



ROMA STATE COLLEGE GENERAL INFORMATION

SCHOOL CONTACT DETAILS

Office Hours	8.00am to 4.00pm
Campus Addresses	<p>Junior Campus: 28 Bowen Street Roma QLD 4455</p> <p>Middle Campus: Cottell Street Roma QLD 4455</p> <p>Senior Campus: Timbury Street Roma QLD 4455</p>
College Mail Address	PO Box 623 Roma QLD 4455
Campus Contact Numbers (NB. an answering machine is online for out of school hours calls at each campus)	<p>Junior Campus: Phone - (07) 4620 1111 Fax – (07) 4620 1100</p> <p>Middle Campus: Phone – (07) 4620 1333 Fax - (07) 4620 1300</p> <p>Senior Campus: Phone – (07) 4620 4212 Fax - (07) 4620 4219</p>
College Email	admin@romasc.eq.edu.au
College Website	www.romasc@eq.edu.au

SCHOOL PERSONNEL

Principal:	Mr Paul Williamson
Head of Junior Campus:	Mrs Rebecca Hutton
Head of Middle Campus:	Mrs Margaret Mawn
Head of Senior Campus:	Mr Victor Burtenshaw
Business Services Manager (AO5):	Mrs Janelle Langton
Business Services Manager (AO3):	Mrs Toni Dodd
Head of Special Education Services:	Mrs Sally Campbell
Acting Head of Department (Early Phase Of Learning):	Mrs Sharon Goodhew
Head of Department (Middle Phase Of Learning):	Mrs Rowena Price
Head of Department (Senior Phase of Learning):	Mr Craig Nebe
Head of Department (P-12 Curriculum):	Mrs Tania Leach
Head of Department (Student Support Services):	Ms Coralie Williamson

SCHOOL HOURS

Prep to Year 8

8.40am	Prepare for Class
8.50am	Morning Session
10.50am	Morning Recess
11.35am	Return to Class for Middle Session
1:05pm	Lunch Recess
1.50pm	Return to Class for Afternoon Session
3.00pm	End of School Day

Years 9 to 12

8.40am	Form Class
8.50am	Morning Session
10.00am	First Break
10.30am	Return to Class
11:40am	Second Break
12:20pm	Return to Class
1.30pm	Third Break
1:50pm	Return to Class
3.00pm	End of School Day

Bells are also rung to signify end of eating times when students can play. A bell is also rung five minutes before returning to class after recess to allow students time to prepare for the next session.

ARRIVAL AND DISMISSAL PROCEDURES

School commences at 8.40am. The first bell rings at 8.35am. Students should be at school by this time to allow them to settle down and prepare for the day's lessons. Students are dismissed at 3:00pm.

NB. No formal supervision is able to be provided to students prior to 8:35am.

LOST PROPERTY

All articles of lost property found in the school grounds and covered play areas, etc are forwarded to the specified campus location. All unclaimed, unnamed articles are donated to a charity. To keep lost articles to a minimum, we ask parents to name all belongings please, including uniforms, lunchboxes, drink bottles.

COLLEGE CONNECTIONS

The school newsletter, 'College Connections', is an important communication between school and home. It is sent home on alternate Wednesdays and placed on our college website.

Advertising in our newsletter is available to anybody in our community. Please see the office for applicable rates.

PAYMENT OF ACCOUNTS – VOLUNTARY LEVY / CONTRIBUTION

Payment of accounts may be made by cash, cheque, EFTPOS or credit card. We ask that any cheque or cash be placed in a sealed envelope with your child's name,

class and details on the front. These envelopes should be forwarded to the campus office.

After processing, a receipt will be issued, along with any change and sent home with your child.

SMOKING

All school community members and visitors are reminded that smoking is not permitted on the college premises.

VISITORS' and VOLUNTEERS' REGISTER

All visitors to any of our campuses are required to sign the Visitors' Register in the respective campus Administration. A visitor's badge will be issued and must be signed back in when departing.



ROMA STATE COLLEGE FORMAL ENROLMENT AGREEMENT

This enrolment agreement sets out the responsibilities of the student, parents or carers and the school staff about the education of students enrolled at Roma State College.

Student

It is the responsibility of the student to:

- attend school regularly, on time, ready to learn and take part in school activities.
- act at all times with respect and show tolerance towards other students and staff.
- work hard and comply with requests or directions from the teacher and principal.
- abide by school rules, meet homework and study requirements and expectations.
- wear school's uniform correctly and fully.
- respect the school environment.
- follow the guidelines on the understanding that access to the computer network and/or the internet can be removed for breaches of this policy, and that additional disciplinary action could be necessary including, in some cases, withdrawal from a computer subject.

Parent

Responsibility of parents/carers to:

- attend open evenings for parents
- let the school know if there are any problems that may affect your child's ability to learn
- inform school of reason for any absence
- treat school staff with respect and tolerance
- support the authority and discipline of the school enabling your child to achieve maturity, self discipline and self control
- abide by school's policy regarding access to school grounds before, during and after school hours
- advise Principal/Head of Campus if your child is in the care of the state or you are the carer of a child in the care of the state
- inform school if your child's living arrangements change and provide details of new home address and phone number
- give at least two (2) days notice to the school should my child transfer from or leave the school. I understand that I must have a clearance form signed by the Head of Campus, and pay all outstanding subject fees and contributions to the Resource and Materials Scheme before a transfer will be issued.

School

Responsibility of school to:

- develop each individual student's talent as fully as possible
- inform parents and carers regularly about how their children are progressing
- inform students, parents and carers about what the teachers aim to teach the students each term
- teach effectively and to set the highest standards in work and behaviour
- take reasonable steps to ensure the safety, happiness and self-confidence of all students
- be open and welcoming at all reasonable times and offer opportunities for parents and carers to become involved in the school community
- clearly articulate the school's expectations regarding the responsible behaviour plan for students and the school's dress code policy
- ensure that parents and carers are aware of the school's insurance arrangements and accident cover for students
- advise parents and carers of extra-curricular activities operating at the school in which their child may become involved: for example, Program of Chaplaincy Services; religious instruction
- ensure that the parent is aware of the school's record-keeping policy including the creation of a transfer note should the student enrol at another school
- set, mark and monitor homework regularly in keeping with the school's homework policy
- contact parents and carers as soon as is possible if the school is concerned about the child's school work, behaviour, attendance or punctuality
 - deal with complaints in an open, fair and transparent manner
 - consult parents on any major issues affecting students
 - treat students and parents with respect and tolerance.

I accept the **rules and regulations of the Roma State College** as stated in the school policies that have been provided to me as follows:

- Responsible Behaviour Plan for Students
- Student Dress Code
- Homework Policy / Assignment Policy
- School Charges and voluntary contributions
- Student usage of internet, intranet and extranet
- Absences
- School Excursions
- Complaints management
- Parent Notice for Religious Instruction in School Hours
- Parent / Guardian Consent form for Voluntary Student Participation in Program of Chaplaincy Services
- Department insurance arrangements and accident cover for students
- Consent to use Copyright Material, Image, Recording or Name
- Appropriate Use of Mobile Telephones and other Electronic Equipment by Students

I acknowledge that information about the school's current programs and services has been explained to me.

- I understand that the **Internet and computer applications** can provide students with valuable learning experiences. I also understand that it gives access to information on computers around the world; that the school cannot control what is on

those computers; and that a very small part of that information can be illegal, dangerous and offensive. I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend finally upon responsible use by students. I believe my son/daughter understands this responsibility and I hereby give my permission for him/her to access the Network and Internet according to the school rules expressed in the Computer Network and Internet Guidelines for the duration of his/her enrolment. I understand that students breaking these rules will be subject to appropriate action by the school. This may include loss of computer and Internet access for some time, further disciplinary action and, in some circumstances, withdrawal from a computer subject .

• I hereby give consent for Roma State College to **use and retain my student's name, image, sound or other recording; and Copyright material (individual work)** for the duration of his/her enrolment for the following purposes:

- ◇ Assessment of student and other purposes associated with the provision of education;
- ◇ Public relations, promotion, advertising, media and commercial activities; and
- ◇ Use by the media in relation to activities that show my student in a positive light e.g. drama and musical performances, sports and prize giving.

• I hereby give permission for my student for the duration of his/her enrolment to take part in any **walking excursions for curriculum-based activities** in the immediate school area and any curriculum-based excursions in the local area that are conducted by school personnel. I understand that my specific approval will be sought for other school trips.

• I authorise the teacher in charge of the excursion to **obtain medical attention** for my student at their discretion in the event of an injury unless I have advised the school in writing not to do so.



ROMA STATE COLLEGE APPROPRIATE USE OF ELECTRONIC DEVICES BY STUDENTS POLICY/GUIDELINES

The use of mobile phones is not permitted during class or while students are under the direct supervision of staff unless specifically authorised by a member of staff.

The use of other electronic devices (for example MP3 players, discman etc.) is not permitted during class unless specifically authorised by a member of staff.

Senior Campus students choosing to bring electronic devices to school are **encouraged to hand them in at the senior campus office.**

Middle and Junior Campus students are **required to hand them at their campus offices** on their arrival at school. A receipt will be issued. Phones and other devices can then be collected prior to leaving school in the afternoon.

Senior Campus students who choose to bring mobile phones should have them switched off and out of sight during classes. Mobile phones and other electronic devices may be used by students during breaks (or spares).

Students needing to use these devices in special circumstances should negotiate arrangements in advance with the Head of Campus or delegated personnel.

In-phone cameras are not to be used anywhere a normal camera would be considered inappropriate, such as in change rooms or toilets. Appropriate action will be taken against any student who photographs or films other individuals without their consent or who sends harassing or threatening messages.

Staff will instruct students in breach of this policy to hand-in their electronic devices to the office for later collection.

Parents will be notified for repeated offences and will be required to negotiate the return and collection of the item with the Head of Campus.

No liability will be accepted by the school in the event of the loss, theft or damage of any device unless it can be established that the loss, theft or damage resulted from the department's negligence.



ROMA STATE COLLEGE

POLICY ON HEADLICE TREATMENT/PREVENTION

STATEMENT OF INTENT


Parents have the prime responsibility for the detection and treatment of head lice on their children.

The school community may assist with the detection and treatment of head lice amongst students in a number of ways.

When the presence of head lice at school is suspected, volunteers authorised by the principal may physically check for head lice only if the parent does not object; if the child agrees; if infection control guidelines are observed; and if student privacy is assured.

School staff, or other willing adults authorised by the principal, may visually check (no physical contact) students for head lice providing that sensitivity to student privacy is assured.

Education Queensland recognises that the occurrence of head lice is the most common insect infestation in humans throughout the world. Education Queensland acknowledges that although head lice infestation may affect people of any age, nationality, gender or socio-economic status, in Queensland, infestation occurs mainly in children of primary school age. It is seen as much a social issue as a health or educational issue, and the way that it is approached can have significant influence on a student's emotional, social and educational development.

Current information on recommended treatment available from Queensland Health, the local pharmacy or doctor and can be made available to parents as the providers of treatment. School staff will undertake treatment only under exceptional circumstances when the principal has determined it necessary for a student's well-being and educational development. Treatment undertaken at school must have parental approval, be a Queensland Health recommended treatment and be consistent with Education Queensland administration of medication [guidelines](#) .

Individual schools determine, in consultation with the school community, the level of treatment assistance offered to parents.

RESPONSIBILITIES

Principal/Head of Campus:

- distribute school procedures and information on the control, detection and treatment of head lice to parents and staff at the beginning of the school year or more frequently if required;

- inform parents/caregivers of the school's reasonable expectation that:
 - parents will regularly inspect their child's head to detect the presence of lice or lice eggs; and
 - when infestation is suspected, inspect all household members and treat them if required.
- advise parents to be vigilant, particularly during periods of heavy lice infestation;
- implement classroom organisation and teaching programs, as well as guidelines for play, that minimise head-to-head contact during outbreaks of head lice; and
- support parents through practical advice and a sympathetic attitude to avoid stigmatising families who have difficulty complying with control measures.

Parents:

- regularly inspect their child's head to detect the presence of lice or lice eggs;
- ensure that their children do not attend school with untreated head lice; and
- notify the school if their child is affected, and advise when treatment has begun.



ROMA STATE COLLEGE INSURANCE COVER FOR STUDENTS

INSURANCE COVER FOR STUDENTS UNDERTAKING PHYSICAL ACTIVITY

Physical activity and physical education, particularly contact sports, carry inherent risks of injury.

Parents are advised that the Department of Education Training and the Arts does not have Personal Accident Insurance cover for students.

Education Queensland has public liability cover for all approved school activities and provides compensation for students injured at school only when the Department is negligent. If this is not the case, then all costs associated with the injury are the responsibility of the parent or caregiver.

It is a personal decision for parents as to the type and level of private insurance they arrange to cover students for any accidental injury that may occur.



ROMA STATE COLLEGE EXTRA CURRICULAR OPPORTUNITIES

CHESS CLUB

Roma State College Chess Group was formed in 2007. It is open to students from Year 1 to 12. The club has been at maximum numbers since its commencement.

The chess groups meet at weekly rostered times negotiated at the beginning of the school year.

The club aims to provide students with a social outlet where they can interact with other students having fun with the game of chess. At the same time learning the art of chess and developing their higher levels of thinking and problem solving. The club is also aiming to have some fun tournaments against other schools during the year.

CHOIRS

Two choirs operate weekly - the Junior Choir takes children in Prep through to Year 3, while the Senior Choir is made up of students in Years 4 to 12. No auditioning is held as we pursue an ethos of equitable inclusion for all. It is however expected that a commitment to choir is maintained all year, as this fosters the sense of 'teamwork' necessary to the production of a better choral sound.

INSTRUMENTAL MUSIC PROGRAM

The Instrumental Music program aims to provide tuition on a wide range of musical instruments for the purpose of enjoyment, expression, and self development through participation in ensemble playing. To participate in the program students must apply and are assessed as to their suitability.

The program aims to create and enhance opportunities for positive achievement and promote excellence in performance.

The program also aims to provide opportunities for socialisation and community involvement through public performances.

Instrumental instruction begins at Year Three for String instruments. Students may continue tuition in the secondary years if there is a program available. If students set their sights on level five in their senior years at high school, they will have completed the equivalent of Grade Five, AMEB - a standard high enough to consider tertiary level study.

The school offers instruction in String, Woodwind, Brass and Percussion instruments participating in an ensemble work.

INTERSCHOOL SPORT

Our students are offered the opportunity to play Rugby League and Netball in the Roma District Schools competition in Terms 2 and 3 each year. All children who wish to play are given the opportunity as our goal is to expose as many students as possible to a taste of competitive sport before they enter secondary school. All players who compete in these competitions receive training at least once a week to improve their individual and team skills.

Each year we conduct an intra school athletics carnival, swimming carnival and cross country event. Students have the opportunity to represent the school at District, State and National Levels of competition.

INTERNATIONAL COMPETITIONS and ASSESSMENTS for SCHOOLS

Each year students from Year 3 to 12 are given the opportunity to participate in state, national and international competitions across areas such as Mathematics, English, Writing and Science.

OPTIMINDS

Optiminds is a group problem solving competition in the areas of Maths and Engineering, Social Science and Language and Literature. It involves preparation and presentation of a creative dramatised solution to a problem. Students work on this in their teams over several weeks during their lunch times, after schools and even weekends. Optiminds is open to primary and secondary students.

PUBLIC SPEAKING

Secondary students participate in a variety of public speaking opportunities including 'Lions Youth of the Year', 'Rostrum Voice of Youth' and other locally organised events.

EISTEDDFOD

Each year students participate in the Roma and District Eisteddfod encompassing choral, verse speaking, dance, solo and group musical presentations and various other classes.

JUMP ROPE FOR HEART

Ripper Skipper squads are selected from across Roma State College and perform at local events and throughout the Roma District.

COLLEGE PRODUCTION

Each year students are invited to participate in the college production, providing the opportunity to showcase excellence in the performing arts.



ROMA STATE COLLEGE HEALTH AND SAFETY

ACCIDENTS AND SICKNESS

Whilst the care and protection of your child at school is a priority, accidents may still occur. In the case of an accident or illness, only basic first aid can be administered by staff. Parents will be contacted as soon as possible and advised of the circumstances, usually with the recommendation of the Head of Campus or delegated officer that the child be collected and taken home. For this purpose, it is essential that the school has your most recent contact details, especially work and mobile numbers.

If there is a serious accident, the ambulance will be called to transport the child to hospital. Any Costs associated with the above are borne by the parents concerned.

HEALTH / DENTAL SERVICES

State Primary Schools

Students from any school year can be referred to staff of the Child, Youth and Family Health Services Centre because of suspected health problems and will be assessed as dictated by the nature of the problem. Education Queensland staff, parents or students (self-referrals) are all appropriate sources of referral.

Staff from the Queensland Health Authority are required to carry out the following procedures:

1. Screening of all students in vision, hearing, height and weight. Speech and language development by request. A Speech Language Pathologist attends the school on a regular basis.
2. Observation of gait, behaviour and general demeanour by request; and
3. Other assessment procedures (e.g. fine/gross motor skill assessment) to be carried out as indicated.

Oral Health (Dental) Service

Queensland Health offers free dental examination and treatment to school-age children from age 4 years to Year 10. When a visit from the Dental Van is due, Consent/Medical history forms will be given out for parents/guardians to complete.

Between van visits, there is an emergency clinic available by phoning the Roma Dental Clinic on 0429 471 690.

MEDICATION

Staff accept responsibility to give medication to students during school hours only when it is absolutely necessary.

Recommended Guidelines set by Education Queensland are as follows:

1. Oral medication is to be given strictly in accordance with written instructions supplied by the student's medical practitioner. Non-prescribed oral medications, e.g. analgesics are not given without a doctor's instructions.
2. Where a staff member is to administer long-term medication, the instructions provided should be typed by a pharmacist at the doctor's direction. The staff member cannot accept the instructions solely of a parent. ***The medication should be delivered to the relevant campus office in its original container.*** The medication container needs to indicate specific times at which the medication is to be administered as well as the quantity or dosage.
3. At no time is any medication provided for one student to be administered to another student.
4. All unused medication will be returned to the parents.
5. Staff members are not able to give intravenous injections. Other injections may only be given by staff members who are experienced in the procedure and are willing to do so. Such injections are only to be given when full written instructions as to the administration and possible complications are received from the doctor.
6. Students are encouraged to self-administer asthma puffers, however, parents/guardians must authorise this in writing.

Should your child require prolonged medication, please advise the Head of Campus in writing stating details of the illness, the medication (as above) and giving permission for the staff member designated by the Head of Campus to administer the medication.

MEDICAL CONDITIONS

When you enrol your child, please advise us on the appropriate Medical Details form of any medical conditions your child may suffer from. This includes any allergies and any medication the child may currently be taking, even if they do not do so at school. You will be required to complete a medical form.

If your child develops a medical condition, please advise us immediately so that we may have up to date records. (See also above regarding administration of medication).

SUNSMART POLICY

Roma State College realises the need to protect children's skin and educate them about SunSmart behaviour, thus reducing the risk of skin damage from exposure to the sun.

Our Expectations

Parents/Carers will:

- Provide a SunSmart hat for their child and ensure that they wear it to and from school. The Queensland Cancer Fund recommends the following hats:
 - ✓ 8-10cm broad-brimmed
 - ✓ Legionnaire style
- Ensure that their child applies SPF30+ broad-spectrum, water-resistant sunscreen 20 minutes before leaving for school
- Ensure that their child wears a rash shirt or t-shirt during school swimming lessons (as per EQ policy)
- Ensure that their child's clothing provides adequate protection from UVR. The Queensland Cancer Fund recommends clothing that has the following features:
 - ✓ Dark coloured
 - ✓ Collars and sleeves
 - ✓ Closely woven fabric
 - ✓ Natural fibre
- Act as positive role models by practising SunSmart behaviour
- Support the school's SunSmart policy and help to design and regularly update the policy.

Students will:

- Be aware of the school's SunSmart policy
- Take responsibility for their own health and safety by being SunSmart
- Comply with SunSmart rules and guidelines by wearing suitable hats, clothing, sunscreen and sunglasses
- Apply SPF30+ broad-spectrum, water-resistant sunscreen 30 minutes before going outdoors
- Use shaded or covered areas when outdoors
- Wear a rash shirt or t-shirt for swimming
- Act as positive role models for other students in all aspects of SunSmart behaviour
- Help to design and regularly update the SunSmart policy
- Participate in SunSmart education programs.



ROMA STATE COLLEGE STUDENT MANAGEMENT

ENROLMENT OF STUDENTS

All parents/caregivers must complete an enrolment form to enable their student to be enrolled in Roma State College.

Parents must provide evidence of:

- Children's Date of Birth (Birth Certificate)
- Confirmation of Child and Parents identification
- Confirmation of principal place of residence

ABSENTEES

It is in the best interest of parents and students that a note of explanation to the teacher is required in the event of absenteeism. You may also like to inform the office by phone. However, if your child is likely to be absent from school in excess of three days, please notify the office direct. (The Education Act requires children between the ages of 6 years and 6 months to 15 years to attend school each day unless there is a valid reason for absence.)

CHANGES TO CONTACT DETAILS

If there has been any change to the details that you initially advised on your enrolment form, such as address, telephone, custody arrangements, it is essential that you advise the school as soon as possible. We prefer these details are sent to the office in writing for privacy reasons.



ROMA STATE COLLEGE DRESS CODE

DRESS CODE – APPEARANCE POLICY

As endorsed by the Roma State College P&C Association, this is a “school uniform” school. All students are expected to wear their uniform neatly and with pride and on the way to and from school

The uniform for both males and females is:

- | | |
|---------------------------------------|--|
| • Polo Shirt | Navy shirt with gold stripe, and gold on the collar. |
| • Shorts, track suit and spray jacket | Navy |
| • Broad-brimmed hat / bucket hat | Navy |
| • Socks | White |
| • Shoes | Predominately white or black |

The formal uniform for students representing the college:

Males

- *Long black pants*
- *White long-sleeved shirt*
- *School tie*
- *School blazer*
- *Black shoes*

Females

- *Black skirt*
- *White long-sleeved shirt*
- *School tie*
- *School blazer*
- *Black shoes*

Special circumstances:

- Representative sporting clothing does not conform to school colours and should not be worn.
- Newly enrolled students can wear the uniform from their previous school, until it wears out or no longer fits.

Attire should be suitable for outside and inside activities.

Clothing

Clothing should fit neatly. Clothing must be sunsafe. (see SunSmart Policy)

Clothing must be suitable for full participation in all curriculum areas, including practical subjects including (but not limited to) Health & Physical Education, Sport, Dance, Drama, Art, Science, Agriculture, Home Economics, Industrial Technology and Design. (see Subject Requirements)

Clothing (and hats) which promote messages that may be deemed offensive (conflicts with school values) shall not be worn.

Underwear shall not show outside or through clothing.

Footwear

Students should wear flat-soled and enclosed footwear, with substantial uppers to protect against falling sharp tools, equipment or project materials.

Shoelaces must be secured at all times.

Footwear must be suitable for full participation in all curriculum areas, including practical subjects including (but not limited to) Health & Physical Education, Sport, Dance, Drama, Art, Science, Agriculture, Home Economics, Industrial Technology and Design. (see Subject Requirements)

- Jewellery** Acceptable jewellery includes:
- One pair - plain studs or sleepers
 - Watch
 - Bracelets/necklaces worn for medical reasons
 - Necklaces worn for religious reasons ONLY may be worn under clothing on a thin chain

Any jewellery that exceeds the acceptable guidelines or is considered a high risk, eg large or dangling earrings, are not allowed. (NB Staff will request the removal or covering of piercings and/or jewellery if it presents a safety hazard.)

Hats Broad brimmed hats are to be worn at all times during outdoor activities. A wide brimmed hat, in the school colours, that covers the back of the neck, ears and nose is recommended.

Hair Hair shall be clean, tidy with no extreme colours and tied back for certain tasks and activities.

Make-up / Nail Polish Only natural coloured make-up and nail polish is allowed. No eye make-up or coloured lipstick.

Wearing of sunscreen is essential.

Any accessories, which could be considered offensive by staff, students, parents and members of the school community are not allowed.

The uniform is to be worn for sporting and cultural activities for which the students are representatives for the school, including representative sport and public performances. Uniform requirements will be outlined prior to the events.

CONCLUSION

Students who comply with the guidelines help their individual image and the collective image of the school, and are demonstrating regard for their own health and safety and the health and safety of others. Students who choose not to comply with the guidelines are demonstrating a lack of respect for school guidelines and the health and safety of self and others and, as such, are in breach of the school's Code of Behaviour.