

CLARENDON
STATE
SCHOOL



PARENT
HANDBOOK
2022

PRINCIPAL'S WELCOME

On behalf of our staff, students and wider school community I would like to take this opportunity to welcome you to Clarendon State School.

We are pleased to have you join with us as members of a thriving team who has the overall development of your child as its chief priority. Our school is an integral part of the community and we regard education as a three-way process involving teacher, carer and child.

The information in this Handbook will assist you to make your child's transition as smooth as possible. However, nothing can replace the close personal liaison between a carer and their child's teacher. That is why, at Clarendon, we endeavour to foster a co-operative teacher-carer partnership during your association with our school.

To ensure that your child gains the most benefit from the opportunities offered at our school, we ask you to carefully consider the following:

- ❖ Think of Clarendon State School as your school and take pride in your association with it;
- ❖ Familiarise yourself with the information contained in this handbook;
- ❖ Maintain regular contact with your school through involvement in school activities;
- ❖ Work in partnership with your school to foster the academic, social, emotional and physical development of your child.

We strive to engender a Whole School Community at Clarendon State School and welcome input from all stakeholders. I encourage you to join us at our P&C meetings, parades and school events and help guide our students to a thriving future.

Kind regards,

Dave Noonan
Principal

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PARENT AND COMMUNITY CODE OF CONDUCT

Supporting learning, wellbeing and safety in our school

We welcome parents¹ and other members of our diverse community into our school.

Working together with the school community², school staff support the learning and wellbeing of every student, and are entitled to a safe work environment.

Parents and other visitors to our school support safety by ensuring their communications and conduct at the school and school activities is respectful.

ELEMENTS OF ENGAGEMENT	It is expected that parents and visitors to our school will:	Parents and visitors to our school demonstrate this by:
 <p>Communication</p>	<ul style="list-style-type: none"> • be polite to others • act as positive role models • recognise and respect personal differences • use the school’s communication process to address concerns 	<ul style="list-style-type: none"> • using polite spoken and written language • speaking and behaving respectfully at all times • being compassionate when interacting with others • informing staff if the behaviour of others is negatively impacting them or their family • respecting staff time by accepting they will respond to appropriate communication when they are able • requesting a meeting to discuss any concerns about their child’s education – allowing staff time to prepare and appreciating their time may be limited
 <p>Collaboration</p>	<ul style="list-style-type: none"> • (parents) ensure their child attends school ready to learn • support the Student Code of Conduct 	<ul style="list-style-type: none"> • taking responsibility for their child arriving and departing school safely on time every day • reading and encouraging their child to understand and follow the Student Code of Conduct
 <p>School Culture</p>	<ul style="list-style-type: none"> • recognise every student is important to us • contribute to a positive school culture • work together with staff to resolve issues or concerns • respect people’s privacy 	<ul style="list-style-type: none"> • valuing each child’s education • acknowledging staff are responsible for supporting the whole school community • speaking positively about the school and its staff • not making negative comments or gossiping about other school community members, including students – in person, in writing or on social media • understanding, at times, compromises may be necessary • considering the privacy of all school community members at all times, and understanding that the school cannot share confidential information.

¹ The term ‘parent’ refers to parents, carers, guardians and people who exercise parental responsibility for a child.

² The term ‘school community’ refers to staff, students, parents, local business and community organisations and visitors to the school.

A BRIEF HISTORY OF CLARENDON STATE SCHOOL

The educational history of the Clarendon district commenced in July 1890 when one of the local parents wrote to the Department of Public Instruction requesting a provisional school for the benefit of the local school age children.

This resulted in the opening, in early 1891, of the Lockyer Provisional School situated near the Clarendon Railway Station. Miss Christina MacFarlane was the first teacher. This school remained in operation until 1918.

Increased closer settlement of the district was instrumental in the re-establishment of a school in the area. The school opened on its present site on 7 May 1929, being erected on 2 acres of land donated by a local farmer, Mr Scott. Mr Morgan Patrick Howe was the first Head Teacher.

Lack of teaching space was overcome when Glencairn School closed and a school building from this site was re-located at Clarendon in 1977.

The former longest serving Head teacher, Mr Alf Josey, served for sixteen years from 1933 to 1948. More recently, the previous Principal, Mr Ashley Wilson was appointed in January 1990 and continued at Clarendon for 22 years.

This school has earned many rewards and much recognition for high achievement over the years. Clarendon State School has produced many fine citizens who have all contributed to the district, state and nation. This has been possible through the dedication of a long tradition of sacrifice and service given by past Principals and Staff members. This dedication has been amply supported by a parent community which is proud of its little school, and also conscious to provide students with the best possible education.

TERM DATES - 2022

Queensland State School Term Dates		
Term	Dates	Length
Term 1	Monday 24 January to Friday 1 April (24 January to 4 February: Supervision for vulnerable students and children of essential workers only).	10 weeks
Term 2	Tuesday 19 April to Friday 24 June	10 weeks
Term 3	Monday 11 July to Friday 16 September	10 weeks
Term 4	Tuesday 4 October to Friday 9 December	10 weeks

CORRESPONDENCE

School Contact Details

All correspondence details should be addressed to:

Clarendon State School

507 Clarendon Road

Clarendon QLD 4311

Phone: (07) 54278555

Office Hours (Admin staff available):

- Monday to Friday: 12.00pm and 3:00pm;
- Other times Monday to Friday: By Appointment only;

Administration – admin@clarendonss.eq.edu.au

School Stream

At Clarendon State School, we use the SchoolStream App for messaging, forms, newsletters, updates, events, documents etc.

The app helps keep all of our communication in one place. Download the SchoolStream app to your device so you can keep up to date with all that is happening at school.

Go to The App Store (iPhone/iPad) or Google Play (Android), search for School Stream and download the app to your phone... Open the app and type Clarendon State School into the search bar to load our profile. Make sure you agree to Push Notifications when prompted.

Payments

QKR is the preferred payment method, however payments can also be made by EFTPOS or cash. Cash payment envelopes are available in the office for your convenience. Please ensure that envelopes are labelled and sealed securely to prevent money loss. If children are bringing money to school for payment, they are to take their money directly to the office first thing in the morning.

Note: Details of excursions, performances, sporting activities etc. will be sent home in the form of a letter or via SchoolStream with the amount to be paid and the due date for payment. If your child/ren is not participating in an activity, you will not be charged.

If you have any enquiries on how to make a payment please contact our admin.

QKR payment app

The Qkr App (pronounced 'quicker') is a secure way to make school payments. We encourage all parents to use Qkr as it reduces the need to send cash to school or attend in person, and receipts are automatically generated that can be easily retrieved on the app or sent to your email. Apart from making life easier for families, it also significantly streamlines operations with the school.

What can be ordered and paid for via Qkr?

- School fees, charges, levies
- Uniforms
- Camps, excursions, incursions
- Fundraisers

- Tuckshop etc.

The Qkr app can be freely downloaded from Apple's app store for iPhones (iPads to download iPhone version) or from Google Play for Android phones and tablets. The Qkr 'How-to' Guide is available in the SchoolStream Documents section - shows you how to download the app and register yourself and your children.

Appointments

Teachers welcome opportunities to discuss matters related to your child's progress at school. However, it is important that parents make time outside school hours (i.e. before or after school) if they wish to do this. This will allow the teacher plenty of uninterrupted time to devote to you and your concerns, and ensures that your child's learning is not disrupted.

Information

Newsletter

School newsletters are issued via SchoolStream when needed. Please ensure that you check SchoolStream, so that you are kept up to date with what is happening in the school.

Complaints

From time to time you may have concerns about your child at school or the operations of the school. These concerns may grow into bigger issues if you don't talk to the school staff about them. Education Queensland is committed to ensuring that all parents have their concerns dealt with in a fair and equitable manner and there are processes and support structures in place to enable parents to work through any issues they may have.

School Photos

Each year a private photographic company is employed to take class and group photographs - which families may purchase. Parents will be advised via the school newsletter and payment must be made upfront to the company. Photographs are delivered to the school after a period of up to six weeks.

ENROLMENT AND ATTENDANCE

Prep Enrolment Ready Reckoner

Birthdate Between:					Eligible for Prep
01 July	2015	and	30 June	2016	2021
01 July	2016	and	30 June	2017	2022
01 July	2017	and	30 June	2018	2023
01 July	2018	and	30 June	2019	2024
01 July	2019	and	30 June	2020	2025

Bell times

School day commences	8.55am
Classroom instruction commences	9.05am
First break for all classes	11:00am - 11:40am
Second break for all classes	1:20 pm – 1:50pm
School day concludes	3:00pm

Carer and Student Information

Please advise us immediately if:

- you change address;
- there is a change in your emergency contact number in case of illness or accident;
- any significant changes occur with regard to your child's health;
- you feel we should know of any change which relate to your child e.g custody, court order

Enrolment information

Each parent is reminded that some **evidence of date of birth** is required when enrolling your child. This evidence must be presented with the Enrolment Form. The evidence may be one of the following: Birth Certificate; Extract of Birth Certificate; Passport; Certificate of Baptism; Statutory Declaration witnessed by a Justice of the Peace; Transfer Certificate from previous school.

Access/Custody

It is important for the well-being of the child that school personnel are made aware of any relevant information pertaining to the above, eg the name/s of the person or persons with whom a child is residing, whether or not legal documents have been obtained. With regard to the latter, copies of such documents must be held at the school. The supply and currency of this information is the responsibility of the enrolling parent/carers.

Booklists and resources

All students are able to pay a small yearly fee to take advantage of the subsidised Student Resource Scheme that provides your child with all necessary consumables and books for their school year. Booklists are available from the office.

Every Day Counts

Every Day Counts is a State-wide initiative addressing the issue of student attendance at school. The initiative is designed to change parent, community and student attitudes to school attendance. It requires the support of both parents and the community if student attendance is to be successfully addressed. *Every Day Counts* promotes four key messages:

- all children should be enrolled at school and attend on every school day;
- schools should monitor, communicate and implement strategies to improve regular school attendance;
- truancing can place a student in unsafe situations and impact on their future employability and life choices;
- attendance at school is the responsibility of everyone in the community.

Research shows that higher rates of attendance at school are related to higher achievement. Parents should advise the office as soon as possible if your child is absent on any day due to illness or other family concerns. Records of all absences are kept by the school office and these calls are best made first thing in the morning.

Assembly and Daily Notices

Our daily notices start at 8:55am sharp in the Clarendome and are an extremely important part of the day - reinforcing whole school practices, sharing topical school news and celebrating peer achievements.

Other special assemblies may be held at other times throughout the year and these will be advertised via the SchoolStream app. Special Assemblies are held at the end of Semester One and Semester Two – Recognising students for their efforts in attendance, curriculum, and behaviour.

Student Absence

Please call the school Absence Line on 54278566 before 8:55am in the morning if your child is going to be away or late for school – so your child's absence can be recorded correctly with Education Queensland.

As part of Education Queensland's legislated roll marking guidelines, we will contact parents via SMS if a student is not at school and the school has not been notified. If you are advised by the school that your child is away without a reason (SMS), please contact the school immediately so we can ensure your child is safely with you.

We will follow-up with parents if no response is received.

Regularly arriving late to school also can have a detrimental impact upon student learning. The bell to start Daily Notices goes at 8:55am, so ideally students will arrive at school just before this time.

Uniforms and School Dress Code

Uniforms promote a positive image in the community, pride in our school and are required. Our school uniform consists of a red polo shirt and royal blue shorts, white ankle length socks and enclosed lace-up (or Velcro) shoes. Uniforms are available for purchase from school and must be worn for all excursions, sports days and any special occasions as indicated by the Principal.

Clarendon SS Sunsmart Bucket Hat is compulsory at any outdoor activities.

For further details, refer to the Clarendon State School Dress Code available via the office, website or SchoolStream.

ARRIVAL AND DEPARTURE

Parent and visitors car park

This car park is used by parents and other visitors in the school and is adjacent to the oval and tennis court. Parents use this car park as a drop-off and pick-up zone in the mornings and afternoons. Please be aware that when using this car park safety is a priority for all of our students.

Staff car park

(near the Administration Block): This car park is used by Staff, delivery vehicles and parents transporting their children to the OSHC – carers must escort students to and from the OSHC.

Morning Drop-off

To ensure the safety of our Clarendon Kids, please ensure your child/ren are drop-off at school after 8:30am as there is no supervision provided before this time.

School starts at 8:55am sharp; Children should be dropped to school as close as practicable to and before 8:55am – not before 8:30am.

If you need to drop your child off before 8:30am please arrange a booking at the Clarendon Outside Hours School Care facility run by the P&C. (For OSHC, please call Ms Pam on 0419739004).

Clarendon State School offers an 'Outside School Hours Care' (OSHC) facility which opens at 6:30am (earlier if negotiated with the co-ordinator) for parents who have to drop off students before 8.30am. The COSHC offers afternoon care until 6:00pm and is accessed via the Clarendome. Refer to OSHC section later in this document for further details.

Afternoon Pick-up Guidelines

After school: 3:00pm, All students will be escorted to the bus shelter for collection by carers where a staff member will be on duty until 3:15pm. Children who have not been collected by 3:15pm will be brought to the office where arrangements will be made. If you are aware that you will be unable to collect your child before this time please call the school. (Or call the OSHC to organise for After School Care)

Afternoon pickup is arguably the most dangerous time of the day for our Clarendon Kids. So maintaining a safe, orderly and consistent approach to protecting our children at Pick-up Time is our utmost priority.

Please apply the following Pick-up Guidelines when collecting you children from school:

- The Ring-road Pickup Stop (in front of the bus shelter) is for those students who are able to safely and quickly enter their carer's vehicle and buckle themselves in - ensuring a steady and timely flow of traffic on the Ring-road.
- Students in booster seats should be collected by carers at the bus shelter and safely walked to their car via the crossing.
- Staff have been instructed not to open car doors or strap students into seats.
- Staff must be free to supervise the students under their care within the bus shelter. Ushering students into vehicles and buckling them-in distracts them from their core responsibility of safety for ALL students at pickup time.
- Our carpark speed limit is 5km per hour. Please operate vehicles in a safe manner in the carpark and ensure that you do not block-in parked cars or drive on grassed areas.

- Please give way to one another at the Ring-road/Carpark merge and always be courteous to other parents at this busy time of the day – being a good role model for our awesome Clarendon Kids maintains our high standards.
- Ensure you reverse park when arriving to pick-up or drop-off students. This allows for complete forward vision of students when leaving your parking-space.
- Finally, the Administration Carpark is not to be used for student pick-up and drop-off unless you are signing children into (or out of) the COSHC - at which point you would be accompanying your children through the Admin Carpark.

Please be mindful of our precious Clarendon Kids and be alert at this very busy time of the school day.

Late Arrivals and Early Departures

Late arrival:

Late arrival is processed through the Office for all students from Prep to year 6. Students arriving late to school, come to the school office with an adult who signs them in, giving the reason for the late arrival. The office staff will enter the late arrival time and parent explanation into the Education Queensland electronic roll marking system, the adult dropping students off is to walk them to class.

Early departure:

If children are required to leave school during the day e.g. doctor's appointment, sickness etc, a parent/carer must sign their child out from the school office. The office staff will record the early departure time and explanation on the Education Queensland electronic roll marking system and inform the classroom teacher. Parent/carer can then collect the child from the classroom. This is expected to be an unusual, rather than a regular, occurrence.

Bicycles

A bicycle parking area is provided between the mower sheds and the following safety considerations apply;

- protective head gear must be worn (approved by Australian Standards Association);
- children are not to ride in the school grounds.

Bus Transport

Our school is serviced by Minden Buses. If you would like more information on the buses that run to and from our school please phone Minden Buses on 54268102.

Bus - Code of Conduct: To address the issue of behaviour on school buses, Queensland Transport has developed a "Code of Conduct for students, bus drivers and operators". This is a set of guidelines for students to follow when travelling on school buses to ensure safety. It also includes procedures for bus operator/drivers to follow when managing student behaviour associated with school bus travel. Queries or concerns regarding behaviour on the buses should be directed to the bus operator. It is the parent's responsibility for children's safety and welfare prior to and after being transported on the school bus.

CURRICULUM

The Australian Curriculum

The Australian Curriculum sets out the core knowledge, understanding, skills and general capabilities that are important for all Australian students.

It identifies what all young people should learn as they progress through schooling, and is the foundation for high quality teaching to meet the needs of all Australian students.

In addition to these four learning areas, schools will have the flexibility to offer a range of other subjects, so that education is tailored to the needs of individual students and each school community.

Within all learning areas, there will be a focus on developing seven general capabilities of students.

The capabilities include skills, behaviours and dispositions that students need to develop and apply to content knowledge, and they will help them become successful learners, confident and creative individuals, and active and informed citizens.

Throughout their schooling, students will develop and use these capabilities in their learning across the curriculum, in co-curricular programs, and in their lives outside school.

Incorporated within each of the four key subjects and the seven General capabilities, are three cross-curriculum priorities. Students will learn about Aboriginal and Torres Strait Islander Histories and Cultures, Asia and Australia's engagement with Asia, and Sustainability.

Parent Involvement

Students are more likely to be successful when their parents are engaged in their education.

A wide range of research has shown that when parents are truly engaged, children:

- attend school more regularly and are better behaved;
- have better academic outcomes;
- have a greater sense of how to be successful in school; and
- are more likely to graduate and go on to post-secondary education.

Parents and carers can support their child's education by familiarising themselves with the Australian Curriculum, to understand what their child will be learning at each stage of their schooling.

For more information visit the [Australian Curriculum](http://www.australiancurriculum.edu.au) website at www.australiancurriculum.edu.au.

Helpful tips and resources for parents and carers to support their child's education can be found at the [Parents and carers website](http://www.education.qld.gov.au/parents) at www.education.qld.gov.au/parents.

Assessment and Reporting

Your child's progress is monitored and notated through:

- a comprehensive evaluation program implemented in a cyclical process involving planning, assessment, recording and moderation;
- Progress reports are issued at the end of Term 2 and Term 4;
- Parents Teacher Interviews are held once per semester or when requested;
- Year 3 & 5 National Testing in Numeracy and Literacy (NAPLAN);
- School Opinion surveys including students, staff and parents.

Prep to Year 2

Children come to school with many differences in their thinking, talking, physical and social and emotional skills and development. Each child will be at a different stage in their development and they also think and learn in different ways and have different abilities and strengths. The most important factor is for children to feel supported and successful in their attempts to learn something. Our goal is for children to see themselves as competent learners and to confidently approach each new learning opportunity.

Our Prep to Year 2 curriculum is underpinned with the four areas of:

- Literacy
- Numeracy
- Science and
- Social and Emotional Learning

The curriculum is based on active learning, which includes real-life situations and investigation. It recognises the importance of children's brain development through learning using all five senses, and the role of adults in facilitating, scaffolding and monitoring learning. Engagement is important because children learn when they are engaged allowing them to solve problems, develop thinking skills, collaborate, communicate and develop a positive sense of self.

Year 3 to 6

In the Upper School the transition from the early foundational years includes a consolidation of the foundations of literacy and numeracy and the development of more sophisticated skills to enable greater depth of learning in other subject areas through an inquiry approach.

Our Years 3 and 4 students begin to investigate the larger world beyond home and school and need to develop as autonomous learners. They have distinctive and diverse needs which stem from the very significant developmental changes in this period, as well as from a broad range of individual students' life circumstances, interests, skills and talents. Our Years 5 & 6 Programs are preparing students for secondary school with the ability to work independently and in groups and to develop critical thinking skills.

Inclusive Curriculum

All students are supported in state schools. Education Queensland promotes 'local child for local schools', so it is an expectation that any child will enrol at their local school. Our inclusive curriculum identifies the teaching adjustments that are made in a class/school program to provide an inclusive education for all students.

Swimming

Swimming Lessons are conducted in Term 4 for all students at the Lowood Community Pool. In view of our warm climate and the popularity of water-based activities, learning to swim is essential. Swimming is an integral part of our school program and all students are expected to participate from Years P to Year 6.

Excursions and School Camps

From time to time the school will organise sporting activities, excursions and even school camps which will involve children leaving the school. These activities are regarded as playing a very valuable part in providing a balanced and exciting program for children. Attendance of students at

these events is at the discretion of the Principal. Should the Principal be concerned about your child posing a safety risk to the group at these events they will not be allowed to attend.

On each occasion when such an activity is organised, parents will be advised by school letter.

Children will only be permitted to participate in such activities when written parental consent is received. When there is a cost to parents, please be assured that every effort will have been made to minimise such costs and give ample time for payment. Please note that the school offers payment plans for all events. Children are expected to be dressed in full school uniform to take part in school excursions - with the exception of school camps.

Information and Technologies

Using ICTs (Information and Communication Technologies) as an effective tool for learning both supports learning areas and provides all students (Prep to Year 6) with the opportunity to become competent, discriminating, creative and productive users of ICT. Using ICTs is a cross curricular priority in the Australian Curriculum in all learning areas as it:

- supports student achievement and consolidation of knowledge;
- enables ways of working and learning, through authentic and challenging tasks, that are not possible or are less efficient without technologies;
- stimulates student engagement in learning.

Developing knowledge and skills in the use of ICT:

- provides the capacity to select and use ICT to inquire, create, and communicate with others;
- increases understanding of the impact of ICT on society, including potential risks to health and safety;
- develops flexibility through a repertoire of skills that can be selected for different demands and can be recombined and built upon to meet new challenges.

Students use ICTs as a tool for learning in five broad areas across the school: Inquiring with ICTs; Creating with ICTs; Communicating with ICTs; Operating ICTs; and Ethics with ICTs. These are used to clearly present the scope of ICT across curriculum areas. However, in the classroom, and in any real-life use of ICT, these five aspects work together in a variety of ways and are interdependent.

Instrumental Music and Music Program

Students may participate in the school's instrumental music programme from Year 4 onwards. A specialist teacher visits the school on a weekly basis to conduct lessons. The school offers an instrumental programme in which students may elect to play clarinets, trombones, saxophones, flutes or percussion. A commitment to the programme for a year is required. Clarendon provides this programme free of fees to students.

Library

Clarendon State School has a well-resourced library catering to all the individual reading requirements of our students. Our library aide is a dedicated staff member and takes pride in ensuring that resources for the library are current and up to date.

Library procedures include: students only borrow when supervised by an adult; borrowings are electronically recorded; books should be returned by the due date; new books cannot be borrowed until previously borrowed books are returned; damaged or lost books must be paid for or replaced by the borrower's family before borrowing privileges are reinstated.

SAFETY, HEALTH AND WELLBEING

Student Code of Conduct

Clarendon State School is committed to providing a safe, respectful and disciplined learning environment for students and staff. The school has a clear and concise Student Code of Conduct for students, which outline expectations in regard to student, parent and staff rights and responsibilities.

The plan is endorsed by our P & C and encourages students to Be Respectful, Be Responsible and Be Safe.

The Student Code of Conduct is available from the office or via our school website or in Documents on SchoolStream.

All students enrolled at Clarendon State School are expected to follow the rules set out in The Student Code of Conduct that are underpinned by the following concepts: Keeping Safe; being Organised; Always respectful; being a Learner; and Acting responsibly

First Aid

When an accident occurs at playtime the student is seen immediately by the staff member on duty. The child is then sent to the office for medical attention. Trained school staff will administer any first aid if required.

First Aid trained staff are not permitted to use antiseptic creams, powders or lotions. Minor wounds/abrasions are washed with water only and a dressing applied if necessary. Ice is also applied for minor bruising or bites.

More serious conditions such as Anaphylaxis will be managed on a case by case basis, under the guidance of an individually prescribed management plan.

Asthma and other more common medical conditions are also managed on a case by case plan depending on severity.

Should the school staff feel it is necessary, an ambulance will be called and the parents notified.

Emergency evacuation and lockdown procedures

Evacuation or lockdown procedures are practised each term so that students are aware of the correct procedure to follow in the event of a fire or critical incident in the school. Procedures are discussed prior to the drill to ensure students follow their classroom teacher's directions quickly, quietly and carefully. Any parent helpers should become familiar with the school evacuation and lockdown procedures and follow the teacher's instructions if an emergency occurs.

Headlice

To combat this intermittent problem we ask carers to check children's hair carefully and regularly. Should we be informed of the possibility of headlice in the school, we will notify parents and share any relevant recommendations for treatment.

Health

Good health is vital to progress. Students who are unwell should not be sent to school.

Immunisation is a safeguard to health and we suggest that you consult your doctor concerning protections against diphtheria, whooping cough, poliomyelitis and tetanus.

It is probable that at some time during your child's schooling he/she will contact one of the COMMON diseases of childhood listed on the "Time Out" brochure available via the office. Should you be in doubt regarding the actions recommended on the Time-Out brochure, please contact your doctor or the school.

Medication

If your child has a medical condition requiring regular medication at school, it is important that the school be notified of such a condition.

Should your child be prescribed by their medical practitioner to take medication while at school, the Education Department Regulations require that, before medication is administered:

1. Authority forms for medication must be completed by a parent or guardian before medication is to be administered. These forms are available from the office;
2. The student's medication, with the pharmacist's written instructions, including student's name and dosage, on the container must be lodged with the office for safekeeping;
3. Administration of that medication will be carried out by a staff member designated by the Principal;

Non-prescribed medications (e.g. aspirin, Panadol, cough medicine etc.) cannot be administered to students unless a pharmacist has specifically listed the child's name and dosage on the label. These medications should not be brought to school or kept in school bags.

Mobile phones

Students are NOT to bring mobile phones to school unless parent/carer advise of a requirement for transport to or from school.

Students must hand there phones in at Admin upon arrival to school and collect at the end of the day. It is the student's responsibility to hand-in and collect their phone.

Other personal devices such as iPods and iPads are not allowed at school due to the risk of theft, misuse or damage.

Grounds

Permission must be obtained from the Principal prior to any admittance to school grounds out of school hours.

Books, Bags and Belongings

Students are responsible for their own belongings and should ensure that all items including hats, jumpers and lunchboxes are stored securely in their school bag. All items must be clearly named for your child including jumpers, lunch boxes, bags, water bottles and any other items brought along to school. Port racks are provided for all classes and it is important that each child ensures their bag is always on the port rack and zipped up. Students are also responsible for making sure that home readers and homework folders are returned to the classroom as per the guidelines provided by the class teacher.

Parents are encouraged to support the school as we develop 'responsible students' in our school community.

P&C

CSS P & C Association

Our P&C Association plays an active role in providing the best possible learning environment for our children. It provides a forum whereby parents and carers, citizens and staff of the school can discuss school policy and matters of general school improvement. Every parent should make an effort to be an active member of this association. Through regular attendance at monthly meetings, parents help to model a sense of responsibility and ownership to their children and show that they are actively interested in their child's education and the school's direction.

Notices regarding the meeting dates are published via SchoolStream.

The P&C is responsible for the majority of fund-raising activities in our school which include: tuckshop, sausage sizzles, fundraising drives and raffles and the operation of our outside school hours care facility, Etc.

OSHC - Outside School Hours Care program

Our P&C Committee operates the Outside of School Hours Care program. The program is partially funded by the Federal Government so fees are kept to a minimum. Afternoon tea is provided and the students are fully supervised. Please contact Pam Clements on 0419739004.

Before School Care: 6.00am – 8.30am.

After School Care: 3.00pm – 6.00pm.

Please note that if your child needs to be at school before 8.30am or will be picked-up after 3.15pm in the afternoon they need to be enrolled in the OSHC for safety reasons.

Student council

A group of Senior Students form the student council. Points of focus include raising funds from free dress days and other student related activities to help fund projects determined by the students.