



Charleville State School

Parent Handbook

2026/27



Parent Handbook

Principal	Mr Tom Black
Address	54-56 Wills St Charleville, QLD 4470
Postal Address	PO Box 312 Charleville QLD 4470
Telephone Number	(07) 4656 8222
Enquiries Email Address	admin@charlevilles.eq.edu.au
School Website	www.charlevilles.eq.edu.au/
Office Hours	7:30AM – 3:00PM Monday - Friday

Welcome to Charleville State School

Welcome to Charleville State School where every learner belongs, grows and is empowered to create a life of choice.

We pride ourselves on creating a safe and supportive learning environment that supports our learners to be confident, creative and critical thinkers. There is a strong sense of belonging in our exceptional community with staff, parents and the broader community working in partnership to shape our future leaders and changemakers.

Learning and wellbeing is our core business. Our dedicated staff are committed to improving learning outcomes for all students. We establish high expectations and practice unconditional positive regard for each individual. We understand that for learning to happen, a relationship built on trust, respect and belief in each student is essential.

This handbook has been designed to support your transition into our community, covering all the essential information to set your child up for success. As always, if you have any questions please contact your class teacher, administration or myself.



Tom Black
Principal

OUR VISION

Where every learner belongs, grows and is empowered to create life of choice.

OUR VALUES

Respect

Accountability

Teamwork

Growth

SCHOOL TIMETABLE

SCHOOL WEEK - MONDAY to FRIDAY	
CLASSROOM DOORS OPEN	8:20 am
CLASSROOM INSTRUCTION COMMENCES	8:30 am
FIRST BREAK FOR ALL CLASSES	10:40 am – 11:20 am
SECOND BREAK FOR ALL CLASSES	12:50 pm – 1:20 pm
SCHOOL DAY CONCLUDES	2:30 pm

Curriculum

At Charleville State School, we plan, teach, assess and report on the Australian Curriculum from Prep – Year 6. Students are immersed in the learning areas of:

- English
- Mathematics
- Science
- Humanities and Social Science
- Health and Physical Education
- The Arts
- Technologies
- Languages (Year 5 & 6 only)

Switch 4 Schools Learning

At Charleville State School, we engage with Switch 4 Schools, an online digital platform that tracks student emotional health, behaviour and wellbeing. It provides age-appropriate social and emotional learning (SEL) lesson alongside daily emotional check-ins and self-regulation tools.

Positive School Culture and our Charleville Champion Code

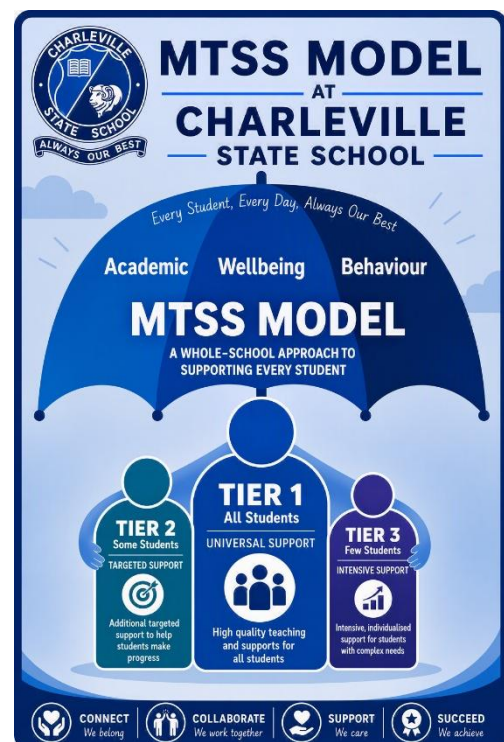
To ensure all students are successful we explicit teach, practice and recognise our school wide behaviour expectations. They are:



Each of these behaviour expectations are taught in alignment with our social-emotional learning program and clearly deconstructed in our behaviour matrix, located in our school Code of Conduct.

Multi-tiered system of support

At our school, we are committed to ensuring the success and well-being of every student. Our multi-tiered system of support is designed to address the diverse needs of our students. We provide three levels of support: differentiated and explicit teaching, focused intervention and intensive, specialised teaching and support. Our dedicated Student Learning and Wellbeing Team, which includes our Principal, Head of Curriculum (Teaching and Learning), Head of Special Education Services, Guidance Officer, Speech Language Pathologist and Inclusion Teacher work collaboratively with the Classroom Teacher to provide targeted programs that cater to each student's individual needs and goals. The Charleville multi-tiered system of support promotes academic achievement, engagement and overall well-being. We are dedicated to fostering a supportive and inclusive learning environment, where every student has the opportunity to thrive.



EXTRA CURRICULA OPPORTUNITIES

Charleville State School celebrates and promotes The Arts not just through classroom instruction but also:

- School Choir
- Weekly Instrumental Music lessons
- Charleville Performing Arts Festival (Term 3)
- Charleville Has Got Talent (Term 3)

From 9 years of age, students who excel in sport can trial for Charleville and Districts sporting teams/events. Information is shared with all students and is coordinated by our HPE teacher.

ENROLMENT INFORMATION

As outlined in the Department of Education's enrolment procedure, parents or carers will be required to bring either a **Birth Certificate (original) or Passport (with Visa for International students)**. This evidence must be presented with the **Enrolment Form**.

Copies of documents relating to parenting orders (residency and contact orders) should be made available to the school as soon as they are issued by the Family Court / Government Department.

Furthermore, if your child has any medical conditions, health plans or advice from therapists, these documents should be made available at enrolment.

PREP YEAR OF ENROLMENT

Children turning 5 years between 1st July 2021 and 30th June 2022 are eligible to be enrolled in the Preparatory Year in 2027.

BIRTH DATE	2026	2027	2028	2029
Child born 1 July 2020 to 30 June 21	Prep	Yr 1	Yr 2	Yr 3
Child born 1 July 21 to 30 June 22		Prep	Yr 1	Yr 2
Child born 1 July 22 to 30 June 23			Prep	Yr 1

ADMISSION TO ALL YEAR LEVELS

Admission of all students (every year level) will be after an initial interview with the principal and parents or carers has taken place. In Prep, our transition team will run a slightly adjusted program to get to know your child during the final months before starting school.

SCHOOL DRESS CODE POLICY

Charleville State School has a Uniform Policy, which has been endorsed by our P&C Association. The school is committed to building a proud reputation and the uniform is regarded by the school community as being important in encouraging a sense of self-esteem, belonging and self-discipline. Further benefits include:

- Appropriateness – to ensure that all students are dressed appropriately for all school activities
- Safety – to make student identification easier in the school grounds, while travelling to and from school and on excursions
- Equity – to discourage fashion competition e.g., wearing of name brands
- Expense – to minimise cost to families

Uniforms are available from the school uniform shop, which is open Tuesday morning, 8:00 – 8:30AM. For uniforms outside of this time, please contact the school office.

Our school uniform consists of:

Clothing	- Charleville State School polo shirt - Plain black school shorts - Plain black skirt
Winter Clothing	- Charleville State School Fleece Jumper - Plain black tracksuit pants
House Clothing	- Burke, King or Wills polo shirt - Plain black shorts or skirt - House coloured hair accessories
Sun safety	- Charleville State School broad-brimmed hat. Caps are not permitted. - See our <i>Sun Safety policy</i> for further details
Jewellery	- Watch - Small studs or sleepers in ear lobe only - One necklace for religious, cultural or medical reasons only - Bracelets and other jewellery for medical reasons only - No rings
Hair	- Always tied back if hair is longer than collar length - Hair style should be neat and tidy or as deemed appropriate by the principal - Small neutral or Charleville State School coloured hair accessories e.g., blue, white or black hair clips and bows
Footwear	- Closed-in shoes/joggers – lace up or Velcro - Plain white or black ankle/crew socks - Footwear may be removed to access areas of playground equipment surrounded by sand
Free Dress Days	- Dress must always be sun smart - No inappropriate logos, slogans or wording - Clothes are to have similar shape and design as school uniform - Fully enclosed footwear

If students do not comply with the School Uniform Policy, they will be offered items from a school supply of second hand and spare uniforms where available. Students may be excluded from some activities if their dress is deemed not to be suitable.

FOOD / DIET

We encourage all parents / caregivers to support our school's healthy eating philosophy by sending appropriate food for lunch and afternoon tea. The Smart Choice program – "Healthy Food and Drink Supply Strategy for Qld Schools" informs decision making. More details can be obtained from their website: <https://education.qld.gov.au/student/Documents/smart-choices-quick-guide.pdf>

Suggestions:

First Break – Simple wholesome sandwiches, wraps and fruit.

Second Break - Fruit, Cheese, Cracker Biscuits, Yoghurt, Muesli Bars.

Furthermore, CWAATSICH deliver a Breakfast Club every Tuesday and Thursday morning from 8 – 8:30AM in the Senior COLA. Breakfast items can include toast, fruit, breakfast muffins and juice.

INCLUSION

At Charleville State School *Inclusive Education* means that all students can access and fully participate in learning, alongside their similar-aged peers, supported by reasonable adjustments and teaching strategies tailored to meet their individual needs.

At CSS, we have high expectations of **all students**, recognising that, with the right support, **all students can succeed**. Every member of our school community, including teachers, support staff, volunteers, families, and students, works collaboratively to ensure ALL students can access and participate in all aspects of school life. Curriculum is provided to all students in ways that are age appropriate and responsive to diverse learning needs. Our commitment means that ALL students from all social, cultural, community and family backgrounds, and of all identities and all abilities can:

- access and participate in a high-quality education and fully engage in the curriculum alongside their similar-aged peers
- learn in a safe and supportive environment, free from bullying, discrimination, or harassment
- achieve academically and socially with reasonable adjustments and supports tailored to meet their learning needs (A '*reasonable adjustment*' is a measure or action taken to assist a student with disability to participate in education on the same basis as other students. An adjustment is reasonable if it achieves this purpose while considering the student's learning needs and balancing the interests of all parties affected, including those of the student with disability, the education provider, staff, and other students)

INSTRUMENTAL MUSIC PROGRAM

An Instrumental Music Instructor visits our school each week and provides free tuition to children wishing to learn Strings instruments.

These instruments are provided by the school or families. Children from Year 3 upwards are eligible to be included in the program. Auditions are carried out the year prior to joining.

LIBRARY

Charleville State School is very proud of its library. We encourage its use and ask that the library procedures be adhered to when using or borrowing. Students are encouraged to use a library bag for borrowing purposes.

The library is available during lunch breaks on Tuesday and Thursday, and each week the classes visit the library to borrow.

Students are to bring their library items back on time so that other students can access them. Any lost, misplaced or damaged items are to be fully replaced or paid for by parents or caregivers.

DIGITAL LEARNING

Charleville State School is committed to the authentic integration of Information Technologies throughout curriculum delivery. As digital natives, our current and future learners, must harness the power of working with technology and the classroom is the best place to model this process.

From Year 5-6 we have launched a 1:1 program where every student will have a laptop that is used daily to support the teaching and learning process. All other year levels have access to laptop and iPad banks.

An agreement is sent home each year that includes a consent form outlining how student data is used and stored on the various learning applications we use in the classroom.

HOUSE SYSTEM

Our school has three houses: BURKE, KING and WILLS for Inter-House Athletics and other sporting and cultural activities held during the year. Students are allocated to a particular house on enrolment and remain permanently in that house. Children in the same family are allocated to the same house.

HOUSE COLOURS ARE:

BURKE – RED

KING – YELLOW

WILLS – GREEN

SWIMMING AND EXCURSIONS

At varying times classes leave the school grounds to attend performances and visit places of interest. Notes are sent home detailing these activities at the appropriate time.

All children are expected to participate in Swimming and Physical Education lessons unless they provide a note from a parent / caregiver excusing them.

SWIMMING (TERM 4)

Children will require swimwear, towel, bathing cap and waterproof carry bag (**all clearly named**) to attend swimming lessons. Goggles are optional. For sun safe practices, swimwear (togs) should minimize exposure to the effects of the sun. All students are required to wear a sun safe shirt and bathing cap during swimming lessons.

Children suffering from any type of infection, sores, skin complaints or wearing band aids will be excluded from swimming. No jewellery or hair clips / ties to be worn in the water during swimming lessons.

We greatly appreciate the commitment of our parent volunteers particularly during Term 4 swimming lessons. We respectfully request that parent's model appropriate Sunsmart swimming attire and are fully dressed after leaving the pool precinct.

SCHOOL CAMP

Students in Year 5 and 6 are eligible to attend a school camp. Each year, the camp takes place in a different location. The purpose of the multi-day excursion is to immerse our senior students in a range of life skills in a new environment, unlocking their self-belief and developing independence and identity.

BOOK CLUB / BOOK FAIR

Approximately twice each term, Scholastic Pty Ltd, forward to our school, pamphlets for distribution to students. In these pamphlets are listed many popular and recent publications, and they are organized according to age and interest levels of students (different pamphlets for different age levels). These books are usually reasonably priced as well. It is considered worthwhile to distribute these regularly, thus giving everyone the opportunity to order books if they choose. Participation in Book Club is optional.

BEFORE AND AFTER SCHOOL CARE

Before and After School Care is provided at St Mary's School and students are chaperoned across the campuses in the morning and afternoon.

Enquiries please Phone: 0419 699 201

SCHOOL RECORDS

Please notify the school office immediately of any contact information change. This ensures that we have up-to-date and accurate details should an emergency arise. The prompt provision of this information avoids distress for your child.

ATTENDANCE

All students deserve a year's worth of learning and instruction.

Regular and punctual attendance at school is a legal requirement. Any student absence from school or late to arrive must be explained by a parent with a '**reasonable explanation**' in the form of QParent notification, a short note, telephone call or text message, email or personal contact. If a child must leave the school before the end of the school day, a written note or conversation explaining the circumstances is necessary.

All absences without valid reason will result in a text message or phone call requesting an explanation of such absence. No response or further unexplained absences will result in formalised action. Those children who do not attend regularly are placed at a disadvantage throughout their school journey.

The absent line number is 0428 386 225.

TRAFFIC, PARKING AND SAFETY RULES

- Observe 40kph speed zones before and after drop off or pick up.
(7:00am to 9:00am and 2:00pm to 4pm)
- Our school utilises a **DROP OFF / PICK UP ZONE on Watson and Parry Street**. Parents can use the parking bays in both these streets if you are coming inside gate or visiting your child's classroom.
- The school provides Teacher Aide supervision at the Drop Off/Pick Up Zone from 8:00AM until 2:50PM.

BICYCLES & SCOOTERS

Bicycles and scooters must be housed at the bike racks under A Block. Students are responsible for their own locking device. Bicycle helmets must be worn at all times.

COMMUNICATION – STAYING INFORMED – A PARTNERSHIP BETWEEN SCHOOL AND HOME

Charleville State School recognises the partnership between home and school as critical to both parent and student confidence in understanding and connectedness to our school. The administration and teaching staff welcome and encourage open communication.

As such, quality communication is essential. The school offers multiple communication strategies:-

- School website
- Fortnightly newsletters (electronic)
- Qparents Announcements
- Community notifications via email
- Term newsletters and timetable for each class that also includes curriculum and assessment focus, key dates and classroom expectations
- Parent Teacher interviews Terms 1 and 3
- Formalised reports emailed Semester 1 and 2
- Opportunities to email/arrange appointments with class teachers

SHARING CONCERNS AND COMPLAINT MANAGEMENT:

From time to time you may find a need to query a certain aspect of school. Your child's teacher is the first point of contact. To allow the appropriate time for your concerns to be given consideration, an appointment is necessary. If further consultation is required, a meeting with a member of Administration will be made available.

NEWSLETTER:

Our school newsletter is published every fortnight (Monday), and it is through this publication that the parents or caregivers and the local community are kept informed about the latest happenings at the school, the Parents and Citizens' Association activities, and what is happening in our community.

As the need arises, additional school notices are forwarded home. These relate to school matters only, and are not for public distribution. It is essential that you take the time to read the newsletter thoroughly. Your child's education is enhanced through your efforts to keep yourself informed. The newsletter is available for community notices. All notices need to be handed into the school office the day before publication.

ASSEMBLY:

A whole School Assembly is held weekly on Friday afternoon at 2:10pm in our Senior Covered Outdoor Learning Area and all members of the school community are welcome to attend.

HEALTH AND SAFETY

If your child should become sick, the Administration staff will notify you. If this fails, we will notify a nominated emergency contact person to collect the child.

If your child develops symptoms such as spots, rashes, a temperature, a headache, diarrhoea, vomiting, conjunctivitis, severe coughing or sore throat, you will be advised immediately. We will also contact you if the student has had any injuries above the shoulders.

In case of minor illnesses, please use discretion when deciding whether or not to send your child. A child who is unwell will not enjoy or benefit from school and may spread the illness to others.

Playgrounds are to be used only during school hours when under teacher supervision. Before and after school use of playgrounds is not permitted.

ACCIDENT POLICY: During the school day your child will be under the supervision of the teachers but accidents still may happen. The procedure we follow is that if possible, the parent or caregiver is immediately notified so that a course of action can be determined. Parents/caregivers will always be notified if there is an injury above the shoulder/head area. If injuries appear too severe to allow this procedure, an ambulance will be called and the child will be taken to hospital. A staff member will accompany the child until a parent arrives at hospital.

HEAD LICE:

Headlice infestation is prevalent throughout Queensland at times. We have a joint responsibility to inform each other should headlice be detected. Treatment advice is provided to our families upon request.

IMMUNISATION:

We recommend that all children receive the full range of immunisation against the usual variety of childhood diseases. The only exception to this may be children who have an adverse reaction to immunisation. Full details of immunisation programs are available through QLD Health or Family Doctor.

MEDICATIONS:

For medication to be administered at school or during school-related activities, there must be medical authorisation for the student to have that medication, and the medication must be in its original container with intact packaging.

Examples of medical authorisation include:

- ✚ a pharmacy label with both the student's and doctor's name on it;
- ✚ a signed letter from a doctor;
- ✚ a medication order from a dentist;
- ✚ an Action Plan signed by a doctor or nurse practitioner

A consent to administer medication form is to be completed in the office by the parent or carer.

Non-prescribed medication such as analgesics and cough mixtures are not to be brought to school and will not be administered by school staff.

NO SMOKING

For the health and safety of school community members, Government policy excludes smoking within Government facilities such as school buildings and grounds and within 5 metres of the school boundary.

FIRE and CRITICAL INCIDENT DRILLS:

Drills are carried out at least twice per semester to familiarise staff and students with procedures to be followed for evacuation and lockdown of the school premises.

CARE OF SCHOOL PROPERTY:

School equipment has been provided for the educational, recreational and social development of all the students attending Charleville State School and must be handled with care at all times. Destruction of such property will not be tolerated and replacement / repair of any school item will be the responsibility of the student and the student's parents or caregivers.

VALUABLES AT SCHOOL:

We actively discourage children from bringing valuables to school. Children should not bring any more money than is necessary.

JEWELLERY:

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

FORBIDDEN ARTICLES:

Water pistols, guns and caps, matches, pocket knives, chains, chewing gum and other objects staff consider dangerous, will be confiscated by any staff member. These items may be collected and taken home at the conclusion of the day.

MOBILE PHONES:

Mobile phones and all electronic devices (labelled with your child's name) are to be brought to the school office prior to the commencement of the school day and collected at the conclusion of the school day.

LOST PROPERTY:

Please label your child's clothing, books etc. clearly with the child's name. This applies to such items as school bag, hat, jumper, raincoat, shoes and lunchboxes. Lost property is located outside the reading room and if your child loses something, do follow this up by checking the contents of this box. Any valuables and the like are kept inside the office. Any lost property left at the end of each term is returned to any labelled owners or the uniform shop for recycling or given to a local charity.

INFECTIOUS DISEASES:

If your child contracts an infectious disease e.g. chickenpox, measles or school sores please contact the school immediately. In certain cases, children will be required to be kept at home until the disease is no longer infectious. You will be informed of the period of exclusion when you contact the school.

An exclusion table is attached, more information can be obtained from the school. Your local doctor also can provide this advice.

Further information regarding Time Out / Exclusion period for infectious diseases for Schools is available at the Queensland Health Departments Website at <http://www.health.qld.gov.au>

BOOK LISTS

Students from Prep to 6 will receive in October/November the following year's class book list. Parents / carers have the opportunity to purchase each item individually or complete a bulk purchase through Charleville Newsagency.



PHONE: 07 4656 8222

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EMAIL: admin@charlevilles.eq.edu.au

FACEBOOK: <https://www.facebook.com/CharlevilleSS>