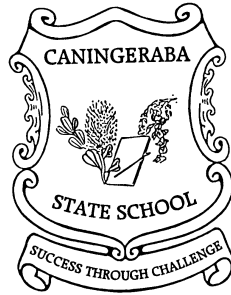


# CANINGERABA STATE SCHOOL

Independent Public School



*“Through students’ eyes”*



*Looking from their perspective*

## PARENT INFORMATION BOOKLET

| <b>PAGE</b> | <b>CONTENTS</b>   |
|-------------|---|
| 3           | Principal's Welcome   |
| 4           | General Information<br>School Calendar<br>School Timetable  |
| 5 & 6       | Strategic Plan  |
| 7           | Access by anyone other than the parent or carer<br>Accident policy<br>Active School Travel<br>Arrival and departure     |
| 8           | Attendance  |
| 9           | Bus services<br>Changing student names  |
| 10          | Court orders<br>Curriculum and Pedagogy   |
| 11          | Dress code uniform  |
| 12          | Emergency evacuation and lock down<br>Enrolment<br>Excursions<br>Forbidden articles                                     |
| 13          | Guidance and inclusive education support<br>Headlice<br>Homework  |
| 14          | House system<br>Infectious disease exclusion table<br>Instrumental music program<br>Jewellery<br>Labelling              |
| 15          | Medication<br>Mobile phones/technology  |
| 16          | Newsletters<br>Other expenses<br>Outside school hours care centre   |
| 17          | Parent interviews and reporting   |
| 18          | Parents and citizens' association<br>Parking - parents' cars<br>Religious instruction                                   |
| 19          | School health services<br>School resource centre and library<br>School records  |
| 20          | School payment options<br>Student code of conduct<br>Student council<br>Student resource scheme & stationery book lists |
| 21          | Swimming, sports, excursions and camps<br>Tuckshop  |
| 22          | Valuables at school<br>Visitors to school<br>Volunteering<br>Years 3 & 5 Naplan   |

# ***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 1100 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 21<sup>st</sup> century. "*Caningeraba is a community committed to educating happy, healthy, confident 21<sup>st</sup> 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 21<sup>st</sup> 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 (Prep)       | Mrs Margaret Heiser  |
| Deputy Principal (Yrs 1 & 2)  | Mrs Siany Daley  |
| Deputy Principal (Yrs 3 & 4)  | Mrs Lucinda Lambert  |
| Deputy Principal (Yrs 5 & 6)  | Ms Maria Mott  |
| Head of Department Curriculum | Mrs Helen Davidson   |
| Pedagogy Coach                | Mrs Belinda Josey  |
| Business Manager              | Mrs Mary-Anne Packer   |
| Administration Officers       | Ms Shazi Smith<br>Mrs Danni McPaul<br>Mrs Carmel Cassidy<br>Mrs Grechen Garrett  |
| Postal Address                | Caningeraba State School<br>4-20 Whistler Drive,<br>Burleigh Waters Qld 4220     |
| Telephone Number              | (07) 5568 6333   |
| Email Address                 | <a href="mailto:admin@caningerabass.eq.edu.au">admin@caningerabass.eq.edu.au</a> |
| Student Absence Hotline       | (07) 5568 6377   |
| Events Hotline                | (07) 5568 6388   |
| Tuckshop                      | (07) 5568 6339   |
| Outside Hours School Care     | 0439 161 685   |
| Uniform/Stationery Shop       | (07) 5568 6356   |
| School Office Hours           | 8:00am – 3:30pm  |

**SCHOOL CALENDAR FOR 2024**

|                                |   |
|--------------------------------|---|
| <b>School Resumes – Term 1</b> | <b>Monday 22 January</b>                    |
| Australia Day Holiday          | Friday 26 January                           |
| Term 1 Concludes               | Thursday 28 March                           |
| Term 1 Holidays                | Friday 29 March to Friday 12 April          |
| Easter Public Holidays         | Good Friday 29 March, Easter Monday 1 April |
| <b>School Resumes – Term 2</b> | <b>Monday 15 April</b>                      |
| ANZAC Day Holiday              | Thursday 25 April                           |
| Labour Day Public Holiday      | Monday 6 May                                |
| Term 2 Concludes               | Friday 21 June                              |
| Term 2 Holidays                | Monday 24 June to Friday 5 July             |
| <b>School Resumes – Term 3</b> | <b>Monday 8 July</b>                        |
| Gold Coast Show Public Holiday | Friday 23 August (proposed date)            |
| Student Free Day               | Friday 30 August                            |
| Term 3 Concludes               | Friday 13 September                         |
| Term 3 Holidays                | Monday 16 September to Friday 27 September  |
| <b>School Resumes – Term 4</b> | <b>Monday 30 September</b>                  |
| School Year Concludes          | Friday 13 December                          |

**SCHOOL TIMETABLE**

|                           |                                     |
|---------------------------|-------------------------------------|
| <b>8:40am</b>             | <b>Students report to classroom</b> |
| <b>8:50am</b>             | <b>School commences</b>             |
| <b>10:50am to 11:20am</b> | <b>First break</b>                  |
| <b>1:30pm to 2:10pm</b>   | <b>Second Break</b>                 |
| <b>2:50pm</b>             | <b>School concludes</b>             |



# Caningeraba State School Strategic Plan 2022 - 2025

*Success through Challenge*

## Our Beliefs

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

"Through students' eyes"



Looking from their perspective

## Our Vision

***Caningeraba is a community committed to educating happy, healthy, confident 21<sup>st</sup> century learners.***



## Our Values

Caningeraba State School fosters the National Program "Nine Values of Australian Schooling"

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

## Our Culture

A whole school community culture that through high expectations "lives and breathes":

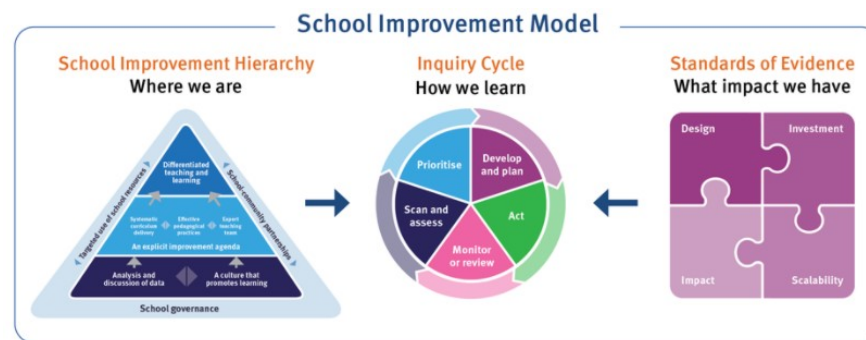
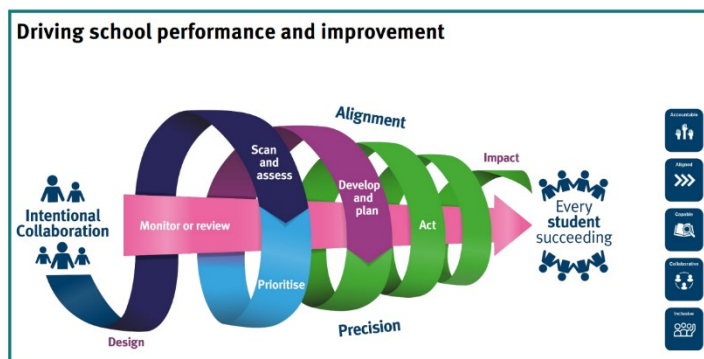
- Continuous improvement
- Consistency
- Clarity
- Celebration of success

Supported through:

- A Safe and Collaborative Culture
- Effective Teaching in Every Classroom
- A Guaranteed and Viable Curriculum



# Caningeraba State School Strategic Plan 2022 - 2025



## School Improvement Agenda 2022- 2025

1. Enhance teacher efficacy and capability through a continued commitment to delivering **effective teaching in every classroom** while responding to the needs of 21<sup>st</sup> century learners, based on consistent and deliberate **research based pedagogical practices**. This will be supported through a **professional learning community** and a **coaching and mentoring framework** designed to move beyond theory into authentic practice.
2. Familiarise, implement and embed the revised **Australian Curriculum** through Prep to Year 6. Ensuring a **Guaranteed and Viable Curriculum** across the learning areas and promoting **STEM** strategies will be key improvement agendas.
3. Build teacher capacity in a systematic collection and **analysis of data** including **formative, summative and diagnostic assessment** to inform teaching and learning through timely and effective **feedback** and student owned **SMARTgoals**. Ensure **every student is succeeding** through whole school **inclusive practices**.
4. Improve student outcomes in English and Mathematics with an explicit focus on **Reading, Writing and Number** by embedding *Strive to Achieve Reading Success (STARS)*, *Caningeraba State School's Writing Framework*, *Crack the Code* and *SMARTmaths* as key improvement strategies.
5. Positively influence the health and wellbeing of staff, student, parent and community through the implementation of the **Caningeraba Wellbeing Framework** designed to actively promote, educate and support the attainment of balance in all aspects of life. This will be enriched by an authentic **Parent and Community Engagement Framework** to foster communication, learning partnerships, community collaboration, decision making and participation. *Caningeraba Community Connects (CCC)* and *MidCoast Community of Schools* will be key partnership frameworks.
6. Partner with the P&C, School Council 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.

## 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. First Aid Room personnel attend students who have accidents. Minor injuries are treated. For more serious injuries the procedure we follow is that, if possible, the parent/carers 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.

## ACTIVE SCHOOL TRAVEL

Caningeraba State School is part of the Active School Travel program. The goals of the program are to reduce traffic congestion around the school and to have our students travelling actively to school and home from school each day. They can travel to and from school actively by:

- Walking
- Riding
- Scootering
- Bus
- Carpooling
- Park a block away and walk

## 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 Kiss and Go zone, 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. To assist the school in keeping students safe, parents/carers are to abide by all road safety rules when driving and parking their car, riding or crossing the roads.

Students who ride bikes or scooters 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 and scooters **must** be walked through the school grounds except across the oval. Skateboards are not allowed at school.

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. All students are to wait in their designated year level area before school and not outside the classrooms with parents.

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

## **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 truancy 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.

### **Same Day Unexplained Absence Text Messaging:**

Our school will be alerting parents/carers of same day student unexplained absences by text message.

Please remember to phone the school on our **absence phone line 5568 6377** as soon as you are aware your child will be away or arriving late, so your child's absence can be recorded correctly.

Students arriving late **must** report to the school office before going to their classroom, to obtain a late pass.

The school will contact parents/carers as soon as practicable (approximately 9:30am) via text message, if a student is not at school and we don't have a reason recorded. If you are advised by our school that your child is away without a reason, please contact us as soon as possible by reply text or phone call to let us know the reason your child is absent.

### **Late to school procedures:**

If your child is late to school and you have not previously notified the office, you need to accompany them and report to the office to obtain a late pass or if you are unable to attend, a letter is to be provided outlining the reason why your child is late to school. Parents/carers need to be aware that if your child arrives later than 10:50am they are marked as being absent for a half day.

### **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. **Please call ahead and avoid break time which are 10.50am – 11.20am and 1.30pm – 2.10pm as your child could be in any of our various play areas and therefore unreachable.**

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.

### **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.

## **ATTENDANCE (continued)**

### **Parent/carers 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
- › 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.

### **School responsibilities include:**

- › promoting high expectations of student attendance
- › sending clear messages to students and parents / carers 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.

## **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, or visit [www.surfside.com.au](http://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.

## **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 AND PEDAGOGY**

### **Curriculum:**

Caningeraba State School's Curriculum and Assessment Framework is informed by the Department of Education and Training's P – 12 Curriculum, Assessment and Reporting Framework which specifies the requirements for each Queensland state school in delivering the curriculum from Prep to Year 12.

The Australian Curriculum sets consistent national standards to improve learning outcomes for all young Australians. At Caningeraba, we implement all eight learning areas of the Australian Curriculum: English, Mathematics, Science, Health and Physical Education, Humanities and Social Sciences, The Arts, Technologies and Languages.

There is a strong focus on embedding the general capabilities in teaching and learning (particularly Critical and Creative Thinking, Personal and Social Capability and Ethical Understanding), aligning with the '6C's of our vision (Collaborate, Communicate, Contribute, Challenge, Create, Critique). Teachers differentiate learning so that every student's needs are met in ways appropriate to their age and our context.

Caningeraba State School implements a mindfulness-based social and emotional learning curriculum program. MindUP Curriculum resources are used to inform teaching in every classroom from Prep to Year 6.

### **Pedagogy:**

A key determinant of student achievement is the quality of teaching. At our school, 'The New Art and Science of Teaching' (Marzano, 2017) has been adopted as our comprehensive framework for effective instruction. This current educational research base informs our consistent pedagogical practices across our classrooms. It provides us with a framework to develop a deep understanding of the characteristics of effective schools and effective teachers within schools. Individual classroom teachers determine which strategies to employ with the right students at the right time. In effect, a good part of effective teaching is an art.

At our school, teachers engage in effective, ongoing professional learning and reflect on their own professional practice to develop progressively higher levels of expertise.

Professional learning teams contribute significantly to our school as a learning community by fostering a culture of collaboration and collective responsibility.

Our implementation of The New Art and Science of Teaching has been enriched and enhanced by a body of broader body research driven practices from the research of John Hattie: *Visible Learning*, Anita Archer & Charles Hughes: *Explicit Instruction – Effective and Efficient Teaching*, Dylan William: *Embedded Formative Assessment* and Jim Knight: *High Impact Instruction*.

### **Reporting Schedule**

|                                      |  |
|--------------------------------------|--|
| <b>Term One</b><br>February<br>April | <ul style="list-style-type: none"> <li>› Orientation sessions to meet the teachers and hear details about your child's new year level.</li> <li>› Face to face interview with teachers to discuss your child's strengths and/or challenges or needs in Literacy, Numeracy and social development.</li> </ul> |
| <b>Term Two</b><br>May<br>June       | <ul style="list-style-type: none"> <li>› NAPLAN National testing Literacy and Numeracy. All students in year 3 &amp; 5.</li> <li>› Formal written report distributed - interview requested if required.</li> </ul>   |
| <b>Term Three</b>                    | <ul style="list-style-type: none"> <li>› Informal interviews when / if requested.</li> </ul>   |

|                              |  |
|------------------------------|--|
|                              | › All students in years 3 & 5 receive NAPLAN results |
| <b>Term Four</b><br>December | › 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 OUTDOOR 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 display 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**

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

- Watches are permitted, however watches with technology including messaging, gaming and cameras will need to be handed in at the office.
- 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.

### **Dress Code Uniform (continued)**

The full school uniform is available from the Uniform / Book shop where purchases can be made by eftpos or cash and layby is also available. On-line orders can be made through Flexischools [www.flexischools.com.au](http://www.flexischools.com.au) The Uniform / Book shop hours are: Monday, Wednesday and Friday mornings from 8:00am – 10:00am during school terms.

Second hand uniforms are also available.

### **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 | Gold Coast Hinterland Heritage Museum |
| Year 2 | Jellurgal Aboriginal Cultural Centre  |
| Year 3 | Jacobs Well field study               |
| Year 4 | Bike Safety, Ashmore                  |
| Year 5 | Kindalin, Redcliffe                   |
| Year 6 | Mt Tamborine                          |

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

### **FORBIDDEN ARTICLES**

Water pistols, gun and caps, gel guns, matches, pocket knives, butterfly knives, chains and other objects considered dangerous are not permitted. Bubble gum and chewing gum are not permitted at school. 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/carers place these in suitable safe containers.

## **GUIDANCE AND INCLUSIVE EDUCATION SUPPORT**

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

The following personnel also provide additional support services:

- Head of Inclusion
- Guidance Officer
- Speech/Language Pathologist
- Advisory Visiting Teacher – English as an additional language or dialect (EAL/D)
- 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.

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 especially 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

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:

|                           |                         |                            |                          |
|---------------------------|-------------------------|----------------------------|--------------------------|
| <b>ACACIA</b><br>(yellow) | <b>BANKSIA</b><br>(red) | <b>EUCALYPT</b><br>(green) | <b>BLUEGUM</b><br>(blue) |
|---------------------------|-------------------------|----------------------------|--------------------------|

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](http://www.health.gov.au)

## **INSTRUMENTAL MUSIC PROGRAM**

Instrumental Music Teachers visit our school each week and provide free tuition to the students wishing to learn woodwind, brass or string instruments. Instruments are either provided by parents, or can be hired 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.

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.

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

## **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.

## **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 a "Consent to administer medication" form 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/TECHNOLOGY**

Mobile phones, watches and other technology with phone, wi-fi, camera capabilities, etc, must **not** be kept in school bags or with a student. The technology must be handed into 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.caningerabass.eq.edu.au](http://www.caningerabass.eq.edu.au)

## **OTHER EXPENSES**

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

- School photographs (optional)
- Book Club orders (optional)
- Special class activities (such as cooking)
- Instrumental Music (if in program)

## **OUTSIDE SCHOOL HOURS CARE CENTRE**

Out of school hours care is provided by PCYC. For more information, please contact PCYC direct on 0439 161 685 or [caningerabaoshc@pcyc.org.au](mailto:caningerabaoshc@pcyc.org.au). or [www.pcyc.org.au](http://www.pcyc.org.au).

## **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 Term 1, parents / carers are encouraged to attend a parent / teacher interview to discuss their child's progress.

At the end of Semester One student reports are generated and emailed. At this time, parents may request 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 contact the class teacher and then if required, 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 4<sup>th</sup> 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'/CARERS' CARS**

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

All parents should note and follow the 'No Standing' and 'No Parking' signs. Loading zones specifying 2 minutes are at the front of the school & in the Kiss & Go area during designated times.

***Please refrain from driving motor vehicles into the school.*** Government regulations state that the vehicles used for transporting school students must not enter the grounds.

Kiss and Go operates each afternoon from 2:50 – 3:15pm. All drivers are to remain in their vehicle; 2 minute designated times; family surname needs to be displayed clearly on left hand visor.

Students will be taken to the school office in Administration after the 3:15pm finish of Kiss and Go.

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.

## **RELIGIOUS INSTRUCTION**

Queensland state schools embrace a multitude of cultural, religious and non-religious beliefs. Under the *Education (General Provisions) Act 2006*, schools are to provide Religious Instruction (RI) if approached by a faith group seeking to provide RI and students of that faith attend the school.

RI informs students about the beliefs and values of a particular religion. It is delivered by volunteers of a faith group using instructional materials approved by that faith group. RI is required to be consistent with legislation and Department of Education policies and procedures.

All RI instructors must hold a blue card and participate in compulsory Student Protection and Code of Conduct training. RI instructors are only entitled to deliver the RI program outlined below. A school staff member will be present during the delivery of RI.

Participation in RI is not compulsory. Any student (except Prep students) may participate in RI if a parent has provided written instructions to the school.

Students are allocated to RI based on information provided by parents on the completed [Application for student enrolment](#) unless other written instructions have been provided to the school. ***Note: This consent remains in effect unless the parent informs the school otherwise in writing.***

A description of the RI available is provided below.

## **Religious Instruction (continued)**

Participating faith groups: Non-Denominational Christian religious instruction provided through Burleigh and District Ministers Fellowship – Uniting, Catholic, Baptist, Contemporary Christian. Authorised program: ‘Connect’ Program

### ***Aims and goals:***

\*Introduce children to the Christian faith through the use of the Christian-based ‘Connect’ program 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.

Lesson structure: Volunteers from the above local church groups deliver 30 minute lessons to students once per week. These lessons come from the Christian-based ‘Connect’ program.

For further information, including module and/or lesson descriptors visit: <https://cepconnect.com.au/curriculum>

Parents of students participating in these programs will be advised if a faith group requires funds to cover the expense of materials used in RI.

### ***Other Instruction***

Students who are not participating in RI will be provided with other instruction in a separate supervised location. Other instruction must relate to part of a subject area already covered in class and may include:

- personal research and/or assignments
- revision of class work such as creative writing or literacy and/or numeracy activities which could include online programs currently accessed by the students of that school (i.e. [Mathletics](#), [Reading Eggs](#))
- wider reading such as independent reading appropriate to the student

Parents will be advised of any changes to the RI and other instruction programs to ensure they are able to make an informed decision on their child’s participation.

## **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.

## **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.

## **SCHOOL PAYMENT OPTIONS**

BPoint is the preferred on-line payment method for excursions, activities, school fees etc. Details on how to pay are included on the school generated invoices which families receive by email. **No cash can be accepted for payment.**

For any payment enquires please email [admin@caningerabass.eq.edu.au](mailto:admin@caningerabass.eq.edu.au) .

## **STUDENT CODE OF CONDUCT**

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.

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

<https://caningerabass.eq.edu.au/Ourschool/Rulesandpolicies/Pages/Rulesandpolicies.aspx>

## **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 RESOURCE SCHEME and STATIONERY BOOK LISTS**

A stationery booklist scheme is operated by the Parents & Citizens' Association for all year levels Prep to Year 6. If cost is a problem please talk to the class teacher or a member of the administration team.

At the P&C meeting held on 23<sup>th</sup> October 2023, the Student Resource Scheme participation fees for Prep to Year 6 in 2024 were supported and endorsed. Fees for 2024 are listed in the below table:

**Student Resource Scheme and Stationery Book Lists (continued)**

|   | Prep        | Year 1      | Year 2      | Year 3      | Year 4      | Year 5      | Year 6      |
|---|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| <b>Books</b>  |             |             |             | 10.75       | 11.10       | 6.69        | 7.76        |
| <b>Software</b>   |             |             |             |             |             |             |             |
| Mathletics (ex GST) 1-6   |             | 10.65       | 10.65       | 10.65       | 10.65       | 10.65       | 10.65       |
| Typing Tournament   |             |             | 3.80        | 3.80        | 3.80        | 3.80        | 3.80        |
| Reading Eggs (ex GST) Prep-6  | 9.17        | 9.17        | 9.17        | 9.17        | 9.17        | 9.17        | 9.17        |
| DOE eBooks Digital Library  |             |             |             |             |             |             | 1.50        |
| <b>Class Workbooks/Worksheets</b>   | 32.80       | 27.20       | 27.20       | 27.20       | 27.20       | 27.20       | 32.80       |
| My Prep ABC Scrapbook   | 14.45       |             |             |             |             |             |             |
| Half Page Baseline Scrapbook  | 5.45        |             |             |             |             |             |             |
| <b>SMART Maths</b>  | 2.00        | 10.00       | 10.00       | 10.00       | 10.00       | 10.00       | 10.00       |
| <b>Art and Craft</b>  | -           | 17.00       | 17.00       | 8.70        | 8.70        | 8.70        | 8.70        |
| <b>Art and Craft/Cooking Materials</b>  | 26.60       | -           | -           | -           | -           | -           | -           |
| <b>Administration Fee</b>   | 6.00        | 6.00        | 6.00        | 6.00        | 6.00        | 6.00        | 6.00        |
| <b>Total 2023 Student Resource Scheme</b>   | <b>\$96</b> | <b>\$80</b> | <b>\$84</b> | <b>\$86</b> | <b>\$87</b> | <b>\$82</b> | <b>\$81</b> |
| *My Prep ABC & Half Page Baseline Scrapbooks included in SRS rather than booklist to provide significant cost savings for families. |             |             |             |             |             |             |             |

Information, including the stationery/booklists, is available from the school office.

**SWIMMING, SPORTS, EXCURSIONS and CAMPS**

From time to time classes leave the school grounds to participate in swimming lessons, play in sporting teams and attend educational excursions. On these occasions, students will always be adequately 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](http://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, the tuckshop convenor, on 5568 6339. Your help is needed, and would be greatly appreciated.

## **VALUABLES AT SCHOOL**

Students should NOT bring valuables (jewellery, toys, i-pods, ferraris 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.

## **VOLUNTEERING**

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

Some activities might include working as a member of the P&C, 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. If you are thinking about volunteering, speak to your child's teacher to see if they require any assistance, or check the P&C Facebook page for upcoming meetings and events.

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 Term 2 each year. In 2024, NAPLAN tests will be conducted on-line. 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.