This booklet has been prepared to provide a ready source of information for parents who have children at Albany Creek State School, for parents who will have children at the school, and for those who are interested in the school. The information in this booklet was correct at the time of publishing but may change as circumstances change.
ALBANY CREEK STATE SCHOOL

School Address: 696 Albany Creek Rd, Albany Creek 4035
Contact Details:
School (07) 3264 0111
(07) 3264-0100
acss@albacreess.eq.edu.au
www.albacreess.eq.edu.au
Albany Creek SS@AlbanyCreekSS

Principal: Mr Paul Kingston
Deputy Principals: Mr Duncan Robertson
Mrs Michelle Royle
Mrs Melissa Dickson-Ford
Head of Special Education Services
Mr Jason Glancy
Business Services Manager:
Mrs Desley Kay
Administration Officers: Ms Megan Phillips
Mrs Karen Yates
Mrs Christine Havukainen

President: Parents & Citizens Association
Mrs Kerri-Lee Halas

Chair of School Council

Office Hours: 8.00am – 4:00pm Monday to Friday
QUEENSLAND SCHOOL HOLIDAYS 2016

School recommences: Monday 25 January 2016
Easter Vacation: 28 March – 8 April (Students recommence Monday 11 April)
Winter Vacation: 27 June – 8 July (Students recommence Monday 11 July)
Spring Vacation: 19 September – 30 September (Students recommence Tuesday 4 October)
Summer Vacation: Commences Monday 12th December 2016

SCHOOL MISSION STATEMENT:

Quality education in an open, caring environment.
Dear Parents/Caregivers

We welcome you to our school.

Albany Creek Primary School was established in 1874 and remained a small country school until the mid 1970's when nearby housing developments caused a rapid growth in school population.

To meet the demands of the rapid increase in enrolment a variety of classroom styles has been constructed. The most recent additions are purpose built general learning areas equipped with the latest learning technologies.

Albany Creek Primary is currently a Band 10 (SL6) school with a student population, which has varied between 800 and 930 for a number of years.

In addition to thirty-three classroom teachers our experienced staff includes a Principal, three Deputy Principals, Head of Special Education Services, a Teacher-Librarian, a Music Teacher, Learning Support Teachers, Special Education Teachers, a Physical Education Specialist, Language other than English – Japanese Teachers, visiting Instrumental Music Specialists and Advisory Staff. The school also has a Chaplain.

Our Resource Centre offers a wide range of books, games and activities. Children are taught Library and Research Skills and are exposed to computer technology through the learning centres in the resource centre and the library automation program.

Also located within the landscaped school grounds are an Assembly Hall, Music Block, Dental Clinic, Special Education Block and a Preparatory Year Campus with five specialised classrooms.
In an endeavour to achieve the intent of the school motto 'A Sound Mind in a Sound Body', children are encouraged to be pro-active rather than reactive in all facets of school life and especially in the traditions which have developed over the years. These include: Speaking Competition (Years 5, 6); Interhouse and Interschool Sport - cricket, softball, netball, soccer, rugby league; Interhouse and Interschool Athletics; Concert (Upper grades); Bush Dance (Years 3, 4); Fancy Dress Ball (Years 1, 2); Carols by Torchlight (Years 1, 2). In addition there are numerous classroom activities and excursions organised by teaching staff. Sport and leisure clubs (Years 5, 6) in Terms 2 & 4.

The school community is proud of its grounds and has strived to develop an inviting atmosphere as well as an environmental conscience in the students. Take a walk around the grounds and you will see what we are trying to achieve.

It is part of School Policy to keep parents well informed and interested in the School Community. We believe that where parents, teachers and school organisations co-operate fully, the child benefits considerably.

It is our hope that this information will help to consolidate the already high level of parental involvement and interest. Members of the Administration team are available to elaborate on any issues relevant to the school.

We hope that you find us approachable. Your involvement in the school is valued and welcomed.

Paul Kingston
PRINCIPAL
## TABLE OF CONTENTS

The following pages contain details of many aspects of our School’s organisation for your consideration. Please retain this document so that you can refer to it whenever the need arises.

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</table>
**ABSENCES**

If your child is absent, please advise the teacher by letter upon his / her return to school or leave a message on the **school absence line - 3264 0160**. In the case of a prolonged absence, please telephone the school as soon as possible. It is a requirement of Education Queensland that all absences from school be explained and be recorded on the school database. It is a requirement that a member of the Administration team follow up all unexplained absences.

**ACCIDENTS AT SCHOOL**

In this school children are brought to the Administration Block for treatment when an accident occurs.

The following procedures apply where accidents occur:-

(a) Minor cuts, bruises, abrasions are treated.
(b) In the case of a more serious accident:-

1. First Aid is rendered
2. Parents are contacted and medical aid arranged
3. In some serious cases the ambulance is called immediately and parents then notified
4. A register is kept of such accidents.

It is important for the school to hold on its record any specific instructions parents and caregivers might have regarding emergency procedure in case of accidents.

N.B. In case of emergency, please ensure that your telephone contacts lodged with the school are current.

**ASSEMBLIES**

Each Monday afternoon at 2:15pm students from Prep to Years 3 gather to celebrate achievements, to hear important messages and to receive Buzza Awards. The Junior School Assembly provides staff with an ideal forum to promote school values and expectations.

Each Thursday morning at 9.00 am the whole school gathers to celebrate all things great about Albany Creek State School. The full school assembly is a tradition and provides parents and caregivers with an opportunity to join with staff and students to enjoy and applaud class presentations and announcements of student success. A highlight of each whole school assembly is the pride demonstrated as the students sing the National Anthem and School Song.

A **Special Presentation Assembly** is held during the last week of the school year. On this occasion special presentations are made including Laurel Awards to our Year 6 pupils who have displayed outstanding academic and social skills.
ATTENDANCE - COMPULSORY EDUCATION

Children are required to stay at school until they reach the age of 16 years. It is vital from many points of view that attendance be as regular as possible. Absences can lead to lack of progress. Parents and caregiver should consider whether keeping a child home is really necessary or merely convenient.

BANKING

All children have an opportunity to bank each week on Thursday morning. For each new account opened with the Commonwealth Bank of Australia the Parents and Citizens' Association receives $5.00 and for each deposit made they receive 25 cents commission. This proves an excellent way of fundraising for the school without parents incurring any expense. Parents should check to see that money forwarded has been credited correctly.

Bank Officers will visit the new Prep students early in the year to distribute forms for opening an account.

BEFORE AND AFTER SCHOOL CARE

Before School Care is available from 6.30am - 8.45am, Monday to Friday.
After School Care is available from 2.40pm - 6.00pm, Monday to Friday.

Further information about the service provided by the YMCA along with the necessary enrolment applications may be obtained from the school office or the Y.M.C.A on 3264 4907 between 3.00pm and 6.00pm. Quality vacation care is also available from 6.30am to 6pm.

BEHAVIOUR MANAGEMENT

Our Behaviour Management Statement: At Albany Creek Primary School we expect that everyone will think ahead and make responsible decisions that respect the rights, feelings, and safety of all concerned.

The school has a well documented and highly effective Responsible Behaviour Plan which is available for perusal in the school foyer.

Underpinning the Responsible Behaviour Plan is the Albany Creek State School Positive Behaviour Plan. This plan bases all behaviours around four key concepts: Be Responsible; Be Respectful; Be Safe and Be a Learner. “Buzza” the bee is the character that embraces these characteristics and promotes and recognises positive behaviour displayed by students.
A School Code and set of rules have been set down. It is expected that parents and caregivers will co-operate with teachers in making children aware of their obligations. Obedience to school rules and observance of the School Code will ensure that a child will develop respect for community rules and the laws of the land.

**School Code**

It is the aim of every pupil of this school to:-

1. Be courteous, unselfish and friendly;
2. Get on well with others in the classroom and playground;
3. Observe the simple courtesies of everyday living;
4. Be dependable and play an active and co-operative part in affairs of the school;
5. Appreciate what others have done and are doing for you;
6. Accept responsibility;
7. Set a good example;
8. Take pride in personal achievement;
9. Try to do the best at all times in all areas of school activity;
10. Have respect for personal property and the property of others;
11. Take pride in personal appearance;
12. Live up to the school motto "A sound mind in a sound body";
13. Laugh with others, not at them;
14. Win humbly and lose cheerfully;
15. Know the rules and enjoy the game.

Rules have been drawn up so that the School Community functions within certain standards of safety, comfort and hygiene. It is of course, our responsibility to make children aware of these rules and their responsibility to observe them.

The following rules have been included in this booklet as a guide to parents:-

1. Once children arrive at school in the morning they are not permitted to leave until 3.00 pm unless special permission is obtained from the Principal or Deputy Principals. A request in writing or via phone is required if parents or caregivers want their child to leave the school for any reason.

2. Children are to go home immediately they are dismissed unless they are:
   (a) Waiting for a bus, parents, caregivers or older brothers or sisters;
   (b) Engaged in supervised sports training or after school activities. If parents or caregivers fail to collect children at the appointed time, the children are required to report to the school office and advise staff accordingly.

3. Only authorised vehicles are permitted to enter the school grounds. Cars are not to enter the grounds for the picking up and setting down of children.
4. Children are not to enter or leave the grounds by the main double gate or the service road double gates adjacent to the Preparatory Precinct.

5. The roadway and parking area are at all times non-play areas.

6. Children are expected to wear the full school uniform. Broad brimmed hats are an essential component of the uniform.

7. Some school facilities are available for use out of school hours. These include the oval, the tennis courts and the cricket nets. The approval of the Principal must be secured before using school facilities.

8. The riding of bicycles, scooters and skateboards is not permitted in the school grounds. Bicycle racks are provided for the convenience of student. Students are expected to walk their bicycles and scooters from the school boundary to the bicycle racks. Students are encouraged to lock their bikes and scooters to the racks to prevent theft.

9. There will be no change to start and finishing times on days when it is wet.

10. Children should not leave money and or other valuables in their school bags. Money should be carried personally or handed to the Class Teacher for safekeeping.

11. As the physical environment of the school is important, children are expected to play their part in ensuring that grounds are free of litter.

12. Rules common to most schools apply. These include no chewing gum, no bubble gum, no playing with sticks and stones, no climbing trees …

13. Children are not permitted to bring dangerous objects to school, as they could cause a threat to the safety of others. (Such actions could result in suspension or exclusion.)

14. Persistent unacceptable / anti-social or aggressive behaviour could lead to suspension or exclusion.

15. The school promotes a proactive Social Skills Program in all grades and utilises a Reflect and Plan process for playground misbehaviour.

Parent Responsibility
As part of the school’s planning process, the following goals were suggested by the Parents and Citizens’ Association for parents:-

• to display a positive attitude towards the school e.g. attending school functions, supporting school programs
• to be familiar with procedures e.g. school day routine, tuckshop ordering routine
• to keep family details up to date - address, phone numbers (home, work) medication, emergency contacts
• to advise the school about children’s absences
• to be aware of school handbooks and school notices and updates in the school newsletter.

The overall aim is to have parents recognise their responsibility to foster a positive attitude towards achieving the goals as stated in the school Values and Beliefs Statement (page 37)
**BUS SERVICE**
The school is serviced by three bus companies: Thompsons Bus Services, Brisbane Bus Lines and Brisbane City Council. If you are unsure which bus your child should be catching you can contact Trans Infolink on 13 12 30.

1. Cashmere Bus (Thompson Bus Services) – This services children in the Warner/Cashmere area. Normal bus fare rates apply to children who use this service. This bus departs from our school at 3.05pm.

2. Clear Mountain Bus (Thompson Bus Services) – Provided for children who live in the Cashmere/Clear Mountain area. Normal bus fare rates apply to children who use this service. This bus departs from our school at 3.05pm.

3. Brisbane Bus Lines – Provided for children who live in the Eatons Hill/Draper area. Normal bus fare rates apply to children who use this service. This bus departs from our school at 3.20pm.

4. Brisbane City Council – This services children from Brendale and leaves from the bus stop in Wruck Crescent. Normal bus fare rates apply to children who use this service. This bus departs from our Wruck Crescent at approximately 3.15pm.

**CHAPLAIN**
A School Chaplain is placed in the school at the request of a committee consisting of representatives from school administration, parents and local churches. Our School Chaplain, Matho, works with and compliments existing school support services including those provided by the Guidance Officer. Matho provides counselling, pastoral care and support for students and staff. Matho currently works three days a week.

**CLASS SIZE**
Class sizes are kept as low as possible and are based upon a model provided by Education Queensland. Classes are classified as draft A, B, C and D. This convention is not based upon academic performance or student capabilities. The naming convention is for convenience. Every effort is made to structure classes with an academic, social and cultural balance.

**COMPLAINTS AND CONCERNS**
Schools are very busy and complex organisations. Each day many things occur and countless decisions are made. Our School Community is diverse, with many individuals and groups having vastly different opinions on how things could and should be done. It is inevitable that situations will arise when some parents disagree with the school’s actions.
We welcome the opportunity to meet with parents and caregivers to discuss concerns. We encourage parents and caregivers to raise issues so that they may be dealt with speedily and resolved to the satisfaction of all concerned. Complaint management is not a negative experience, so long as the issues are dealt with objectively by all parties.

Our school encourages the use of the following procedures to resolve complaints or concerns:

1. Let the school know via letter, e-mail or telephone in person that you have a concern, providing details of the issue to be resolved.
2. The school will investigate and will endeavour to find out the facts surrounding the concern.
3. The most appropriate person will contact you to discuss the matter or to organise a meeting. Many concerns are resolved quickly once everyone is aware of all the facts.
4. However, if the matter remains unresolved parents and caregivers are encouraged to make an appointment to discuss the issue with the Principal.
5. Officers from Education Queensland can be contacted to help solve problems. The Principal can provide contact details.

Things to keep in mind:
- Opinions vary widely – disagreement is a natural part of life.
- People need time to investigate and resolve many problems; a quick fix is not always possible or desirable.
- There are always at least two sides to every story – with students there can be many versions of the same event.
- Not all disagreements can be resolved. Some decisions will not suit everyone.
- Problems are best resolved using a positive attitude. Irrational approaches are usually counter productive to solving problems.

**CONTACT WITH CHILDREN AT SCHOOL**

We have experienced an isolated incidence of a parent or guardian approaching a child from another family in order to attempt to sort out a problem. We advise that this is a totally inappropriate way to deal with a situation. At school, children are in the care of teachers. If a situation arises where a parent or caregiver may be less than happy about the alleged behaviour of a child, please **do not** approach/contact the child. Please contact a member of the school administration or your child’s teacher to discuss the matter. This procedure should be followed in all cases.

**CURRICULUM**

The school has detailed programs for each curriculum learning area Prep to Year Six. The programs are aligned to Education Queensland’s suite of curriculum units which have been developed from the Australian Curriculum.

The curriculum is delivered through the areas of English, mathematics, science, history, geography, technology, the arts and health and physical education.
In addition LOTE (Languages Other Than English) is taught. Students in Years 6 receive tuition in basic Japanese.

Children in the Preparatory Year are also provided with exposure to a rich and comprehensive “Early Years Curriculum Program” that respects the needs of young learners. Our School Community is committed to make preparatory experiences memorable, developmental and highly focussed.

There is a consistent approach to the delivery of these programs based on our school pedagogical framework. This framework ensures consistency of curriculum within year levels and continuity of delivery across the year levels.

Computers – Information Communication Technologies

The school offers students a variety of computer experiences. All classrooms have world class interactive whiteboards. The school has established an extensive network throughout the school using fibre optic technology to link Years P - 6 to the Resource Centre for on-line searches, access to a wide range of reference material, curriculum programs, the Internet and electronic mail.

The Resource Centre is fully automated providing students quick access to the collections in the library. The centre has multiple electronic leaning areas included a dedicated learning laboratory with thirty computers, printers and an electronic white board.

Upon enrolment parents and students are asked to sign an Internet agreement that outlines the expectations, responsibilities and acceptable practices of students when using the Internet. A sample of this form can be located on Appendix A of this handbook. All classes are timetabled for lessons in one of the three computers laboratories. All computers are networked to educational software and this enables the students to develop many information communication technology skills.

Religious Instruction (Yrs 1-6)

Children remain in their class groups for religious instruction. Lessons are provided by the Chaplain, Ministers of Religion, helpers and teachers from the school. The lessons follow the non denominational program set down by Education Queensland. Lessons are held weekly. Children are asked to purchase a booklet to assist with participation in the religious instruction program.

Parents have the right to withdraw their child/children from these classes by advising the class teacher in writing.

School Sports

Interhouse and interschool competitions are conducted in season. Major sports played at present include Soccer, Netball, Softball, Cricket, Rugby League and Touch Football.
Teachers coach the various sports giving their own time after school and during lunch breaks to train children. Children who are absent from training without a reasonable excuse can be excluded from selection.

Before a child can travel away from school to sporting fixtures, written permission must be given by parents and caregivers. Children selected to represent the school in interschool competitions are required to wear the school sports uniform set down for the particular sport. There is a cost associated with interschool.

**H.R.E. (Human Relationships Education)**

The school has a HRE Program, which is part of the Health and Physical Education Program.

"**Buddy**" Reading

Through Pastoral Care, children from classes in the Upper part of the school "adopt" classes in the Lower school. These older children help the younger ones with reading, writing, games and other learning experiences. The Buddy Reading Scheme is beneficial to all involved.

**Speaking Competition (Yrs 4-5-6)**

A Speaking Competition, involving all interested students from Years 4 and Year 6 has been held at this school for the past twenty-nine years. The process involves classroom speeches, Year Level semi-finals and culminates in the finals, which involves five students from each Year Level competing for individual Year Level trophies and the Julia Fox Memorial Trophy. The final, where external judges adjudicate, is held in the evening and parents are invited.

**DAILY SCHOOL ROUTINE**

*Bell Times:*

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tr>
<td>8.45am</td>
<td>First Bell – move to rooms</td>
</tr>
<tr>
<td>8.55am</td>
<td>Commencement of school</td>
</tr>
<tr>
<td>10.55am - 11.25am</td>
<td>Morning Tea Recess</td>
</tr>
<tr>
<td>1.00pm-1.40pm</td>
<td>Lunch Recess</td>
</tr>
<tr>
<td>3.00 pm</td>
<td>Dismissal</td>
</tr>
</tbody>
</table>

* Prep Year times may vary slightly from the above- refer to Preparatory Year Handbook.

**Time of Arrival**

The school’s responsibility for the children commences with the 8.45am bell. There is no supervision of play before school as teachers are busy preparing for the work of the day.

**DEFENCE FORCE TRANSITION AIDE**

The DFTA provides support to children of the Australian Defence Force members and their families, particularly during their transition into and out of school on posting. The position was created as it was recognised that some children experience difficulties academically and socially each time they moved school. The DFTA has introduced a range of programs to support defence families and to help them settle into their new surroundings. Albany Creek State School is proud of its strong commitment to the Australian Defence Forces. For further information please contact the DFTA Mrs Tina Mortensen.
DENTAL CLINIC

The School Dental Service which is conducted by the Department of Health provides, without charge, regular dental care to all children of primary school age within Queensland. Treatment may be provided, dependent upon the particular dental situation involved, either by Dentists or School Dental Therapists working under the general direction and control of dentists. Treatment can only be provided after written parental consent has been given on the issued form. Specialist treatment is not provided, but if it is considered necessary, parents will be advised so that they may seek specialist treatment privately or at a Dental Hospital or Clinic according to their means. The number of children receiving treatment varies with each grade from 70% to 90%.

Further information can be obtained by telephoning the Clinic on 3264 6217 or 1300 365 997.

EDUCATIONAL TOURS AND PERFORMANCES

From time to time educational tours are organised by teachers to reinforce the work being undertaken at school. For these tours children are expected to meet the cost of transport and admission fees where applicable. No child is permitted to participate without the written consent of parents.

ENVIRONMENT

The physical surroundings of this school are extremely important as they provide an attractive and stimulating environment for our students. School activities encourage the students to have pride in their school and also to make their own contribution to its care and upkeep.

GUIDANCE SERVICES

The professional services of guidance officers attached to Education Queensland are available to the school. When particular learning needs become apparent and teachers require specialised assistance, guidance officers are consulted. For this to occur, the consent of parents is required. In some cases special arrangements are made for students to be taught by learning support teachers or other specialist staff.

HOME WORK

Home tasks are set within the capability of the child and the time available to the child. It is felt that children should acquire at an early age the habit of completing some quiet unsupervised study, to gain some satisfaction from the success achieved as a result of study in their own time and to set a study pattern which will assist them in the years of learning ahead. Parents can best help by seeing that the child has the best environment for study and a set time. There is a School Policy in relation to Home Study.

ILLNESS

If a child becomes ill at school, every effort is made to contact the parents or caregivers so that arrangements can be made to have the child taken home. Children who feel ill should not leave the school grounds without permission. Children who are unwell need to be escorted home by a parent or caregiver. As we must be able to account for each pupil at all times we do not allow sick children to find their own way home as their condition could very easily worsen before adult supervision is provided.
Please ensure the office is informed of your current contact numbers.

**CONTAGIOUS DISEASES**

Children with certain contagious diseases are to be excluded from school in accordance with regulations. Parents and caregivers should check with the school for details of the period of exclusion particular to each contagion. Please refer to the following pages of this handbook for the exclusion periods.

**INFECTIOUS DISEASES:**

Recommended minimum exclusion periods for infectious diseases for Schools and Child Care Centre. (Based on the National Health & Medical Research Council Guidelines).

CHILDREN WHO ARE PHYSICALLY UNWELL SHOULD STAY HOME FROM SCHOOL AND CHILD CARE CENTRES.

The following guidelines have been drawn up by the National Health and Medical Research Council on the premise that pupils who have been ill with an infectious disease will not return to school until they have fully recovered. The only exception to this rule is that pupils with certain skin diseases may return once appropriate treatment has commenced (see following table).

The recommended periods of exclusion from school are issued as a guide to teaching staff and may be modified in individual cases as circumstances warrant.

In cases of doubt or for guidance in cases of conditions not mentioned in the table, advice should be sought from the relevant clinician, child health medical officer or medical officer of health. Similarly, advice on possible preventative measures should be sought if cases occur in boarding institutions amongst pupils housed in dormitory type accommodation.
### Time out

Some medical conditions require exclusion from school or child care to prevent the spread of infectious diseases among staff and children. This poster provides information on the recommended minimum exclusion periods for infectious conditions and will assist medical practitioners, schools, pre-schools and child care centres to meet the requirements of the Public Health Act 2005.

<table>
<thead>
<tr>
<th>Condition</th>
<th>Exclusion of case (person with infection)</th>
<th>Exclusion of contact (person exposed to the case with the 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 the rash first appeared in non-immunized children, and less in immunized children.</td>
<td>Any child with an immune deficiency (for example, leukemia) 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 minimize 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 a 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</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 had no diarrhoea or vomiting for 48 hours.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>- including:</td>
<td></td>
<td></td>
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<tr>
<td>- amebiasis</td>
<td></td>
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<tr>
<td>- campylobacter</td>
<td></td>
<td></td>
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<tr>
<td>- cryptosporidium</td>
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<tr>
<td>- giardia</td>
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<td></td>
</tr>
<tr>
<td>- rotavirus</td>
<td></td>
<td></td>
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<tr>
<td>- salmonellos</td>
<td></td>
<td></td>
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<tr>
<td>- total gastrointestinal body or other stool</td>
<td></td>
<td></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)</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>Neurological disease</td>
<td>Exclusion not necessary.</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 influenza 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 advice.</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 a 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 the onset of the rash in the last case occurring in the facility. Immunocompromised 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>
</tbody>
</table>

---

*Exclude until all blisters have dried. This is usually at least five days after the rash first appeared in non-immunized children, and less in immunized children.*

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**Great state. Great opportunity.**

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**06 January 2014**
### Time out

<table>
<thead>
<tr>
<th>Condition</th>
<th>Exclusion of case (person with infection)</th>
<th>Exclusion of contacts (person exposed to the case with the infection)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meningitis (bacterial)</td>
<td>Exclude until well and has received appropriate antibiotics¹.</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 unless 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>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 after onset of coughing.</td>
<td>Contact a public health unit for specialist advice 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.</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 the 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. Some are not contagious if covered, or after the child has taken antibiotics for 24 hours. Wearing or 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>Streptococcal 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)¹</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>
<td></td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Worms</td>
<td>Exclude if loose bowel motions present.</td>
<td>Not excluded.</td>
</tr>
</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 escape a child’s nappy.
3. Doctors should notify the local public health unit as soon as possible if children or staff are ill agreed with these conditions.
4. Appropriate antibiotic treatments to definition will vary between diseases. If concerned, contact your local public health unit.
5. Observing the exclusion period must be in context of the Public Health Act 2005 for a person to be not infectious.


**HEAD LICE**

From time to time cases of head lice are reported to the school. As anyone can be easily infected, parents and caregivers are asked to be vigilant by periodically checking their child’s hair.

If head lice are found, then immediate attention is required to prevent them from spreading. Various lotions and shampoos are available from chemists for the treatment of this problem.

Information regarding appropriate treatment is available from the office. Notes to alert parents of head lice outbreaks are routinely sent home to all class members when necessary. Notifications may also appear in the Creek Weekly.

**LIBRARY RESOURCE CENTRE**

The Library Resource Centre is the base from which an ever-developing collection of resource materials that enhances the day-to-day education and leisure of the school community are managed.

**Description of the Collection**

Our collection consists of:-

- Junior Fiction - picture story books
- Traditional Stories - folk and fairy tales
- Fiction - story books
- Non Fiction - factual information books
- Reference - encyclopaedias, dictionaries, atlases, thesauri and almanacs
- Electronic Learning Centre - World Book encyclopaedias and atlas on CD ROM
- Teacher Reference - professional resources
- Parent Library - books about children’s feelings and coping with adoption, growing up, step families and divorce
- Literature Based Language Program - books categorised by genre for classroom studies
- Art Collection - original works in various art media

**Borrowing:**

Our Resource Centre is fully automated. Ten terminals are available for student searches.

- Prep students have their own library and also visit the Resource Centre throughout the year.
- Year 1 - borrowing period is ONE week.
- Years 2-6 - borrowing period is TWO weeks.

Books may be changed as often as desired; daily, if borrowers wish. The borrowing period may be extended if required. It is preferred that children use a waterproof library bag which helps keep books clean, dry and in good condition while in their care. Waterproof library bags may be purchased from the Tuckshop.
Library Staff:

Teacher-Librarian is responsible for:
- co-operative planning and teaching resource based units with each teacher;
- implementing a School Based Information Skills Program in consultation with the classroom teachers;
- maintaining and developing the library collection, and;
- the management, maintenance and development of the Literature Based Language Program

Library-aide supports:
- processing of new books and maintaining the borrowing system;
- providing bulk loans for classroom use, and;
- supervising and training library volunteers.

LOST PROPERTY

One of the major challenges is managing the accumulation of lost property. Parents and caregivers are asked to mark clothing with the child's name so that teachers have a means of identifying lost property. It is surprising to realise that many pupils from all different years do not recognise their own belongings. Trying to find the owners of unmarked lost property is both time consuming and usually without result.

A lost property box is held at the school near the toilets in the covered games area. Parents are free to look in this for lost property. A display of lost property is also arranged at the end of each term.

MEDICATION TO STUDENTS

If children require medication at school, a doctor's certification with relevant instructions must be supplied. From time to time the school is asked by parents and caregivers to administer medication to students. The Department of Education has strict guidelines that govern teachers regarding the administering of medication. The following policy requirements must be followed:-

(1) "Should medication prescribed by the student's medical practitioner be required to be administered while the student is at school or involved in school approved activities, a parent/legal guardian must, in the first instance, make a written request to the principal of the school."

This is kept in a register at the office after being sighted by the classroom teacher. Teachers are required to keep a record of any medication administered to children. Please help us by ensuring that you adhere to these guidelines.

(2) A teacher or other adult person on the school staff authorised by the principal to give medication to a student, may give oral medication, provided it is given strictly in accordance with instructions written on the medication container by the pharmacist at the medical practitioner's direction and is requested by a parent/legal guardian in writing.
(3) "Where a teacher or other adult person on the school staff authorised by the principal to give medication to a student, is to administer medication, the instructions provided should be written on the medication container by the pharmacist at the medical practitioner’s direction. The teacher or other authorised person should not accept the instructions solely of the parent/legal guardian. The instructions on the medication container need to indicate specific times at which medication is to be administered, as well as the quantity of medication to be administered."

(4) Children may keep asthma sprays with them provided the teacher has a written request from parents. This information should be provided via the office so an official record is kept.

(5) Non-prescribed oral medications such as analgesics and over-the-counter medications can not be administered by teachers or other persons on the school staff unless the bottle or container has a pharmacist’s label detailing the child’s name, dosage and frequency for administration.

If child requires medication a note accompanying the medication must be provided. This notification is kept in the medication register held in the office and is sighted before medications is administered.

**MOBILE PHONE POLICY**

The following details the mobile phone policy that has been implemented:

1. Mobile phones are not permitted in classrooms or in the playground.

2. It is understood that some students are issued with mobile phones by their parents and caregivers for safety when travelling to and from school. Mobile phones should be switched off and stored safely and securely in a child’s bag once they are at school.

3. Like all valuables that are brought to school, the onus is on the parents - caregivers/student to ensure that the mobile phone is kept secure.

4. The school accepts no responsibility for loss/damage of valuable items.

5. Students found not following the policy guidelines will have their mobile phones held at the office for collection at 3.00pm

For privacy reasons, camera phones are not permitted to be used at Albany Creek State School.

**MUSIC**

A full time music specialist is attached to this school. Instrumental teachers visit the school and instruct in woodwind, percussion, brass and strings. If you desire to have your child taught, please contact the office to make an appointment to meet with one of the music specialists. Tuition commences in Year 3 for strings and in Year 5 for woodwind, percussion, brass.
Band and Choir

School choirs and bands function within the school and children are encouraged to join either the choir or band or both.

Members of these groups acquire a set of particular skill during tuition sessions. In addition to enjoying the group participation or playing, they give pleasure to others in public performances at various times during the year. For more information please contact our classroom music specialist.

NEWSLETTERS

In order to keep you informed of school activities and events, the school newsletter is emailed home with children weekly - usually Wednesday afternoon or Thursday morning. A copy is available on the school website. An electronic school newsletter can be emailed to parents and caregivers each week by visiting the school web page and signing up under the following icon which is located on the left hand side of the web page.

P & C ASSOCIATION

Throughout the years, Albany Creek State School has been ably supported by parents and caregivers. Many excellent facilities have been provided by the Parents and Citizens' Association including Grayson Hall. The Parents and Citizens’ Association makes regular generous financial contributions to purchase additional educational resources. The Parents and Citizens’ Association raises funds through the voluntary efforts of the parents, caregivers and others who are interested in the well-being of the school.

The President of the Parents and Citizens’ Association and the executive team liaise closely with the Principal and the school leadership team to identify and respond to identified needs. Educational equipment and teaching aids are purchased. Sporting materials are provided and ground improvements are constantly being undertaken.

Parental support for P & C activities is greatly appreciated and makes a significant difference to the quality of the learning environment.

Membership - Eligibility is based on the following criteria:-

Category A: Parents/guardians of children attending the school.
(a) Application for membership will be considered at the conclusion of an ordinary meeting so that, if accepted, the member will have voting rights at the next meeting. Category A
memberships are accepted at the beginning of an Annual Meeting so that members can vote at that meeting.

Category B: A staff member of the school.

Category C: Other persons of or above the age of 18 years who are interested in the welfare of the school shall be eligible to be members of the association.

(b) Applications for membership and recording of membership may be considered at any and every ordinary general meeting or annual general meeting.

Regular monthly meetings are held at the school on the third Tuesday of each month, commencing at 7.00pm. To continue provision of essential resources and facilities it is imperative that as many parents and caregivers as possible become members and supporters of the P & C Association. In this regard the P&C executive extends a cordial invitation to parents, caregivers and interested citizens to become involved in the activities and the Association.

Listed here are some of the main sources of P&C revenue:-
1. Family Contributions and Building Fund Donations.
2. Annual fundraising events such as bi-annual fetes and Twilight Markets.
3. Nett receipts from functions organised at or by the school.
4. Any surplus revenue from the activities of the Tuckshop / Uniform Shop

**Contribution Scheme**

The P & C Association operates a voluntary contribution scheme. Once a year contribution envelopes are distributed to the eldest in the family. When these are returned, the money is banked to the credit of the P & C. While the P & C suggests an amount, no specific amount is set. The amount donated is left to the generosity and capacity of the parents and caregivers to make a contribution.

The Parents and Citizens’ Association has a tax deductible Building Fund. Fund managed through this fund made it possible to construct Grayson Hall.

**PARENT PROGRAMS**

A number of programs are offered to parents and caregivers throughout the year. These programs, conducted by Administrative Personnel and the Learning Support teachers, introduce parents and caregivers to activities, which can be used at home to complement school learning. We have adopted the motto “enjoy learning together”. These programs are advertised to parents and caregivers well in advance. We welcome your participation – please join us.

**PERMACULTURE**

Within our school grounds teachers and students have established a permaculture garden. During each lunch time the permaculture garden is open to children from all year levels who are welcome to join in a variety of activities. These activities include: compost making, planting seeds and seedlings, harvesting fruit and vegetables grown organically by the children, and establishing new gardens. The children are also responsible for caring for the worm farm, tadpoles and native bees that are housed within the garden confines. Some children are regular helpers, others attend at random. All are welcome. At the conclusion of each lunch
time, the vegetables and fruit harvested that day are shared amongst the helpers much to the children’s delight.

PREPARATORY YEAR

Prep commenced at Albany Creek State School in 2007.

Prep is a full-time, non-compulsory year and is available in all primary schools across the state. From 2007 Children turning five by 30 June each year will be eligible for Prep.

<table>
<thead>
<tr>
<th>Birth date:</th>
<th>Eligible for Prep year in:</th>
<th>Eligible for Year 1 in:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child born 1 July 2008 to 30 June 2009</td>
<td>2014</td>
<td>2015</td>
</tr>
<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 Jul 2011 to 30 June 2012</td>
<td>2017</td>
<td>2018</td>
</tr>
</tbody>
</table>

The school starting age was increased by six months from 2008. Children must start Year 1 if they turn six by the end of June. The change brings Queensland more in line with the other states and territories.

The Prep Year is exceptionally important. It provides the essential foundations to prepare children for Year 1.

In Prep, children learn through inquiry, investigation and play- known as active learning. It’s a powerful way for children to develop important skills and the right attitude for school.

ROAD SAFETY PRECAUTIONS

A. At school, children are constantly urged to become Road Safety conscious. Assistance is given to teachers by lecturers from the Road Safety Council and the following points are stressed:

1. Always use the crossing where one is provided
2. Look right, left and right again before crossing the road
3. Observe traffic lights where provided
4. Keep to the extreme left when cycling and always in a single file
5. Keep all object and hands and feet inside the bus at all times
6. If using bus transport, after alighting from bus, wait until the bus draws away before crossing the street.
School Crossing Rules and Information

A. Children riding bicycles should wear helmets as per law.

B. A 'School Crossing' operates in Old Northern Road and in Faheys Road near All Saints Parish School. Parents and teachers are asked to encourage their children to use these crossings and to set a good example themselves by obeying the supervisors' rules whenever they use the crossings.

PROCEDURE - At a supervised crossing the Supervisor will ask all pedestrians, both children and adult, to wait on the footpath. When a suitable gap appears in the traffic from both directions, the supervisor will extend the stop sign to face traffic, proceed to centre of crossing, with STOP sign displayed. The supervisor will blow TWO blasts of the whistle to indicate that pedestrians may then cross. Pedestrians should keep left and walk straight across. ONE whistle blast means it is not safe to cross and all pedestrians must then wait on the footpath. When all pedestrians have cleared the crossing, the Supervisor then returns to footpath. Cars should not move until the Supervisor reaches the footpath.

Children on Bicycles

All cyclists will dismount and walk their bicycles over the crossing. Bicycle racks are located behind Grayson Hall and adjacent to the modular buildings at the back of the school.

No Standing Areas

The No Standing Anytime signs or No Standing 8.00am - 4.00pm signs serve to protect an area either side of the crossing. IT IS IMPORTANT THAT THIS AREA IS KEPT FREE OF ALL VEHICLES so that Supervisors have a clear view of approaching traffic. Supervisors are required to report the registration number and details of offenders' vehicles. Appropriate action will follow. Parents delivering or waiting for children have no exemption. PLEASE ASSIST SUPERVISORS TO PROTECT YOUR CHILDREN AND THEIR FRIENDS.

Movement between Home and School

All children should be thoroughly familiar with the roads and bike paths to be used between home and school. They should be made aware of any special road hazards and know road crossings and elementary rules for safety.

Children should be warned against loitering on the way home, visiting friends without your express approval or talking to strangers.

School Safe Committee

P & C members and the Principal meet with a representative of Moreton Bay Regional Council from time to time to discuss safety aspects on roads near the school.
Parking and Traffic

Difficulties can arise with traffic congestion on the access road at the front of the school. By law parking in front of the Prep Campus should be PARALLEL parking and only at the times specified on the signs there. If cars are parked correctly the four large buses which come to the school each morning and afternoon have enough room to turn and therefore do not hold up traffic.

The access road in front of the school is for two-way traffic - not one way as some people assume.

The Management of Coles have no objection to parents parking at the rear of their store for easy access to the gate at the rear of the school. Many parents find it convenient to use this access but are asked to respect the privilege provided by exercising extreme care when dropping off and picking up children.

DANGEROUS PRACTICES THAT CAUSE CONCERN:-

1. Parents waiting at the traffic lights to pick up their children. This stops pedestrians from crossing and holds up many cars.
2. Parents driving into the main school driveway and then reversing out. The school entrance driveway is not an appropriate area to drop children off unless there are extenuating circumstances.
3. Parking in the bus bay.
4. The footpath in front of the school is not a bikeway so bikes should not be ridden on this path. Where footpaths can be used as bikeways there are appropriate signs. The footpath across the road from the school is also a bikeway. Where bikes and pedestrians both use the same pathway, pedestrians have the right of way. Common sense and common courtesy should prevail.

RECORD SYSTEM

Particulars of each child including their academic performance are maintained on the OneSchool Education Queensland data base. These records are comprehensive and include details of particular health or emotional problems which might have an impact upon a child’s progress. Parents and caregivers are urged to keep our records up to date by advising of changes of address, telephone numbers and emergency contacts.

There is provision on the report card for teachers to suggest an interview with parents or for parents to request an interview with the teacher.

SCHOOL COUNCIL

A School Council was formed at this school during 1998. The main functions of a School Council are as follows:

- to monitor school performance;
• to endorse plans and school policies and other documents affecting strategic direction of the school including the Annual Operation Plan and Global School Budget;
• to monitor the implementation of strategic plans and school policies; and,
• to advise the principal about strategic matters.

Membership of our School Council in accordance with the constitution is as follows:
• four elected parent representatives and four elected school staff representatives;
• the Principal of the school and the President of the P&C are automatically appointed to the School Council.

SCHOOL REPORTS

Written reports are issued to parents and caregivers of students in Prep to Year 6. These reports are issued at the end of each semester. Face to face interviews are offered to parents and caregivers of students from Prep to Year Six at the end of term 1.

Parent / teacher conference evenings are held early in Term One. All parents and caregivers are urged to support these evenings. Attendance ensures:
• parents and caregivers get to meet their child’s teacher early in the year
• the teacher has an opportunity to form lasting productive partnerships with parents and caregivers
• a strong rapport is established for ease of communication throughout the year.

The parent teacher evenings are not a time when the teacher will be able to provide you a great deal of information about your child. Information shared on the evening will empower parents and caregivers as they work closely with teachers to set high expectations for student achievements.

SHOPPING CENTRE

We are concerned for the safety of your children and seek your help in the appropriate use of this centre. Children will not be allowed to go to the centre during school time unless a written request has been received from a parent. Our tuckshop operates for five days per week thus reducing the necessity for children to go to the shopping centre during school hours.

STAFFING

Administration Staff consists of the Principal and Deputy Principals. Teaching Staff varies with enrolment, but in addition to teachers fully responsible for classes, additional teachers (who specialise in Library, LOTE, Music, Special and Physical Education) are attached to the staff. A well-established Instrumental Music Program is operating at the school. For further details contact the school music teacher who co-ordinates the program.
Non-teaching Staff consists of Teacher and Library Aides, Business Services Manager, Administrative Officers, Janitor/Groundsman and a number of Cleaners.

When staff teachers are ill replacement teachers are drawn from the pool of Supply Teachers in the area.

**STATIONERY PACKS (Years Prep-6)**

The book packs are available at the end of each year and at the beginning of the new year. Book packs contain essential requisites for each year level. Provision of packs is made available through the efforts of the P & C Association. Lists, prices and availability are notified when packs are ready for sale.

**STUDENT RESOURCE SCHEME (Years Prep to 6)**

The school also administers a Student Resource Scheme. This Resource Scheme provides school developed workbooks that are specifically designed to support the newly introduced Australian Curriculum key subject areas. Your support of this scheme will ensure that your child/children will have all of the necessary requirements.

**TELEPHONE MESSAGES AND INTERVIEWS**

The school administrative team manage telephone communications. The Principal, Deputy Principals and Head of Special Education Services can be contacted by telephone. In most cases messages will need to be left for one of the team to return the call. It is not considered practicable to call teachers to the telephone during school sessions. Nor is it practical for parent/teacher interviews to be held during school time unless extenuating circumstances arise. Appointments for interviews may be made through the Principal, Deputy Principals or Head of Special Education Services. The school office operates between 8.00am and 3.55pm each day.

**TRANSFER OF PUPILS**

Parents should inform the school by letter or make personal contact advising of the impending move and if possible, the name of the school the child will be attending. Library books on loan should be returned before the child leaves.

**TUCKSHOP**

The tuckshop is opened on Wednesdays to Fridays for a wide range of food lines. Our tuckshop menu meets the “Smart Choices” healthy food guidelines. It operates during both the morning and lunch breaks by a bag system. A circular explaining the system used for ordering lunches and listing current food lines and prices will be issued early in the year.

Parents who wish to help in the tuckshop are always welcome. In addition the following items are available from the Tuckshop – school uniforms, school hats, chair bags, library bags and homework bags.
UNIFORM GUIDELINES

Hair should always be neatly groomed with natural hair colours and neat hair styles permitted. Long hair should not inhibit the learning process and if below the collar, should be secured in a presentable manner away from the face.

Make-up and coloured nail polish are unacceptable.

One set of studs or sleepers in ear lobes, along with a wrist watch are the only form of appropriate jewellery.

Other piercing or decorations on the face or body are to be removed or covered at all times.

ALBANY CREEK STATE SCHOOL
UNIFORMS

Uniform apparel is available for sale at the tuckshop.

GIRLS’ UNIFORM:

DRESS: Material-Gold Check Caesarella
Description: Basic A-line Shift with action back, panel lines, collar & front zip opening. Elbow length sleeve with maroon trim. Embroidered pocket with maroon piping on left side.

HATS: Maroon Bucket Hat
SOCKS: White
SHOES: Black

OR:-

POLO-SHIRT: Maroon and gold panel (SPF rating 50) with school badge on front.

WITH EITHER:-

SKORT: Material - Maroon polyester/viscose gabardine with a pocket on the left side.

OR:-

SHORTS: Maroon Unisex knit short long leg with side pockets.

HATS: Maroon Bucket Hat
SOCKS: White
SHOES: Black
BOYS' UNIFORM:

**POLO-SHIRT**: Maroon and gold panel (SPF rating 50) with school badge on front.

**WITH:-**

**SHORTS**: Maroon Unisex knit shorts - long leg with side pockets.

**HATS**: Maroon Bucket Hat.

**SHOES**: Black

**SOCKS**: White

*(Please note: for Prep, while shorts are the preferred clothing for gross motor activities, skorts are available upon request)*

WINTER UNIFORM

Microfibre or fleecy jackets with zip front are available from the school tuckshop.

Microfibre track suit pants are also available from the school tuckshop.

SPORT HOUSE SHIRTS:

Sport House Shirts are available to buy, once a year through the school P & C Association. This is a pre-order system that happens in March each year. The school Uniform Shop has a limited supply of second hand Sport House Shirts available for purchase.

**HOUSE COLOURS**: - JOYNER-Green; LEITCH-Gold; EATON-Blue; CASH-Red

RECORER BAND UNIFORM

School polo shirt, maroon shorts/ skirt or skorts, plain white ankle socks and black lace-up shoes.

CHOIR UNIFORM

School Polo shirt, plain white ankle socks and black lace up shoes.
SCHOOL UNIFORM SHOP

Brand new uniforms are available from the Uniform Shop. Other items available for purchase from the Uniform Shop include school bags, homework bags, library bags and a variety of second hand uniforms.

Hours for sale for uniforms and other school items are Wednesday to Fridays between 8.15 - 9.30am. Payment can be made by cash, cheque or eftpos.(Please note the minimum eftpos payment amount is $15.00).

INSTRUMENTAL PERFORMANCE UNIFORM UNIFORM

Representing the School
When the students of Albany Creek State School perform in their musical groups at different venues and special events, they are representing our school. The general public form an opinion about our school based, not only on how they sound, but also on how they present themselves in appearance and behaviour.

The Uniform
It is important that all the students in the Concert Band and String Ensemble are dressed in the correct Performance Uniform for all performances.

Available on loan from the school:
- maroon vest,
- maroon bow tie.

N.B. These will be issued after the $15 Uniform Hire Fee & $30 refundable deposit have been paid.

Parents are required to supply for their own student:
- Plain white long-sleeved shirt & plain black full-length pants.
  (These are obtainable from Lowes at Brookside for $25 each if we submit a bulk school order. They are available individually for $29.95 each).
- Plain black ankle socks & plain black shoes.
  (If you have any black shoes that your child has grown out of, please donate them to the school.)
- Gold and/or maroon ribbons or scrunchies for girls’ hair.

PLEASE NOTE
- For outside performances the school hat must be worn.
- In winter the school jacket is the only coat to be worn.

Uniform Fees
Due to the cost of making and replacing the vests and bow ties, each child will be charged a uniform hire fee of $15 per year. A $30 deposit, payable at the start of the year when the uniform is issued, will be refunded at the end of the year when the uniform is returned in good order.
It would be appreciated, and speed up the process, if the parent/caregiver can supply the school with their bank account details.

**Self-Esteem**
The students' own self-esteem is improved by knowing that they look good as a united body. This is especially beneficial at competitions and other public performances where students from other schools are also competing or performing. The psychological advantage that is achieved by knowing that their performance uniform is just as smart as that of any other school, could give them the edge they need to perform to their maximum potential. With the school banners on the music stands and students in full school uniform, they represent a coordinated and professional look.

**VALUES AND BELIEFS STATEMENT:**

**Values:**

As a school community we will endeavour to promote a variety of intellectual, social, emotional and physical values.

**Intellectual:**

- To cater for individual needs to afford all students the opportunity to realise their academic potential through the design of relevant, inclusive, flexible, intellectually challenging and innovative learning experiences and assessment strategies;
- To encourage a desire for learning;
- To motivate students to strive for learning independence;
- To present knowledge that can be used and applied;
- To provide a variety of useful, problem-solving strategies for a changing and challenging environment;
- To foster critical thinking skills;
- To encourage the development of creativity;

- To encourage students to achieve academic excellence;
- To foster an environment that embraces Information Technology.

**Social:**

- To encourage students to achieve a high standard of behaviour and appearance;
- To encourage the practice of desirable social interaction;
- To develop in our students responsible character traits;
- To emphasise common courtesies;
- To develop students’ skills for meaningful interpersonal relationships;
- To enable students to develop positive interaction with the environment and working across generation share and develop new blends of skills and knowledge.
**Emotional:**

- To assist students in developing a positive self concept;
- To encourage students’ acceptance of responsibility;
- To promote assertive attitudes;
- To enable students to appreciate the feelings and sensitivities of others;
- To help students strive for and achieve personal excellence.

**Physical:**

- To promote desirable attitudes towards health and physical development being mindful of the school motto – *A sound mind in a sound body*.

**Beliefs:**

We believe the quality outcomes within our school will be achieved by making learning experiences:-

- Active rather than passive;
- Child oriented;
- Guided by systemic, school and community expectations;
- Structured to allow full pupil participation;
- Varied;
- Based on the "democratic" model stated by Gordon M. A. Mork (available at school).

We believe the quality outcomes within our school will be achieved by selecting content which is:-

- Designed to cater for individual needs;
- Related to objectives and expectations;
- Within the child's ability;
- Socially oriented;
- Aimed at fostering desirable behaviour;
- Structured to address perceived inequalities related to gender/class/ethnicity or disability;
- Designed to develop critical thinking skills.
ALBANY CREEK STATE SCHOOL

INTERNET ACCESS AGREEMENT - PREP TO YEAR 2

Student Name: ____________________________  Class: ________

In Prep, Years 1 and 2, the teacher will be accessing the Internet with the students observing. The students will not be surfing the web.

Parent or Guardian:

I understand that the Internet can provide students with valuable learning experiences.

I also understand that it gives access to information on computers around the world; that the school cannot control what is on those computers; and that a very small part of that information can be illegal, dangerous or offensive.

I hereby give my permission for ____________________________ (Name of student) to observe the Internet under teacher direction.

________________________________ (Parent or Guardian's name)

________________________________ (Parent or Guardian's signature) _________ (Date)

INTERNET ACCESS AGREEMENT - YEAR 3 TO YEAR 4

Student Name: ____________________________  Class: ________

In Years 3 and 4, the students will be accessing those Internet sites as directed by the teacher. The students will not be searching the web looking for information.

Student

I understand that the Internet can connect me to much useful information stored on computers around the world.

While I have access to the Internet I will use it only for educational purposes as directed by my teacher.

I understand that if the school decides I have broken this rule, appropriate action will be taken. This may include loss of my Internet access for some time.

________________________________________ (Student's signature) ____________ (Date)

Parent or Guardian:

I understand that the Internet can provide students with valuable learning experiences.

I also understand that it gives access to information on computers around the world; that the school cannot control what is on those computers; and that a very small part of that information can be illegal, dangerous or offensive.

I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend finally upon responsible use by students.

I believe ____________________________ (Name of student) understands this responsibility, and I hereby give my permission for him/her to access the Internet under the school rules. I understand that students breaking these rules will be subject to appropriate action by the school. This may include loss of Internet access for some time.

________________________________________ (Parent or Guardian’s name)

________________________________________ (Parent or Guardian’s signature)

______________ (Date)  Paul Kingston, Principal
INTERNET ACCESS AGREEMENT - YEAR 5 TO YEAR 6

Student Name:- ______________________________ Class:- __________

Student Responsibilities:

I understand that the Internet can connect me to much useful information stored on computers around the world.

While I have access to the Internet:

- I will use it only for educational purposes.
- I will not look for anything that is illegal, dangerous or offensive.
- If I accidentally come across something that is illegal, dangerous or offensive, I will:
  (a) Turn off the screen on my computer; and
  (b) Immediately, quietly inform my teacher who will pass the information on to the relevant authority.
- I will not reveal home addresses or phone numbers – mine or anyone else’s.
- I will not reveal login names or passwords – mine or anyone else’s.
- I will not use the Internet to annoy or offend anyone else.

I understand that if the school decides I have broken these rules, appropriate action will be taken. This may include loss of my Internet access for some time.

___________________________________ (Student’s signature)   ___________________ (Date)

Parent or Guardian:

I understand that the Internet can provide students with valuable learning experiences.

I also understand that it gives access to information on computers around the world; that the school cannot control what is on those computers; and that a very small part of that information can be illegal, dangerous or offensive.

I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend finally upon responsible use by students.

I believe ____________________________ (Name of student) understands this responsibility, and I hereby give my permission for him/her to access the Internet under the school rules. I understand that students breaking these rules will be subject to appropriate action by the school. This may include loss of Internet access for some time.

__________________________________ (Parent or Guardian’s name)

__________________________________ (Parent or Guardian’s signature)              ______________ (Date)

Paul Kingston, Principal