School Handbook
This handbook is to be read in conjunction with school policy documents and *The Preschool Booklet*.

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SECTION A: THE SCHOOL

MISSION

To provide an education based on the principles of Anthroposophy as given by Rudolf Steiner - inspired by knowledge of humankind and love of children.

To acknowledge and nurture the threefold nature of the human being as body, soul and spirit and to strive to achieve balance by developing the children’s thinking capacities, feeling life and will, out of which true academic achievement will arise.

“Our highest endeavour must be to develop free human beings who are able of themselves to impart purpose and meaning to their lives.”

Rudolf Steiner

VISION

Samford Valley Steiner School offers an education that has a strong philosophical foundation developed out of a spiritual understanding of the human being. With this understanding children are educated through beauty, wisdom and truth, wherein they can reach their fullest inner potential.

“Wisdom in learning, Freedom in spirit.”

VALUES

Samford Valley Steiner School values excellence in education based on honesty, tolerance, reverence and responsibility, encouraging efficiency and effectiveness and ownership of our actions. We can be proud of the school, which is well run, fully resourced, and nurtures a community characterised by a healthy environment and a caring positive atmosphere. Openness, patience, punctuality, flexibility and cooperation are welcomed as developing trust. The spiritual nature of each individual is supported in such an environment. In all we seek a balance between serious work and light-hearted fun.
THE ASSOCIATION

The Rudolf Steiner Education Group Brisbane Inc. (The Association) is the incorporated association, which established Samford Valley Steiner School in 1987. The aims of The Association can be summarised by the following extract from the Associations Constitution:

- To encourage and promote the educational philosophies of Rudolf Steiner.
- To promote, establish and to run a school, pre-school, kindergarten, pre-primary services and associated services with tutorial techniques as espoused by Rudolf Steiner to be carried out at the said school.
- To encourage and maintain liaison with other educational groups, societies and associations for mutual benefit in the encouragement of wider public appreciation of the philosophies, teachings and techniques of Rudolf Steiner.
- To establish and carry out exhibitions, courses, seminars and other training programs at or by means of which persons interested in the philosophies and teaching techniques of Rudolf Steiner may obtain training and instruction by personal tuition or post or otherwise.
• To provide buildings, lectures, classes, office or, offices, lodgings and attendants and all other lecturers, clerks, employees and officers instructed or employed temporarily or otherwise by the association and afford facilities for study, research and cultivation and performance of the tasks and duties allotted to them respectively.

Membership of The Association is open to all current staff and parents and interested others. Application forms are available at the school office or on the school website. When completed they should be returned to the school office. All applications are submitted to The Board of The Association for consideration at the next meeting.

The Annual General Meeting of The Association is held in March each year. Members of The Association can nominate for positions on The Board. Those who have appropriate skills, related experiences or a particular interest in furthering the aims of The Association are encouraged to contact the school office to discuss becoming more involved. At least one teacher is encouraged to nominate for a Board position.

THE BOARD

The Board is empowered to fulfil the tasks necessary to ensure the effective running of The Association. Over the past few years The Board has moved strongly into a governance model of working. This enables a clear separation between Board matters and school management and administration.

The Board is responsible for the legal, financial and management functions of the Samford Valley Steiner School. This responsibility is fulfilled by:

• Developing and approving a management framework
• Delegating day-to-day operation to the school management, administration and educational staff via the Director, and
• Ensuring accountabilities are fulfilled.

The Board, comprising office bearers and ordinary members meets on a monthly basis. The Director attends all Board meetings.

* For further information please refer to the Governance Policy.

LEADERSHIP TEAM

The Leadership Team of the school consists of the Director, two Education Administrators (Primary and High School), the Business Manager, and the Chair of College. They meet weekly to ensure the smooth operational functioning of the school.

The Director is ultimately responsible for the day-to-day management and administration of the school, and for implementing the triennial strategic plan, an annual operational plan and budget, and policies and procedures. The Leadership Team also gives relevant advice to The Board on matters relating to finances and legalities.
**COLLEGE**

*College* plays a central role in the management of the school. It carries responsibility for deepening and carrying the educational impulse arising out of the Anthroposophical understanding of the developing human being. This is done through participating in ongoing reflection on curriculum questions, engaging with broader educational issues as they arise, advising and supporting the School Director, working closely with the Senior Leadership Team and generally being available to support teachers (and parents) when called on.

All staff members are invited to be part of *College*. Through sharing study and taking up responsibility for the health of the school together, individual members have an opportunity to continually renew their understanding of the spiritual foundations upon which the school and Steiner/Waldorf education are built. We see this as an all important commitment to ensuring that the education we offer remains vital and relevant.
SECTION B: YOUR CHILD AT SCHOOL

SCHOOL HOURS

Pre-Prep: Five days a fortnight: 8.30am–12.30pm
Prep: Five days a week 8.30am–2.30pm (except Wednesdays: 8.30am–12.30pm)

Primary School: 8.30am – 2.45pm (except Class 1: Wednesdays: 8.30am–12.30pm)
High School: 8.15am – 2.45pm

After School Care: Five days a week 2.45pm – 6pm, except Wednesdays 12.30pm – 6pm

*Please note* that staff are not on duty after school finishes and therefore children are not to play in the playground after hours. Please ensure you collect your child promptly at the end of the school day.

ATTENDANCE

Attendance at school is compulsory up to the end of Class 10 or when the student has turned 16 years of age, unless exempted by the Minister. It is the responsibility of parents to ensure their student is attending. Students of compulsory education age between 16 and 17 years are required to be in attendance at school or a combination of school and other approved training unless exempted by the Minister.

Attendance at all lessons is compulsory.

It is expected that children attend school except in times of illness. Similarly, it is expected that families do not organise holidays during the school term.

Preschool children: A parent or responsible adult must ‘sign’ the child in and out each day.
* For more detail please see the *Preschool Booklet*.

PUNCTUALITY

We regard rhythm and form as essential to our educational objectives and consider that we need to reinforce punctuality in both students and teachers for the following reasons:

- It is very disruptive to the class and the rhythm of the lesson for students to come in after a lesson has started.
- Expectations of punctuality also encourage a healthy respect for work and study.
- The model of teachers who are punctual and responsible in their commitments will encourage students to develop self-responsibility in this area.

ABSENTEEISM
Teachers aim to bring continuity and rhythm to lessons from day to day and from week to week. Therefore it is considered a priority that parents are committed to their child’s regular attendance.

It is recognised by us all - teachers, parents and students - that absences from school cause a significant disruption to the educational programme. We are aware that while most absences are for valid reasons, some students take time off for quite tenuous reasons (shopping, farewells, entertainment, etc.), which makes it very difficult to maintain a positive learning atmosphere.

If your child will not be attending school on a particular day, you must advise the office by leaving a message on the Absentee Line on 3430 9600 prior to 8.30am on the day of the absence. Please advise your child’s name and class. If you have notified the office of your child's absence a note to the teacher on return is not required unless you wish to advise the teacher of the nature of the absence and special care that may be necessary.

In the case of absences in excess of five days a meeting may be arranged with the parents and teachers to discuss the situation.

Class 12 students who have turned 18 years of age are able to sign themselves out without parental involvement, however the number of these sign outs will be carefully monitored and any absences equivalent to 5 days or more per term will be taken to faculty by the guardian and will lead to a restorative conversation that may include parents. A possible implication of excessive absence without valid cause will be a failure to pass.

* Please refer to the Attendance Policy for further detail.

**LATE ARRIVALS/EARLY DEPARTURES**

Students who are late must sign in at the office, otherwise they are recorded as absent and their parents will be notified. Persistent lateness without reasonable cause will lead to students being expected to make up for lost time.
Whenever children are to be collected during school hours, the parent or the adult authorised by the parent to collect the child must first report to the office.

The collecting adult will be required to complete a Sign-Out Slip and then take a copy of the slip to the teacher responsible for the child at the time. During school hours, teachers will only release children to the care of another person on receipt of a completed Sign-Out Slip.

Parents who have been notified that their child is at sickbay complete a Sign Out Slip and collect the child and their belongings from the office.

* A separate procedure for Preschool applies and can be found in the *Preschool Booklet.*
* Special arrangements also apply to Year 12 students in relation to their Independent Research Project preparation.

**LONGER ABSENCES**

There are occasions where long-term absences are unavoidable. However we would ask that such things as holidays be planned so that they do not intrude on school time and that any long-term absence be discussed with the class guardian/teacher.

Absences from school for all classes will be recorded and stated in school reports. Play rehearsals, festivals and concerts, which may involve after school time, are important aspects of the school’s cultural life and as such require a conscientious commitment from all students and parents.

**DISCIPLINE**

In Steiner Education, students of the same class spend most or all of the day together. They are not streamed out into groups doing different subjects and as a result, they form intimate and very strong social relationships. These relationships, when healthy and trusting, are one of the great strengths of Steiner Education. Conversely, when there is an element in the class, which is persistently uncooperative, disruptive and/or abusive, the class becomes a very insecure environment for many of the students. The end result can be a serious decline in learning with a significant effect on the healthy development of the class as a whole. We will always endeavour to do the very best we can to support and integrate students who are having difficulties.

**STUDENT RIGHTS AND RESPONSIBILITIES**

**RIGHTS**

1. All students have the right to an educational environment in which a full Waldorf curriculum can be delivered.
2. All students and teachers have a right to a safe and productive learning environment.
RESPONSIBILITIES
1. Students have the responsibility to be adequately prepared for lessons, and to engage in them to the best of their ability.
2. Students have the responsibility to support a productive learning process in lessons and not to undermine the lessons.
3. Teachers and students have the responsibility of maintaining an emotionally and physically safe learning environment.
4. Teachers and students have the responsibility to uphold the ethos of the school.

This implies in the classroom:

- Care of rooms and environment.
- Punctuality.
- Following teachers' instructions promptly.
- Respectful behaviour towards teachers and fellow students.

WHEN BEHAVIOUR IS INAPPROPRIATE/UNCOOPERATIVE

In the event that a student’s behaviour is problematic, a variety of approaches may be taken depending on the behaviour. These approaches may involve meetings with teacher(s), contacting parents, and meetings between parents, student and teacher(s) aimed at addressing the behavioural problem in such a way that it changes. A contract may be entered into to help the student identify what and how in their behaviour needs to change. Appropriate behaviour will be clearly identified and the student will be expected to make changes to any inappropriate behaviour.

In cases where behaviour issues continue, then suspension, exclusion or even expulsion from school may be resorted to.

DETENTION PROCESS (HIGH SCHOOL)

The detention system in the High School is applied when there are breaches by students of the following expectations:

- Regular completion of homework
- Productivity in the classroom
- Co-operative and respectful behaviour

The penalty for the above breaches is to receive a supervised detention of ½ hour at lunchtime. There are clear guidelines regarding fulfilment of detention outlined on the detention slip issued by the teacher. Failure to meet these requirements will result in a double detention, and failure to fulfil this consequence will result in a one-day suspension from school, about which parents will be notified by phone.

We have also specifically included:

- Failure to attend lessons, which will result in an automatic double detention.
BULLYING

The school’s bullying policy is described in the SVSS Anti-Bullying Policy. Suggestions for parents if they suspect their child is being bullied:

- Encourage your child to explain his/her problem to the teacher and ask for help. Tell him/her that asking for help to solve a problem is not the same as "dobbing".

- If issues are ongoing, make an appointment with the Class Teacher to discuss the problems and possible resolution strategies, preferably without the children present (at least initially). Children's understanding of issues is different from that of adults.

- Try not to discuss adult viewpoints of individuals and issues in front of children. They are not ‘little adults’.

Ongoing communication and feedback between parent and teacher is important to ensure a positive outcome. It is always helpful to understand the philosophy from which the teachers work.

Parents may have their own past experiences of, and painful feelings towards, discipline or bullying. It is important to remain calm and objective and avoid becoming reactive and defensive so that the facts can be established. Listen to your child's story and show support, but remember that there are often other viewpoints. Children need help from the adults around them to project a positive, confident image and to practice good communication techniques; they need help designing a plan of action that empowers them without reacting or retaliating.

Children who are active participants in a social network cope better, so parents need to help their children develop these networks both in and out of school.

Parents need to be fully involved in teaching their children how to cope with bullying behaviour.

Remember that the bully/victim relationship is based on a power imbalance. The bully's power has limits and when the victim learns not to give away his/her power, the bully becomes powerless. Strengthening the victim by encouraging strategies such as asserting one's rights, walking away, using humour, making other friends, avoiding high-risk places, will be of great assistance.

Samford Valley Steiner School will not tolerate bullying of any kind.

WHAT IS BULLYING?

Bullying can be:

**Physical**

Pushing, shoving, punching, fighting, damaging or destroying other people's property, jostling, pinching, touching or any unwelcome physical intimidation, such as gestures or staring.
**Verbal**
Offensive or abusive comments, sarcasm, crude jokes and comments, ridiculing appearance, actions or beliefs, obscene or threatening phone calls and emails, teasing or putting other people down.

**Social**
Exclusion, spreading rumours, gossip, racial or sexual comments, graffiti and notes intended to isolate, manipulate or harm others.

**Emotional**
Victimisation, instilling fear in others, forcing other students to do their work, extortion; forcing other students to hand over money, food or other possessions.

**Cyber**
Using mobile phones or the internet to send insulting, threatening or unpleasant voice, email, text or picture messages, whether directly to a student or to spread malicious rumours about a student (this is a criminal offence and most malicious calls can be traced). Taking pictures of students without their knowledge or consent. Setting up and promoting websites which are offensive to another student in any way.

Sometimes people are inclined not to report bullying. This may be because of a misguided fear of making the situation worse, a fear of experiencing the same treatment or misunderstanding the seriousness of the impact of the experience. It is critical that all forms of bullying are addressed and consequently the school believes that all incidents should be reported immediately.

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**SANCTIONS**

Sanctions for those students engaging in bullying behaviours may include one or more of the following:

- Incident forms for all acts of bullying however minor filled out by staff and filed in student files. Teachers/Guardians to be informed and record and monitor all incidents. Further action could be taken when three or more slips have been given for one student.

- Behaviour form filled out by student/s

- Informing parents of the situation at a meeting with the student present. Reaffirming the school policy in front of them, outlining further possible sanctions and ensuring parental support.

After this there are two possible pathways, a restorative practices pathway consisting of:

1. Students (bullied and bully’s), and possibly parents being involved in restorative conversations/conferences; or

2. Should the bully be unable to own their behaviour, refuse to engage in a restorative process or prove unable to engage in a restorative conversation or conference; an alternate pathway would consist of one or more of the following:
   - Deprivation of certain freedoms or privileges
• Detaining students during breaks or after school where they are given appropriate and constructive tasks, such as writing letters of apology

• Informing parents of the situation at a meeting with the student present. Reaffirming the school policy in front of them, outlining further possible sanctions and ensuring parental support

• Internal or external exclusion

• Permanent exclusion

Some important principles about sanctions are:

• Restorative practices are the school’s preferred option as harsh punishments can result in bullies becoming vindictive towards the victim/s or teacher/s.

• It is necessary for school staff to feel comfortable with the sanctions to ensure consistent and effective use.

• Sanctions are best delivered in a calm manner (criticise the behaviour and not the student), a key principle of restorative practices.

**ACTION FOR PARENTS**

Parents who realise or suspect that their child is being bullied at school will probably experience many painful emotions themselves and feel powerless to act. It is important not to project this sense of powerlessness on to your child or act out your emotions in front of her /him. If your child thinks you will be upset, angry, bewildered, or embarrassed they are less likely to disclose what has happened to them.

Some general guidelines for parents include:

• Contact the school if you are worried or have information that your student is being bullied

• Be observant

• Take an interest in your student's social life at school

• Be aware of signs and symptoms of bullying - unwillingness to attend school, a pattern of headaches/stomach aches, equipment gone missing

• Requests for extra pocket money; damaged clothes or bruising, marked

• Changes in behaviour, comparatively poorer school results

Empower your child by:

• Remaining calm

• Asking her/him directly if you suspect s/he is being bullied

• Listening to and believing your student;

• Finding out the facts when told about a bullying incident
• Keeping a written record of bullying including who, what, when and where

• Not over reacting and being calm and optimistic about supporting your child pointing out there is nothing wrong with her/him and that it happens to others

• Giving your child the chance to vent her/his feelings about being bullied

• Encouraging your child to invite others home/engage in social events to help her/him make friends

• Encouraging her/him to talk to teachers

• By not encouraging your child to fight back as this can make matters worse, instead encourage her/him to recruit friends in support

• If your child is aggressive encouraging her/him to find other ways of behaving

• Never agreeing to keep the bullying a secret

* Refer also to the Wellbeing Policy; Anti-Bullying Policy, and the Sexual Harassment Policy.

**DRUGS, ALCOHOL AND SMOKING**

The expectation of Samford Valley Steiner School is that its campus and any venues associated with its curriculum are a safe place, i.e. a place where alcohol and illegal drugs are neither available nor acceptable. In addition the school is a cigarette-free zone. The discipline policies set out herewith will come into effect if a student steps outside the school’s expectations. Both discussions and information about issues relating to drug and alcohol use are incorporated into the curriculum in Classes 7 to 12. This occurs during several Science, Physical Education, English, and Guardian lessons. The Guardians and/or Education Administrator are also available to discuss problems or questions relating to these issues with individual students confidentially.

If a student’s work or behaviour shows signs of deterioration and this can be related to drug or alcohol intake outside of school time, teachers will enter into discussion/s about this possibility with the student and parents. This may include referral to a specialised agency for advice and counselling.

Wherever possible, the school will enter into a program of rehabilitation of students who are affected by the use of alcohol, cigarettes or illegal drugs in an effort to provide the necessary support to change student behaviour. Parental support is essential to this process.

**DRUGS**

Samford Valley is a drug free school. At certain events for adults, alcohol may be served with appropriate permission. There is a zero tolerance policy for student use of tobacco, alcohol and any illegal drugs at school or at school events (such as festivals, fairs, socials, bush dances, camps, excursions and plays) and the school reserves the right to expel students who have abused this rule.

Students who come to school under the influence of drugs will be suspended and the parents contacted. Following interview with the parents, the student will be readmitted to classes once a contract has been made between the student and the school. If the contract is broken the student will be required to permanently leave the school.
Where students are prescribed drugs for a medical condition the school must be advised in writing of the dosage and frequency of administration. Students must not bring to school more than the total dosage required for that day.

Whenever a student is suspended the school will ensure that the student is given into the custody of a parent or guardian before leaving the school grounds.

*Possession of illicit/illegal substances requires police to be notified under the Drugs Misuse Act.*

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**HOMEWORK (HIGH SCHOOL)**

1. It is expected that students will carry their student diary to every lesson to write down homework requirements. Students who lose or forget their diary will be issued with a new one, to be billed to parents.
2. Main Lesson homework is usually given daily. Parents are encouraged to keep in communication with main lesson teachers about how their child is managing homework, as this is an area where students manage in very individual ways.
3. It is strongly suggested that students develop a homework routine that allows them time for other pursuits such as sport, music, horse-riding etc.
4. Incomplete and late homework or assessment tasks can impact strongly on student marks.
5. Homework is minimised by application in the classroom. Lack of focus in the classroom will usually mean that there is more homework to complete after school.
6. A homework room (Cate) was established for students to complete homework in a quiet working environment. Students may voluntarily use the room in break time to complete homework. In addition, students who fail to complete homework on time will be required to spend break time in Cate to complete unfinished work.

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**MAIN LESSON DEADLINES (HIGH SCHOOL)**

The High School Faculty has decided to implement the following procedure for the handing in of Main Lesson books.

- The Main Lesson book will be delivered *at the teacher’s discretion* on the Friday or Monday at the end of the Main Lesson (or Tuesday where a Monday holiday occurs).
- The book must be handed in whether complete or not, and the missing contents will need to be noted by students.
- Should minor additions be required, they will need to be done in the student’s own time (lunch time or that evening – not during other lessons).
- Where a Main Lesson finishes on the Friday before school holidays, the deadline for books to be delivered will be the same Friday at 2.45pm. The terms for negotiating any extension will be as mentioned below.
- Should the Main Lesson book not be handed in by the due date it will not be marked and an unsatisfactory will be recorded for this Main Lesson.

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**APPLICATIONS FOR EXTENSIONS TO MAIN LESSON WORK (HIGH SCHOOL)**

It is important that Main Lesson Books are submitted on the date and time that your teacher indicates so that work may be marked promptly and returned. Any extensions on assignments and Main Lesson work
will have to be applied for using the Application for Extension form which can be obtained from the teacher or the high school front desk. An adequate reason for the extension must be given and the form must be signed by the student, and a parent. If approved, a new submission date will then be set by the teacher. The extension must be applied for by Wednesday of the last week of Main Lesson.

**ELECTRONIC EQUIPMENT**

Whilst at school all electronic devices **must be** turned off – this applies to mobile phones, iPods, MP3 players and for High School students, laptops.

IPOds, MP3 players and other music devices are to be in the student’s school bag from start of school until students have left the school grounds in the afternoon. Students may approach staff for permission to use these if a suitable reason related to curriculum exists.

Items not in bags will be confiscated. Confiscated equipment will be locked in a security box and students may approach office staff to return their property at the appropriate time. Further abuse of the rule may mean that the student electronic equipment is kept locked at school till picked up by a parent.

High School students may bring personal laptops to school if needed and if approved by the appropriate teacher. These will need to be kept in the office until they are needed. Senior Secondary students may negotiate their use of personal computers at the beginning of the school year with the appropriate teacher.

**MOBILE PHONES**

The increased ownership of mobile phones requires that school administrators, teachers, students and parents take steps to ensure that mobile phones are used responsibly. While it is acknowledged that providing a child with a mobile phone gives parents reassurance that their child can contact them in emergency situations or in risk situations involving personal security and safety, this does not apply during the school day when students have access to school phones and staff.

Students who carry mobile phones for safety reasons must have them turned off on their arrival at school until their departure. They must not be used while on school grounds. If it is necessary for students to contact their parents, the call must only be made at the office with the permission of their teacher.

Students should be aware that phones ringing during lesson time or seen outside the student’s bag at school, will be confiscated for the rest of the day and permission to have the phone at school may be revoked. Parents are reminded that in the case of emergency the school office remains a vital and appropriate point of contact.

It should be noted that it is a criminal offence to use mobile phones to menace, harass or offend another person. Students who use their phones to engage in personal attacks, harass another person, or post private information about another person using SMS messages, taking or sending photos or objectionable images or bullying other students, or who use vulgar, derogatory or obscene language while using a mobile phone will have their phones confiscated for a period decided by the Education Administrator, and their right to have a phone at school will be revoked. Students should note that, in extreme cases, the school may consider it appropriate to involve the police.
COMPUTER ACCEPTABLE USE GUIDELINES (HIGH SCHOOL)

Belief Statement: ICT equipment and resources are for everyone to use. Staff will help all students to use these resources in a positive and balanced way. The school encourages acceptable uses of ICTs, which support our curriculum, both in and out of the classroom. We understand that there is a time and place for technology, and that it must be approached with care to ensure positive outcomes.

Guidelines:

Students will receive instruction as to the expectations for the use of the school's ICT resources by reading this document and through instruction from their teachers about acceptable uses of ICTs.

Students are responsible for their actions while using ICT resources in the school. They will be disciplined if they use ICTs in a way that is unacceptable.

Student Expectations:

a) Always use appropriate behaviour when using school ICT resources. The use of offensive language, sending or viewing unacceptable or adult materials are strictly forbidden.

b) Notify a teacher immediately if you see things on the computer that you feel are bad, inappropriate and / or illegal.

c) All information obtained from the internet is protected by copyright. You should write down all your sources of information and images used in study.

d) Student Folders are private property. Only enter a folder if it is yours. If a computer has not been ‘logged off’ please let your teacher know before starting your work.

e) If you wish to ensure your privacy, do not share your passwords with anyone.

f) Revealing on the internet your home address, telephone number or last name, or those of your fellow students, is dangerous, and must be avoided.

g) To conserve, or not waste paper and toner, only print materials that are relevant to your assigned class work. The school reserves the right to determine what is and is not relevant.

h) Do not engage in any activities that will hurt school equipment or network systems.

i) Having food or drinks in Library or near classroom computers is not permitted.

j) The use of storage devices to transfer work from home and school, such as discs, CD, DVDs and removable disks (USB, media etc), are the responsibility of their owner to use correctly and manage.

k) Use of the internet is restricted to teacher directed purposes for class and assignment needs.

l) Game playing is not allowed unless it is an educational game introduced by a teacher as part of class curriculum content.

m) With a signed note from a teacher, students may access computers for school purposes for one break each day.
ICT is an acronym that stands for **Information Communications Technology**. This includes computers, networks, telephones, cameras, audio equipment etc.

**DRESS CODE**

SVSS does not have a school uniform; however dress codes apply in each area of the school. It is the responsibility of all parents to ensure that their child adheres to the dress standards.

School is a place of learning and culture. One way we can support students in respecting this fact, is to ensure that the way they dress for school is appropriate.

Clothing may have a distracting or counterproductive influence on the students’ educational experience at school. Clothes can become an arena for peer pressure, fashion trends, advertising, messages and slogans. Samford Valley Steiner School chooses not to have a uniform but a dress code of common sense and simplicity.

Clothing worn to school must be safe, practical and appropriate for the range of activities students take part in during the school day.

Consideration has been given to:

- Queensland Health Sun Safe policy
- Workplace Health and Safety considerations
- Suitability of clothing for a learning environment or workplace.

The following items set out what is required across all school classes at Samford Valley Steiner School. In all circumstances of discrepancy, the Education Administrator or Class Teacher/Guardian shall determine the acceptability of dress and appearance. It is important to note that these same standards also apply when travelling to and from school, during excursions and when attending or visiting the school for any reason. Students choosing to attend this school and enjoy its non-uniform dress code accept that it is the Educational Administrator and/or Class Teacher/Guardian’s responsibility to arbitrate in ensuring that all clothing meets an appropriate workplace standard.

- Children’s clothes are to be neat and clean.
- Natural fibres are recommended.
- Clothing needs to be appropriate for the season.
- Torn, transparent or ragged clothing is not acceptable.
- All clothes for Preschool children must be labelled

*All students wearing items that do not meet these requirements will be required to change into school clothing.*

**Primary School:** The student’s own clothing will be labelled and kept in the office until school items are washed and returned. Parents will receive written notice from the school advising them of the breach of dress standard, with a requirement that school clothing is returned, washed within 48 hours or this will be billed to parents.
High School: Students wearing inappropriate or unsafe clothing will be issued with appropriate clothing and billed for it. They may be withdrawn from class and/or playground activities for the day.

CLOTHING COLOURS

In the Preschool and Primary School the dress code is no black clothes and/or fluorescent colours. Clothing for Preschool children is to be in plain or pastel colours.

SHIRTS/TOPS

All shirts must be an appropriate fit, hip length to neck (not low cut), with or without a collar. The minimum sleeve length requires the sleeve to cover the shoulder. Shirts will overlap or tuck in to pants or skirt when standing.

Shoulders must be covered. Singlets and ‘off the shoulder’ tops are not permitted under any circumstances; Shirts are always long enough to keep the mid-body covered in the course of normal movement throughout the day.

Undergarments should never be visible.

SHORTS/PANTS/SKIRTS

Shorts and skirts/dresses must be of appropriate length, no shorter than mid thigh.

If pants are cut low to the hip then the top worn with those pants (see “Shirts/Tops” above) must fully cover the top of shorts or pants when standing. It is expected that students will respect other community members by ensuring that underwear is fully concealed. Leggings and tights are not to be worn on their own, but can be worn under skirts/dresses or shorts.

Belts should be worn to keep baggy jeans and shorts around the waist.

LOGOS AND PICTURES

NO pictures, advertising or caricatures are permitted on the child’s clothing. Clothing displaying carrying inappropriate (e.g. obscene) images or words, or promoting alcohol, tobacco or illegal substances are not acceptable.
**SHOES**

Shoes must be sturdy and fully enclosed with a low-heel in order to provide safe footwear. Thongs, sandals, ugg boots, backless shoes and platform shoes, or those with a prominent heel, are a health and safety risk and are not permitted.

Time-consuming lace up shoes for Preschool children are also inappropriate.

Shoes must be worn outside at all times including coming to and departing from school. No bare feet or crocs or thongs.

Inside shoes are to be worn in the Preschool and at the discretion of the Class Teacher in the Primary School. For Preschool parents, a bulk order will be placed early in Term 1 for indoor shoes.

**HATS**

A school hat is provided for all Primary and High School students. These hats are to be worn outdoors and it is expected that every student will have their supplied hat at school at all times. A “No Hat – No Play” policy will be enforced in the Primary School. Children not wearing hats will be kept inside or on the verandah.

Students without hats will have one given to them and the cost of this will be billed to parents.

**SPARE CLOTHES**

Please provide spare clothes for your Preschool and Class 1-3 child in case they are needed. Preschool children are provided with a calico draw string bag for this purpose. Children in Class 1-3 should keep their spare clothes in their school bag.

**HAIR**

Hair needs to be kept tidy and if longer than shoulder length will need to be tied back particularly in classes where there are workplace health and safety requirements. It is deemed best for quality learning that hair should not fall across a student’s face.

Children in the lower school should refrain from the use of hair colour.

**JEWELLERY & ACCESSORIES**

**Preschool and Primary School**

Rings, necklaces, bracelets, earrings (with the exception of studs or sleepers), nose-studs, are generally a safety hazard and discouraged. No stick on tattoos.

**High School**

- Only simple studs and sleepers in the ear are permitted.
- Only a small nose stud is permitted. (No other visible facial piercings are permitted).
- Accessories such as multiple bangles, dog collars or chains are not permitted.
- Rings that affect the student’s ability to write or use other equipment are not permitted.
Teachers of practical subjects may ask that any accessories and jewellery be removed for that class.

**MAKEUP**

Only High School students may wear makeup, which must be natural looking and discrete. If it is deemed make up is not discreet students will be asked to remove it.

**PHYSICAL EDUCATION**

When participating in physical education, all students must wear shorts of the designated length (see image). It is also compulsory to wear hats when participating in sport and outdoor activities.

**OTHER REQUIREMENTS**

**High School Students**

For particular performances, events and excursions, each High School student needs to have a good black skirt or trousers that meets the dress standard requirements (no jeans), and a button up white shirt with a collar. Students will be informed by teachers prior to any event requiring these clothes. Teachers will also inform students of any other special requirements prior to the commencement of lessons or activities.

**LOST PROPERTY**

The school’s lost property box is located on the verandah of the Administration building. Each class may also have a lost property basket. Please check these regularly. More valuable lost items are kept in the school office. All lost property not claimed, is donated to charity once a term (usually after the Working Bee).

**SCHOOL REPORTS**

A written report is prepared for each Primary and High School student at the end of Terms 2 and 4. School reports convey information to both students and parents and seek to deepen the teacher’s relationship with the child and their parents.

After receipt of the report, teachers arrange to meet with parents to discuss the content of reports.

**MONEY AT SCHOOL**

If your child brings money to the school for any reason (e.g. Tuckshop or bus) it is your/their responsibility to ensure the safekeeping of such money.

Please **do not** send cash for fees to school with your child, as the school will not take responsibility for money that does not arrive.
TELEPHONE CALLS

As the school does not have a public telephone, students will only be permitted to make calls from the office on an urgent basis. Students will not be allowed to call home to make after-school play arrangements or because they have forgotten projects, swimming gear or instruments.

MESSAGES FOR STUDENTS

We request that parents only ring the office with messages for students if the matter is urgent.

CLASS CAMPS AND EXCURSIONS

Camps and excursions are an important aspect of every child’s education and an essential and compulsory part of the curriculum. The camps are a part of the curriculum where the subject is taught in relation to the landscape. Not only do activities and experiences away from school enrich and enhance a child’s knowledge and understanding of the world, but they also provide opportunities for social and communal growth and learning. All students are expected to attend and participate in camps and excursions.

All camps are planned well in advance.

MUSIC LESSONS

Following on from the Class 3 to 5 string program, individual music lessons are available to all students from Class 6 up to 12. Lessons are available on a range of orchestral instruments. They are timetabled by arrangement between parents, the instrumental teacher and, where applicable, the Class Teachers or High School Faculty. Children are offered weekly half hour (Primary) or forty five minute (High School) lessons on their chosen instrument. Children are encouraged to participate also in the various school ensembles that also rehearse weekly.
SECTION C: PARENT INVOLVEMENT

Parent participation is vital to the health of our school. The Steiner Education environment is special in many ways; one of the most important of these is the intrinsic reward that becomes available to us as participating parents. You can greatly enhance the quality of your children’s education by participating in the life of the school.

A Steiner School is for those who see that the education of their children is not the school’s job alone. In choosing that your children attend this school, you have created a unique opportunity to form a dynamic partnership with teachers, children and the other families of the school community. When you choose to take advantage of this, you give your children a much greater opportunity to experience the life-enhancing value of co-operative effort and personal and social responsibility.

Throughout the year there are many opportunities for parents to enhance their understanding of Steiner Education and support their children’s development. These opportunities include participation in class parent/teacher evenings that are held for each class, each term. Parents are encouraged to attend other education events such as talks, seminars and workshops. These events are advertised in the Newsletter and on the school’s website. The deeper your understanding of the principles of Steiner Education and how our school functions, the more you will understand your child’s progress and the stronger will be your ability to support your child in getting the very best of what the school has to offer.

PARENTS AND FRIENDS ASSOCIATION

All parents are welcome to join the Parents and Friends Association (PAFA). PAFA aims to promote in the parent/friend body an understanding of the workings of the school community, thereby encouraging as many parents and friends as possible to be involved. They organise social and/or fundraising events, including festiValley and cultural events, and assist in the planning of whole school events such as parent education evenings and workshops.

For more information on PAFA and its activities please go to www.svsspafa.org.au.

PARENT EDUCATION

To help parents grow in their understanding of what Steiner Education offers to both children and adults, talks and workshops are held throughout the year. These are always informative, thought provoking and life enriching. Check the school Newsletter or school website for meeting dates and venues.

PARENT CRAFT GROUP

The Parent Craft Group gathers regularly to make simple toys and figures for the seasonal table and for play. You and your children are welcome to join in on either a regular or occasional basis. It is not necessary to have sewing experience as the skills you will need are taught on the day. If you are a new parent, or your children are still too young for school, we encourage you to come along. It is a great opportunity to make new friends, to learn new skills, and to make simple toys suitable for your children.

A simple toy, created for a child with love, has a great power to nurture the child and to awaken and enrich his/her imaginative play. Handmade toys have a human element, which is absent from many toys available today. They are made from natural fibres and are filled with pure wool stuffing which makes them more healthy and beautiful to feel.
It also gives them the capacity to retain warmth. Warmth is important to help young children grow, both on an emotional and physical level. We make our toys with the same warmth and love that we would wish for our children. For many of us, the actual activity and sense of purpose in creating is as enjoyable as the end result. You will make craft items to take home and for the Parent Craft Group to sell at special school events or through The Treehouse bookshop. There is a small charge for materials.

At each meeting there is a shared morning tea. The group meets on a Wednesday morning from 9.00am.

## PARENT LIBRARY

Volunteer parents run the Parent Library, which contains information in areas such as education, health, parenting, family matters, gardening, craft and philosophy. The Parent Library is housed within The Treehouse bookshop and books may be borrowed during the opening hours of The Treehouse. There is also a returns basket in the school office.

## TREEHOUSE BOOKSHOP

The Treehouse bookshop is run on a voluntary basis by parents. A wide range of items is carried and you may also order books from the Rudolf Steiner Book catalogue. Opening hours are advised on the school’s website under “What’s On”.

The Treehouse has children’s books, works by Rudolf Steiner, books arising from Steiner’s indications on a variety of subjects: education, parenting, art, craft, music, and poetry and more.

The Treehouse also stocks small items for birthdays and other special occasions. Handmade cards, toys, craft, painting kits, candle kits, crayons, Lyra pencils, watercolour paints and paper, jewellery, wool, wax, and much more can all be found there.

For more information please contact Avril O’Brien on 3289 1746.

## VOLUNTEERS

In addition to the many parents who volunteer in the above groups, we welcome volunteers to become involved in a range of activities including:

- Working with children individually and in small groups on specific skill development in an area of need such as Language, Maths and German
- Taking games and skill development in our Physical Activity Programs
- Listening to children read
- Developing specific areas of our garden
- Assisting teachers in our craft program as children knit, crochet, carve and sculpt
- Assisting on school camps
- Assisting with specific administrative tasks.
WORKING BEES

Each term a whole school working bee is held. All parents are invited to participate and assist with repair, maintenance and improvement projects. The work includes: gardening, painting, tidying the grounds, minor landscaping and other improvement tasks.

All families are automatically charged an annual Working Bee levy as itemized on the annual Fee Schedule. This levy is refundable, via credits to your account, based on attendance at scheduled Working Bees.

OPEN DAY

Each term an Open Day is held on a Saturday for prospective families to see the school and go on a school tour. To assist in the smooth running of the day we welcome parent volunteers. Please contact the school office if you are able to help in any way.
SECTION D: COMMUNICATION AND CONSULTATION

Good communication and healthy community relations are the life-blood of a thriving school. Respect is required to ensure that the numerous and varied daily encounters between all members of the community are effective and every effort is made to encourage open and clear communication.

A number of times during the course of the year school community members have the opportunity to contribute their expertise and opinion towards the development of the school at community consultation events. Such events are notified in the Newsletter and on the school’s website calendar.

PARENT/TEACHER COMMUNICATION

For all educational matters, your first point of contact is your child’s teacher(s) or guardian. While it is sometimes possible to speak with teachers “on the run”, making an appointment ensures that the teacher can give you their full attention.

Before school, teachers are focused on greeting the children, dealing with their needs and establishing the mood for the day. So please only pass on urgent information to teachers at this time. Should you wish to request an interview with the teacher please give them advance notice of the issues you wish to discuss so that they can be well prepared to assist. Some teachers put aside an afternoon a week after school for appointments with parents. Please book appointments with the teacher or leave a message at the office.
PARENT/TEACHER MEETINGS

Class parent/teacher meetings are held once every term from Preschool through to High School. Dates are advised by the teachers/guardians and reminders are printed in the weekly Newsletter. Information, events, projects, class progress and general school information are discussed. Often information is highlighted which relates specifically to the age and developmental stage of the students in that class.

Because parent-teacher communication is considered to be an essential part of the educational life of our school, it is expected that one parent of each child attends each scheduled meeting.

Parent meetings provide a chance to:

- Learn about the work your child is doing and will be doing during each term
- Share ideas about behaviours, expectations and needs of your child
- Understand what you can do to assist with the education of your child
- Discover more about the educational philosophy and teaching methods of the school
- View the work of your child.
- In the event of both parents being unable to attend, an apology should be given to the teacher prior to the meeting.

HOME VISITS

Some teachers like to make home visits, particularly in Preschool and lower Primary School. These home visits provide a ‘bridge’ between school and home. It is a special time for your child to have their teacher’s undivided attention which strengthens the relationship between teacher and child. This visit also deepens the teacher’s understanding of each child. Home visits occur after 3pm on a date agreed between parents and the teacher.

For Preschool parents, please check the notice board for the home visit roster.

PARENT – TEACHER INTERVIEWS

Teachers are available to discuss any issues or concerns that may arise. Please speak to the teacher to arrange a time that suits.

Formal interviews are also arranged, following the issue of student reports at the end of Terms 2 and 4.

CLASS EMAIL

Class Teachers and Guardians may email their class parents with information about the class or upcoming activities.

The school adheres to a strict Code of Privacy and email etiquette whereby:
• All email addresses are considered confidential. No email addresses are to be passed on to members outside the class list.

• A teacher/class group list is not to be used to circulate personal emails (including advertising or humorous emails).

• A teacher/class group list is not to be used as a ‘chat room’ to raise discussion on school/child related issues. It is preferred that any individual questions or concerns be brought directly to the teacher or guardian.

**CONTACTING TEACHERS OUT OF HOURS**

Each teacher individually shares with their class/students guidelines for contacting them. Messages for all teachers may be left at the office.

**CLASS CONTACTS**

At the commencement of each school year, a member of the parent class-group agrees to take on the position of the Class Contact for that class. This parent (or parents) acts as a liaison between the teacher and the whole class group, helping to coordinate class activities, festivals and other classroom help. The activities of the Class Contact will vary from class to class depending on the teacher’s requirements.

Class Contacts can also act as a point of reference when whole school activities are being organised and they work to ensure an enriched social life for the class.

**SCHOOL COMMUNITY CONTACT LIST**

The School distributes a *School Community Contact List* shortly after the start of each year. The *Contact List* includes the family, parent’s names, addresses, phone numbers and children’s names and classes of the majority of families in the school. Some parents have chosen to "opt out" of having their family's details included. Teacher's contact details are not included unless they are parents at the school.

Due to the sensitive nature of information contained in the *Contact List*, we ask that when the time comes to dispose of it you burn or shred it rather than place it in a bin. Please respect the privacy of all families and teachers in the school.

**COMMUNICATION FROM THE SCHOOL**

**NEWSLETTER**

The Newsletter is usually distributed every Friday via email. It contains news and notices relating to all aspects of the school community. It offers glimpses of what happens in all classes through articles written by staff, as well as reminders and articles of upcoming school events. It is a most important means of communication, so please check your email every Friday.

If you do not have access to email, please see your class contact to arrange an alternative method for receiving the Newsletter.
Classified advertisements can be placed in the Newsletter at a cost of $2 per insert. These need to be emailed to info@samfordsteiner.qld.edu.au by 2pm Wednesday or left at the office by 12 noon Wednesday at the latest. No late submissions will be accepted. The school reserves the right to edit all submissions.

WEBSITE

The school’s website address is www.samfordsteiner.qld.edu.au. The site is a good source of information on all aspects of the school and Steiner education and is constantly being updated with latest news and recent photos. The web calendar lists activities and events at the school, including school camps, plays, parent education workshops and term dates.

EMAIL AND SMS

The School communicates to parents via regular emails or by sending SMS messages when needed. Please ensure the School office always has your current email address and cell phone number.

SCHOOL CALENDAR

A school calendar is produced each year detailing term dates and school activities. It is distributed to all families at the end of the year. Please update it with school events as new dates are notified in the Newsletter.

OTHER COMMUNICATION

Occasionally the School or PAFA will have information to distribute that is in ‘hard copy’ only - e.g. festival invitations. These paper notices are given to the students either by the teacher or are placed in ‘communication pockets’ that the Preschool and some Primary classes use.

Please note that these pockets are for the use of Teachers and Administration to inform and notify parents of school business and must not be used for any other business e.g. personal birthday invitations.
SECTION E: CHILD SAFETY

CHILD SAFETY

The school recognises that protecting students from harm and the risk of harm is fundamental to maximising their personal and academic potential. For this reason the welfare and best interests of the children within our School will always be a primary consideration. We expect our students to show respect to our staff and volunteers and to comply with safe practices, and we expect all employees to ensure that their behaviour towards and relationships with students reflect proper standards of care for students, and are not unlawful. The School will respond diligently to a report of suspected or actual harm, or risk of harm to a student.

* For more detail see The Child Protection Policy.

RESPECTFUL INTERACTION PARENTS AND STUDENTS

If you have an issue with a child who is not in your care or who is not in immediate danger of hurting his/herself, another person or property then you should bring it to the attention of the parent, Class Teacher or the Director. Threatening or intimidating children or adults is not acceptable.
SECTION F: HEALTH

NOTIFIABLE ILLNESSES

The following is a list of notifiable infectious diseases (Health Department Guidelines). If your child has one of these, please do not send him/her to school under any circumstances.

<table>
<thead>
<tr>
<th>Disease</th>
<th>Precautions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conjunctivitis</td>
<td>Exclude from school until discharge from eyes has ceased.</td>
</tr>
<tr>
<td>Poliomyelitis</td>
<td>Medical certificate required before return to school.</td>
</tr>
<tr>
<td>Diphtheria</td>
<td>Medical certificate required before return to school.</td>
</tr>
<tr>
<td>Chickenpox</td>
<td>Exclude for 7 days after the first spots appear or until spots are dried and covered by scabs.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Exclude for 10 days from onset of swelling or up to the obvious disappearance of the swollen glands.</td>
</tr>
<tr>
<td>Measles</td>
<td>Children should be kept away from school until they have recovered or for at least 7 days from the appearance of the rash.</td>
</tr>
<tr>
<td>Scarlet Fever</td>
<td>Exclude 7 days after symptoms subside or until medical certificate is produced.</td>
</tr>
<tr>
<td>Hepatitis</td>
<td>Medical certificate required prior to returning to school.</td>
</tr>
<tr>
<td>Septic Sores</td>
<td>Clean bandages must cover all sores.</td>
</tr>
<tr>
<td>Whooping Cough</td>
<td>Exclude for 3 weeks from onset of the cough. The period of exclusion may be less than 3 weeks if there is no cough and a medical certificate is produced.</td>
</tr>
<tr>
<td>German Measles</td>
<td>Exclude for at least 4 days from the appearance of the rash.</td>
</tr>
<tr>
<td>Scabies</td>
<td>Exclude until all evidence of the disease has disappeared or a medical certificate is produced stating that lesions are inactive.</td>
</tr>
<tr>
<td>Ringworm</td>
<td>Exclude until all evidence of the disease has disappeared or a medical certificate is produced stating that lesions are inactive or</td>
</tr>
</tbody>
</table>
Impetigo (School Sores)  Exclude until sores have completely healed (dried and covered by scabs), then cover.

Streptococcus Infection  Exclude until fully recovered or medical certificate is produced.

These are minimum exclusion times. Of course if your child is still looking pale or feeling weak give him/her plenty of time to get full strength back.

Consult with your child’s Teacher or family practitioner if you have any doubts. If it is noticed that your child has these conditions we will ask you to pick your child up from school and treat this condition before the child returns.

HIGHLY COMMUNICABLE INFECTIONS

The following infections are highly communicable. If any child is infected, we ask that they be kept at home until the condition has cleared up.

<table>
<thead>
<tr>
<th>Worms</th>
<th>Exclude until treatment is complete.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head Lice</td>
<td>Exclude until your child is completely free of nits and lice.</td>
</tr>
<tr>
<td>Herpes (Cold sores)</td>
<td>Exclude until dried out.</td>
</tr>
</tbody>
</table>

If it is noticed that your child has these conditions we will ask you to pick your child up from school and treat this condition before the child returns.

HEAD LICE IN LOWER SCHOOL

The problem of head lice in the lower school can easily get out of control if left unchecked.

Regular classroom lice and nit checks will occur throughout the school year by the Teacher or Assistant. Children will be sent home if head lice are found and cannot return until the outbreak is controlled.

A recommended treatment must be applied as well as the removal of all eggs and lice before the child can return to school.
FIRST AID

Although every care of children will always be taken, accidents sometimes happen. All minor ailments or accidents at school will be treated with basic first aid principles. In the case of more serious injury parents will be contacted immediately. In order for this to happen it is essential that up-to-date emergency contact numbers be on school files at all times.

MEDICATION

In the Preschool and Primary School we do not give paracetamol or similar tablets even with written parental permission. If a child requires other medication, it must be handed to the office staff in its original, chemist-labelled container (child’s name and instructions for use). The medication must be accompanied by written instructions from the parent, doctor or chemist. Staff will ensure the medication is stored safely and given according to the written instructions.

Medication, except asthma medication, MUST NOT be kept in classrooms or school bags.

High School students need to complete a Medication Administration Consent Form.

EMERGENCY CONTACT DETAILS

Please notify the office of any changes in contact details including emergency contacts.

SEVERE ALLERGY

“Anaphylaxis is a severe and sudden allergic reaction. It occurs when a person is exposed to an allergen (such as food or an insect bite).”

Food (and other) allergies can be life threatening as they may cause a reaction called anaphylaxis. Common allergens for anaphylaxis are:

- foods (peanuts and nuts, shellfish and fish, milk, egg, wheat products)
- insect bites (bees, wasps, jumper ants)
- medications (antibiotics, aspirin)
- latex (rubber gloves, balloons, swimming caps)

Although death is rare, an anaphylactic reaction always requires an emergency response.

There will be times when students enrolled will have nut allergies. As a precaution we strongly ask parents/carers to avoid sending nuts or nut spreads such as nutella and peanut butter to school in lunchboxes. Teachers will advise parents of any additional measures that may be needed to ensure the safety of the child.

To minimise exposure to nuts staff will specify recreation areas that are safest to the student and encourage the student and his/her peers to stay in the area.
Any allergic students are included in all school activities provided such inclusion does not constitute an unacceptable risk. However, a student who has been prescribed an Epipen will not be permitted to attend the school or take part in any school activity without providing an Epipen and without an Action Plan being established.

If a parent notifies the school that their child has a severe food allergy, the school will work with the parent to develop an Action Plan to accommodate the child's needs throughout the school as much as possible, including in the classroom, in the tuckshop, in after-care programs, during school-sponsored activities, and on the school bus.

Parents/carers of an allergic child are responsible for supplying the Epipen and ensuring that the medication has not expired.

**PARENT RESPONSIBILITY**

It is the responsibility of parents to inform the school if their child suffers from severe allergies and to attend a meeting with the child’s Teacher/Guardian to develop an Action Plan for their child. Parents/careers must also provide:

- Emergency contact information
- Written medical documentation and instructions as directed by their doctor
- Information to their child regarding self-management so that their child knows:
  a) safe and unsafe foods
  b) how to avoid exposure to unsafe foods
  c) symptoms of an allergic reaction
  d) how and when to tell an adult they may be having an allergic reaction
  e) how to read food labels, where age appropriate
  f) how to administer medication, where age appropriate
- Medication that is correctly labelled
- Replacement medication when current medications has been used or has passed its use by date

If an exposure to an allergen is thought to have occurred and the student feels unwell in any way the student Action Plan will be followed and the parents notified. Parents/carers will be asked to collect their child from school in order to closely monitor for the development of an anaphylactic reaction.
SECTION G: GENERAL INFORMATION

School policies exist to enable the smooth functioning of the school both educationally and administratively. All approved policies can be viewed at the office or at www.samfordsteiner.qld.edu.au.

PRIVACY

The School collects personal information, including sensitive information, about students and parents or guardians before and during the course of a student’s enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for students.

The School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other Schools, government departments, medical practitioners, and people providing services to the School, including specialist visiting teachers, sports coaches and volunteers.

If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your child.

* Further information is available in the Standard Collection Notice.

CHANGES IN FAMILY CONTACT DETAILS

It is essential that the office be notified in writing of all changes in family and emergency contact details.

SCHOOL FEES

Samford Valley Steiner School expects school fees to be paid when they fall due. If you experience difficulties in relation to payment of fees or charges, please contact the Business Administrator prior to the due date.

Donations may be made by arrangement with the Business Administrator if you would like to enhance the school’s ability to support families in times of need.

DONATIONS

Donations are always welcome some of which may be eligible for tax deduction. Please contact the Business Administrator if you wish to make a donation.
RESOLVING DIFFICULTIES

Please refer to the *Grievance Policy*.

If you or your child has a concern regarding your child’s education, you are encouraged to take the following steps:

**Step 1**  Contact your child’s Teacher/Guardian and make an appointment to meet together.

**Step 2**  If the matter is not resolved to your satisfaction, then approach an *Education Administrator* who will take further steps to enable resolution to be reached.

**Step 3**  If the matter remains unresolved you may contact the *Director* who will take further steps to enable resolution to be reached.

**Step 4**  If the matter remains unresolved you may write to *The Board*.

ACTIVITIES IN THE NAME OF THE SCHOOL OR ON BEHALF OF THE SCHOOL

The *Director* must approve all activities or events held in the name of the school. Your cooperation with regard to planning and coordinating activities is much appreciated.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Any school equipment that parents would like to borrow should first be accessed via the office, where availability will be determined. Any items borrowed must be formally hired, and, signed out and in at the office.

Any school facilities that parents would like to use/hire e.g. for meetings or events should be accessed through the office, where availability will be determined.

VISITORS TO THE SCHOOL

All visitors to the school must report to the office on arrival and departure to sign the Visitors’ Register. Visitors will be identified with a Visitor Badge. Visitors include family and friends. A Non-Visitor is either a staff member or a parent/guardian.

MOBILE PHONES

Parents and visitors are asked to turn mobile phones off when in classrooms and at all school functions. Parents who cannot avoid using mobile phones while at the school are asked to move well away from other people before accepting or making calls.
PARKING

Primary School

The larger car park on the left as you enter via the Primary School entrance is for use by all parents and visitors. The smaller car park on the right of the main school entrance is for staff usage. If the car park is full, use the High School car park.

The area directly in front of the courtyard is the bus zone - please keep this area free, particularly in the afternoons and on swimming days in Terms 1 and 4 from 10.30am until 3pm.

Limited street parking is available on Narrawa Road and Atanie Court. Areas which are not available for street parking are marked by official road signage. Please consider the school’s neighbours and do not park close to their driveways. You may not park on the grass verge in Atanie Court or near the school entrance. Parking in the driveway between Preschool and the Class 1, 2, 3 building is also not allowed. If you see someone parking in these regulated areas, please advise them of the restrictions.

High School

Parent parking for the High School is located at the end of Narrawa Road in the High School car park. Please make sure that the cul-de-sac is left clear to be used as a turn around.

SCHOOL BUS

Brisbane Bus Lines currently provides school buses to and from Samford Valley Steiner School. In the mornings, the bus operates from Ferny Grove railway station. Each afternoon, the bus connects with the Samford State School service, which covers most areas of Samford Valley. Subsidised bus travel and a conveyancing allowance may be available on application. Further information is available from the office.

For everyone’s benefit, student behaviour on buses must be considerate and cooperative. It is expected that students will follow the both school’s code of conduct and the bus company’s code of conduct during bus travel. If your student travels on the bus please ensure that you are familiar with the bus company’s code of conduct available from them on request.

Problems on the bus will be brought to the Class teacher/Guardian’s attention and will be worked with cooperatively with the bus company and, if appropriate, the Samford State School staff. Bus misbehaviour can lead to the bus company suspending or, in extreme cases, banning a student from travel.

FESTIVALS

Intrinsic to the school year is the celebration of Festivals. Although no particular religious doctrine is taught, a sense of reverence and respect for nature and our fellow human beings is encouraged not only throughout the curriculum, but also in the recognition of the seasonal rhythms and the Christian Festivals, which accompany them. Parents and friends are invited to share these celebrations with the children and a sense of community is often felt during these events. Joining in the seasonal mood of the Festival benefits the inner life of the soul.

Each festival, depending on the season, has a different character and expression, and celebrations vary from year to year. The achievement of a meaningful festival celebration is an art. For example, the stories that are told in the lower years give the children a pictorial understanding of the seasons and speak very
deeply to them without the teachers having to explain anything. Festivals can include musical and dramatic presentations by the children, recitation, storytelling, dancing and/or community singing, quite often followed by a shared meal.

Festivals and their meanings are often discussed at parent evenings.
SECTION H: VERSES

PRESCHOOL

A verse for the night before a child’s birthday

When I have said my evening prayer
And my clothes are folded on the chair
And my mother switches off the light
I’ll still be…… years old tonight.
But from the break of day
Before the children rise and play
Before the darkness turns to gold
Tomorrow I’ll be …… years old.
……kisses when I wake
……candle on my cake.

PRIMARY SCHOOL

For Classes 1-4

The sun with loving light
Makes bright for me each day.
The soul with spirit power
Gives strength unto my limbs.
In sunlight shining clear,
I reverence, O God
The strength of humankind
Which thou, so graciously,
Has planted in my soul,
That I with all my might
May love to work and learn.
From Thee come light and strength,
To Thee rise love and thanks.

HIGH SCHOOL

The morning verse is spoken by students and staff every morning prior to the start of the day. It is required that all students join in the respectful speaking of the verse at this time. This is an extremely important part of the day and requires all students to arrive at school on time enabling them to participate. This verse is also said in the Primary School from Class 5 up.

I look into the world
Wherein there shines the sun,
Wherein there gleam the stars,
Wherein there lie the stones.
The plants they live and grow,
The beasts they feel and live,
And we to spirit give
A dwelling in our soul.

I look into the soul
That dwells within my being.
God's spirit lives and moves
In light of sun and soul,
In heights of worlds without,
In depths of soul within.

Spirit of God, to Thee I seeking turn myself,
That strength and grace and skill
For learning and for work
In me may live and grow.
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