Quality education in an open caring environment.
SCHOOL DIRECTORY

School Address: Albany Creek State School
696 Albany Creek Road
Albany Creek QLD 4035

Directory

☎ (07) 3264 0111
✉ acss@albancreekss.eq.edu.au
🌐 http://albacreess.eq.edu.au
📞 Albany Creek SS P&C
✉️ Albany Creek SS@AlbanyCreekSS
We extend a warm welcome to you and your family to our school and extended school community.

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

Albany Creek State School is very proud of its competent and professional staff. The staff includes a Leadership Team of five: Principal, three (3) Deputy Principals and a Head of Special Education Services.

Our thirty five (35) classrooms are very ably supported by our diligent and professional teaching staff. The highly competent teaching staff comprises of classroom and specialist teachers, including teacher-librarian, music teacher, health and physical education teacher, language other than English (LOTE) teacher and visiting instrumental music specialists. The teaching staff also encompasses a dynamic team of special education and learning support teachers, who work with classroom teachers, to ensure that students’ educational requirements are fully integrated into the day to day classroom routines.

In addition, our students and teaching staff are supported by a range of advisory visiting teachers and a school Chaplain.

Our administrative staff, led by the Business Services Manager, provide extraordinary support for the Leadership Team, teachers, students and members of the school community.

The non-teaching staff includes a highly competent team of teacher aides who are committed to ongoing professional development so as to provide the very best support for teachers and students. Other members of this team are our schools officer and cleaners who take great pride in presenting the classrooms and our landscaped grounds to the highest possible standard.

At Albany Creek State School, we are very fortunate to have such competent staff. Our staff is grateful for, and acknowledges, the support that we get from our extended corporate colleagues in Metropolitan Region and Central Office who are unselfish in their assistance.

Located within the landscaped school grounds is our resource centre and computer lab, school assembly hall, music block, dental clinic, and a fully enclosed Preparatory Year Precinct.
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.

We have a number of opportunities which include:

- Speaking Competition (Years 4 to 6);
- Intraschool and Interschool Sport (cricket, softball, netball, soccer, rugby league, touch football);
- Intraschool and Interschool Athletics;
- Music Camp (Years 3 to 6);
- Concert Band (Years 5 & 6);
- Woodwind instruction (Years 5 & 6);
- Strings instruction (Year 3 to 6);
- String Ensemble (Years 4 to 6);
- Bush Dance (Years 3 & 4);
- Fancy Dress Ball (Years 1 & 2);
- Kerribee – our annual school based performing arts concert (Years 4 to 6)
- Carols by Torchlight (Years 1 & 2);
- Leisure Clubs in Term 2 & 4 (Years 4 to 6)

In addition there are numerous classroom activities and excursions organised by teaching staff.

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 Leadership 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
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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.

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.

COMPULSORY EDUCATION ATTENDANCE
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 caregivers should consider whether keeping a child home is really necessary or merely convenient.

Term Dates 2019

Term 1 Tuesday 29 January – Friday 5 April (10 weeks)
Term 2 Tuesday 23 April – Friday 28 June (10 weeks)
Term 3 Monday 15 July – Friday 20 September (10 weeks)
Term 4 Tuesday 8 October – Friday 13 December (10 weeks)

DAILY SCHOOL ROUTINE

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.

Bell Times
8:45am First Bell – move to classrooms
8:50am Prep Commences
8:55am Commencement of school
10:55am – 11:25am Morning Tea
1:00pm – 1:40pm Lunch
2:50pm Prep Concludes
3:00pm Dismissal

*Prep Year times may vary slightly from the above- please refer to our Preparatory Year Handbook.*
**BEHAVIOUR MANAGEMENT STATEMENT**

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

**Responsible Behaviour Plan for Students**
The school has a well documented and highly effective *Responsible Behaviour Plan for Students*.

Underpinning this 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.

To encourage, promote and recognise positive behaviour, every student is issued with a Buzza Passport. When a student consistently displays safe, respectful, responsible or good learning behaviours, a yellow sticker is placed in the passport. Once a student attains 15, 45 and 90 stickers a special reward for each level is awarded to the recipient. The Buzza Passport remains with the student throughout their Albany Creek State School life and remains in place from one year level to the next.

**School Code**

* 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.

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 and caregivers:

1. Once children arrive at school in the morning they are not permitted to leave until 3:00pm 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 (eg: attending school functions, supporting school programs)
- to be familiar with procedures (eg: school day routine, tuckshop ordering routine)
- to keep contact 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.
STAFFING
Albany Creek State School is very proud of its competent and professional staff. The staff includes a Leadership Team of five: Principal, three (3) Deputy Principals and a Head of Special Education Services.

Our thirty five (35) classrooms are very ably supported by our diligent and professional teaching staff. The highly competent teaching staff comprises of classroom and specialist teachers, including teacher-librarian, music teacher, health and physical education teacher, language other than English (LOTE) teacher and visiting instrumental music specialists. The teaching staff also encompasses a dynamic team of special education and learning support teachers, who work with classroom teachers, to ensure that students’ educational requirements are fully integrated into the day to day classroom routines.

In addition, our students and teaching staff are supported by a range of advisory visiting teachers and a school Chaplain.

Our administrative staff, led by the Business Manager, provide extraordinary support for the Leadership Team, teachers, students and members of the school community.

The non-teaching staff includes a highly competent team of teacher aides who are committed to ongoing professional development so as to provide the very best support for teachers and students. Other members of this team are our schools officer and cleaners who take great pride in presenting the classrooms and our landscaped grounds to the highest possible standard.

CLASS SIZES
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, D and E. 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.

SCHOOL UNIFORM SHOP
School uniforms are available from our school uniform shop which is located behind the main administration block.

The uniform shop trades on Wednesdays, Thursdays and Fridays from 8:30am – 9:30am. Payment for uniforms can be made via http://www.flexischools.com.au or over the counter by cash or EFTPOS. Please note the minimum EFTPOS payment amount is $15.00.

Other items are also available for purchase from the uniform shop and include school bags, homework bags and library bags.

We also have a variety of second hand uniforms available.

SCHOOL UNIFORM REQUIREMENTS
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.
PREPARATORY YEAR UNIFORM

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

**WITH EITHER:**

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

**OR:**

**SHORTS:** Maroon unisex knit short long leg with side pockets.

**HAT:** Maroon Bucket Hat

**SOCKS:** Plain white ankle socks or ACSS school socks

**SHOES:** Black velcro leather or runner style

While shorts are the preferred clothing choice for gross motor activities for all prep students, skorts are available upon request.
GIRLS' UNIFORM (Years 1 to 6)

DRESS: Gold Check Caesarella

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.

OR:-

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

WITH EITHER:-

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

OR:-

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

HAT: Maroon Bucket Hat

SOCKS: Plain white ankle socks or ACSS school socks

SHOES: Black lace up leather or runner style
BOYS' UNIFORM (Years 1 to 6)

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

**SHORTS:** Maroon unisex knit short long leg with side pockets.

**HAT:** Maroon Bucket Hat

**SOCKS:** Plain white ankle socks or ACSS school socks

**SHOES:** Black lace up leather or runner style

OR
WINTER UNIFORM

Microfibre or fleecy jackets with zip front are available from the school uniform shop. The school uniform shop will also advise in the school newsletter when an order for winter uniforms can be made.

SPORTS UNIFORM

House sports 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 house sport shirts are available for purchase.

House sports shirts are to be worn on sports day, at athletics and swimming carnivals, together with the maroon unisex knit shorts – long leg with side pockets.

House Names and Colours

JOYNER: Green  
EATON: Blue  
LEITCH: Yellow  
CASH: Red
Our school provides parents with access to a new, convenient, online parent portal called QParents.

The QParents web and mobile application provides an easier way for you to interact with our school. Parents who elect to subscribe to QParents will have secure, online access to their child’s student information, anytime, anywhere, through a smartphone, tablet or computer.

QParents allows parents to connect instantly with our school to access and manage their child’s student information, including:

- Attendance and absence details, as well as the ability to notify the school of an absence
- Viewing unpaid invoice details, payment history, and making payments online
- Viewing and updating personal student details, including medical conditions and address
- Enrolment details
- Behaviour records
- End of semester reporting

QParents will assist both staff and parents in sharing and responding to information in an efficient and effective way. QParents will not replace the traditional ways you communicate with our school, but it will provide another way to communicate with us!

For further information please contact Albany Creek State School office on 3264 0111, visit https://qparents.qld.edu.au/#/about or https://qparents.qld.edu.au/#/help or call 13 QGOV (13 74 68).

The benefits of QParents
Convenience and time savings for parents

- Parents can view or update their child’s details without having to contact the school.
- Secure 24/7 online access.
- Available anytime, anywhere — access QParents on your smart phone, tablet or computer.

QParents provides a greater transparency of information as it

- Improves accountability between parents and schools by providing parents with timely access to their child’s information online.
- Allows parents to engage more deeply in their child’s schooling.
- Improved administration efficiencies for schools
- Allows schools to streamline their administrative processes and cut down on printing.
BPoint ONLINE PAYMENTS
BPoint is able to be used to pay for all invoices that are emailed to parents and caregivers. You can pay online or over the phone. **BPoint online payments** [https://www.bpoint.com.au/payments/dete](https://www.bpoint.com.au/payments/dete)

Customer Reference Number: Found on the bottom on your invoice
Invoice Number: Displayed on the top of the invoice that was emailed to you.
**BPoint IVR (telephone payments) 1300 BPOINT**
1: Enter your biller code, amount and card details to complete the payment.
2: At the end of your call, you will be provided with a unique payment receipt number and this information is sent to our finance system for automated receipting.
STUDENT RECORD SYSTEM

Particulars of each student, including their academic performance, are maintained on the Education Queensland OneSchool 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. You can notify the school of changes in person or by downloading the Change of Student Details form from our website via our Quick Links menu Forms and Downloads then Miscellaneous Forms & Downloads. Once this form has been completed, please submit it to the school office for processing. Families that are on QParents can advise change of student details online via their QParents account.

ABSENCES

It is a requirement of Education Queensland that all absences from school be explained and recorded on the school database. Should you arrive at school after 9:00am, please report to the main school office, prior to taking your child to the classroom, to obtain an attendance slip for the class teacher. Similarly, if you are collecting your child prior to the end of the school day, please report to the school office and your child will be called for collection.

School absences are to be reported to the school via QParents or our school absence line (3264 0160) before 9:00am. At 9:30am, parents will be contacted via SMS for any unexplained absences. It is a requirement that a member of the Leadership Team follow up all frequent and unexplained absences. This also includes frequent late and early departures.

In the case of a prolonged absence, please notify the school office. If a student is to be absent for more than 10 school days, an Exemption From Schooling form is required to be completed by parents and caregivers and then signed by the Principal. These forms are available from the school office.

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.

TELEPHONE MESSAGES AND APPOINTMENTS

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. Teachers cannot take calls during school sessions. It is not 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 main school office operates between 8:00am and 4:00pm each day. An answering service is provided to leave a message outside of these hours.
STUDENT TRANSFERS TO ANOTHER SCHOOL
Parents and caregivers are required to inform the main school office in person, and also in writing, advising of an impending move and transfer of student/s from the school. If possible please provide the date of exit from Albany Creek State School, a forwarding address for future correspondence and the name of the school the child will be transferring to. Library books on loan should be returned before the student leaves.

STUDENT ACADEMIC REPORTS
Student Academic Reports are emailed to parents and caregivers of all students in Prep to Year 6. Student Academic Reports are distributed for Semester 1 on the second Wednesday of Term 3 with Semester 2 Reports deployed on the last Wednesday of Term 4. Face to face interviews are offered to parents and caregivers of students from Prep to Year 6 at the end of term 1.

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.

Parent information evenings are held early in Term 1. 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 information 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.
The school has detailed programs for each curriculum learning area Prep to Year 6. 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, humanities, technology, the arts, health and physical education.

In addition to the above subjects

- LOTE (languages other than English) is taught. Students in Years 5 and 6 receive tuition in basic Japanese.

- Early Years Curriculum Guidelines - Health and Physical Education, Social and Personal Learning and Active Learning Processes for students in the Preparatory year. These additional curriculum areas are designed to assist each student develop knowledge, skills and attitudes that will foster his/her social, physical, cultural and academic development and promote lifelong learning.

**Pedagogical Framework**

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.

The Reading to Learn program, written and developed by Associate Professor Dr David Rose, underpins our pedagogical framework and our approach to the teaching of literacy in all curriculum areas. Reading to Learn is a world renowned program aimed at ensuring all children develop the necessary literacy skills to actively engage in all curriculum areas. All teaching staff at Albany Creek State School have completed the 8 day Reading to Learn professional development course with Dr Rose.

**Information Communication Technologies (ICT)**

The school strives to provide an up-to-date and ever evolving innovative platform to enable all students to develop year level specific information communication competencies that align with the Australian Curriculum.

Our platform supports year level sets of iPads for all year levels, year level sets of laptops for the middle and senior school, interactive whiteboards in all learning environments, a growing number of LCD touch boards that are replacing older interactive white boards and an innovative fully automated library resource centre.

The platform incorporates high density wireless connectivity across the entire campus. This connectivity is supported by high speed servers and switches that make it possible to support classroom learning applications that can be streamed to individual classrooms. These technologies enable teachers and students to make effortless use of the extensive collection of cloud based lessons and videos that are part of the Clickview resource program. All classes are timetabled for lessons in one of the three computers laboratories and can book the Resource Centre for addition activities.

Access to quality learning technologies and online support programs has been made possible through astute use of government funding allocations and the generosity of the Parents and Citizens’ Association. Albany Creek State School has built highly valued partnership with staff from Education Queensland’s Corporate
Information Technology Branch. These partnerships provide the staff with access to quality professional development and enable them to trial corporate initiatives.

At the time of enrolment, parents and caregivers are briefed on the school’s various programs to engage parents and caregivers.

**SharePoint**

Albany Creek State School is currently part of an Education SharePoint Pilot. The new platforms allows us for the first time to extend communications to students, via a Home landing page and individual Year level pages.

**RELIGIOUS INSTRUCTION (Years 1 to 6)**

The Education (General Provisions) Act 2006 requires schools to provide Religious Instruction for up to one hour each week if approached by a faith group seeking to provide Religious Instruction and students of that faith attend the school. Our School embraces a multitude of cultural, religious and non-religious beliefs and encourages students to grow and develop as a whole person, in particular, in beliefs, values and attitudes. State schools respect the background and beliefs of all students and staff by not promoting, or being perceived as promoting, any particular set of beliefs in preference to another.

Religious Instruction informs students about the beliefs and values of a particular religion. It is delivered by volunteers of a faith group using instructional materials approved by that faith group. These materials are not part of the formal school curriculum and are not endorsed by the Department of Education and Training. Participation in Religious Instruction is not compulsory. Any student (except Prep students) may participate in Religious Instruction if a parent has given consent and indicated a religion, on the *Application for Student Enrolment Form* or in other written advice to the Principal.

Any child not participating in Religious Instruction, or whose nominated religion is not represented within the Religious Instruction program/s at the school, will receive other instruction by a qualified member of school staff in a separate location during the time Religious Instruction is held. Other instruction will relate to subject areas that have already been covered in class. At any time, parents may provide written instruction to the Principal to change their preference for their child to participate in or be withdrawn from Religious Instruction.

BOOK LIST AND STATIONERY REQUIREMENTS (Prep to Year 6)

The school offers a book pack home delivery service for your convenience.

Booklist and stationery requirements will be available on our school website from October each calendar year. Order forms from our supplier will be available to download from our website via our horizontal menu bar Enrolments then Booklists & Resources.

These booklist and stationery requirements contain essential requisites for each year level.

CURRICULUM ACTIVITY BOOKS (Prep to Year 6)

Albany Creek State School compiles and produces curriculum activity books for each student. Each activity book is prepared collaboratively by the teachers, and rigorous processes are followed by each year level team, to ensure that the content in the activity book aligns to the Australian Curriculum.

This professional commitment from our teachers is highly commendable and we have almost eliminated expensive text books from our booklist. Unit activity books are also modified by our specialist teachers, as required, for those student with additional considerations. This is a highly inclusive commitment to ensure that all students appear to be working form a similar activity book.

Curriculum Activity Book Student Resource Scheme

In Term One of each year, parents and caregivers are asked to complete the Curriculum Activity Book Student Resource Scheme documentation provided by the Department of Education. The $30.00 requested through this resource scheme provides each student with an activity book for almost every unit taught in each subject area. This equates to little more than a dollar per activity book. No profit is made from the sale of these books.

This payment is separate to the booklist and stationery requirements order that is administered through the book pack service.

HOMEWORK

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.
SCHOOL COMMUNICATION

Newsletter

Our school newsletter is distributed each week by email.

Our newsletter is a great source of information regarding up and coming school activities, student achievements and school updates. As our newsletter is only distributed electronically, all families would benefit subscribing.

Please go to our website http://www.albacreess.eq.edu.au/ and scroll down to the bottom. You will see an e-newsletter sign up icon (as illustrated above) on the left side, click on this and follow the prompts.

Once you have registered, you will receive an email each week from Albany Creek State School. Click on the link to take you to the current newsletter. Please check your junk email settings to make sure that our email address is ‘allowed’ in your email inbox.

Twitter

In the interest of enhancing communications with parents and caregivers, we have established a Twitter Account @AlbanyCreekSS

To create a Twitter account: Go to https://twitter.com and find the sign up box, or go directly to https://twitter.com/signup

Facebook

Our P & C Association have also established a Facebook page to communicate important information with parents and caregivers. If you have a personal Facebook account search Albany Creek SS P&C

Once you have found the page, select Like and you will start to receive information in your news feed.
SCHOOL SPORTS
All intraschool and interschool sports are part of the school endorsed curriculum.

Athletics Carnival
At Albany Creek State School we have two athletics carnivals.

Junior sports day is held for those students in Prep to Year 2. All students participate in tabloid sports and sprint races.

Senior sports day is held for those students in Years 3 to 6. All students participate in tabloid sports and sprint races. Students aged 10 years and over may nominate to also participate in field events, 200m sprints and 800m races.

Swimming Carnival
We hold our annual swimming carnival in December each year. Students in Years 4 to 6 are encouraged to participate. In recent years our swimming carnival has been held at Stafford State School pool.

Interschool Sport
Interschool competitions are conducted in season. Major sports played at present include netball, soccer, rugby league, Newcomb and touch football.

Teachers coach the various sports giving their own time after school and during lunch breaks to train students. Students who are absent from training without a reasonable excuse can be excluded from selection.

Before a student can travel away from school to sporting fixtures, written permission must be given by parents and caregivers. Students 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 sporting activities required to be paid in full before children are able to compete.

We currently have three full interschool (Gala Sports) competitions for students aged 10 years and over in Term 2 and Term 4.

Students may opt to participate in a range of club activities such as skating, STEAM (Science, Technology, Engineering, Arts, Maths) rather than participate in one of the sporting teams.
PERFORMING ARTS

At Albany Creek State School we have a full time music specialist. All classes enjoy a 30 minute lesson with our music specialist each week. Instrumental Music teachers visit the school and instruct in woodwind, percussion, brass and strings. Tuition for Instrumental Music commences in Year 3 for strings and in Year 4 for woodwind, percussion and brass instruments.

School choirs and bands function within the school and children are encouraged to join the choir, instrumental bands and / or recorder band.

School Choir and Recorder Band Uniform

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

WITH EITHER:-

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

OR:-

**SHORTS:** Maroon unisex knit short long leg with side pockets.

**SOCKS:** Plain white ankle socks or ACSS school socks

**SHOES:** Black lace up leather or runner style
Members of these groups acquire a set of particular skills 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. The ensembles and choirs also perform on special occasions such as ANZAC Day, Presentation Assembly, Graduation and Kerribee, the annual school concert.

**Instrumental Music Program (IMP)**

Education Queensland provides a program of free instrumental lessons in many Primary and Secondary schools throughout the state. In a fully implemented program, tuition is provided in strings, brass, woodwind and percussion instruments. Ensemble experience is provided through participation in the Concert Band or String Ensemble. The program becomes an integral part of the students’ music education.

At Albany Creek State School we are very fortunate to have an Instrumental Music Program (IMP). Each week specialised instrumental music teachers visit our school to take half hour lessons with small groups of budding musicians. The IMP gives students the opportunity to learn to play an instrument and also to develop personal and teamwork skills. Students are assessed to determine their suitability for the program. Their progress is monitored and they are invited to join an ensemble when their skills reach a suitable standard.

The Concert Band and String Ensemble make regular public performances which are equally enjoyable for participants and audiences alike. During the year, students also have the opportunity to participate in music camps where the emphasis is on improving their skills.

**Instrumental Music Student Resource Scheme**

While all lessons and tuition are provided free of charge, a Student Resource Scheme for Instrumental Music has been implemented. This resource scheme ensures that all instrumental music students have necessary resources to support their educational requirements and helps towards the on-going and recurring costs involved in running and maintaining the program.

The cost for the Instrumental Music Student Resource Scheme is $50.00 per child per year. A second or subsequent child in the same family, enrolled in the program, will be offered a discount at $40.00 per year.

Beginning students are offered the use of a school-owned instrument for their first year of tuition only. After this time, parents will be required to provide a suitable instrument for their child. The hire cost of this instrument will be $50.00 for the first year. This will be in addition to the Instrumental Music Student Resource Scheme. All fees are payable at the start of the school year.

**Performances, Camps and Tours**

Performances, camps and tours are organised to provide musically enriching experiences for students. There are some costs involved in these activities to cover the expenses for visiting tutors, bus travel and other sundry items.

Junior music camp for woodwind, brass, string and percussion instrumental students is held each year for all beginner music students in Years 3 to 6. Senior music camp is held each year for students who play woodwind, brass, string and percussion instruments. Senior music camp is for second and third year music students in Years 4 to 6. Both camps run for three days and are equivalent to one semester of music tuition.

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 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. With the school banners on the music stands and students in uniform, they represent a coordinated and professional look.

**Instrumental Music Performance 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.

Vests and bow ties are hired through the school library in term 1 and are required to be returned each year at the end of term 4. 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** is payable at the start of the first year the student joins the Concert Band or String Ensemble and is refunded when the student leaves the program at the end of year 6, provided the uniform is returned yearly in good order.

Parents are required to supply for their own student:

- **SHIRT**: Plain white long-sleeved shirt
- **PANTS**: Plain black full length dress pants (no jeans)
- **SOCKS**: Plain black ankle socks
- **SHOES**: Black lace up leather
- **HAIR ACCESSORIES**: Maroon or maroon and gold hair ribbons or maroon headband

For outside performances the **school bucket hat** must be worn

the **school jacket** is the only coat to be worn
Further information regarding Instrumental Music Program is detailed in the Instrumental Music Handbook which is available on our school website or obtained by contacting the school office.

LIBRARY RESOURCE CENTRE

The Library Resource Centre is where students spend time each week ‘linking literature, learning and life’. There is an ever-developing collection of resource materials that enhance the day-to-day education and leisure of the school community.

Our collection consists of

- Junior Fiction – picture story books
- Traditional Stories – folk and fairy tales
- Fiction – story books
- Non Fiction – factual information books
- Reference – encyclopedias, dictionaries, atlases, thesauri
- Teacher Reference – professional resources
- Computers and iPads - access to the internet, learning programs

Annual Activities

- Premier’s Reading Challenge – May to August
- National Simultaneous Story-time – May
- Book Week – August
- Year 5 Reader’s Cup Challenge – one team represents our school and competes with other schools in the district
- Scholastic Book Fair – November

Borrowing

Library borrowing operates throughout the school year between February and November. All books must be returned before the end of year break.

Borrowing Limits

- Prep to Year 2 students – 1 book
- Year 3 to 5 – 2 books
- Year 6 – 3 books

All books are on loan for two (2) weeks. After this time parents and caregivers will receive an automated notification email stating the items that are overdue. Books may be changed as often as desired or 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 school uniform shop.

Queensland State School’s eBook Library

All students have access to the eBook Library through a school supported yearly subscription from February to January. Information on access to the eBook library will be given to each student at the commencement of each new schooling year.
**Library Staff**
Our Teacher-Librarian is responsible for
- co-operative planning and teaching resource based units with each group of year level teachers
- supporting and implementing a school based Information Skills Program in consultation with classroom teachers
- providing bulk loans for classroom use
- maintaining and developing the library collection
- supporting the information technology staff in iPad management

**Our Teacher-Aides support**
- processing of new books and maintenance of the borrowing system
- providing bulk loans for classroom use
- supporting the information technology staff in iPad management
- supervising and training library volunteers
- stocktaking

**Lunch-time Activities**
As well as attending a library lesson weekly, students are able to visit the library during second break. During this time they can:
- read
- play board games, construction with lego
- complete artwork
- use computers or iPads to play educational games
- watch TV in wet weather
- complete school work
- participate in the Chess Club (when operating)

**Moreton Bay Region Libraries - Albany Creek**
Our school library liaises with the Albany Creek library throughout the year advising of holiday programs that are available.

**SCHOOL ASSEMBLIES**

**Junior Assembly**
Each Monday afternoon at 2:15pm students from Prep to Year 2 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.

**Whole School Assembly**
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 to enjoy and applaud students receiving Buzza Awards (certificates, badges, medallions), 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.

**End of Year Presentation Assembly**
During the last week of the school year, a special presentation assembly is held. At this assembly, students in Years 1 to 6 are awarded certificates of achievement, certificates of merit, sporting awards, music awards, and friends of the library awards.
Students in Year 6 who have displayed outstanding academic achievement, self motivation, leadership and citizenship qualities are presented Laurel Awards.

The Principals Award for Citizenship is also awarded to those Year 6 students who have been good citizens consistently within the school community. Three student names will then be engraved onto the Letifa Amin memorial shield.

EDUCATIONAL TOURS, CAMPS 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.

Camp Warrawee for students in Year 4
Camp Warrawee is located in beautiful natural bushland, situated on the north Pine River in Joyner, only minutes up the road from our school. It is a fantastic venue for our students’ first school camping experience. Camp Warrawee combines fascinating natural diversity with a wide range of adventure activities. Camp Warrawee provides challenge and adventure through a range of outdoor education experiences. Activities for the children include: canoeing, climbing wall, giant swing, possum glider to name a few.

Gold Coast Recreation Centre for students in Year 5
The Gold Coast Recreation Centre is located on the doorstep of beautiful Tallebudgera Beach, surrounded by Tallebudgera Creek, and Burleigh Head National Park. The centre offers quality accommodation, facilities, meeting spaces, instructor-led activities and delicious healthy catering. They promote safe and exciting participation in outdoor recreation and have all the skills to deliver the ideal experience for our students. Experienced and accredited instructors facilitate activities with a focus on fostering a safe and caring environment for participants to engage confidently in new experiences. All activities are conducted using high quality and meticulously maintained facilities and equipment; which meets, or exceeds the requirements of both the Curriculum Activity Risk Assessment (CARA) activity guidelines and Queensland Adventure Activity Standards (QAAS).

Sydney and Canberra for students in Year 6
The places visited and the first-hand knowledge and experiences gained relate directly to our English, Humanities and Science curricula. The trip itself is a wonderful opportunity for children to develop further their social skills of self-reliance, co-operation and responsibility.
The visit by our Year 6 students to our National Capital is one of the highlights of their academic experiences at Albany Creek State School. While in Canberra the students visit many marvellous venues and attractions of national significance. They learn about the workings of the Australian democratic system of government and are provided with practical exposure to the electoral system. The students witness scientific phenomena, participate in cultural and sporting spectacles, enjoy a variety of social activities and experience the wonders of Canberra by night from the heights of Black Mountain Tower. The trip to Canberra is an exciting part of the diversity of memorable learning experiences provided by the dedicated Year Six Team.

SPEAKING COMPETITION (Years 4 to 6)
A Speaking Competition, involving all interested students from Years 4 to 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.
SCHOOL TUCKSHOP
The school tuckshop trades on Wednesdays, Thursdays and Fridays from 8:30am – 2:00pm. We accept over the counter cash sales for before school food items from 8:30am.

Our menu meets the Smart Choices Healthy Food and Drink Supply Strategy for Queensland Schools. For further information on these guidelines please refer to https://education.qld.gov.au/schools/healthy/food-drink-strategy.html

Our school tuckshop is endorsed by our P & C Association and parents and caregivers who wish to help in the tuckshop are always welcome.

Parents and caregivers can order morning tea break and lunch break via the online ordering system Flexischools. Online ordering closes by 8:50am on the day of ordering.

**Flexischools**
SAVE TIME, ORDER ONLINE! At Albany Creek State School we now have a great new online system to make the ordering of lunches easier and more convenient.

- Order at a time convenient to you
- in the morning, night before, or weeks in advance
- No searching for cash required
- It’s already paid online
- Teach students healthy eating in a fun way
- Order from home or work

**How Does It Work?**
Go to https://www.flexischools.com.au/ and click Register Now in the Login Box. Then enter your student’s name, school and class, and add funds into a prepaid account. You can log into the website at any time to place orders, typically up until just before school starts. As purchases are made, the funds are taken from your pre-paid account. The account can be topped up again in the same way, or set to automatically top-up via credit card when the balance falls below a pre-set minimum. Each order is sent automatically to the school tuckshop, where an easy-to-read label is produced with the student’s name, class and order details.

To view a demonstration go to the www.flexischools.com.au website and in the Find Your School box, enter a few letters from our school name and click the name when it appears below.

**What does it cost?**
The online menu is the same price as the usual school tuckshop menu. However, there is a small processing fee for the online orders to help pay for the labels and the website system. So why not order your next lunch online!
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.

PERMACULTURE GARDEN
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.

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.

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.
ADDITIONAL SUPPORT SERVICES AVAILABLE

Guidance Services
The professional services of guidance officers attached to Education Queensland are available to the school. For this to occur, the consent of parents and caregivers is required. In some cases special arrangements are made for students to be taught by learning support teachers or other specialist staff.

Speech Pathology Services
The professional services of an Education Queensland Speech Language Pathologist is available to the school. When particular learning needs become apparent and teachers require specialised assistance, the Speech Language Pathologist is consulted. If a Speech Language assessment is required consent from parents and caregivers is sought.

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.

Defence School Transition Aide (DSTA) Program
The DSTA Program mission is to assist Defence students and their families in four key areas throughout their education and as they transition from one school to another. The key areas are welcoming, integrating, absence support and farewelling.

Albany Creek State School is proud of its strong commitment to the Australian Defence Forces. Our current DSTA is Mrs Tina Mortensen. Further information on the program can be found by emailing dsta.program@defence.gov.au

Dental Clinic
The Albany Creek School Dental Clinic is currently open 5 days per week Monday to Friday. There has been a change to the process for registering your children to receive our services. We have moved to a system to allow us to see children in family groups. You will be required to complete a Family Registration Form and return this form as soon as possible to your class teacher or the school office if you would like your child/ren to have a dental examination.

Once dental staff receive a completed form, an appointment will be made for your child/ren to have a dental examination. If your child requires further dental treatment, a parent or legal guardian will be required to sign for the proposed treatment plan before it can proceed. A parent or legal guardian must attend the examination appointment.

The following students are eligible for our service:
- ALL students aged 4 years in Prep through to Year 10
- Students in Years 11 and 12 who have a current Centrelink Card, Healthcare Card or Pension Card
- 2 – 3 year olds whose parents have a current Centrelink Card, Healthcare Card or Pension Card
- 2 – 17 year olds who are eligible for the Child Dental Benefits Schedule (CDBS). To check your eligibility visit the website www.mygov.au or phone 132 011
We recommend that all children have an annual dental check-up. If any child is suffering from dental pain or you have a concern please contact the Dental Clinic on 3264 6217. For any dental emergencies/toothaches outside of our hours, please contact our Centralised booking service on 3008 3501 or 1300 300 850.

BEFORE AND AFTER SCHOOL CARE - YMCA

A Before and After School Care service is available, as is Vacation Care. This service is provided by YMCA, located in the Albany Creek State School grounds and is available for students from Prep to Year 6.

Additional information about this service and the necessary enrolment applications may be obtained from our website via our Quick Links menu Forms and Downloads then Outside School Hours Care or by contacting the YMCA Family Centre on 3264 4907 between the hours of 3:00pm to 6:00pm.

Before School Care is available from 6:30am – 8:45am, Monday to Friday.

After School Care is available from 2:50pm – 6:00pm, Monday to Friday.

SCHOOL BANKING

Albany Creek State School is excited to offer the Commonwealth Bank School Banking program to all students.

School Banking is a fun, interactive and engaging way for young Australians to learn about money and develop good savings habits. Children who deposit money into their Youthsaver account through School Banking earn Dollarmites tokens, which they can save up and redeem for exciting rewards.

School Banking is also a great fundraiser for our school. Our school receives a Regular Savers Contribution of $5 for every 10 deposits processed per student as well as an Annual Contribution which is based on the number of students who made at least one School Banking deposit in the prior year.

Getting involved in School Banking is easy!

All you need to get involved in the School Banking program is a Commonwealth Bank Youthsaver account. You can open an account for your child in one of two ways:

2. In branch - visit a Commonwealth Bank branch with identification for yourself and your child, like a driver’s licence and birth certificate.

If your child has an existing Commonwealth Bank Youthsaver account, they can start banking straight away. Simply bring their deposit in every week on School Banking day, using their Dollarmites deposit wallet.

School Banking day is Thursday. Each week you need to pop your deposit book into the banking bag in your classroom.

If you would like to know more about School Banking, please ask for a School Banking program information pack from the school office or visit https://www.commbank.com.au/schoolbanking
BUS SERVICES
The school is serviced by three bus companies: Thompsons Bus Services, Brisbane Bus Lines and Brisbane City Council.

Thompson Bus Services
There are a number of services for students at Albany Creek State School provided by Thompson Bus Services. Parents and caregivers can reference the TransLink website or via the Thompson Bus Service website.


6811 - service for students in Cashmere and Joyner (route along Ira Buckby Road continuing to Protheroe Road). Service departs Eatons Hill State School at approximately 3:25pm.

6812 - service for students in Cashmere and Joyner (route along Ira Buckby Road, Samsonvale Road and Youngs Crossing Road). Service departs Eatons Hill State School at approximately 3:25pm.

6813 - service for students in Eatons Hill, Cashmere and Joyner (route from Albany Creek State School to Youngs Crossing Road via All Saints, Albany Hills State School and Eatons Hill State School). Service departs from the bus zone at Albany Creek State School at approximately 3:05pm.


6872 – service for students in Eatons Hill, Cashmere and Joyner (route from Albany Creek State School to Queen Elizabeth Drive, Ira Buckby Road and Protheroe Road). Service departs from the bus zone at Albany Creek State School at approximately 3:45pm.

Brisbane Bus Lines
This service is provided for children who live in the Eatons Hill area (route to Eatons Hill State School then continuing to Queen Elizabeth Drive, Drapers Road, Hidden Valley Drive, Church Road and Eden Drive). Normal bus fare rates apply to children who use this service. This service departs from the bus zone at Albany Creek State School at approximately 3:20pm.

Brisbane City Council – Bus Route 338
This service is a public service provided by Brisbane City Council. Students who live in the Eatons Hill and Brendale area can use this service (route to Marylin Terrace Eatons Hill State School, Queen Elizabeth Drive, Saraband Drive, Karena Street, Brendale Street and South Pine Road). This service departs from Wruck Crescent, Albany Village at approximately 3:15pm. Normal bus fare rates apply. Please ensure you check the timetable regularly at https://translink.com.au/plan-your-journey
ACCIDENTS AT SCHOOL

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

Minor cuts, bruises, abrasions are treated.

In the case of a more serious accident:-

1. First Aid is rendered
2. Parents and caregivers are contacted and further medical aid is arranged if necessary
3. In more serious cases an ambulance is called immediately and parents and caregivers are then notified
4. A register is kept of such accidents

It is important for the school to have a record of any specific instructions parents and caregivers might have regarding emergency procedures in the case of an accident.

Please ensure that your telephone contacts lodged with the school are current.

MEDICATION TO STUDENTS

From time to time the school is asked by parents and caregivers to administer medication to students. When it is necessary for students to take prescribed medication at school, a form giving approval for staff members to administer medication must be completed by parents and caregivers. The form requires full details of the medication, times of administration and prescribed dosage. The medication itself must display the doctor’s instructions. 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."
2. 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.

3. 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.

4. "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."

5. 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.

6. 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 a 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 any medications are administered.
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.

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 and caregivers of head lice outbreaks are routinely sent home to all class members when necessary. Notifications will also appear in the school newsletter.
### Condition | Exclusion of case (person with infection) | Exclusion of contacts* (person exposed to the case with the infection)
--- | --- | ---
Chickenpox (varicella) | Exclude until all blisters have dried. This is usually at least five days after the rash first appeared in non-immunised children, and less in immunised children. | Any child with an immune deficiency (for example, leukaemia) or receiving immunotherapy should be excluded for their own protection. Otherwise, not excluded. Exclude any pregnant woman who is, or is presumed to be susceptible.
Cold sores (herpes simplex) | Not excluded if the person can maintain hygiene practices to minimise the risk of transmission. If the person cannot comply with these practices (e.g., because they are too young), they should be excluded until the sores are dry. Sores should be covered with a dressing, where possible. | Not excluded.
Conjunctivitis | Exclude until discharge from eyes has ceased unless non-infectious conjunctivitis. | Not excluded.
Cytomegalovirus (CMV) | Exclusion not necessary. | Not excluded.
Diarrhoea and/or vomiting (including: adenovirus + campylobacter + cryptosporidium + giardia + norovirus + salmonella + toxic gastroenteritis) | Exclude until there has not been a loose bowel motion for 24 hours. Exclude staff whose work involves food handling until they have not had any diarrhoea or vomiting for 48 hours. If there are more than two cases with loose bowel motions in the same centre or a single case in a food handler notify your nearest public health unit. | Not excluded.
Diphtheria | Exclude according to public health unit requirements. | Exclude according to public health unit requirements.
Enterovirus 71 (EV71) | Written medical clearance is required confirming the virus is no longer present in the child’s bowel motions. | Not excluded.
Glandular fever (Epstein Barr virus (EBV), mononucleosis) | Exclusion not necessary. | Not excluded.
Haemophilus influenza type b (Hib) | Exclude until the person has received appropriate antibiotic treatment* for at least four days. | Not excluded. Contact a public health unit for specialist advice.
Hand, foot and mouth disease | Exclude until all blisters have dried. | Not excluded.
Head lice | 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). | Not excluded.
Hepatitis A | Exclude until a medical certificate of recovery is received and until at least seven days after the onset of jaundice. | Not excluded. Contact a public health unit for specialist advice.
Hepatitis B | Exclusion not necessary. | Not excluded.
Hepatitis C | Exclusion not necessary. | Not excluded.
Influenza and influenza-like illness | Exclude until well. | Not excluded.
Measles | Exclude for four days after the onset of the rash. | 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 in the event of their vaccination status or until 14 days after the onset of the rash in the last case occurring in the facility.
## Time out

<table>
<thead>
<tr>
<th>Condition</th>
<th>Exclusion of case</th>
<th>Exclusion of contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Meningitis</strong> (bacterial)</td>
<td>Exclude until well and has received appropriate antibiotics.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td><strong>Meningitis</strong> (viral)</td>
<td>Exclude until well.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td><strong>Meningococcal infection</strong></td>
<td>Exclude until appropriate treatment has been completed.</td>
<td>Not excluded. Contact a public health unit for specialist advice about antibiotics and/or vaccination for people who were in the same room as the case.</td>
</tr>
<tr>
<td><strong>Molluscum contagiosum</strong></td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td><strong>Mumps</strong></td>
<td>Exclude for nine days after onset of swelling.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td><strong>Norovirus</strong></td>
<td>Exclude until they have not had any diarrhoea or vomiting for 48 hours.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td><strong>Parvovirus (erythema infectiosum, fifth disease, slapped cheek syndrome)</strong></td>
<td>Exclusion not necessary.</td>
<td>Not excluded [pregnancy women should consult their medical practitioners].</td>
</tr>
<tr>
<td><strong>Pertussis</strong> (whooping cough)</td>
<td>Exclude until five days after starting appropriate antibiotic treatment, or for 21 days from onset of coughing.</td>
<td>Contact a public health unit for specialist advice about excluding unvaccinated and incompletely vaccinated contacts.</td>
</tr>
<tr>
<td><strong>Polio</strong></td>
<td>Exclude for at least 14 days from onset of symptoms and case has recovered. Written medical clearance from doctor or public health unit is required to return to child care/school, confirming child is not infectious.</td>
<td>Not excluded unless considered necessary by public health unit.</td>
</tr>
<tr>
<td><strong>Ringworm, tinea, scabies</strong></td>
<td>Exclude until the day after appropriate treatment has commenced.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td><strong>Roseola</strong></td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td><strong>Rubella (German measles)</strong></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><strong>School sores (impetigo)</strong></td>
<td>Exclude case until has received appropriate antibiotics for at least 24 hours. Sores are not contagious if covered, or the child has taken antibiotics for 24 hours. Wearing or279 typed sores on exposed areas should always be covered with a waterproof dressing until at least 24 hours post antibiotics commenced and for as long as practical.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td><strong>Shigellosis</strong></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><strong>Streptococcal sore throat (including scarlet fever)</strong></td>
<td>Exclude until well and has received antibiotic treatment for at least 24 hours.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td><strong>Thrush (candidiasis)</strong></td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td><strong>Tuberculosis (TB)</strong></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><strong>Typhoid, paratyphoid</strong></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><strong>Whooping cough – see pertussis</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Worms</strong></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 non-persistent 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 diagnosed with these conditions.
4. Appropriate antibiotic treatment: the definition will vary between diseases. If concerned, contact your local public health unit.
5. Observing the exclusion period meets the intent of the Public Health Act 2001 for a person to be not infectious.

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For further information contact your nearest public health unit at http://www.health.qld.gov.au/cdcg/contacts.asp

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For additional information please refer to the National Health and Medical Research Council publication 5th Edition – Staying Healthy — Preventing Infectious Diseases in Early Childhood and Educational Care Services
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 and caregivers 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 carnival and Twilight Markets.
3. Nett receipts from functions organised at or by the school.
4. Any surplus revenue from the activities of the school Tuckshop / Uniform Shop

**P & C Building Fund**

The P & C Association has a tax deductible Building Fund. Funds collected and managed through the Building Fund made it possible to construct Grayson Hall.
SCHOOL COUNCIL
A School Council was formed at Albany Creek State 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 Association are automatically appointed to the School Council.)
ROAD SAFETY PRECAUTIONS
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:

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

SUPERVISED SCHOOL CROSSINGS
A supervised pedestrian crossing operates in Old Northern Road near McDonalds. Teachers supervise students crossing at the lights at the front of the school across the service road and over Albany Creek Road. Parents and caregivers are asked to encourage children to use these crossings and to set a good example themselves by obeying the supervisors' rules whenever they use the crossings.

Procedures at a Supervised Crossing
At a supervised pedestrian 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
Children riding bicycles should wear helmets as per law.

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 & 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 expressed approval or talking to strangers.
PARKING & TRAFFIC

Difficulties can arise with traffic congestion on the access road at the front of the school. Limited parking is available in this service road adjacent to Albany Creek Road outside the Prep precinct.

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

By law parking in front of the Prep precinct 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 through traffic.

There is a clearly marked Bus Zone in the service road adjacent to Albany Creek Road. Parking, or stopping for drop off or pick up of students, in this area is not permitted at any time by law.

Parking is available along Albany Creek Road or in Willow Street behind the school. Additionally, residents who live in the area can walk to school and enter via a number of entrances including one on the eastern side of the school oval.

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 staff parking area near the main entrance to the school. The school entrance driveway is not an appropriate area to drop children off unless there are extenuating circumstances and parking in this area is not permitted.
3. Parking in the bus zone.
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.
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 counterproductive to solving problems.