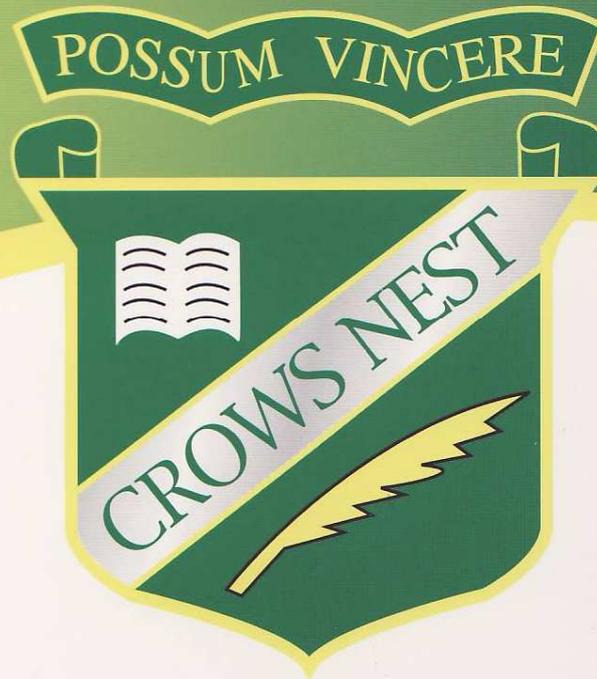




Queensland
Government
Education Queensland



SCHOOL HANDBOOK

Crows Nest State School

Prep to Year 10

CONTENTS

Foreword	4
General School Information	5
Assessment Policy - Secondary	6
Attendance	6
Bells	7
Bicycle Safety	8
Book and Stationery Requirements	8
Book Club	8
Bus Transport	8
Change of Details	8
Class Allocation - Primary	9
Class Organisation	9
Concerns of Parents	9
Crossing Supervisors	10
Dental Clinic	10
Disease Exclusion Table	10
Emergency Procedures	12
Enrolments	12
Estranged Situations - Access to students	12
Excursions and Performances	12
Foyer Display	12
Gates	13
Guidance Officer	13
Hats	13
History	13
Homework	15
Illegal Substances	15
Illness at School	15
Injuries at School	15
Internet Usage	15
Levies	16
Lost Property	16

Medication Policy	16
Messages to Students	16
Map of School	17
Newsletter	18
Out Of Bounds Areas	18
Parents & Citizens Association	18
Payments	18
Photographs	19
Prep	19
Pupil Free Days	19
Religious Instruction	19
Reporting to Parents	20
Resource Centre	20
School Rules	20
Smoking	21
Special Needs	22
Sport / Physical Education / Activities	22
Sports Houses	22
Staffing	22
Staff List	23
Student Council	24
Secondary Subjects	24
Subject Fees	24
Technology	24
Telephone Contact During School Hours	25
Textbook and Resource Scheme	25
Transfers	25
Tuckshop	25
Undesirable Items At School	26
Uniforms	26
Valuable Items	31
Vehicles in Grounds	31
Visitors to School	31
Volunteers	31
Website	31

THE SCHOOL MOTTO

"I Can Overcome"

FOREWORD

Welcome to Crows Nest State School. We are a Prep to Year 10 facility. We trust that your association with our school is a rewarding, educational experience for your child.

It is our belief that education is the responsibility of both teachers and parents. Therefore we ask you to form a partnership with us so that your child can develop trusting relationships with adults who care about their welfare. Such partnerships will help realise our goal that the children of this school will develop positive attitudes towards lifelong learning to assist them to become active citizens in community, economic and political life.

Our purpose at the Crows Nest State School P - 10 Campus is to provide a nurturing and quality education for students in our care with an emphasis on cooperation, achievement and responsibility.

Scott Edmunds
Principal

Introduction

Crow's Nest State School is a Prep to Year 10 facility which includes a Prep program, Years 1-6 Primary and Years 7-10 Secondary. We are the only State School in the Toowoomba District to offer Secondary Education. The student population is stable, averaging around 310 students for the last three years. Students who attend Crows Nest State School complete their schooling from Prep to Year 10 on the one campus.

The teaching staff at Crows Nest State School range in teaching experience from beginning teachers to teachers who have been teaching for a number of years. The ancillary and administration staff members that support the teachers are all very dedicated. Many of the staff members live within the boundaries of the old Crow's Nest Shire while other staff members travel each day from the Toowoomba area.

Our school offers a range of quality curriculum programs adapted to the needs and interest of our students. We work hard to provide a rigorous program for our students from Prep to Year 10 and to provide a link from Prep to Primary to Secondary. Our NAPLAN results have 90% of our students either at or above National Minimum Standards.

GENERAL SCHOOL INFORMATION

To ensure that everyone associated with our school has accurate information, this booklet describes facilities, policies and procedures on which our school operates. Please take a few minutes to peruse the following information, arranged alphabetically.

Should you have any questions regarding our school, please do not hesitate to contact our school office. We are here to help.

CONTACT DETAILS

Phone: (07) 4698 3111

Fax: (07) 4698 3100

E-mail: the.principal@crownestss.eq.edu.au

Web Page: www.crownestss.eq.edu.au

OFFICE HOURS

Office Hours - 8.00 am - 4.00 p.m. each school day

CORRESPONDENCE

All correspondence should be addressed to:

**The Principal
Crow's Nest State School
1 Littleton Street
Crow's Nest QLD 4355**

Assessment Policy - Secondary

Students at Crow's Nest State School benefit from a formal program of standards-based assessment. The major purposes of an assessment program are to improve teaching, help students achieve the highest standards they can within their own capabilities, and provide meaningful reports to parents/carers on students' achievements (Queensland Studies Authority, 2009).

Principles and Procedures:

- Assessment items must be the student's own work
- Students must acknowledge information sources. Referencing methods will be outlined in assessment criteria
- Bibliographies must be included where appropriate, and will be taught as part of the school program
- Teacher monitoring of draft material (including check dates) will occur at various stages and must be submitted with the completed assessment
- Failure to meet check dates, if set, will result in parents being contacted by the teacher of that subject
- Assessment items must be presented by the due date, unless there are exceptional circumstances, which are outlined below:

1. The teacher or the Head of Department may grant an extension of time prior to the due date.
2. Extended illness. A medical certificate needs to be produced.
3. Personal/Family circumstances. Parental contact with the Teacher or Head of Department is essential on or before the due date. In extreme circumstances, where prior notification is impossible, parents must contact the Principal who will decide whether or not an extension will be granted.
4. Assessment items submitted after the due date (except exams), without prior parental notification of one of the above circumstances, will not be accepted. In this case, judgments about student work will be based on evidence submitted prior to the due date.
5. In the case of exams, students will be able to sit the exam up to one week following the set date. Following this, students will be given an "N" for non-submission, where this item will not contribute to the student's overall achievement level. Parents should provide a written request for late exams, stating the reason of absence on the set date.

ATTENDANCE

Regular and punctual attendance at school is expected of all students. (The Education Act requires "A child is of **compulsory school age** if the child is at least 6 years and less than 16 years" attend school every day unless there is a valid reason for absence).

Parents are requested to contact the school office either by phone, note or email whenever a child is absent or late.

The parent of any student who is **absent or late** from school without explanation, will be contacted by letter, requesting an explanation for any absence/lateness during the previous fortnight. This is to ensure that students are not absent without their parents knowledge or consent.

No student is allowed to leave the school grounds during school hours without a note from their

parent or guardian and countersigned by class or form teacher. All students must also sign the Register when arriving late or leaving early.

Students, who arrive at school after the first bell must report to the office with a signed explanatory note from parents, and collect a late slip, sign the "Late Arrival Register" and then go to their classroom. When students receive a late slip they will be marked on the roll as present but late. Parents of students who do not have an explanatory note will receive a letter from the school requesting such explanation.

Parents who are collecting students should do so from the office.

No student should arrive at school before 8:30 am. Parents need to provide notification with a **bona fide reason** for students to be in the school grounds before 8:30 am. No supervision other than that normally afforded as teachers carry out their before-school preparation is provided. In addition no special activities will be provided. Students will be allocated a quiet area to sit until 8:30 am.

BELLS

Primary

<i>Move to Parade/Class</i>	8:55 am
ASSEMBLY (Monday)	9:00 am
Morning Session Starts	9:05 am
LUNCH	11:25 am
Finish Play	12:05 pm
Middle Session Starts	12:10 pm
AFTERNOON TEA	1:20 pm
Warning Bell	1:40 pm
Afternoon Session Starts	1:50 pm
School Finishes	3:00 pm

Secondary

<i>Move to Parade/Form</i>	8:55 am
ASSEMBLY (Monday) or FORM	9:00 am
PERIOD 1	9:05 am - 10:15 am
PERIOD 2	10:15 am - 11:25 am
LUNCH	11:25 am - 12:05 pm
PERIOD 3	12:10 pm - 1:20 pm
AFTERNOON TEA	1:20 pm - 1:40 pm
Warning Bell	1:40 pm
FORM	1:45 pm - 1:50 pm
PERIOD 4	1:50 pm - 3:00 pm

BICYCLE SAFETY

Bike riders must wear bicycle helmets. Bikes must **not** be ridden inside the school grounds. If your child is a bike rider, please ensure they know the appropriate road rules.

BOOK AND STATIONERY REQUIREMENTS

Year level **books lists**, both primary and secondary, are forwarded home with each student towards the end of each school year and are provided to parents of new students on enrolment.

BOOK CLUB

Scholastic Book Club issues catalogues each month. Orders for Book club should be posted in the mailbox in a sealed envelope with: Book Club, student name, class, amount of money / cheque value enclosed, clearly written on the envelope. Cheques must be made out to *Crow's Nest State School P&C Association*. **No** late orders will be accepted. Upon arrival of books, parent volunteers will collate and distribute student orders to class groups.

BUS TRANSPORT

Queensland Transport provides bus transport from surrounding areas, which are beyond minimum distance of 4.8km (years 8 - 10) and 3.2km (years P - 7) by the shortest trafficable route from the school. This privilege may be withdrawn if behaviour is unsatisfactory. Students must obey lawful instructions given by drivers in charge of buses. Whilst misbehaviour on buses is to be dealt with through Conveyance Committees, the school will support all efforts to maintain a high standard of behaviour. Some instances of misbehaviour may also be dealt with through school procedures.

BUS CONTRACTORS INFORMATION

Name	Area Serviced	Contact Numbers
Kerry Rieck (Range Charter Coaches)	Emu Creek Road, Anduramba, Pierce's Creek Perseverance / Pechey / Groomsville	07 4698 1800 0429 629 729
Jim Burgess	Ravensbourne	07 4698 1498
MaryAnn Burgess	Hampton	07 4698 1498
Kerry Rieck (Range Charter Coaches)	Haden, Upper Pinelands Coalbank	07 4698 1800 0429 629 729

CHANGE OF DETAILS

Parents are requested to keep enrolment information current, especially address, telephone number, emergency contacts, medication and method of travelling to and from school. If any information changes, please notify the school **in writing** immediately. We can accept such changes to information **only** by a parent / legally responsible adult.

CLASS ALLOCATION - PRIMARY

When allocating students to classes, all teaching staff, including support personnel, are consulted. Equity in numbers, gender and abilities of students are taken into consideration. We try to maintain some friendships.

As schools are staffed according to enrolments as of day eight of the school year, staffing allocations and classes may need to be reorganised after this time.

CLASS ORGANISATION

In order to accommodate the growing number of students, the school provides a range of teaching situations - single classrooms, composite and multi-age year levels. Students in all these classes receive the same breadth of learning experiences as those within one-year level.

Composite Classes

A composite class is a combination of at least two-year levels. The number of children in the school determines the particular combination of year levels. The children have the opportunity to work with and interact with a variety of students of differing abilities, ages and interests. They will also work with students in their same year level. All teachers are issued with Syllabus documents for each curriculum area. These documents specify what needs to be taught in each year level. Your child will be taught what other children will be taught. However, all teachers are different and teach in different ways. They may cover things differently from other classes and may do them in a slightly different order.

CONCERNS OF PARENTS

Parents are always encouraged to discuss their child's progress with his or her teacher. **Please ensure that appointments be made either before or after school** through the relevant teacher. We at the school endeavour to ensure that your child's time with us runs as smoothly as possible. However, there will be occasions when you may have concerns about what has happened in a classroom, in the playground or on excursions. These concerns may grow into bigger issues if you don't talk to the school staff about them.

We are committed to ensuring that all parents have their concerns dealt with in a fair and equitable manner, and following this process will ensure that any concerns are addressed with the least possible classroom or school disruption.

Classroom concerns should initially be addressed to the classroom teacher.

For general concerns or if the issue has not been resolved, please **make an appointment through the office** to see the Principal / Deputy Principal / Head of Department / Business Services Manager.

Please refer to our Complaints Management Policy available on enrolment, from the school office or located on our school website.

If the problem cannot be resolved within the school you should contact Darling Downs South West Regional Office at 178 Hume Street Toowoomba, phone 07 4616 9111. The Regional Office also provides access to a Community Participation Officer responsible for parent liaison.

As part of the process Ms Deborah Dunstone, Assistant Regional Director will be notified and involved if needed. Parents may also wish to contact QCPCA on 07 3262 3400 for help and support.

Both the QCPCA and District Office have access to the Office of State Schooling, which administers the operation of all Queensland State Schools, to further resolve issues if required.

CROSSING SUPERVISORS

The T-junction formed by the intersection of James and Littleton Streets in front of the school gates is controlled by a Road Crossing supervisor from 8:00 am to 9:00 am in the morning and from 2:50pm to 3:20pm in the afternoon.

All parents and children who are crossing the road, or who are driving cars on the roads at the above times are required by law to obey the instructions of the Supervisor on duty. To fail to heed the directions of the Crossing Supervisor could result in the offender being reported to the police and fined.

The crossing is a scramble crossing. To ensure that all pedestrians may cross in safety, the Crossing Supervisor will, once he / she has ascertained that an adequate number of people wish to cross, move into the middle of the intersection, displaying prominently a "STOP" sign. All vehicular traffic is required to stop. Once this has occurred, the Crossing Supervisor will blow on the whistle twice. This is the signal for all pedestrians to cross.

The driveway into the school is **not** an extension of James Street and is **not** a public thoroughfare. All pedestrians within the grounds have right of way over **all** traffic at **all** times. The speed limit is 10km/h.

DENTAL CLINIC

Free dental treatment is available to all preschool and primary children from 5 years old. The service may only be accessed when parents have completed the application/consent form. When a visit from the dental van is imminent you will be contacted about your wishes in regard to treatment.

DISEASE EXCLUSION TABLE

Disease	Case	Contact
CHICKENPOX AND SHINGLES	Exclude for at least five days after the first appearance of the rash and the last blister has scabbed over. (Some remaining scabs are not a reason for continued exclusion)	Exclude children with immune deficiencies (eg. leukaemia or on chemotherapy), otherwise not excluded.
CONJUNCTIVITIS	Exclude until discharge from eyes has ceased.	Not excluded
DIARRHOEA (CAMPYLOBACTER, CRYPTOSPORIDIUM, GIARDIA, ROTAVIRUS, SALMONELLA, SHIGELLA)	Exclude until diarrhoea has ceased for 24 hours.	Not excluded
HAND, FOOT AND MOUTH DISEASE	Exclude until all blisters have dried.	Not excluded
HEPATITIS A	Exclude until 7 days after the onset of illness or jaundice. Readmit with a medical certificate of	Not excluded

Disease	Case	Contact
	recovery.	
HERPES ("cold sores")	Young people not able to comply with good hygiene practices should be excluded while sores are weeping (Sores should be covered with a dressing where possible).	Not excluded
HUMAN IMMUNE-DEFICIENCY VIRUS (HIV AIDS VIRUS)	Exclusion is not necessary unless the child has a secondary infection.	Not excluded
IMPETIGO ("SCHOOL SORES")	Exclude until treatment has started. Sores on exposed skin should be covered.	Not excluded
INFLUENZA AND INFLUENZA LIKE ILLNESS	Exclude until well.	Not excluded
MEASLES	Exclude for at least four days after the rash first appears.	Immunised children not excluded. Non immunised children and staff should be excluded until 14 days after the first day the rash appears in the last infected person. Excluded children or staff may return to the school or centre if immunised within 72 hours of contact with the first infected person.
BACTERIAL MENINGITIS AND MENINGOCOCCAL INFECTION	Exclude until well.	Not excluded
MUMPS	Exclude for 9 days or until swelling goes down.	Not excluded
RINGWORM, SCABIES, HEAD LICE	Exclude until day after approved treatment has commenced.	Not excluded
RUBELLA (GERMAN MEASLES)	Exclude for at least four days after the rash first appears.	Not excluded. (Female staff of child bearing age should check their immunity to rubella with their GP)
STREPTOCOCCAL INFECTION (INCLUDING SCARLET FEVER)	Exclude until child has received antibiotic treatment for at least 24 hours.	Not excluded
TUBERCULOSIS	Exclude until well and approval to return has been given by a Public Health Unit Physician or delegate.	Not excluded
TYPHOID FEVER (INCLUDING PARATYPHOID FEVER)	Exclude until well and approval to return has been given by a Public Health Unit Physician or delegate.	Not excluded unless advised by public health authority.
WHOOPING COUGH (PERTUSSIS)	Exclude for 14 days from onset of coughing or until child has taken five days of a 7-day course of antibiotics. (Erythromycin)	Household contacts who have received < 3 doses of pertussis vaccine should be excluded from childcare until they have taken 5 days of a 7 day course of erythromycin, or from 14 days after their last exposure to the infection.

Other diseases not requiring exclusion periods are:

- Cytomegalovirus
- Glandular Fever
- Hepatitis B
- Hepatitis C
- Parvovirus

EMERGENCY PROCEDURES

Procedures have been adopted which promote speedy evacuation of the buildings / evacuation of the grounds in an emergency. Regular practice is conducted in these procedures. All members of the school community on site at the time are required to participate in the drills. Maps of evacuation routes are located near the entrance of all rooms.

ENROLMENTS

Parents wishing to enrol students should make an appointment through the office. Enrolment is conditional upon the receipt of appropriate Transfer documents. Enrolment forms are also available on our web site.

ESTRANGED SITUATIONS - ACCESS TO STUDENTS

In these situations it is **essential** that the Principal be advised **in writing** by solicitor's letter or Court Order as to any custody and or access arrangements of the children involved. If a Court Order has been issued, the Principal/Deputy Principal will ask to see any orders or legal instructions.

If there are any legally binding orders pertaining to children, the school requires a copy of these in order to act appropriately if a situation arises. This is to ensure that school personnel comply as far as possible with legally binding requests in relation to:

- Granting or refusing access to children during school hours.
- Providing information to another party.

EXCURSIONS AND PERFORMANCES

On occasion educational excursions are organised to reinforce work being undertaken at school. For these excursions, students are expected in most cases to meet the cost of transport and admission fees where possible. No student is permitted to participate without the written consent of parents. Detailed information is forwarded home at appropriate times throughout the year.

Students who are on unacceptable levels of behaviour will not represent the school and will lose the right to participate in school activities such as excursions which are not required for assessment.

FOYER DISPLAYS

Each month different classes provide a Foyer Display to showcase the excellent work that is occurring in classrooms. Parents are invited to view these displays.

GATES

In the interests of student safety the school gates are closed at 8:15am - 9:00am and 2:50pm - 3:10pm approximately to stop vehicle traffic within the school grounds when students are arriving and leaving. Please ensure that you do not attempt to leave the school grounds during this time.

GUIDANCE OFFICER

The Guidance Officer is available at Crows Nest by appointment. Their role at the school is to provide guidance and counselling services to support students, teachers and parents. This may include individual and group counselling, psycho-educational assessment, careers advice, and providing support for student's educational and personal welfare. The Guidance Officer is able to provide advice, and assist in areas such as learning difficulties, emotional problems such as anxiety or depression, suicide, grief, separation or divorce, behavioural problems, and drug and alcohol abuse. The Guidance Officer conducts a career education program.

Parent permission is necessary before the Guidance Officer will assess a student. Appointments can be made through the school office.

HATS

Whilst hats are part of our school uniform, the wearing of a broad brimmed hat is a health and safety issue. It is a requirement that **all** students wear the specified broad brimmed hat / legionnaires cap during lunch breaks and whilst on outdoor activities. Caps are **not** acceptable. Any student who fails to wear an acceptable hat will be instructed to report to a under cover of a building area and will not be allowed to play in the sun. Any student who fails to comply with this instruction will be sent to administration and consequences for disobedience will apply.

HISTORY

The first Crows Nest School building was completed on 2 February 1877. Undoubtedly it didn't materialise without the years of planning, financial sacrifice, physical labour and, at times, contention that typify the efforts of sincere people of all times to gain for their children that stepping stone to success - an education.

The first small school was a Provisional School - a building provided by the community and a teacher appointed by the Education Department. The building was twenty by twelve feet, with one verandah and a shingle roof. Such was the success of the school, that one year later the room was overcrowded.

In October 1880, a State School replaced the provisional school on the site in Dale Street. The usual pattern of repairs, alterations and extensions began. A major step forward was the establishment in 1921 of the Rural School where boys including school-leavers were given Manual training and the girls Domestic Science.

A frequently recurring phenomenon of early settlements in rural areas was the shifting of residences - usually very gradual, but sometimes quite rapid as happened when railways were established. Early Crows Nest had been to the South, but the township gradually moved north. The Education Department, in what appeared to be the developing area, reserved an area of Crown Land. In 1947, this 45-acre site, where the school now stands, was gazetted as the location of a future school. The old school building had deteriorated, and overcrowding was a continuing problem. There had been for many years, a very active local lobby for the

establishment of a secondary department and an enlarged primary school, drawing pupils from the nearby one-teacher schools. In 1958 approval for a new school on the new site was finally given.

In early 1959 the Secondary Department was opened. The building was not completed, but classes began temporarily in the Church of England Parish Hall. Meanwhile building of the new school continued and late 1959 completed a seven-room primary wing, a small secondary wing and an administration block.

Since then, several small country schools have closed and their pupils have been transported to Crows Nest by school bus.

During the 1960's a Manual Arts and Home Economics block was built and the secondary block extended. A Tuckshop was constructed under the Home Economics wing. The next decade saw first the two-room infant block (originally one room, but later extended). Later a temporary library building was erected - this had now become two classrooms. Two additional secondary classrooms were also added. The Preschool was a major addition to the growing complex of the school when it was constructed during 1974 and 1975. The single unit preschool was opened in July 1975. Extensive additions and alterations to the school were completed in 1980. These included a new Science Laboratory for the Secondary Department. The Administration Block was enlarged and completely redesigned. Included in this construction was a permanent library serving both Primary and Secondary Departments. In 2001 all secondary buildings were completely re-roofed.

Constant improvements to the school's extensive grounds have been made since 1959, due largely to the efforts of Parents and Citizens Associations. The tennis courts, ovals, netball courts, wickets etc. were established as soon as possible after the school was established on the new site. Later the auditorium and landscaping were added. Since 1998 major landscaping projects have transformed the grounds.

More recently, on 7 May 1998 a significant change to the school took place with the opening of a new Administration building. The previously used Administration area became the current school Resource Centre and Secondary Teachers staffroom. Significant funds from the Parents and Citizens Association continually up-graded the grounds and the facilities, with half-court basketball courts and beach volleyball courts becoming popular venues for student activity in the 21st century. All of these improvements are visible proof that the history of a school is not only in the buildings provided by a government department.

In 2002 the school celebrated its 125th year of operation. As part of the celebrations a time capsule containing current items of schoolwork and interest was buried, and a capsule buried in 1977 was opened and the contents displayed. Both capsules are due to be opened in 25 years time in 2027 at the school's 150th celebrations.

The history of the school is the history of the community. It is the hundreds of teachers who over the years have helped shape the destiny of the thousands of children who have attended the school. It is the parents who have supported their children's school with loyalty, money and that most precious of all donations - their time. Most of all it is the children, for they not only make the school, they are the thread that weaves through history, binding together the generation of mankind.

HOMEWORK

Homework is a valuable part of every child's education, and has several benefits for students and parents. For parents it is a useful way of keeping in touch with what your child is doing at school and is most important in maintaining a supportive relationship between teachers, parents and students. For students the purposes of homework are:

1. To ensure that work taught in class is understood, learnt and practised.
2. To learn and memorise facts
3. To revise knowledge already gained
4. In upper year levels, to provide the opportunity for students to work alone, to help themselves and to help learn academic self-discipline.

The following is a **guide** to homework expectations for students:

Years 1-3:	could be up to - but generally not more than - an hour each week
Years 4 & 5:	could be up to - but generally not more than - 2-3 hours each week
Years 6 & 7:	could be up to - but generally not more than - 3-4 hours each week
Year 8:	50 minutes inclusive of all subjects 4 nights per week.
Years 9 & 10:	75 minutes inclusive of all subjects 4 nights per week.

ILLEGAL SUBSTANCES

Under Education Queensland regulations, any student found using, selling, buying or in possession of an illegal drug will be suspended or excluded and become subject to a departmental inquiry and subsequent decision of the Director General of Education. The Police and the offender's parents will be notified.

ILLNESS AT SCHOOL

Students who become ill at school must first report to their classroom teacher who in turn will direct them to the Office. Facilities for sick students are limited. Therefore whenever possible, parents are notified by telephone to enable them to take the student home. Please ensure that the school has your emergency contact phone numbers and your current home address. Students will not be kept in the sick room for longer than absolutely necessary.

INJURIES AT SCHOOL

Whilst the care and protection of your child at school is a priority, accidents may still occur.

In the case of an accident, only basic first aid can be administered. For minor accidents, parents will be contacted as soon as possible and advised of the circumstances, usually with the recommendation that the child be collected from school. For serious accidents, the ambulance will be called first and then the parent. The costs associated with any medical service are borne by parents.

INTERNET USAGE

All students have access to the Internet for curriculum purposes only. Upon enrolment parents must sign a permission form before their child can access the Internet.

LOST PROPERTY

Please clearly mark all clothing, class materials and sporting equipment with your child's name. Named articles are returned to the relevant student.

All unnamed lost property is placed in the crate at the rear of the Administration building. Unclaimed uniforms will be stored and are made available for purchase through the P & C.

MEDICATION POLICY

Should medication prescribed by the student's medical practitioner be requested to be administered while the student is at school or involved in a school approved activity, a parent/legal guardian must complete and sign a Parental Permission form available from the school office.

There is no legal requirement for the school to administer medication.

When the First Aid Officer is requested by the parent to administer medication, the instructions provided must be **written on the medication container by the pharmacist**, at the medical practitioner's direction.

Teachers or other authorised persons will not accept the verbal instructions from the parent. The instructions on the medication container need to indicate **specific times** at which medication is to be administered, as well as the **dosage**.

- Non-prescribed oral medications e.g. analgesics **will not** be given.
- No medication will be issued to students without **written** parental approval.
- No medication other than asthma medication should be carried by students at any time.
- All medication is to be delivered to the office by the parent in the original medication container, with clear instructions from the medical practitioner.
- It is the student's responsibility to come to the First Aid Officer to take medication.
- All unused medication will be returned to the parent.

The school will maintain a "Register of Medication", indicating details of medication administered.

Under no circumstances are students to bring medication to school and keep it on their person or in bags. Doing so is potentially hazardous to other students, as the medications cannot be kept secure. The only exception to this is a named asthma inhaler, which may be kept by a student. Nor should any medications be shared.

MESSAGES TO STUDENTS

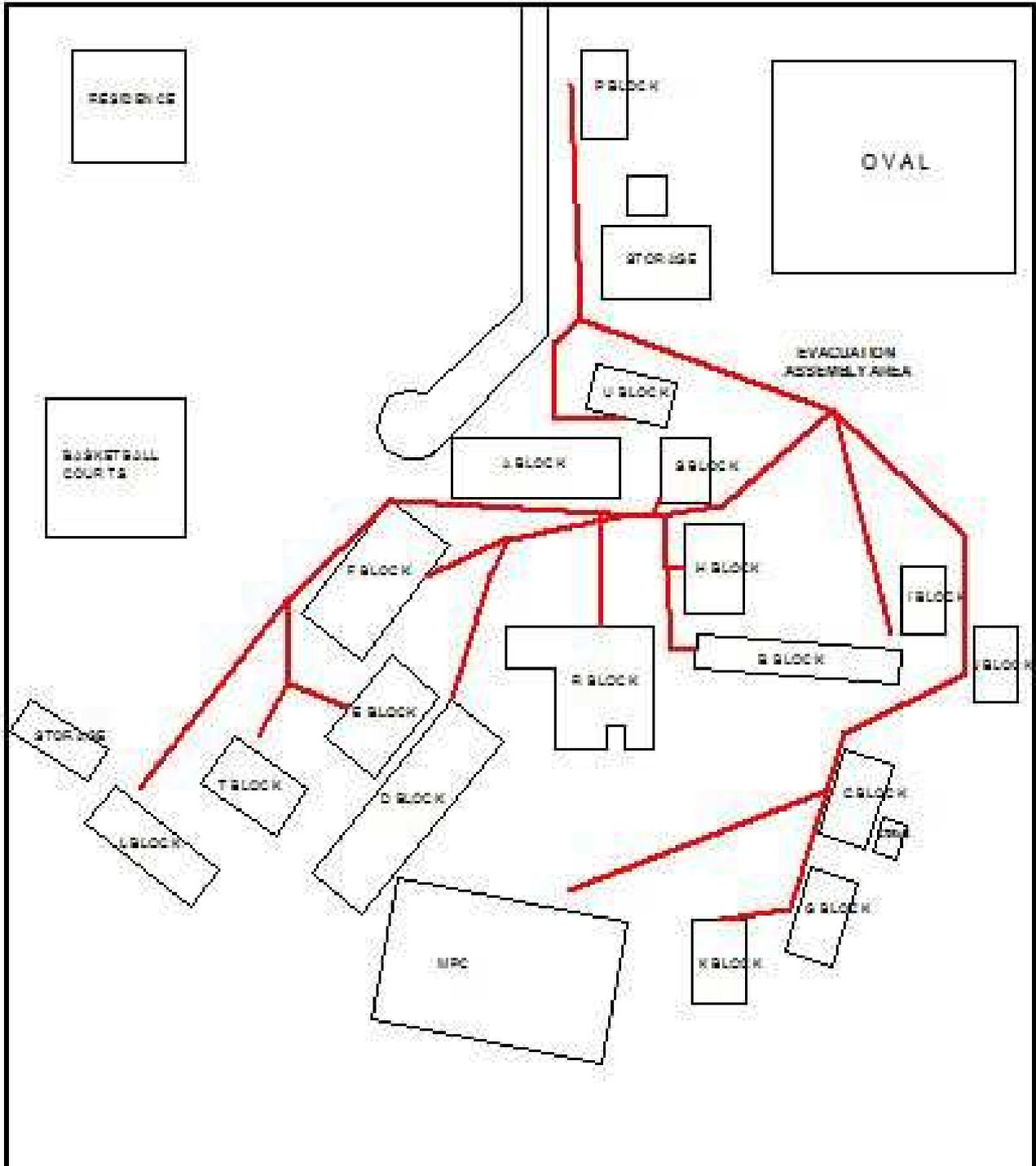
If a parent needs to get a message to a student as a matter of urgency, please ensure that the school office has sufficient time (at least 45 minutes) to actually locate the student. Therefore no messages will be delivered after 2:15pm and 1:00pm on Fridays.



CROWS NEST STATE SCHOOL SITE PLAN



Revised December 2010



NEWSLETTER

The Newsletter contains items of school interest to keep you informed of school news and happenings. It is distributed every Wednesday to the eldest in the family and is emailed to those parents who have supplied the school with their email address. No other notices will be included in the Newsletter.

OUT OF BOUNDS AREAS

To ensure the safety of members of the school community, and the safety and security of their possessions and the school grounds, areas as described below will be out of bounds to students:

Students should at all times be visible to staff on duty.

1. Fence lines: There should be a safe distance (approximately 10 metres) between any boundary fence, so that danger from strangers and others is avoided.
2. Any sites where a safety barrier is present.
3. Car parks.
4. Bike rack areas, unless leaving or collecting a bicycle.
5. Tractor shed area.
6. Port racks and verandahs at lunch break.
7. Sports fields are reserved for students who are **participating** in sports activities.
8. Banks or areas of land, which are liable to erosion, must be preserved; they are also unsafe for student use.
9. Loitering or sitting on steps or in stairways. These areas must be kept clear at all times.

PARENTS AND CITIZENS ASSOCIATION

All parents and citizens are welcome to attend the meetings of this Association. You can become a member by completing the registration form, available on enrolment, at the school office, or at a meeting of the Association.

The objectives of the Association are to promote the interests of and facilitate further development of Crows Nest State School.

Meetings are held on the third Tuesday of each month from 7:30pm to 9:00pm.

PAYMENTS

For efficient banking and receipting purposes, any payments of money to the school should always:

- Be enclosed in a sealed envelope.
- Clearly identify the student name for which payment is being made.
- Clearly identify the teacher's name / grade.
- Clearly indicate for what purpose the payment is being made.
- Clearly indicate amount enclosed.
- Ensure envelopes are taped to prevent loss of coins
- Be placed in the mailbox situated at the back of the administration building.

It is acceptable to pay for more than one activity with the same cheque as long as the information is clearly marked on the envelope. This will save both yourself and the school bank charges.

PHOTOGRAPHS

Class photographs are usually taken early in the year, timely notification is given to parents. School uniform is required for photographs.

PREP

Crows Nest Prep operates on a full day basis five days a week, with students commencing at 9.00am and finishing at 3.00pm.

Prep children wear the Crows Nest State School uniform, and are located with the general school community.

Prep children should be brought into and collected from the prep classroom in Block B either by their parents or a responsible adult nominated by the parent/s. This is to ensure the safety of Prep children, with due respect to their age and need for supervision.

To be eligible to attend Prep, your child must be five years old on or before June 30 of the year they are attending Prep. Parents should telephone 46983111 regarding enrolments.

An orientation session is held in Term 4 of the year before your child is to attend Prep. Interviews are held at the beginning of the school year that your child is to attend Prep. Proof of date of birth is required when enrolling your child.

PUPIL FREE DAYS

The term dates for all Queensland state schools are published via the Department of Education and Training website.

http://education.qld.gov.au/public_media/calendar/holidays.html#calendars

RELIGIOUS INSTRUCTION

Religious Instruction is offered to Primary students for 35 minutes each Thursday. Secondary Religious Instruction is offered for a half day, twice per term.

Parents

- Will need to provide written notice of consent to have child/ren participate in another program of Religious Instruction when they are not a member.
- May withdraw their child/ren from participating in Religious Instruction.
- Are advised that their consent will remain operational unless they issue a **written notice of withdrawal** for their child.
- Will be advised of **alternative activities** provided for students who do not participate in Religious Instruction by class teachers.

REPORTING TO PARENTS

Reporting will occur four times per school year. This process provides valuable information on student progress to key stakeholders within the school community.

Student Progress Reports are given to students at the end of Semester One and Semester Two. Students share their progress reports with their parents. Parent-teacher interviews are offered during Term 1 and Term 3.

Student Progress Reports describe the degree of achievement each student has in accordance with a 5 point scale across all KLA's. Crows Nest State School uses Education Queensland's OneSchool Reporting System.

Parents of students in Yr 3, 5, 7 & 9 will receive a student report on their child's achievements in relation to National Testing Program Literacy & Numeracy (NAPLAN).

Parents will also receive a student report on their child's achievement of the essential learnings (using standards) in English, Maths and Science and one other area at Years 4, 6 & 9 after having participated in the Queensland Common Assessment Tasks (QCAT's).

RESOURCE AND MATERIALS SCHEME

A resource and Materials Scheme fee is applied to each level and is used to help defray the cost of consumables and other items used in daily teaching programs. The amount of the scheme for the year is notified to parents who will receive an account at the commencement of the school year. The P & C supports the payment of the Resource and Materials Scheme and encourages all parents to do so.

RESOURCE CENTRE

The school Resource Centre meets the learning needs of students by supporting the educational programs in the school. Resource-based teaching and learning develops the student as an independent learner with a wide range of general processes and specific skills. A large range of resources, both print and non-print is needed for this purpose, from computer software and video to picture books, fiction and non-fiction.

Funds are allocated annually for the maintenance and development of the collection. The school provides substantial support to assist this ongoing process. When new resources are being selected the learning programs and the students' interests both help to determine what will be purchased.

We ask you to encourage your child to use our Resource Centre wisely, treat items with respect and to return them for exchange or renewing of loans.

Resource Centre Rules

- No excessive noise
- No computer games
- Not to be used for social gatherings
- No bags inside library
- Treat resources with respect

SCHOOL RULES

Please ensure that your child / children are aware of these basic school policies and procedures before attending Crows Nest State School.

In the interests of safety, security and smooth school operation the following rules apply:

- Students will at all times act respectfully towards other students, staff and visitors at Crows Nest State School.
- A 'hands off' policy exists at our school - students should under no circumstances hurt other people or interfere with their property.
- No hat, no play.
- The correct school uniform is to be worn every day. A student not wearing school uniform should bring a signed note from home. Closed footwear and a hat are essential.
- No students are to enter a classroom or staffroom without a teacher present.
- All movement around the school must be done in a responsible and orderly manner.
- Verandahs and walkways are not playing areas and are to be vacated promptly during breaks.
- Students are not permitted to go to bags between lessons.
- School bags are to be left in designated class areas.
- Students should wait quietly at classroom doors in two lines until the teacher admits them to the classroom.
- Truancy / absence without parental permission is a serious breach of the school behaviour code and will be dealt with accordingly. Students are only permitted to leave the school grounds if the parent or guardian personally collects the student or the school receives a **signed note**.
- Students must come to lessons prepared to learn. That is: with the appropriate equipment, textbooks and stationery. They should also come to class with the appropriate attitude to learn.
- There is an expectation that students will respect the school facilities by keeping the grounds clean, by placing rubbish in the bins provided and maintain the quality of all classroom and school furniture, fixture and fittings.
- No tackle football is allowed, unless this occurs during the course of a lesson or training for a school football match. Permission notes from parents must be sighted in order for students to participate in tackle football.
- Use of Mobile phones is not permitted whilst students are attending school.

The following practices are forbidden at Crows Nest State School, during school activities and when students are in school uniform:

1. Chewing gum
2. Drinking alcohol

3. Smoking
4. Illegal drugs of any kind
5. Bringing dangerous items that could inflict injury to others
6. Destruction (including graffiti) of any school property

SMOKING

All areas and buildings within the school boundary are non-smoking zones.

SPECIAL NEEDS

Our Special Education Program (SEP) caters for children with low incidence disabilities for whom departmental guidelines and policies provide funding support. Each child has his / her own Individual Education Plan. The student's classroom teacher is responsible for the implementation of the plan with the support of the Head of Special Education Services and the Special Needs Teacher. How the program is implemented is specified in the IEP and will vary according to each child's needs in consultation with parents.

SPORT / PHYSICAL EDUCATION / ACTIVITIES

The school values the social and physical benefits of participation in a range of sports and activities. These are regarded as an integral part of our school program and the expectation is that all students will participate **unless a note has been provided on medical grounds**. Students who require asthma medication are responsible for administering this and should keep it with them during all physical activities. Under no circumstances can medication be shared. Every Friday afternoon is allocated for students in all primary and secondary classes to attend activities, which may be sport, craft or culturally based.

We encourage students to participate in sports and provide opportunities for them to compete against students in other schools and districts whenever possible. We run inter-house athletics and swimming carnivals each year. In Years 1 to 3 the emphasis is on participation and in Years 4 to 10 we encourage competition as well as participation.

In terms 1 and 4, aquatic programs may be provided for all primary students. It is an expectation that **all** students will attend **unless a valid medical reason has been provided for non-attendance**. These students will still be required to walk to the pool and sit quietly in the undercover grandstand while the Physical Education Teacher and Classroom Teacher take the swimming class. These students will be required to take quiet work or reading material with them.

We strongly encourage the wearing of goggles, sunshirts and sunscreen.

SPORTS HOUSES

The school has two houses, Tulloch (yellow) and French (red). Children in the same family will be placed in the same house.

French house was named after Corporal John French of Crows Nest who was awarded the Victoria Cross posthumously for an action of valour at Milne Bay on 4 September 1942.

Tulloch house was named to honour Mr Fred Tulloch a long serving chairman of the Crows Nest P&C Association.

STAFFING

School staffing is finalised after Day 8 enrolment counts each year.

A form teacher is assigned to each form class in secondary, where they mark the roll and work with students offering assistance when necessary. Form teachers assist administration with student pastoral care, behaviour, reporting etc.

Form classes are arranged according to the number of students in each year level.

STUDENT REPRESENTATIVE COUNCIL

Our Student Representative Council is represented by our School Captains and House Captains, and any other interested students and provides an opportunity for students to have input into the decision-making processes of the school. Meetings are coordinated by the Principal or delegate are held on a regular basis.

SECONDARY SUBJECTS

The following is a list of subjects currently available through our Secondary Department. While core subjects are offered every year, some subject options may change according to staffing allocations and student interest. Each year the school produces a booklet describing elective units of study for years 7, 8, 9 & 10.

- English
- Mathematics
- Science
- Study of Society and Environment
- Industrial Technology and Design
- Home Economics
- Catering
- Graphics
- Rural Studies
- Computer Studies
- Health and Physical Education
- Personal Development
- LOTE (Year 7 & 8)
- Performing Arts
- Visual Arts

Some subjects are available through the School of Distance Education based in Brisbane.

SUBJECT FEES

Some secondary subjects attract an additional fee to offset the costs associated with these subjects. These subjects include:

- Catering
- Graphics
- Information and Communication Technology (ICT)
- Industrial Design and Technology
- Visual Arts

TECHNOLOGY

We are continually upgrading both the quality and quantity of hardware and software available for student use. Computers are available in classrooms, the Resource Centre and in our two Computer Laboratories, which are available to both primary and secondary students.

Limits are placed on the amount of printing that students will be permitted to perform. These limits are outlined below. Once the management software has indicated that students have exceeded their quota, parents will be notified via a letter. Upon receipt of funds, students will have their quota reallocated.

TELEPHONE CONTACT DURING SCHOOL HOURS

Students may use the office telephone on a permission only basis to contact parents for **emergency** purposes. Calls are to be paid for. The current price is 40 cents.

TEXTBOOK AND RESOURCE SCHEME

The textbook and resource allowance funded by Education Queensland is paid to the school and administered by the P & C to assist parents to offset the cost of textbooks and other learning materials associated with the education of their secondary school age children.

The scheme is voluntary and parents who do not wish to participate should notify the school office. These parents will receive a cheque from the school to the value of the allowance for each of their secondary children. However, they are expected to provide all necessary textbooks for their children.

TRANSFERS

A school transfer certificate is required when a student transfers from one State School to another within the State. Parents are requested to inform the Principal / Deputy Principal as early as possible either by letter or personal contact when a transfer is required. The last date of attendance and destination school should be advised to the school office. Library books on loan and school texts must be returned before a transfer is issued.

TUCKSHOP

Tuckshop operates every Friday and is staffed by volunteers. A tuckshop committee (subcommittee of the P&C) makes decisions regarding the running of the tuckshop. A volunteer convenor deals with the day-to-day ordering of supplies etc. Price lists are available upon enrolment at the office. Volunteer helpers are always needed. If you are available to assist with the Tuckshop, the school Newsletter will include contact details for the convenor. Prep, Year 1 and Year 2 students pre-order lunches which are delivered to classrooms. All other year levels buy directly from the Tuckshop.

Ordering

Parents are asked to write on the front of one large envelope: child's name, teacher, food required and place correct change inside the envelope.

Please tape down the ends as the small change has a tendency to fall out.

The class teacher will collect the envelopes on Wednesday morning.

Toasted Sandwiches and Wraps **must** be ordered before 9:30 am (orders to the tuckshop or office)

Sample Envelope

Mary Cole			
“Teacher’s name”			
First Break		Second Break	
1 Pizza	1.20	1 Slice	0.50
1 Apple Juice	<u>1.20</u>	1 Icy Bite	<u>0.30</u>
	2.40	(pineapple)	1.30
TOTAL: \$3.70			

UNDESIRABLE ITEMS AT SCHOOL

Parents should ensure that their children do not bring to school items that are not required for classroom lessons, sport or other school activities. Students who bring dangerous items will have them confiscated immediately and the student will be dealt with according to the school discipline policy. Items such as but not limited to aerosol deodorants, laser pointers and mobile phones are regarded as undesirable items and will be confiscated.

If a student is required to bring along a mobile phone, they are requested to leave them at the school office in the morning and collect them in the afternoon using the register provided.

UNIFORMS

The wearing of the school uniform promotes pride in our school and self, not only when at school but also when on excursions, sporting and cultural events. The P & C Association strongly endorses the wearing of a school uniform and it is an expectation that **all** students are correctly attired at all times.

FORMAL UNIFORM

The formal uniform is compulsory for students in Years 7-10.

Secondary students are expected to wear their formal uniform Monday, Tuesday, Thursday and Friday. Students will also be expected to wear the formal uniform on other formal occasions or for special events when they are representing the school.

Primary students are expected to wear their formal uniform to School Assemblies (Monday). They may also wear their formal uniforms on the other days of the week, but this is at the families discretion. Students will also be expected to wear the formal uniform on other formal occasions or for special events when they are representing the school.

The school tie is to be worn as a part of the Winter School Uniform or on other formal occasions or for special events when they are representing the school.

SUMMER AND WINTER UNIFORM

Summer Uniform Term 1 and Term 4

Winter Uniform Term 2 and Term 3

HOUSE SHIRTS

House Shirts (Red and Yellow) are not a recognized part of the School Uniform. House shirts can only be worn for school carnivals - Swimming, Athletics and Cross Country.

BIKE PANTS (GIRLS)

Bike pants (bottle green) may be worn under skirts but must not be visible.

Any student not wearing the correct school uniform will be sent to Administration where he / she will be required to change into a uniform supplied by the school. At the end of the day the student will exchange the supplied uniform for his or her own clothes. Any student refusing to change into the supplied school uniform will be dealt with under the consequences for serious disobedience.

'Crow's Nest State School' hats, polo shirts and second-hand uniforms are available through the P&C.

On Free Dress days all students are expected to be appropriately attired.

GIRLS' SECONDARY (YEARS 7 - 10) FORMAL UNIFORM

SUMMER FORMAL UNIFORM

- Blouse: White over-blouse, white collar on V-neck, band on hips with embroidery on pocket.
(Brand: Berelle)
- Skirt: Bottle green skirt to knee (Brand: Berelle)
Bottle green skirt (Brand: Stubbie)
- Shoes: Black leather
(See photos - this is a Health and safety requirement for students)
- Socks: White - ankle high
- Tie: Crow's Nest State School tie: Green with grey diagonal stripe. Available from Crow's Nest SS P&C

WINTER FORMAL UNIFORM

- Blouse: White over-blouse, white collar on V-neck, band on hips with embroidery on pocket.
- Skirt/Slacks: Bottle green knee length skirt (Brand: Berelle)
Long bottle green trousers
- Shoes: Black leather
(See photos - this is a Health and safety requirement for students)
- Socks: White - knee high
- Tie: Crow's Nest State School tie: Green with grey diagonal stripe. Available from Crow's Nest SS P&C
- Jumper: Bottle green polar fleece jacket or jumper and/or long sleeved polo shirt with Crow's Nest collar.

ACCESSORIES:

- Hair accessories should be green or white. Long hair to be worn back off the face.
- Tracksuit pants are not to be worn under the formal bottle green skirt.
- Tracksuit pants are not to be tucked in to socks.
- Jewellery allowable includes: studs or sleepers in the ears only, wristwatch and signet ring only, chains for medical purposes only.
- Nail polish, hair dyes which are not natural colours and make-up are not permitted.
- **Facial piercings of any kind are** a Workplace Health and Safety issue and will be managed by school based processes.

BOYS' SECONDARY (YEARS 7 - 10) FORMAL UNIFORM

FORMAL UNIFORM

- Shirt: Grey button up shirt with embroidered school logo above the pocket
- Shorts/Trousers: Grey
- Shoes: Black leather shoes
(See photos - this is a Health and safety requirement for students)
- Socks: Plain grey - knee high (walking).
- Tie: Crow's Nest State School tie: Green with grey diagonal stripe. Available from Crow's Nest State School P&C
- Jumper: Bottle green polar fleece jacket or jumper and/or long sleeved polo shirt with Crow's Nest collar.

ACCESSORIES:

- Hair accessories should be green or white. Long hair to be worn back off the face.
- Tracksuit pants are not to be worn under the formal bottle green skirt.
- Tracksuit pants are not to be tucked in to socks.
- Jewellery allowable includes: studs or sleepers in the ears only, wristwatch and signet ring only, chains for medical purposes only.
- Nail polish, hair dyes which are not natural colours and make-up are not permitted.
- **Facial piercings of any kind are** a Workplace Health and Safety issue and will be managed by school based processes.

Crow's Nest State School - what works?

YES: Black leather polish-able lace-up formal (not casual or runner style) traditional style school shoes offering safe, full-foot protection (with black laces).



NO: Insufficient foot coverage and foot support or non-impervious uppers.



GIRLS SPORTS UNIFORM - PREP TO YEAR 10

Bottle Green polo shirt with Crow's Nest collar

Bottle green shorts or skirt.

WITH

Hat: School bottle green hat / legionnaires cap

Shoes: Sports shoes

Socks: Plain white

Jumper: Bottle green polar fleece jacket or jumper and/or long sleeved polo shirt with Crow's Nest collar.

Tracksuit: Plain bottle green tracksuit pants

ACCESSORIES:

- Hair accessories should be green or white. Long hair to be worn back off the face.
- Tracksuit pants are not to be worn under the formal bottle green skirt.
- Tracksuit pants are not to be tucked in to socks.
- Jewellery allowable includes: studs or sleepers in the ears only, wristwatch and signet ring only, chains for medical purposes only.
- Nail polish, hair dyes which are not natural colours and make-up are not permitted.
- **Facial piercings of any kind are** a Workplace Health and Safety issue and will be managed by school based processes.

YEAR 10 JERSEY/SHIRT (OPTIONAL):

Each Year 10 class design their own jersey/shirt using school colours.

BOYS SPORTS UNIFORM - PREP TO YEAR 10

Bottle Green polo shirt with Crow's Nest collar

Bottle green shorts

WITH

Hat: School bottle green hat / legionnaires cap

Shoes: Sports shoes

Socks: Plain white

Jumper: Bottle green polar fleece jacket or jumper and/or long sleeved polo shirt with Crow's Nest collar.

Tracksuit: Plain bottle green tracksuit pants

ACCESSORIES:

- Hair accessories should be green or white. Long hair to be worn back off the face.
- Tracksuit pants are not to be worn under the formal bottle green skirt.
- Tracksuit pants are not to be tucked in to socks.
- Jewellery allowable includes: studs or sleepers in the ears only, wristwatch and signet ring only, chains for medical purposes only.
- Nail polish, hair dyes which are not natural colours and make-up are not permitted.
- **Facial piercings of any kind are a Workplace Health and Safety issue and will be managed by school based processes.**

YEAR 10 JERSEY/SHIRT (OPTIONAL):

Each Year 10 class design their own jersey/shirt using school colours.

Crow's Nest State School - what works?

YES: Fully enclosed, plain white or black (shoe and laces), lace-up runners, safe, full-foot protection



NO: Insufficient foot coverage and foot support or non-protective uppers



VALUABLE ITEMS

Valuable items should not be taken to school. We request students who have valuable items at school e.g. money, jewellery. **Leave these at the school office** for safekeeping. Parents should ensure that their children do not bring to school items that are not required for classroom lessons, sport or other school activities. Students should not leave money or valuables in bags, lockers or classrooms. *School staff will **not** investigate the loss, damage or theft of valuable items that are not required for school activities.*

VEHICLES IN GROUNDS

Any vehicle can be on school grounds **only** with the permission of the Principal. Neither the school nor Education Queensland takes any responsibility for any loss or damage to vehicles whilst in the school grounds.

VISITORS TO SCHOOL

All visitors to the school are required to sign the Visitors Register in the Administration foyer and wear an identification badge when on school grounds. This is required under the Child Protection Policy. Badges are available from the office when signing in and are to be returned when signing out.

VOLUNTEERS

The contributions of all volunteers at the school are always truly valued. However, from 1 May 2002, the Commission for children and Young People Act 2000 (Qld) required all volunteers who work in specific types of child related employment to undergo a criminal history check and imposes penalties on persons who fail to comply with the requirements of the Act. Volunteers who work with children in schools are required to consent to the check. Any individual who wishes to volunteer at the school should make an appointment with the Deputy Principal to apply for the 'Working with Children Check' for Volunteers. The following volunteers are **exempt** from this check:

- Children under the age of 18 years who are volunteers,
- Parent volunteers who provide services or conduct activities at the school in which their child is enrolled.

WEBSITE

All current and up to date information and news about our school is available at our website www.crownestss.eq.edu.au