

Condamine State School



Handbook



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Principal's Message

In the 21st Century, students arrive at school with a significantly different set of values, learning experiences and attitudes than experienced in the past. Students are exposed to fast communications, mass media and on-demand learning. This provides a massive challenge for educators, in today's schooling system.

To be able to cope with the new demands and expectations of students, Condamine State School is committed to constantly improving school facilities, modernising technology and ensuring staff have the professional knowledge and skills to provide an effective education for all children in our care.

While the school takes on a large responsibility for the formal education of students, it is only through productive partnerships between home and the school that we are able to achieve a rounded and sound education for every child. Parents are encouraged to become active participants in their child's education, through reinforcing values developed and encouraged at school, regular communication with their child's teacher and participation in school activities.

Staff at Condamine State School, strive to provide an effective learning environment for children. To further improve our service to the community, we are open to feedback and eagerly seek parent and community participation in our day to day schooling operations.

Yours in Education

Melissa O'Neill

1.0 INTRODUCTION – OUR PROFILE

Condamine State School is a small Band 5 rural primary school, located in the Darling Downs South West Region. The School was opened in 1863 and is one of Queensland's oldest schools. In recent years, we have maintained an enrolment of between 30 – 40 students from the Preparatory Year to Year 6. Our students are educated across two multi-age classes (P-2 and 3-6).

Condamine State School provides a safe and supportive learning environment that empowers each student to realise their full learning potential, enabling them to meet the challenges of the future. A Condamine student will be taught and supported to develop the confidence, independence and motivation required to deal with life's challenges and opportunities.

We have a very active P&C Association who work in partnership with school staff to support learning opportunities for all students. They regularly seek new members and everyone is encouraged to attend meetings when possible.

Clear and regular communication is an important aspect of Condamine State School. To achieve this we maintain frequent communication through our newsletters, website, Q schools app, various notes home, parent interviews and formal reports.

We welcome you to work with us, to foster the academic, social, emotional and physical development of your child.

2.0 2018 AT CONDAMINE STATE SCHOOL

2.1 Staff

Principal/ 3-6 Teacher	Miss Melissa O'Neill
P-2 Teacher	Mrs Melody Walker
Principal's Release Teacher SWD/STLAN/Geography	Mrs Alison Topp Mrs Karen Long
Teacher Aides	Mrs Julie Barkle Mrs Annette Bobermien
Cleaner	Mrs Loretta Eather
Administration Officer	Mrs Kate Cover
Casual Maintenance/Grounds	Mr Ken McCulloch
Bus Driver	Mr Joe Gray
<i>Visiting Specialists:</i> Physical Education Music	Miss Suzaan Stoltz Mrs Roxy Bidgood
<i>Contact Details:</i> School Telephone	46 277 147
Email Address:	principal@condaminss.eq.edu.au
School Website:	www.condaminss.eq.edu.au
Principal Mobile Telephone	0428 874 292

(Any changes to staff will be published in the school newsletter and website, as required.)

2.2 Term Dates

Term 1 Monday 22 January to Thursday 29 March 2018
Term 2 Tuesday 17 April to Friday 29 June 2018
Term 3 Monday 16 July to Friday 21 September 2018
Term 4 Monday October 8 to Friday 14 December 2018

3.0 SCHOOL OPERATIONS

3.1 School Hours

8:45am	Students arrive
9:00 - 11:00am	Literacy Block
11:00-11:30am	Morning Tea
11:30 – 1:00pm	Numeracy Block
1:00 – 1:45pm	Lunch
1:45 – 3:00pm	Alternate programs

Program varies to accommodate Health and Physical Education and Music.

3.2 Arrival at School

It is recommended that students arrive at school at 8:45am.

While staff endeavour to provide a safe environment in the school before the start of the day, there is no formal supervision of students before 8:45am.

If a student arrives prior to these times they must remain seated in a designated upstairs area until 8:45 am.

3.3 Student Absenteeism, Late Arrivals and Early Departures

It is mandatory for students of schooling age to be at school, unless for a medical reason or other legitimate reason discussed with the school. As such it is important for the school to be made aware of any student absence. If a student is away for any given reason on a school day, parents must make contact with the school on that day, preferably via text message. If this is not possible, then a written note must be provided on the students return to school. Please note it is not acceptable for a sibling to provide a verbal message to the school explaining an absence. Until parent communication has been made with the school, the student absence will be recorded as an unexplained absence and the school will follow its processes for continual unexplained absences.

Parents may apply for an exemption from compulsory schooling if, for a period of more than 10 consecutive school days, the child cannot attend a school or it would be unreasonable in the circumstances to require the child to attend school. Principals provide advice and access to the approved forms for parents and/or students seeking an exemption from compulsory schooling or from the compulsory participation phase and inform the Principal Advisor (Education Services) of all exemptions granted by providing a copy of the letter sent granting exemptions and outlining any conditions associated with the exemption.

If your child is late to school, or you are required to pick them up early, you need to sign them in or out of the “Student Sign In and Out Register”. This book is located on the desk outside the administration office.

3.4 Sun Safety

Condamine State School adheres to Education Queensland Policy around sun-safety. We are a Sun Smart School and for this reason a broadbrim or bucket hat must be worn for all outdoor activities.

Sunscreen is provided for student use. Please advise staff if your child has any allergies to sunscreen products.

3.5 Lost Property

A lost property box is kept at the school for all unclaimed clothing. We ask parents to check it regularly as children will often not recognise their own clothing after a prolonged period of time. We recommend all items be clearly labelled to enable items to be returned to students in a timely manner.

Lost property will not be kept indefinitely and will be donated to charity at the end of each Semester.

3.6 Brain Break

We understand that many students eat breakfast very early and don't have an opportunity to refuel until morning tea (11:00am). For this reason we encourage students to eat a "morning brain break" halfway through our long morning session.

Students are encouraged to bring along either a piece of fruit or some raw vegetables. Only these foods are permitted to be eaten for a "morning brain break". Students should not need to have anything cut up by staff.

3.7 Water

It is vital that students consume an adequate supply of water each day. While bubblers are located throughout the school, a water bottle is encouraged for children to use in the classroom.

3.8 Tuckshop

Tuckshop is available during both breaks on a Thursday. Money raised goes towards the P&C, which enable projects and events to occur around our school.

The tuckshop is staffed by parent volunteers who also provide home cooking on a rostered basis. This roster is included in the school newsletter at the beginning of each term. Orders are sent to school in brown paper bags (one for each break). Please include the correct change where possible.

3.9 Library

Each class has the opportunity to borrow from our school Library each week. All students are required to have a Library Bag to transport books to and from school. Books are available to students for two weeks, however they may be extended. Any lost or damaged books are to be replaced/repaired.

3.10 Complaint Management

An occasion may arise whereby a parent or guardian may have a complaint or grievance in regard to a school decision. The correct process to follow is outlined below:

1. Contact appropriate teacher
2. Contact school Principal to discuss issue
3. Contact Education Queensland Roma District Office
 - Manager – Education Services – Phone: 4622 9788
 - Executive Director of Schools – Phone: 4622 9716
4. Contact Central Office
5. Independent Review

Full details on our school website – ‘School Complaints Management Procedure’

3.11 Electronic and Valuable Items

Mobile phones and other electronic devices such as MP3 players are not encouraged at school. If they are deemed necessary we request parents contact the school outlining reasons for this. If agreed, electronic items are to be turned off and lodged at the school office on arrival and collected again on departure. It is not recommended that students bring valuable items to school as we cannot guarantee their safety.

3.12 Visiting the School

Visitors (classroom helpers, volunteers, workers) to the school are asked to announce themselves at the office, or classroom when office is unattended, and sign the ‘visitor’s register’ and collect a visitor’s lanyard to be worn whilst on school grounds. This does not apply to picking up or dropping off your child in the morning or afternoon.

3.13 Appointments

Parents are welcome to discuss children’s issues or other school matters with the Principal and class teachers. It is requested that appointments be made for this purpose so that a convenient time can be selected.

3.14 Reporting

Parents receive detailed Student Report Cards twice a year, at the end of each Semester. Parents are invited to make an appointment at any time to discuss their child’s progress.

3.15 Religious Instruction

Religious Instruction (RI) is offered each week to students who have permission to participate. Students who do not participate in RI are given activities to do in class and supervised by their classroom teacher.

4.0 CURRICULUM

In alignment with all State Schools Policies, we implement the Australian Curriculum across all learning areas and year levels. Condamine State School has a clear curriculum planning and assessment framework to maximise learning for all students.

For information regarding curriculum please refer to the Curriculum Handbook located on the school website.

4.1 Learning Support

State Schooling provides us with a wide range of support staff to assist children and teachers. These people are available if your child has specialised needs. Their activities are coordinated through the Principal. If you have any concerns about your child's learning needs, please contact your child's teacher.

5.0 BEHAVIOUR PROGRAM (SWPBS)

Condamine State School has developed a School Wide Positive Behaviour Scheme which is used across the whole school. This assures every child's guidance in making good decisions about his or her behaviour and thus an opportunity to learn in a positive, nurturing classroom environment.

Full details of our SWPBS are on our website and can be located at <http://condaminss.eq.edu.au>

6.0 WHAT TO WEAR

At Condamine State School children are expected to wear the correct school uniform each day. Uniforms can be purchased from the P&C and a small selection of 2nd hand uniforms are available for purchase from the P&C. School hats can be purchased from the school office.

We have a formal uniform which is worn for special occasions such as school photos and awards ceremonies.

Our Uniform

Formal Uniform

Shirt	Button up green check shirt. Girls wear a green check dress or green check blouse
Shorts	Bottle green dress shorts

Sports Uniform

Shirt	Dark green polo shirt embroidered with the school emblem.
Shorts	Dark green shorts with pockets. Girls may either wear bottle shorts or skirt.

Hats Broad brim hat or bucket hat (NO Caps)

To purchase uniforms please contact the school who will let you know who the current P&C Uniform Officer is.

Shoes

Shoes are a compulsory part of the school uniform and are to be worn each and every day. Please ensure your child's shoes are suitable for playing outdoor games and for doing fitness activities.

An Extra Set of Clothes.

Students in the Prep Year are asked to bring an extra set of clothes to school in case of toileting accidents.

PLEASE name all articles that come to school (including socks and shoes)

Jewellery

Only a watch and ear studs may be worn at school. For health and safety reasons bangles and earrings should not be worn.

7.0 COMMUNITY ENGAGEMENT

We welcome the community to be involved in our school. There are several ways that parents and the wider community can be engaged in the activities at our school and provide their valuable input into the education of students at Condamine.

7.1 Parents' and Citizens' Association

We have a very active P&C Association who work in partnership with school staff to support learning opportunities for all students. They regularly seek new members and everyone is encouraged to attend meetings when possible.

Parents are invited to participate in P & C fundraising activities throughout the year, which support ongoing learning opportunities for students.

7.2 Parent Helpers

Parents are encouraged to participate in our classrooms, by supporting staff in reading and maths programs. If you would like to volunteer, please arrange prior with your child's teacher, to ensure the best outcomes for our students. Volunteering parents need to make sure they sign in at the front office so we know who is on site.

7.3 Parades

Every Friday afternoon 1:45pm - 2:00pm our school comes together to acknowledge student successes and pass on information to students and the community. Parents are welcome to join us.

7.4 Use of School Facilities

It is acceptable for organisations and individuals to use the school facilities outside of school hours. Before any such use by organisations or individuals can occur, permission from the Principal must be sought.

The Principal can be contacted at the school during school hours so the necessary forms can be filled in and Insurance papers sited. In some instances there could be a cost involved for the hire of the facilities.

Unaccompanied children should not be inside the school grounds on the weekend and after school. Under no circumstances must children be around the buildings when no adults are on site.

8.0 BUSES

Mr Joe Gray operates our only bus service which travels the Roma and Yullabilla bus routes. Parents requiring a time for pickup and set down should ask their bus driver.

Mr Joe Gray Phone 46 272 717 Mobile: 0429 130 164

The bus can also be contacted on UHF Channel 10.

Parents who have to travel more than 3.2km to take their child to school could be eligible for Conveyance Allowance. Parents will need to apply for assistance at the beginning of the year.



Change to Travel Arrangements

If your child needs to change their travel arrangements, the school must be notified of this in writing, phone or text message. Any changes to travel arrangements will be recorded at the office and messages will be passed onto both teachers and students.

Most importantly, if your child needs to catch a bus different to their normal arrangements **YOU MUST** contact the bus driver to seek permission.

Any children who do not travel on a bus to school, but wish to access the bus service (eg. to travel to a friend's place) must pay the prescribed fare.

For further information on bus travel please contact Joe Gray.

9.0 HEALTH PROCEDURES

For the protection of your child and the other children in the school, **please keep unwell children at home.**

If your child becomes ill at school, we will call you or your emergency contact so that your child may be taken home.

Children with infectious diseases **MUST** be excluded from school. A list of exclusion times is in the table below.

Prescribed Medication

Medication is administered by staff **only**. This will only occur when written permission from the parent is provided, and when a doctor's instructions accompany the medication (eg the pharmacy label on antibiotics which indicates your doctor's name). Please note that members of staff are **not** permitted to administer non-prescribed medications like Panadol and 'over the counter' cough medicines without correct labelling. Parents must also complete an administration of medication form.

Accidents

In the unlikely event that your child has an accident at school which is considered serious enough to warrant urgent medical attention, an ambulance will be called **first** and parents/emergency contacts second.

Recommended minimum exclusion periods from school for cases of and contact with infectious diseases.

Condition	Exclusion of Case	Exclusion of Contacts
Amoebiasis (<i>Entamoeba histolytica</i>)	Exclude until diarrhoea ceases	Not excluded
Campylobacter	Exclude until diarrhoea ceases	Not excluded
Chicken Pox	Exclude for at least 5 days AND until scabs have dried	Any children with immune deficiencies or received chemotherapy should be excluded for their own protection.
Conjunctivitis	Exclude until discharge from eye(s) has ceased.	Not excluded.
Diarrhoea	Exclude until diarrhoea has stopped	Not excluded.
Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later.	Exclude family/household contacts until cleared to return by an appropriate health authority.
Hand Foot and Mouth Disease	Exclude until blisters have dried	Not excluded
Haemophilus type b (HIB)	Exclude until medical certificate of recovery is received	Not excluded
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before seven days after the onset of jaundice or illness.	Not excluded
Herpes (Cold sores)	Young children unable to comply with good hygiene should be excluded while the sores are weeping. Cover sores whenever possible.	Not excluded
HIV AIDS	Exclusion is not necessary unless the child has a secondary infection.	Not excluded
Impetigo (School sores)	Exclude until treatment has commenced and exposed sores are covered with a water tight dressing	Not excluded

Influenza and influenza like illnesses	Exclude until well	Not excluded
Leprosy	Exclude until public health authorities allow return	Not excluded
Measles	Exclude for at least 4 days after the rash comes out	Immunised contact not excluded. Unimmunised contacts should be vaccinated within 72 hours or given gamma globulin within 6 days. If not, they should be excluded until 14 days after the rash appears in the last case in the school/centre.
Meningitis	Exclude until well	Not excluded.
Meningococcal Disease	Exclude until adequate carrier eradication therapy has been completed	Not excluded if receiving rifampicin.
Mumps	Exclude for 9 days after symptoms start, or until swelling goes down; whichever is sooner.	Not excluded
Poliomyelitis	Exclude for at least 14 days. Readmit on advice from public health authorities and receiving medical certificate of recovery.	Not excluded
Ringworm, Scabies, Lice (pediculosis), Trachoma	Exclude until the day after treatment starts	Not excluded
Rubella German Measles	Exclude until fully recovered and for at least 4 days after the onset of the rash.	Not excluded. Note: female staff of children bearing age should make sure they are immune to rubella. If uncertain of immune status, they should no come to work during epidemics.
Salmonella, Shinella	Exclude until diarrhoea ceases	Not excluded.
Streptococcal infection	Excluded until the child has received antibiotics for at least 24 hours and they feel well.	Not excluded
Tuberculosis	Exclude until public Health authorities provide a medical certificate allowing return.	Not excluded
Typhoid fever including paratyphoid	Exclude until medical certificate of recovery is produced	Not excluded unless considered necessary by public health authorities. Family contacts should not prepare or serve food (eg in a school tuckshop) until cleared by medical authorities.
Whooping Cough	Exclude for 21 days after illness begins, or for 5 days after the start of a 10 day course with an effective antibiotic.	Exclude unimmunised household contacts aged less than 7 years for 14 days after the last exposure to infection or until they have taken five days of a 10-day course of antibiotics. (Exclude close child care contacts until they have commenced antibiotics).
Worms (Intestinal)	Exclude if diarrhoea is present.	Not excluded

Note: The NHMRC recommends that children who are physically unwell should be excluded from attending school, pre-school and child care centres.

See NHMRC Recommended Minimum Exclusion Periods on-line at:
<http://www.nhmrc.gov.au/publications/fullhtml/excluson.htm>