

ENROLMENT AGREEMENT SUPPORTING DOCUMENTS

HOMEWORK POLICY

It is an expectation of the Kimberley Park State School community that all students abide by the Homework Policy. An application to enrol at Kimberley Park state school is taken as acceptance of this policy.

Rationale

Our school Community believes that 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.

Homework that enhances student learning:

- is purposeful and relevant to students needs
- is appropriate to the phase of learning (early, middle and senior)
- is appropriate to the capability of the student
- develops the student's independence as a learner
- is varied, challenging and clearly related to class work
- Allows for student commitment to recreational, employment, family and cultural activities.

Purpose

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)
- preparing for forthcoming classroom learning (collecting relevant materials, items, information).

Homework schedule

The amount of time students should spend on homework each week.

- 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.
- Years 6-7: Could be up to but generally not more than 3-4 hours per week.

Non-Compliance

- The student will be asked to complete their homework in their own break time
- After 3 consecutive weeks a "failure to complete homework" letter will be sent home to advise parents. Parents will be asked to acknowledge this letter and if they wish for their child not to be part of the school homework policy they need to indicate this in writing.

The DETA Homework policy is located at <http://education.qld.gov.au/parents/pdf/homeworkpolicy.pdf>

STUDENT ABSENCES

To report student absences please send a text to **0427 019 460** containing the student's:

name

day or days absent and

reason

- this is a text only automated service

Regular attendance promotes the best learning opportunities for students. If students are ill and can not attend school please telephone the school office to notify the school of your child's absence.

Please also provide a note to the teacher when your child returns to school to explain the student absence.

If you require to collect your child early or to leave the school throughout the day to attend an appointment please sign out your child in the school office.

Sometimes parents are required to collect their child during learning times to attend an appointment or to leave school grounds early. I request that parents please sign children out at the office before progressing to the classroom to collect them. Advanced notice, in writing to the class teacher, will enable the teacher to support your child to be ready on time. This also provides students the opportunity to prepare any homework or catch-up work that their teacher may wish to negotiate with them.

SCHOOL COMPLAINTS MANAGEMENT PROCEDURE

Complaints come to principals and other school staff in many forms. Complaints can be from parents/carers, community, staff or students.

This document outlines the procedures undertaken at this school to manage complaints. Complaints management at this school is also underpinned by section 46 of the Education (General-Provisions) Act 2006 (Qld), Education Queensland's Complaints Management - State Schools and Making a Complaint located on the department's website.

All complaints are handled in a positive and open way.

1. Documentation

The school documents all complaints.

Complaints are recorded and reported to the principal as soon as practicable after receiving the complaint.

Complaints can be made directly to the principal.

The record of the complaint:

- uses objective language clearly stating the facts
- contains information in chronological order as practically possible
- uses quotation marks, where appropriate and necessary
- is neatly and legibly written in biro/pen or in print in clear unambiguous language
- includes, where necessary, initialled and dated corrections
- includes signature, designation of the author, and time and date of the incident/complaint.

If the complaint is not resolved at the first point of contact, the complaint is acknowledged within five working days by telephone, in person, by email, or in writing.

Documents related to the complaint are kept and stored in accordance with the relevant departmental policies and procedures. Please refer to Managing the Department's Records and Access to Records Held in Schools.

2. Complaints Management Phases

There are four key phases in handling a complaint, with the option of a fifth phase for review of a complaint outcome:

Phase 1. Receiving and clarifying the complaint

Phase 2. Deciding how to handle the complaint

Phase 3. Finding out about the complaint

Phase 4. Making a decision about the complaint

Phase 5. Review

Phase 1 - Receiving and clarifying the complaint

Any member of staff can receive a complaint.

All complaints are received in the following manner:

- being respectful and helpful
- giving the person your undivided attention
- not being defensive, apportioning blame
- remaining positive
- not perceiving anger as a personal attack.

FORM CP2 CONSENT FORM - STUDENT PARTICIPATION IN CHAPLAINCY PROGRAM

Uncontrolled copy. Refer to the Department of Education, Training and Employment Policy and Procedure Register at <http://ppr.det.qld.gov.au>

to ensure you have the most current version of this document.

CONSENT FORM

Student Participation in Chaplaincy Program at Kimberley Park Primary

This school community provides a chaplaincy program endorsed by the school's Parents and Citizens' Association and available on a voluntary basis to all students. Information about the school's chaplaincy program is on the school's website. The chaplain is involved in a range of activities at this school which are free of religious or spiritual content.

Parent consent is required for participation in specific activities with religious or spiritual content.

The consent form can be accessed on line on the school web site but does not need to be completed unless giving approval for a specific activity.

INSURANCE COVER FOR STUDENTS

Some school activities and physical education, particularly contact sports, carry inherent risks of injury.

Parents are advised the Department of Education and Training does not have student accident insurance cover for students.

If your child is injured at school as a result of an accident or incident, all costs associated with the injury, including medical costs are the responsibility of the parent or caregiver.

Some incidental medical costs may be covered by Medicare. If you have private health insurance, some costs may also be covered by your provider. Any other costs must be covered by parents.

Student accident insurance pays some benefits in certain circumstances should your child have an accident.

It is up to all parents to decide what types and what level of private insurance they wish to arrange to cover their child.

Please contact your insurer or an approved Australian insurance broker if you wish to take out student personal accident insurance cover for your child.