



LAKES CREEK STATE SCHOOL



PARENT INFORMATION
PARENT INFORMATION
BOOKLET
2016

LAKES CREEK STATE SCHOOL



445 Paterson Street
North Rockhampton Qld 4701
Telephone (07) 49 326 333
Student Absence Line (07) 49326 366
Fax (07) 49 26 2139
Email: admin@lakescreekss.eq.edu.au

Dear Parents and Caregivers

Welcome to Lakes Creek State School!

We hope you will enjoy your time with us.

The School Information Booklet has been provided to give you some information about the school's procedures. Please read it carefully and keep it in a safe place for reference during the year. If you have questions about any topic that is not covered in the booklet, please do not hesitate to contact the school for clarification.

Parents are very welcome to come to school at any time to assist or just observe. I know that you will understand that when a teacher is teaching, they will not be able to stop what they are doing to discuss something with you. An appointment will be beneficial to both parents and teachers.

Your contribution to this school will be valued. Parents are a child's first and most influential teachers.

We have high expectations for each and every child and it is important that you support us in this. Ensure that your child knows that they must do their best work at all times, as education is the pathway to future success.

Once again, welcome to Lakes Creek State School and best wishes for a successful and fulfilling year.

Kind regards
Lea Ryan
Principal



AIM OF THE SCHOOL

We think it is most important in our school for every child to be:

1. learning to manage his/her own life
2. learning to respect his/her own and other people's belongings, ideas and person
3. learning to work with other people
4. learning to do his/her best
5. learning to learn
6. learning to process knowledge
7. enjoying school
8. developing a love of learning

It is the intention of this school to provide the environment in which this learning can take place.

To develop this environment, pupils, teachers, parents, ancillary staff and community must respect the rights of each other and accept responsibility for their own actions.

ROLES, RIGHTS AND RESPONSIBILITIES

Students

<u>Have the <i>Right</i> to:</u>	<u>Have the <i>Responsibility</i> to:</u>
<ul style="list-style-type: none">• an education at the appropriate level• support from school staff• be respected and treated with consideration and fairness• work without being harassed and bullied by others• be regularly informed of their progress• hear both fair and constructive criticism about themselves and their development• be involved in decision making in an appropriate way	<ul style="list-style-type: none">• attend school on a regular basis• complete assigned class and homework• accept the consequences of their actions• respect the rights and feelings of others• respect the property of others• behave in a manner which does not bring discredit on themselves or their school community• allow other students to learn and participate in school activities• allow staff to carry out their duties• present student viewpoint/ grievance/opinion in a polite and reasonable manner and to actively listen to others• accept the decisions that are made



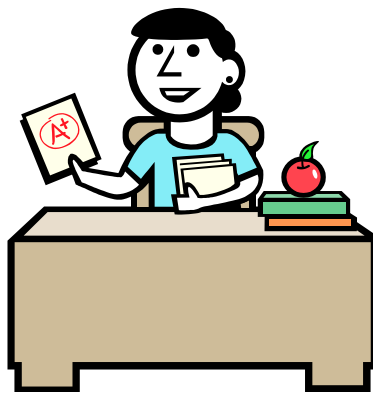
Parents

<u>Have the <i>Right</i> to:</u>	<u>Have the <i>Responsibility</i> to:</u>
<ul style="list-style-type: none"> • enrol their child at our school, be informed of events and procedures relating to our school and be involved in decision making • be informed of their child's progress or any concerns regarding their child and to expect that confidentiality will be maintained • expect that a safe and healthy environment is provided for their child at school • expect a classroom environment that is conducive to effective learning • learn about the programs offered by the school • expect teachers to provide quality programs of instruction • expect a classroom environment which operates according to the <i>School Behaviour Code</i> 	<ul style="list-style-type: none"> • read school communications • ensure that their child has adequate rest and nutrition and inform the school of any academic problems regarding their child • communicate, in confidence, any concerns regarding their child either to the teacher or to administration • notify the school of any medical/social concerns regarding their child and to ensure their child's safety enroute to and from school • ensure their child is punctual and attends school regularly with the appropriate learning materials • attend information sessions and read the <i>weekly newsletter</i> • ask for explanations when unsure of which direction the learning program is heading • give support by impressing upon their child the importance of adhering to the <i>School Behaviour Code</i>



Teachers

<u>Have the <i>Right</i> to:</u>	<u>Have the <i>Responsibility</i> to:</u>
<ul style="list-style-type: none">• expect students to attend school regularly• to expect the school community to respect teachers' professional judgements• expect students to take an active role in their learning experiences• expect parents to share any concerns about pupils directly with them	<ul style="list-style-type: none">• provide quality programs of instruction for all students• access professional development opportunities and implement training received• provide learning experiences and expectations that will assist students to become more independent• inform students and parents of student's progress and school programs• convey to parents that they are open, receptive and available for contact



Administration Team

<u>Have the <i>Right</i> to:</u>	<u>Have the <i>Responsibility</i> to:</u>
<ul style="list-style-type: none">• be informed by all members of the school community of any issues• expect that the school community will adhere to the <i>School Behaviour Code</i>• expect that the <i>School Behaviour Code</i> is upheld in all classrooms and in the playground• open communication channels within and between the school community and department	<ul style="list-style-type: none">• communicate consistently and openly with all members of the school community and ensure that the confidentiality of information at their disposal is maintained• inform students and parents of behaviour policies and their consequences• support the implementation of the <i>School Behaviour Code</i> with students, staff and parents• ensure school community members have access to departmental information which affects them and personnel who may assist them



Teacher Aides

<u>Have the <i>Right</i> to:</u>	<u>Have the <i>Responsibility</i> to:</u>
<ul style="list-style-type: none">• receive support from Teachers, Staff and Students• be informed of procedures and decision making in an appropriate way• have viewpoints/grievances/opinions heard• receive clear instruction/ direction from teachers/staff• be trained in specific areas where need arises	<ul style="list-style-type: none">• support Teachers, Staff and Students in a professional and confidential manner• carry out procedures in an appropriate way and to accept decisions made• present aides viewpoint/ grievance/opinion in a polite and reasonable manner and to actively listen to others• carry out instructions from teachers/staff in a competent manner, co-operating with teachers and contributing own ideas and talents to programs• put into practice training received in specific areas



VALUES AND BELIEFS WITHIN LAKES CREEK STATE SCHOOL

DEVELOPING QUALITY LEARNING IN A QUALITY ENVIRONMENT

We believe quality teaching and learning is enhanced when **LEARNERS:**

- | | | | |
|---|-----------------------------|---|-------------------------|
| : | are valued | : | want to learn |
| : | are challenged with success | : | gain competence |
| : | see purpose in learning | : | are responsible |
| : | derive enjoyment | : | are active participants |

We believe quality teaching and learning is enhanced when **TEACHERS:**

- | | | | |
|---|---------------------------------|---|-----------------|
| : | are enthusiastic and competent | : | are caring |
| : | provide appropriate role models | : | cater for needs |
| : | accept responsibility | : | extend learners |
| : | clarify expectations | | |

We believe quality teaching and learning is enhanced when **PARENTS:**

- | | | | |
|---|---|---|---------------------------------|
| : | participate in school activities | : | are supportive |
| : | have an active role in education | : | uphold the goals and traditions |
| : | communicate with their child/
children | | of the school |

We believe quality teaching and learning is enhanced when the **SCHOOL:**

- | | | | |
|---|---------------------------|---|-------------------------------|
| : | is welcoming | : | provides a secure, caring and |
| : | has clearly defined goals | | challenging environment |
| : | has high expectations | : | provides appropriate programs |
| : | is open and informative | | which fulfils learners' needs |

We believe quality teaching and learning is enhanced when the **COMMUNITY:**

- | | | | |
|---|---|---|--------------------------------|
| : | is informed | : | is actively supportive |
| : | participates in the decision-making process
school | : | values and takes pride in its' |
| : | has a positive attitude to education | | |

We believe quality teaching and learning occurs when **THE DEPARTMENT OF EDUCATION AND TRAINING AND SCHOOLS**

- : give clear direction : encourage and support::
communicate openly : are flexible and forward planning

Absences

Regular attendance by each child is necessary to maintain continuity of learning. Parents must assume responsibility for the regular attendance of their children.

In the event of your child being absent please:

- (a) Phone: Student Absence Line - 0749326366
(b) Email: admin@lakescreekss.eq.edu.au
(c) Write: a note to the class teacher on the day your child returns to school

Our school encourages all parents and members of our community to support the new State Government initiative to improve student Attendance.

The new program - *Every Day Counts* - has four key messages:

- all children should be enrolled and attend school on every school day
- schools should monitor and create ways to improve attendance in schools
- attendance is the responsibility of everyone in the community
- children may find themselves in unsafe situations if they choose not to attend or skip school.

While most students attend school consistently, there is a small number of students who are absent from school without an acceptable reason and this may harm their education. Going shopping, visiting family, staying up late and being tired or extending school holidays are not acceptable reasons to be away from school.

Research shows that if your child has a record of good attendance, they are more likely to achieve high results in the future.

If your child is away, you need to let the school know the reasons beforehand, or within two days of returning to school.

What is an exemption and why do I need it?

Every parent of a child of compulsory school age or a young person in the compulsory participation phase has a legal obligation to ensure their child is enrolled and attending school or participating in an eligible option.

Parents can apply for an exemption from this obligation when their child cannot attend or it would be unreasonable in all the circumstances for their child to attend school or participate in an eligible option for a period of more than 10 consecutive school days.

Situations where an application for an exemption may be made include:

- Illness
- Family reasons

- Cultural or religious reasons

If your child is exempted from compulsory schooling, you are excused from your obligation in relation to compulsory schooling or compulsory participation.

The school principal is not responsible for providing an educational program to your child, however they may provide advice on other educational options available.

Who decides to grant or not grant an exemption?

- **For state school students:**

Decisions about exemptions for up to one school year are made by the principal of the school the student attends.

Decisions about exemptions for more than one school year are made by the relevant Regional Director of the Department of Education, Training and Employment, responsible for the supervision of the school your child attends.

Applying for an exemption

You are encouraged to discuss with the school whether an application for exemption is a suitable option. The school can provide you with an application form for an exemption. It is important that supporting documentation and evidence are attached to the application.

When a decision about the exemption has been made, you will be informed in writing whether or not the exemption has been granted and if any conditions have been imposed. If you are not satisfied with the decision made, you can make a submission for the decision to be reviewed.

For more information or if you need support regarding your child's attendance, see our school principal and download the guide for parents at: www.education.qld.gov.au/everydaycounts/

In the back of the information booklet are Student Absence forms.

Admissions

Prep

Prep is available to all children of eligible age and there is no waiting list. Children will need to be 5 by 30 June in the year they enrol in Prep. Target prep class size is 25 children.

Prep is full time and not compulsory. As Prep is not compulsory some parents may choose to keep their children at home or send them to child care before enrolling in Year 1.

Child born

1 July 2010 to 30 June 2011 Eligible for Prep 2016 Eligible for Year 1 2016

1 July 2011 to 30 June 2012 Eligible for Prep 2017 Eligible for Year 1 2017

Proof of date of birth is required on admission.

Educational Adjustment Program

The Educational Adjustment Program provide educators with formal processes to determine the level of specialist teaching and/or support needed by students with disabilities or learning difficulties. The processes are based on the educational needs arising from the disability or learning difficulty.

The EAP process identifies learning needs in six disability categories - Hearing Impairment, Vision Impairment, Physical Impairment, Speech Language Impairment, Intellectual Impairment and Autism Spectrum Disorder. The Appraisal process determines the types of modifications required to support access to the curriculum for students with learning difficulties.

Arrival Times, Early Departures and Late Arrivals Procedures

No child should be at school before 8.20am for any reason. Children who arrive before 8.20am will need to wait outside the office until supervision begins.

All students should be at school by 8.40am when the first bell rings to be able to organise themselves for the day. School classes commence at 8.50am when the second bell rings. We understand that issues occur occasionally that will make students late. All students who arrive at school after the second bell will be required to be escorted to the office **by their parents to sign a LATE SLIP**. This slip is to be handed to the class teacher. Information from the LATE SLIPS will be recorded for use in attendance data.

If students arrive after the first 30 minutes of the scheduled school day, this will count as a morning/half day absence.

If students arrive after 11am or depart before 1pm it will show as a penalty (1/2 day)

If you are collecting your children before the 3.00pm bell you will need to visit the office to sign the **Early Departures Register**. You will then be given a slip to give to the

teacher when you arrive at the classroom. **Students WILL NOT be allowed to leave the classroom with ANY adult without the early slip.**

Departure from school shall be immediate for those children who walk or ride. Bus children will wait quietly outside the library until the teacher on bus duty arrives. All children will wait inside the school grounds until collected or their bus arrives.

Awards

Encouragement awards for achievement and citizenship are presented to children from time to time.

Children are selected weekly for the school's "Student of the Week" certificates.

Above and Beyond Awards are also presented to students who excel in the areas of Safety, Effort, Respect and Self Responsibility.

At the end of the year, selected students from each year level are presented with Citizenship, Academic and Encouragement Awards.

Responsible Behaviour Plan for Students

Managing Student Behaviour in our Supportive School Environment is based on the statements at the front of this book which reflect the rights and responsibilities of parents, students and teachers, and outlines the Code of Conduct which students are required to follow.

Our Responsible Behaviour Plan has been developed specifically for our school and reflects the shared values and expectations of our school and community.

A copy of this document is given to each family at time of enrolment.

Bell Times

Bell Times and Daily Routine are as follows:

8.40 - Bell Children go to the toilets, wash hands, have a drink and make their way to the classroom or parade area.

8.50 - Bell Classes commence.

11.00 - Bell Lunch Break. Children are to go to the toilet, wash hands, have a drink and eat their lunch.

11.20 - Bell Children are dismissed to play.

11.40 - Bell Children to stop play and get ready for school.

11.45 - Bell Children resume classes.

1.30 - Bell Afternoon Break. Children to eat and/or play.

1.55 - Bell Children to stop play and get ready for school.

2.00 - Bell Classes resume.

3.00 - Bell School ends.

Bicycles

Children are welcome to ride their bicycles to and from school. Bikes are to be stored in bike racks provided. It is wise to chain and lock bikes to the racks. It is the policy of the school to enforce the wearing of bicycle helmets - no helmet, no bike! Helmets are to be stored in port racks with the child's port.

Book Lists and Textbooks

Booklists will be issued at the end of the year. Copies are available on request.

Years Prep to 6 are given a Book list requirements in Term 4.

Buses

Buses from Keppel Sands - Young's Bus Telephone 49 277000.

Sun Bus service our school. Telephone 49 361002.

Calendar 2016

Dates

Term 1	Tuesday 27 January -	Friday 24 March
Term 2	Tuesday 11 April -	Friday 24 June
Term 3	Monday 11 July -	Friday 16 September
Term 4	Tuesday 04 October -	Friday 09 December

Public Holidays

Australia Day	-	26 January
Good Friday	-	25 March
Easter Monday	-	28 March
Anzac Day	-	25 April
Show Holiday	-	16 June
Queen's Birthday	-	03 October
Labour Day	-	02 May

Other Events

Pupil Free Days	-	to be advised
Interhouse Sport	-	to be advised
Interschool Sport	-	to be advised

Chair Bag

It is not compulsory for each child to have a chair bag but the chair bag makes it easier to store bigger items. The pattern is at the back of this booklet.

Chaplains

What Chaplains do:

Working with other school support staff:

- Provide and facilitate pastoral care
- Provide support and guidance in matters of religion, values and ethics
- Support students exploring their spirituality, regardless of the students' faith or beliefs
- Provide support in cases of bereavement, difficult family relationships, or other crisis and loss situations
- Assist at-risk students through specialist support programs
- Participate in school activities such as camps, sports, induction programs, leadership programs, and school ceremonies

- Participate in and/or facilitate holiday camps and activity programs

Chaplains work alongside other school staff, and volunteers from the local community to:

- Facilitate breakfast clubs, lunchtime groups and interest clubs
- Organise games and visiting bands
- Foster a supportive, caring school community

Child Protection Policy

All members of the staff have been trained in the Child Protection Policy Guidelines. The Policy was written to establish guidelines that serve to protect students from all forms of harm, abuse or neglect. This training is compulsory for all Education Queensland staff.

Committee Structure

A committee structure operates in our school to assist with decision making. Committees currently operating are:

1. Parents and Citizens Association
2. School Management Committees
3. Student Council

Parents, community members, students and staff work on these committees allowing for active participation of interested people.

If you are interested in joining a committee or require further information please contact the Principal.

Cultural Activities/Excursions/Education Tours

From time to time during the year classes may undertake educational excursions so that the students may acquire a variety of experiences outside the classroom.

Students normally travel by bus in the case of the whole school/whole class or by private transport in the case of smaller groups. School uniform is to be worn for general activities, and full sports school uniform to be worn when attending sporting activities.

Parents will be advised by official notice of the details of the activities and permission forms **must be signed** and returned for the child to participate.

Parents are requested to pay for the bus/petrol fare, and in some instances an admission fee is necessary.

Refund Guidelines for Excursions and Camps

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

School excursions and camps enhance a student's learning by providing opportunities for the student to participate in activities, both curriculum-related and recreational, outside the normal school routine. All planned school excursions are approved by the Principal and endorsed by the Lakes Creek State School Parents and Citizens Association.

State schools are able to charge a fee for:

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

A school fee is directed to the purpose for which it is charged.

School fees for excursions and camps are calculated on a cost recovery only basis, according to the number of students who have indicated their attendance.

Participation of students in an excursion or camp is indicated through payment of the excursion or camp fee and provision of a permission form completed by the parent/carer.

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

If a parent/carer wishes to apply for a refund due to their child's non participation in an excursion or camp activity, they may do so by completing the Request for Refund form available from the school office. Refunds won't be paid immediately but may be paid after the reconciliation of the activity.

Department of Education and Training policy references:

Education (General Provisions) Act 2006

SCM-PR-002: School Excursions

FNM-PR-019: State Education Fees

Curriculum

In 2012, Lakes Creek State School implemented the Australian Curriculum for all students in Maths, English and Science. To support the implementation of the Australian Curriculum, Lakes Creek will be using the Curriculum to Classroom (C2C) documents,

created by Education Queensland, which are expected to be undertaken in all QLD State Schools.

The C2C units are used by teachers to guide them in delivering the Australian Curriculum, suggesting best practice and resources.

The existing Key Learning Areas- SOSE, HPE, The Arts and Technology will continue to be delivered and assessed using the Essential Learnings.

Activities which occur throughout the year include:

- * Under 8's Week
- * Book Week
- * NAIDOC Week
- * Extended Learning Programs
- * ANZAC Day
- * Sports' Days
- * Education Week
- * Premier's Reading Challenge
- * Project 600

and are incorporated into our Curriculum programs to provide links to real life and life like situations.

Dental Health

The Department of Health Dental Unit do not visit the schools.

Dental clinics are:

Berserker School Dental Clinic, Bedford Street, 49262319

Frenchville School Dental Clinic, Frenchville Road, 49262874

Park Avenue School Dental Clinic, Main Street, 49222729

Allenstown School Dental Clinic, Margaret Street, 49222673

Dress Code

Our school community has agreed on a dress code for our students, which will enable them to participate fully in school activities.

Our students are required to:

- * wear the school uniform on a daily basis (t shirts to be tucked in)
- * be of neat and tidy appearance at all times
- * wear enclosed shoes
- * wear a 8cm wide brimmed red hat while engaged in outdoor activities
- * wear the uniform when representing our school in community activities

- no coloured hair

Student dress standards promote the good image of our school and encourage students to uphold and enhance that image.

Emergency Procedures

To ensure the safety of all students, staff and other persons, all personnel will participate in regular emergency evacuation practices. If you are within the school grounds/buildings at these times you are requested to make your way to the holding area, the bottom oval, immediately once the signal is given.

Lockdown Procedures

A lockdown is initiated when there is a perceived danger on campus, usually in the form of an intruder or external threat. If a situation arises, the Office will be contacted immediately.

A lockdown will be signalled by music played over loud speaker. Students and teachers stay locked in the room that they are currently in advised otherwise.

Head Lice

From time to time, outbreaks of head lice do occur at school.

If a case is suspected, provided parents have signed an authorisation, staff at the school will carry out a physical check. If head lice is confirmed, parents will be advised through a note home to treat.

A note will be sent to all class members when a case is confirmed, so that all families will be aware to undertake extra head lice checks.

Treatment for head lice is available from all chemists. The school regularly includes current information on the detection, treatment and control of head lice in the newsletters.

We would appreciate you informing us if you do find head lice in your child's hair.

HISTORY OF OUR SCHOOL

The Lakes Creek State School first opened on 01 October 1872, as a provisional school and closed again for a short period in 1874. It re-opened on 21 May 1877, once again, as a provisional school. It was not until January, of 1895 that the Lakes Creek State School was opened on the site it now occupies. Since that time our buildings have multiplied and improved as well as the area of the grounds grown from 0.8 hectares to 5.3 hectares.

Principals of the School have been:

Mr H Holt	1872-1874
Mr J W MacDonald	1877-1878
Mr J Bickerstaff	1878-1883
Mr M Murray	1883-1884
Mr G Walker	1884-1894
Mr G Sheppard	1895-1902
Mr F J B Martin	1902-1906
Mr T W Evans	1906-1921
Mr S R Kenyon	1921-1926
Mr H V Golding	1926-1936
Mr J N Florence	1936-1951
Mr H J Bennett	1951-1953
Mr C J Hanlon	1954-1962
Mr N V Corcoran	1962
Mr E G J Caddy (Acting Principal)	1963
Mr J P Howe	1964-1965
Mr E O Watkins	1965-1969
Mr W A Tainton	1970
Mr T Hogan (Acting Principal)	1970
Mr W H Turner	1971-1977
Mr T Hogan (Acting Principal)	1977
Mr B J Plumb	1978-1979
Mr T Hogan (Acting Principal)	1979
Mr B J Plumb	1980-1981
Mr J Wagner (Acting Principal)	1982
Mr B J Plumb	1982-1984
Mr L Bird (Acting Principal)	1984
Mr R S McFie	1985-1988
Mr K J Evans	1989-1993
Mrs Y M Dawson (Acting Principal)	1992-1993
Mrs Y M Dawson	1994-1995
Mrs J Grother (Acting Principal)	1995-1997
Mr R J Hanwright (Acting Principal)	1997-1998
Mrs L Ryan (Acting Principal)	1998-1998
Ms B Dean	1998-2002
Mrs R Welburn (Acting Principal)	1999-1999



Homework

Rationale: Homework at Lakes Creek State School aims to be educationally enhancing experience by revising concepts covered in class. A reasonable amount of time for homework has been set so as not to create stress within already busy family routines.

Mathematics and English are the key learning areas covered as part of the homework program. A gradual increase in the time spent on homework has also been adopted to create more demand and challenge as the children move through the year level.

Homework is set for each year level on a daily basis. Children are expected to complete this work prior to attending class the following day.

For each year level there is a **maximum** expectation for time to be spent on homework tasks.

HOMWORK OVERVIEW

Year 1	Year 2 and 3	Year 4 and 5	Year 6 and 7
* Sight words	* Sight words/spelling	* Spelling	* Spelling
* Counting	* Number facts	* Number Facts	* Number facts
* Reading	* Reading	* Reading	* Reading
Maximum time	Maximum time	Maximum time	
Maximum time			
15 minutes	25 minutes	35 minutes	45 minutes

Please note: Teachers may also send home any class work that was incomplete during that day or project work that is current. Students will be required to complete this work as part of their homework routines.

House System

Your child will be allocated a "house" when he or she enrolls at school. There are three houses - As far as possible all children from the same family will be in the same house Currawong (Yellow) - Kookaburra (Blue) - Lorikeet (Green).

Health and Hygiene

Health habits are taught and encouraged at all times. There is enough evidence to suggest that a well balanced diet goes a long way towards physical and mental alertness, so it is important that all children have a healthy breakfast and bring fruit for brain break and a well balanced lunch. Please limit the amount of pre-packaged foods, including rollups and chips.

A healthy lunch box should include a high percentage of fresh food, including:

- Fruit
- Salad
- Sandwiches

- Yoghurt

Soft drinks, energy drinks and cordial drinks are NOT permitted in student lunchboxes.

Refrigerators are in all classrooms.

Cleanliness eg fingernails, hands, hair etc is also encouraged. We seek your valued assistance in this regard.

Infectious Diseases

If your child contracts an infectious disease eg chickenpox, measles, school sores etc please contact the Principal immediately. In certain cases, children will be required to be kept at home until the disease is no longer infectious.

The exclusion periods are as follows:

CHICKEN POX	Child may be readmitted 5 days after rash appears and when the last blister has scabbed over.
MUMPS	Exclude for 9 days or until swelling has gone down.
MEASLES	Child is excluded for 4 days after onset or until medical certificate is produced.

GERMAN MEASLES (RUBELLA) Exclude for at least 4 days after rash appears.

Children 5 years or prior to school entry should be vaccinated against Diphtheria, Tetanus and Polio.

Inter-school Sport

Students are engaged in Physical Education classes and Health lessons as part of the Physical Educational Program.

Inter-school sport is offered to students in Years 5, 6 and 7 (10 years and above).

This activity offers students the opportunity to play competitive sport as a representative of our school.

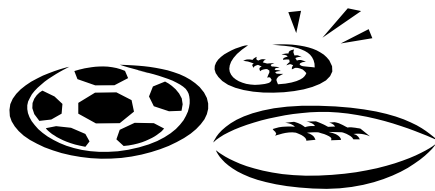
Students selected as school representatives for Inter-school Sport are expected to complete assigned classwork, homework commitments, training commitments and to represent our school community by displaying a high level of sportsmanship.

Full Sports Uniform is to be worn.

All jewellery is to be removed prior to the game.

Teams are coached by teachers and parents who give many hours of their time to assist students.

Students are expected to attend training sessions on a punctual and regular basis.



Code of Behaviour for Sport (Players)

1. Play by the rules
2. Never argue with an official. If you disagree, have your captain, coach or manager approach the official during a break or after the competition.
3. Control your temper. Verbal abuse of official or other players, deliberately distracting or provoking an opponent is not acceptable or permitted in any sport

4. Work equally hard to yourself and/or your team. Your team's performance will benefit and so will you.
5. Be a good sport. Applaud all good plays whether they are by your team or the opposition.
6. Treat all players as you would like to be treated. Do not interfere with, bully or take unfair advantage of another player.
7. Co-operate with your coach, team mates and opponents. Without them there would be no competition.
8. Play for the fun of it, and not just to please parents and coaches.



Code of Behaviour for Sport (Parents)

1. Remember that children play sport for their enjoyment, not yours.
2. Encourage children to participate, do not force them.
3. Focus on the child's efforts and performance rather than winning or losing.
4. Encourage children to always participate according to the rules.
5. Never ridicule or yell at a child for making a mistake or losing a game.
6. Remember that children learn best by example. Applaud good plays by all teams.
7. Support all efforts to remove verbal and physical abuse from sporting activities.
8. Respect officials' decisions and teach children to do likewise.
9. Show appreciation of volunteer coaches, officials and administrators. Without them, your child could not participate.

Jewellery

A minimal amount of jewellery is appropriate for school wear. Sleepers/studs for earrings, watch, single smooth signet ring.

Department regulations require ALL jewellery to be removed before students participate in physical education, sporting and swimming activities.

Letters from Parents

Please ensure that all correspondence to either the Principal or teachers is dated and signed at all times.

Letters are required for all absences, sicknesses, medication, appointments in school hours, loss/damage of school property, homework or any other circumstances.

Lost Property

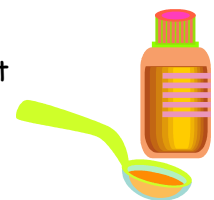
To avoid this occurring it is recommended that **all items including clothes, be named**. All property that is found about the school is located in the port racks outside near B2. It can be claimed at any time. Any valuables are sent to the office. Please encourage your child to be independent and to look after their own belongings.

Medication

Staff will administer medication to pupils from the office provided the following procedures are strictly adhered to:

1. The parent's request **MUST** be in writing.
2. The medication container should show the name of the child, the name of the drug, specific times when the medication is to be given and the required dosage. Legal responsibilities preclude the acceptance of parent instructions solely, therefore authorisation from the doctor is required.
3. Staff **WILL NOT** administer non-prescribed medications e.g. Dispirin, Panadol, Cough Medicine, Cough Lollies, etc.
4. Parents of children requiring Asthma medication should contact
Principal to negotiate suitable arrangements.

the



A medication form is included at the back of this booklet for your use.

Mobile Phones and other Electronic Equipment

Mobile Phones and other Electronic equipment can be brought to school but must be switched off and left at the office. To protect our students' privacy and integrity students may not use any recording device in the school grounds (taking photos, tape recording, transmitting images)

Money

Unless it is for Tuckshop or specific excursions/needs, no money should be brought to school.

Newsletter

Our Newsletter is published each Tuesday. It contains items of interest to all of our school community and will keep you up to date with the happenings of the school, both present and future. It will also contain from time to time samples of children's work, awards made to students etc. Check your child's port for it.

Parents and Citizens Association

The P & C Association is active in many ways within the school. It helps formulate policy in certain areas of the school. It supports the Principal and staff in their endeavours to create a vital and successful school for its pupils through fundraising and active participation in school decisions and events. If you are a member of the association, any support or suggestions that you can offer are always appreciated.

Monthly meetings are held in the school library on the 3rd Tuesday of each month either 4.45pm. Please try to attend at least once during the year.

Parent Training

From time to time we are able to offer parents training in a variety of subjects. This information is distributed through the weekly newsletter.

Parents in the Classrooms and Volunteers Register

A way in which you can assist the teacher and school in the continuing education of your child, is to become involved in the day to day classroom activities of your

child's class or any other class. It is necessary for volunteers to have a Blue Card unless they are a parent at the school. When reporting to volunteer, it is important that all volunteers sign the register that is located in the reception area of the school office.

We are always on the lookout for parents with particular expertise in any area whether it be Art and Craft, Music, sport etc or simply as a helper in the room during mathematics, language and so on. If you have a skill or some experiences that you would like to share or would simply like to help out, we would love to hear from you. It doesn't matter for how long, it matters that you want to assist.

Take an interest in what your children do each day at school regardless of their age. Children respond well to your encouragement and support.

Parking

Parking is available along various parts of Paterson Street

In the interest of the safety of all children, parents and visitors are requested to:

- . adhere to the traffic signs in Paterson Street
- . use the 2 minute drop off zone appropriately i.e. drop off and collect children within the time limit
- . drive carefully near the school as childrens' actions can be unpredictable
- . obey the crossing supervisor's directions

Your co-operation and courtesy in this matter will maintain our excellent safety record.

Parking in the Church yard is for staff only (donation made by staff to the Church).



Playgroup

The Lakes Creek Playgroup is normally conducted every Friday at the Lakes Creek ESL Hub. Time 9am to 11am. The playgroup caters for children from birth to preschool age. Everybody is most welcome.

The cost is \$2 per family. The children need to bring a hat for outdoor play and a snack to eat for morning tea. The activities vary each week with an occasional outing or a special visit from someone

Problems

At some time you may need to discuss a problem that you may have with a certain aspect of school. Your child's teacher is always approachable. It is expected that parents report to the office, first, before going to classrooms.

There are times when you disagree with what the school has done. Try not to show your disapproval in front of your child. Do come and see us about the problem.

Refund Guidelines for Excursions and Camps

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

School excursions and camps enhance a student's learning by providing opportunities for the student to participate in activities, both curriculum-related and recreational, outside the normal school routine. All planned school excursions are approved by the Principal and endorsed by the Lakes Creek State School Parents and Citizens Association.

State schools are able to charge a fee for:

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

A school fee is directed to the purpose for which it is charged.

School fees for excursions and camps are calculated on a cost recovery only basis, according to the number of students who have indicated their attendance.

Participation of students in an excursion or camp is indicated through payment of the excursion or camp fee and provision of a permission form completed by the parent/carer.

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

If a parent/carer wishes to apply for a refund due to their child's non participation in an excursion or camp activity, they may do so by completing the Request for Refund form available from the school office. Refunds won't be paid immediately but may be paid after the reconciliation of the activity.

Department of Education and Training policy references:

Education (General Provisions) Act 2006

SCM-PR-002: School Excursions

FNM-PR-019: State Education Fees

Religious Instruction

Co-operative Religious Education classes are conducted each Monday for all children. Permission is sought at time of Admission.

Reporting to Parents

Formal reporting is held twice per year at the end of each semester. All parents are encouraged to attend these conferences to share your ideas, concerns etc with us.

We encourage you to contact the teacher to discuss your child's progress at any time throughout the year.

Resource Centre

The school is very proud of the SMART (Students Moving Ahead in Reading and Technology). We encourage its use by everyone - students and parents alike. We ask that the simple library procedures be adhered to when using or borrowing. All children require a library bag for borrowing purposes.

Rules of the School

DO

* be polite to all teachers, other staff and visitors

- consider the rights of other pupils
- * be neat and tidy at all times
- * report all accidents promptly to a teacher
- * be responsible for all your actions
- * walk when around buildings
- * wear your hat when playing
- * wear suitable footwear (joggers/sandshoes) to school
- * push your bicycle in the grounds and on paths outside the grounds
- * Respect our gardens at all times
- * play with co-operation and responsibility
- * remain seated during eating times
- * wait for the play bell before getting equipment out
- * stay well clear of all construction areas
- * wear your school uniforms with pride

**REMEMBER THAT YOUR BEHAVIOUR
REFLECTS ON YOURSELF,
YOUR FAMILY
AND YOUR SCHOOL**



BOTTOM OVAL

PLAYGROUND

SHED

SHED

Play ground

BASKETBALL COURT

Toilets S O P E

F2
F1

SMART

Top Oval

D1 D2 D3

C3 C2
C4 TUCKSHOP

CPA

E3
E7 E4 E5
E2

OFFICE Principal
PC Room
SICK ROOM
STAFF ROOM
B1

RESOURCE CENTRE

ESL HUB

PATERSON STREET

LAKES CREEK STATE SCHOOL

School Grounds and Facilities

If you wish to use the School Grounds and Facilities please contact the Office for more information and an Application Form.

Serious and Minor Injury

During the school day children are under the supervision of the staff. However accidents may still occur.

In the case of a minor accident, treatment will be undertaken by a staff member. In the case of a serious injury, the emergency procedure as outlined on the enrolment form will be followed.

It is the parents' responsibility to ensure that the information provided is accurate and current.

If any changes occur to that information, please notify the school immediately.

An ambulance will be called should the First Aid personnel deem it necessary.

For your information please be advised that Education Qld does not have student accident insurance cover for students.

Sexual Harassment

Sexual Harassment is a civil offence and is unlawful under the Anti-Discrimination Act 1991 and Sex Discrimination Act 1984.

Requests for information or assistance may be directed to the Principal.

Smoking in Schools

Smoking is prohibited in all buildings and within the school grounds.



Student Teachers

Lakes Creek State School does from time to time undertake the training of student teachers. They are as stated - student teachers - and as such have no direct responsibility for their class. Direct responsibility for the class always remains with the Associate Teacher i.e. the regular class teacher.

Children are expected to treat these students with the same degree of respect as their usual teacher.

Supportive School Environment

The supportive school environment is one where:

- * all members of the school community feel safe and are valued:
- * social and academic learning outcomes are maximised for all through quality practices in the areas of curriculum, interpersonal relationships and school organisation:
- * school practices involve a planned continuum from positive to preventive actions for all students to responsive actions for specific individuals and groups:
- * non-violent, non-coercive and non-discriminatory language and practices are defined, modelled and reinforced by all members of the school community:
- * suspension and exclusion procedures are considered only when all other approaches have been exhausted or rejected.

The philosophy of a supportive school environment is embedded within the school culture and is reflected in a code of behaviour based on a set of principles that are understood, accepted and practised by all members of the school community.

Sun Safety

Our school policy on Sun Safety is a very simple one - **NO HAT, NO PLAY.** Children are encouraged to actively engage in sports' training, games, physical education activities and social interactions as a balance to classroom work.

At all times when children are outdoors and attending Physical Education Lessons, this policy is in place. Children who forget their hats are unable to participate.

Swimming

Learn-to-swim classes are conducted during an appropriate section of the school

year, with transportation to the pool by bus. Students in Year 1 to year 4 participate in lessons conducted by a local swimming academy with Austswim accredited instructors.

Teachers accompany the group and assist the Physical Education Teacher with swimming instruction. Exemption from swimming is by written notification or a phone call from parents.

Students are required to apply sunscreen, wear a T-shirt over togs, and remove all Jewellery including earrings, during lessons.

Telephone Messages

Whilst in class, teachers and ancillary staff are not available to come to the phone. Calls that are not an emergency should be made before school or during recesses. If you wish to speak to a staff member, please leave a message and the person will return your call as soon as they are able.

Transfers

If you wish to transfer your child to another school, please contact the school office. A certificate of transfer will be requested from the new school and all records will be forward. All personal belongings should be collected from the classroom. All library books must be returned to the Library and any school musical instrument must be returned.

Tuckshop



Tuckshop is held on Monday, Wednesday and Friday. Hot dogs for sale on Thursdays.

Our school is looking towards developing a healthy eating policy and it is anticipated that our

Tuckshop will reflect this by offering healthy lunches and snacks.

Any changes that occur are printed in the weekly newsletter.

Uniforms

Our Dress Code enables students to participate fully in all school activities and contributes to, and supports, a healthy and safe learning environment in compliance with Anti-Discrimination Act 1991 (Qld), Workplace Health and Safety Act 1989 (Qld), and Gender Equity in Education Policy Statement 1992.

Our uniforms reflect current recommended Departmental Sun Safety material and style.

Principles

Our Dress Code addresses all of the following principles:

- * Responsiveness and sensitivity
- * Access and participation
- * Upholding community expectations
- * School community awareness
- * Continuity and fair trade practice (as adequate availability of full school uniforms cannot be assured through retailers, our school has undertaken to sell uniforms in part - hats, shirts, shorts - complying with Policy Statement No. 40)

Other Considerations

Our **Dress Code** takes into account the following considerations:

- * personal comfort
- * non-discrimination between sexes
- * body shape
- * practical religious or cultural considerations
- * socio-economic factors, including mobility patterns of families
- * skin cancer protection
- * particular dress requirements for specific school activities, including extra-curricular activities
- * health and safety, including restriction of jewellery and protective equipment for contact sports

- * commercial supply or competition

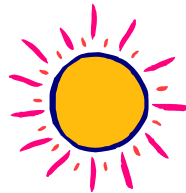
Student dress standards should promote the good image of our school and encourage students to uphold and enhance that image.

Modelling Sun Safety

All staff are encouraged to model our Sun Safety Policy through:

- * the wearing of a hat while engaged in outdoor activities:
- * reminding students through health and HRE lessons of the need to wear sunscreen and hats:
- * verbally rewarding students for the consistent wearing of hats:
- * encouraging parent helpers, visitors and student teachers to model appropriate sun safe strategies

REMEMBER NO HAT - NO PLAY



UNIFORMS

All shirts, shorts and red wide brimmed hats are on sale at the TUCKSHOP from Monday, Wednesday and Friday from 8.30am to 9.00am.

Receipts will be issued for all payments received.

T SHIRTS Years 1-6

Grey and red T Shirts with red collar and tab.

Price for ALL sizes is \$25.00.

Year 6's can purchase a special Year 6 T Shirt at the beginning of the year. A special order

Is placed in week 3 of Term 1.

PREP SHIRTS

Navy blue shirts with Lakes Creek State School Logo. Price is \$22.50.

RED SHORTS

Unisex red shorts (same for boys and girls) Price \$18

Girls skorts Price \$20

These shorts are worn everyday and for Interschool Sports.

WIDE BRIMMED RED HATS

Cost \$7.50

