CLERMONT STATE SCHOOL

Parent Handbook 2015

Preparing children to be confident individuals in a changing society

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FOREWORD

On behalf of all associated with Clermont State School, I would like to extend a warm welcome to all parents and children. The staff of our school aim to make your child’s period of attendance at our school both happy and educationally rewarding. To achieve this, we look forward to your support and co-operation.

I firmly believe that you are part of a team which has as its task the development of your child. Education is a three-way process involving child, parent and teacher. The home's predominant influence on a child's life is a major factor in education and your close, personal liaison with your child's teachers is invaluable.

We look forward to working with you.

Mr Adam Poulus
PRINCIPAL

2015 Staff Directory

Principal
Mr Adam Poulus

Head of Curriculum
Mrs Danielle Freiberg

Master Teacher
Mrs Diana Goodwin

Business Service Manager
Miss Ashton Andrews

Administrative Staff
Mrs Mayleah Bemrose
Mrs Donna Cook

Teacher Aides
Mrs Myra Sorensen
Mrs Debbie Watson
Mrs Larissa Mahoney
Mrs Mekylie Munro
Miss Lyndal Tuttle

Cleaners
Mrs Karen McKie
Mrs Carol Marshall

Janitor/Groundsman
Mrs Anita McLaughlin

Class Teachers
Miss Donna Bowden
Miss Amanda Wischusen
Mr Michael Forrest
Mrs Leah Archibald
Miss Eliza Beere

Specialist Support Staff
Learning Support Teacher
Mrs Kristy Forrest
Special Needs Teacher
Miss Laura Bradshaw
Health & Physical Education
Miss Lucy Arrowsmith
LOTE (Japanese)
Mrs Koari Waerea
Guidance Officer
Mr Matthew Martin
Teacher Librarian
Mrs Danielle Freiberg
Instrumental & Classroom
Miss Cassandra Jansma
Music

VACATIONS
(See School Calendar on the inside back cover).
The official names of periods of the school year and vacations observed by all Queensland State Schools are:

Semester 1: The first half of the school year (January to June).
Semester 2: The second half of the school year (July to December).
Term 1: The period from Summer Vacation to Easter Vacation (Tues 27 Jan – Thurs 2 April)
Term 2: The period from Easter Vacation to Winter Vacation (Mon 20 April – Fri 26 June)
Term 3: The period from Winter Vacation to Spring Vacation (Mon 13 July – Fri 18 September)
Term 4: The period from Spring Vacation to Summer Vacation (Tues 6 October – Fri 11 Dec)

Please refer to the School Calendar for the dates of the 2015 School Vacations and designated Student Free days.
**ACADEMIC PROGRAM**

**The School Day**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.50am</td>
<td>First bell (Children should arrive by 8.30am preferably)</td>
</tr>
<tr>
<td>8.55am - 11.00am</td>
<td>First Session (Parade Monday mornings)</td>
</tr>
<tr>
<td>11.00am - 11.45am</td>
<td>Lunch</td>
</tr>
<tr>
<td>11.45am - 1.15pm</td>
<td>Middle session</td>
</tr>
<tr>
<td>1.15pm - 1.45pm</td>
<td>Afternoon tea</td>
</tr>
<tr>
<td>1.45pm - 3.00pm</td>
<td>Afternoon session</td>
</tr>
</tbody>
</table>

**Attendance**

Regular attendance is necessary if pupils are to gain the greatest possible benefit from their school experiences. Frequent absences have a definite detrimental effect on results. Under the Education General Provisions Act of 2006, a parent of a child of compulsory school age is obliged to ensure that their child attends school on every day for the educational program in which he/she is enrolled. A Principal must closely monitor and investigate children of compulsory school age who have been absent without a satisfactory excuse.

**Books and Requisites**

A list of requisites is included in this booklet. Children must be encouraged to take care of their materials and have a 'safe' place arranged for any school material when it is at home. Please purchase books with the correct writing lines for the year level.

During the year it will be necessary to replace many of the items on the Requisites List, i.e. pencils, glue, writing books etc.

**Homework**

A small amount of homework can be expected from children in all grades to reinforce learning undertaken in school and to promote good study habits. It is important that parents play a supervisory / helping role with children doing home tasks. Should your child have problems with the task set, please let the teacher know.

Homework may include spelling lists/sight words, reading and numeracy activities. Younger grades often take home small books to read for homework. Parents should take this opportunity to listen to the child read and to discuss the book with the child. Upper classes may, from time to time, have unit tasks to complete.

**Reporting to Parents**

New student reports were introduced in Queensland state schools for Year 1-10 students. The aim of the report is to give parents an indication of their child’s progress in plain English. Reports are issued twice per year. Parent/teacher interviews will be held at the end of Semester 1. Parents are welcome to arrange interviews at other times throughout the year. Years 1, 2 and 3 parents will also receive a Diagnostic Net Report. For Year 3 and 5 students National testing in Literacy and Numeracy is conducted with test reports to parents being distributed in when available.

**Arts Council**

Each year, there are usually three government sponsored Arts Council Performances which are of a very high standard. Details are provided approximately a week before each performance. Admission fees are included in the User Pays Scheme. Students cannot attend Arts Council if the entrance fee is not paid.

Parents are welcome but are expected to pay the entrance fee.

**Eisteddfod**

Each year the Central Highlands Eisteddfod is held in a town on the Highlands. We encourage group and individual participation in this cultural experience.

**Reading**

Our school reading program strives to develop students who not only CAN read effectively, but CHOOSE to read and can comprehend what they read. Parents have an important role in supporting the development of children as readers. It's as important to communicate the pleasure of reading as it is to pass on the skills. Share the pleasure of reading with your children - **read to them, read with them, read what they read, and let them see you read.**

**Take Home Readers**

In junior classes students will be provided with take home readers from the classroom. Please establish regular times to share these books with your children, reading with children, listening to them read as well as talking about books and the language of books.
As children become more proficient, we encourage them to borrow from the library (a ‘read-it-yourself’ book) as well as, or instead of the classroom book boxes. At first children may require more support with these books, in the way of:

- Sharing the reading – parents read a page or two then students read a page
- Parents reading, but pausing to wait for students to read the words they may/should know
- Read along with them
- Remember to Pause, Prompt and Praise

**Library**

To encourage wide reading, we extend borrowing opportunities for students enabling them to borrow up to 4 books - a fiction book, a non-fiction book, a ‘read-it-yourself’ book as well as a free choice. Older students are also encouraged to select a magazine. Please encourage and support your children to develop regular borrowing habits.

We realize that, from time to time accidents may occur with library loans. Please let us know when books are damaged as we can sometimes do something about it, before damage is permanent. In the event of books being lost or damaged, a donation towards the replacement cost would be greatly appreciated. Children P - 4 years are expected to have a library bag for borrowing. These are for sale at the Office for $5.00 each.

**Book Club**

Children are given the opportunity of participating in Book Club once per term. Order forms and money should be brought to the Office in a sealed envelope. If at any time you are not satisfied with items, please contact library staff. Every care is taken with ordering but no responsibility is taken by the school.

**Support Services**

Students with needs are referred to a Social Justice Committee which meets regularly to prioritise support programs for students. Our Social Justice Committee provides a joint approach for special needs students. Support Teacher: Literacy & Numeracy (ST: L&N)

A support teacher is based at the school three days a week and works in conjunction with class teachers, planning and teaching programs to assist students who are experiencing difficulty with literacy and numeracy or extending students who will benefit from an alternate program.

Guidance Officer visits the school once a week and other specialists – Speech Therapist, Occupational Therapist, and Family Support Officers can be accessed to provide additional support for identified students. Teacher aides are trained to implement Support-A-Reader/Writer, English as a Second Language and Speech Intervention programs.

**Religious Education**

Religious Education lessons are conducted weekly by representatives of our Clermont Religious denominations. The Catholic group will meet together as in previous years; however Anglican, Assembly of God and Uniting Church of Australia, will attend combined RE lessons, organised by class group. For most students, this will mean that they will remain in their classroom and RE teachers will come to them. Students not participating in RE classes (students without permission to attend) will be supervised by their class teacher in their room.

Your child’s attendance is based on existing permission notes or your recent enrolment information. If you wish a change of denomination or non-attendance, a further note is required.

**Chaplaincy in Clermont State School**

A School Chaplain is a safe person for young people to connect with at school, providing a listening ear, caring presence, and message of hope. They care for students struggling with a wide range of issues, including: family problems, confusing relationships, friendship issues, peer pressure, self-esteem issues, bullying and stress and anxiety.

SU QLD School Chaplains run positive, fun activities for young people - both in and out of school - and foster a supportive, caring school community. This includes support for at-risk students, support for staff and families from the wider school community, and spiritual support and direction for the school community.

The partnership between the school and the Chaplain, supported by local churches, businesses and community organisations, provides a network of local support and assistance. These positive relationships help young people to face issues, and provide hope, connection, meaning, and purpose.

- More than 500 school chaplains (affectionately called "Chappies") are employed in over 600 Queensland schools.
- 50% of Queensland state schools have a Chaplain.
- 340,000 students have access to a Chaplain.
- 45% of primary schools have a Chaplain.
- 80% of high schools have a Chaplain.

Representatives from local churches, schools and communities form Local Chaplaincy Committees (LCCs) to administer and raise funds for their particular Chaplains.
The Chaplaincy role in government schools does not include teaching religious education. This is the distinguishing feature from private school Chaplaincy models. Chaplains are not permitted to evangelise or proselytise - they do not impose their views. Every member of school staff operates within guidelines and boundaries prescribing how personal views or beliefs are able to be expressed in a professional setting - and Chaplains are no different.

Chaplains do not act as Counsellors - under the direction of the Principal they refer more complex cases on to the appropriate professionals. Chaplains are one of the most highly monitored positions within the school, with several levels of accountability (Principal, SU QLD, and Local Chaplaincy Committee). SU QLD’s minimum qualification for School Chaplains is a diploma of Youth Work or equivalent. SU QLD Chaplains have regular professional development. It is a requirement of SU QLD that every Chaplain has professional supervision. Is pastoral care just counselling by another name? Pastoral care is an established and understood term in the caring professions. This is not a religious term. Pastoral care involves listening, showing empathy, and providing practical care. Pastoral care is always of value, whether the issue is serious or minor in nature. Often pastoral care is all the support a student needs, but where the need is greater, under the direction of the Principal, Chaplains refer students to other appropriate care providers and continue to provide pastoral care.

**Technology in the Classroom**

Our school is well equipped with computers, interactive whiteboards and associated technologies in all classrooms. All students, from Prep to Year 6 use our school computer network and Internet facilities extensively as part of their daily learning program. Students from Year 4 have individual network and internet logons. All users need to follow the guidelines for use of ICT resources.

**Information For Students and Their Parents on School Network Usage**

**Why are schools providing students access to ICT facilities?**

To ensure young Queenslanders are well equipped to contribute fully to the information economy, the education sector is responding to the innovation directions of the *Smart State Strategy* through *Smart Classrooms*. This strategy focuses innovative programs and resources towards schools, teachers and students. An essential tool for schools in the provision of innovative educational programs is the utilisation of intranet, internet and network services. Therefore, access to these technologies is an increasingly essential part of the modern educational program provided in schools.

**What is acceptable/appropriate use/behaviour by a student?**

It is acceptable for students to use school computers and network infrastructure for: assigned class work and assignments set by teachers; developing literacy, communication and information skills; authoring text, artwork, audio and visual material for publication on the Intranet or Internet, solely for educational purposes as supervised assignments set by teachers; developing literacy, communication and information skills; authoring text, artwork, audio and visual material for publication on the Intranet or Internet, solely for educational purposes as supervised assignments set by teachers; conducting research for school activities and projects; communicating with other students, teachers, parents or experts in relation to school work; and access to online references such as dictionaries, encyclopaedias, etc. Students can also collaborate, research and learn through Education Queensland’s e-learning environment.

**What is unacceptable/inappropriate use/behaviour by a student?**

It is unacceptable for students to: download, distribute or publish offensive messages or pictures; use obscene or abusive language to harass, insult or attack others; deliberately waste printing and Internet resources; damage computers, printers or the network equipment; violate copyright laws which includes plagiarism; use unsupervised internet chat; and use online email services (e.g. hotmail), send chain letters or Spam e-mail (junk mail). Usernames and passwords are to be kept by the student and not divulged to any other individual (e.g. a student should not give their fellow students their username and password). Students can not use another student or staff member’s username or password to access the school’s network, including not trespassing in another person’s files, home drive or e-mail. Additionally, students should not divulge personal information (e.g. name, parent’s name, address), via the internet or e-mail, to unknown entities or for reasons other than to fulfil the educational program requirements of the school.

**What is expected of schools when providing student’s with access to ICT facilities?**

Schools will provide information in relation to student access and usage of its network and reserves the right to restrict/remove student access to the intranet, extranet, internet or network facilities if parents or students do not adhere to the school's network usage and access guideline/statement.

Schools will prepare students for the possibility of unanticipated access to harmful information, materials or approaches from unknown persons via the internet (e.g. run through processes for disregarding (or ceasing access) to information, the process for reporting accidental access to harmful information and reporting approaches from unknown persons via the internet to the supervising teacher or school staff member).

Where possible, classes involving internet usage by students will be prepared prior to class engagement, including, filtering and checking sites students are directed to visit. An assessment should be made of the appropriate timeframe for access to the internet for completing the set.
What awareness is expected of students and their parents?

Students and their parents should:

• understand the responsibility and behaviour requirements (as outlined by the school) that come with accessing the school’s ICT network facilities and ensure they have the skills to report and discontinue access to harmful information if presented via the internet or e-mail;

• be aware:
  • that the ICT facilities should be utilised with good behaviour as stipulated under the Code of School Behaviour;
  • students breaking these rules will be subject to appropriate action by the school. This may include restricted network access for a period as deemed appropriate by the school;
  • access to ICT facilities provides valuable learning experiences, therefore giving the student educational benefits in line with the school’s educational program;
  • the Internet gives access to information on and from a wide variety of organisations, subjects, people, places with origins from around the world; the school can not control information accessed through the internet; and
  • teachers will always exercise their duty of care, but protection, mitigation and discontinued access to harmful information requires responsible use by the student.


LOTE

Languages Other Than English - The aim in providing students access to L.O.T.E. programs is to allow students to develop the ability to communicate in another language. Children in Years 4, 5 and 6 participate in this program.

Health and Physical Education

Physical activity is essential for good health and wellbeing. Engaging in physical activity at school enhances students’ educational programs, supports their personal development and promotes lifelong active lifestyles. From 2008 onwards, primary schools must allocate 30 minutes per day of physical activity of at least moderate intensity as part of the school curriculum.

All pupils must participate in all aspects of the Physical Education program eg. Team sport, dance and swimming, unless physically incapacitated or ill. A short parental note giving a medical reason is required whenever a child is unable to participate.

Sport

Various teams compete in Peakdowns trials against Capella, Dysart, Middlesby and other district schools. Interschool sport is offered throughout the year to Yr 5/6 students.

Swimming

Swimming instruction is conducted for all years during the fourth term. Children participate in a Swim and Survive Aquatic Program. All children are charged for bus transport which is included in the User Pays (set out on page 10). If your child suffers with asthma, epilepsy or has a heart condition, the school must receive a doctor’s certificate indicating that your child can attend swimming.

Athletics

Senior (10 - 12 years old), Junior (5 - 9 years old) Inter-school (house) athletics’ carnivals are held each year. The houses are Armstrong and Collins. Pupils 10 years of age and over may be eligible for selection in a Clermont Combined School Team to compete at the Peakdowns Carnival and ultimately at a Capricornia Region or State level.

Camps and Excursions

Excursions and School Camps are important learning and socialising experiences and are part of the school program. You will be advised by class teachers when an excursion or school camp is being planned. Such advice will explain the nature of the activities, the time and venue involved, the materials required, transport arrangements, costs and clothing requirements.

Parent Involvement

This school has a wonderful record of parent involvement in many areas of school organisation. Active parents are needed to help keep this school functioning as a well-equipped, fully supported, educational institution. I thank all those parents and citizens who have helped the school in the past and welcome any inquiries from parents who may be able to give support in the future. Many classes enlist the aid of parents to assist in small, group work, thus allowing for more individualised instruction for all children. If you are prepared to assist in this way, please let your child’s teacher know.
Voluntary Financial Contributions

Under the Education (General Provisions) Act 2006 Section 56, provides that the Principal may ask the parents of a student of the school to make a voluntary financial contribution to supplement government funding for instruction, administration and facilities for the education of the student at the school.

A Voluntary Financial Contribution scheme will be operating at Clermont State School again in 2015. These funds are used by the school to provide an enhanced educational service and also to enhance resources available for student learning recreation and comfort. In 2015, the Voluntary Financial Contribution is $51.00 per student. The contribution will cover the cost of educational resources (ICT Resources), A4 Paper & Printer Cartridges.

A Breakdown of the Contribution is:

- Educational Resources (ICT Resources including the following online resources Reading eggs, Ziptales, Soundwaves, and Sunshine online ) $36.00
- A4 Paper & Printer Cartridges (for photocopying other than classroom room materials and workbooks ) $15.00

Total $51.00

The introduction of the Voluntary contribution has been endorsed by the school P & C and is an effort to cut down on administrative time so that school staff can give their full attention to our core business of teaching children. The Contribution can be paid as a yearly amount at the start of the year or in two semester payments of $25.50 made at the beginning of each semester (Week 1) or in four term payments of $12.75 at the beginning of each term (Week 1).

User Pays Scheme

A User Pays Scheme will be operating at Clermont State School in 2015. The purpose of this scheme is to ensure that all students have the opportunity to attend the extra programs Clermont State School offers to our students. The scheme will cover the cost of three Arts Council Performances in Term 1, 2 & 3, bus costs to get to the pool and entry into the pool in Term 4, Deadly Australians in Term 3 and Life Education in Term 3.

A Breakdown of the Contribution is:

Swimming Charges

- Prep's to Year 2's
  - Pool Entry 12 x $2.40 28.80
  - Bus Costs 12 x $1.40 16.80
- Year 3
  - Pool Entry 9 x $2.40 21.60
  - Bus Costs 9 x $1.40 12.60
- Years 4 to 6
  - Pool Entry 6 x $2.40 14.40
  - Bus Costs 6 x $1.40 8.40
- Deadly Australians
  - Single Student Family 5.50
  - Or Family 2 or more Students 11.00
- 3 Arts Council Performances 18.00
- Life Education 6.00

If a student has a pool pass they only need to pay for the swimming- bus costs. Their season pass number will need to be given to the school office for our school records.

The Scheme can be paid as a yearly amount at the start of the year, by term or when the event is on. Refunds are possible on a pro-rata basis (in the event of children being sick, leaving the school and so on). You can choose not to pay any of the above amounts in your fees and your child/ren will therefore not have permission to attend e.g. you pay for swimming but not Arts Council therefore your child/ren will then be not able to attend.

Student Resource Scheme – Instrumental Music

Our instrumental music teacher will provide lessons to students on Monday each week. Selected students from Years 5, 6 and 7 have been offered the opportunity to hire departmental instruments during the year. Students who wish to use their own woodwind or brass instruments are asked to see our teacher to finalise the Instrumental Music Agreement Form.

A Student Resource Scheme – Instrumental Music will be operating at Clermont State School in 2015. The purpose of this is to allow students to participate in the school instrumental music program and to allow the hire of school instruments.
In 2015, the Student Resource Scheme – Instrumental Music is $60.00 for school provided instrument or $30.00 for student provided instrument.

A Breakdown of the Contribution is:

**School Provided Instrument**
- Participation Fee (Photocopying and Sheet Music/Permanent use by Student) $30.00
- Instrument Hire (Maintenance of School Instruments /Temporary use by Student) $30.00
- **Total** $60.00

**Student Provided Instrument**
- Participation Fee (Photocopying and Sheet Music/Permanent use by Student) $30.00
- **Total** $30.00

The purpose of the scheme is to provide the parents with cost effective alternative to purchasing an instrument. This Scheme has been endorsed by our school's P&C Association but is managed by the school and operates within the policy guidelines of the department of education and training (DETE). The Scheme is to be paid at by the end of Term 1.

If your child has chosen not participate in the school instrumental program please let the school office know. Refunds are possible on a pro-rata basis (in the event of children leaving the school and so on)

**School Annual Report and Operational Plan**
The School Annual Report and Operational Plan outline the performance of the school against specific performance measures and also the performance targets and strategies for the forthcoming year. The SAROP is presented and approved by the P&C Association early in the school year. Copies of the SAROP are available to parents through P&C Meetings.

**School Based Management**
In 1999 our staff and P & C chose the Enhanced Option (EO1) for school based management decisions involving staff and parents. Collaborative planning is more open and accountable through an optional school advisory committee as well as regular consultation with our District Director.

**Administration**
From 8.00am to 10.00am and from 1.30pm to 3.30pm are usually suitable times to contact the Administrative Officer. It would be appreciated if parents could phone to make an appointment should they wish to see the Principal and/or Classroom Teachers.

Parent messages to students via the administration would be appreciated before 2.15pm. Staff may not be available to convey these messages after this time.

**Absences**
Any pupil who is absent must bring to the class teacher a note which explains the absence. Prior notification of any lengthy absence would be appreciated. All notes are filed and unsatisfactory notes are referred to the Principal. Parents will be automatically contacted after the child has been absent (without explanation) for three (3) consecutive days or patterns of days. eg Three Mondays/Fridays.

By law, all students must attend school unless excused by illness or family circumstances. Unsatisfactory or no explanations are deemed *unexplained*.

Parents and guardians are advised that the following process will be followed in cases of repeated unexplained or unsatisfactory absences.

1. Parents or guardians will be contacted by letter or phone to inform them when unexplained absences by students have occurred.
2. If there is a concerning number of instances of unexplained absences by a student in a calendar year, and if the principal believes repeated instances of erratic attendance or repeated late arrival at school is adversely affecting a child’s education, an investigative process is followed which may lead to referral to the Police for prosecution.

**Admissions**
Enrolment of children may be completed at the Administration Block prior to the child's first day of attendance. A transfer note will be requested from the previous school if not presented with one. An enrolment meeting with the principal is essential to provide you with information on school procedures, policies, programs and services.

All Queensland children will have access to a full-time preparatory year of education before starting Year 1. The non-compulsory, preparatory year will be offered in all state primary schools. There is no waiting list for the
preparatory year because it is available to all children attending state primary schools. Proof of age is required (Birth Certificate).

Prep is now recognised as the first year of schooling. While Prep will continue to be non-compulsory, this announcement supports the State Government’s commitment to further strengthen education in the early years. With the new Australian Curriculum now in effect, it is vital that Queensland children don’t miss out on this important year of their education. Queensland currently enjoys a state-wide participation rate in Prep of more than 97 per cent. For more information read the Every Day Counts in Prep brochure, a flexible entry to Prep fact sheet, questions and answers on the Flying Start website and the parent information sheet which is attached to the departmental policy SNS-PR-007: Variation to School Age Entry Enrolment.

**Prep Eligibility**
Children must be six by 30 June in the year they enrol in Year 1. The following chart will show when children will start preparatory year and Year 1.

<table>
<thead>
<tr>
<th>Birthdate:</th>
<th>Eligible for prep year in:</th>
<th>Eligible for Year 1 in:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child born 1 July 2009 to 30 June 2010</td>
<td>2015</td>
<td>2016</td>
</tr>
<tr>
<td>Child born 1 July 2010 to 30 June 2011</td>
<td>2016</td>
<td>2017</td>
</tr>
<tr>
<td>Child born 1 July 2011 to 30 June 2012</td>
<td>2017</td>
<td>2018</td>
</tr>
<tr>
<td>Child born 1 July 2012 to 30 June 2013</td>
<td>2018</td>
<td>2019</td>
</tr>
</tbody>
</table>

**Student Information**
Confidential information such as health, family situations, custody orders, medication, allergies, etc., is vital for the safety and protection of your child and should be presented fully on enrolment. Any changes - address, telephone number, custody, etc. must be advised. Changes in your child’s health situation are particularly important to schooling.

**Arrival At School**
The commencement siren/bell rings five (5) minutes prior to the start of school at 8.50 am and pupils should report to their classrooms at this time to prepare for the day's lessons. Children should arrive at school from 8.30 am onwards. Arrivals before this time are required to remain seated in the undercover area until the 8.30 bell.

Children are not permitted in rooms (unless a teacher is present), or on playground equipment before school and are not to participate in any running games. Teachers are not rostered on for duty at this time as this is their preparation time.

If a child arrives late to school, they must come through the office. If you are dropping your child off late you must sign your child in at the office.

**Leaving School Grounds**
Once children arrive at school they are not permitted to leave until dismissal time. Parents must sign children out of the school at the Office if leaving before normal finishing time.

**Departure From School**
At dismissal time children who are walking or cycling should clear the school grounds as soon as possible. Children walking, have a crossing in Hetherington Street. All children walking to/from school should use this crossing. Children who are driven to/from school should be collected no later than 3.15 p.m. Children who have not been collected will be required to sit in the Covered Play Area.

Parents are asked to take utmost care at these busy times and not to drive into the school grounds. There is provision for making a U-turn at the end of Hetherington Street and parents should make turns there as it is dangerous to turn at any other part of the street. An area has been cleared on the western exterior of the grounds for parking parent’s cars. Please be patient and don’t call a child across a street to a waiting car. It is advisable for parents of very young children to wait at the gate or in the grounds and walk their children across the road.

**Bicycles**
Bicycles should be mechanically safe and children capable riders. Entry and exit for bicycle racks is the front entrance near the prep building and library. Once on school grounds students are required to dismount and walk their bikes to the bike racks. Only children with parent permission should use the back tracks. These children should store their bikes at the library entrance.
All parents are advised to ride or walk with their children along the route that they will ride to ensure that children are aware of the Road Rules and to determine if they are travelling by the safest route. Children are encouraged to ride safely at all times.

**Children must wear bike helmets.** Check that the one your child wears has the A.S.A. stamp of approval.

**Buses**
Buses arrive and depart from the bus stop area below the school crossing in Hetherington Street. Teachers are rostered for bus supervision each afternoon and children must remain inside the gate until their bus stops. Children on buses are expected to behave appropriately. **Complaints may be referred to the Principal or bus committee.** Children who continue to misbehave on the bus may have to find alternative transport to school. Parents of children who travel on a school transport service are required to attend a Bus Conveyance Committee Meeting in February or March. Parents are asked to contact both the bus driver and the school if arrangements change, eg. if children aren’t travelling home on the bus on a particular day.

**Conveyance Allowance**
A conveyance allowance is payable to parents or guardians who transport their child/children 3.5km (if under 10 years of age) or 4.8km (10 years or over) or further to Clermont State School or to a school bus route. This allowance must be re-applied for each year and conveyance allowance application forms are available from the transport office - Phone: 07 4931 1538. **PLEASE ATTEND TO THIS EARLY IN THE NEW YEAR**

**Movement Between Home and School**
Pupils should be discouraged from loitering, visiting friends without your knowledge, talking to strangers, using bad language and fighting or other unseemly conduct. They should be familiar with the road to school and use that road only. They should observe safety rules. It is primarily your concern to see a routine is established to get your child to and from school safely but the school also encourages safety, etc.

**Assemblies/Parade**
Assemblies are held each Monday morning at 8.55 am in the School Hall. They consist of Principal's announcement, class or individual awards, announcements from teachers and classes and the National Anthem. Parents and other visitors are welcome and announcements can be made for community groups.

**Student Council**
Student representatives from Years 4, 5 and 6 are selected at the commencement of each school year for the student council which represents the student group on meetings with the principal and staff co-ordinator. This group co-ordinates many student activities throughout the year.

**Sunsafe Policy**
Our school operates under the Queensland Cancer Council's Sunsmart Schools Policy. Children must wear sunsafe hats. They may wear bucket hats, wide brim hats or legionnaire hats with a flap. We support a "no hat, no play" policy. Students must also wear a shirt during swimming lessons. Sunscreen is also encouraged. Sunscreen is available in all classrooms, although children with sensitive skin should bring their own.

**Complaints**
Parents are encouraged to contact teachers re child’s progress, etc. However, matters of a contentious nature should be directed to the Principal. An appointment to speak with the Teacher or Principal should be made by contacting the school office.

**Lost Property**
All lost property is kept in a box outside the office in the Admin Block. All pupils should look first in the "LOST PROPERTY BOX/RACK" when searching for articles they have misplaced. Parents should ensure that all articles of clothing and equipment are clearly marked with the student’s name.

**Money Collection**
School envelopes are available from the office when children need to bring money for camps, excursions, book club, etc. Envelopes should be deposited in the returns slot at the office. Please ensure full student and payment details are written on the envelope.

**Lunches**
An adequate lunch during the school day provides the energy needed to satisfactorily participate in activities. Here in the tropics parents are faced with the problem of food becoming less desirable or even spoiling. Our P & C has purchased refrigerators for lunches with Gaming Grant Funds for all classes. The amount of food wasted at school can
be a problem. Children are encouraged to take uneaten food home and to discuss likes, dislikes and quantity with you. Drinks in glass and cans are forbidden as they constitute a danger - plastic containers must be used.

**SOFTDRINKS, CHEWING GUM, BUBBLE GUM, LOLLIES AND CHOCOLATES ARE NOT PERMITTED.**

**Tuckshop**

At present tuckshop operates on Monday and Friday for lunch. A roster operates with two or more people per day required. We are always looking for people to help us. We have a policy of selling healthy food at the tuckshop. A copy of our latest menu and price list is available from the office. Major items should be ordered through Flexischools ordering system. (Paper bags are available from the tuckshop). **The school tuckshop menu models the healthy food and drink choices as set by the Governments Smart Choices Strategy.**

**Newsletters**

Newsletters are sent home with the **youngest** family member on each Tuesday or they can be emailed at Parents / Guardians request. They are numbered so you can see if you have missed any. A copy is filed at the office and you can also find a copy on our website [www.clermontss.eq.edu.au](http://www.clermontss.eq.edu.au). These newsletters contain important school information and are often the only means of communication with all parents. They should be read carefully, information and dates noted and, if requested, replies returned as soon as possible.

**Use of Mobile Phones and Electronic Equipment**

Mobile phones and electronic equipment are not allowed at school. However if it is necessary for a student to bring any of these items to school they will need to drop it off at the office and pick it up at the end of the school day. If these items are not handed in they will be removed from their person and left in the office to be taken home at the end of the school day. The school will not be responsible for any damage.

**Parents’ and Citizens’ Associations**

All parents are welcome to attend the meeting of this association which does excellent work in providing many amenities and improvements at school. The second Wednesday of each month is set down for the meetings. Meetings are held in the Library at 3:30pm.

**Grounds**

Children are **NOT PERMITTED** in school grounds during vacations or after dismissal from school unless prior arrangements are made with the Principal. Adult supervision would be a pre-requisite of any permission being granted. School grounds are available for use by Sporting Groups, but prior written school approval must be granted by the Principal.
SCHOOL UNIFORMS

Uniform Policy
The P & C Association advocates the wearing of the school uniform, including the sports uniform, to promote a sense of school community and school spirit. The P & C fully support the Principal on this issue.

Wearing uniforms at all times is strongly encouraged as a way of

- **expressing pride in one's self and one's school.** eg School uniforms must be worn in Eisteddfod Choral and Verse Speaking events, school photographs or whenever children are representing the school.
- **lessening the effects of peer group pressure on students with regard to clothing.** eg wearing of expensive brand names can cause jealousy and lead to theft of property.
- **improving the overall appearance of the school when ALL student are in uniform.**

The Sports uniform may be worn when representing the school for sport. The colours chosen are the traditional colours which are MAROON AND GOLD.

**GIRLS UNIFORM:** Maroon, Gold & White Checked Uniform: Maroon Shorts/Skorts and Maroon, Gold & White Checked shirt or Dress with collar & zip down the front and white socks.

**BOYS UNIFORM:**
- Maroon shorts and white socks.
- Maroon, gold & white checked shirt.

**SPORTS UNIFORM**
- Boys - Maroon shorts and maroon T-shirt with gold panels.
- Girls - Maroon Skorts or maroon shorts and maroon t-shirt with gold panels.

**HATS:**
- Boys and Girls - Maroon surf style bucket or maroon cap with back flap, **(NO CAPS).**

**WINTER UNIFORM**
- Maroon micro fibre jackets with gold piping & zip front and maroon micro fibre track pants with gold piping.

All school uniforms are available from Clermont State School P & C (enquire at the School Office) or you can order online at [www.flexischools.com.au](http://www.flexischools.com.au), process payment and the uniforms are ready for your child to collect!

- Click REGISTER NOW
- Enter your email
- You will be emailed a link to an online form – follow the link
- Choose a username and password and complete the form
- Add each student and their class
- Top-up the account – VISA or MasterCard preferred

Online ordering is more convenient, providing a 24/7 payment and ordering system that can be accessed from home, work or mobile device. For help you can call 1300 361 769.

**Year 6 Shirts** Each year the year 6 classes design and choose a shirt to have as their own and it complies with the school colour combination, this is part of the school uniform.

The only exemption to the uniform policy is if the student has represented the school at Peakdowns or higher level they may wear that representative shirt to school.

**Out of uniform days** (Free Dress Days) may be held from time to time (usually fund raising days co-ordinated by the Student Council). On these occasions, the School Dress Code still applies. Clothing should be appropriate and sun safe.

**School Students’ Dress Code**

Our School Students’ Dress Code (**uniforms, clothing, hats, footwear and personal appearance**):-
- Promotes a safe environment for learning by enabling ready identification of students and non-students in the school;
- Promotes an effective teaching and learning environment by eliminating the distraction of competition in dress and fashion at school;
- Promotes a supportive environment and fosters mutual respect among individuals at school by minimising visible evidence of economic, class or social difference;
- Promotes a positive image of the school in the community and among potential enrolments;
- Contributes to the physical safety of students if the requirements relating to footwear, general appearance, clothing and jewellery are followed and enables students unrestricted access to school activities.
**Clothing**

*Our school community expects that all students will wear the school uniform.* See Uniforms. If children are unable to wear the uniform or on free dress days, clothing suitable for school should:

- be sun safe
- be clean
- be comfortable
- meet reasonable standards of modesty
- have no inappropriate wording or images
- protect against injury
- encourage pride in belonging to the Clermont State School

**Footwear**

Closed footwear (shoes or sandals) must be worn at all times at school to conform with Workplace Health and Safety Guidelines.

**Hats**

School hats/wide brim hats/legionnaire hats are the only hats considered sunsafe. Because of legislative guidelines hats that promote alcohol are not permitted at school. Sun visors/caps without flaps give inadequate protection from the sun therefore wearing of same will not be permitted.

**Jewellery**

Jewellery is restricted to a flat signet ring, a pair of sleepers or simple stud earrings, a watch and medical / religious medallion; however during contact sport/games these items should be covered with tape or removed by the student for health and safety reasons. Lanyards must have a safety release. **No responsibility is taken by the school for loss or damage to any personal items.**

**Personal Appearance**

Parents should ensure their child’s personal appearance and presentation is clean, tidy and appropriate for the school setting. No make-up or nail polish. Extreme hair styles and permanent colours are not appropriate for school. Spray colour is permitted on sports carnival days or special events only. Deviations from the Dress Code often create distractions amongst students that can lead to behaviour problems. Children who are inappropriately presented/dressed for school will be asked to change into appropriate clothes or alter their presentation to suit. Students will not be permitted to represent the school if they have incorrect or unacceptable dress or appearance. Where religious beliefs dictate variance from the school’s dress code, Parents/carers are to discuss options with the Principal. New students to the school are required to meet this code within one month of enrolment.
We value our students and so expect all students to treat others fairly and courteously. Bullying and harassment will not be tolerated. All reports of this type of unacceptable behaviour will be followed up by class teachers and if necessary myself. Please encourage your child or children to report any concerns to their teachers.

**Responsible Behaviour Plan for Students**

Clermont State School, after consultation with staff, children and parents, developed a Responsible Behaviour Plan for Students, which is to be observed by all members of the School Community. The Responsible Behaviour Plan is based on the State Government policy, “The Code of School Behaviour - Better Behaviour: Better Learning”. The document details school beliefs about behaviour and learning as well as the processes for facilitating standards of behaviour and responding to unacceptable behaviour.

On enrolling at Clermont State School, parents/carers will be asked to sign to say that they have read the document and agree to abide by it. This is a requirement of the Education (General Provisions) Regulation 2000. Please contact the office to obtain a copy of the plan, or a brochure overview of the plan.

Our Responsible Behaviour Plan is based on the following School Values.

**School Values**

School beliefs about behaviour and learning

**Our Philosophy**

Staff and students at *Clermont State School* foster and promote the following behaviours within the teaching and learning environment including the home and wider community:

**Responsibility:**
- Being accountable for one’s actions and accepting the consequences
- Resolving differences in non-violent, constructive ways
- Being involved in our community
- Taking care of our environment
- Using common sense
- Respecting the rights and property of others

**Doing your best:**
- Seeking to achieve something worthy and admirable
- Working hard and pursuing greatness
- Always putting in your personal best effort
- Developing persistence

**Fair Go:**
- Treating all people with respect
- Being considerate of difference
- Being courteous and willing to listen to another person’s point of view
- Ensuring everyone’s right to learn

**Friendship:**
- Caring and being polite to others
- Cooperating with those around you
- Being honest and sincere
- Exercising tolerance and building resilience
- Trying to include everyone
School Values Information
A guide for staff, parents and students. The information below should be used to interpret the school values.

RESPONSIBILITY
Some examples of students not showing RESPONSIBILITY would be:
- running on concrete areas
- playing dangerous games
- eating in the classroom
- not sitting while eating
- leaving the grounds without permission
- bringing inappropriate items like knives to school
- entering a classroom without a staff member present (with no exceptions)
- bringing soft drinks, lollies, chocolates, bubble or chewing gum to school
- bringing glass containers to school
- graffiti
- vandalism
- littering
- destroying flora and fauna within the school grounds
- inappropriate dress (dress not similar to that of the school uniform)
- inappropriate jewellery (watches and medical bracelets, sleepers and studs are all that are allowed)
- inappropriate footwear - footwear must be closed-in shoes or sandals (no thongs or scuffs)
- inappropriate appearance - no nail polish, hair dye, radical hair cuts, tattoos, makeup or decoration with pens or other items
- swinging on school fixtures
- standing on seats or misusing furniture

FAIR GO
Some examples of students not giving others a FAIR GO would be:
- swearing
- calling out
- unco-operative behaviour
- harassing other students
- incessant talking
- insolent behaviour
- inappropriate tone when speaking to others
- actions that stop other children from learning or playing
- calling students and staff names related to race, religion, appearance or culture
- failing to bring all school equipment to class
- failing to return school property on time
- playing games on walkways
- being rude or discourteous to visitors

FRIENDSHIP
Some examples of not showing FRIENDSHIP would be:
- bullying
- verbal harassment
- physically hurting others
- late for class without a valid excuse
- failing to complete homework or other set work
- disrupting the learning of others
- moving noisily through the school while others are working
- playing in out of bounds areas

DOING YOUR BEST
Some examples of not DOING YOUR BEST would be:
- coming to school unclean or untidy
- failing to use manners
- failure to complete tasks / homework
- giving up trying to learn new work
- refusal to work
- not doing your best work
POSITIVE BEHAVIOUR SYSTEM

Level System
One of the processes underpinning the behaviour management system at Clermont State School is our level system. Level 1 is for outstanding behaviour through to level 5 which is for behaviour that needs to be modified immediately. The levels come complete with descriptors and consequences for behaviours.

Each day students begin on level 3 and work their way up and down the level chart depending on whether they have demonstrated good behaviour choices or behaviour that needs to be modified.

The aim is for students to demonstrate a high level of good behaviour and engagement in curriculum activities, resulting in the student finishing the day on level 1. At the end of each day students record in their diaries what the level of behaviour was for the day in the form of a sticker which corresponds with the colours on the behaviour charts. At the end of the week the school has ‘Fun Friday’ activities. Students who averaged level 1 for the week get first pick of what activity they choose to participate in. Level 2 students get second choice and level 3 third choice. Students on level 4 or 5 don’t participate in ‘Fun Friday’ activities.

Consequences, good and bad, were determined by students, staff, and P&C has also played a role in the consultation process. Consequences range from play time-outs, through to suspension and exclusion. The staff member who addresses the behaviour choices made with a student will talk about what the behaviour in question was, where it lies on the levels chart and then possible consequences for the behaviour. The student needs to agree with the consequences to make it effective. A copy of the behaviour levels, descriptors, consequences and rewards is attached to this document.

High 5
- When social problems between students arise, students are encouraged to engage in the following problem solving procedure:
  1. Talk friendly e.g. “Can I please play with you?” Laugh, make a joke of what they say.
  2. Talk firmly e.g. “I don’t like it when you leave me out.” Tell them to stop it because you don’t like what they say or do.
  3. Ignore e.g. Provide no response.
  4. Walk away.
  5. Tell an adult/older student.

Focus Forty
- Senior students present a weekly focus at parade.
- Information is reproduced in newsletter on a weekly basis for our parents and community.
- Throughout the week classrooms discuss and reinforce the skill by relating these to our school values. (Resources are available from the Library).

Student of the Week
- Students are selected from each year level and specialist areas each week.
- Certificates are awarded on parade.
- Photos are published in the school newsletter.
- Student’s first names are published in our local community newsletter.

Gotcha
- Good behaviours exhibited in the playground are awarded with a Gotcha.
- Five Gotchas are drawn weekly on parade.
- A prize is awarded to Gotcha winners.

School Values
- Students are continually redirected to school values (responsibility, fair go, friendship, doing your best) in the classroom.
- A school mural depicting our school values was created in collaboration with staff and students.
- Focus lessons targeting appropriate behaviours (where applicable: if issues develop within the classroom these are ideal situations to complete focus lessons on our values) are organised and completed.
- Students caught ‘Doing their best’ are sent to the office for a Principals Award Sticker. Their first name also appears in the school newsletter.

Essential Skills for Classroom Management Focus
- Staff at Clermont State School are in-serviced on the Essential Skills for Classroom Management (ESCMs)
- Staff members are encouraged to apply the ESCMs in their daily teaching practice.
Class Responsible Behaviour Plans

These are developed with the students at the beginning of the school year, focusing on our school values with particular emphasis on resilience and tolerance. The following sequence of strategies is provided for teachers to develop their Class Responsible Behaviour Plans:

1. **Classroom Management**
   The teacher responds to low level misbehaviour and classroom disturbance by ignoring inappropriate behaviour where possible, giving clear directions, reinforcing positive behaviour and using non-verbal messages to alert or cue the student.

2. **Restatement, Rule Reminders**
   The teacher adds a combination of the following strategies to address the student's behaviour: restatement of the rule, giving a specific direction, giving the student a choice e.g. to work/play appropriately or move to a different area/activity.

3. **Time Away/Time Out**
   The student is sent to a different part of the current classroom, another classroom or a different area until the student is willing and able to comply. It is critical to support re-entry in a planned, solution focussed, non-punitive manner. Continual or serious disturbances may result in the student being referred to the Administration and parents/carers being notified.

4. **Teacher and Student Plan of Action**
   If a student's behaviour continues to infringe upon the rights of others in the classroom and/or playground, a plan of action is developed by the teacher and student. Parents/carers are contacted. If additional support is required to implement the plan the teacher will make a referral to the school's Social Justice Committee.

5. **School Intervention and Recording of Student’s Inappropriate Behaviour**
   The student is referred to the Social Justice Committee and a Case Manager (usually the class teacher) will be appointed. The school provides counselling if required and makes genuine attempts to involve the student in the resolution of serious conflicts and problems that arise. To inform further planning and decision making processes, incidents of inappropriate behaviour are recorded in One School.

6. **External Assistance**
   A Functional Behaviour Assessment is completed in consultation with the relevant people such as parents/carers, teachers, the student, behaviour support specialists and relevant external agencies. This assessment is used to inform the development of an Individual Behaviour Support Plan.

7. **Monitoring and Review**
   Annual monitoring and follow-up of the formal Individual Behaviour Support Plan may involve a series of case conferences with staff members, parents/caregivers, the classroom teacher, specialist personnel and external support agencies, as necessary. In exceptional circumstances of serious and/or repeated unacceptable or dangerous behaviour the following procedures may be used.

8. **Suspension Procedures**
   - This is implemented in line with the Education (General Provisions) Act 2006 (Qld) SMS-PR-021: Safe, Supportive and Disciplined School Environment
   - If a student is suspended for 1 – 5 days, the Principal will take reasonable steps to ensure student is given school work to allow student to continue with their education.
   - If a student is suspended for 6 – 20 days, the Principal will arrange student access to an education program to allow student to continue with their education.

9. **Recommendation for Exclusion**
   - This is implemented in line with the Education (General Provisions) Act 2006 (Qld) SMS-PR-021: Safe, Supportive and Disciplined School Environment
   - Should the student’s behaviour result in a proposed/recommended exclusion, the Principal will ensure that regional case management processes are followed to support the successful re-engagement for the student into another learning/alternative program.
Detention
Our Responsible Behaviour Plan for Students includes provision for detention if a student’s behaviour reaches an unacceptable level. Students on detention miss out on play time and may complete activities with a supervising teacher during the period of time allotted by the principal. Most detentions are only for one day. Every attempt will be made to inform parents if a student is given a detention.

Bullying
Clermont State School practices a “zero tolerance” to bullying in all its forms. Our school and the school community endorse each teacher’s right to teach, each student’s right to learn, and the right to safety of all school community members. Bullying undermines such values, and prevents students from achieving their full potential in the educational and social setting. Bullying affects all members of the school community, not simply the bully or the victim, and can change the climate of the class and the supportive environment of the school. For these reasons, it cannot be tolerated and must be addressed with immediacy and consistency.

Cyber bullying
Cyber bulling is when one student is targeted by another through the use of digital technology, mobile communication devices or through the internet. The aim of this targeting may be harassment, stalking, threats or other forms of harmful behaviour.

Coping with bullying
Students will use the following approach when dealing with a bully.

2. Be firm – tell them to stop it because you don’t like what they say.
3. Ignore them.
4. Walk away.
5. Tell an adult – with the assurance that the adult will do something. If this does not happen, tell another adult, and continue to tell until something is done for you.

Parent/Caregivers Responsibilities
How can you help in identifying and dealing with bullying incidents?
1. Watch for early signs in your child. (A reluctance to go to school, unexplained absences, missing possessions, requests for money, unexplained injuries or moodiness.)
2. Take an active interest in your child’s school and social life, encouraging them to talk about daily events.
3. If you suspect bullying of your child, contact the class teacher or principal.
4. Encourage your child to report persistent bullying.
5. Assure your child that seeking help is okay and an assertive measure.
6. Encourage your child to use the five Coping with Bullying strategies in preference to verbal or physical retaliation in response to bullying.
7. Be prepared to assist the school in modifying your child’s behaviour if he/she is identified as a bully.
### Booklist 2015

#### Prep

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<tr>
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<tbody>
<tr>
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<tr>
<td>Painting Apron/Old Shirt</td>
<td>1</td>
</tr>
<tr>
<td>Box Tissues (250 or 300)</td>
<td>1</td>
</tr>
<tr>
<td>Sunsafe swim Shirt for Term 4</td>
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<tr>
<td>Year 1 A4 Exercise books</td>
<td>1</td>
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<tr>
<td>Erasers</td>
<td>4</td>
</tr>
<tr>
<td>HB Lead Pencils</td>
<td>6</td>
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<tr>
<td>I-Maths Foundation Student Book</td>
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<tr>
<td>Pkt thick Felt Pens</td>
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<tr>
<td>Wind-up/twistable crayons</td>
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</tr>
<tr>
<td>Buff Manilla Folders</td>
<td>2</td>
</tr>
<tr>
<td>Soundwaves Chart</td>
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<tr>
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<td>Pearson – Write for Queensland Book 1</td>
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<td>Whiteboard Marker – green/blue/black</td>
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<td>Ruler (wooden)*</td>
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<td>Painting Apron/Old Shirt*</td>
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<tr>
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<tr>
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<td>A4 Vinyl Clipboard</td>
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<td>2 Red Pens</td>
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<td>1 Library Bag*</td>
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<td>1 Headphones (Name on Headset)*</td>
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</tr>
<tr>
<td>2 Display Folders</td>
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</tr>
<tr>
<td>3 Plastic Document Wallets*</td>
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<tr>
<td>3 Black Whiteboard Markers</td>
<td>1</td>
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<td>1 Foolscap Vinyl Clipboard*</td>
<td>1</td>
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<tr>
<td>1 Manilla Folders</td>
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<tr>
<td>2 Quad Exercise Book 48 pages (10mm square)</td>
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<tr>
<td>8 A4 Year 3/4 Red and Blue Lined exercise books 48 pages</td>
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<td>1 Soundwaves Chart</td>
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<tr>
<td>1 Wooden Ruler*</td>
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*Note: Items marked with an asterisk (*) are optional.*
2 Erasers 1 Pkt Long Coloured Pencils
2 Red Pens 1 Scissors*
1 Library Bag* 1 Painting Apron/Old Shirt
1 Personal Dictionary – "My Dictionary" 1 Calculator*
1 Headphones (Name on Headset)* 2 Box Tissues (250 or 300)
3 Display Folders 1 A3 Sketch Book
2 Plastic Document Wallets* 1 Swim Shirt for Term 4
2 Black Whiteboard Markers 1 Highlighter Pack (mixed Colours)
1 Foolscap Vinyl Clipboard* 1 Felt Pens/Washable Markers
2 Manilla Folders 1 Music Exercise Book
1 Blue Pen 1 Macquarie Pocket Dictionary (Aust National Dictionary)
3 Quad Exercise Book 48 pages (10mm square) 8 A4 Feint Ruled Exercise Book Blue 64 pages
1 Pearson – Write for Queensland Book 4 1 Soundwaves Chart
1 Paintbrush 1 Painting Apron/Old Shirt *

Year 5
8 Feint RuledA4 exercise books blue 128 pages 1 Estimate Sharp Calculator (EL-231L)*
2 Manilla Folders 2 Blue Pens
1 2G USB Stick 2 Black Pens
1 Pkt Colour Washable Markers – Crayola (Bold) 4 Quad Books 10mm 48 pages
2 Glue Sticks (40g) 1 Set of Ear Bud Phones – named and stored in clip lock bag
2 Pencil Sharpeners* 1 Box Tissues (250 or 300)
10 Lead Pencils (HB) 1 Kent Set*
2 Ruler (wooden)* 4 Display Folders
1 Blue Pen 1 USB Stick (2G)
1 Pkt Long Coloured Pencils 2 Plastic Document Wallets*
1 Paintbrush 1 Packet of Oil Pastels per child
2 Red Pen 1 Sunsafe swim shirt for term 4
1 Spiral blue lined Notebook (Spirax No 563) 2 Whiteboard Pen – Black & Red
1 Scissors (rounded/square ends 140mm)* 1 Highlighter Pack mixed colours
1 Large Material Library Bag* 1 Foolscap Vinyl Clipboard
1 Music Exercise Book 1 Pearson – Write for Queensland Book 5
1 Painting Apron/Old Shirt* 1 Feint Ruled Exercise Book for HPE
1 Macquarie Pocket Dictionary (Aust National Dictionary)* 1 Soundwaves Chart

Year 6
3 Glue Sticks (40g) 1 Set of Ear Bud Phones – Named
2 Pencil Sharpeners* 1 Box Tissues (250 or 300)
10 Lead Pencils (HB) 1 Kent Set*
2 Ruler (wooden)* 4 Display Folders
1 Sketch Art Block A3
1 Pkt Long Coloured Pencils 2 Plastic Document Wallets*
1 Paintbrush 1 Pearson – Write for Queensland Book 6
2 Red Pen 1 Sunsafe swim shirt for term 4
1 Whiteboard Pen – Red 3 Quad Book 7mm Stapled 48 Pages
1 Scissors (rounded/square ends 140mm)* 1 Highlighter Pack mixed colours
1 Large Material Library Bag* 1 Foolscap Vinyl Clipboard
1 Music Exercise Book 1 Set Felt Pens
1 Painting Apron/Old Shirt* 1 Soundwaves Chart
1 Macquarie Pocket Dictionary (Aust National Dictionary)* 1 Elsimate Sharp Calculator (EL-231L)*
2 Blue Pen 1 Whiteboard Pen – Black
2 Black Pen 10 Feint Ruled A4 Exercise Books 128 page
2 Whiteboard Pen – Black

PLEASE NOTE – *Your child may already have these items from the previous year, please note that the dictionary has changed from the Australian Oxford School Dictionary to the Macquarie Pocket – Australia’s National Dictionary. Please do not purchase new each year. They can be reused, as can scissors, pencils and so on.

Please ensure items are operational, especially Kent sets, etc.

CONSUMABLE ITEMS SUCH AS PENCILS, GLUE AND EXERCISE BOOKS WILL NEED TO BE REPLACED AS USED THROUGHOUT THE YEAR.

List of requisites that your child requires for his/her class. Should any additional items be required this year their cost would not be excessive. Clermont Newsagency will make up your requirements if you leave the list(s) with them or you may select your own.

All year level packs will be made up by Clermont Newsagency.

Please note the following:
* All books, glue, pencils, rulers, etc. must be marked with your child’s name.
* Exercise pads must be bought with the correct ruling. See below.
* Each child should have a suitable shirt or other protective garment for painting and craft. (Bring this on the first day).
* Pencil sharpeners must not be the novelty type as these are a source for distraction with classmates.
* Pencils should be the HB type.
* Gimmicky style pens which vary in thickness or have needle-like points are not suitable for everyday class use.
* During the year it is often necessary to replace items, e.g. pencils, books, glue etc. Please check your child’s needs at the beginning of each term.
**Medication**

Clermont State School is committed to supporting students' health and wellbeing. We would appreciate parents/carers providing the school with any relevant health information that is required to support the student at school. This information is also collected at enrolment but needs to be updated regularly, or if a new health condition develops.

Information about medically diagnosed conditions such as allergies, asthma, diabetes and epilepsy and other health conditions that may require school staff to provide support to students, including administering medication and performing health procedures, should be provided to the school. Additionally, any health need that may impact on school activities such as sports, outings (including camps) should also be discussed with the school.

Information should be provided in writing, and any specific health plans (only to be completed and signed by the medical practitioner) should be included. Please contact the school to discuss any specific requirements.

Please inform the school office staff of any changes to contact details or the contact details of the people nominated as emergency contacts.

A Request to Administer Medication at School is located in back of this handbook. For the School Staff to administer over-the-counter medication, authorisation is required from a medical practitioner.

The following points are for security and safety purposes, and are requirements of the Health (Drug and Poisons) Regulation 1996 (QLD)

- The parent notifies the school in writing to administer medication. This may include written guidelines from the prescribing health practitioner, including potential side affects or adverse reactions.
- Provide medication in **original pharmacy labelled container** to the school.
- Ensure medication is not out of date and has an original pharmacy label with the student's name, dosage and time/s to be taken.
- Notify the school in writing when change of dosage is required. This instruction is to be accompanied by a letter from the prescribing health practitioner or change of label from a pharmacist.
- The Student has received a does at home without ill effect.
- Advise the school in writing and collect the medication when it is no longer required at school.
- Where parents are working with prescribing health practitioner to determine a does for that day (e.g. insulin, Rivotril) parents will provide a letter from the prescribing health practitioner instructing that parents will be responsible for notifying the school of the adjusted dose.
- This form will be reviewed annually or as the students prescribed a change in medication.

**Accidents and First Aid**

Every care is taken to prevent accidents from happening by providing teacher playground supervision and through safety lessons in class. However, accidents do happen from time to time. Many of these are of a minor nature and are treated at school. First Aid treatment will be given by a teacher or an ancillary staff member if it is deemed necessary. Some Accidents, however, require further attention. If this is the case, the child’s parents or the Queensland Ambulance Service will be contacted for further action. For this purpose, it is important that our **school records contain as many emergency contacts as possible for each child**. We will immediately seek ambulance assistance in an emergency.

**Head Lice**

Head lice still appear from time to time in schools, or anywhere close-knit communities are found. They are like fleas on a dog - no disgrace, because they are easily picked up. But, they certainly are a nuisance - and though they carry no disease, sores can develop from scratching causing acute discomfort.

If head lice are found, live lice must be destroyed, eggs must be removed and **treatment must continue until all signs of lice have disappeared**. Children should be kept at home until this is done, usually one day.

There is no overnight cure available, but if properly applied, treatment will kill both lice and eggs. Treatment instructions are available at the school if required. It is a good idea to check your child’s hair on a regular basis twice weekly. Should you find evidence of lice or eggs, we request that you contact the school as this assists us in preventing a large outbreak.

**Dental Therapy**

The School Dental Service offers treatment to all students enrolled in Clermont State School. **The Dental Van does not come to our School but is situated in the Dysart Hospital grounds.** Children may be treated at no expense.

The School Dental Service can be contacted on 0437 632 600 (Toothache Clinic – for toothaches only) or 49514241 to make an appointment.
<table>
<thead>
<tr>
<th>Condition</th>
<th>Exclusion of Case (person with infection)</th>
<th>Exclusion of Contacts (person exposed to the case with infection)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chickenpox (varicella)</td>
<td>Exclude until all blisters have dried. This is usually at least five days after rash first appeared in non-immunised children, and less in immunised children.</td>
<td>Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise, not excluded. Exclude any pregnant woman who is, or is presumed to be susceptible.</td>
</tr>
<tr>
<td>Cold Sores (herpes simplex)</td>
<td>Not excluded if the person can maintain hygiene practices to minimise the risk of transmission. If the person cannot comply with these practices (e.g. because they are too young), they should be excluded until the sores are dry. Sores should be covered with dressing, where possible.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Exclude until discharge from eyes has ceased unless non-infectious conjunctivitis.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Cytomegalovirus (CMV)</td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Diarrhoea and/or Vomiting (including: Amoebiasis, Campylobacter, Cryptosporidium, Giardia, Rotavirus, Salmonella, Viral Gastroenteritis, But not norovirus or shigellosis – see separate section)</td>
<td>Exclude until there has not been a loose bowel motion for 24 hours. Exclude staff whose work involves food handling until they have not had any diarrhoea or vomiting for 48 hours. If there are more than two cases with loose bowel motions in the same centre or a single case in a food handler notify your nearest health unit.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Diphtheria</td>
<td>Exclude according to public health unit requirements.</td>
<td>Exclude according to public health unit requirements.</td>
</tr>
<tr>
<td>Enterovirus 71 (EV71) Neurological disease</td>
<td>Written medical clearance is required confirming the virus is no longer present in the child's bowel motions.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Glandular fever (Epstein Barr virus [EBV], mononucleosis)</td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Haemophilus influenzae type b (Hib)</td>
<td>Exclude until the person has received appropriate antibiotic treatment for at least four days.</td>
<td>Not excluded. Contact a public health unit for specialist advise.</td>
</tr>
<tr>
<td>Hand, foot and Mouth Disease</td>
<td>Exclude until all blisters have dried.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Head Lice</td>
<td>Exclusion is not necessary if effective treatment is commenced prior to the next attendance day (i.e. the child does not need to be sent home immediately if head lice are detected).</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>Exclude until a medical certificate of recovery is received and until at least seven days after the onset of jaundice.</td>
<td>Not excluded. Contact public health unit for specialist advice about vaccinating or treating children in the same room or group.</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Hepatitis C</td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Influenza and influenza like illness</td>
<td>Exclude until well.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Measles</td>
<td>Exclude for four days after the onset of the rash.</td>
<td>Immune contacts are not excluded. Susceptible contacts should be excluded until 14 days after onset of the rash in the last case occurring in the facility. Immunosuppressed children or staff should be excluded (regardless of their vaccination status) until 14 days after the onset of the rash in the last case occurring in the facility.</td>
</tr>
<tr>
<td>Meningitis (bacterial)</td>
<td>Exclude until well and has received appropriate antibiotics.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Meningitis (viral)</td>
<td>Exclude until well.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Meningococcal infection</td>
<td>Exclude until appropriate treatment has been completed.</td>
<td>Not excluded. Contact a public health unit for specialist advice about antibiotics and/or vaccination for people who were in the same room as the case.</td>
</tr>
<tr>
<td>Molluscum contagiosum</td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Exclude for nine days after onset of swelling.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Norovirus</td>
<td>Exclude until they have not had any diarrhoea or vomiting for 48 hours.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Condition</td>
<td>Exclusion of Case (person with infection)</td>
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<tr>
<td>Parvovirus (erythema infectiosum, fifth disease, slapped cheek syndrome)</td>
<td>Exclusion not necessary.</td>
<td>Not excluded (pregnant women should consult their medical practitioner).</td>
</tr>
<tr>
<td>Pertussis (whooping cough)</td>
<td>Exclude until five days after starting appropriate antibiotic treatment, or for 21 days from onset of coughing.</td>
<td>Contact a public health unit for specialist advise about excluding unvaccinated and incompletely vaccinated contacts.</td>
</tr>
<tr>
<td>Poliomyelitis</td>
<td>Exclude for at least 14 days from onset of symptoms and case has recovered. Written medical clearance from doctor or public health unit is required to return to child care/school, confirming child is not infectious.</td>
<td>Not excluded unless considered necessary by public health unit.</td>
</tr>
<tr>
<td>Ringworm, tinea, scabies</td>
<td>Exclude until the day after appropriate treatment has commenced.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Roseola</td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Rubella (German measles)</td>
<td>Exclude until fully recovered or for at least four days after onset of rash.</td>
<td>Not excluded (female staff of childbearing age should check their immunity to rubella with their doctor).</td>
</tr>
<tr>
<td>School Sores (impetigo)</td>
<td>Exclude case until has received appropriate antibiotics for at least 24 hours. Sores are not contagious if covered, or after the child has taken antibiotics for 24 hours. Weeping or crusted sores on exposed areas should always be covered with a watertight dressing until at least 24 hours post antibiotics commenced and for as long as practical.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Shigellosis</td>
<td>Exclude until diarrhoea has stopped and two samples, taken at least 24 hours apart, have tested negative.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Staphylococcal sore throat (including scarlet fever)</td>
<td>Exclude until well and has received antibiotic treatment for at least 24 hours.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Thrush (candidiasis)</td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Tuberculosis (TB)</td>
<td>Written medical clearance is required from Queensland Tuberculosis Control Program to return to child care/school, confirming child is not infectious.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Typhoid, paratyphoid</td>
<td>Exclude until diarrhoea has stopped and two consecutive samples, taken at least one week apart, have tested negative.</td>
<td>Not excluded unless considered necessary by public health unit.</td>
</tr>
<tr>
<td>Whooping Cough – see pertussis</td>
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<tr>
<td>Worms</td>
<td>Exclude if loose bowel motions present.</td>
<td>Not excluded.</td>
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</tbody>
</table>

Footnotes

1. The definition of ‘contact’ will vary between diseases and is sometimes complex. If concerned, contact your local public health unit.
2. Diarrhoea: the definition is two or more consecutive bowel motions that are looser and more frequent than normal or escapes a child’s nappy.
3. Doctors should notify the local public health unit as soon as possible if children or staff are diagnosed with these conditions.
4. Appropriate antibiotic treatment: the definition will vary between diseases. If concerned, contact your local public health unit.
5. Observing the exclusion period meets the intent of Public Health Act 2005 for a person to be not infectious.

- For additional information please refer to the National Health and Medical Research Council publication 5th Edition – Staying Healthy – Preventing infectious diseases in early childhood and educational care services
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</tr>
</tbody>
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**There are 195 school days in 2015. Semester 1 2015 commences for teachers on January 27 and for students on January 28.**

**STAFF PROFESSIONAL DEVELOPMENT DAYS**
Staff professional development days for teachers are January 22 and 23, and October 19, with three additional flexible days. Schools are able to decide when these flexible days will be held, as long as they are in the school holidays or out-of-school hours.

**PUBLIC HOLIDAYS**
Public holidays are set by the Industrial Relations Minister. Public holidays for a local school are not shown due to diversity of dates across the state.

**FINAL DATES FOR STUDENT ATTENDANCE**
November 20 is the final date for Year 12 attendance for receipt of a Senior Statement. November 27 is the final date for student attendance in years 10 and 11.

Some schools in regional, rural and remote areas will close for the Summer holidays on December 4.

All other state primary, secondary and special schools will close on December 11.

In 2015, all state schools will re-open for students on January 27.

The information in this calendar was correct at the time of publication (August 2014) but may be subject to change.

For more information and the latest version of this calendar, visit [www.education.qld.gov.au](http://www.education.qld.gov.au)

Great state. Great opportunity.