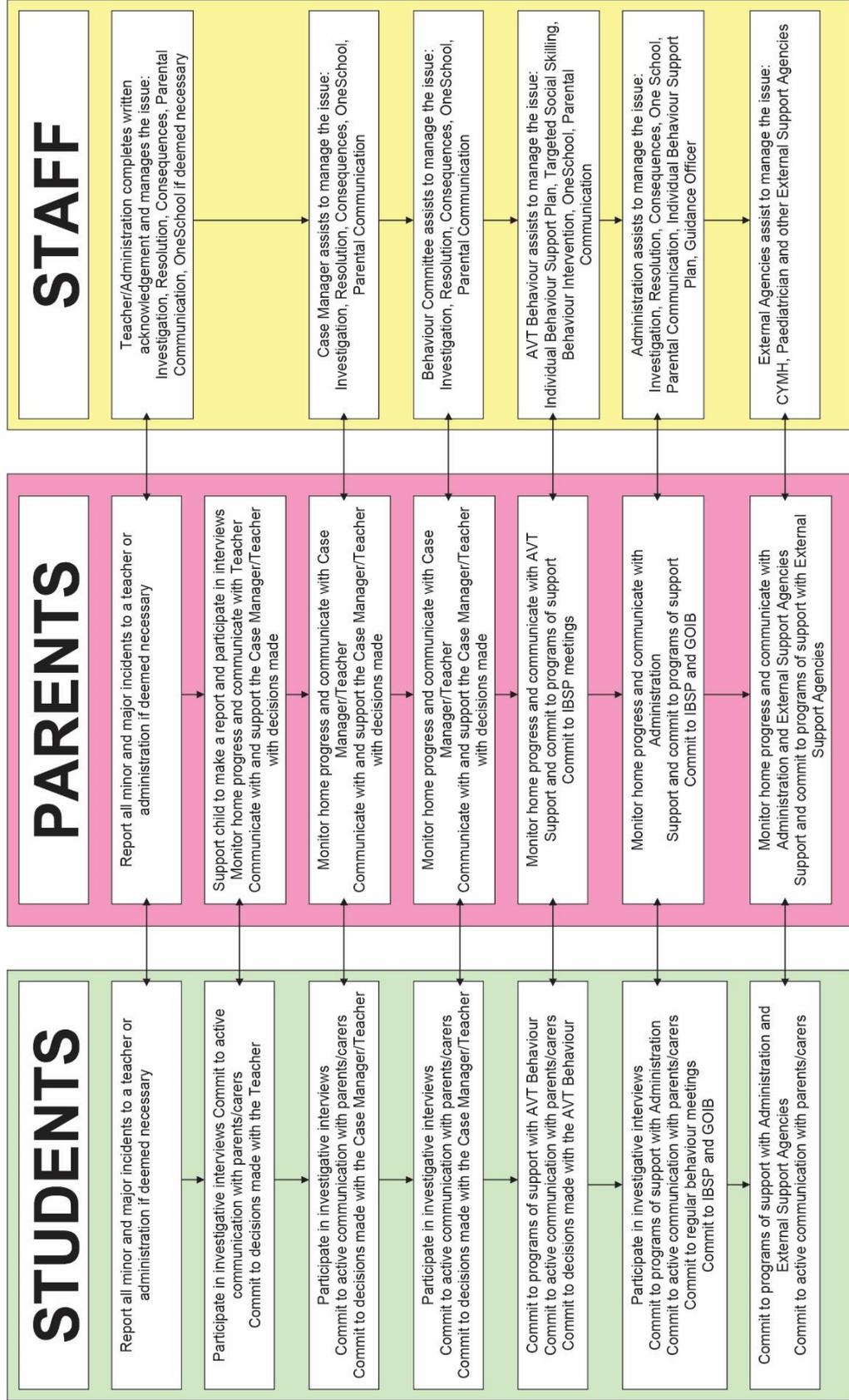
59 Elm Street (PO Box 404) Cooroy Queensland 4563



# COOROY STATE SCHOOL STUDENTS, PARENTS AND STAFF REPORTING RESPONSIBILITIES

This document lies within and is a part of the Responsible Behaviour Plan for Students  
Its strength lies in the belief that all parties will act with honesty and integrity throughout the process

# REPORTING





To report an absence please text: **0418 246 574**

Cooroy State School utilises Spacetalk to provide unexplained absences to Parents/Guardians via text messages. Parents can also text absences to the school through this number.

Department of Education and Training

**QParents**  
Your child's educational journey in your hands

**Would you like to:**

The banner features a blue header with the text "Department of Education and Training". Below this is a circular image of a family (grandfather, mother, father, and child) looking at a laptop. To the right of the image is the "QParents" logo, with "Q" in blue and "Parents" in white. Below the logo is the tagline "Your child's educational journey in your hands". At the bottom of the banner, the text "Would you like to:" is written in blue.

check your child's timetable on your phone, tablet or computer?



access your child's report cards online?



pay school invoices online with a credit card?



notify the school of your child's absences and monitor attendance?



engage more closely with your child's school?

Visit [qparents.qld.edu.au](http://qparents.qld.edu.au) to find out more.

# HOMEWORK

## HOMEWORK AT COOROY STATE SCHOOL

At Cooroy State School we believe homework helps to promote healthy study habits for later in life as well as creating a valuable link between home and school. This homework may consist of a number of activities including reading, vocabulary or spelling revision, mathematics revision or challenges, research or home projects to support students learning.

### RESPONSIBILITY

#### Student - 4C's

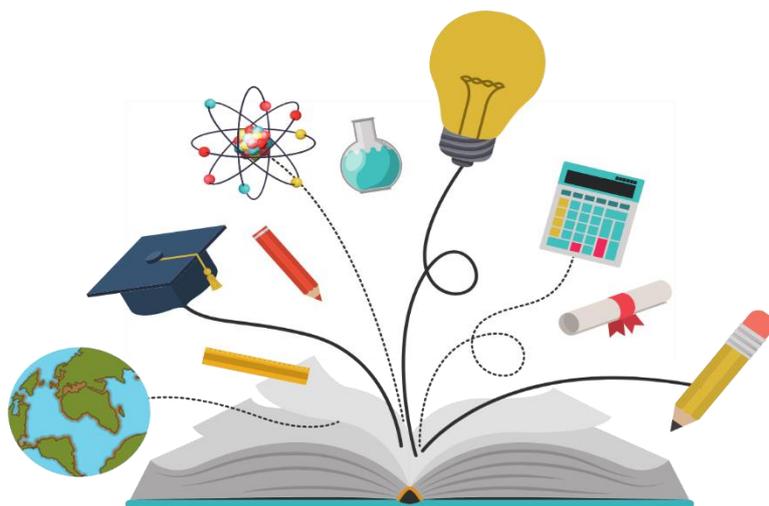
- **We care for our learning** by completing our homework tasks.
- **We care for ourselves** by returning homework on time.
- **We care for our learning** by asking for help with our homework.
- **We care for our school** by taking care of Home Reading Books.
- **We care for our learning** by taking home our homework folder, communication book and Home Reading Books and returning them each week.

#### Teacher

- Homework will be provided weekly.
- Negative consequences will not be applied for non-completion.
- Incentives for students who complete homework will be dependent on the class teacher.
- Alternative tasks or arrangements will be provided if students are experiencing difficulty.
- All students will be encouraged to complete their homework to the best of their ability and consistent completion of homework will be acknowledged.
- Students who are unable to complete their homework at home will be offered an opportunity to complete it at school, but will not be disadvantaged at school for non-completion.

#### Parent & Caregiver

- Parents and caregivers offer encouragement and support, showing an interest and encouraging students to take responsibility for their learning.
- Parents and caregivers are encouraged to discuss homework with their child's teacher, especially if there are difficulties for their child or family.
- Parents and caregivers have a routine where homework occurs each day or across the week.
- Parents and caregivers provide a space where homework is completed is free from distractions.
- Parents and caregivers monitor and assist with homework when necessary.



## RELIGIOUS INSTRUCTION

Queensland state schools embrace a multitude of cultural, religious and non-religious beliefs and encourage students to grow and develop as a whole person, in particular, in beliefs, values and attitudes. State schools respect the background and beliefs of all students and staff by not promoting, or being perceived as promoting, any particular set of beliefs in preference to another.

Queensland state schools provide religious instruction in accordance with Chapter 5 of the [Education \(General Provisions\) Act 2006](#) (EGPA) and Part 5 of the [Education \(General Provisions\) Regulation 2017](#) (EGPR) by making available up to one hour per week for the provision of [religious instruction](#) to students (except Prep students) who are members of a [faith group](#) that has approval to deliver religious instruction at the school.

## CHAPLAINCY AND STUDENT WELFARE WORKER

Cooroy State School engages a chaplain or student welfare worker to complement other support services within the school. Chaplaincy services may offer students, staff and families with social, emotional and spiritual support by providing an additional adult role model in the school, and enhancing engagement both within the school and broader community.

Chaplaincy services are inclusive of, and show respect for, all religious and non-religious beliefs and other stances represented in the school community. All activities and events provided are optional, non-discriminatory and equally available to students of all beliefs.



Each year the Chaplaincy Service provides multiple opportunities for student wellbeing;

- Cooroy's Got Talent
- Soccer tournaments
- Handball tournaments
- Community engagement visits to Kabara aged care.
- Lunch times activities
- Social & emotional learning Activities
- Chappy's Breakfast each Thursday Morning

On behalf of the Cooroy State School P&C, I welcome you to Cooroy State School and introduce you to the Parents and Citizens role within our school. We are a group of Parents and Citizens, of the community, that volunteer our time and get together 3 times a term to contribute to the running of the school. We are people, just like you, that feel committed to making the school a better learning environment for all.

The P&C Association is responsible for the Cooroy Out of School Hours Care facility, Uniform Shop, Tuckshop, and fundraising events such as the Mother's Day or Father's Day stall. These activities, while providing an essential service to the school, help to raise funds for projects the school cannot undertake alone.

The following projects have been supported by the P&C Association in recent years:

- Air-conditioning to all classrooms and Resource Centre
- Audio and Visual to the main hall
- Funding the Relax & Recharge room (an inclusive space for students to use during lunch breaks.)
- Infinity laptops provided to every student between Year 3 – 6 and subsequent upgrades
- Funding a community garden to support the Pick Of The Crop initiative.
- Chilled water bottle filling station
- Mural artwork to the Tennis Courts
- Renovations in the OSHC to include a new office, kitchen area, toilets and painting
- Tuckshop renovations with stainless-steel benches, shelves, windows and security screens
- Upgrades to classroom projectors and white boards
- Stencil-Crete artwork for the Year 1-2 play area and sandpit
- A new Year 5, 6 and COSHC playground and shade sails installed
- The pickup shelter upgrade with undercover seating, garden and path leading to shelter
- Buddy benches installed throughout the school to provide inclusiveness to all children
- Fencing and landscaping between the oval and car park
- Ongoing contribution of \$500, to each classroom teacher, specifically for resources
- Ongoing contribution of \$1,500 to Year 6 Farewell activities
- Fridges for Prep classrooms
- School-wide Wi-Fi
- Landscaping upgrades to F Block
- Decodable readers for new reading programs
- Technology upgrades including iPads for class learning

In conjunction with the principal and staff, we aim to make Cooroy State School the best school in Queensland. The school community is continually growing with new parents and we encourage you to join us to create an even better learning environment for your child and all children.

Our meetings are held on the school grounds 3 times per term. A calendar of meetings can be provided at request. Please email [pandc@cooroyss.eq.edu.au](mailto:pandc@cooroyss.eq.edu.au). If you are unable to attend the meetings, there are still plenty of ways to engage with the school community by volunteering at the tuckshop or at a fundraising event. The P&C is a great way to become part of your community, have some fun and make lasting friends.

You can also stay in touch through the Cooroy State School P & C Facebook group for latest information.

Alan Golley  
**President**

Renee Cervenak & Cathy Schouten  
**Vice Presidents**

Tarley Osborne  
**Secretary**

Michelle Chapman  
**Treasurer**

Since its inception as a grassroots community initiative, Cooroy State School Outside School Hours Care (OSHC) has grown into an indispensable pillar of support within our school community. With a capacity of 54 children per session, our flexible program caters to working parents' diverse needs. Operating from 6am to 8:30am before school, 2:50pm to 6pm after school, and 6am to 6pm during holidays, it exclusively serves our school community.

Initially constructed in 1986 by the P&C Association for various school activities, including playgroups and community clubs, our communal activity hall now primarily serves our OSHC due to increased demand. Demand for our OSHC service is at its peak, necessitating discussions for expansion to exclusively meet our community's needs.

The strength of our OSHC lies in our dedicated team of educators, who bring passion and commitment to their roles each day. With a roster of 10 educators, including two former OSHC attendees whose journey has come full circle, our team embodies the enduring impact of our service. Under the leadership of our coordinator, who possesses a wealth of experience and expertise, our educators and children thrive in a supportive and nurturing environment.

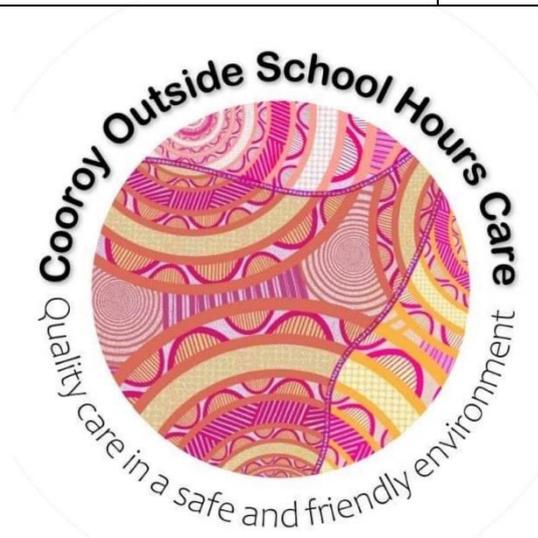
Cooroy OSHC proudly upholds the ACECQA National Quality Standards, consistently surpassing benchmarks through innovations and community engagement. Our latest assessment conducted in February 24, indicates we are exceeding in areas 5 and 6, affirming our commitment to holistic development. Our service was awarded Meeting NQS across all categories.

Cooroy OSHC has deep community ties, extending beyond our town. Educators prioritize relationship-building and building strength of character. Celebrating 10 years, our Kindness Club fosters children's identity and worth through community engagement, emphasizing "Little hearts can make a big difference". Known throughout town, its random acts of kindness touch many.

In 2020, the team of dedicated Educators developed an unused area of the school and created a Nature Play space. In this space children can freely play, connect, create and get grubby!! We honour the traditional owners of the land, the Gubbi Gubbi people and use this area to explore our connection to country.

### **OPERATING HOURS – Monday to Friday**

Before School Care	6:00am – 8:30am
After School Care	2:50pm – 6:00pm
Vacation Care	6:00am – 6:00pm



To enrol In OSHC please contact OSHC directly  
(Booking cannot be made via the school office.)

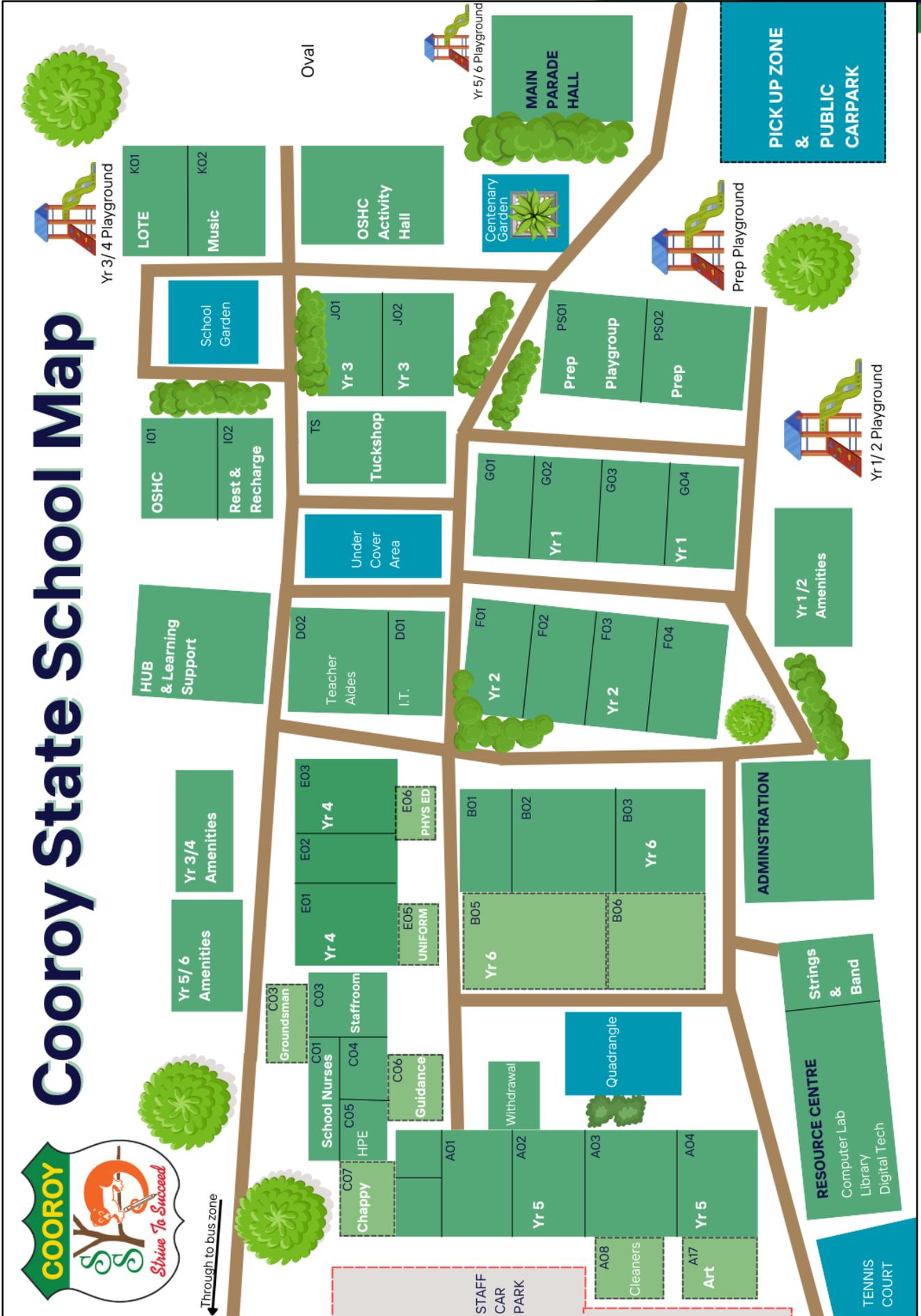
**Phone: 5447 7622**

**Email: [cooroyoshc@outlook.com](mailto:cooroyoshc@outlook.com)**

## Cooroy State School Map



Through to bus zone



Care - Collaboration - Community - Trust - Creativity

# Cooroy State School

Est. 1909



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