Feluga State School

2017 Handbook
# INDEX

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>3</td>
</tr>
<tr>
<td>School Directory/Calendar</td>
<td>3</td>
</tr>
<tr>
<td>Staff</td>
<td>4</td>
</tr>
<tr>
<td>Daily Procedures and Times</td>
<td>4</td>
</tr>
<tr>
<td>Admission of Pupils</td>
<td>5</td>
</tr>
<tr>
<td>Absences</td>
<td>5</td>
</tr>
<tr>
<td>Behaviour Management</td>
<td>6</td>
</tr>
<tr>
<td>Bus Information</td>
<td>6</td>
</tr>
<tr>
<td>Code of Behaviour</td>
<td>6</td>
</tr>
<tr>
<td>Communication</td>
<td>6</td>
</tr>
<tr>
<td>Dental Service</td>
<td>6</td>
</tr>
<tr>
<td>Fire Drill &amp; Lockdown Procedures</td>
<td>7</td>
</tr>
<tr>
<td>Grounds Maintenance and Improvement</td>
<td>7</td>
</tr>
<tr>
<td>Head Lice</td>
<td>7</td>
</tr>
<tr>
<td>Health Exclusion Table</td>
<td>7</td>
</tr>
<tr>
<td>Homework</td>
<td>7</td>
</tr>
<tr>
<td>Health and Wellbeing</td>
<td>8</td>
</tr>
<tr>
<td>HRE Program</td>
<td>8</td>
</tr>
<tr>
<td>Illness or Accident</td>
<td>8</td>
</tr>
<tr>
<td>Library</td>
<td>8</td>
</tr>
<tr>
<td>Lost Property</td>
<td>8</td>
</tr>
<tr>
<td>LOTE</td>
<td>8</td>
</tr>
<tr>
<td>Medication at School</td>
<td>9</td>
</tr>
<tr>
<td>Multi-Age Classes</td>
<td>9</td>
</tr>
<tr>
<td>Newsletter</td>
<td>9</td>
</tr>
<tr>
<td>Office Hours</td>
<td>9</td>
</tr>
<tr>
<td>Parents and Citizens Association</td>
<td>9</td>
</tr>
<tr>
<td>Playground Supervision</td>
<td>9</td>
</tr>
<tr>
<td>Prep Year</td>
<td>9</td>
</tr>
<tr>
<td>QParents</td>
<td>9</td>
</tr>
<tr>
<td>Religious Education</td>
<td>10</td>
</tr>
<tr>
<td>Report of Progress</td>
<td>10</td>
</tr>
<tr>
<td>Safety</td>
<td>10</td>
</tr>
<tr>
<td>School Parking</td>
<td>10</td>
</tr>
<tr>
<td>School Uniforms</td>
<td>10</td>
</tr>
<tr>
<td>Sport</td>
<td>11</td>
</tr>
<tr>
<td>Student Council</td>
<td>11</td>
</tr>
<tr>
<td>Student Free Days</td>
<td>11</td>
</tr>
<tr>
<td>Transfers</td>
<td>11</td>
</tr>
<tr>
<td>Tuckshop</td>
<td>11</td>
</tr>
<tr>
<td>Tully Show</td>
<td>11</td>
</tr>
<tr>
<td>Use of School Facilities/Buildings</td>
<td>11</td>
</tr>
<tr>
<td>Values and Beliefs</td>
<td>11</td>
</tr>
<tr>
<td>Volunteers</td>
<td>11</td>
</tr>
</tbody>
</table>
Dear Parents,

Welcome to Feluga State School. This parent booklet has been designed so that you are aware of school procedures and requirements, and to bring the school in closer contact with your home. I encourage you to read the information carefully and please feel free to contact the school to seek further information or assistance.

We invite you to become actively involved in your child’s school and share our common goal – the education and development of your child/ren.

Statement of Purpose for Feluga State School

To provide an environment that allows all children to achieve their learning potential across the entire curriculum.

SCHOOL DIRECTORY

School Terms

1st Term  
Easter Vacation  
January 23rd – March 31st (10 weeks)  
1st Term  
Easter Vacation  
April 1st – April 17th

2nd Term  
Winter Vacation  
April 18th – June 23rd (10 weeks)  
2nd Term  
Winter Vacation  
June 24th – July 9th

3rd Term  
Spring Vacation  
July 10th – September 15th (10 weeks)  
3rd Term  
Spring Vacation  
September 16th – October 2nd

4th Term  
Summer Vacation  
October 3rd – December 8th (10 weeks)  
4th Term  
Summer Vacation  
December 9th – January 22nd 2018

SCHOOL STAFF

Yrs 3/4/5/6 Teacher  
Mr Ian McLellan (Principal)  
Prep/1/2 Teacher  
Dr Don Sanderson  
Principal Day/Science  
Mr Mark Morrison  
Teacher Aides  
Mrs Marcia Reichardt  
Ms Natalie La Spina  
Ms Therese Sparks  
Mrs Amanda Baston

Administration Officer  
Mrs Belinda Slater  
Cleaner  
Mrs Philippa Blair  
Groundsperson  
Ms Tammy Allwood

Supplementary & Visiting Staff

Physical Education  
Mr Chris Cattarossi  
Arts  
Ms Carmen Pedroni  
Indonesian Yrs3-6  
Ms Kim Hall  
Instrumental Music Yrs4-6  
Ms Karen Stewart  
SEP Teacher  
Ms Nicole Smith  
Guidance Officer  
To be announced  
Religious Education

Postal Address  
PO Box 399, TULLY, Qld 4854  
School Address  
107 Feluga Road, Feluga, Qld 4854  
Telephone  
(07) 4068 6153 Fax (07) 4068 6225  
Mobile (to text absences only)  
0457 293 893 - Please be advised this phone number is for receiving text messages only and will not be answered.

Email  
the.principal@felugass.eq.edu.au
DAILY PROCEDURES AND TIMES

School commences at 9.00 am. Children need to be at school at least 10 minutes before the bell is rung so they can prepare for the day ahead.

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.00 a.m.</td>
<td>School commences</td>
</tr>
<tr>
<td>11.00 a.m.</td>
<td>First Break</td>
</tr>
<tr>
<td>11.40 a.m.</td>
<td>Middle Session commences</td>
</tr>
<tr>
<td>1.40 p.m.</td>
<td>Second Break</td>
</tr>
<tr>
<td>2.10 p.m.</td>
<td>Afternoon Session commences</td>
</tr>
<tr>
<td>3.00 p.m.</td>
<td>School finishes</td>
</tr>
</tbody>
</table>

Physical Education Thursday
Arts Thursday
Indonesian Yrs3-6 Friday
Instrumental Music Yrs4-6 Wednesday
SEP Teacher Weekly
Guidance Officer Fortnightly

NOTE: Parade is held on Fridays at 2.45 pm

EQ regulations do not require staff to be at school before 8.30 am. If students arrive prior to 8:30am they are to remain seated at the blue table under the admin block or until a teacher releases them. Parents should not drop students off at school prior to this time unsupervised.

ADMISSION OF STUDENTS

Those eligible for admission to Prep:-


Proof of Age: At admission only ONE of the following is required as proof of age.
* A short extract of the child’s Birth Certificate
* Baptismal Certificate
* A signed statement by a doctor or Minister of Religion
* A Child Welfare Clinic or Hospital Record.

An Enrolment Agreement must be signed before any student begins school at Feluga.

What can you do to prepare your child for their first year at school?

Ensure that your child:
- Knows his or her name, date of birth and residential address.
- Can self-manage their own attire (doing up buttons, tying shoelaces etc.)
- Has developed hygienic toilet habits.
- Is dressed in clothing they can manage at the toilet. (A change of clothing is advisable for very young children; should be clearly labelled and kept in the student’s bag).
- Has ALL property clearly labelled so that losses are reduced to a minimum.
- Is familiar with the usual route used between home and school.
- Should be aware of basic road rules (e.g., road hazards, know how to cross a road safely) and simple rules for safety.
- Is collected from school no later than 3.10 pm.
- Has a Library Bag for their school Library books.

If a parent is delayed in picking up or dropping off their child/ren, a phone message to the school is required to inform us of the circumstances of the delay.

Before school, children are required to wait quietly at a designated site (the blue table under A Block). After school, students sit and wait on the seats near the front gate. In instances of flooding or heavy rain other arrangements will be made on a needs basis.
ABSENCES
Prep is now a legal requirement for children. Everyday attendance of school is also a legal requirement. EVERY DAY COUNTS, even in Prep. Children should not be absent without a valid reason. We have a same day absence notification policy where if the school has not received a phone call (40686153) or text message (0457 293 893) from you by 9:30am to advise of your student's absence, you will receive a text message requesting you to contact the school on 40686153 to provide a valid reason for the absence. There are Education Queensland directives requiring schools to follow-up unexplained absences. Unexplained absences are those where a note, text message or voice message is not supplied. Valid reasons include medical appointments, sickness or injury; “Because he wanted to stay home” is not an acceptable reason.

BEHAVIOUR MANAGEMENT
Feluga has a Five Point program as part of its Behaviour Management Plan. For normal social incidents students are encouraged to follow Five Points of action:
1. Speak friendly
2. Speak firmly
3. Ignore
4. Walk away
5. Report

Detention
Detention is a consequence that schools use to address inappropriate student behaviour. Detentions are applied during school hours. Principals make decisions about what happens in their school in consultation with their school community. Principals set the rules for detentions, including when and where they are to happen and for how long, based on the age and circumstances of the individual student. Detention is given to students in accordance with the school's Responsible Behaviour Plan for Students.

Suspension
Suspension is a serious disciplinary consequence applied to address chronic or repeated inappropriate behaviours. If a student is suspended, it means that they are required to stay away from school for a set period of time.

BUS INFORMATION
For children who live on East Feluga Road, there is a daily bus service that runs from East Feluga Road to the school, arriving at Feluga State School at 8 am. A return service operates each afternoon picking up Feluga school students at approximately 3.30 pm.

Please note that no parking is allowed in the approaches to the bus zone (the orange marked box in front of the school). Please observe the road sign directions. There is ample parking in the marked bays on the eastern side of the school entrance.

CODE OF BEHAVIOUR
Feluga State School employs a “Five Cs” motto to guide its Code of Behaviour. The Five Cs are:


As part of Feluga’s Positive Behaviour for Learning program, students are taught preventative strategies and social courtesies and expectations. The Five Cs form an integral part of that program as well as providing a code of behaviour for the whole school community.

Whilst at school, students are expected to report any bullying or inappropriate behaviour. They are required to report directly to the staff member on duty. Reporting incidents to parents at a later time makes it difficult to identify and confirm the circumstances around inappropriate behaviours. It is therefore important to encourage your child/ren to come forward with information and report any inappropriate behaviour to school staff.

It is expected that all parents, entering the school grounds, observe and practice the 5 Cs when interacting with staff, and where appropriate, students.

Parents who do not observe the 5 Cs, that is those who are acting in a threatening, abusive or violent manner, may be directed to leave the school grounds.
COMMUNICATION
The school’s primary method of communication with parents is word of mouth as in informal discussions, between parents and teachers. Letters seeking permission to change school routine and newsletters are regularly sent home.

For communication requiring greater immediacy, between school and parents, mobile messages are the medium. Examples of the use of mobile messages are a child’s absence from school (parent to school) or late changes to the tuckshop order form (school to parent).

Feluga State School’s mobile number is 0457 293 893

See the section on QParents regarding easy communication between Feluga State School and parents.

DENTAL SERVICE
The School Dental Service, now based at Tully Hospital, visits the Tully Cluster of schools each year. Consultation is free but requires parents’ written consent. Parents will be notified of the School Dental Service visits.

FIRE DRILL & LOCKDOWN PROCEDURES
Having clear and practiced Fire Drill and Lockdown procedures are mandatory requirements of all schools. Feluga has a well-documented and detailed procedure for emergency evacuations in the event of a fire or serious threat. Practice evacuations are conducted regularly throughout the year and procedural signage is clearly displayed in all buildings and classrooms.

GROUNDs MAINTENANCE And IMPROVEMENT
The school, through its appearance, fosters pride and interest within the school community. Working Bees are arranged when the need arises to help maintain the grounds, equipment, furnishings and buildings. A casual groundsperson is employed 5 hours per week. If parents have queries or concerns about campus’s care and/or any workplace health and safety issues, they are to talk directly to the Principal.

HEADLICE
Head lice is a problem in all schools. It is the parent’s responsibility to maintain appropriate hygiene and health care of their child/ren.

In the event that head lice are detected in your child’s hair at school, you will be contacted immediately and asked to remove the child until the condition has been successfully treated. A letter will be sent home to all parents, advising them that head lice have been detected and they should check their child/ren’s hair. Whether headlice are detected or not, treatment is recommended. Where headlice was detected a note or phone call to inform us know that the problem has been successfully treated is required.

HEALTH EXCLUSION TABLE
Most children at some time during their schooling experience experience one or more infectious illness. To clarify the position regarding attendance at school when this happens, the following table is included for your information:

<table>
<thead>
<tr>
<th>Disease</th>
<th>The patient shall be excluded from school:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken Pox</td>
<td>For at least 7 days after onset of the illness and until the last lesion has healed</td>
</tr>
<tr>
<td>German Measles</td>
<td>For at least 7 days from the appearance of rash or until a medical certificate</td>
</tr>
<tr>
<td>Head Lice</td>
<td>Excluded until condition is treated and no lice evident</td>
</tr>
<tr>
<td>Impetigo</td>
<td>If suitably covered with band aids and medicated cream may attend school</td>
</tr>
<tr>
<td>Measles</td>
<td>For at least 7 days from the appearance</td>
</tr>
<tr>
<td>Mumps</td>
<td>For at least 14 days after onset of symptoms</td>
</tr>
<tr>
<td>Ringworms</td>
<td>If suitably covered with band aids and medicated cream may attend school</td>
</tr>
<tr>
<td>Scabies</td>
<td>Until all evidence of the disease has disappeared</td>
</tr>
<tr>
<td>Whooping Cough</td>
<td>Must complete 5 days of antibiotic treatment before returning to school</td>
</tr>
</tbody>
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HOMEWORK
It is the policy of the school that children in Years 1 to 6 have a small amount of homework on school days. The following guidelines are used as an approximation of the amount of time given to homework each day:

- Years 1/2: 10 - 15 minutes
- Years 3/4: 15 minutes
- Year 5: 20 minutes
- Years 6: 30 minutes

Benefits of homework include:
- It may be used to consolidate learning
- To develop good study habits
- To develop a sense of satisfaction and empowerment in the student
- It allows parents to connect with and monitor their child’s learning development
- When parents show an interest in their child’s education there are huge psychological benefits that flow on to their child
- Success in life is built on discipline; homework is a way of developing discipline

**Reading is the number one academic priority at Feluga.**
Every child must read, or be read to, every night.

As reading is the number one priority at Feluga there are a number of ways in which this is enacted. Every student is encouraged to borrow Home Readers daily (including Preps from Term 2). Every student has the opportunity to borrow Library books. Further, all students participate in a daily reading program which includes reading both digital and hardcopy texts in groups, 1-2-1 with an adult or by themselves. Where identified, intensive intervention programs assist struggling students develop necessary literary skills.

HEALTH & WELLBEING
Student health and wellbeing is a core commitment at Feluga. There are a range of activities and practices that we encourage our school community to engage in. These include a fruit (or veg) break in the morning for both classes, an emphasis on healthy and nutritious lunchboxes (limiting processed and packaged foods), a water only drink policy and a ‘calm foods’ Tuckshop menu. These are all in line with Smart Choices recommendations.

HRE PROGRAM
Our school has a developed Human Relationships Education Program. This program operates across Years Prep to 6. Teachers either use the program in an explicit mode or as a teaching supplement. Discussions about protective behaviours create well-informed, confident, and resilient children. You will be informed prior to any class discussions on sexuality.

ILLNESS OR ACCIDENT
In the unfortunate event of illness or accident, every effort is made to contact the parent/s of the student. For serious illness or injury, and when a parent or care provider cannot be contacted, ambulance and/or medical attention will be called. All students in state schools are covered by Queensland Ambulance cover whilst at school or on excursion. From time to time we need to update our Emergency Information, forms will be sent home for this purpose.

LIBRARY
Feluga State School has a well-resourced library. Students are encouraged to borrow books and develop an enjoyment for reading and the richness of books. Prep students may borrow two books each week, and other students may borrow 3 or more a week. Library books must be returned each week in order to re-borrow. A Library Bag will ensure that students care for their Library books. In the event of books being misplaced, damaged or lost, parents will be asked to replace the book or will be invoiced the replacement costs.

LOST PROPERTY
Please ensure that ALL items (clothing, hats, classroom equipment) are clearly marked with your child’s name. All lost property is kept in the Lost Property Box under A Block. Check regularly for your lost items.

Children love to share new items with friends. Expensive toys, CD players, jewellery and money should NOT be brought to school and even lesser items may be lost, stolen or damaged. So parents are asked to think carefully about allowing valuable items to be brought to school.
L.O.T.E.
In 2017 students in Mr McLellan’s class will study Indonesian as their Language Other Than English (LOTE) KLA. Students in Years 3 to 6 have a total of 1.5 hours of LOTE each week. It is expected that students will gain some proficiency in the language, thus preparing them for their secondary school LOTE studies.

MEDICATION AT SCHOOL
There are strict protocols around the administration of medication and the application of medical treatments in schools. They exist to protect all concerned. Even simple applications for cuts and bruises are strictly regulated. The following procedures are strictly adhered to at Feluga:

1. Parents are to sign a “Medication to be Administered” form held at the school.
2. All medication should be in the care of the teacher.
3. Teachers will only administer prescribed medication in accordance with the written instructions of a medical practitioner or pharmacist. (Instructions from a parent are not sufficient).
4. Non-prescribed medication (including analgesics i.e. aspirin or paracetamol) will not be administered.
5. A written record of all medications administered to students is kept in the office.

Please Note:
- If you cannot comply with the above, we urge you to either keep your child at home in times of illness or come to the school to administer the medication yourself.
- Paracetamol or over the counter medication for coughs and colds cannot be administered by school staff.

MULTI-AGE CLASSES
Due to the size of our school, classes are grouped into multi-aged classes. In 2017 it is expected there will be a Prep/Year 1/Year 2 class with Mr. Sanderson and a Year 3/Year 4/Year 5/Year 6 with Mr McLellan. The lower school class operates out of the Early Education Centre (EEC) building and the upper school class is situated in B Block.

‘Multi-age grouping’ is simply a term used to describe a group of children who are sharing the same classroom but who are not from the same year level.

Multi-age grouping offers a number of learning advantages such as developing independence, responsibility and peer mentoring. Because a student may be under the tutelage of one teacher for a number of years, learning in a multi-aged group also provides teachers the opportunity to more quickly understand the complexities and dynamics of individuals and groups as one year tips over into the next. It also affords greater rapport with parents and care providers. This in turn strengthens school-home connections.

Valuing every child as an individual, who matures and grows at his or her own rate, means that the idea of multi-age grouping seems a natural and logical approach to organising classrooms. There should be no learning barriers because of a child’s age. We want each individual to, as our Mission Statement says, “develop to their full potential”.

NEWSLETTER
The school produces a regular fortnightly newsletter, The Feluga Flyer. A hardcopy is sent home with the eldest in the family after parade on Friday afternoons. An electronic copy is uploaded to our website if you miss the hardcopy. The ‘Flyer’ includes important information about school activities, parent meetings, P&C news, agendas for meetings, school policies, curriculum information, a calendar of events and other vital news and information. We urge you to stay up-to-date by reading the newsletter.

OFFICE HOURS
The Office is located in A Block and is usually open at 8:30am.
Our Administration Officer (Mrs Belinda Slater) is available in the school office on a part-time basis only. Her availability may vary throughout the year due to staffing allocations and other departmental commitments. Belinda will be available to answer your questions and enquiries and has the authority to act on behalf of teachers and the Principal on a range of administrative issues such as fees, uniforms, medication and absences.
PARENTS AND CITIZENS ASSOCIATION
School P&C Associations are a Statutory Body and are involved in a variety of school activities from policy to financial planning, including tuckshop, fundraising activities, and school functions and events. The P&C provides a vital link between parents, the community and the school as well as providing funds for essential activities and items to enhance the students’ learning experience.

Feluga State School has a high ratio of parents involved in the P&C and we encourage all parents to be part of this valuable committee. The P&C provides you opportunities to have a say in what goals you want the school to achieve.

Application forms for P&C membership and volunteer registration can be found at the back of the Handbook. Please fill out the forms and return to the school or simply bring them along to the next P&C meeting.

The P&C meets monthly and dates of upcoming meetings are published in the newsletter.

PLAYGROUND SUPERVISION
Playground supervision is not provided before school. Children are not permitted to enter the school grounds before 8.10am. Before school is an extremely busy period for staff as they prepare for the day. When children arrive in the morning they are expected to sit in the designated area (the blue table under A Block) and read quietly till 8:30am. Of course, teachers remain vigilant as students move around the school before commencement and careful supervision is maintained during recess times and whilst waiting to be picked up at 3:00pm.

PREP YEAR
Prep is the first year of school and provides the foundation for your child's education. From 2017, it is compulsory for Queensland children to undertake Prep prior to Year 1. Prep is a full-time program in primary schools. Children attend Monday-Friday, generally from 9am-3pm. Parents enrolling their child in school have the option of an early or delayed start. Enrolment age variations may be due to a child’s development and readiness, and could improve their ability to learn.

Children must be 5 years old by 30th June in the year they enroll.

At Feluga Prep students are part of a multi-age class P-2 and in the early part of the year are taught strategies that will foster good school habits such as independence, a sense of self-worth, respect, and adherence to rules and expectations.

QParents
QParents is a new app that Education Queensland is encouraging parents to use. It is a secure online web and mobile that provides parents with direct online access to student information such as attendance details, behaviour, report cards, and timetables for high school students, invoice and payments and student details. Parents have the ability to update or change their children’s details using QParents. These include
- Providing a reason for an unexplained absence
- Advising the school of future absences
- Notifying the school in changes to the student’s address or medical conditions

QParents is a secure portal that meets industry security standards. Only QParents account holders and their authorised delegates can access student information.

RELIGIOUS EDUCATION
Religious Education in state schools is provided for Year 1 to Year 6 students. Those students who have parental permission, attend 30 minutes of instruction each week. The instruction is delivered by authorised instructors who meet strict departmental requirements including a current Blue Card and belonging to a recognised religious organisation.

REPORT OF PROGRESS
Report Cards are sent home at the end of each semester. Parents are welcome to arrange a time to discuss their child’s progress at any time during the school year.
SAFETY
The safety of students, staff and parents while on campus or on excursions is paramount. Regular checks of playground, classroom and sporting equipment are carried out and equipment in an unsafe state of repair is either repaired, replaced, or disposed of. Students are taught and reminded of the school safety rules. Feluga is a Sun Safe school and students are not allowed in the sun without suitable protection.

SCHOOL PARKING
Ample parking is provided in front of the school to the right of the entrance gate. Parents are requested not to park in the bus zone (the orange box in front of the entrance gate). It is school policy that no child is allowed to wait outside the gate after school.

The double gates at the front of the school are closed so that there is no unauthorised movement of cars in the grounds. This is to ensure the protection and safety of the students and staff. No cars are to enter the grounds unless authorised by the Principal.

SCHOOL UNIFORM
Feluga requires all students to be dressed neatly and in appropriate school clothing. All students should wear enclosed shoes and a hat. Hats can be a wide brim, bucket or a legionnaire cap style. Baseball caps do not protect a child’s ears or back of neck, and therefore are not permitted. It is the policy of this school that only students wearing appropriate hats are permitted in the sun. Sunsafe Policy EQ states that children will wear full brim hats at all times whilst in the sun and outside. The school strictly enforces its “no hat – no play” policy.

The school uniform is a Royal Blue cotton and polyester New Dry polo shirt, with Royal Blue shorts, or skort, or skirt, a hat, socks and enclosed shoes.

The school sells:

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cotton &amp; polyester New Dry polo shirt</td>
<td>$31</td>
</tr>
<tr>
<td>Hats (bucket &amp; wide-brimmed)</td>
<td>$14</td>
</tr>
</tbody>
</table>

Royal Blue shorts, skorts and skirts are generally available through most uniform stores.

Secondhand Uniforms
The school occasionally has second hand uniforms in stock. If parents do have uniforms that they no longer require, we would greatly appreciate any donations.

SPORT
There are two sports houses, Incas and Aztecs. Students who are in Incas wear a blue T-shirt. Students who are in Aztecs wear a yellow T-shirt. At enrolment, students are placed in a house by one of two methods:
1. Placed in the same house as a sibling already enrolled, or
2. If no family at the school, the pupil is placed into the house next in line for a new member

Interschool sport
Feluga has a policy of participation in sport. We encourage students to be involved in sporting activities. When numbers permit, Feluga has fielded teams in soccer, touch football and cricket. The students also participate in the District and Small School sports days. You will be required to sign consent forms for student participation in these days. Students who display inappropriate behaviour at Interschool Sports may be excluded at some future functions, events or camps. Details around exclusion can be found in the school’s Behaviour Management Plan. Parents will be notified of exclusions, but exclusions are at the Principal’s discretion.

The upper school participates in the Cluster Annual Athletics Day, held early in Term 3.

Swimming
Swimming classes are held during first and fourth terms at the Tully Pool. It is essential that all Australian children become competent swimmers. Students are required to wear suitable swimwear and a sun safe swim shirt. Long hair must be tied up. In 2017 the P&C will pay for pool admission for all students.
STUDENT COUNCIL
The students of the upper school operate a Student Council. The Council conducts regular meetings in accordance with formal meeting procedures. The Council raises funds for items and projects identified by the students as needed by the school.

STUDENT FREE & STAFF PROFESSIONAL DEVELOPMENT DAYS
Each year there are a number of Student Free Days allocated for staff to undertake planning and professional development (PD). Further, staff are required to attend at least 20 hours of professional development each year. This means that all staff may be taken ‘off-line’ to attend PD. However, every care is taken to ensure the smooth operation of the school is maintained and disruption is kept to an absolute minimum.

Staff professional development days for teachers in 2017 are January 19 and 20, April 3, 4 and 5, and October 16.

TRANSFERS
We would appreciate as much notice as possible of the intention to transfer a student to another school.

TUCKSHOP
Feluga State School has a well-equipped tuckshop which offers a range of nutritious and healthy food each Friday. A roster of volunteers prepares and feeds ‘calm food’ meals that comply with the department’s Smart Choices recommendations. In 2017 Mr Sanderson is the Tuckshop Convenor.

TULLY SHOW
Tully Show is usually on the last weekend in July. There is a statutory regional show holiday to coincide with the annual Tully show, this usually falls on the Friday. The school has a display each year with student’s work ranging from artwork, pieces of writing, to research and historical memorabilia.

The 2017 Tully Show day is on Friday 28th July.

USE OF SCHOOL FACILITIES/BUILDINGS
Permission to use school facilities, buildings or grounds must be obtained from the Principal.

VALUES AND BELIEFS
The Feluga State School community believe in:

* Developing the full academic, emotional, physical and social potential of each child.
* Providing an intensive focus on literacy and numeracy.
* Fostering an appreciation and respect for others.
* Engendering self-discipline, independence, and a sense of self-worth in our students
* Demonstrating pride in, and respect for, our school and the school community
* Encouraging environmental awareness
* Educating our students in essential life skills.
* Broadening children’s horizons.
* Enjoying the unique family atmosphere that only a small school community can provide.
* Providing a high standard of human, physical and technological resources.

VOLUNTEERS
It is essential to have parents and community members involved as partners in our everyday organisational and educational practices. There are many ways you can become involved in your child’s education. You may help in the classroom, the grounds, or the tuckshop. If you would like to help in the Tuckshop please see Mr Sanderson (Tuckshop Convenor). However, a number of parents enjoy helping in the classroom. These wonderful people help small groups of children, by listening to reading and sharing or their special skills and abilities in lessons. Be sure to let the teachers know if you are available to help out in classrooms. All volunteers and visitors are required to “sign in” in our Volunteer/Visitor Register located in the Office in A Block.