



Parent Handbook

2025

Email: principal@rockvilless.eq.edu.au

3 Holberton Street
Rockville Q 4360
P: 07 4659 2333



Rockville State School

3 Holberton Street,
Toowoomba Qld 4350
ABN: 64 583 294 003

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*A Great
Place to Learn*

Foreword by the Principal

Dear Parents,

Thank you for choosing our school.

Rockville State School is a small Prep to Year 6 primary school situated in a residential area approximately 5km from the Toowoomba CBD. Rockville was opened in 1922 and currently caters for some 180 students. We celebrate the diversity of our children - many are from either Aboriginal or migrant backgrounds.

Our school motto is "A Great Place to Learn" and this is reflected in all aspects of our school, with staff consistently aiming towards best practice and students striving to be the best that they can be. As principal of the school, I am privileged to be part of such a quality learning community. Much of our success is attributable to the following school qualities:-

- A strong focus on literacy and numeracy delivered through highly structured English and Mathematics programs that ensure our students have the necessary skills to participate in all aspects of learning.
- The use of high-yield research-based teaching methods such as Explicit Teaching and Direct Instruction, coupled with regular consolidation teaching episodes on a daily basis.
- A hold on traditional values such as high expectations, strong discipline, respect, and pride in our school.
- A team approach to planning curriculum and teaching to ensure consistency in what is being taught and the standards expected.

If you require further clarification about any aspect of your child's school life, we invite you to discuss this with your child's teacher or the school administration.

Regards,

Brett Bizzell

Principal

School Details

OFFICIAL NAME:	Rockville State School
LOCATION:	3 Holberton Street, Toowoomba, QLD, 4350
EMAIL:	admin@rockvilless.eq.edu.au
WEBSITE:	www.rockvilless.eq.edu.au
TELEPHONE:	(07) 4659 2333

Term Dates for 2025

Term	Dates	Length
Term 1	Tuesday 28 th January – Friday 4 th April	10 Weeks
Term 2	Tuesday 22 nd April – Friday 27 th June	10 Weeks
Term 3	Monday 14 th July – Friday 19 th September	10 Weeks
Term 4	Tuesday 7 th October – Friday 12 th December	10 Weeks

Daily Timetable

Students should not arrive at school before 8am. Students need to be at school between 8:30am and 8:45am. The classroom is open at 8:30am and the roll is marked at 8:45am. Students who are at school later than this time need to sign in at the office as the roll has already been marked.

Time	Description
8:00am – 8:30am	Walk & Talk on the basketball court/in Blue Room (<i>supervised by teacher aides</i>)
8:30am	Classrooms Open
8:45am	School day begins – Morning Session Roll marking is to be done by 9:10 am each morning Assembly occurs every Monday 9-9:30 am (in the Blue Room) 10 am Fruit Snack & Toilet Break (<i>Optional</i>)
11:00am – 11:15am	First Break - Eating Time
11:15am – 11:40am	First Break – Play Time
11:40am – 11:45am	Drink & Toilet
11:45am – 1:15pm	Middle Session
1:15pm – 1:30pm	Second Break – Play Time
1:30pm – 1:45pm	Second Break – Eating Time + Drink & Toilet
1:45pm – 2:45pm	Afternoon Session Roll marking is to be done by 1:55 pm each afternoon Friday Hi 5 Café afternoon (2:00 pm – 2:45 pm)

Uniform Policy

Rockville State School values student behaviour and appearance. Wearing our school uniform correctly sends a message to our community about the expectations we have of our students and helps to create a positive image and promotes Rockville community pride in our school. This uniform policy is endorsed by the Parents and Citizens Association (November 2022).

The Education (General Provisions) Act 2006 states the following: -

(i) A State school's principal may develop a dress code for the school's students that is to apply when the students are attending, or representing, the school.

(ii) The dress code may provide for the following— (a) standards of what is acceptable in relation to the clothing worn by the students, including headwear and footwear; (b) standards of what is acceptable in relation to other aspects of the personal presentation of the students.

On **Monday to Thursday**, the regular school uniform must be worn. This consists of school shirt, **navy blue** shorts or skirt/skort, plain socks (preferably white) and acceptable school shoes. (See images below)

On **Friday**, Sport/House shirts with **navy blue** skirt/skort or shorts and acceptable joggers can be worn instead of the regular uniform. Sport/ House shirts are to be worn for Swimming/ Athletics/ Cross Country carnivals.

Winter uniform: Navy blue jumpers and navy-blue tracksuit pants can be added to the regular school uniform. No hoodies or tights are permitted. Navy blue stockings can be worn under skirts/skorts.

Please name all of your child's belongings!

For **FREE Dress Days** that may occur throughout the year, any clothing with explicit or derogatory language, symbols or images is expressly forbidden. Clothing needs to be sun safe and footwear closed in.

Jewellery

The wearing of jewellery presents a safety concern for students undertaking various activities at school and as such the following rules apply. The school takes no responsibility for lost or damaged personal items.

Students **may** wear:

- **One pair** of small studs or small sleepers either gold, silver or a clear spacer no larger than 3mm. **All** other piercings in ears are to be **clear spacers**.
- *Nose studs for primary school students (like multiple piercings) are to be discouraged. Any nose stud will be required to either be covered or replaced with clear spacers whilst at school.*
- A wristwatch
- A medical alert bracelet
- Students may own special items of jewellery of significant personal or cultural importance, but must obtain permission to wear these to school. Consent to wear these items may be granted by making a request, in writing, to the principal.

Nails and Make-up

- Due to safety regulations, false nails are not permitted.
- Students must have appropriate length fingernails for safety during lessons.
- Nails must be clear or painted in a pale/ neutral colour.
- No make-up is to be worn. False eyelashes are not permitted.
- Visible tattoos are not permitted – real or fake.

Hair

Hair must be naturally coloured and be kept clean, neat and tidy at all times. If hair is longer than the shoulders, it should be tied up. This helps with the elimination of headlice. Tracks are not permitted.

Temporary hair colouring is permitted for special events eg; Athletics/Cross country carnivals however, hair colouring is **definitely not allowed** for swimming or the Swimming carnival. Colours need to be completely removed by the next school day.

Hats (NO HAT - NO PLAY)

It is expected that our school bucket hats are to be worn for all outdoor activities. **Caps, beanies or jackets with hoods are unacceptable for outdoor activities.**

What will my child wear?

<p>Summer Uniform: School polo shirt, navy blue shorts/skirt/skorts.</p>	
<p>Winter Uniform: School polo shirt, navy track pants or similar, navy jumper (no hoodies)</p>	
<p>Sport House Uniform (worn on Friday and Sports Days only): School house polo shirt, navy blue shorts/skirt/skorts</p>	
<p>Hats: Navy school hat with school crest. Footwear: Shoes must be enclosed – joggers are preferred.</p>	

Note: School polos can be purchased from the school Uniform shop (see Office staff for details)

Failure to wear correct uniform

Students who arrive at school with uniform issues will be directed to the school office for follow up. Student/s will be offered to change into suitably compliant and clean, school owned uniform (to be returned at the end of that school day). **If** there are issues arising, the parent/carer will be contacted and, if necessary, collect the student/s and return them to school in the correct uniform. *To minimise problems, it is recommended that parent/carers contact the school office if they are unsure how their child's appearance will adhere to this Uniform Policy.*

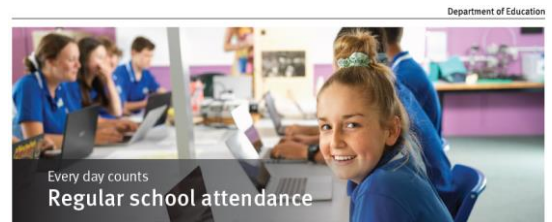
Ongoing refusal to adhere to this policy may incur consequences as outlined in the Rockville State School Student Code of Conduct. Parent/carer support and reinforcement of this policy is greatly appreciated in helping Rockville State School to continue to be "A Great Place to Learn".

SCHOOL PROCEDURES

Absences

Students are expected to attend every day. When a child is absent from school a reason must be provided. **Please telephone the school office on the morning your child is absent.** Parents and carers should use the School Absence Line – **(07) 4659 2333** when informing the school of an absence or reply to a text message from the school with a reason explaining why your child is away. The school monitors absenteeism through its class rolls and administration systems so it is vital that an explanation is provided to the school every time your child is absent. Unexplained absences and absences without a valid excuse are recorded.

When absenteeism is persistent the school will enact a formal process as per Departmental guidelines and the Education Act. This can result in referral of persistent absenteeism to the Director General of Education for further action.



Parade

The school holds a whole school parade every Monday morning commencing at 9am, in the Blue Room. The parade, partly run by the Student Leaders, is used to convey special messages, reinforce school rules, acknowledge student and class achievements and to introduce special guests. Parents are most welcome to attend any assembly.

Awards – Throughout the year students will be presented with various class awards. These are often designed by the teacher and are specific to a particular class. There are two school awards that are presented on a regular basis during our school parades.

Student of the Week Award – This award is presented to a student from each class every week on assembly. The award can be given for improvement in school work, good classroom behaviour, being cooperative and helpful and showing responsibility and initiative. Students receive a special certificate.

Attendance Awards – These are awarded at the end of each term to those students who have had 95%+ and 100% attendance.



Mobile Phones

We understand that at times students carry a mobile phone to make contact with parents/carers before and after school, particularly for safety reasons. If this necessitates the bringing of a mobile phone to school then the following procedures will apply:

1. The phone is turned off, signed in and handed into the office for safe keeping on entry to the school grounds.
2. The phone is signed out and collected at 2:45PM.

All communication during school hours occurs through the school office.



Religious Education

Religious Education classes are conducted on Monday afternoons in Year 1-3 and Year 4-6 groupings. Lessons are 30 minutes in duration and are taught by volunteers.

The following Christian affiliated visit the school: CATHOLIC & COMBINED ECUMENICAL.

Teachers/Teacher Aides are present during religious education lessons. Students who do not attend religious education classes work with teachers and teacher aides on regular class.

Toys and Personal Items at School

Children like to take toys or and other personal items to school to show their friends however, there is a risk of misplacement or damage. To avoid this, parents should let the child know that unfortunately they are not allowed to take such items to school.

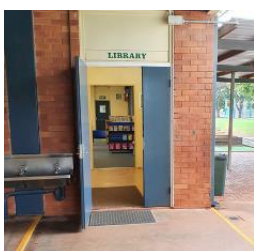


Fruit snack

Students at Rockville State School have the opportunity to have a quick fruit break during their morning session. Please pack a small healthy snack such as a piece of fruit or vegetables.



Library



Students attend the library weekly. They are then able to borrow books and return them the following week. All lost or unreturned books must be paid for.



Homework

We do not assign a lot of homework to students. You can purchase a homework folder from the tuckshop for \$10 each.



Tuckshop

Our Tuckshop, which is run and operated by the school, is open EVERY day for first break only. It provides an excellent reasonably priced menu in line with the new Healthy Schools guidelines. If you would like to order, you can order online via schoolshoponline.net.au

schoolshoponline



Alternately, you can order using a brown paper bag by writing your child's name, class and order on the bag and enclose the correct amount. You or your child can deliver their brown paper bag to the Office before 9am.

Sports Houses

Students are placed into one of three houses when they enrol at the school. The three houses at Rockville State School are: Banksia (Red), Warrigal (Green) and Melaleuca (Purple), all named after native plants that are found around Toowoomba. Students are encouraged to wear their house shirts every Friday and to all Rockville Interhouse events: Cross Country, Athletics and Swimming Carnivals.



Swimming

Rockville State School has a beautiful 25m swimming pool. Learn-to-swim classes are a **compulsory** part of the Physical Education Program during Term 1 and Term 4 and are offered to all students in Years Prep- 6. All students must wear a swimming cap, swimming costume and a swim shirt. They must also bring a towel and have all items, clearly labelled, in a swimming bag.



Health

If a student suffers from a medical condition that puts that swimmer at risk in the water, written parental consent, supported by a medical certificate, is required.

Students will be excluded from swimming if they suffer from suppurating sores, infections or suspected contagions.

Student Leaders

Towards the end of Term 4, Year 5 students are invited to nominate and prepare a speech to deliver to all the Year 5 and Year 6 students and members of staff.

The election of student leaders and sport house leaders are conducted by secret ballot with all Year 5 & 6 students and members of staff voting.

Student Leaders are announced at our Awards Night in the final week of term.



COMMUNICATION

Appointments

Teachers welcome regular parent contact and we realise that there will always be times in the morning and afternoons when parents wish to pass information onto teachers and vice versa. This usually takes a minute or two and is a necessary part of school life. **Parents need to be mindful that if they wish to discuss an issue at length (more than one or two minutes) then they should make an appointment with the teacher.**

Making an appointment avoids inconvenience to either parent or teacher. The school does not permit parent-teacher interviews while the teacher is in charge of the class, as they interrupt teaching and learning and inhibit the supervision of children.

Appointments are best made through the office either in person or by phone. By making an appointment you are assured that the interview will be conducted in a quiet area and free from class distractions where your child's teacher can give the issue at hand their undivided attention.



Newsletters

A newsletter is emailed to parents and carers every week to enable you to become familiar with school activities and happenings. The newsletter can also be accessed via the school's website <https://rockvilless.ed.edu.au> or via the school's Facebook page.

It is one of the most effective ways we have of informing you of school happenings in advance. Because it is an important contribution to school life, you are advised to actively read the newsletter each week.

The newsletter contains the following:

- Monthly and term calendar of events.
- Reports on school activities and upcoming events.
- Photographs of "Students of the Week" from each year level.
- Notes and information from specialist teachers.
- Community notices.



Website and Facebook

You can keep up to date with what is happening in your child's class and school by accessing the school website - www.rockvilless.eq.edu.au

Follow us on Rockville State School Facebook page 



Report Cards and Parent-Teacher Interviews

The school sends home written report cards at the end of Semester 1 and Semester 2. The report cards report on student performance in the areas of literacy and numeracy, as well as other key learning areas/subjects. A section of the report card also provides information on student effort and behaviour. Performance in the academic areas is rated on the following scales:

Prep	Years 1-2	Years 3-6
Applying	Very high	A
Making Connections	High	B
Working With	Sound	C
Exploring	Developing	D
Becoming Aware	Requires Support	E

Formal parent-teacher interviews are organised for end of Term 1/early Term 2 and end of Term 3/early Term 4. These interviews provide you with an opportunity to discuss directly with the teacher your child's progress. Interviews are arranged by appointment and in general are 10 minutes in duration. Phone interviews are also available at this time.

Although this is a formal approach, parents are most welcome to arrange for an interview with their child's teacher at any stage of the year to discuss progress or any concerns.

WHAT DID YOU DO AT SCHOOL TODAY?

This is the question most commonly asked by parents of their children after school; and without doubt the most common reply is, "Nothin."

It is important for parents and children to openly discuss and share school happenings. To encourage children to talk about their school day try some of the following:

- Obtain a copy of the weekly timetable from your child's teacher so that you can ask specific questions e.g. How was science this afternoon?
- Ask to see your child's books. These will give you an insight as to what your child is currently learning and will provide a good starting point for discussion.
- Ask questions such as: What did you enjoy most today/this week?
- Keep abreast of school and classroom happenings that are published on Facebook and in the newsletter.
- Visit the classroom and view student learning and talk to your child about these.
- Ensure that you are not always the one to ask the questions - share the responsibility amongst all family members.



Instrumental Music Program

The school operates an instrumental music program for woodwind, brass and percussion instruments for Years 4-6 children. Lessons are taken on a weekly basis by instrumental music teachers.

Learning Support

Whenever a teacher identifies a student as having a learning difficulty in a particular area they refer the student to the school's Student Support Team. The Student Support Team consists of the following personnel:

- Support Teacher: Literacy and Numeracy (STLaN)
- Guidance Officer (GO)
- Students with Disabilities Teacher
- School Social Worker (SW)
- Individual Curriculum Planning Support Teacher
- Principal and Deputy Principal
- Other specialists if necessary e.g. Speech Pathologist

The Student Support Team will consider all the information provided by the classroom teacher and will determine whether further diagnostic testing is required. This may take the form of:

- Diagnostic tests in literacy or numeracy administered by the STLaN
- Formal assessment by the Guidance Officer
- Assessment by Speech Language Pathologist

After consultation with the teacher, parents and specialist teachers a number of support options may be recommended. Some of the support provided at this school includes:

- working with our Support Teacher: Literacy and Numeracy (STLaN) on a weekly basis
- working with our visiting Speech Language Pathologist
- working with our Guidance Officer
- working on a special program designed by one of the above specialists
- working in the school's intervention program.
- extra teacher aide support in the classroom

STUDENT HEALTH & SAFETY

Accidents

Accidents are likely to occur in any sphere of activity but especially where there are numerous active, enthusiastic, adventurous and inquisitive young people. Accidents may occur even when care has been taken to provide appropriate playground equipment and supervision.

When a child is mildly unwell or suffers a minor accident:

- appropriate first aid/care is administered;
- the child may be placed in the sick room;
- if the child needs to go home parents will be notified.

If a serious accident occurs:

- a staff member will remain with the child;
- appropriate assistance and first aid officers will be summoned;
- the parents or the emergency contacts will be notified;
- medical treatment deemed necessary will be undertaken (including ambulance).

All students have automatic ambulance cover and if in doubt, the school will always call an ambulance.

Emergency Contacts

Appropriate care of an ill or injured child depends on accurate current contact information being supplied by the parent. From time-to-time parents are unable to be contacted and we rely on the emergency contacts provided.

All persons listed as emergency contacts should be able to get to school in a reasonable time – perhaps fifteen minutes. It is necessary for two emergency contacts (apart from parents) to be listed.

Should there be any changes with emergency contacts please inform the school immediately so we can update our database. Students who are ill and need to go home become easily distressed when we are not able to make contact with parents or emergency contacts.

Infectious Diseases

Pupils who are unwell should not be sent to school. The following Education Queensland guidelines are part of the school's infection control policy and reflect current practice and legislation. The guidelines must be followed so that health of students and staff is not put at risk.



- **Chicken Pox** - May return to school five (5) days after the appearance of the rash or until all blisters have been replaced by dry scabs.
- **Conjunctivitis (Acute Infection)**- Exclude until discharge from eyes has ceased.
- **Impetigo (School Sores)** - Exclude until sores have fully healed. The pupil may return after 24 hours of antibiotic treatment and sores on exposed surfaces such as scalp, face, hands or legs are properly covered with occlusive dressing.
- **Measles** - Exclude for at least four (4) days from the appearance of the rash or until a medical certificate of recovery is produced.
- **Mumps** - Exclude until 9 days after the onset of swelling.
- **Ringworm, Head lice** – Re-admit the day after appropriate treatment has commenced.
- **Rubella (German measles)** - Exclude until fully recovered and until at least four days after the onset of the rash.
- **Scabies** - Exclude until medical advice has been received and the day after appropriate treatment has commenced.
- **Hand, Foot and Mouth Disease** – Children with hand, foot and mouth disease should be excluded from school until all blisters have dried.
- **Whooping Cough** – Excluded from school for five days after starting antibiotic treatment.

Sun Safety

It is the policy of this school to prevent any student without a hat from playing outdoors during recess time. Students without hats will be restricted to the Library. Only our school bucket hats are allowed. Plain caps, visors and the like are not suitable as they offer little if any protection and are not to be worn to school. The school bucket hat is available from our tuckshop.

Each classroom has a bulk supply of sun screen lotion and this is used by students during extended periods in the sun e.g. sport afternoons, swimming, excursions etc. Parents however, should encourage the wearing of sunscreen by providing their children with their very own supply for regular usage both at home and at school.



Medication

At times it is necessary for students under doctor's instructions to take medication during school hours. The school is aware of this need and we are willing to assist in this situation. However, there are Departmental guidelines to which we must adhere. If you wish the school to administer medication to your child, please ensure that you do the following:

1. Ensure the medication is prescribed by a doctor and clearly labelled with your child's name, the name of the medication, the dosage to be administered and the time of the day the dosage is to be administered.
2. Complete the prescribed medication form provided by the school.
3. Take the medication to the office **NOT** your child's teacher.



Over the counter medication such as Panadol, Cough Mixture etc must be scripted or accompanied by a doctor's letter of authorisation before it can be administered.

All medication will be kept in the office and administered from this point. **No medication will be administered unless prescribed by a doctor and clearly labelled or a letter from the doctor is received at the office.** Under no circumstances are students to bring medication (over the counter or prescribed) to school and self-administer these. Asthma puffers are an exception.

Sick Bay

Students who report to their teacher that they are sick are taken to the sick bay in the administration area. Here they are closely monitored and made comfortable while parents or emergency contacts are contacted. It is important that parents or emergency contacts make arrangements to collect the child as soon as possible. The sick bay is only an interim measure and is not used to care for students for extended periods of time.

Dental Treatment

Darling Downs Oral Health Service offers *free* routine dental treatment for all children aged 0 -17. Parents or Legal Guardians are required to attend all appointments with their pre and primary school aged child/children including the initial examination. This attendance is required to ensure Queensland Health complies with the requirements of full and proper, informed consent.

Children's clinics are situated within the Toowoomba District. For an appointment, please call 1300 082 662 or drop into the clinic closest to you. Treatment is available all year round, including school holidays, but excluding public holidays/weekends.

Head Lice

Head lice are an infestation, not an infectious disease. To try and overcome the problem, the school will inform all parents of the class when a student with head lice has been identified, using the Head Lice Alert form.

As parents you can support the school by doing the following:

- Informing the school if your child has head lice.
- Regularly inspecting your child's hair.
- Ensuring that your child returns to school only after their hair has been treated.
- Returning Head Lice Alert Forms to your child's teacher.