



Excellence – Positivity – Community  
We are all learning and achieving

## Parent Information Booklet 2021



# Welcome to Crestmead State School!

Dear  
Parents/Caregivers

I am delighted to welcome you and your family to Crestmead State School. We are very proud of our school.

At Crestmead State School, we work in partnership with parents, carers and family members to teach and help every child, every day to be their best. Research has found that parental involvement in learning, particularly your aspirations for your child's learning, has an above average effect on student learning progress. (Hattie, 2010).

We have high expectations in all aspects of uniform, behaviour and academic progression. We believe in fair, firm and consistent discipline that ensures that the teaching and learning process is not compromised. In return, we ask that students identify themselves by their uniform and positive behaviour as proud students of Crestmead State School. Our school vision is:

***Excellence ~ Positivity ~ Community  
We are all learning and achieving***

The school was established in 1984 and continues to be one of the largest primary schools in Queensland with a population of over 1350 students. Around 36 different cultural groups are currently represented at the school.

All classrooms are air-conditioned and have interactive whiteboards/data projectors. The school has a hall, fully equipped with multimedia, providing the school with a magnificent venue for assemblies, performances and events. With an ever growing increase in student numbers, the school received a double story building, 'The Crestmead Contempo', with 8 full-size classrooms, a kitchen and number of other learning spaces including a space for art lessons with our art teacher.

May the time you are involved at our school be rewarding for both you and your child/ren.

Michael Ward  
Principal

*Jingeri!*



*Talitali fiefia!*



*Tālofa!*



*Kia ora koutou!*



živjo aloha guten tag szia bok xin chào salem  
zdravstvujte čau labdien ciao sour seley zhravei  
oi salaam alekum' hei namaste yia sou marhaban  
pryvit 你好 malo hello tja sekeh hej marhaban  
kajico laba diena holo cześć hej barev  
hola ya'al'eem salut buna ziua おはよう shalom



# School Directory

Principal:	Mr Michael Ward
Deputy Principals:	Mrs Robyn Nicholson Mr John Tucker Ms Fiona Swadling Mr Fred Volschenk Mr Brett Bremner
Head of Curriculum:	Miss Kristie Gibson
Business Manager:	Mrs Lee-Anne Hobson
Administration Officers:	Mrs Deb Brown Mrs Sharon Leary Ms Daniela Correa Mrs Irene Witham Mrs Heather Zima
School Council Chairperson:	Ms Kristie Gibson
School Council Parent Reps:	Mrs Ammie Pinder Mr Adam Wiencke
P&C President:	Ms Nicola Threader

Address:	27 - 61 Augusta Street, Crestmead 4132	
Postal Address:	PO Box 1538, Browns Plains 4118	
Phone:	Primary School	3826 0222
	Tuckshop	3826 0238
	Before/After School Care	3805 4964
	Student Absence Line	3826 0260
Website:	<a href="http://www.crestmeads.eq.edu.au">www.crestmeads.eq.edu.au</a>	
Email:	<a href="mailto:info@crestmeads.eq.edu.au">info@crestmeads.eq.edu.au</a>	

# 2021 School Dates

## Semester One:

### **Term 1**

Australia Day public holiday

Tuesday, 26 January

Term 1 begins

Wednesday, 27 January

Term 1 finishes

Thursday, 1 April

### **Term 2**

Term 2 begins

Monday, 19 April

ANZAC Day public holiday

Monday, 26 April

Labour Day public holiday

Monday, 3 May

Term 2 finishes

Friday, 25 June

## Semester Two:

### **Term 3**

Term 3 begins

Monday, 12 July

EKKA public holiday

Monday, 9 August

Pupil Free Day

Friday, 3 September

Term 3 finishes

Friday, 17 September

### **Term 4**

Queen's Birthday public holiday

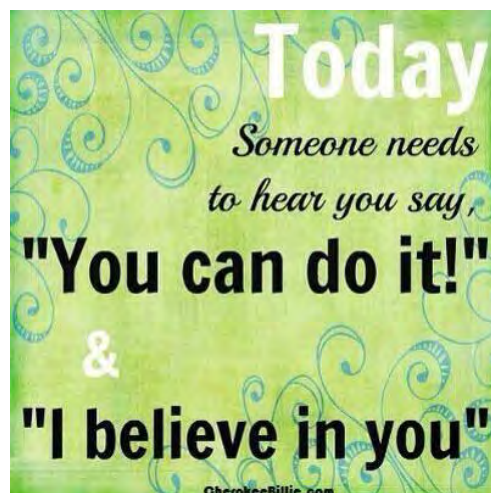
Monday, 4 October

Term 4 begins

Tuesday, 5 October

Term 4 finishes

Friday, 10 December



# School Daily Program

8.45am	Bell to line up
8.50am	Classes commence
8.50am – 11.00am	First session (Fruit break/Brain snack at 10.00am)
11.00am – 11.25am	First break play
11.25am – 11.40am	First break eating
11.40am – 1.20pm	Second session
1.20pm – 1.45pm	Second break play
1.45pm – 2.00pm	Second break eating
2.00pm – 3.00pm	Third session

## Is your child/ren on time for school?

He/ She is only missing just....	That equals....	Which is.....	and over 13 years of schooling that's...
10 minutes per day	50 minutes per week	Nearly 1.5 weeks per year	Nearly <u>Half a year</u>
20 minutes per day	1 hour 40 mins per week	Over 2.5 Weeks per year	Nearly <u>1 year</u>
Half an hour per day	Half a day per week	4 Weeks per Year	Nearly <u>1 and a Half years</u>
1 hour per day	1 day per week	8 Weeks per year	Over <u>2 and a Half years</u>

# School Campus

Crestmead State School offers a range of educational programs to support a diverse student population. Our campus consists of:

- Primary School (Prep – Year 6) delivering the Australian Curriculum – English, Maths, Science, Humanities and Social Sciences (HASS) and the core Queensland curriculum in The Arts (Music, Visual Art, Drama, Dance), Health and Physical Education, and LOTE (Spanish). Opportunities available for students to participate in Instrumental Music, 1-1 Laptop classes, Interschool sporting activities.
- Learning Partnerships Team (LPT) provides specialised support for the diverse learning needs of children from developmental delays resulting from a range of disabilities and disorders through to gifted and talented.
- Guidance officer provides support students experiencing a range of difficulties and is able to assess specific learning difficulties/disabilities.
- Chaplain extends friendship and pastoral care to students and their families.
- Early Learning Club is available for children from birth to Prep and their parents. This play program occurs two morning per week. There is no cost.
- Sporting Precinct includes two ovals, a cricket pitch, long jump pit (with run-up track), covered basketball/multipurpose courts, and multiple outdoor play equipment. Skipping Club occurs at playtime and after school.
- Multipurpose Facility/Hall is used for a variety of functions including weekly assembly, musical performances, and celebration events. This facility/hall is also available for hire.
- E-Learning Facility includes the library, science labs, green room, kitchen and computer lab.

# General Information

## **Absences/Attendance**

Every Day Counts. Education is the key to life and so we value learning for every child. Your child is required by law to attend school unless ill or for exceptional circumstances. Attendance is

- Encouraged and supported
- Monitored
- Reported

The safety and wellbeing of students are the highest priority for the Department of Education. Crestmead State School parents need to know if their child hasn't turned up for school and school needs to know when and why a child is absent.

From the beginning of 2017, state schools are required to notify parents on the same day that any student is absent from school without explanation. All absences must be reported to the school by phone (leaving a message on the absence line – 3826 0260) or alternatively through Q-Parent. If a student absence notification is not received by 9.30am, an SMS will be sent to the parent.

In the circumstance where a student is (or will be) absent for more than 10 consecutive school days, an Absence Exemption form needs to be completed. Please contact the office for further information.

Children are expected to be involved in all school activities including swimming and other physical education lessons. An explanation is required if your child is unable to participate in lessons because of medical or extenuating circumstances.

Attendance at special events on the school calendar, such as sporting carnivals and music performances, is expected unless ill health or extenuating reasons exist.

## **Banking**

The Commonwealth Bank is committed to the education of young Australians and through student banking teaches children how to develop good saving habits at an early age. Student banking also assists schools to raise extra funds for school initiatives through its commission system.

The Commonwealth Bank Application packages are available from the school office. Student banking occurs each Friday. Bank books are dropped into the office before school for processing and returned to the children via the class teacher.

Our school is linked directly to the Commonwealth Bank and deposits are entered on the school computer and downloaded directly to the child's account.

## Before and After School Care

Amaze Active run the on-site 'Before and After School Care' program.

The Before School Care program operates Monday to Friday from 6.30am to 8.45am. All children are provided with a breakfast of cereal, toast and juice or milk. After School Care program is provided Monday to Friday during normal school term between the hours of 3.00pm and 6.00pm. Vacation Care operates each holiday from the centre.

For more information contact:

AMAZE Active	5530 3122 (Office hours)
Before/After School Care	3805 4964 (6.30-8.45am and 3.00-6.00pm)

## Before School Expectations

There are no teachers on duty prior to 8.45am.

Children arriving at school before 8.15am will be sent to the office and parents phoned and advised that their child is not to be on the school grounds before 8.15am. This is for safety reasons.

All children arriving between 8.15am and 8.40am are required to:

- **without a parent present** - sit quietly outside their classroom area (and prepare for class).
- **with a parent present** – sit quietly with parent, usually outside the classroom.

An exception to this is when children need to attend school timetabled activities, such as choir.

**All playground equipment is out of bounds before school, even with a parent present.**



## Behaviour

Crestmead State School uses Positive Behaviour for Learning (PBL) principles when dealing with positive and negative behaviour.

*Statement of purpose:* Crestmead State School is committed to providing a safe, respectful and disciplined learning environment for students and staff, where students have opportunities to engage in quality learning experiences, acquire values supportive of their lifelong wellbeing, and achieve quality educational outcomes.



*School vision:* The school's vision is

***Excellence ~ Positivity ~ Community  
We are all learning and achieving***

*School Rules:*

- **Be a Learner**
- **Be Co-operative**
- **Be Respectful**
- **Be Safe**



*The Code of School Behaviour*

The following rights underpin the Crestmead State School Code of Behaviour:

- The right of all students to learn
- The right of all teachers to teach
- The right of all to be safe

All members of school communities are expected to:

- Conduct themselves in a lawful, ethical, safe and responsible manner that recognizes and respects the rights of others

Students are expected to:

- Participate actively in the school's education program
- Take responsibility for their own behaviour and learning
- Demonstrate respect for themselves, other members of the school community and the school environment
- Behave in a manner that respects the rights of others, including the right to learn
- Co-operate with staff and others in authority

Parents/carers are expected to:

- Show an active interest in their child's schooling and progress
- Co-operate with the school to achieve the best outcomes for their child
- Support school staff in maintaining a safe, respectful learning environment for all students
- Initiate and maintain constructive communication and relationships with school staff regarding their child's learning, wellbeing and behaviour
- Contribute positively to behaviour support plans that concern their child

Schools are expected to:

- Provide safe and supportive learning environments
- Provide inclusive and engaging curriculum and teaching
- Initiate and maintain constructive communication and relationships with students and parents/carers
- Promote the skills of responsible self-management



Upon enrolment, all parties are expected to sign an Enrolment Agreement, including students (where appropriate), parents/carers and Principal/delegate. This agreement will require all parties to abide by the **Crestmead State School Code of School Behaviour** as implemented through the school's **Responsible Behaviour Plan** and other endorsed conditions stipulated by the school.

## **Bicycles, Skateboards and Scooters**

It is compulsory for children who ride a bicycle to wear an approved safety helmet. Please ensure your children wear their helmet.

Bicycles, skateboards and scooters are brought to school at children's own risk. These must not be ridden in the school grounds. Children who use their bicycles, skateboards and scooters inappropriately at school may have them confiscated.

Bikes are to be stored and padlocked at the owner's risk in the bike cage located within the school grounds.

The bike cage area is out of bounds during school hours for all children. Children may store helmets in the classroom for safekeeping.

## **Books and Stationery**

All year levels are given a booklist in Term 4 each year or on enrolment.

Student stationery can be ordered online from Winc. Alternatively, stationery can be purchased through normal retail outlets. The booklist link is available from the school website. Alternatively, a paper copy can be obtained from the school office.

## **Breakfast Club**

A free Breakfast Club operates 5 days a week from 8.15am-8.30am near the Tuckshop area. Please contact the Chaplain if you are available to help with the Breakfast Club.

## **Bullying, Cyberbullying and Harassment**

Bullying is not accepted at Crestmead State School. Bullying refers to deliberately hurtful behaviour, repeated over a period of time, where it is difficult for those being bullied, to defend themselves.

If you have any concerns re bullying, cyberbullying and harassment, please contact/discuss with the Class Teacher or a Deputy Principal.

## **Buses**

This school is serviced with two bus runs by Clark's/Logan City Bus Services. The school 'stop' for all services is adjacent to the Prep gate in Augusta Street. Any enquiries about travelling by bus to school should be directed to the TransLink Info Line on 13 12 30.



Buses from the following Day Care Centres deliver and collect children from our school:

- Goodstart Early Learning Centres
- Waterford Kindy Corner
- Marsden Kindergarten and Child Care Centre
- Waterford Childcare and Education Centre
- Footsteps
- World of Learning – Waterford West
- Crestmead Early Education Centre

## Camps

Students in Year 4 and Year 6 go on camp in 2021. This is a very exciting time and is one of the highlights of the year. Participants in the camp have the opportunity to be involved in a variety of activities that are both enjoyable and challenging. The activities are designed to encourage the development of self-esteem, leadership skills, tolerance/acceptance, trust and co-operation. All information, including costs, permission and medical forms are given to children well in advance prior to camp.

## Car Parking

Parents/carers are not permitted to drive or park in the school grounds except for:

- Those with written permission from the Principal
- To deliver or collect a student with a disability from the school; a disability sticker should be on display in the vehicle
- A parent with a disability attending a school meeting/appointment; a disability sticker must be on display in the vehicle

Parent parking is available in the council car park in Trulson Drive, Augusta Street and the council car park beside the Prep precinct off Augusta Street. For safety reasons, the staff car parks are out of bounds to all students.

### 'Stop, Drop and Go' Zone:

Parents/carers are permitted to stop for a **maximum of two (2) minutes in the 'Stop, Drop and Go' zone** at the front of the school. Parents/carers should not leave their vehicles whilst stopped in this area. Please note that there are parts of the 'Stop, Drop and Go' zone where no parking is permitted. These are marked with a yellow line near the gutter or indicated as a bus zone.

## Chaplain

A School Chaplain is based at our school and supports children and families from our school community. Parents who wish to make an appointment can contact the school office to provide their name, the child's name/class and phone number. The Chaplain will then contact you by phone.

The Chaplain provides the following support:

- Extends friendship and pastoral care to students and their families
- Listens and supports when life becomes unsettled
- Participates in school events such as sports days, camps
- Assists children with transitions in life
- Supports with spiritual inquiries
- Helps run programs to support the wellbeing of children at the school

## Collection of Money

Payment methods include:

### Paying by B-Point:

- Follow the instructions on the bottom of your tax invoice and this payment will be made directly to the school

### Paying in Person:

- Payment can be made at the school office between daily from 8:15am to 9:30am
- Credit Card and Debit Cards (EFTPOS) only

### Q-Parent Account:

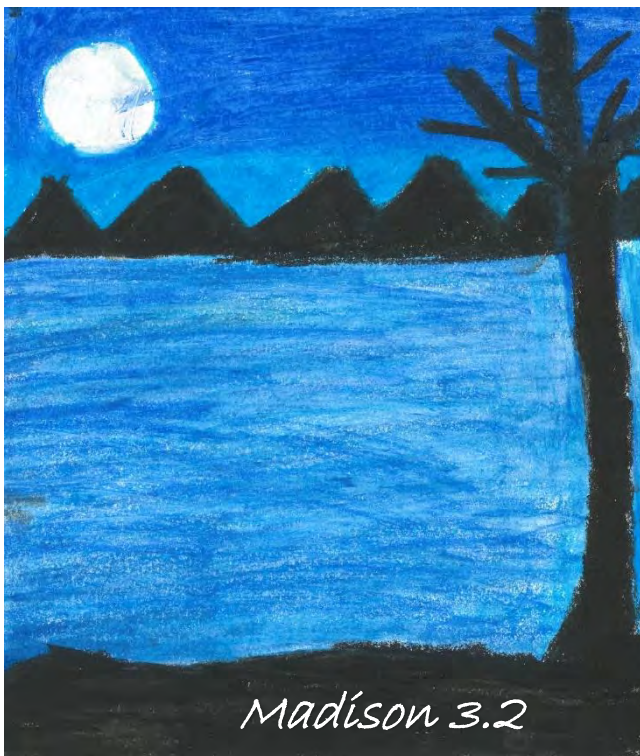
- Log onto your Q-parent account and follow prompts (If you do not have a Q-Parent account, please contact the office to arrange)

In the 'reference area' please type in your child's EQ ID number and what you are paying for, e.g. 1123456789R Camp. EQ ID number can be found on invoices or alternatively you can request this through the office staff.

### Refund/Credit of monies:

Crestmead State School has a refund policy. All refunds (full or part) will be reimbursed to your child's school account. Any refund is the responsibility of the parent. The parent is required to complete the refund form available at the school office within one month after the event and be approved by the Class Teacher, Business Services Manager, and Principal. No refund will be granted outside this time frame.

Please be aware that the bus component of any excursion or camp is not refundable.



## Communication

Communication between home and school occurs through:

- School website
- Learning conference with parent and child
- Report cards (end of each semester)
- Interviews sought by parents and/or teacher
- Informal conversations – in person, by telephone
- School newsletter
- SMS messages
- Facebook
- QParent
- Year level brochure (each term)

## Complaints Management

Our staff are committed to working with parents as partners in your child's learning. If you have any concerns, in the first instance please contact the Class Teacher. If you are still concerned please make an appointment with a Deputy Principal. Concerns must be shared in a respectful and courteous manner with appropriate language. Interviews will be terminated immediately and appropriate Education Queensland processes implemented should unacceptable behaviour occur. Complaints made against employees are managed in accordance with procedural rules of Education Queensland's Ethical Standards Unit for referral and investigation.

Parents should not deal with issues that arise at school by approaching other parents or children about the issue. To do so may disturb the order and management of the school and could result in the Principal issuing a direction authorised under the Education (General Provisions) Act 2006.

## Dogs

Dogs are not permitted on the school grounds.

## Dress Code and School Uniform

Student presentation builds esteem and belonging as equals. Crestmead State School has a dress code. All children are expected to adhere to the dress code. Parents/carers are advised of this requirement when committing to the school's Enrolment Agreement. Support and assistance is offered and provided by the school and P&C to families where appropriate. All matters are dealt with confidentially.

Parents are responsible for ensuring that their child/ren comply with the dress code before they leave for school each day. The dress code has been approved by the P&C Association.





The dress code involves maintaining appropriate dress standards and includes **wearing the school uniform at all times**. This includes when:

- Attending or representing the school
- Travelling to and from school
- Engaging in school activities out of school hours

Student dress codes provide clothing that aims to contribute to a safe and supportive teaching and learning environment through:

- Ready identification of students and non-students at school
- Fostering a sense of belonging
- Developing mutual respect among students by minimizing visible evidence of economic or social differences

The school uniform includes:

<p>Prep Uniform</p>		<ul style="list-style-type: none"> <li>• Royal blue polo shirt with white collar, school embroidered name and logo</li> <li>• Royal blue shorts, skirt or skort</li> <li>• White socks</li> <li>• Black or white covered shoes (no coloured laces)</li> </ul>
<p>Girl's Uniform</p>		<ul style="list-style-type: none"> <li>• Royal blue polo shirt with blue collar, school embroidered name and logo</li> <li>• Royal blue shorts, skirt or skort</li> <li>• White socks</li> <li>• Black or white covered shoes (no coloured laces)</li> </ul>
<p>Boy's Uniform</p>		<ul style="list-style-type: none"> <li>• Royal blue polo shirt with blue collar, school embroidered name and logo</li> <li>• Royal blue shorts</li> <li>• White socks</li> <li>• Black or white covered shoes (no coloured laces)</li> </ul>
<p>Year 6's Uniform</p>		<ul style="list-style-type: none"> <li>• Year 6 shirt or royal blue polo shirt with blue collar, school embroidered name and logo</li> <li>• As per girl's and boy's uniform</li> </ul>

Excursions:

Students are required to wear school uniform when on an excursion for health and safety reasons unless the venue stipulates an alternative safety dress code, e.g. a rainforest excursion may require arms and legs to be covered, school camp.

## Standards:

All students are expected to adhere to the following standards.

### *Sun Safe Policy*

- Crestmead has a 'No hat, no play in the sun' policy, which is enforced by all staff on playground duty. A blue bucket hat or blue wide brim hat is required if children are going to be outside playing or working. No sun visors or caps are allowed as they do not provide adequate sun protection.
- Headwear promoting alcohol or cigarettes is not permitted as it does not meet school dress code standards.
- Singlets/sleeveless shirts are not permitted as they do not provide adequate sun protection.
- Sunglasses are acceptable for outdoor activities. The school takes no responsibility for loss or damage.

### *Personal Appearance*

Just as standards of conduct are considered important, so are standards of personal neatness, tidiness and grooming. Health and safety are also issues considered. Hair should always be clean, neat and tidy, and preferably tied back. All aspects of personal hygiene should receive appropriate attention. The following are deemed unacceptable:

- Tattoos
- Make up
- Nail polish/lacquer and false nails
- Hair colours must be natural. Exemptions are made for Sports Day or special fund-raising events when children are permitted to use washable, non-permanent colours
- Dreadlocks
- Multiple or extreme hair adornments or cuts/styles (including but not limited to dreadlocks, rats tails, tracks and mohawks)
- Wristbands
- Clothing that promotes alcohol, cigarettes or inappropriate language
- Non-uniform accessories

### *Jewellery*

Jewellery other than a wristwatch should not be worn. Exceptions to this are when a child:

- Has pierced ears – only small discreet sleepers or studs may be worn (maximum of two piercings per ear)
- Wears a religious necklet or a culturally significant item – children must have a supporting letter from home. There is an expectation that the item will be mainly, if not completely, covered by the uniform.
- Wears a medical alert bracelet
- Prescription glasses

Rings, necklaces, eyebrow/nose/tongue/belly studs are not to be worn and this applies to boys and girls.

## *Multicultural Days/Free Dress Days/Any Occasion when School Uniform is not worn*

Any clothing is considered inappropriate attire for school at any time if it:

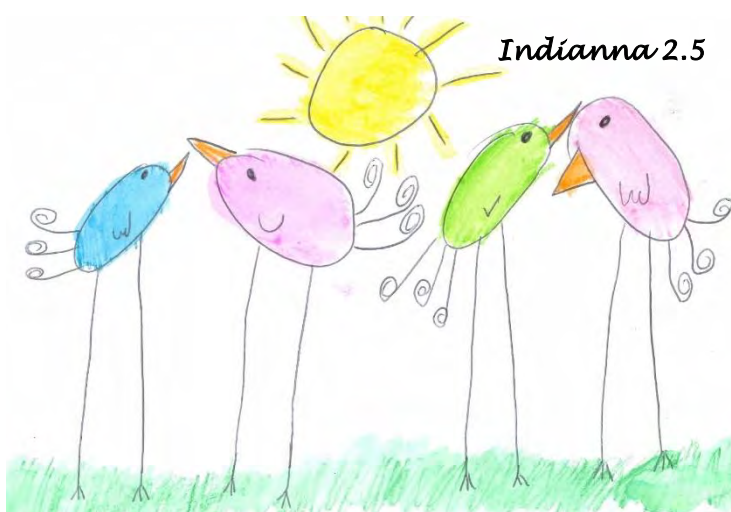
- Promotes or glorifies violence or any acts of aggression
- Features inappropriate writing/language/illustrations
- Shows excessive skin (e.g. crop tops)

### Infringement of School Dress Code:

- Students will not be permitted to represent the school in any official capacity if they are not in the relevant school uniform:
  - Music and instrumental concerts and performances – music uniform
  - Leadership – school uniform, including embroidered school name on the shirt collar
  - Sporting – school uniform or team uniform where specified
- Students will not be permitted to participate in essential school education programs where their dress would pose a safety risk. In this instances, students will participate in alternative education activities provided by the school.
- Students not wearing the school uniform may be sent to the relevant member of the Leadership Team.
- Students not complying with other aspects of the dress code will be asked to rectify this by a teaching staff member and/or Leadership Team at the time, e.g. remove dangly earrings/nose studs and put them in their school bag until the end of the school day, when they are to take them home. Please note: The school will take no responsibility for these items.
- Parents who send their child to school wearing clothes and/or presented in a manner contrary to the school dress code may be telephoned and requested to collect their child or bring a change of appropriate clothing and/or assist their child to comply with the school dress code.
- If parents cannot be contacted or are unable to provide appropriate clothing, students will be given clean, secondhand change into appropriate items from a bank of clothing held at the school. Students will need to change out of these clothes at the end of the school day.
- Students may be removed from play to attend a supervised 'Thinking Room' for not complying with the school dress code. This would be during break time.

### **EATSIPS (Embedding Aboriginal and Torres Strait Islander Perspectives in Schools)**

Crestmead State School has an EATSIPS committee with parent and staff representatives. This committee is involved in incorporating Aboriginal and Torres Strait Islander perspectives in our school. Events such as NAIDOC are organised by this committee and supported by the CEC (Theresa Harrison). The EATSIPs committee meets once or twice per term.





## **Emergency Record**

Emergency contact numbers are critical for each child in case of accident, serious illness or custody orders. To ensure that this record is kept up to date, it is essential that parents/carers notify the school immediately of any changes to:

- Home and work address and phone numbers
- Emergency contacts, names and telephone numbers of persons NOT living with you who have your permission to collect your child
- Serious illnesses, allergies, disabilities, etc
- Legal access to children who have custody arrangements

## **English as an Additional Language/Dialect (EAL/D) Teacher**

An EAL/D teacher supports children who have recently immigrated to Australia and need support in communicating in standard English as well as those who identify as Aboriginal or Torres Strait Islander.

## **Enrolment Management Plan**

Crestmead State School recognizes as its prime obligation, the provision of access to an appropriate educational service for students whose principal place of residence is within the school's catchment area. A school's local catchment area is the geographical area from which the school is to have its core intake of students. A catchment map defines the catchment area for Crestmead State School. This can be viewed online at [www.qgso.qld.gov.au/maps/edmap](http://www.qgso.qld.gov.au/maps/edmap).

Parents or legal guardians who wish to enroll their child at the school will need to demonstrate that the student's principal place of residence is within the catchment area. Current proof of residency at the address indicated can be provided by way of one each of the following:

- One primary source – a current lease agreement, driver's licence, or unconditional sale agreement
- One secondary source – a utility bill (e.g. electricity) or rates notice showing this same address and parent/carer's name

Applicants should note that a false statement/assertion about the student's principal place of residence may amount to an offence and may be reported to police. The school Principal may repeal a decision to enroll a student in such circumstances.

### **Other students outside the catchment area deemed to be eligible for enrolment:**

The following groups of students will be deemed as eligible for enrolment, even though they may reside outside the school's catchment area:

- Children who are subject to child protection orders that grant guardianship or custody to the Chief Executive Officer of the Department of Communities, Child Safety and Disability Services
- Siblings of current students at the school
- Students whose parent or legal guardian is employed by the school

- Students who live outside the catchment area and are verified with a disability can enroll in the school to attend the specialised disability program if it is the closest program to their home and meets their individualised needs
- Students who have been excluded from a school other than this school, dependent upon the conditions related to the exclusion, as determined by the Regional Director

Enrolment of students from outside the local catchment area will be managed to ensure that the total current and forecast enrolments do not exceed the school's current capacity and, where applicable, will ensure there is an even spread of students across year levels or class groupings.

Students from outside the school's catchment area applying for enrolment at the school are placed on a waiting list in order of receipt of application.

## **Evacuation and Lockdown Drills**

In order to ensure the safety of students, staff and visitors, evacuation and lockdown drills are practiced on a regular basis.

## **Excursions**

All year levels will participate in at least one external excursion each year as part of their curriculum studies. Students are required to wear school uniform when on an excursion for health and safety reasons unless the venue stipulates an alternative safety dress code. Excursion information, including permission and costs, will be provided to parents/carers well in advance.

## **Fees and Charges**

A contribution of \$40.00 per family per year is sought from families. This payment is a voluntary payment which helps cover the educational needs of students.

This contribution is used to supplement the cost of:

- Reprographics (other than photocopies of workbooks)
- Arts and craft supplies
- Cooking materials
- Technology consumables

The following may occur during the school year and parents/carers will be notified costs and details:

- School excursions
- Transport to and from sporting events
- Transport to and from swimming lessons
- Hire of musical instruments
- School camps
- Sporting and artistic programs that extend beyond the core curriculum, e.g. District, Regional, State and National Sporting Carnivals, Musical Showcases, Eisteddfod, Wakakirri, Optiminds, Maths Team Challenge
- Specialised programs that fall outside that standard curriculum, e.g. additional instrumental instruction

- Swimming levies
- Educational services purchased from a provider other than the school where the student is enrolled, e.g. Arts Council, Life Education
- Laptops for students in the 1-1 Laptop classes
- Year 6 Graduation events

Payment methods include:

Paying by B-Point:

- Follow the instructions on the bottom of your tax invoice and this payment will be made directly to the school

Paying in Person:

- Payment can be made at the school office between daily from 8:15am to 9:30am
- Credit Card and Debit Cards (EFTPOS)

Q-Parent Account:

- Log onto your Q-parent account and follow prompts (If you do not have a Q-Parent account, please contact the office to arrange)

In the 'reference area' please type in your child's EQ ID number and what you are paying for, e.g. 1123456789R Camp. EQ ID number can be found on invoices or alternatively you can request this through the office staff.

**First Aid**

First Aid is administrated by trained staff on site for injury and illness that occurs during the school day. If in the event of a serious accident/illness, an ambulance will be called to have the child treated and if required, taken to hospital to ensure the fastest possible medical attention. Every effort will then be made to contact parents/carers using emergency contact numbers.

**Food Allergies**

Peanuts are the leading (but not only) cause of serious allergic reactions (known as anaphylaxis). Peanut allergy alone has doubled over a five year period and it is the most common cause of severe food related allergic reactions and death in children. Peanut allergy is seen in approximately 1 in 50 children.

Nut products are not banned at our school, and we do not claim to be a 'peanut/nut free' school, as this is impossible to guarantee and may lead to a false sense of security about exposure to allergens.

It is possible as a supportive community to reduce or minimize students' exposure to potentially harmful foods. As a school, we therefore encourage:

- Washing hands after eating
- Not sharing food, utensils or containers

- Students informing a teacher if they have nut products, so they do not sit too close to students with allergies
- Consideration by parents/carers when choosing foods for lunches

## **Grounds Policy**

Queensland Government schools are not public property. They must not be entered outside of school hours (8am – 3.30pm) without the express written permission of the Principal.

## **Head Lice**

The school is obliged to invoke Queensland Health Department's Public Health Guidelines with regards to infection control. This may include containment by students not attending school during the infectious period determined by Queensland Health. Advice will be sent home to parents/carers where an infection of communicable nature is detected. Detection and treatment of head lice is the responsibility of families. Our school supports families in that role in a number of ways. These include:

- An information sheet
- Recommending that children tie back long hair to reduce the chance of transmission
- Keeping families informed. When we are notified that there is head lice in your child's class, you will receive an alert notice
- Providing information through our school newsletter

### **What happens if your child gets head lice?**

- DON'T PANIC – anyone can get head lice and help is available
- Begin treatment immediately and check for effectiveness
- Send your child back to school as soon as effective treatment has commenced. Your child is not a risk to others as long as treatment has begun.
- Let your child's class teacher know that your child has head lice. It is most likely that others in the class also have head lice. We can then advise all families to check every 2 days (and treat if head lice are found). This decreases the chance of your child getting head lice again.

## **Homework Policy**

Homework is considered an integral part of each classroom's program. The extent of what is offered and the minimum time taken varies across the grades but complements work being undertaken in the classroom. Most class teachers offer a weekly homework program stipulating a breakdown of what is expected for each day.

We ask you to take an interest in and support the homework policy of your child's class and encourage your children to develop the necessary home study skills. Unless a student has been officially withdrawn from homework the following guidelines will apply.

Prep – Year 1: Parents are asked to read to and listen to their child read every night and help them learn their sight words, verbal practice of number concepts e.g. counting forward and back, counting on, practicing the language of maths – e.g. before, after, few, many, altogether.

Year 2: Parents are asked to listen to their child read every night and help them learn to read and spell their sight words, practicing number concepts e.g. working with numbers to 100 and more.

Year 3 – Year 6: Written practice based on learning from the classroom

## **Information Technology**

Crestmead State School is committed to the pursuit of excellence in Learning and Teaching through the promotion and integration of learning technology into education programs.

A Code of Practice operates within the school to ensure acceptable use of the computers and network systems. With this comes responsibility and the necessity to teach children the Code of Ethics associated with using expensive equipment and accessing the internet. 'Cyber-safe' practices are also promoted and practiced.

Children will not be allowed access to the school's technology facilities without parental consent.

## **Instrumental Music**

The Instrument Music Program is available for students from Year 3-6 (Woodwind, Brass and Percussion) and for String students from Year 2-6. There is early entry into the Instrumental Music Program as the school recognizes the value in music education. The Year 2 String Immersion allows all year two students to participate in the program for a term, and then students are selected to continue with the program for second semester. When students are able, they will be placed into an ensemble to rehearse and perform in as well as receiving group instrumental lessons each week. Students are encouraged to participate in one of five vocal ensembles at the school which cater for students from Prep to Year Six.

## **Insurance**

The Department of Education and Training does not carry personal insurance cover for students. This means we do not carry policies against accident or injury to children (including sporting injury) or for loss or damage to property. This is a parental responsibility. However, public liability may apply in some cases. Any claims must be directed to Education Queensland.

## **Leaving Early**

Our school places a high value on teaching/learning and we seek to minimise any interruptions to classrooms. The Principal retains the right under the Education (General Provisions) Act to limit access to students during the hours of instruction. We actively discourage any children being collected before 3:00pm unless it is an emergency or circumstance explained and accepted by the Principal. Please note that children are only released from class between **2.45pm and 3.00pm** if it is an emergency situation. The process for collecting children during the school day is:

- The parent/caregiver must report to the school office with personal identification
- The office will contact the teacher
- The student will be sent to the office with their bag
- The parent will sign the child/ren out

**The teacher is not permitted to directly release a child from the classroom to any adult.**

If someone other than yourself is collecting your child their name must be on our emergency contact list. Should you arrange for someone else to collect your child/ren, it is essential that the office has prior notification in writing or by telephone and the person must present at the office with photo identification.

## **Library**

All children from Prep –Year 6 are able to borrow books from our E-Learning Centre for either two weeks (seniors) or one week (juniors). A library bag can be purchased from the school tuckshop for \$10.00. A protective bag is necessary for all children wishing to borrow. It is the **responsibility of parents** to replace or pay \$20.00 for any books that are lost or damaged whilst on loan.

Apart from class lessons, children may use the Learning Centre before school and at allocated lunch breaks.

## **Medical**

### **Individual Management Plans / Medication**

Students with complex medical conditions such as anaphylaxis, diabetes, heart conditions, etc must have an Individual Medical Management Plan approved by their doctor. This plan will include a photo of the child, important information such as parent contact details, doctor's numbers, medical requirements, triggers, and possible symptoms. The plan must be reviewed yearly and have parent approval and signature. Please contact the office if your child has a serious or complex medical condition.

### **Medication**

All medication required to be administered during school hours must:

- be in the original pharmaceutical container and labelled with the child's name
- be handed to the office by the parent/caregiver
- have a doctor's letter stating dosage and administering times (this includes panadol, aspirin, cough mixtures, vitamin tablets etc).
- have the 'authority to administer' form from the school office completed before any medication will be administered.

At all times medication will be kept in a secure place. **No medication is to be kept in school bags.**

### **Student Self-Administration and Assisted Administration of Medication**

There are some instances where students may self-administer medication or be assisted in administering medication. Instances may include:

- use of adrenaline auto-injector (e.g. EpiPen)
- monitoring blood sugar levels and the injection of insulin for diabetes
- inhaling medication such as "Ventolin" for asthma
- orally administering anti-convulsant medication for epilepsy
- orally administering enzyme replacements for cystic fibrosis

Students must be assessed by their medical practitioner and parents/caregivers and approved by the principal as capable of administering their own medication while participating in school activities.

### **Process for Negotiating Arrangements for Self-Administration of Medication**

- The parent/caregiver provides a written request, with guidelines and procedures from the medical practitioner, for the student to be responsible for administering their own medication.
- The principal considers if the student is capable of assuming this responsibility at school.
- If permission is granted, the student, parent/caregiver and the school agree on where medication is stored and where and how it is administered.

### **Mobile Phones**

If parents deem it necessary for a child to bring a mobile phone to school, the phone remains the responsibility of the child and must not be switched on during school hours. Mobile phones must not be used to take photos or send text messages while at school or involved in school related activities. To do so is in breach of the school's Responsible Behaviour Plan.

Mobile phones will be confiscated and parents requested to collect them from the school office if children choose not to comply with the school's expectations. The school takes no responsibility for any loss of, or damage to mobile phones.

### **Newsletter**

In 2021, the newsletter will be produced regularly during each term and sent out electronically.

### **Parents and Citizens Association (P&C)**

The P&C is an important group within the school and works with the school to deliver the best possible education for your children. The P&C meet in the staff room on the second Tuesday of the month at 3.20pm. Items for the agenda can be forwarded to the P&C President or placed in the P&C pigeonhole located in the school office by the Friday immediately preceding the monthly meeting. Monthly reports are given by the Principal to keep the parent community informed of current educational issues and happenings within the school. All parents are most welcome to attend.

The P&C coordinates fundraising programs throughout the year. Donations are always welcome and volunteer support always appreciated. P&C updates and activities are advertised through the school newsletter or email [pandc@crestmeadss.eq.edu.au](mailto:pandc@crestmeadss.eq.edu.au). Please check the school website [www.crestmeadss.eq.edu.au](http://www.crestmeadss.eq.edu.au) for further information.

### **Pasifika Culture Club**

Crestmead State School has a Pasifika Culture Club where students are invited to learn cultural dance performances with the Heilani Dance Group. Performances are then performed at various times throughout the year. Practices usually occur on Thursday afternoons after school.

## **Personal Information**

The Education (General Provisions) Act 2006 requires schools to keep confidentiality of student information unless certain permissions to release that information is given by the parent or legal guardian. The student enrolment forms used in schools are the first point of collection for personal information about students and their families. In most cases this information is provided by parents/guardians. These forms generally collect an extensive set of personal information including name, address, DOB and age, phone number, religious denomination, details of siblings, custody details, cultural background, languages spoken at home, internet access at home, medical/allergies and vaccination history, details of family medical practitioner, details of Medicare number, details of any required medication, distance from school to home, mode of transport to school, occupation of parents, place of business of parents, cultural background of parents, country of birth of parents.

You may be required to provide evidence of authenticity of identity and eligibility for enrolment. These forms may require evidence of birth certificates, passports or visas. This information may be collected as part of a face-to-face interview when the parent/guardian attends the school to enrol their child. In other cases enrolment forms are sent home to parents on request and are available via email or the Internet. Certain personal information such as student data, test results, academic progress and special needs and behaviour records may be obtained from former schools.

## **Photographs**

Student photographs form part of the enrolment information held in the school's OneSchool for roll marking identifying students with specific medical conditions requiring specific attention e.g. during first aid, office referrals, calls from parents, identifying students with medical conditions e.g. chronic asthma, anaphylaxis or heart conditions. Photographs are NOT made available to 3<sup>rd</sup> parties. The student Enrolment Form provides for parents/carers discretion to give permission to the school to use student photographs in school publications such as newsletters and the school website.

Further use of student photographs will NOT occur unless further permissions are sought and received from a student's guardian parent or carer. It is the responsibility of parents/caregivers to notify the school should circumstances change regarding the use of photographs.

## **Class Photos**

Each year a designated school photographer will take photographs of students in class sets and special interest groups. We seek your permission to provide them, in advance, with student's name so shoot cards can be prepared beforehand and children can be photographed as a part of their class.

## **School use**

From time to time photographs are taken of students at Crestmead State School. In most cases, their photographs are for indoor classroom use, but sometimes photographs may be used on display boards within the school e.g. at the office or the E-Learning Centre, in our school newsletters, school annual report, school pamphlets, for our Principal Awards or on the school Facebook page. Any identification of students will be by their first names and surname initial only with reference to permissions provided on the Enrolment Form.



## Media

Sometimes we take photographs of students when they are involved in special activities/events - either to publicise these important events or to recognise achievements. These photographs may be sent, with a covering article and students' names, to local or state newspapers for their consideration for inclusion in their publications. Sometimes too, the media will want to photograph or video students undertaking important school activities.

## Physical Education

Physical Education is a core component of the school curriculum. All children are required to participate, unless ill or other extenuating circumstances. In such cases a note must be supplied by the parent/carer.

## Playgroup –Early Learners Club

A Playgroup, Early Learners Club, (ELC) operates each Wednesday and Friday morning from 9.00am-11.00am for children from birth to Prep and for their parents/caregivers to meet other families in our community.

## Prep

Prep is a full-time specially designed educational program with a curriculum that is based on active learning, investigations and play.

### Who can go to Prep?

Birth Date*:	Eligible for Prep Year in:	Eligible for Year 1 in:
Child born 1 July 2015 to 30 June 2016	2021	2022
Child born 1 July 2016 to 30 June 2017	2022	2023
Child born 1 July 2017 to 30 June 2018	2023	2024

*\*Legal documentation showing the birth date must be provided before a child will be permitted to commence Prep.*

### Collection of Students from Prep during the School Day

Parents/carers who need to collect their Prep child early must report to the School Office first to sign their child out. The office will then notify the Prep teacher that you are on your way to collect your child from the classroom.

### Drop Off and Pick Up Before and After School

Parents/Caregivers are strongly urged to have their children dropped off and picked up from the Prep classroom by a responsible adult before and after school.

Please put in writing any arrangements that have been made for an older sibling (Year 4 and up) to collect a child from Prep. The sibling must collect the child directly from the Prep classroom.

Child Care providers will collect children from the Prep classroom or they will be walked to the bus collection area by a teacher/aide. Parents/Caregivers must provide up-to-date information on transport information.

## **Safety**

### **Parents visiting classes**

Parents are not permitted to go to the classrooms between 8.50am and 3.00pm. All visitors to the school must first report to the school office. If you wish to see your child's teacher please report to the school office or make arrangements with the class teacher outside of teaching hours.

### **School Captains**

Elections are held in Term 4 for the positions of School Captains and Vice Captains from children in Year 5 for the following year's positions. These children represent and speak on behalf of our school at various functions throughout the year.

### **School Crossings**

Crossing supervisors are on duty at the crossings on Augusta Street, Trulson Drive and Ironwood Street from 8.00am to 9.00am and 2.50pm to 3.20pm approximately.

Crossing Supervisors are employed by the Department of Transport in an attempt to lessen the danger your children face when crossing roads adjacent to our school. They undergo a training program, have specific routines to follow and are required to forward to their Department details of vehicles and pedestrians offending in the vicinity of the crossing. They play a vital role and deserve your understanding and cooperation.

The roundabout on the corner of Trulson Drive and Augusta Street is not an appropriate crossing area for children proceeding along Julie Street as it slows the traffic and puts children in danger. Please instruct children to cross with the supervisors at either the main crossing in front of the school (Augusta Street) or use the Trulson Drive supervisors.

### **School Parades**

Parades are held every fortnight on Monday mornings, alternating between junior and senior school. Principal Awards are given at these parades. In addition, we hold a number of school events and ceremonies, including the annual Easter bonnet parade and the ANZAC ceremony. Parents are most welcome to attend.

The Department of Education and Training has reminded Principals to ensure parents are fully informed of any religious content on such occasions and to offer options such as full withdrawal or non-participation in any religious component. These events and practices are long standing traditions at Crestmead and have been supported by the vast majority of the parent community. Consultations and feedback have been sought at times in the past and parents are always welcome to discuss these with the leadership team.

## **Easter bonnet parade**

This event is for students in Prep to Year 2 only and is an enjoyable celebration for the end of Term One. There is no religious content or devotion. It is referred to as an Easter parade and there may be mention of Easter eggs, Easter bunny, the words 'Happy Easter' or other more general expressions associated with this time.

## **ANZAC ceremony**

Held in April, usually one or two school days before the ANZAC public holiday – All students will be expected to attend either the junior or senior ceremony unless withdrawn by parents. Please notify the classroom teacher if you would prefer for your child to not attend. It will follow the standard format found in most community ANZAC ceremonies, including the Ode, Last Post and a guest speaker from the RSL. The ceremony includes a short devotion which will be read out by one of the school leaders. The wording of this is below for your information. Students may voluntarily decide if they join in the final 'Amen' or not. ANZAC is a very special commemoration in our school calendar.



ANZAC devotion:

*We give thanks this day for the peace and security we enjoy, which was won for us through the courage of those who gave their lives in time of war. We pray that their labour and sacrifice may not be in vain, but that their spirit may live on in us and in generations to come. That the liberty, truth and justice which they sought to preserve may be seen and known in all the nations upon earth. Amen.*

## **NAIDOC Celebration:**

This celebration is organised by the school's EATSIPS committee, represented by staff and parents.

## **Regular school parades**

Our regular school parades feature the school pledge and a short devotional verse known as the school prayer. Both have been the subject of consultation with the community in the past and have had strong support over a long period of time. All students recite the pledge. One of the school leaders reads out the prayer and those who wish to join in the final 'Amen' are able to voluntarily do so. There is a different one used for junior and senior parades and these are copied below for your information. The actual wording of these short devotions was modified some years ago in order to make them as acceptable to as many people as possible. Parents are able to request that their children not participate in these devotions by not saying the final 'Amen'. Any physical withdrawal from the parade is a more serious matter and the details of such would need to be negotiated with one of the Deputy Principals. As you can see below, the wording is very inclusive and we are grateful for the support our parent community and P. & C. Association have given these to date.

## **School pledge:**

*I will always try to do the right thing at school and at home*

*I will always try to be a good friend*

*I will look after my own and other people's belongings*

*I will be polite at all times*

*I will show respect to those around me*

*I am proud of myself, my family and my school*

## Junior school parade:

We give thanks for the night and the morning light. For rest and food and loving care and all that makes the world so fair. Help us to do the things we should. To be to others kind and good, in all we do and all we say. To grow more loving every day. Amen

## Senior school parade:

We give thanks today for the abilities we are blessed with. Please help us to know how important it is to make the most of these. We are blessed with bright and alert minds so we can tell the difference between right and wrong and so we can take responsibility for our own actions. Help us to conduct ourselves in a positive manner. Guide us at school and at home to act in a manner which is safe and sensible and allows us to feel proud of who we are and what we have done. Amen.

The Principal encourages all Crestmead families to give these events and traditions their full support. There has been a lot of thought put into making all of the events and details listed above, as inclusive and embracing as possible, in a way that should make them acceptable to everyone. We really appreciate parents' contribution to valuing these traditions in our school.

## **School Reports**

Written reports are issued to all children twice a year – July and December. Report cards are emailed to nominated email addresses provided to the school during the final week of the semester. Parent interviews (Learning Conferences) are also conducted during the year and the dates are advertised through the school newsletter.

## **Smoking**

Smoking is not permitted on school grounds, or within 5 metres of school buildings, play equipment, play areas, or school gates.

## **Speech Therapist**

A Speech Therapist visits our school two days per week and provides assistance to referred children who may have language, articulation, voice or auditory problems.

## Sport Houses

Children and teachers are allocated to one of four sporting houses. Members of the same family are placed in the same house.



Callistemon  
Wattle  
Banksia  
Eucalypt

RED  
YELLOW  
BLUE  
GREEN

House Captains and Vice Captains are elected in Term 1 from the Year 6 students for that year's positions.



All children will participate in a Senior or Junior Athletics Carnival to be held on the school oval during the year. All children are expected to participate and compete for the trophies on these days. Trophies such as house trophy, age champion and team spirit are awarded.

### Student Council

Each year class representatives from Year 5 and Year 6 form the Student Council. This organisation meets regularly and provides the major student voice in the operation of our school fundraising and special events such as Talent Quests, Free Dress Days.



## Student Support Services

(Known as LPT (Learning Partnership Teams))

Special Education staff based at this school assist children with identified specific needs. The aim of Student Support Services is to support these students:

- within the inclusive curriculum
- by making adjustments in planning, teaching and assessing students
- through the development of positive social and community attitudes
- encouraging personal achievement in academic and life skills

## Toys and Personal Electronic Equipment

All children are discouraged from bringing any personal belongings/property including electronic toys and equipment from home with which to play/share. Parents will be asked to collect from the office property/belongings that interfere with the learning of others or are deemed unsafe. All care will be taken but no responsibility will be accepted or assumed by any member of staff for any such belongings/property brought to school.

It is each child's responsibility to collect their property from the appropriate staff member. No reimbursement is offered for lost or misplaced property belonging to children. Confiscated property that poses a safety risk to children, adults or school property will only be returned to parents/guardians in person with authority of the Principal.

## Transfers

Please notify the School Office if your children are transferring to another school. Let the class teacher know at least five days prior to the anticipated final day of attendance. Where considered necessary, a supporting statement of achievement may also be prepared by the teacher. All school materials must be returned prior to leaving. Students' property that is left at the school after transferring will be disposed of after one week.

## Tuckshop

Tuckshop is open Monday to Friday from 8.15am for breakfast and for placing completed first and second break lunch orders. All orders are to be completed at home on separate paper bags for each order. Completed orders are placed at the Tuckshop. EFTPOS is available. A tuckshop menu is available from the tuckshop, school office and the school website [www.crestmeadss.eq.edu.au](http://www.crestmeadss.eq.edu.au).

We have partnered with Flexischools to make school lunch ordering easier, which means no need to send money or place orders in person at the tuckshop. Flexischools will be our preferred method when placing school lunch orders.

To set up an account please download the [Flexischools app](#) onto your phone, iPad or device. Once downloaded follow the registration process. When placing an order via Flexischools please ensure your order is placed before 9am - this will ensure your child's order is received that day. Orders can be placed the previous evening to save you time in the morning.

Should you have any problems with Flexischools please contact the [school](#) or [Flexischools](#) directly. Please ensure you are fully aware of the terms and conditions of using the app.

Details on the bag must include:-

- Name of child and class
- Little Lunch or Big Lunch
- Food to be ordered
- Cost of order
- Amount of money enclosed

The tuckshop is open at second break for counter sales. `On the last day of Term 1,2 and 3 the tuckshop is only open for first break. The tuckshop is closed on the last day of Term 4 for end of year stocktake.

Help in the tuckshop is always required. If you are able to help on a roster in the tuckshop, please contact the Tuckshop Convenor – 3826 0238.

## Wet Weather

In accordance with Departmental Regulations there is no provision at this school for short lunch breaks and early release on wet days. Normal school hours will still apply. When weather conditions warrant, children will be supervised in their classrooms during lunch breaks.

It is the policy of the school that in the event of severe weather conditions prevailing at or around 3.00pm, children will be detained either in classrooms or covered areas, if in the opinion of the

Principal their safety could be threatened if they were dismissed. Parents who wish their children to be dismissed whatever the weather conditions are asked to put this request in writing to the Principal. Such letters need to be very specific and must be dated. When received, the office retains a copy and a copy is issued to the class teacher.

**Parents should ensure that their children are aware of which directions they are expected to follow.**



