

Carole Park State School

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Dear Parent/Carer

NEW ENROLMENT

Thank you for your enquiry regarding enrolment of your child at Carole Park State School.

Please read your enrolment application carefully before completing, and note the following:

- Birth Certificate **must be provided** prior to enrolment of your child.
- International students will need copies of Visa/Passport.
- Please make sure you have all phone details for at least 2 Emergency Contacts.
- If your child has any medical conditions, please provide all details of condition and treatment at school, if any.
- If there are any current Family Court Orders in place, please provide a copy for the school records.

N.B. It is imperative that all your child's records are kept up-to-date at all times. Please ensure that you keep the office administration staff informed at all times of any changes to your circumstances, in particular, any changes to your phone contact details or home address, and any change in your child's medical condition.

We look forward to your child joining our Carole Park State School community.

Regards

Wendy Hoskin
Principal

PARENT HANDBOOK

2013



Welcome to Carole Park State School

Dear Parents and Carers,

On behalf of students, parents and staff I welcome you and your family to Carole Park State School community.

We care about each child's learning and each child's well-being. Our experienced staff provide quality learning opportunities for children to meet their educational needs. Teachers plan collaboratively in year levels ensuring consistency in curriculum delivery.

Year 7 students play a key leadership role in the school as School Captains, Vice Captains, House Captains and Playground Mentors.

We aim to provide a safe, supportive school environment for children, staff and parents. Through the new Code of School Behaviour we value: safety, effort, respect and self responsibility. Students in the upper school assist students in the lower school during play breaks, in their role as Playground Mentors.

I believe that it is important for parents and carers to play an active role in their child's education. Therefore, I strongly encourage you to make contact with your child's teacher so that you can become familiar with your child's learning program. Appointments can be made to meet with class teachers before or after school.

The Pathways to Prevention program has been supporting our families and students for several years now. This program run by Mission Australia, Education Queensland and Griffith University can support families in different ways. Families have found Pathways personnel very helpful in times of need. More details are given upon enrolment.

I am always willing to meet with parents. I see working together with parents and carers as one of our most important roles. Should you have concerns, wish to discuss matters or want to share a great idea please contact us through the school office.

I invite you to become involved in school activities. During the course of a school year we have several events in which you can be actively involved e.g. Celebrations of Learning, Assemblies, Arts Council performances and special days. We are always looking for parent volunteers to help in classrooms and at other special events. I encourage parents to join our P & C Association. Parents who become involved enhance the life of the school and help build strong home/school/ community partnerships.

I look forward to working with you to ensure that your child has quality educational opportunities at Carole Park State School.

Kind Regards

Wendy Hoskin
Principal

GENERAL INFORMATION

ADMISSION TO SCHOOL

BIRTH DATE	2013	2014	2015
Child born 1 July 2006 to 30 June 2007	Year 1	Year 2	Year 3
Child born 1 July 2007 to 30 June 2008	Prep	Year 1	Year 2
Child born 1 July 2008 to 30 June 2009		Prep	Year 1
Child born 1 July 2009 to 30 June 2010			Prep

Students enrolled in Prep are expected to attend 5 days a week unless they have an explained absence.

COMPULSORY ATTENDANCE

The Education Act requires children to attend school on each school day. Exceptions to this rule include - illness, unavoidable causes, other reasons acceptable to the Minister. Students are expected to be punctual. No students should be at school prior to 8:00am as no supervision is available. All students should be at school by 8.20am.

ABSENTEEISM

When children are absent from school, parents are required to either contact the school by telephone or send a note, signed and dated with the reason for absence.

After 3 days absence without an explanation the school will contact parents asking them to explain their child's absence. After such an absence, a parent is expected to send a note of explanation to their teacher (that includes a date) which clearly explains the reason for their child's absence.

EXEMPTIONS FROM COMPULSORY SCHOOLING

What is an exemption and why do I need it?

Every parent of a child of compulsory school age has a legal obligation to ensure their child is enrolled and attending school.

Parents can apply for an exemption from this obligation when their child cannot attend or it would be unreasonable in all the circumstances for their child to attend school for a period of more than 10 consecutive school days.

Situations where an application for an exemption may be made include:

- Illness
- Family reasons
- Cultural or religious reasons

If your child is exempted from compulsory schooling, you are excused from your obligation in relation to compulsory schooling.

The school principal is not responsible for providing an educational program to your child, however they may provide advice on other educational options available.

Who decides to grant or not grant an exemption?

• For state school students:

Decisions about exemptions for up to one school year are made by the principal of the school the student attends.

Decisions about exemptions for more than one school year are made by the relevant Regional Director of the Department of Education and Training, responsible for the supervision of the school your child attends.

Applying for an exemption

You are encouraged to discuss with the school whether an application for exemption is a suitable option. The school can provide you with an application form for an exemption. It is important that supporting documentation and evidence are attached to the application.

When a decision about the exemption has been made, you will be informed in writing whether or not the exemption has been granted and if any conditions have been imposed. If you are not satisfied with the decision made, you can make a submission for the decision to be reviewed.

TRANSITION TO SCHOOL

Carole Park State School has developed an educational program for pre-prep children. Early reading, writing and numeracy skills are taught in a play based environment. This program is running successfully and will continue in 2013 in Terms 3 and 4. Children must turn 4 by 30 June 2013 to be eligible to join the program.

PREPARATORY YEAR

Prep is a fulltime preparatory year. Carole Park State School is committed to a preparatory program that is child-centered and allows children opportunities to develop their potential. The Preparatory Program will be guided by the Australian Curriculum.

BELL TIMES

First Bell	8.25am
School starts	8.30am
1 st break	10.40am – 11.15am
2 nd break	12.45pm – 1.20pm
School finishes	2.30pm

Students are expected to arrive at school by 8.20am ready to start school at 8.30am. It is a parent's responsibility to ensure that their child arrives at school on time. Late arrivals disrupt the class and the learning and teaching process.

BICYCLES

Bike racks are provided inside the grounds. Children are to place bikes in the racks. Students are not permitted to ride bikes within the school perimeter fence.

The racks are out of bounds to all children unless depositing or withdrawing bikes.

Parents are urged to consider -

- (a) Helmets are compulsory by the Traffic Act. Fines apply.
- (b) The dangers of allowing small children to ride bikes to school.
- (c) The purchase of a lock and chain to secure your child's bike at school.
- (d) A safe route using Bike Ways, Traffic Lights, and Crossing Supervisors, to make turns and cross roads.

EARLY ENTRY TO SCHOOL GROUNDS

Parents are reminded that only limited supervision is provided from 8.00 am – 8.30 am bell. Children are not to arrive before this time.

LATE ARRIVAL AT SCHOOL

Children are expected to be in the school grounds at 8.20am so that instruction can commence in class at 8.30am. A bell is rung at 8.25am at which time all students are expected to go to their class ready to commence work at 8:30am. Late arrivals should report to the office before going to class to collect a late slip. Students who arrive late persistently will make up learning time at break times or after school after parents have been notified.

DEPARTURE FROM SCHOOL

At the end of the school day all children should have left the school grounds by 2.45 pm unless

- they are waiting for transportation
- they have school permission to remain.

Children waiting for transport or for the arrival of their parents must wait inside the perimeter fence. Children waiting to catch the 463 bus, wait inside the school grounds supervised by a staff member. Children still at school after 2.45pm must wait at the office.

Parents are asked not to sign out their child early from school unless there is a valid reason to do so.

A. Leaving grounds prior to commencement of school

Once a child arrives at school, the child is not to leave the grounds. Children must be signed out by an authorized adult at the office before departure during school hours.

B. Leaving grounds for exceptional circumstances

The Principal may allow a child to leave the grounds, in exceptional circumstances. Children must seek permission from the Principal if they need to leave the school grounds.

SAFETY

To ensure all children are safe at school the following guidelines are provided:

- ♦ Students are not allowed in classrooms unsupervised.
- ♦ Students are not released from class before the official school bell.
- ♦ During sport or physical education, a teacher is on duty to see that children participate safely.
- ♦ Students are not allowed to use electrical equipment without supervision.
- ♦ Equipment and resources must be returned to safe storage areas after use.
- ♦ Students catching the bus home from school are supervised until the bus arrives.
- ♦ All parents and visitors to the school must report to the school office upon arrival.

SAFE, SUPPORTIVE, DISCIPLINED SCHOOL ENVIRONMENT

Students are expected to follow classroom and school rules and the school Code of Behaviour; Safety, Effort, Respect and Self-Responsibility in all areas of the school. These are on display at the office and in the classrooms. The Principal meets with all new students and their parents. At this meeting, the parents and child are asked to sign the School's Enrolment Agreement which includes an agreement to follow the School Dress Code and School Expectations.

SWPBS AT CAROLE PARK STATE SCHOOL – “Carole Park Cats”

Carole Park State School is a School Wide Positive Behaviour Support School. This means there is a school wide approach to building positive relationships between students, staff and community members through weekly lessons. These lessons are aimed at teaching students specific social and life skills to assist students success at school socially and academically.

Carole Park State School have three expectations of students. These are Care, Courage and Commitment.

- Being Caring at Carole Park SS means that you care for your environment, yourselves and others, and your belongings.
- Being Courageous at Carole Park SS means that you stand up for your rights and others’ rights to learn and play in a safe environment.
- Being Committed at Carole Park SS means that you are committed to your learning and contributing to a productive learning environment.

PARENT PROTOCOLS

Safety Protocols for parents and family members:

- Parents driving to and from the school are asked to respect the road laws with regard to pedestrian crossings, parking/loading zones and speed limit.
- Parents are expected not to drive into or park in the school grounds – for this reason the school gates are usually closed to protect the safety of children. (N.B. If they are not closed do not drive in to the school grounds).
- Parents are expected to come to the school office during the school day and not walk through the school and up to classrooms (e.g. when bringing in lunch, clothes).
- Parents are not to approach children in the school grounds – if there is an issue/concern they are to contact the office.
- Parents are expected to follow the Code of Conduct and Evacuation and Take Cover procedures while on the school premises.
- Parents are asked not to smoke in the school grounds – it is a government smoke-free facility.
- Parents who are at school on P & C business must come to the office to have the Meeting Room opened, sign in and then sign out when they have finished.
- Parent volunteers must sign in upon arrival and sign out before leaving.
- Parents must let the office know of any sudden changes in family circumstances which may have safety or learning implications for their child/children.
- Parents are not allowed into the staffroom. This area is for school staff only.

PARENT / TEACHER PARTNERSHIPS

Strong parent / teacher partnerships are an essential part of each child’s education.

Parents are encouraged to:

- meet regularly with their child’s class teacher to discuss their child’s progress and curriculum;
- attend regular meetings of the P & C Association at which school policy is discussed and reports on school activities are given;
- attend school functions such as Sports Days, Celebrations of Learning, assemblies;
- special information meetings arranged for parents by teachers; and
- participate in school committees set up for specific purposes such as reviews / strategic planning and Environmental Scans

PARENT VISITS TO CLASSROOM

Parents are encouraged to meet with class teachers at mutually convenient times. Appointment times must be outside lesson times so that the teaching/learning process receives maximum available time and is uninterrupted.

Parents must report to the office during lesson time and office staff will assist you. Parents must report to the office if they have an urgent need to see their child or child's teacher.

REPORTING TO PARENTS

Reports are sent to parents twice per year – at the end of First Semester in June/July and at the end of Second Semester in early December. Parent/Teacher interviews are offered twice a year.

Parents of students are invited and strongly encouraged to visit the school regularly to discuss their child's progress with the class teacher and/or the Principal.

CHANGES TO FAMILY INFORMATION

Our Enrolment Form records each child's:

1. Date of birth.
2. Names of Parents.
- 3 Address and telephone number of parents and adults sanctioned by parents to sign child out in emergency.
4. Particulars on Health and Doctor's Name.
5. Family circumstances.



Parents are requested to notify the school of any changes to this data, particularly addresses and telephone numbers, so that accurate details are available for use during emergencies. The school needs to be able to contact parents during the day.

FAMILY LAW COURT ORDERS

Some families are bound by Family Law Court Orders. Documentary evidence of these must be provided to the school where they exist. Clear legal guidelines are required in these documents.

BASIC RESOURCE PACKS

All students require basic essentials such as exercise books, pencils, erasers and rulers to access learning at school. It is expected that parents will purchase a resource pack for their child so that he/she can fully engage in school programs.

- An essential Basic Resource Pack (good quality and affordable)
- Basic Resource Packs do not include Atlases or other Textbooks (helping to make them affordable.)
- Basic Resource Packs for years 4-7 include a dictionary.

HOMEWORK

Please refer to Appendix 2 for school policy. (at the back of this booklet)

CURRICULUM

In 2013, Queensland schools will plan, teach, assess and report on English, Mathematics, Science and History across year levels, using the Australian Curriculum. The other learning areas of SOSE, The Arts, Technology and Physical Education will be informed by the Queensland Curriculum until they are gradually phased in to align with the Australian Curriculum.

Carole Park State School is well resourced in digital tools. Students have a wide range of opportunities to engage with digital technology and integrate them into their learning. There is a focus on safe practice when using any digital tools.

Students participate in a range of extended learning opportunities that are held throughout the year such as organised camps, maths challenges and brain days.

SUPPORT SERVICES

Class teachers work with specialist/support teachers to plan educational programs for students with special needs. Specialist/support teacher include the Support Teacher – Literacy and Numeracy, ESL Teacher, Guidance Officer, Speech Language Pathologist, Art Therapist and other Advisory Visiting Teachers.

Parents who are concerned about their child's progress should talk with the class teacher to arrange a referral to specialist/support teachers.

Parents are expected to attend meetings with specialist/support teachers when requested.

INSTRUMENTAL MUSIC PROGRAM

Tuition is given one day per week in orchestral instruments to those children whose parents have agreed to their participation in the Instrumental Music Program. Brass, woodwind, and percussion are taught. Recruiting takes place late in Term 4. Parents should contact the school for further particulars. This program costs \$40.00 per year for the hire and maintenance of musical instruments.

When children are accomplished enough, it is expected they will play in the school concert band. This group is committed to public performances throughout the year and members are expected to participate.

RESOURCE CENTRE

All children are encouraged to borrow books from the resource centre. The Library Co-ordinator plans co-operatively with classroom teachers and assists teachers in resource borrowing. Students may visit the resource centre weekly with their classroom teacher and have opportunities to utilise library resources during the lunch breaks.

Borrowing: Children may borrow books for personal loans.

Years 1 – 3	1 book.
Years 4 – 7	2 books

Return: The period of the loan is 1 week.

Care: Parents are asked to ensure that books are cared for at home and returned by the due date. Parents are asked to provide a Library Bag to protect books while they are out of the library.

Lost or Damaged Books:

Loss or damage is not normally expected, however, if a book is lost or damaged by a child, it should be either replaced or paid for by the parent. The school will invoice parents for any books borrowed and not returned to the library.

RELIGIOUS EDUCATION

Religious Education is provided (when teachers are available) in classrooms, using a non-denominational program. Parents who do not wish their children to attend must advise the school in writing. Forms are available at the office.

ARTS COUNCIL

Queensland Arts Council visits on a regular basis. Permission notes are sent home several weeks prior to each performance. Permission for attendance is at the discretion of parents. The entry fee (currently \$6.00 per child) must be paid to the school office prior to the performance.

BOOK FAIR

Families have the opportunity to purchase books suitable for the wide range of student readers at our Book Fair usually held once a year in Term 2.

CAMPS AND EXCURSIONS

Educational excursions may be undertaken for classes from Prep to Year 7 and relate directly to current curriculum.

COLLECTION OF MONIES

The correct money forwarded to school should be enclosed in a sealed envelope, showing child's name, class and purpose; e.g. John Brown, Year 2A, Excursion Money and handed in to the office. Collection of money has a deadline. This is published in the newsletter and individual letters sent home about events/activities.

STEPHANIE ALEXANDER KITCHEN GARDEN

The fundamental philosophy that underpins the Stephanie Alexander Kitchen Garden Program is that by setting good examples and engaging children's curiosity, as well as their energy and their taste buds, we can provide positive and memorable food experiences that will form the basis of positive lifelong eating habits.

Kitchen Garden Schools deliver regular kitchen and garden classes, enabling skills-based learning that extends across the entire school curriculum.

As participants in the Kitchen Garden Program, eight to twelve year-old children spend structured time in a productive veggie garden and home-style kitchen as part of their everyday school experience. There they learn skills that will last them a lifetime, and discover just how much fun it is to grow and cook their own seasonal vegetables and fruits.

Students in Years 3, 4 & 5 participate fully in the program with both gardening and cooking as part of the curriculum undertaken. If time permits other classes may also participate. Volunteers are welcome to assist with this program.

INFECTIOUS DISEASES TABLE

Disease	Incubation Period	Isolation
CHICKEN POX	For at least 5 days	From School & from non-immune friends until crusts separate
COMMON COLD	1-2 days	In bed for 2 days
CONJUNCTIVITIS		Until discharge ceases
DIARRHOEA (including Giardia)		Exclude until diarrhoea has ceased
DIPHTHERIA	Usually 2-5 days	16 days after onset, or until 2 negative cultures
GERMAN MEASLES	2-3 Weeks	From school & non-immune friend until rash fades (6-14 days)
IMPETIGO (School Sores)		Until sores have been treated. Must be covered
INFLUENZA	1-3 days	During acute stage
MEASLES	Exclude for at least 4 days from the first appearance of rash	5 days after appearance of rash
MENINGITIS	Usually a week	Two weeks after onset
MUMPS	Usually 18 days	Until glands recede
RINGWORM, SCABIES HEADLICE, TRACHOMA		Re-admit after being treated
WHOOPING COUGH	Exclude for 5 days after starting antibiotic treatment	For 3 weeks after spasmodic cough

INJURIES AND ILLNESSES AT SCHOOL

The school maintains a first aid kit, and treats minor bruising, scratches etc. When doubt exists concerning injuries, an ambulance may be called and parents contacted.

When children report themselves ill and are unable to remain in the classroom, parents will be contacted to take them home.

HEAD LICE

Parents will be advised in writing if head lice are an issue in their child's class. Parents are expected to inspect their child's hair regularly and commence treatment when necessary. If a child has an itchy head, and it may be because of head lice, the school will contact parents to let them know and ask that they look at their child's hair and scalp and commence treatment if lice are present.

MEDICATION AT SCHOOL

Note:- This notice refers to medication prescribed by a qualified medical practitioner.

The School does not hold stocks of medicines such as panadol, aspirin etc. and staff are not permitted to administer this type of medication to children.

The parents of a child who has to have medication at school must complete a form giving full details. This form should be completed at the office. Medication to be administered at the office must be in a packet or container with a prescription label for each child as prescribed by the doctor and administered by the pharmacist. Medication is only administered at the office and children report to the office at the prescribed time. A register of each medication administered is kept at the office.

MOBILE PHONES, PAGERS, PORTABLE CD AND MP3 PLAYERS

The use of mobile phones, pagers, portable CD and MP3 players, personal digital assistants and similar electronic devices in class is disruptive to the learning environment of all students and therefore not allowed at school. Students wishing to use these devices in special circumstances need to negotiate through the Principal for phones and players to be left at the office. A register is kept of all devices handed in to the office.

EVACUATION AND TAKE COVER

Regular practices are undertaken each term to keep the whole school community aware of safe practices in case of emergencies. In case of fire all staff and students assemble on the school oval adjacent to Waterford Road near basketball courts. A Take Cover Plan is used in response to those situations where it is potentially dangerous to be in an exposed area e.g. cyclone, hail, severe storm or hostage/siege situations. During Take Cover all staff and students stay indoors taking cover.

Parents visiting the school are expected to follow school policy on Evacuation and Take Cover.

NEWSLETTER - CADET

Newsletters are issued every second week usually on a Wednesday or Thursday to the eldest in all families. On occasions, special newsletters are issued.

PARENTS AND CITIZENS ASSOCIATION

Our P&C Association meets at the school in the Meeting Place once a month on the third Thursday at 9.30am. All parents/caregivers and interested community members are able to apply to be members of the P&C Association, on a yearly basis, and a cordial invitation is extended to you to become a member.

PARENT GROUPS

Vietnamese Parent Group meets on Friday morning in the Meeting Place.

Pacific Islander Parent Group meets on Tuesday mornings in the Meeting Place.

The Principal meets with the Vietnamese Parents once a term and attends the Pacific Islander Parent Group at least once a term.

PLAY GROUP

The Save The Children Mobile Play Program is open for all parents and their young children who are too young to attend Prep. When? Every Friday at 12 noon during term time, adjacent to the school driveway.

Play Group Australia runs a program from 9am till 11am every Thursday in the Meeting Place. This is a community based playgroup and everyone is welcome.

DENTAL VAN

The Dental Van Hotline is 1300 658 549.

SCHOOL CROSSING SUPERVISORS & PEDESTRIAN CROSSINGS

A School Crossing Supervisor is assigned to the Waterford Road crossing outside the main school entrance. Children and parents should use this service at all times.

Parents driving to and from the school are asked to respect the road laws with regard to pedestrian crossings, parking/loading zones and speed limit.

Parents are asked not to drive into or park in the school grounds. The school gate is usually closed protecting the safety of all students.

SPORTS AND ACTIVITIES

Interschool Sport is arranged in the Inala Zone during Term 1 & 2 and Term 3 & 4 of the school year. Sports on offer may include:

Soccer, Rugby League, Hockey, Softball, Cricket
Touch Football, Netball, Basketball and AFL.

SPORT HOUSES

The school houses are:

House	Colour
COOK	Green
OXLEY	Yellow
HINKLER	Blue

STUDENT DRESS CODE

Please refer to Appendix 1 (at the back of this booklet)

STUDENT PROTECTION POLICY

The Student Protection Policy is designed to protect students and ensure that schools are safe and supportive learning environments. Students are expected to contact their class teacher or Principal about concerns they have. Parents are also strongly encouraged to bring concerns to the attention of school staff. Carole Park actively responds to concerns raised about student safety by following departmental procedures.

VOLUNTARY PARENT HELPERS

Individual teachers utilise the assistance of parents who volunteer to help the school in a variety of ways e.g. reading, cooking, computers etc. If you are able to assist please negotiate with teachers or Learning Support Teacher at times that are mutually acceptable. If a volunteer helper is not a parent then he/she must have a blue Card to work at the school.

APPENDIX 1



CAROLE PARK STATE SCHOOL STUDENT DRESS CODE

The P & C of Carole Park State School supports a student dress code for Carole Park State School because it believes that a student dress code promotes objectives of Education (General Provisions) Act 2006.

In particular, the P & C supports the intention of a student dress code in providing a safe, supportive teaching and learning environment by:

- ready identification of students and non-students at school;
- eliminating distraction of competition in dress and fashion at school;
- fostering a sense of belonging; and
- developing mutual respect among students by minimising visible evidence of economic or social differences.

Our student dress code consists of an agreed standard of items of clothing that our students wear when:

- attending or representing Carole Park State School;
- travelling to and from this school; and
- engaging in school activities out of school hours.

Requirements of Carole Park State School Student Dress Code

Girls – royal blue shorts or skirts and royal blue polo shirt.

Boys – royal blue shorts and royal blue polo shirt.

Hats - compulsory for outside learning activities and outside play.

Shoes – closed in shoes must be worn at all times for safety reasons.

Hair – all students with long hair are required to tie it back for health and safety reasons.

Make-up – students must not wear make-up.

Swimming – students are required to wear a tee-shirt or sun smart shirt over their swimming togs.

Jeans are not part of the school uniform. Students **must not** wear jeans to school.

Jewellery **is not** to be worn at school as it presents a safety hazard to students. The exceptions are:

- a watch
- a medical bracelet
- one small stud or one pair of small stud or sleeper earrings
- a religious necklace

Students may wear acceptable or reasonable dress that is socially acceptable, although it may not conform to the school's dress code.

Students must not wear **inappropriate dress items** for school. Inappropriate refers to clothing or apparel worn by students that is deemed to be:

- offensive;
- likely to disrupt, or negatively influence normal school operations;
- unsafe for students or others;
- not sun-safe; and
- likely to result in a risk to health and safety of students or others.

In the event that a student is wearing **inappropriate dress items** the school will:

- endeavour to contact parents and ask that they bring appropriate dress items to school for their child; or
- provide appropriate item/s from the bank of clothing/uniforms held at school for the child to wear.

Sanctions for students who **persistently fail** to uphold the student dress code with non-compliance include:

- time away at first or second break;
- student prevented from attending, or participating in any activity for which the student is representing the school; or
- student is prevented from attending or participating in any activity that is not an essential educational program.

Exemptions are possible. The process for exemptions is for parents to contact the Principal with their written request. Alternative arrangements can be made for a set period of time. The process for this is for parents to contact the Principal with their written request.



Appendix 2

CAROLE PARK STATE SCHOOL HOMEWORK POLICY

Homework provides students with opportunities to consolidate their classroom learning, pattern behaviour for lifelong learning beyond the classroom and involve family members in their learning. The setting of homework takes into account the need for students to have a balanced lifestyle. This includes sufficient time for family, recreation and cultural pursuits where appropriate.

Homework can engage students in independent learning to complement work undertaken in class through:

- revision and critical reflection to consolidate learning (practising for mastery);
- Applying knowledge and skills in new contexts (a topic of interest, an authentic local issue);
- pursuing knowledge individually and imaginatively (investigating, researching, writing, designing, making); and
- preparing for forthcoming classroom learning (collecting relevant materials, items, information).

Teacher Responsibilities

Teachers can help students establish a routine of regular, independent study by:

- Ensuring the school's homework policy is implemented;
- Setting homework on a regular basis;
- Clearly communicating the purpose, benefits and expectations of all homework;
- Checking homework regularly and providing timely and useful feedback;
- Discussing any homework concerns with parents/carers and developing and suggesting strategies to assist with their homework; and
- Monitor homework completion. Teachers may implement positive systems that recognise students who consistently complete homework and encourage other students to complete homework. Teachers may apply short-term logical consequences for students who frequently fail to meet homework expectations.

These consequences may include:

1. Informal note or phone call to parents
2. Creating opportunities for homework to be completed in school time (class or play)

Student Responsibilities

Students can take responsibility for their own learning by:

- Accepting responsibility for the completion of homework tasks within set time frames;
- Seeking assistance when difficulties arise;
- Organising their time to manage home obligations, participation in physical activity and sports and recreational and cultural activities;
- Organising themselves to ensure that homework tasks and associated materials are taken to and from home as required; and
- Seeking assistance from teachers and/or parents when experiencing difficulty.

Parent/Carer Role with Homework

- Monitor student's homework;
- Set an agreed time for homework to take place;
- Provide an appropriate location for the student to complete homework;
- Provide support and encouragement as required;
- Contact the teacher if the student is experiencing difficulty with homework or if it becomes a source of conflict within the family;
- Sign the work and direct the child to stop if he/she has demonstrated a focused effort for the time allocated and the homework is not complete; and
- Read to the student, talk with him/her and involve the student in tasks at home including shopping, playing games and physical activity.

Homework Appropriate to Particular Phases of Learning

- Homework expectations need to consider the individual needs and abilities of students.
- Nightly homework may include written tasks, reading and/or learning tasks.
- Education Queensland Guidelines state:
 - In the Prep Year, generally students will not be set homework;
 - Years 1-3: could be up to but generally not more than 1 hour per week;
 - Years 4-5: could be up to but generally not more than 2-3 hours per week; and
 - Years 6-7: could be up to but generally not more than 3-4 hours per week.