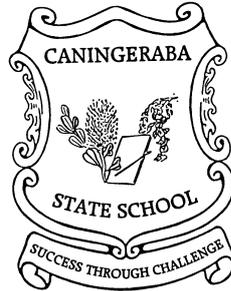


CANINGERABA STATE SCHOOL



“Through students’ eyes”



Looking from their perspective

PARENT INFORMATION BOOKLET

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Welcome to Caningeraba State School

Principal's Welcome

Welcome to Caningeraba State School, a very special place located in the heart of the Gold Coast. Our school was founded in 1987 and celebrated its 25th Anniversary in 2012. Caningeraba State School educates, nurtures and cares for around 1000 students and has been a highly sought after school through "word of mouth" over many years, now with second and third generation students attending from prep to year six.

Caningeraba State School boasts an excellent reputation throughout the wider community, upholding strong traditions and a wonderful culture based on the original motto, "*Success through Challenge*". Our school is a respectful, happy, friendly and safe place for our students to become lifelong learners in an ever changing world. We pride ourselves on going above and beyond for every student each and every day to allow them to reach their true potential. Our staff and parents are passionate about our school and all work very hard to provide the very best of opportunities for your child.

Caningeraba State School provides excellent opportunities for individualised programs for our students, including our dedicated Gifted and Talented Program, Learning Support Program, Special Education Program for students with disabilities, Instrumental Music Program, Interschool Sport Program and the vast range of extracurricular activities available to students throughout the year.

At our school, we understand the importance of the partnership that we share with you and your child. We encourage our parents and caregivers to become involved in our great school as this reaps enormous rewards, especially for your child in these formative years. Caningeraba hosts many celebratory events and rich opportunities to allow you to be involved in your child's education. Further to this we have a large family of community volunteers who support our students in Support a Reader, Support a Talker, Religious Education and Phonological Awareness programs, to name a few.

Our vision is the outcome of extensive collaboration among parents, staff and students. It represents our preferred future for our school community and aims to provide opportunities for our children to allow them to survive and thrive as successful adults in the 21st century. "*Caningeraba is a community committed to educating happy, healthy, confident 21st century learners*" is our vision and our driving force. It underpins our four year strategic plan, a plan for whole school improvement which is outlined over the page.

We are passionate about the quality of teaching and learning in our school and inform student learning with our core values and beliefs and what it means to be an active, responsible and informed citizen. We teach our students to be creative, critical and independent thinkers and to learn to collaborate with others and work as part of a team - essential skills for the 21st century. Importantly, we will always respect, nurture, encourage and inspire your child towards being the very best they can be as a confident and resilient young person who is well prepared for their life's journey that lies ahead.

Caningeraba State School is truly a great school and we thank you for the privilege of supporting you in your child's pursuit of attaining their life's hopes and dreams.

Kind regards

Ray McConnell
Principal

GENERAL INFORMATION

Principal	Mr Ray McConnell
Deputy Principal (Yrs Prep – 2)	Mrs Margaret Heiser
Deputy Principal (Yrs 3 – 4)	Mr Murray Leak
Deputy Principal (Yrs 5 & 6)	Ms Maria Mott
Head of Curriculum	Mrs Helen Davidson
Master Teacher	Mrs Belinda Josey
Business Services Manager	Mrs Mary-Anne Packer
Administration Officers	Ms Sharon Smith Mrs Danni McPaul Mrs Carmel Cassidy Mrs Heidi Sargant
Postal Address	Caningeraba State School 4-20 Whistler Drive, Burleigh Waters Qld 4220
Telephone Number	(07) 5568 6333
Fax Number	(07) 5568 6300
Email Address	admin@caningerss.eq.edu.au
Tuckshop	(07) 5568 6339
Outside Hours School Care	(07) 5438 9549/0459 991 734
Uniform/Stationery Shop	(07) 5568 6356
Office Hours	8:00am – 3:30pm

SCHOOL CALENDAR FOR 2017

School Resumes – Term 1	Monday 23 January
Australia Day Holiday	Thursday 26 January
Term 1 Concludes	Friday 31 March
Term 1 Holidays	Monday 3 April to Thursday 13 April
Easter Public Holidays	Good Friday 14 April, Easter Monday 17 April
School Resumes – Term 2	Tuesday 18 April
ANZAC Day Holiday	Tuesday 25 April
Labour Day Public Holiday	Monday 1 May
Term 2 Concludes	Friday 23 June
Term 2 Holidays	Monday 26 June to Friday 7 July
School Resumes – Term 3	Monday 10 July
Gold Coast Show Public Holiday	Friday 25 August
Term 3 Concludes	Friday 15 September
Term 3 Holidays	Monday 18 September to Friday 29 September
Queen’s Birthday Public Holiday	Monday 2 October
School Resumes – Term 4	Tuesday 3 October
Student Free Day	Monday 16 October
School Year Concludes	Friday 8 December

SCHOOL TIMETABLE

8:40am	Students report to classroom
8:50am	School commences
10:50am to 11:20am	First break
1:30pm to 2:10pm	Second Break
2:50pm	School concludes

Caningeraba State School Strategic Plan 2014 – 2017
Success through Challenge ...

Our Vision

Caningeraba is a community committed to educating happy, healthy, confident 21st century learners.



Our Beliefs

- › The health and well-being of our school community is key.
- › Literacy is the foundation for success in the 21st century.
- › Students come first in all that we do.
- › Every child deserves the opportunity to improve and succeed.
- › Every teacher is a learner and can improve and succeed.
- › Parents and community play a vital role.
- › 21st century learning requires a renewed focus on pedagogy and a movement from teaching to learning where we teach the way children learn.

Our Values

Caningeraba State School fosters the National Program “*Nine Values of Australian Schooling*”

- | | |
|-----------------------|--|
| › Care and Compassion | › Honesty and Trustworthiness |
| › Doing Your Best | › Integrity |
| › Fair Go | › Respect |
| › Freedom | › Responsibility |
| | › Understanding, Tolerance and Inclusion |

School Priorities 2014-2017

1. Enhance teacher efficacy through a genuine whole school commitment to embedding a **Pedagogical Framework** which will renew pedagogical practice and embrace opportunities for student engagement in **21st century skills**. This framework will be supported by an **instructional leadership** and **coaching model**.
2. Further align and embed the **Australian Curriculum** in English, Maths, Science and History, and implement Geography, Health and Physical Education, LOTE and the ARTS through Prep to Year 6. Aligning the curriculum intent, C2C resources, assessment, and reporting will be a key improvement agenda.
3. Build teacher capacity in sophisticated **data literacy** skills and further align and embed a **Personalised Learning Framework** underpinned by a **data driven** whole school performance based **culture**. *SMARTbook*, *SMARTgoals*, *SMARTplan* and *Learning Conversations* will be key improvement strategies.
4. Improve student outcomes in English and Maths with an explicit focus on **Spelling, Reading, Writing and Number** by embedding *Striving to Advance Reading Success (STARS)*, *Words Their Way*, *STRIVE*, *7 Steps to Writing Success* and *SMARTmaths* as key improvement strategies.
5. Maximise student learning through an authentic **Parent and Community Engagement Framework** to foster communication, learning partnerships, community collaboration, decision making and participation. *MidCoast Community of Schools*, *Flying Start Partner Schools*, *KidsMatter*, *Drumbeat*, *Platforms* and the *Caningeraba Community Connects (CCC) Program* will be key strategies.
6. Partner with the P&C and Education Queensland through *Direct to Market* to provide high quality, value for money and sustainable enhancements to **school facilities, infrastructure** and **resources** to directly benefit the school community.

Our Culture

A whole school community culture that through high expectations “*lives and breathes*”:

- › Continuous improvement
- › Consistency
- › Clarity
- › Celebration of success
- › Supported through:
 - › QUALITY Curriculum
 - › QUALITY Teaching & Learning
 - › QUALITY Data
 - › QUALITY Processes

“Through students’ eyes”



Looking from their perspective

ACCESS BY ANYONE OTHER THAN THE PARENT OR CARER

Access to students in our school will be denied to anyone, other than a parent/legal guardian, who has not been authorised to have access by a parent/legal guardian. A written authority from a parent/legal guardian or carer will be considered by the principal.

ACCIDENT POLICY

During the school day your child will be under the supervision of the teachers, but basic accidents still may happen. Trained First Aid personnel attend students who have accidents. Minor injuries are treated. For more serious injuries the procedure we follow is that, if possible, the parent is notified immediately so that the parent can determine what course of action is to be taken. If injuries appear too severe to allow this procedure, or if we are unable to contact a parent, the student will be taken by ambulance to the public hospital of their choice to accommodate emergency times at the public hospital. The school however does not assume any responsibility for costs incurred.

ARRIVAL AND DEPARTURE

Parents are asked to direct children to use one route only and to ensure that they are aware of road hazards, crossings and road safety rules.

If you drive to drop off and/or pick up your children at the school, please drive carefully near the school. There will be many students about at 2:50pm and we need everybody to take care and keep our students safe.

Gates leading into the school oval area may be locked at 9:15am and reopened at 2:30pm for the safety of our students.

Students who ride bikes to school **must** wear a bike helmet. Failure to wear a helmet could result in a phone call to a parent to come and collect the student from school. Bikes **must** be walked through the school grounds and across roads. Skateboards are not allowed at school. Scooters are strongly discouraged, but if brought to school, must be left with bikes in the bike racks.

Parents who drop off or pick up their children each day (particularly in the early childhood classes) are asked **not** to wait near classroom doors and windows while work is in progress. This upsets the attention of students and teachers.

Late arrivals (after 8:50am) **must** be accompanied to the office by the parent or caregiver. Similarly, we **must** have a note to release a student before 2:50pm. Students leaving early must be picked up at the school office, **not** find their own way home.

ASSEMBLIES

Assemblies provide an opportunity for children to share what they are doing in class, for special efforts to be acknowledged and for students to practise leadership and social skills. Assemblies celebrate group and individual achievements.

We invite parents to join us and help us build national and school spirit as well as a harmonious atmosphere throughout the school.

Assembly times:	Prep - 2	Thursday odd weeks 1:00pm in the hall
	Yrs 3 & 4	Wednesday even weeks 2:10pm in hall
	Yrs 5 & 6	Twice each term (dates TBA) 2:10pm in hall

ATTENDANCE

It is important that students, staff and parents/carers have a shared understanding of the importance of attending school. Caningeraba State School:

- › is committed to promoting the key messages of Every Day Counts
- › believes all children should be enrolled at school and attend school all day, every school day
- › monitors, communicates and implements strategies to improve regular school attendance
- › believes truancing can place a student in unsafe situations and impact on their future employability and life choices
- › believes attendance at school is the responsibility of everyone in the community.

School responsibilities include:

- › promoting high expectations of student attendance
- › sending clear messages to students and parents that attendance is vital
- › communicating consistently to students and the school community through the website, newsletters and in the school's enrolment package
- › identifying absences quickly
- › following up on absences promptly
- › having consistent and effective follow-up processes for unexplained student absences
- › ensuring timely follow-up as a main preventative strategy in reducing absenteeism
- › analysing school attendance data to identify absenteeism trends and individual students with high levels of absenteeism
- › investigating absentee rates and their relationship to factors such as the day of the week, the class/year level and particular gender/cultural groups
- › developing a safe and supportive school environment that promotes positive relationships and includes the implementation of programs which develop social and emotional skills, peer tutoring and mentoring and anti-bullying strategies
- › establishing positive home-school relationships to assist parents to support their child's attendance at school
- › collaborating with other agencies and implementing appropriate strategies/support mechanisms, including Queensland Police and local non-government organisations, to address the trends or support individual students and their families to encourage attendance.

Student responsibilities include:

- › to be at school on time every day and remain at school all day every day
- › to bring in notes outlining reasons for non-attendance and hand in to teacher.

Parent responsibilities include:

- › ensuring the young person is participating full-time in an eligible option, unless the parent has a reasonable excuse
- › avoiding keeping their children away from school for birthdays, shopping, visiting family or friends, if they sleep in, minor check ups or care such as hair cuts

ATTENDANCE (continued)

- ensuring that the child is enrolled and attends school on every school day for the educational programs in which the child is enrolled unless the parent has a reasonable excuse
- having their children at school all day, every day
- letting the school know within two days of the child's return to school, the reason for their absence
- only allowing children to be away for acceptable reasons such as they are ill or competing in a sporting event.

Please see Late to School Procedures and Early Departure Procedures in this handbook for more detailed information with regards to attendance.

BUS SERVICES

School Bus services are operated by Surfside Buslines. Normal passenger services exist. From time to time, Surfside Buslines alter times or routes. Parents who wish their children to travel to school by bus can obtain further information by contacting Surfside Buslines, Phone 5571 6555, or visit www.surfside.com.au

Should there be any problems with buses, parents need to contact Surfside Buslines. The school appreciates a call from parents to tell us about any problems.

CANINGERABA KOOKABURRAS PARENT PROGRAM

Our *Caningeraba Kookaburras Parent Program* aims to enhance school/parent communication and to provide support for our teachers in a positive and friendly manner.

The goal of the Kookaburra program is to:

- improve communication between school, teachers and parents
- foster strong relationships and a sense of belonging
- to support classroom teachers.

The Class Kookaburra's role is to:

- liaise between class teacher and parents as required.
- establish a contact list of class parents e.g. phone numbers/emails for speedy communication and assistance.
- send out a newsletter via email to parents using the template provided.
- establish a network amongst class parents to help with information, support & social events, etc.
- assist with the location of resources for the class e.g. egg cartons or containers.
- use parent networks to assist the class / school.

If you are interested in being the Kookaburra representative for your child's class, or sharing the role with a friend or fellow parent, please see your child's class teacher at the beginning of the year.

CHANGING STUDENT NAMES

All official student records will be in the child's legal name, unless both parents (whether they live together or not) inform the school that a "known by" name is acceptable to them.

COURT ORDERS

In the best interest of our students, the school requires a copy of any current court orders issued by the family court regarding students at our school. Confidentiality is assured. (The principal will refer to conditions as set down in current court orders in all matters pertaining to a student.)

CURRICULUM

Caningeraba State School prides itself on a long standing tradition of very high standards in its curriculum focus. A dedicated Head of Curriculum leads teachers' work in co-operative year level teams to develop challenging, engaging and authentic programs. Year level representatives align curriculum across prep to year 6.

The Australian Curriculum is now fully implemented in English, Mathematics, Science, History and Geography. Our curriculum focuses on relevant learning experiences and embraces 21st century learning with interactive whiteboards in every classroom operating a Promethean Planet platform. Interactive whiteboards are connected to the World Wide Web and provide access to visual and auditory stimuli to enhance student learning and engagement.

IPad minis are utilised in each class across prep to year three and Windows SurfaceRT tablets used in each class from years four through six. Our blended platform of Apple and Microsoft technologies will serve to inform our pedagogy and possible introduction of Bring Your Own Device (BYOD) in years to come. We look forward to connecting online to our Australian Curriculum at www.australiancurriculum.edu.au. View us at www.caningerss.eq.edu.au.

Our school curriculum is well illustrated with photos and information of 'Caningeraba kids at work' in classes. Our teaching and learning successes are highlighted in the Teaching and Learning Audit on our website.

Reporting Schedule

<p>Term One February</p> <p>April</p>	<ul style="list-style-type: none"> ▸ Orientation sessions to meet the teachers and hear details about your child's new year level. ▸ Face to face interview with teachers to discuss your child's strengths and weaknesses in Literacy, Numeracy and social development.
<p>Term Two May</p> <p>June</p>	<ul style="list-style-type: none"> ▸ NAPLAN National testing Literacy and Numeracy. All students in year 3 & 5 – 10, 11 & 12 May. ▸ Formal written report distributed - interview requested if required.
<p>Term Three</p>	<ul style="list-style-type: none"> ▸ Informal interviews when / if requested. ▸ All students in years 3 & 5 receive results of national tests of Literacy and Numeracy skills.
<p>Term Four December</p>	<ul style="list-style-type: none"> ▸ Formal written report distributed.

DRESS CODE UNIFORM

In setting a school dress standard, careful consideration has been given to costs, durability and having a choice of items to suit the daily routine of both boys and girls. The following points need to be made:

- As the school is covered by Workplace, Health and Safety regulations, students must wear enclosed shoes. Bare feet or thongs are totally unacceptable.
- Given the incidence of skin cancer, Education Queensland has a 'sun safe' policy. Children **must** wear a Caningeraba school hat. 'NO HAT NO PLAY'.
- Conforming to the school Dress Code is essential to participate in interschool sport, educational excursions and related activities.
- Clothing (e.g. T-shirts) that gives inappropriate messages through image or words is not permitted. Such messages are considered detrimental to maintaining a supportive school environment.
- Sometimes, through economic circumstances, a small number of families may anticipate some difficulty in conforming to the dress code. Where this is so, it should be raised with a member of the school's administration team who will make every effort to support bona fide families who are experiencing financial hardship.

Caningeraba State School Uniform and Dress Code

Girl's Uniform		Boy's Uniform	
<ul style="list-style-type: none"> • All-black polishable leather lace-up school shoes or lace up sport shoes with appropriate arch support (Prep to Year 2 students may wear velcro) • Plain white socks • Caningeraba bucket hat with house colour • Caningeraba checked dress • Caningeraba striped shirt with royal blue coloured shorts, skirt or skorts with logo • Caningeraba school jumper/jacket or plain jumper of a royal blue colour • Hair ties – blue, white • Leggings/tights – plain (no lace) and navy blue in colour. <p>Canvas shoes, skate shoes and slip on shoes are not permitted.</p>		<ul style="list-style-type: none"> • All-black polishable leather lace-up school shoes or lace up sport shoes with appropriate arch support (Prep to Year 2 students may wear velcro) • Plain white socks • Caningeraba bucket hat with house colour • Caningeraba striped shirt with royal blue coloured shorts • Caningeraba school jumper/jacket or plain jumper of a royal blue colour. <p>Canvas shoes, skate shoes and slip on shoes are not permitted.</p>	
House Colours On Sports Day			
BANKSIA – RED	EUCALYPT – GREEN	BLUEGUM – BLUE	ACACIA - YELLOW
Hair and Make Up			
<ul style="list-style-type: none"> • Hair is to be of a neat and tidy appearance and to be of natural toning. • Long hair is to be tied back and is not to cover the face. • Extreme hairstyles (e.g. mohawks, shaved sections or tracks, extreme colours, rat's tails etc) are not permitted. • Make up is not permitted. (This includes nail polish, eyeliner, tinted moisturiser, foundation etc.) • Fake tattoos are not to be visible. 			
Jewellery			

- Watches are permitted.
- A maximum of two plain studs or sleepers per ear are permitted.
- Hoop and costume earrings, necklaces, bracelets and rings are **not** permitted.
- Facial piercings and other visible body piercings are **not** permitted.

The full school uniform is available from the Uniform Shop where purchases can be made by eftpos or cash and layby is also available. The Uniform shop hours are: Monday, Wednesday and Friday mornings from 8:00am – 10:00am during school terms.

Second hand uniforms are also available.

EARLY DEPARTURE PROCEDURE

Generally, students should be at school all day, every day.

If your child needs to leave early from school you need to go through the office to sign them out.

You need to avoid taking your child/ren away from school for birthdays, shopping, visiting family or friends, minor check ups or care such as hair cuts.

You need to be aware that if your child leaves before 12:50pm it is recorded as a half day absence.

EMERGENCY EVACUATION AND LOCK DOWN

Our school practises these procedures every term to ensure smooth efficiency in the event of any potential disasters.

If parents hear that an emergency situation is occurring at the school, they should under no circumstances come into the school grounds.

ENROLMENT

All interstate and overseas students are required to provide a birth certificate, and/ or a passport or citizenship papers. Students from independent schools are also required to provide a birth certificate.

EXCURSIONS

All in-school presentations and performances and out of school excursions are integral components of our school curriculum.

In this sense all students will participate. Some excursions are core based and occur regularly.

Prep	Currumbin Farm
Year 1	Currumbin Sanctuary or Tropical Fruit World
Year 2	Science Centre
Year 3	Jacobs Well field study
Year 4	Swell Currumbin Beach art exhibition
Year 5	Camp Goodenough, Bilambil
Year 6	Canberra and Gold Coast Day Camp

ALL STUDENTS MUST WEAR FULL SCHOOL UNIFORM ON EXCURSIONS,
UNLESS OTHERWISE ADVISED.

FORBIDDEN ARTICLES

Water pistols, gun and caps, matches, pocket knives, chains, chewing gum and other objects considered dangerous are not permitted. Pull ring metal/aluminium food cans i.e.

of baked beans, fruit, tuna, are extremely dangerous to children's hands and we ask that parents place these in suitable safe containers. Skates, rip sticks, roller blades and skateboards are not allowed in the school grounds.

GUIDANCE AND SPECIAL NEEDS SUPPORT

Caningeraba State School has the services of Support Teachers (Literacy and Numeracy) to support students with learning difficulties. The school also has a Special Education Program (SEP) to support students with diagnosed disabilities (physical impairment, visual impairment, hearing impairment, intellectual impairment, speech/language impairment and autistic spectrum disorder).

The following visiting personnel also provide additional support services:

- Guidance Officer
- Speech/Language Pathologist
- Advisory Visiting Teacher – English as a Second Language (ESL)
- Chaplain

Support in providing for students' special needs can be sought through communication with class teachers, associate principals and the principal.

HEADLICE

This complaint is very common with school children and should not cause embarrassment. The frequency of the complaint can be reduced if parents make regular checks of children's heads.

When evidence of infestation is observed, children should be treated immediately. Once treatment is complete children should return to school. A follow-up treatment should be carried out 7-10 days later. Children with long hair should have it contained in some way, as experience shows that long hair is more prone to infestation.

If a student in a class has headlice, parents/carers of all students in the class will be notified of the presence of headlice in the class via a note sent home.

HOMEWORK

Caningeraba recognises the importance for students to have a balanced lifestyle. This includes sufficient time for family, recreation, cultural pursuits and a good night's sleep.

There is no better homework in the early years prep to year two than:

- Reading good literature to or with your child
- Talking to and with your child about the good things that happen in a school day
- Involving them in tasks at home including shopping, playing games and physical activities
- Encouraging them to organise their time and take responsibility for things at home
- Helping them balance their time spent completing homework, watching television, playing computer games, playing sport and other recreational activities
- Keeping in touch with teachers.

Formal homework procedures will be introduced according to individual student needs, interest and readiness in these 'Early Years'.

In the middle years, years 3 to 6, students' homework will be independent learning to complement work undertaken in class through:

- Revision to consolidate learning
- Undertaking a topic of interest for further study
- Pursuing a topic creatively by designing and making
- Preparing for forthcoming classroom learning by collecting relevant materials, items or information.

Caningeraba employs the independent interactive resources of Mathletics, Spellodrome,

Reading Eggs and Reading Eggspress. These interactive programs allow students from prep to year 6 to independently progress through development, learning episodes as their teachers set tasks and monitor their outcomes.

HOUSE SYSTEM

On enrolment, all students are allocated one of four houses:

ACACIA (yellow)	BANKSIA (red)	EUCALYPT (green)	BLUEGUM (blue)
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Athletics and other sporting activities are conducted on an inter-house basis. Students remain permanently in their allocated house until they leave the school.

Students are requested to wear house colours on sports day where possible.

INFECTIOUS DISEASE EXCLUSION TABLE

Please refer to the "Time Out" exclusion table on the Queensland Health Government website www.health.gov.au

INSTRUMENTAL MUSIC PROGRAM

Instrumental Music instructors visit our school each week and provide free tuition to the students wishing to learn woodwind, brass or string instruments. Usually any student who has their own instrument can be placed in a tuition group. Instruments are either provided by parents, or can be rented from the school.

Students from Year 3 upwards are eligible to be included in the strings program, and children from Year 4 upwards are eligible to be included in the brass and woodwind programs. Senior and Junior Bands and the String Orchestra perform each year.

The Senior Band and Senior String Orchestra have been competing in an annual eisteddfod since 1990.

This is an extension program and can be entered only by invitation after broad student assessment. There are costs and conditions associated with inclusion in the program (see Instrumental Program Booklet).

Negotiations can be made if a family is in difficult financial circumstances.

JEWELLERY

For safety reasons, the only jewellery a student is permitted to wear is a watch, studs or sleepers (for students with pierced ears), and a bracelet or medallion on a chain bearing medical information. No other jewellery will be allowed.

LABELLING

Please label clearly your child's clothing, books etc. with the child's name. This applies to such items as school bag, hat, sweater, raincoat, shoes and purses. All lost property is held at the office. All named items will be returned to the child's class and anything unclaimed by the end of each term will be recycled or resold in the uniform shop or given to a charity shop.

LATE TO SCHOOL PROCEDURES

Student and parent responsibilities for attendance include:

- To be at school on time every day and remain at school all day, every day
- If your child is late to school you need to accompany them to the office and sign them in through the office
- You need to avoid having your child/ren late to school because of birthdays, shopping, visiting family or friends, sleeping in, minor check ups or care such as hair cuts
- You need to be aware that if your child arrives later than 10:50am they are marked half day absent.

MEDICATION

Guidelines for Schools

Strict procedures have been developed by the Queensland government regarding prescription and over-the-counter medication in schools. Our school is committed to working closely with parents and students to highlight the risk of students misusing these medications.

All parents/caregivers must:

- notify our school in writing of a health condition requiring medication at school.
- request in writing if school staff are to administer prescription medication or assist in the management of a health condition.
- notify our school in writing of any requests and/or guidelines from medical practitioners, including potential side effects or adverse reactions.
- provide the prescription medication in the original labelled container to the nominated staff member.
- ensure the prescription medication is not out of date and has an original pharmacy label with the student's name, dosage and time to be taken as prescribed by the doctor.
- notify our school in writing when a change of dosage is required. This instruction must be accompanied by a letter from a medical practitioner.
- advise our school in writing and collect the prescription medication when it is no longer required at school.

Our school policy also includes the following:

School staff must not administer over-the-counter medication, including analgesics, homeopathic or prescribed medications unless they meet the accountability of a written request from a parent/caregiver accompanied by written advice from a medical practitioner and with the medication in the original labelled container. The exception is the reliever puffer, such as Ventolin, that is included for the emergency treatment of asthma under the guidelines.

In schools, self-administration of medication may apply to students who are assessed by their medical practitioner and parents/caregivers and approved by the principal as capable of administering their own medication while participating in school activities.

Self-administration of medication may include:-

- monitoring blood sugar levels and the injection of insulin for diabetes;
- inhaling medication such as 'Ventolin' for asthma;
- orally administering anti-convulsant medication for epilepsy; and
- orally administering enzyme replacements for cystic fibrosis.

Please contact the school if you require advice on health related issues for your child.

MOBILE PHONES

Mobile phones must **not** be kept in school bags or with a student. The phone must be handed in to the school office on the student's arrival every day and picked up at 2:50pm. Students should be contacted via the school office on 5568 6333 for urgent messages.

NEWSLETTERS

Our weekly electronic newsletter is emailed each Thursday to those families who have registered their email address with us. Paper copies of the newsletter are sent home with the youngest child upon request and copies are also available at the office. This is to keep you informed of the latest happenings at the school, P&C Association activities, and other items of general interest.

Please obtain them from your child, as at times they are left in school bags, and parents are not aware of messages. The newsletter is also available for perusal on the school website: www.caningerss.eq.edu.au

OTHER EXPENSES

Items for which parents may be asked to contribute through the year include:

- Arts Link performances (optional)
- School photographs (optional)
- Class excursions and camps arranged by the class teachers (optional)
- Book Club orders (optional)
- Special class activities (such as cooking)
- Instrumental Music (if in program)

OUTSIDE SCHOOL HOURS CARE CENTRE

The Outside School Hours Care Centre provides care for students of this school only, each and every school day.

Helping Hands Network is working in partnership with Caningeraba State School to provide Outside School Hours Care services to the school community.

Location

The Helping Hands OSHC facility is located in a classroom in Teaching Block 5. All children attending the service must be dropped off in the morning or collected in the afternoon by an authorised person and signed in and out of the OSHC room each day.

Programs

Helping Hands Network tailors their programs to meet the local school community needs, providing much more than child minding. Their programs are designed to develop stronger, healthier, happier children and to provide an environment that is like a **“home away from home”**.

Programs are developed in consultation with children, parents, the school community and Helping Hands educators. They are tailored to cater to the children's age, skill, interests and abilities through a variety of challenging and recreational activities.

Before And After School Care

Care is available 5 days per week during term time. Before school, the service operates from 6:30am – 8:45am. After school, the service operates 2:50pm to 6:00pm. Children can walk straight to and from their classrooms. Educators pick up and drop off the Prep and Year 1 students and escort them to the OSHC room.

OUTSIDE SCHOOL HOURS CARE (continued)

Vacation Care & Student Free Days

A full day program is available 5 days per week during school holidays, and on Student Free Days from 6:30am to 6:00pm.

Food

Helping Hands Network provides a healthy breakfast at Before School Care and a healthy afternoon tea at After School Care. Breakfast, morning tea, and afternoon tea are all provided at Vacation Care. In addition to these meals the children also have the opportunity to participate in cooking activities and the occasional special treat.

Fees

Before School Care:	\$15 per session
After School Care:	\$20 per session
Vacation Care:	\$46 per session

Government Subsidies

There are a number of schemes available to parents including:

Child Care Benefit (CCB) – CCB is a means tested benefit available to parents accessing Outside School Hours Care. The percentage benefit available to a family is determined by criteria including the number of children in care and household income. Helping Hands Network automatically lodges claims on behalf of parents, and only bills for the difference.

Child Care Tax Rebate (CCTR) – This rebate is available to all families, and entitles families to receive 50% of their out-of-pocket child care costs up to \$7,500 per child per year. This can be claimed as a rebate paid quarterly. Alternatively, you can now arrange to have it paid direct to Helping Hands to reduce your upfront fee payment. If you would like to take up this second option, please contact Centrelink in the first instance, to make these arrangements.

Cost To Parents After CCB And CCTR (See Above)

After CCB and CCTR, costs per child per session for a permanent booking range from:

Before School Care	\$3.45 up to \$15.00
After School Care	\$4.14 up to \$20.00
Vacation Care	\$2.28 up to \$46.00

These prices are an estimate only and are based on one child in care. Currently, places are available in Before School Care, After School Care and for Vacation Care.

For more information on Helping Hands Network: www.helpinghandsnetwork.com.au or Email: accounts@helpinghandsnetwork.com.au ; Phone: 0459 991 734.

PARENT INTERVIEWS AND REPORTING

Early in the year, teachers schedule a parent afternoon or evening for parent-teacher introductions. This provides teachers an opportunity to meet parents and allows them to outline classroom policy, specific curriculum and subject information, arrangements for homework and proposals for the year.

At the end of Semester One student reports are generated and parents are encouraged to attend a parent/teacher interview to discuss their child's progress.

At the end of the year written reports are again prepared and forwarded. Parents may seek interviews in regard to these if they wish.

If you have a concern about your child, first meet with the class teacher. If it is necessary to then talk with a member of the administration team, address your concern to the administrator who is the direct supervisor of your child's year level. More serious concerns may then be passed on to the Principal.

PARENTS AND CITIZENS' ASSOCIATION

P&C meetings are held in the Resource Centre on the 4th Monday of each month at 6:30pm. All parents/carers are welcome to attend these meetings. It is a great way to get to know other parents.

The P&C play an important role in the decision making process of the school. We are always happy to have any extra input from parents/carers who want the opportunity to help shape our school.

Fundraising is one of the roles the P&C fundraising committee fulfils, to help provide the best for our children. We encourage all parents to participate in the many and varied activities offered by our committee throughout the year. We always welcome any offers of help at any of our fundraising events.

PARKING - PARENTS' CARS

Parking facilities for parents' cars are not available within the school grounds. The most convenient place for parents to park their cars is in the parents' carpark in front of the school hall.

All parents should note and follow the 'No Standing' and 'No Parking' signs.

Please refrain from driving motor vehicles into the school. The school gates will often be closed between 2:45pm and 3:15pm each day. Government regulations state that the vehicles used for transporting school students must not enter the grounds. The presence of vehicles is an extra hazard for students and teachers. Also, it would be appreciated if parents would park clear of school gateways.

No-one is to enter or walk through the school staff car park. It is strictly out of bounds with the exception of parents with disabled parking permits who are dropping off or picking up their disabled child from school.

RELIGIOUS EDUCATION

Upon enrolment, parents are to indicate whether or not they wish their children to be involved in religious education. Burleigh and District Ministers Fellowship provides a cooperative delivery of religious instruction in the form of the 'Religion in Life' (Council of Christian Education in Schools) program. Approved volunteer instructors conduct one 30 minute lesson per week for each class in Years 1 – 6.

The program aims to:

- introduce children to the Christian faith through the use of the Bible and the faithful witness of committed Christian teachers
- help children explore meaning and purpose in life
- help children explore Christian values
- encourage children to make wise life choices based on Christian principles
- promote and encourage children's spiritual development.

RESPONSIBLE BEHAVIOUR PLAN FOR STUDENTS

Education Queensland is committed to provisions that ensure all young Queenslanders have a right to and receive a quality education. The Caningeraba State School community is committed to achieving the best possible educational outcomes for our students through engaging them in a futures oriented curriculum, within a supportive learning environment. We believe a supportive school environment is characterised by positive interpersonal relationships and each individual having a sense of safety and belonging.

RESPONSIBLE BEHAVIOUR PLAN FOR STUDENTS (continued)

Using the nine core values of the 'National Framework for Values Education in Australian Schools'

- * Care and Compassion
- * Doing Your Best
- * Fair Go
- * Freedom
- * Honesty and Trustworthiness
- * Integrity
- * Respect
- * Responsibility
- * Understanding, Tolerance and Inclusion

as a guide, we aim to foster just such an environment in order to assist our learners to develop into confident, self-managing individuals who can become independent, happy, productive members of society.

To achieve this, we believe it is essential for our learners to develop the ability to exercise self-control. This ability must develop from within rather than be imposed from outside, so this plan aims to encourage responsibility, self-discipline and social competency. It is the responsibility of everyone in the school community to assist students to develop appropriate self-discipline. Therefore, parents/caregivers have a joint responsibility with the school to encourage students to be accountable for their actions. This partnership between student, family and school is central to the maintenance of our core school values – Learning, Teamwork and Respect.

For the complete Responsible Behaviour Plan visit our website <http://caningerss.eq.edu.au/wcms/images/stories/PDF2013/Admin/LatestBehPlan.pdf>.

SCHOOL HEALTH SERVICES

Community Child Health

Nurses from Community Child Health aim to visit the school each year to conduct vision, hearing and developmental assessments for children in year one.

Other services, including a hearing clinic, are available by phoning (07) 5532 6889.

School Dental Clinic

The school dental van visits the school periodically. Families will be advised by the school when the dental van arrives. Parents/carers must phone the clinic on 1300 300 850 to make an appointment for their child to visit the dentist.

SCHOOL RESOURCE CENTRE AND LIBRARY

Our Information Services Centre is committed to providing a friendly, dependable and supportive service to enhance quality teaching and learning. All students are encouraged to borrow and read on a weekly basis. Library bags are compulsory for care of books. Lost and damaged items must be paid for. Parents are welcome to access library facilities.

SCHOOL RECORDS

When you change your address, home or work telephone numbers etc., please notify the school office in writing as soon as possible to ensure that we have up-to-date and accurate details should an emergency arise.

SENDING MONEY

Payment Options

ON-LINE: BPoint is the preferred on-line payment method. Details on how to pay are included on the school generated invoices which families can receive by email.

If you wish to receive invoices by email please contact the school office on 5568 6333.

PHONE: Payment by Credit Card ONLY. Call the school on 5568 6333, Monday, Wednesday or Friday between **9:15am and 10:30am**.

- Please have your credit card details ready when you call.
- VISA and MasterCard are accepted. The school is unable to accept American Express cards.

IN PERSON: Payment by cash, cheque or eftpos can be made at the payments office in the administration building from 8:00am to 10:30am, Monday, Wednesday or Friday.

STUDENT COUNCIL

Our Student Council is a very active group of students who take leadership roles in caring for people, caring for our environment and in providing good examples to other students.

STUDENT REQUISITES

A stationery booklist will be provided for all year levels. If cost is a problem please talk to the class teacher or a member of the administration team. We may be able to organise some alternative arrangements.

A Student Resource Scheme was introduced in 2013. At the P&C meeting held in October 2016, the Student Resource Scheme participation fees for Prep to Year 6 in 2017 were supported and endorsed. Information, including the stationery/booklists, is available from the school office.

	Prep	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Student Reference Materials	-	-	6.85	11.15	4.15	8.15	4.15
Software	8.30	24.40	24.40	24.40	24.40	24.40	24.40
Class Workbooks/Worksheets	23.20	17.60	17.60	17.60	17.60	17.60	17.60
SMART Maths (Maths Mentals)	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Art and Craft	-	17.00	17.15	8.85	8.85	8.85	8.85
Art and Craft/Cooking Materials	27.50	-	-	-	-	-	-
Administration Fee	6.00	6.00	6.00	6.00	6.00	6.00	6.00
2017 SRS Participation Fee	\$ 70.00	\$ 70.00	\$ 77.00	\$ 73.00	\$ 66.00	\$ 70.00	\$ 66.00

SWIMMING, SPORTS, EXCURSIONS and CAMPS

From time to time classes leave the school grounds to attend swimming classes, participate in sporting teams and visit places of interest. On these occasions students always will be well supervised by teachers, and your written permission will be required. It is important that parents/carers let us know when there are any medical conditions we should be aware of at the time of these events.

TUCKSHOP

The P&C Association at Caningeraba State School is passionate about positive parent partnerships and values immensely the time you are able to contribute to the school. As part of our commitment to the school community, funds raised through our tuckshop are used to improve and upgrade our facilities and resources.

Our tuckshop is open every day to cater for the students' needs. The tuckshop is run entirely on help received from our volunteer parents. We have many wonderful people volunteering in our tuckshop and always look forward to new faces joining our tuckshop team. Full training is given by our Convenor, and your lunch on the day is complimentary - our way of saying thanks! If you are unable to attend on your nominated day it is greatly appreciated if you could call Katrina on 55686339 before 8:15am so a replacement can be found.

From time to time children forget to bring their lunches. If this happens the tuckshop will provide them with something to eat for both breaks and an invoice will be sent home. Payment should be sent in the following school day.

Unfortunately, children with very late orders can only be offered whatever food is available as very little extra hot food is catered for.

Online ordering is available through Flexischools. To register for online ordering go to www.flexischools.com.au click register and enter your email address. Follow the link and prompts to complete your registration.

VOLUNTEERS ARE ALWAYS NEEDED IN THE TUCKSHOP!

If you are able to assist with tuckshop duties, please contact Katrina or Michelle, the tuckshop convenors, on 5568 6339. Your help is needed, and would be greatly appreciated.

VALUABLES AT SCHOOL

Students should NOT bring valuables (jewellery, toys, i-pods, etc.) to school as we cannot guarantee their security. Students should not bring any more money than is necessary.

VISITORS TO SCHOOL

All visitors to the school are required to report to the Administration Office and sign the Visitors Register and obtain a visitor's badge. Unauthorised persons are not permitted in the school grounds. No one is permitted to look for children in the playground in the two lunch breaks. Office staff will assist if your child needs to be located.

VOLUNTARY AIDES

Parents are encouraged to volunteer some of their time to assist with various activities at school.

Some activities might include helping students read, preparing charts and materials, or assisting with sports and swimming. While this provides great assistance to the teachers it also provides an opportunity for parents to see and become involved in the education of their children.

When you help at school you will need to call at the school office to register as a visitor.

YEARS 3 & 5 NAPLAN

Years 3 & 5 NAPLAN tests will be held in May in 2017. All state schools, including ours, will undertake the tests. Detailed reports are provided for parents and for the school. A summary of our school results appears in the School Annual Report each year.