



IPSWICH ADVENTIST SCHOOL

Christian Education Now and For Eternity

Parent Handbook 2016



Our Motto

Everything with God

PRINCIPAL:	Mrs Yola Lieder
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E-MAIL:	admin@ias.qld.edu
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Ipswich Adventist School is a co-educational school, which caters for students from Kindy to Year 6. It is administered by the School Council under the operational procedures of the Board of Directors of 'Seventh-day Adventist Schools (South Queensland) Limited'.

MANAGEMENT

SCHOOL COUNCIL

The Ipswich Adventist School Council operates under the Board of Directors for management of the Ipswich School. They are required to abide by all operational procedures, and are accountable to the Board.

The Council's basic functions are to:

- Promote Seventh-day Adventist Christian Education
- Be responsible for the school's financial management
- Develop and maintain the school plant and its grounds
- Confirm enrolments and continued attendance
- Ensure the smooth and efficient operation of school activities

2016 SCHOOL COUNCIL

Chairperson:	Pr Alec Gzask
Principal:	Mrs Yola Lieder
Conference Representative:	Mr Jack Ryan
Other Members:	Pr Francis Pule
	Mr Peter Goltz,
	Mr Vic Salomon,
	Mrs Ellen Stojkovic
	Mr Raymond Gwatidzo

PARENTS and FRIENDS ASSOCIATION

Chairperson: Mrs Ellen Stojkovic

Contact school office for further information Ph. 3201 6233

2016 STAFF

PRINCIPAL	Mrs Yola Lieder
KINDY TEACHER	Mrs Cara Lewandowski
PREP TEACHER	Mrs Kayla Trost
YEAR 1/2 TEACHER	Mrs Chiara Davey
YEAR 3 TEACHER	Mrs Melissa Rusterholz
YEAR 4/5 TEACHER	Mrs Natalie Martin
YEAR 5/6 TEACHER	Mr Adrian Goldstone
BUSINESS MANAGER	Mr Raymond Gwatidzo
TEACHER AIDES	Mrs Nadia Goltz Mrs Belinda Trow Mrs Rosemary Shaw
LIBRARIAN	Mrs Darelle Hunt
CHAPLAINS	Mrs Nadia Goltz Pastor Francis Pule Pastor Lachlan Campbell
COUNSELOR	Mrs Marlene Foote
LEARNING SUPPORT TEACHER	Mrs Merle Goldstone
PA/ADMINISTRATOR	Mrs Estelle Hackett
BUS DRIVERS	Mrs Rebecca Jones (Co-ordinator) Mrs Ellen Stojkovic Mr Shaun Lieder
TUCKSHOP CO-ORDINATOR	Mrs Rebecca Jones
UNIFORM CONVENOR	Mrs Rebecca Jones
CUSTODIANS	Mr Mel Wenck Ms Serah Kewa

FINANCIAL INFORMATION

Each statement is sent out to families quarterly. Your assistance in keeping payments up to date is greatly appreciated. Eftpos, internet banking, direct deposits and payroll deduction facilities are available upon request. If paying by internet banking, be sure to place your 'family name' and 'payment reason' (ie. fees, stationery) in the space provided. This is so we can ensure correct placement of payments.

There are financial reductions for fees paid on time and in advance.

Should you have any difficulties in this regard, an appointment to discuss this confidentially with the Business Manager should be arranged.

FEE SCHEDULE - 2016

Tuition Fees	Disc. Percentage	Term Fee	Annual Fee
1st Child		581	2324
2nd Child	Less 15%	494	1975
3rd Child	Less 30%	406	1624
4th Child	Less 100%	0	0

Additional to fee schedule above

Activity Fee - \$49.50 per term activity fee is charged per child. This covers sport fees, excursions, school guests and bus transport to these events.

Maintenance Levy - \$27.50 per term maintenance levy is charged per child, or \$66 per family.

Bus Transportation – On arrangement of the school bus transportation, parents will be informed of the fees and this will be added to your school fee account.

SCHOOL SCHEDULES

THE SCHOOL YEAR

The school year is conducted in two semesters. Each semester is further broken into two terms.

Dates for 2016 are:

Semester 1	Term 1	Start : Wed 27th Jan End : Thurs 24 th March
	Term 2	Start : Mon 11th April End : Fri 24 th June
Semester 2	Term 3	Start : Tues 12th July End : Wed 14 th Sept
	Term 4	Start : Tues 4th Oct End : Fri 5 th Dec

THE SCHOOL DAY

The school day is structured as follows:

8.30am to 8.45am	Arrive at school
8.45am	Students assemble (Parade)
9.00am to 11.00am	Morning session
11.00am to 11.40am	Lunch and play
11.40am to 1.10pm	Mid-morning session
1.10pm to 1.40pm	Recess
1.40pm to 3.00pm	Afternoon session
3.00pm to 3.10pm	School Ends / Buses Leave
3.20pm	Supervision Ends

The arrival time for students at school is designated as 8.30am - 8.45am. We appreciate the punctuality of pupils arriving at school by 8.45am and request that parents collect their children by 3.20pm at the absolute latest.

Please note: If your child arrives after the 8.45am Parade, you will be required to sign them in at the office.

If you collect your child prior to the completion of the school day, or need to pick your child up for an appointment during school hours, please inform the school office as you will be required to sign your child out (and in again on your return, if applicable). The School Administrator, Mrs Estelle Hackett will then inform the appropriate Teacher.

No child is permitted to leave the school grounds during school hours without prior permission. **The school cannot accept responsibility for students before 8.30am or after 3.20pm.**

GENERAL INFORMATION

SCHOOL OFFICE

The office is open during the school term and over school holidays. When the office closes for a break, further contact information will be given in the Newsletter.

Your fees/bus payments, and general enquiries can be directed to the School Administrator, Mrs Estelle Hackett.

Office Hours:

Monday - Thursday 8.30am to 4:00pm
Friday 8:30am to 3:30pm

Phone: (07) 3201 6233

Fax: (07) 3201 4205

If the office is unattended please leave a telephone message and we will return your call at our earliest convenience.

TUCKSHOP

The tuckshop is available for purchase of lunches on **WEDNESDAYS only**.

Each child will receive a term supply of tuckshop bags and menu at the commencement of each term. To order tuckshop please ensure you:

- Write your child's name, grade, teacher and the quantity of food to order, the total price per item, the total cost of the order, the amount of money enclosed and the change required.
- Please wrap all money in alfoil, as loose money is easily lost and place in tuckshop bag.
- Please write a **separate order for each child** with the money for each order in each child's bag.
- Your child's teacher will collect orders after parade on tuckshop day.
- Your child's lunch will arrive at the classroom for the Teacher to hand out at lunch time.

Early in the school year, we will ask for volunteers to be rostered for helping at the tuckshop. Please consider joining the tuckshop team. The more volunteers we have, the less everyone will be rostered on.

We would really appreciate you supplying your child/children with a nutritious lunch each day. Students are required to eat all their own lunch and not to swap food. For the first 15 minutes of lunchtime, children are required to sit down and eat. After this, when their food is finished and all their rubbish cleared away, they may go to play.

SCHOOL BOOKS, TEXT BOOKS AND SUPPLIES

Early in 4th Term the school will order the booklists + supplies for the following year. Teachers will distribute stationery to students on the 1st day of Term 1.

Prep to Grade 3 - \$120

Grade 4 to Grade 6 - \$110

Please note: All stationery must be paid in full on or before registration day or children will be unable to receive their books in class.

ATTENDANCE – ABSENCE - SICKNESS

Law requires regular school attendance so teachers keep a daily attendance register, which can be used for legal purposes. Due to this, an explanation is needed for every absence. This is to be given to the teacher on the first day back at school after an absence or may be phoned through to the school office on the day the student is absent.

If your child is ill, please keep them home from school. If they have a gastric/vomiting bug, please allow 24 hours free of these upsets before returning back to school.

If while at school your child is ill or appears to have a temperature, the Parent/Carer will be contacted. If this is unsuccessful, then your emergency contact will be called and pick up of the child arranged. Please ensure all contact and emergency details are up to date with the school office. Also ensure your messages are retrieved from personal phones if you are out of contact for a period of time during school hours, as your child may have been collected by your emergency contact person.

PLEASE ENSURE ALL PERSONAL DETAILS FOR YOURSELF AND EMERGENCY CONTACTS ARE UP TO DATE. IF YOU ARE UNSURE, PLEASE CONFIRM DETAILS BY CONTACTING THE OFFICE.

HOME-SCHOOL COMMUNICATION

Teachers welcome interviews with parents at any time during the school year. Given that such interviews should be free of distraction and interruption, it is necessary that a mutually convenient time be arranged beforehand. Teachers are not available for personal interviews during class times, or while Teachers are on morning or afternoon playground duties. Please arrange a mutually suitable time if an interview is needed throughout the term.

The Principal is available for interviews on request. Please make the appointment through the school office. To ensure that such an interview is fruitful, it would be helpful if a reason for the interview could be given so that any relevant information can be gathered beforehand.

SCHOOL NEWSLETTER & WEBSITE

Once a month on a designated day (chosen at the start of the school year), a school newsletter will come home with your child. We encourage you to read it and be informed about what has been happening in the past week in the classrooms. Also take note of any important information about the coming weeks, including any changes to tuckshop, swimming days, free dress days, awards given, and important dates approaching.

You may choose to have your newsletter e-mailed to you if this is a more convenient way of receiving it. If this is the case, please inform the School Office and arrangements can be made.

Please do not forget to browse through our website on a regular basis to keep up to date with our school's whereabouts. This website includes the newsletter, important dates in the life of our School, Parents and Friends Association and Community Information will all be updated on a weekly basis.

COMMENCEMENT EVENING

Commencement Evening is the first official event on the school calendar. The evening begins with a short Spiritual Dedication over IAS School, Staff, Students and Families. Teachers will then open up their classrooms for parents to see where children spend most of their learning time. This is usually followed by a time to catch up as well as meet other new families over a light supper provided in the hall.

This is the first opportunity to establish positive communication connections between school and home. Education best practice research sites strong parent school connections as the number one factor for ensuring student achievement. All IAS students and their families are requested to attend.

PRIME TIME - Weekly Worship

The whole school gathers each WEDNESDAY at 9.00am in the Church for Prime Time (weekly awards, songs and worship). Parents and grandparents are encouraged to come along. Each week a class or an individual student will present a special item.

Please note the change of day for 2016. This change is to allow our Kindy students the opportunity to be part of our whole school worship program.

TRANSPORT - ALLOWANCE

The Education Department provides assistance to parents who live a certain distance from the school and transport their children by car. Applications for this Conveyance Allowance are available from the Transport Department.

PERSONAL PROPERTY

All clothing, bags, textbooks and equipment should be clearly marked with each child's name for easy identification. It's very important to label school bags (tag at the back of the bag), and hats (with liquid paper pen) on the inside top of the hat clearly, as these items are regularly mixed up among the younger children, in particular.

Bicycles may be ridden to school provided they are an essential means of transport. Bicycles must have lockable safety chains. There is a bicycle rack near the Uniform shop.

Children may be requested not to bring particular games or toys to school, at the discretion of the teacher. Any toys or other valuables brought to school are done so at the owner's risk.

EXCURSIONS/CAMPS

School camps are held for students in Grades 4-6. As this is part of the school curriculum it is expected that all children will participate. Grade 4-5 will be going to Somerset Camp in February (to be confirmed) and Grade 6 to Mapleton Camp in July. The cost of school camps will be charged to school fees in 2016. Camp charges will appear on fee statements, in the Term your child/ren's camp is to take place.

In 2016, there is a Grade 3 overnight camp to Underwater World planned, (date to be confirmed). Again, cost will be charged to school fees, in the Term your child/ren's overnight camp is to take place.

A general consent form is to be completed for each child upon enrolment for excursions of up to one day.

Excursions of more than one day require parental approval at the time of the excursion. A permission form will be sent home with students.

PHOTOGRAPHS

On excursions and camps, photos are quite often taken so that the children can enjoy a PowerPoint presentation of their time together as a class. These photos are often used in the Newsletter, school noticeboard, website or facebook page. They may also be used at the end of the year when the whole school gathers for an end of year PowerPoint. If you would **NOT** like your child to be photographed for personal reasons, you would have stated this in your application pack, however, feel free to contact the school office to update your details.

LIBRARY

The school Library provides a borrowing service for students. Students require a library bag to transport books to and from the library and home. Parents are requested to encourage children to care for borrowed books. Children who lose books will be asked to replace/pay for them. The replacement levy is \$20 per book. Library bags are a compulsory item and can be purchased through the Uniform Shop.

MOBILE PHONES AT SCHOOL

Children are requested **NOT** to bring mobile phones to school unless prior approval is given and it is used for emergency contact only. Should a child need to make a phone call during the day he/she can access the school phone, with permission. Should a parent need to contact a child, this can be done through the school office. Children found not complying with these procedures will have their mobile phones confiscated and parents will be asked to collect the phone from the office.

If arrangements have been made by a parent/carer through the school office for a student to bring a phone to school for use before and after school, then a signed letter is requested and the student will then be able to drop the mobile phone off in the morning to the school office and collect it in the afternoon. This keeps the phone in a safe place to avoid loss or damage.

PARKING

There are limited car parking spaces available through the main driveway of our school. The other alternative is entry from the Brassall Shopping Centre side of the school as arrangements have kindly been made with the Centre Management.

Please do not park along the front gates of the school as this is the designated bus parking area.

EMAIL CONTACT

If you would like Newsletters and general correspondence to be communicated through email, then please ensure the office is notified so that we can set this up as soon as possible. Feel free to pass on your email address to your child's teacher to organise parent – teacher communication directly.

BEHAVIOUR MANAGEMENT

Ipswich Adventist School has adopted Restorative Practices as both an Educational and Behaviour management philosophy and process.

DEFINITION OF RESTORATIVE PRACTICES:

- Restorative Practices involves the development and enhancement of relationships and social competencies.
- Restorative Practices stresses the importance of relationships and seeks to restore these relationships when they have been damaged.
- It encourages children to:
 1. Understand the choices they make
 2. Take responsibility for their behaviour
 3. Repair any damage and/or harm

It is the aim of the whole school community to explicitly teach, model and actively promote appropriate behaviour in our school.

At IAS we aim:

- To encourage students to learn from their mistakes, reconcile and resolve problems.
- To recognise and manage the underlying causes of behaviour.
- To maximize the educational opportunities and outcomes for all students.
- For teachers to facilitate a repair process using restorative language.
- To maintain healthy relationships within the school community.
- To support the development of a positive learning environment within the classroom as well as a happy and safe playground.

The staff at Ipswich Adventist School work as a team in all areas, including relational management. The Principal, Teachers and Chaplains consult each other on matters of relational management and parents are informed as the need arises.

CURRICULUM AND REPORTS

The following subjects are taught at Ipswich Adventist School:

- Bible
- English: includes reading, writing, spelling, grammar, handwriting, oral expression and listening skills.
- Mathematics
- Science
- History
- Geography
- Physical Education
- Health
- Information Communication Technology
- The Arts: Visual Art, Drama, Music and Media
- Emotional Literacy

Ipswich Adventist School will give students numerous opportunities to:

- Grow in Christian values.
- Develop academic excellence.
- Receive support for learning difficulties.
- Make positive social adjustments.
- Build lasting peer relationships.
- Cultivate thinking and problem-solving skills.
- Create a sense of appreciation and respect for the people who make up their school and community.
- Feel secure and nurtured within their learning environment.

PHYSICAL EDUCATION - SPORT

All students are expected to take part in physical education classes as this is vital for student growth and development. All aspects of the Physical Education curriculum are covered including swimming, athletics, gross motor skills, health and fitness and Games Skills.

During Term 1 & Term 4, **all students** will travel weekly to the Swim Factory for swimming tuition provided by qualified coaches.

Students participate in inter-school sports competitions in Soccer, Basketball, Netball as well as Athletics and Swimming. Students are also given the opportunity to represent the school at higher levels such as Districts/Regional and State competitions.

REPORTS and INTERVIEWS

Written reports will be issued at the end of each semester (2nd and 4th term). Parent/Teacher interviews will be requested early in Term 1 to discuss your child's progress. It is a requirement that at least one parent be present at this interview.

We believe that in order for students to reach their full potential, a strong relationship needs to be established and maintained between parents and the school. These interviews are an important part of that process.

If the times available for Report Interviews are not suitable due to work commitments, then please be sure to contact the school office as soon as you are aware to make another appointment at a time when the Teacher is available.

An interim progress report will be sent early in Term 1.

HOMEWORK

Students are expected to do set homework. This helps to develop good study skills, which will benefit the students throughout their education. Teachers will send home notes to outline each classroom's homework expectations.

UNIFORMS

Students are expected to be well groomed, dressed clean, neat and tidy: This includes care of such things as shoes (cleaned and polished), fingernails, hair combed or brushed. When travelling to and from school and at school, children are required to wear the uniform respectfully. Parent's co-operation is essential in this matter.

NOTE:

- School uniform is compulsory. It is expected that students will wear the uniform correctly.
- Any torn pockets, buttons missing or other repairs are asked to be attended to when noticed.
- The use of make-up, nail polish or bright hair colouring (colours other than natural) is not permitted.
- Unusual hairstyles eg (Mohawk) are not acceptable.
- Hair accessories, such as ribbons, scrunchies, clips, head bands etc are to be in school colours.
- Jewellery, other than watches, is not encouraged at school.
- If earrings are worn they must be small, plain studs.
- Shoulder length hair **MUST** be tied back.

You may purchase the girl's hair accessories from a department store, providing they are in the school colours of red, navy or white.

As the boy's formal uniform shirt is white, we ask that this be washed and cleaned as regularly as possible as marks show up quite easily. If buttons are missing, pockets ripped or if it is clearly dirty, then this unfortunately prevents the student from attending school excursions and the student will remain behind. As when we leave the school property, we represent the school.

If there are any queries as to the correct shoes, please contact the school office before purchasing new shoes to prevent money being wasted on shoes that may not be allowed for formal or sport.

Girls formal culottes must be at a respectable knee length, if it is shorter than this, then a note may go home with your child requesting that a new uniform be purchased. Girl's replacement ties may be purchased from the uniform shop.

COMPULSORY UNIFORM REQUIREMENTS

KINDY

Kindy students are required to wear the unisex IAS Kindy Polo Shirt and IAS Sport Shorts.

PREP

Prep students are required to wear the unisex Sports Uniform every day.

Please note: *Students in Prep are able to wear Velcro/Buckle shoes with their sport uniform.*

YEAR 1-6

FORMAL UNIFORM: (This uniform is to be worn Mondays, Tuesdays and Thursdays)

- Boys:**
- IAS White short sleeve school shirt with red/navy stripes on sleeves
 - IAS Navy blue shorts
 - Black polished formal school shoes (no sandals, buckles, logos or colour visible) with black laces.
 - IAS Boys Formal socks

- Girls:**
- IAS Navy blue culottes (knee length), IAS blue checked shirt with red cross tie
 - Black polished formal school shoes (no sandals, logos, or colour visible) with black laces. ○ IAS Girls Formal socks

SPORTS UNIFORM:

Boys/Girls:

- IAS Unisex sport shirt
- IAS Unisex sports shorts
- IAS Sport socks (same as formal socks)
- Runners or trainers (no skate shoes)

WINTER UNIFORM:

Boys: IAS Navy blue track pants and IAS red jumpers, over formal or sports uniform.

Girls: Formal - IAS Red jumper and navy blue stockings under culottes.

Sports - IAS Navy blue track pants and IAS red jumpers over sports uniform.

SWIMMING

Boys: IAS Navy blue rash vest
IAS Navy blue swimming shorts

Girls: One-piece swimsuit under IAS navy blue rash vest and IAS navy blue swimming shorts.

GENERAL

- HAT:** School hat is compulsory for ALL students.
- SCHOOL BAGS:** Back Pack with school logo is compulsory.
- LIBRARY BAG:** Library bag is compulsory.
- RASH VESTS:** All students must wear an IAS navy blue rash vest when taking part in water activities. **NO VEST - NO SWIM**

***Please Note:** All uniform requirements must be purchased from the uniform shop provided by the school with the exception of shoes.*

UNIFORM SHOP HOURS

Uniform Convenor – Mrs Rebecca Jones
Phone – (07) 3201 6233
Email – iasuniform@ias.qld.edu.au

Monday 8.45am – 10.45am
Thursday 8.45am – 10.45am
(Excluding school & public holidays)

Payment of uniforms can be made by cash or eftpos at the uniform shop.

Please note, if you are unable to attend during uniform shop hours, please feel free to email your request to Mrs Rebecca Jones.

SCHOOL BUS

Ipswich Adventist School operates an extensive bus transport system. The Bus Co-ordinator (Mrs Rebecca Jones) determines all bus routes and pick-up points. All bus drivers are licensed for the school bus and have had additional training through the Seventh Day Adventist Workplace Health and Safety officers. A set of rules are posted in each bus and is given to each family on commencing use of the school bus.

Students using the buses should be at their pick-up points 10 minutes prior to their pick-up time. If a student does not need the bus, the bus driver must be contacted and informed. All bus drivers carry a mobile phone to enable you to contact them easily but please phone outside of driving time unless in an emergency. If you need to contact a driver after 7 pm or before 7 am please send a message only.

If, because of a breakdown, the bus does not arrive at the stop in the morning, the bus driver or the school staff will attempt to contact parents as soon as possible. Parents please contact drivers first before ringing the office for any uncertainties.

It is not the bus driver's responsibility to discipline or enforce correct behaviour on the bus. Parents of students who consistently exhibit poor behaviour that may affect the safety of others travelling on the bus will be informed and students may be asked to seek alternative transport to and from school.

BUS FEES: Prices below are for 5 days a week, and cover am and pm.

BUS				
STUDENT	Zone A up to 5 km	Zone B up to 15 km	Zone C up to 25 km	Zone D over 25 km
FULL TIME (AM & PM) Charges include GST				
One Student Per Term	\$220.00	\$231.00	\$242.00	\$253.00
Two Students Per Term	\$407.00	\$429.00	\$451.00	\$473.00
Three Students Or More Per Term	\$583.00	\$616.00	\$649.00	\$693.00
HALF TIME (AM & PM) Charges include GST				
One Student Per Term	\$110.00	\$115.50	\$121.00	\$126.50
Two Students Per Term	\$203.50	\$214.50	\$225.50	\$236.50
Three Students Or More Per Term	\$291.50	\$308.00	\$324.50	\$346.50

* NO casual bus trips are available.

* Bus trips are charged per term, either fulltime or halftime only, depending on your needs.

* Bus trips are based on a radius distance from the school, not actual distance.

BUS DRIVERS:

Mrs Rebecca Jones	ph:	0421 898 356
Mrs Ellen Stojkovic	ph:	0421 898 358
Mr Shaun Lieder	ph:	0487 331 772

HEALTH AND SAFETY

UNWELL STUDENT

A sick student is not able to concentrate on their work and risks infecting other students. Sick or unwell students need to be kept home to rest. If a student takes ill at school the parents will be contacted, advised of the situation and requested to organise to collect their child.

HEAD LICE

The primary responsibility of dealing with head lice belongs to each child's parents. The Principal at school can help with advice and will alert parents (through a notification notice to the affected class). If a child is suspected to have head lice by noticing persistent scratching of their hair or head, parents will be contacted to request treatment and egg removal BEFORE returning the child to school. As you would understand, it is very hard to control head lice in primary school children as they play close together, so prompt attention is required as soon as the first signs appear. Please contact the school for an information sheet on head lice if you are unsure of how to treat.

It is important to note that although head lice is not very pleasant to deal with, it is not a sign of hygiene neglect, as lice are often attracted to cleaner hair. In any case, we will be sensitive in dealing with you with this issue if it arises.

ACCIDENTS

When a serious accident occurs the student will be taken to the hospital via ambulance. Parents notified as soon as possible. **It is important to keep contact details up to date for this reason.** All medical costs are the responsibility of the parents.

EMERGENCY CONTACTS

Two emergency contacts, other than the parents/caregivers are requested on the enrolment form. This gives us more options to ensure, in the event of sickness or accident, your child's needs are best cared for.

DENTIST

Once every 2 years the Health Department's dental service visits our school or connects us to a local school dental service and attends to the needs of the students. Parents are sent home a dental request form prior for suitable appointment times. The use of this service is free and optional.

HAT/SUN PROTECTION

The wearing of school hats is compulsory all year. Students who are not wearing school hats will not be permitted to play. **NO HAT NO PLAY.** The wearing of IAS rash vests is compulsory whilst taking part in outdoor water activities.

EMERGENCY PROCEDURES

Procedures designed to protect the safety of children in the event of fire, disaster or other threat will be practised regularly. Of prime concern is the safety of children.

Infectious Diseases - Recommended Exclusion Periods

Students who are unwell should not be allowed to attend school. The following guidelines have been drawn up by the National Health and Medical Research Council.

Chicken Pox	Chicken Pox is contagious from about 3 days before the rash appears until all blisters have crusted over
Vomiting / Gastric complaint	24hrs after symptoms cease
Glandular Fever	Student should return on doctor's advice
Measles	Student should be excluded for 7 days after appearance of rash or until <u>a medical certificate of recovery is produced</u>
Meningitis and Infection	Re-admit on production of <u>medical certificate</u>
Meningitis (Bacterial)	Re-admit on production of <u>medical certificate</u>
Mumps	Exclude until fully recovered
Rubella (German Measles)	Exclude until fully recovered
Dysentery	Exclude until symptom subside
Whooping Cough	Exclude for 4 weeks from onset of illness
Conjunctivitis	When redness, itchiness and seeping cease. May be allowed to return provided appropriate treatment is being applied. Check with office to confirm.
Ringworm, Scabies, Head lice	Re-admit when appropriate treatment has commenced and any sores are covered

The recommended periods of exclusion from school for infectious diseases are issued from the Health Department as a guide to staff. In case of doubt or for guidance in cases of conditions not mentioned in the table please refer to the Principal.

IAS STANDARD EXPECTATIONS

The following requirements are essential for maintaining high standards in our school.

- Christian behaviour is expected at all times in language used, actions, gestures and interaction with others.
- School uniform is compulsory. It is expected that students will wear the IAS uniform correctly. Including wearing the correct shoes.
- All items of clothing and stationery should be clearly marked with the student's name.
- No responsibility can be taken for valuables or money not left in the care of the teacher.
- Breakages or damages to the school property incurred whilst a student is disobeying school rules will be the responsibility of the student.
- Students are required to WALK in the classrooms, on the veranda and on cemented areas.
- Borrowing of any items (personal, public or school) without permission is unacceptable.
- Chewing gum and bubble gum are not permitted at school.
- The use of make-up, nail polish, jewellery or un-natural hair colouring is not permitted on students.
- All cars are to be parked in the car parks provided.
- Mobile phones, MP3's and electronic toys (game boys etc) are not permitted at school.

ENROLMENT PROCEDURE

Thank you for considering our school.

If you are reading this document you have either contacted us by phone, fax, email or personally called at the office for a prospectus. Having read the prospectus you will probably have more questions.

Step 1: Phone the school office and the secretary will make an appointment with the Principal for you. Ph. 07 3201 6233

At this appointment you will:

- Be able to get clarifications and any other questions answered
- Be given a tour of the school
- Meet the grade teacher/s who may teach your child/children

Step 2: If you feel our school is the right choice for your family, complete an enrolment form/s and arrange an appointment with our Business Manager to discuss your Fee Payment options.

Once you have met with the Principal and Business Manager your enrolment form is then forwarded to our Enrolment Committee.

The Enrolment Committee will process your application and within five working days of receiving your enrolment form you will be notified of the outcome.

Please note, Enrolment forms must be complete and all relevant documentation supplied, to avoid any delays.

Step 3: Contact the school and make an appointment to have an interview with your child's new Teacher.

At this meeting you will get more detail about classroom procedures and be given the opportunity to ask specific questions of the classroom teacher/s. You may want to ask about classroom discipline, stationery use etc, or simply get to know the teacher/s.

Step 4: Be welcomed as part of our school family

All students enrolling at Ipswich Adventist School are on a three-month probationary period. Continuation of the student's enrolment is dependant on them abiding by the School's Code of Conduct and consistency with financial commitments.

