

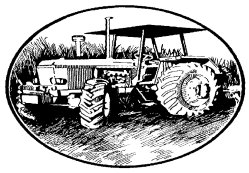
2027 Handbook

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Dear Parents and Guardians,

Welcome to Feluga State School. This handbook has been designed so that you are aware of school procedures and requirements. We encourage you to read the information carefully. 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 to share our goals – the effective 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 CONTACT DETAILS

Postal Address	PO Box 399, TULLY, Qld 4854
School Address	107 Feluga Road, Feluga, Qld 4854
Telephone	(07) 4068 6153 / (07) 4068 6333
Mobile (to text absences only)	0436 605 646 - Please be advised this phone number is for receiving text messages only.
Email	principal@felugass.eq.edu.au

SCHOOL TERMS 2026

1st Term	**Wednesday 27 January – Thursday 25 March**
Easter Vacation	26 March – 11 April
2nd Term	**Monday 12 April – Friday 25 June**
Winter Vacation	26 June – 11 July
3rd Term	**Monday 12 July – Friday 17 September**
Spring Vacation	18 September – 4 October
4th Term	**Tuesday 5 October – Friday 10 December**
Summer Vacation	11 December – 23 January 2027

SCHOOL STAFF

Principal/Senior Teacher	Mr Dean Hardy	
Middle Teacher	Mrs Katie Hutton	
Early Years Teacher	Ms Kelly Clarke	
Principal Days/Science/Physical Education	Mrs Lydia Valeriano	
Teacher Aides	Mrs Marcia Reichardt	Mrs Danica Hazzard
	Ms Natalie La Spina	Mrs Elsea Steelson
	Mrs Layne Lack	Mrs Ashlee Heritage
Business Manager	Ms Dawn Wilkes & Mrs Beccy Andersen	
Cleaner	Ms Beth Baldwin	
Grounds person	Mr Jimmy Pacey	

Supplementary & Visiting Staff 2026

Arts	Ms Belinda Adams
Italian Yrs. 3-6	Signora Marianne Lazzarini
Instrumental Music Yrs. 4-6	Ms Kym Hall
Wellness Officer	Joanne Hoskins
Religious Education	Mrs Serena Vecchio
Cluster Head of Special Education	Rachel Ashley

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.

9:00am	Classes commence
11:00am	First Break (eat then play)
11:40am	Middle Session commences
1:30pm	Second Break (eat then play)
2:00pm	Afternoon Session commences
3:00pm	School finishes

Class:	**Early Year**	**Middle Years**	**Senior Years**
Physical Education	Wednesday	Thursday	Thursday
Arts	Thursday	Thursday	Thursday
Italian	N/A	N/A	Friday
Instrumental Music	N/A	N/A	Tuesday
SEP Teacher	Weekly		
Guidance Officer	Fortnightly		
Student Council Fundraising	Thursday – Icey Poles $1.00, available for purchase at second break		
Parade	Friday at 2:45pm		

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 table under the admin block or until a teacher releases them. Parents should not drop students off at school prior to this time as it is unsupervised.

ADMISSION OF STUDENTS

Those eligible for admission to Prep:
Children must be five on or before **30 June** in the year they start 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 -

- Arrives at school before the bell goes to prevent interruption to classes.
- 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 table under A Block) until 8:30am.

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 need's 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 (4068 6153) or text message (0436 605 646) from you by 9:20am to advise of your student's absence, you will receive a text message requesting you to contact the school 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/she wanted to stay home" is not an acceptable reason.***

BEHAVIOUR MANAGEMENT
Feluga has a Five Point program as part of our Student Code of Conduct. 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 to a Teacher

Responsible Thinking Time (RTT)
RTT is a consequence that schools use to address inappropriate student behaviour. RTT is applied during school hours. Principals make decisions about what happens in their school in consultation with their school community. Principals set the rules for RTT, including when and where they are to happen and for how long, based on the age and circumstances of the individual student. RTT is given to students in accordance with the school's Student Code of Conduct. A copy of our Student Code of Conduct is available from our school website.

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. The full Student Code of Conduct is available on our school website homepage.

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 3.15 pm.

Please note that no parking is allowed in the approaches to the loading zone (the orange marked box in front of the school), this is a Stop Drop Go zone. 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 (Refer to our Student Code of Conduct)
Feluga State School employs a "Five Cs" motto to guide its Code of Behaviour.
The Five Cs are:

1. Commitment 2. Common Sense 3. Consideration 4. Co-operation 5. Courtesy

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, will 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 and email communication (principal@felugass.eq.edu.au). Letters seeking permission to change school routine and newsletters/Snapshots are regularly sent home.

For communication requiring greater immediacy, between school and parents, mobile messages are sent. For example: 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 0436 605 646 (please note this is for text messages only).

DENTAL SERVICE
The School Dental Service is based at Tully Hospital. Consultation is free but requires parents' written consent. Parents will be notified of the School Dental Service visits. PH: 1300 300 850.

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 grounds person is employed on a part time basis. If parents have queries or concerns about the 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, 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 from you to inform us that the problem has been successfully treated, is required.

HEALTH EXCLUSION TABLE & COVID-19

IF YOUR CHILD IS ILL PLEASE KEEP THEM HOME

Most children at some time during their schooling 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. But if your child is sick please keep them at home.

Disease	The patient shall be excluded from school:-
Chicken Pox	For at least 7 days after onset of the illness and until the last lesion has healed
German Measles	For at least 7 days from the appearance of rash or until a medical certificate
Head Lice	Excluded until condition is treated and no lice evident
Impetigo	If suitably covered with band aids and medicated cream may attend school
Measles	For at least 7 days from the appearance
Mumps	For at least 14 days after onset of symptoms
Ringworms	If suitably covered with band aids and medicated cream may attend school
Scabies	Until all evidence of the disease has disappeared
Whooping Cough	Must complete 5 days of antibiotic treatment before returning to school

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	20 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 improvement priority at Feluga.
Every child must read, or be read to, every night.

As reading is the number one improvement 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 our Early Years Classroom, 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 may 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. Toys, sport equipment (soccer balls), any electronic devices, jewellery and money are NOT to be brought to school. Items may be lost, stolen or damaged. Parents are asked to think carefully about allowing valuable items to be brought to school.

L.O.T.E.
Years 3-6 students will study **Italian** as their Language Other Than English (LOTE) KLA. Students 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 office staff in a locked cupboard.
3. Staff 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, 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
'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 newsletter, The Feluga Flyer. A hardcopy is displayed on the school notice board. An electronic copy is emailed to families and to our website. 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 Feluga Flyer that is emailed to every family.

FACEBOOK PAGE
The school posts regular notices on the school Facebook page, 'Feluga State School'. The Facebook page includes important information about upcoming events. Like our page to get reminders.

OFFICE HOURS
The Office is located in A Block and is open Monday 8:30am – 3:00pm. Tuesday, Wednesday and Friday 8:30am – 3:30pm.
Our Business Manager is available in the school office on a part-time basis only and availability may vary throughout the year due to staffing allocations and other departmental commitments. The Business Manager 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 including tuck-shop, 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 forum. 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 and on the Facebook page (Feluga State School P&C Association).

PLAYGROUND SUPERVISION
Playground supervision is **limited** before school. Children are **not** permitted to enter the school grounds before 8.00am. 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 quietly in the designated area (the table under A Block) until 8:30am. Of course, teachers remain vigilant as students move around the school before commencement of classes. Careful supervision is maintained during recess periods and whilst students are 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. In 2017, it was made 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. 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 the multi-age Early Years class 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.

QKR APP.
Feluga State School P&C now operates via the QKR App for tuckshop, uniforms and some fundraising. Note: orders can still be processed manually with cash.
Uniforms can be collected in office hours above.

RELIGIOUS INSTRUCTION
Religious Instruction in state schools is provided for Prep 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. For more information, please visit our website.

REPORT OF PROGRESS
Report Cards are sent home at the end of each semester (week 1, Term 3 and the final week of Term 4). Parent teacher interviews or Student led conferences occur at the end of each semester. Parents are welcome to arrange a time with their child's teacher 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. We have a "No hat, no outside play" policy. A full brim hat that shades the neck and face is the acceptable form of headwear.

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). This is a STOP DROP GO zone. 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 an appropriate school uniform. All students are required to 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 (with yellow and white trim) cotton and polyester New Dry polo shirt, with Royal Blue shorts, or skort, a bucket/brimmed hat, socks and enclosed shoes. **Uniforms are available for purchase during office hours (Monday, Tuesday, Wednesday & Friday). Or alternately you can order through the QKR App and the uniforms with be distributed to child when the office staff are available.**

The school sells:

Cotton & polyester New Dry polo shirt	$33
Shorts	$15
Skort	$20
Hats (bucket)	$16

**Please check the office for current prices*

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, Kingfishers and Cassowaries. Students who are in Kingfishers wear a yellow T-shirt. Students who are in Cassowaries wear a blue 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

Uniform of a yellow or blue shirt is at the guardian's discretion. Otherwise, the regular school uniform is required to be worn.

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. All exclusions are at the Principal's discretion.

Students in years 3-6 participates in the Cluster Annual Athletics Day, held in Term 2.

Swimming classes are held during fourth term at the Tully Pool. It is essential that all children become competent swimmers. Students are required to wear suitable swimwear and a sun safe swim shirt. Long hair must be tied up.

STUDENT COUNCIL

The upper school students 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 (also called Student Free Days) for all EQ teachers in 2027 are:
Term 1: Thursday, Friday & Monday - 21st, 22nd & 25th January 2027
Term 2: Thursday & Friday 8th & 9th April 2027
Term 3: Friday 3rd September 2027

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.
Purchases can be made before 8:00am Friday through the QKR App. Or by 3pm Thursday with brown paper bag system and cash.

TULLY SHOW
Tully Show is usually over 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.

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.
- 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 contact the Tuckshop Convenor. However, a number of parents also enjoy helping in the classroom. These wonderful people help small groups of children, by listening to reading and sharing of 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. All volunteers can apply for a Blue Card through our administration office.