COOPERS PLAINS STATE SCHOOL
Established 1931

Principal: Ms Wendy Neal
Admin Officer: Mrs Louise Duce

Telephone: (07) 3323 9222
Fax: (07) 3323 9200

Email: the.principal@coopersplainsss.eq.edu.au
       admin@coopersplainsss.eq.edu.au

School Hours
8:30 am – 10:30 am  Morning Session
10:30 am – 10.55 am  Morning Tea
10:55 am – 12:30 pm  Middle Session
12:30 pm – 1:20 pm    Lunch
1:20 pm – 2:30 pm    Third Session
Coopers Plains State School is a learning community educating today’s students for tomorrow’s world. We focus on educating individual students to interact meaningfully in society through the provision of a balanced and broad education. Students come from many different cultural backgrounds. Approximately 30% of students speak languages other than English at home. Love of learning is nurtured through our innovative practices and inclusive curriculum. We educate students to be life long learners giving them multiple opportunities to understand and demonstrate learning, working with Literacy and Numeracy as cornerstones.

Essential to providing quality teaching and learning experiences is the provision of an intellectually challenging, safe and supportive learning environment which caters to the needs of individual children. This is underpinned by a pro-active Responsible Behaviour Plan for Students applying ‘The Coopers Way’, which is based on the philosophy and practices of ‘The Values of Australian Schooling’. The staff, students and families of Coopers Plains State School work together as a team, building positive and rewarding relationships.

Our students are confident and proud of their achievements. They develop leadership skills and understand the advantage of working together as a team to achieve their academic, social, sporting and creative goals.

**Our Core Values**

- Quality education for all
- Excellence in teaching
- High standards in learning and behaviour
- Community engagement in all aspects of school life

At this school we believe that children learn best when parents and the school work together and we invite parents to be part of our learning community.

We welcome your family into our school.

Wendy Neal
Principal
ADMISSIONS

HOW TO ENROL

Contact the office on 3323 9222 to make an appointment with the Principal for an interview.

Please bring to the interview:-

• Copy of birth certificate
• Reports from previous school (if applicable)
• Any Court Order documents (if applicable)
• International Students will also need to bring Passport and visas

Please provide accurate personal details and those of your child as specified on our admission form. This is extremely important in case of emergencies.

<table>
<thead>
<tr>
<th>Student Birth Date</th>
<th>Class</th>
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<tbody>
<tr>
<td>2000</td>
<td>7</td>
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<td>2001</td>
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<td>1 Jan 02 – 30 Jun 02</td>
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<td>1 Jul 03 – 30 Jun 04</td>
<td>3</td>
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<td>1 Jul 04 – 30 Jun 05</td>
<td>2</td>
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<td>1 Jul 05 – 30 Jun 06</td>
<td>1</td>
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<tr>
<td>1 Jul 06 – 30 Jun 07</td>
<td>Prep</td>
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<td>2013</td>
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<tr>
<td>1 Jul 2007 – 30 Jun 2008</td>
<td>Prep</td>
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ABSENCES

In the event of absence, we have a range of procedures:

• Send a note or email (the.principal@coopersplainss.eq.edu.au) in advance or on the day.
• For an illness of one day phone – 3323 9222
• For an illness of three days or more, a doctor’s certificate may be required
• On return to school provide a note or email for school records (even if you have already notified the school)

To collect your child from school before 2.30 pm you need to make prior arrangements with the class teacher. For safety reasons, please collect your child from the front office and sign them out in the book provided.

In the event of late arrival at school, the accompanying adult should come to the office to sign the student in.

Note: Absence without a valid excuse is taken seriously. The school may be required to use a Compulsory Attendance form to refer persistent cases to
authorities for follow up. Similarly, in the case of regular or frequent late
arrivals, the school may contact parents to discuss any concerns and make
recommendations for action.

ASSEMBLY
A whole school assembly is held every Tuesday afternoon at 2.00pm. At the
assembly classes may share aspects of the work they have been covering or
perform items. Weekly awards for achievement and behaviour are presented.
Parents are welcome and encouraged to attend.

BEFORE/AFTER SCHOOL CARE
The Coopers Plains Child Care, directly opposite the school provides this
service for our area. (Ph: 3344 6270) Griffith University Child Care also
provides a pick-up service for students needing after school care.
(Ph: 3735 7551)

BICYCLES
Children may ride bicycles to school and store them in the racks
provided. We advise students to secure their bikes with a lock
and chain. For safety reasons, bicycles should not be ridden in
the school grounds.

BUS TRANSPORT
Brisbane City Council buses service this school. Some students are eligible for
assistance under the “School Transport Assistance Scheme”. If you think you
are eligible for assistance please contact the Brisbane City Council Transport
Department.

CAMPS AND EXCURSIONS
Students in Prep to Year 7 have the opportunity to participate in excursions
throughout the year. Upper school students, Years 4 to 7, also have the
opportunity to go on camp.

Camp and excursions:
- develop effective relationships between students and staff
- develop students’ independence
- present educational programs in a different context
- extend children’s experience within a safe, supervised situation.

COMMUNICATION – SCHOOL AND HOME
Communication between school and home is a crucial feature of
an effective partnership. School/home communication happens
in several ways:
- newsletter – Thursday, fortnightly
- forms, permission slips, notes
- discussion, interviews – by appointment
- accessing the school website at www.coopersplainsss.eq.edu.au.
- emergency telephone messages to the school (It is often difficult for
  admin staff to get late messages, eg. 2:00 – 2:30pm, to children. It is
  best to make arrangements with your children before school.)
• advice of absences
• forums offered by P&C at various times
• information evenings, open days/evenings, meetings
• parent representation on school program committees
• e-mails, phone calls, and communication booklets used in some family situations.

EMERGENCY PROCEDURES

Accidents
Every care is taken to prevent accidents happening at school, although minor accidents do happen from time to time. In the case of more serious accidents the school may need to contact the child’s doctor, parents or the ambulance service. For this reason it is important that our school records contain as many accurate emergency contacts as possible. In all cases, the school reserves the right to call the ambulance and have the child transported to hospital if necessary. Every attempt is made to contact parents as soon as possible after an accident.

HATS
Our school promotes sun safety. All children must wear shady hats with a broad brim while playing in the grounds, on excursions and at sport. School bucket hats and broad brim hats are sold at the tuckshop. CAPS ARE NOT PERMITTED.

HEALTH AND WELFARE

Illness at School
From time to time children become ill at school. If the supervising teacher thinks it necessary, parents will be contacted and asked to collect the child. Children who suffer from respiratory conditions, and who regularly use puffers and sprays by themselves, should make sure they have them at school on a daily basis.

Medication
1. Only prescribed medication is to be administered and then only at the written request of a parent. Parents may obtain a form from the office covering such requests.

2. Medication will be administered to the person whose name appears on the pharmacist’s label only. Medication bearing the name of one person will not be administered to another without written notification from the pharmacist or doctor.

3. Medication will be administered only when written directions as to the time and duration have been received from the parent of the child and then only in accordance with the directions on the pharmacist’s label.
HOUSE GROUPS
Upon enrolment children are assigned to one of three house
- Logan – Red
- Boyland – Green
- Sherrington – Yellow

LEAVING THE SCHOOL GROUNDS
Children are not permitted to leave the school grounds during school hours except with permission of the Principal or a note from parents.

LOST PROPERTY
Please label all children’s belongings (including clothing and shoes). A box for lost property is situated in the administration block (D Block) outside the tuckshop.

MOBILE PHONES
As a rule students should not bring mobile phones to school. If parents decide that it is necessary to be able to contact their child by mobile phone the phone must be handed in at the office before school and collected after school.

PHOTOGRAPH PERMISSION
Parents are asked to sign a permission slip when children commence school to give permission for photos to be published for displays or in the press.

P & C ASSOCIATION
You are invited to join our Parents & Citizens Association (P&C). This successful group makes a major contribution to the school by providing support, assistance and funding for resources and improvements. The P&C operates the tuckshop and uniform shop and organises special events throughout the year.

RESOURCE SCHEME - PREP TO YEAR 7
Students in all year levels do not receive a book list. Instead, the school will invoice families for a levy which will cover all classroom requirements for your child. The levy will be approximately $50 - $60 per year.

SCHOOL/HOME CO-OPERATION
It is vital that parents and teachers work together for the benefit of your child’s education. Please contact the school if anything is worrying you; sometimes a short visit or phone call to the office can save many hours of unnecessary worry.
WINTER JACKETS AND TRACK PANTS ARE AVAILABLE FOR WINTER.

OFFICE.

PROTECTION. ANY CHILDREN NOT COLLECTED BY 2:45PM WILL BE ASKED TO WAIT AT THE ADVANCES, OFFERS OF SWEETS OR TREATS. DO BE PUNCTUAL, ORGANISED AND STRANGER DANGER

WE EXPECT AND ENCOURAGE OUR STUDENTS TO BE PROUD OF THEIR THE SCHOOL OFFICE.

SCHOOL CODE OF BEHAVIOUR – RESPONSIBLE BEHAVIOUR PLAN

OUR SCHOOL HAS A COMPREHENSIVE SCHOOL CODE OF BEHAVIOUR WITH A PUBLISHED RESPONSIBLE BEHAVIOUR PLAN THAT OUTLINES EXPECTATIONS AND PROCESSES FOLLOWED TO ENCOURAGE POSITIVE RELATIONSHIPS AND ENSURE STUDENTS PERFORM TO THEIR POTENTIAL. THIS DOCUMENT IS DISTRIBUTED TO ALL SCHOOL FAMILIES ON ENROLMENT. TO RECEIVE ANOTHER COPY PLEASE CONTACT THE SCHOOL OFFICE.

WE EXPECT AND ENCOURAGE OUR STUDENTS TO BE PROUD OF THEIR SCHOOL AND ITS GOOD REPUTATION, WEAR THE UNIFORM WITH PRIDE AND BEHAVE APPROPRIATELY AT ALL TIMES.

STRANGER DANGER

PLEASE REINFORCE SAFETY MESSAGES WITH YOUR CHILDREN – WARN OF FRIENDLY ADVANCES, OFFERS OF SWEETS OR TREATS. DO BE PUNCTUAL, ORGANISED AND CAREFUL REGARDING COLLECTING OF YOUR CHILD – IT IS GREAT PROTECTION. ANY CHILDREN NOT COLLECTED BY 2:45PM WILL BE ASKED TO WAIT AT THE OFFICE.

TOYS & VALUABLE ITEMS AT SCHOOL

CHILDREN SHOULD NOT BRING VALUABLE ITEMS SUCH AS ELECTRONIC GAMES OR TOYS TO SCHOOL.

TUCKSHOP

OUR TUCKSHOP IS OPEN 3 DAYS A WEEK FROM WEDNESDAY TO FRIDAY AND OPERATES WITH A CONVENOR AND VOLUNTEER PARENTS. IF YOU WOULD LIKE TO HELP, PLEASE CONTACT THE CONVENOR THROUGH THE SCHOOL. ALL VOLUNTEERS ARE WELCOME, INCLUDING DADS AND GRANDPARENTS.

UNIFORMS

AT COOPERS PLAINS WE EXPECT STUDENTS TO WEAR THE SCHOOL UNIFORM EVERY DAY. WE BELIEVE IT IS COST EFFICIENT, REDUCES PEER PRESSURE AND PROMOTES SCHOOL TONE AND SPIRIT. ALL UNIFORMS ARE AVAILABLE AT THE TUCKSHOP.

BOYS: NAVY SHORTS BLUE COOPERS PLAINS POLO SHIRT, SHADY BUCKET OR SUN-BLOCKER HAT, BLACK SHOES (JOGGERS) AND BLUE CHECKED DRESS SHIRT.

GIRLS: NAVY CULOTTES, SKORTS OR NETBALL SKIRT (FOR INTER-SCHOOL SPORT) WITH COOPERS PLAINS POLO SHIRT, SHADY BUCKET OR SUN-BLOCKER HAT, BLACK SHOES (JOGGERS) AND BLUE CHECKED DRESS SHIRT.

SPORT: SPORT POLO SHIRT (LOGAN, BOYLAND OR SHERRINGTON) IS WORN ON SPORTS DAYS.

WINTER JACKETS AND TRACK PANTS ARE AVAILABLE FOR WINTER.