INTRODUCTION
Welcome to Charleville State School. This booklet has been produced to assist parents/caregivers with information about the school.

We trust that the educational, social and emotional development that is provided by the school is to the mutual benefit of the students, teachers and parents. Please take the time to read this booklet. If you have any further questions feel free to contact with the school.

SCHOOL INFORMATION

SCHOOL ADDRESS
Wills Street
Charleville, QLD 4470
PHONE
(07) 4656 8222
FAX
(07) 4656 8200
INTERNET
www.charlevilless.eq.edu.au
EMAIL
the.principal@charlevilless.eq.edu.au
OFFICE HOURS
Monday – Friday
8:30am – 3:30pm

2013 SCHOOL YEAR
During 2013, the school year will be divided into four terms. Listed below for your convenience are the vacation periods for 2012.

<table>
<thead>
<tr>
<th>SCHOOL YEAR</th>
<th>DATES FOR 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start of Term 1</td>
<td>29/1/13</td>
</tr>
<tr>
<td>End of Term 1</td>
<td>28/3/13</td>
</tr>
<tr>
<td>Start of Term 2</td>
<td>15/4/13</td>
</tr>
<tr>
<td>End of Term 2</td>
<td>21/6/13</td>
</tr>
<tr>
<td>Start of Term 3</td>
<td>8/7/13</td>
</tr>
<tr>
<td>End of Term 3</td>
<td>20/9/13</td>
</tr>
<tr>
<td>Start of Term 4</td>
<td>8/10/13</td>
</tr>
<tr>
<td>End of Term 4</td>
<td>6/12/13</td>
</tr>
</tbody>
</table>

ACTING DEPUTY PRINCIPAL
Angela Everitt
ADMIN OFFICERS
Moera Hammonds
Virginia Minnis

TEACHING STAFF

PREP/1
Jo Springall
PREP/1
Hannah Connors
1/2
Veronica Colley
2
Lyndal Hewitt
3/4
Ben Orford
4/5
Elizabeth White
5
David Kruger
6/7
Amanda Bradfield
6/7
Cass Ahern
SPEC ED
Theresa Brims
Elizabeth Handley
HPE
Jess Daly
Laura Glasson
MUSIC
Amanda Bradfield
LOTE
Cassie Dixon
ESL
Cathy Barker
LEARNING SUPPORT
Erin Orford

TEACHER AIDES
Debbie Hannah, Lorraine Castles, Narelle Patterson, Barbara Wain, Vida Suhan, Maria Taylor, Betsy Murphy, Donna Mahon, Vera Wade

CLEANERS
Carmel Martin, Marlene Edwards & Karen Hooker

GROUND
Mick Donnellan

SCHOOL VISION
Developing life long learners with skills, attitudes, knowledge and values necessary to be successful and informed citizens of the future.

SCHOOL VALUES

BE SAFE
We provide a supportive learning environment within and beyond the classroom to help develop students’ social and civic skills and build student resilience.

BE RESPECTFUL
We treat others with respect and consideration.

BE RESPONSIBLE
We are accountable for our own actions and we resolve differences in a constructive, non violent and peaceful way. We contribute and value add to civic life, taking care of our environment.

BE AN ACTIVE LEARNER
We seek to do our best, pursuing excellence in all our learning.

OUR PURPOSE
Charleville State School exists to provide a learning environment where each student is able to achieve their academic, social and cultural potential supported by skilled, compassionate and professional staff in a community where the values of safety, respect, responsibility, active learning and the pursuit of excellence are the guiding principles.
## CONTENTS

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absences Students</td>
<td>1</td>
</tr>
<tr>
<td>Active After School Program</td>
<td>1</td>
</tr>
<tr>
<td>Anaphylaxis</td>
<td>1</td>
</tr>
<tr>
<td>Appointments</td>
<td>1</td>
</tr>
<tr>
<td>Assessment</td>
<td>1</td>
</tr>
<tr>
<td>Attendance</td>
<td>1</td>
</tr>
<tr>
<td>Awards</td>
<td>1</td>
</tr>
<tr>
<td>Behaviour Management</td>
<td>1</td>
</tr>
<tr>
<td>Bell Times</td>
<td>2</td>
</tr>
<tr>
<td>Book Lists</td>
<td>2</td>
</tr>
<tr>
<td>Bicycles</td>
<td>2</td>
</tr>
<tr>
<td>Breakfast Club</td>
<td>2</td>
</tr>
<tr>
<td>Bus/Gate Duty</td>
<td>2</td>
</tr>
<tr>
<td>Camp</td>
<td>2</td>
</tr>
<tr>
<td>Chaplaincy Service</td>
<td>2</td>
</tr>
<tr>
<td>Complaints Management</td>
<td>3</td>
</tr>
<tr>
<td>Contact Details</td>
<td>3</td>
</tr>
<tr>
<td>Early Departures</td>
<td>3</td>
</tr>
<tr>
<td>Emergency Procedures</td>
<td>3</td>
</tr>
<tr>
<td>English as a Second Language (ESL)</td>
<td>3</td>
</tr>
<tr>
<td>Enrolments</td>
<td>4</td>
</tr>
<tr>
<td>Guidance Service</td>
<td>4</td>
</tr>
<tr>
<td>Health and Hygiene</td>
<td>4</td>
</tr>
<tr>
<td>Headlice</td>
<td>4</td>
</tr>
<tr>
<td>Homework</td>
<td>4</td>
</tr>
<tr>
<td>Indigenous Education</td>
<td>4</td>
</tr>
<tr>
<td>Intervention Program</td>
<td>4</td>
</tr>
<tr>
<td>Infectious Diseases</td>
<td>4</td>
</tr>
<tr>
<td>Late for Class</td>
<td>4</td>
</tr>
<tr>
<td>Library &amp; Resource Centre</td>
<td>5</td>
</tr>
<tr>
<td>Lost Property</td>
<td>5</td>
</tr>
<tr>
<td>Medication</td>
<td>6</td>
</tr>
<tr>
<td>Mobile Phones</td>
<td>6</td>
</tr>
<tr>
<td>Money</td>
<td>6</td>
</tr>
<tr>
<td>Newsletter</td>
<td>6</td>
</tr>
<tr>
<td>Parent &amp; Citizens Association</td>
<td>6</td>
</tr>
<tr>
<td>Parent/Teacher Contact</td>
<td>6</td>
</tr>
<tr>
<td>Playground Duty Notes</td>
<td>6</td>
</tr>
<tr>
<td>Playing &amp; Eating Rules</td>
<td>7</td>
</tr>
<tr>
<td>Playing Areas</td>
<td>7</td>
</tr>
<tr>
<td>Playgroup</td>
<td>7</td>
</tr>
<tr>
<td>PCAP</td>
<td>7</td>
</tr>
<tr>
<td>Record Keeping at Charleville State School</td>
<td>7</td>
</tr>
<tr>
<td>Refund Policy</td>
<td>7</td>
</tr>
<tr>
<td>Religious Education</td>
<td>10</td>
</tr>
<tr>
<td>Reports (Students)</td>
<td>10</td>
</tr>
<tr>
<td>Reports (School)</td>
<td>10</td>
</tr>
<tr>
<td>School Assembly</td>
<td>10</td>
</tr>
<tr>
<td>School Photos</td>
<td>11</td>
</tr>
<tr>
<td>Sick/First Aid Room</td>
<td>11</td>
</tr>
<tr>
<td>Specialist Lessons</td>
<td>11</td>
</tr>
<tr>
<td>Sport Activities</td>
<td>11</td>
</tr>
<tr>
<td>Staff Meetings</td>
<td>11</td>
</tr>
<tr>
<td>Student Leaders</td>
<td>11</td>
</tr>
<tr>
<td>Sun Safety</td>
<td>11</td>
</tr>
<tr>
<td>Team Approach to Teaching &amp; Learning</td>
<td>11</td>
</tr>
<tr>
<td>Tuckshop</td>
<td>11</td>
</tr>
<tr>
<td>Travelling to and From School</td>
<td>11</td>
</tr>
<tr>
<td>Uniforms</td>
<td>11</td>
</tr>
<tr>
<td>Vehicle Access &amp; Parking</td>
<td>12</td>
</tr>
<tr>
<td>Visitors</td>
<td>12</td>
</tr>
<tr>
<td>Volunteers</td>
<td>12</td>
</tr>
<tr>
<td>Appendices</td>
<td>A1</td>
</tr>
<tr>
<td>School Map</td>
<td>A2</td>
</tr>
<tr>
<td>P&amp;C Introduction Letter</td>
<td>A3</td>
</tr>
<tr>
<td>P&amp;C Volunteer Form</td>
<td>A3</td>
</tr>
</tbody>
</table>
**ABSENCES**

If your child is going to be absent for a particular reason you can telephone the school on 4656 8222 so the appropriate adjustments can be recorded.

Each parent of a child who is of compulsory school age must ensure 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.

A parent of a young person in the compulsory phase must ensure the young person is participating full-time in an eligible option, unless the parent has a reasonable excuse.

The issue of absenteeism is complex and covers a range of behaviours, including chronic absenteeism, school refusal and truancy. It is important for schools to investigate the patterns and underlying causes of non-attendance so that appropriate strategies that address the specific type of absenteeism can be implemented.

There is no quick and simple solution, nor a “one-size-fits-all” approach to address absenteeism. However, partnerships between schools, parents and the local community can assist in reducing absenteeism.

School attendance management practices are crucial to minimising absences. Schools should:

- identify absences quickly,
- follow-up promptly, and
- send clear messages to students and parents that attendance is vital.

It is widely recognised that attendance problems are best managed by early identification and intervention.

Charleville State School manages attendance and enrolment according to policy **SMS-PR-043: Managing student absences and enforcing enrolment and attendance** at state schools. This policy can lead to prosecution of parents if regular attendance is not achieved.

**ACTIVE AFTER SCHOOL PROGRAM**

An after school fitness program to encourage children to be fit and active will continue this year. The sessions will run two afternoons per week and will be conducted by staff. Afternoon tea will be provided. More information will be available in the newsletter.

**ANAPHYLAXIS**

Anaphylaxis is a severe and sudden allergic reaction. It occurs when a person is exposed to an allergen to which they are sensitive. The most common allergens or trigger substances that may cause anaphylaxis in school-aged children are peanuts, tree nuts, fish, shellfish, egg, cow’s milk, sesame, soy, insect stings, latex and certain medications. Anaphylaxis is potentially life threatening and always requires an emergency response.

It is therefore critical that school staff, parents and caregivers are confident about the management and treatment of students who have been diagnosed by a medical practitioner as being anaphylactic or potentially anaphylactic.

*The Interim Anaphylaxis Guidelines for Queensland Schools* provides specific information on how to manage and treat students with anaphylaxis.

**APPOINTMENTS**

It is necessary to make appointments for school matters such as enrolments and interviews to ensure time is made available to address your concerns fully.

**ASSESSMENT**

Teachers continually assess students’ work through daily marking, observations, conferencing, etc. This interaction is further supported through other pen and paper tests, performances, projects and other end-of-unit activities.

Each student, years 1-7, has an individual profile portfolio with progress reports, data from state, school and year level testing and samples of work. A continuum of progress in reading, writing and number is also kept for students P-3.

The information provided informs teachers of individual student and group needs. Planning takes place according to these needs.

**ATTENDANCE**

Good attendance, punctuality and success at school go hand-in-hand. It is expected that students who are absent from school will catch up on work they have missed.

Students should only be absent from school because of illness or emergency situations.

Parents are asked to comply with the following requests when their child is absent:

- Parents to contact the office or send a written note of explanation to the teacher on the day that your child returns to school.
- If your child/children are likely to be absent for three (3) or more days, telephone the school and inform us of the circumstances of the absence. A written note should still be sent with the student when he/she returns to school.
- If your child/children are to leave the school before 3.00 p.m. they must be collected from the Office. The “pickup” (authorized) adult MUST sign them out.

*(Children cannot be collected from the front gate)*

- Students are not to leave the school grounds during school hours without the Permission of the Principal.

**AWARDS**

Student of the Week and other encouragement awards for scholastic and sporting achievements and citizenship are presented to students from time to time. Student of the Week certificates are also awarded. These are presented at our weekly celebration assembly. Parents are encouraged to attend these.
BEHAVIOUR MANAGEMENT

Our school recognises that all students have the right to learn and teachers have the right to teach in a safe and supportive environment.

The school’s Responsible Thinking Behaviour Management Policy provides school rules and codes of behaviour in detail. Our policy is based on four key concepts:

- Be Responsible
- Be Respectful
- Be Safe
- Be an Active Learner

These concepts are maintained in every classroom and in the playground. Students who follow these codes are rewarded with Double Delights in recognition of their individual positive behaviours. Students who ignore these guidelines are issued with consequences to encourage them to make positive behaviour changes.

Please refer to the Responsible Behaviour Plan booklet for more details.

BELL TIMES

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:45</td>
<td>Start of Day</td>
</tr>
<tr>
<td></td>
<td>Students line up under the COLA</td>
</tr>
<tr>
<td>9:00</td>
<td>Morning Session begins.</td>
</tr>
<tr>
<td>11:00</td>
<td>First Break – Eating Time</td>
</tr>
<tr>
<td>11:20</td>
<td>First Break – Play Time</td>
</tr>
<tr>
<td>11:40</td>
<td>End of First Break Warning Bell</td>
</tr>
<tr>
<td></td>
<td>Students line up under the COLA</td>
</tr>
<tr>
<td>11:40</td>
<td>Middle Session begins.</td>
</tr>
<tr>
<td>1:10</td>
<td>Second Break – Eating time</td>
</tr>
<tr>
<td>1:25</td>
<td>Play time</td>
</tr>
<tr>
<td>1:40</td>
<td>Afternoon Session begins.</td>
</tr>
<tr>
<td>3:00</td>
<td>End of the Day</td>
</tr>
</tbody>
</table>

BOOK LISTS

Every effort is made to keep book/stationary requirements to a minimum. Booklists are available from the office and supplies can be obtained from Charleville Newsagency.

BICYCLES

Bicycles must be housed in the school bike racks. Students with bikes must enter from the Wills Street double gate.

Bikes are to be WHEELED INSIDE THE GROUNDS. They must then be chained and locked securely in bicycle rack area.

BIKE HELMETS MUST BE WORN WHEN RIDING.

BUS/ GATE DUTY

Students traveling home by bus are to leave class promptly at 3.00 pm when the bell rings. These students are to move directly to the bus shelter where a staff member will line them up and see them safely onto the bus.

One staff member will be on gate duty between 3.00 - 3.15 pm at the Watson Street entrance. At 3.15 pm any student still waiting for parents will be directed to move to the Administration Building to wait in the office for parents.

CHAPLAINCY SERVICE

Charleville State School has a shared Chaplain with Charleville State High School. The role and aims of the chaplaincy service at Charleville State School are –

- Be available to support the students and their families at times of need.
- Develop communication between CSS staff and the Ministers’ Fraternal.
- Participate in the Student Support Committee (S.S.C).
- Be on call at times of crisis for students, staff and their families.

Students who wish to access the Chaplaincy service require permission to do so. These forms are available with enrolment packages.

School Chaplain: Mr Les Penrose (“Chappy”)
Contact: (07) 4656 8821

CAMP

A camp program exists within the school that provides students with a range of academic, social and emotional experiences outside Charleville SS and the western districts.

COMPLAINTS MANAGEMENT

“Putting Things Right”: Our commitment to Positive Complaint Management at Charleville State School.

We believe that positive relationships with home are fundamental to the effective performance of our students. From time to time you may have a concern about a school-related matter or there may be a decision you cannot understand.

This is a timely reminder that, if you have a concern about any matter, for example your child’s performance, our performance, school decisions or procedures – we invite you to make an appointment to come and talk the matter over with us. It is better to get the matter off your chest and endeavour to resolve it quickly than allowing it to simmer and grow into a big issue that is more difficult to resolve at a later date.

We need to know about the matter quickly so that it can be resolved quickly. We are committed to listening to you positively and to working with you to resolve matters in a way that all parties can accept, so that we can improve our school and enhance our students’ learning.
Positive Complaint Management

Effective partnerships between parents, students and our school are important to educational success.

One part of that partnership is trust and openness. We need to be able to talk to each other when we have concerns, so that those issues can be worked out.

From time to time you may have concerns or complaints relating to our school.

It is important that you share that with us.

Perhaps we have not explained something very well. We need to know so that we can put things right.

Perhaps you do not agree with a decision. We need to talk the issue through.

As a result you could gain a better understanding of why we made that decision. Or we may need to reconsider our decision. Your contribution can help us to improve.

We want to hear your concerns. We aim to provide a service that can be improved through your feedback.

You can raise a concern with any member of our Staff. Contact the school to make an appointment to see the teacher. Issues you think are serious should be raised with the Administration (Principal or Head of Curriculum).

What Can You Expect?

There are usually four phases in handling the complaint. In many instances these can all be worked through quickly in one process.

Phase 1 – Reception

Try to state your concern calmly and courteously. Being aggressive will not resolve the issue.

Someone will listen to your concern and make sure they understand it.

The teacher/administrator will summarise the main points. He or she will usually explain the school policy or procedure on the issue.

He or she will work out an action plan with you; what he or she will do; what you should do; what your child should do; and when you will talk again.

He or she may deal with the complaint or refer it to another person.

In many cases your concern may be resolved straight away.

Phase 2 – Deciding How to Handle the Matter

Some matters may not be handled at a local school level, because they are so serious. They must be referred to Education Queensland’s central office or the local District office.

Other matters may need further investigation. In this phase a decision will be made about how the complaint will be handled.

Phase 3 – Finding Out About the Matter

In this phase the person handling the complaint will try to find out all about your concern. They will try to understand the context and causes.

You should help by providing all the information you can.

They may need to talk to people to get a complete picture. As they do this they may begin to explore options to resolve the matter.

You can help them by focusing on a positive resolution of the matter. Your information will be treated confidentially (but where the matter must be investigated by an external agency it will need to be passed on to it.)

You need to be aware that the person who is being complained about usually has a right to be made aware of the complaint.

Phase 4 – Resolution

The person who is handling your complaint will use the facts that have been gathered to make a decision that is fair to all concerned.

He or she will work to put things right for you and would appreciate your help to do this. He or she wants to make sure that you accept the resolution.

Our School’s Commitment to Parents & Caregivers

We are committed to dealing positively with your concern. It helps us to learn how we can do things better for you.

We will try to make sure that your complaint is resolved quickly. Sometimes a complex matter will take time. But we will always make sure you understand what we are doing and why.

**Parents/caregivers are requested to retain this document for future reference**

Contact Details

In case of an emergency, it is important to ensure contact details are kept up to date.

If you move or change phone numbers, addresses or emergency contacts, please notify the school office as soon as possible.

Early Departures

Parents should present to the school office to sign students out for early departures.

Emergency Procedures

A policy has been developed to ensure that procedures are in place to speedily evacuate the school area should an emergency arise. Each classroom has a set of emergency procedures.

An Emergency drill for a variety of situations/times etc. will take place at least once per term.
ENGLISH AS A SECOND LANGUAGE (ESL)

An ESL program is provided for students from non-English speaking backgrounds who qualify under the established criteria. When enrolling, families will be informed if they qualify.

ENROLMENTS

PREP AGES OF ENTRY

<table>
<thead>
<tr>
<th>BIRTHDATE</th>
<th>ELIGIBLE PREP YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/07/2007 – 30/06/2008</td>
<td>2013</td>
</tr>
<tr>
<td>01/07/2008 – 30/06/2009</td>
<td>2014</td>
</tr>
<tr>
<td>01/07/2009 – 30/06/2010</td>
<td>2015</td>
</tr>
<tr>
<td>01/07/2010 – 30/06/2011</td>
<td>2016</td>
</tr>
</tbody>
</table>

GUIDANCE SERVICE

Guidance service at Charleville State School is a visiting service (usually one day per week).

SERVICE GOAL

To provide an effective guidance service which is responsive to the needs of students, parents and staff of Charleville State School.

Areas of training/expertise/interest:

- Psycho-educational assessment (cognitive, academic, behaviour and adaptive behaviour.)
- Special education/students with disabilities.
- HRE/Lifeskills
- Student welfare (eg self-esteem, bullying, and transition into high school.)
- Child protection/protective behaviours.
- Critical incident response.

ACCESSING THE GUIDANCE OFFICER

For a student to be worked with or be assessed by a Guidance Officer requires prior written permission by a parent or caregiver.

An exception to this process would be cases of an urgent or critical nature (eg student protection concerns, deaths and accidents, significant behaviour issues).

HEALTH AND HYGIENE

Good health habits with your child/children need to be taught and encouraged at all times. There is enough evidence to suggest that a well balanced diet and sufficient sleep go a long way towards physical and mental alertness. It is important that all children have a healthy breakfast and bring along a well-balanced lunch or order for the Tuckshop, and that they get lots of sleep. Drinking lots of water is also important.

Cleanliness (eg care of finger nails, hands, hair) is also encouraged. Toileting, correct hygiene, use of toilets and behaviour in toilets is also essential. Please discuss these issues with your child. We seek your valued assistance in this regard.

HEADLICE

If a child is found to have live eggs and/or crawling lice in their hair, they are sent them up to the office and parents will be contacted to take their child home for treatment.

Headlice notes will be sent home with other class members to alert parents to be extra vigilant. If this note is sent home, it asks caregivers to check their child/children’s head for headlice and tick appropriate box on return slip.

HOMEWORK

Regular homework plays a significant role in the teaching/learning process. It serves a range of purposes including:

- Provides an opportunity for consolidation of the content, processes and skills experienced in class.
- Creates a tangible link between the school and the home by familiarizing parents with and encouraging active participation in their student’s learning.
- Fosters a methodical, organized approach to work and develops good study habits.

Our school expects students will do homework on a regular basis. The amount of homework is determined by, in most instances, the year level.

Homework may take the form of completing a class project, weekly worksheets, reading, spelling and/or number work. Parents can discuss any homework issues with the class teacher.

PREP – YEAR 3 = 15 mins.
YEAR 4 – YEAR 5 = 20 mins.
YEAR 6 – YEAR 7 = 30/40 mins.

INDIGENOUS EDUCATION

An A.T.S.I. focus group has been established to support A.T.S.I. students. Members of the community are encouraged to participate.

The group will work collaboratively to encourage improved attendance, literacy and numeracy skills along with cultural information. Please contact the office if you wish to join the group.

INTERVENTION PROGRAM

SUPPORT-A-READER/WRITER/MATHS LEARNER

Teacher Aides and volunteers have been trained to provide quality assistance to young readers who are experiencing difficulty in reading and just need a little extra time on a one-to-one basis. These people have committed time each week to support children with their reading. Teachers have reported marked improvement in skills and confidence of those children taking part in the program. Support-a-Writer
and Support-a-Maths assistance is also given to targeted students.

**LEARNING SUPPORT**

Learning support is provided for students who have been identified through assessment as needing extra work in literacy or numeracy.

**INFECTIOUS DISEASES**

Below is a list of the more common childhood infectious diseases.

A child who is ill with an infectious disease should not be allowed to attend school. The following periods of exclusion should be observed as advised by the Department of Education.

<table>
<thead>
<tr>
<th>CONDITION</th>
<th>PERIOD OF EXCLUSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken Pox</td>
<td>Exclude until fully recovered or at least 5 days after the eruption first appears.</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Exclude until discharge from eyes has ceased.</td>
</tr>
<tr>
<td>Glandular Fever</td>
<td>Exclusion is not necessary.</td>
</tr>
<tr>
<td>Impetigo (School Sores)</td>
<td>Exclude until appropriate treatment has commenced and sores on exposed surfaces are covered with a dressing.</td>
</tr>
<tr>
<td>Measles</td>
<td>Excluded for at least four (4) days from the appearance of rash.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Exclude for at least nine (9) days after onset of symptoms.</td>
</tr>
<tr>
<td>Ringworm, Scabies, Pediculosis (lice), Trachoma, Rubella (German Measles)</td>
<td>Exclude until the day after the treatment has commenced.</td>
</tr>
</tbody>
</table>

Regardless of the period of exclusion a child who is unwell as a result of an infectious disease should not be allowed to attend school until fully recovered.

Children living in the same residence as the patient **ARE NOT EXCLUDED FROM ATTENDANCE AT SCHOOL**. For cases of AIDS, Diphtheria, Encephalitis, Hepatitis, Leprosy, Meningitis, Poliomyelitis, Shigellosis, Tuberculosis, Whooping Cough, Typhoid, Paratyphoid Fever, Meningococcal and Streptococcal Infection, including Scarlet Fever, please contact the Principal for advice.

**MEASLES**

It is requested that parents of children who contract measles advise the school office. This is to avoid the possibility of placing ‘at risk’ any child attending the school who, due to therapy treatment of a medical condition, may be endangered by coming in contact with measles. In certain circumstances where the child’s immune system has been affected by therapy treatment, the risk involved could be life-threatening.

**LATE FOR CLASS**

When a student arrives late for school (for any reason) he/she must go straight to the office to sign in before going to their classroom. The teacher will also record the time on the roll.

A persistent problem of lateness will be investigated by administration and letters detailing such absence will be sent home.

**LIBRARY & RESOURCE CENTRE**

- **CIRCULATION**
  - Classes will have a negotiated 30-minute session for borrowing, weekly or fortnightly.
  - These times remain constant for the year unless negotiated with concerned HOC.
  - The RCC will supervise the borrowing/returning procedure, with classroom teacher being responsible for children’s behaviour.
  - Borrowing limits are displayed behind the Circulation desk.

- **MEASLES**

**COMPUTERS**

- Teachers may make bookings for groups/classes.
- These bookings remain current for the year.

**LOST PROPERTY**

All items brought to school should be clearly labeled with the student’s name. It is worthwhile checking these labels regularly as they may wear off. Toys, balls, games, iPods, phones and other items of value are not to be brought to school.

All property found in the school is stored in the lost property box under D Block. This box is cleared at the end of each term as a minimum.

**MEDICATION**

Regulations prohibit us from administering any form of medication whatsoever (including aspirin/paracetamol etc.) unless **FULL WRITTEN INSTRUCTIONS** (signed and dated by the parent caregiver) are given.

**LIBRARY & RESOURCE CENTRE**

**ADMINISTRATION OF MEDICATION TO STUDENTS**

It is important that medication be prescribed for administration during school hours **ONLY WHEN IT IS ABSOLUTELY NECESSARY**. The following guidelines should be observed:

**GENERAL**

- Should medication prescribed by the student’s medical practitioner be required to be administered while the student is at school or involved in school approved activities, a parent/legal guardian must, in the first instance, provide a signed and dated written instruction as to the medication to be administered, how it is to be administered, any potential allergens and any signs indicating that the medication should not be administered.
instance, fill out a medical proforma which is available from the school office.

- Specific times at which medication is to be administered, as well as the QUANTITY to be administered must be approved.

- It is the student’s responsibility to come to the office at the appropriate time to receive their medication. When medication is given it is recorded in the school’s Medical Register.

- Medication will be kept in a secure place in the office.

- All unused medication will be returned to the parent/legal guardian of the student.

### OTHER ORAL MEDICATION

Non-prescribed oral medication (such as analgesics, cough mixture, and over the counter medications) cannot be administered by school staff.

### INJECTIONS

Injectors other than intravenous injections may be given ONLY following a written request form from a parent/legal guardian to the Principal, and ONLY administered by authorized persons who are experienced in the procedure of giving such injections and are willing to give such injections. Injections may then only be given in circumstances where:

- there are full written instructions from the medical practitioner on the giving of such injections;
- An explanation is given by the medical practitioner of possible complications arising from the giving of such injections.

### AS A GENERAL RULE...

- ALL MEDICATION IS ADMINISTERED BY APPROVED OFFICE STAFF.
- TEACHING STAFF NEED TO REMIND STUDENTS TO GO TO THE OFFICE FRO THEIR MEDICATION.

### MOBILE PHONES

Mobile phones are not allowed at the school for security reasons and also due to their possible disruptions to learning. If your child requires a mobile phone when traveling to and from school, this may be handed in to the office of safekeeping. Children are encouraged to talk to their classroom teacher, if they feel they need to contact parents/ caregivers during the day.

### MONEY

Cash handling processes have been introduced at Charleville State School. The following is an overview of the new process.

### MONEY UNDER $5.00

Individual payments of amounts less than $5.00 are to be directly paid to the office ion the mornings between 8:30 and 9:00. Whole class receipts will then be issued to the classroom teacher after payments have stopped.

### MONEY OVER $5.00

Step 1

Individual payments of amounts more than $5.00 are to be placed in a clearly marked envelope including:

- Name of the event/ activity the money is paying for;
- Students First & Last Name;
- Class the student is currently in;
- Cost of the activity/ event;
- The exact amount that is within the envelope. (Exact money is appreciated)

Example of completed envelop:

**Event:** Arts Council Performance  
**Name:** John Smith  
**Class:** 2/3DC  
**Cost:** $5.00  
**Amount Enclosed:** $5.00

Step 2

Before school, the envelope is then to be placed in the silver cash tin located underneath the administration counter, in the office.

Step 3

Individual receipts for payment will then be generated and returned to classroom teacher to issue to students. If you require any additional information about this process please contact the school office.

### NEWSLETTER

We produce a fortnightly newsletter to keep parents and caregivers up to date on what is happening at the school.

Newsletters go home every second Wednesday afternoon and are distributed to the eldest member of each family.

Newsletters can also be accessed electronically though our school website.

### PARENT & CITIZENS ASSOCIATION

The P&C Association meets every THIRD WEDNESDAY OF THE MONTH at 5:00pm in the Library. ALL MEMBERS OF THE COMMUNITY are invited to attend. Focus areas for 2013 are:

- Fundraising
- Volunteer Program
- Building/Grounds Working B
- Tuckshop
- Uniforms

### PARENT/ TEACHER CONTACT

Our school believes that if positive parent/teacher partnerships are formed, the education progress of our students is greatly enhanced. The school holds open days or nights early in the year and parent/teacher conferences at various times throughout the year. This provides the opportunity for parents and teachers to meet each other and ask questions concerning their child’s education.
A parent may, however, make an appointment with the class teacher at a mutually convenient time to discuss the child’s progress.

**PLAYGROUND DUTY NOTES**

- Staff are rostered on to ensure adequate supervision of students.

**PLAYING & EATING RULES**

Students will eat morning tea and lunch in the relevant areas in either the senior or junior COLA’s.

**MOVEMENT**

Students may use toilets and taps after being released from eating areas after ensuring that all rubbish has been placed in bins.

**DEPARTURE**

Teachers must walk their classes to the play areas, and wait with them until a staff member begins their playground duty.

**DEFINITELY NO**

Food or drink on the oval, playground equipment or in the bathroom areas.

**PLAYGROUP**

BILBY KIDS PLAYGROUP MEETS EVERY MONDAY, TUESDAY, AND THURSDAY FROM 9AM – 11AM.

The play group is led by school staff, utilizes school equipment and facilities. It is a great opportunity to meet other parents and become part of our school community.

The group is supported by community health agencies. All parents and children are welcome to join.

**RECORD KEEPING AT CHARLEVILLE**

- Student folios of work commence in prep and continue with the child each year through to year 7. They are kept in folders purchased by the school.
- These folios will contain a record of student work samples and assessment during their time at Charleville State School.
- They will also be used for discussion of a student’s progress during parent-teacher interviews and at other required times.
- Each folio is sectioned:
  - Reading (incl. continuum)
  - Writing (incl. continuum)
  - Number/Maths (incl. continuum)
  - General (incl. other continuums eg. H.P.E)
  - Reports
  - ELR

Each term teachers keep the following samples of work as a minimum in the relevant sections of the folio:

- A running record (per semester required)

The Computer Lab, Art Room and Library will be open for students during First Break (ONLY).

**PLAYGROUP**

- A writing sample
- A maths sample

The folder with the remaining samples will be passed on to the next year’s teacher during classroom swap at the end of the year.

**REFUND POLICY**

At Charleville State School, we are committed to providing a safe and supportive learning environment for students, staff and volunteers. This commitment includes the health and safety of staff and students when conducting curriculum activities in the school or in other locations.

State schools are able to charge a fee for:

- An educational service including materials and consumables not defined as instruction, administration and facilities for the education of the student;
- An education service purchased from a provider other than the school where the provider charges the school; and
- A specialised education program.

A school fee is directed to the purpose for which it is charged. However occasionally refunds may need to be issued to a student, parent or carer for one of the following reasons:

- Overpayment of an account;
- Termination of enrolment for any number of reasons;
- Non-attendance at a non-compulsory excursion where no costs for that excursion have been incurred; or
- Any other reasonable reason where a refund is legitimately required.

**Purpose**

The purpose of this policy is to provide information to Parents and Carers in relation to the requirements and policy for issuing refunds.

Refunds may only be made in the following circumstances:
The customer or students credit balance relates to an overpayment, a credit note, a refundable deposit or similar transaction;

The reason for the refund must be legitimate; and

Refunds may be made via electronic funds transfer (preferred method), or cheque facilities if electronic funds transfer is not possible.

Guidelines
Refund payments to accounts receivable customers may only be made from the Accounts Receivable Team at Charleville State School. This is to ensure the correct processing of refund documentation and also ensure that Education Queensland policy and procedures are followed.

The following guidelines are in place in relation to issuing refunds:

- A refund cannot be made to correct an erroneous entry. Such transactions can only be undertaken through the issuing of a credit or debit note to correct the error;
- Refunds are not to be made automatically for all customers or students with a credit balance. Each refund will be made having regard to all of the relevant circumstances and individually entered into the OneSchool Finance system;
- Refunds may be offset against on-going accounts at the request of the customer;
- Refunds must not be made where the debtor has an overdue account;
- Refunds may not be made if the fee was for services provided by an external provider who does not offer refunds;

The following Department of Education, Training and Employment policies apply:
- Education (General Provisions) Act 2006
- SCM-PR-002: School Excursions
- FNMPR-019: State Education Fees

Refunds for activities and excursions
Non-compulsory school excursions and camps enhance a students learning by providing opportunities for the student to participate in activities, both curriculum-related and recreational, outside of the normal school routine. All planned school excursions are approved by the Principal.

School fees for extra-curricular activities and excursions are provided on a cost recovery only basis, according to the number of students who have indicated their participation. Participation of the students in an excursion or extra-curricular activity is indicated through payment of the fee and provision of a permission form completed by the parent.

As the school budget cannot meet any shortfalls in funding for an extra-curricular activity due to the subsequent non-participation of a student who had previously indicated attendance of the activity, fees already paid for an extra-curricular activity may be refunded in full or in part or not at all, having regard to the associated expenses incurred and the circumstances of the non-participation.

There will be no refunds for compulsory excursion fees (if charged as a part of a Subject Fee) as the excursion has been planned and paid for on the basis of full attendance by the students in that class as the excursion is part of the students learning, development and often assessment for that subject.

Refunds for school uniforms
The purchase of school uniforms are made from the Charleville State School Parent’s & Citizens Association (P&C Association) and it shall be at the discretion of the P&C Association to provide a refund for a school uniform.

Applying for a refund
If a student, parent or carer wishes to apply for a refund for any of the following reasons, they may do so by completing a Request for Refund form available from the school office:

- Overpayment of an account;
- Termination of enrolment for any number of reasons;
- Non-attendance at a non-compulsory excursion where no costs for that excursion have been incurred; or
- Any other reasonable reason where a refund is legitimately required.

Where possible, the request should include the receipt relating to the payment for which a refund is being sought.

Refund requests received for non-attendance at a non-compulsory excursion or activity will be forwarded to the respective Head of Department for confirmation of the following:

- What costs have been incurred for that excursion;
- If the student is able to receive a full or part refund of the activity or excursion fee.

Pro-rata refunds
In some cases, where part of a course/unit of study has been completed, a pro-rata refund will be made based on the cost for the full course less the percentage completed.

Religious Education
Religious education is catered for by visits of clergy and catechists each Wednesday for 30 minute lessons. These lessons are conducted on an ecumenical basis, that is, children remain as class groups rather than being grouped by religious denomination, with the exception of those children who are Presbyterian, Christian Outreach or Jehovah’s Witness.

Reports (Students)
Parents will receive regular information about their child’s achievements, including two formal report cards issued at the end of term two and four.

Parents are given the opportunity to attend individual parent teacher interviews twice a year.

Reports (School)
Major planning in the school is developed in three-year cycles. All plans for improvement are based on previous achievements and are constructed in conjunction with the school community.

The Schools Annual Report, which targets the focus areas for that year, is available on our school website.

School Assembly
School assembly occurs every Monday Afternoon from 2.30pm – 3.00pm. School notices and weekly awards for students and classes are given out at these sessions.
PARENTS AND COMMUNITY MEMBERS ARE ENCOURAGED TO ATTEND THESE SHOWCASES OF SCHOOL ACTIVITIES.

SCHOOL PHOTOS
Annual class group photographs will be taken. A pre-paid system operates in 2013.

SICK/ FIRST AID ROOM
As a general rule, if a student is not well enough to do lessons he/she should not be at school.

If a student becomes ill whilst at school he/she will be cared for in the sick room located in Administration and every effort will be made to contact parents/legal guardian with a view to having the student taken home.

Students will be admitted to the sickroom for minor injuries or illness by their class or supervising teacher.

A GREEN SLIP FOR THIS PURPOSE IS FILLED IN AND SENT UP TO THE OFFICE STAFF.

In cases of emergency the ambulance and/or family doctor or the outpatients department of the hospital may be contacted.

Parents are asked to notify the school of serious allergies or physical limitations/disabilities, both temporary and permanent.

SPECIALIST LESSONS
Students attend a 60 min Music and PE lesson each week.

LOTE is provided to students in grades 6 – 7. These lessons take place in your classroom.

SPORT ACTIVITIES
SCHOOL SPORTING HOUSES

<table>
<thead>
<tr>
<th>HOUSE NAME</th>
<th>HOUSE COLOUR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Burke</td>
<td>Red</td>
</tr>
<tr>
<td>King</td>
<td>Yellow</td>
</tr>
<tr>
<td>Wills</td>
<td>Green</td>
</tr>
</tbody>
</table>

INTER-HOUSE SPORTS
Students compete in a number of events throughout the year including Swimming, Cross Country and Athletics.

STAFF MEETINGS
Staff meetings are held in the Staff Room every Tuesday afternoon.

STUDENT LEADERS
At the conclusion of year six, Charleville implements a selection process involving upper school students and staff to select students for leadership positions for the following year. These students are responsible for many activities throughout Year 7, and are expected at all time demonstrate leadership and pride in out school.

SUN SAFETY
Charleville is a Sun Safe School. Students are required to wear their hat to and from school and for all outdoor activities. Be aware, there is a NO HAT, NO PLAY policy in operation, and this includes participation in outdoor PE lessons. All staff are required to wear a broad brimmed hat.

TEAM APPROACH TO LEACHING & LEARNING
Our school continues to focus heavily on Year Level Teams and Phase Learning. TATAL’s co-operative planning, moderation and data usage ensures improved learning outcomes for all.

TUCKSHOP
Our tuckshop is currently not operated on a weekly basis. Special lunch days will be held from time to time, and advertised to parents and students.

TRAVELLING TO AND FROM SCHOOL

APPROACHING/ DEPARTING BY CAR
You must use the Parry St, Wills St and Watson St pedestrian gates only.

APPROACHING/ DEPARTING BY FOOT
You must use the Parry St, Wills St and Watson St pedestrian gates only.

APPROACHING/ DEPARTING BY BIKE
You must walk your bike in the Wills St double gates only.

APPROACHING/ DEPARTING BY BUS
You must use the Parry St pedestrian gate only.

UNIFORMS
Charleville State School is a ‘uniform school’. All students are required to wear the full school uniform each day. The Parent Committee has designed a uniform which is practical, economical and attractive. We seek the co-operation of all parents in ensuring that their children always wear the school uniform and in a manner which reflects pride in the school and in one’s own appearance.

The tone of the school is enhanced considerably when all students wear the uniform. It engenders school spirit and gives individuals a feeling of identity and belonging in our school community.
YEAR PREP -7 GIRLS
- Royal Blue polo shirt with school emblem
- Black shorts/ skirt/track pants
- Closed toed shoes
- Royal Blue wide-brimmed hat or Royal Blue bucket hat with school emblem.

YEAR PREP -7 BOYS
- Royal Blue polo shirt with school emblem
- Black shorts/ track pants
- Closed toed shoes
- Royal Blue wide-brimmed hat or Royal Blue bucket hat with school emblem.

VEHICLE ACCESS & PARKING
Charleville is committed to providing a safe environment for students, staff and community members. A part of this commitment includes a policy to manage vehicle access and parking within the school grounds and areas surrounding the school.

Below is a summary of our vehicle access and parking policy. This policy outlines who can and who cannot use each of our carparks. Your adherence to this policy will keep our students safe, and YOUR CO-OPERATION IS APPRECIATED.

PARKING IS AVAILABLE IN WATSON, PARRY AND WILL STREETS
- All drivers are asked to observe the parking signs.
- Please take care when merging into and from parks to ensure students are not in danger.
- Observe angle parking signs.
- Do not park in bus pick-up zones.
- Observe crossing rules, and reduce speed when approaching crossings.

CROSSING SUPERVISOR IS ON DUTY BEFORE AND AFTER SCHOOL ON WILLS STREET.

PLEASE REPORT AND TRAFFIC CONCERNS TO THE OFFICE, YOUR INFORMATION WILL BE GIVEN TO OUR LOCAL POLICE WHO WILL ADDRESS ISSUES IF NECESSARY.

CARPARK PARRY STREET ONLY
- Government vehicles
- Visitors – Education Queensland
- Groundsmen

VISITORS
Visitors coming into the school must first sign in at the office and receive a visitor’s badge to wear while they are in the school grounds.

When their business with the school is complete, they are required to return the badge to the office and sign out.

VOLUNTEERS
Volunteers are valuable members of our school team and play an important role in providing the best possible education for our children.

Training is provided to assist parents and community with their help in the classroom.

Contact our office to ask how you can join our volunteer team.