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Dear Parents/ Caregivers,

Welcome to Crestmead State School. We are very proud of our school, and I am delighted to have your family as part of our community. I sincerely hope you have a prosperous and rewarding association with Crestmead State School.

Our learning community at Crestmead is about:

**High Quality Education**
Our school is committed to high quality education. It is our highest hope that our students will take into their adult and working lives the kind of values and work that will allow them great success and achievement of their goals and dreams.

**Academic Rigor**
We encourage all students, regardless of ability to apply themselves academically. We endeavour to monitor student progress carefully and report on it to parents. Students who are prepared to make the most of the opportunity their parents and the school provide for them, can realise their academic potential here.

**School Pride**
We provide for our students the best campus facilities. In return, we ask that students identify themselves by their uniform and positive behaviour as proud students of Crestmead State School. We want our students to implement the school motto of ‘Strive for the future’.

**Caring Environment**
Crestmead State School is a School Wide Positive Behaviour Support (SWPBS) school. Our code of behaviour asks our students to respect themselves and respect others and their property. We encourage our students to understand and use the 4 school rules Be a Learner, Be Co-operative, Be Respectful and Be Safe.

May the time you are involved in our school be rewarding for both you and your children.

Michael Ward
PRINCIPAL
ABOUT OUR SCHOOL

School Directory

ADDRESS: 27-61 Augusta Street
Crestmead 4132

POSTAL ADDRESS: PO Box 1538
Browns Plains  QLD 4118

PHONE: Primary 3826 0222
Tuckshop 3826 0238
Before/After School Care 3200 2078

WEB SITE: https://crestmeadss.eq.edu.au

EMAIL: admin@crestmeadss.eq.edu.au
mail@crestmeadss.eq.edu.au

PRINCIPAL: Mr Michael Ward

DEPUTY PRINCIPALS:
Mrs Lana Griffiths
Mrs Gwenda Terrill
Mr Brent Woollett
Mr John Tucker
Mrs Robyn Nicholson

HEAD OF SPECIAL EDUCATION: Mrs Pat Winney

HEAD OF CURRICULUM: Mr Brett Bremner

BUSINESS SERVICES MANAGER: Mrs Lee Hobson

ADMINISTRATION OFFICERS:
Mrs Deb Brown
Mrs Rachelle Corbett
Mrs Irene Witham
Mrs Heather Zima

TUCKSHOP CONVENOR: Mrs Lyn Jeffares

P & C PRESIDENT: Mrs Emma Jeffares

AFTER SCHOOL CARE: Mrs Cyndi Sek

OFFICE HOURS: 8.00am to 4.00pm
Our Principal and Deputy Principals are available to meet with parents. Please phone the school office to make an appointment.

A current Staff List will be sent home at the start of each year. Any changes throughout the year will be detailed in the school newsletter.

2017 School Calendar

Semester One

Term 1  
24 January – 31 March  
Australia Day Thursday 26 January

Term 2  
18 April – 23 June  
ANZAC Day Tuesday 25 April  
Labour Day Monday 1 May

Semester Two

Term 3  
10 July – 15 September  
Show Holiday Monday 14 August

Term 4  
3 October – 8 December  
Queens Birthday Monday 2 October  
Pupil Free Day Monday 16 October

School Daily Program

8.45am  Bell to line up
8.50am  Classes commence
8.50-11.00am  Morning session (Brain Snack at 10.00am)
11.00-11.25am  First break play
11.25-11.40am  First break eating
11.40-1.20pm  Middle sessions
1.20-1.45pm  Second break play
1.45-2.00pm  Second break eating
2.00-3.00pm  Afternoon session
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 the core Qld curriculum in remaining curriculum areas. Specialised teaching and support in: Classroom Music, Instrumental Music, Physical Education, LOTE; German, Library, Numeracy, 1-1 Laptop Classes, Guidance and Chaplain

- **Special Education Unit** providing 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.

- **Early Learning Club** for children from birth to Prep and their parents and carers two mornings a week.

- **Sporting Precinct** Sporting facilities include two ovals, a cricket pitch, multi-purpose courts and outdoor play equipment.

- **Multipurpose Facility** The school also has a multipurpose hall that is used for a variety of functions including sport presentations and musical events. The hall is also available for hire.

- **E Learning Facility**, which includes our library, science and lifestyle labs, green room and computer laboratory.

- **Creche and Kindergarten Precinct (C&K)**
Absences

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

Each absence must be accompanied by a reasonable explanation. The Principal may determine that intervention may be appropriate to assist families in need of support or preferably parents/carers can contact the Principal at any time to discuss issues that may impact on regular attendance.

Birthdays, family visitors, or out of period vacations are not exceptional circumstances. Arrangements can be made, however, if your child participates in a sporting or cultural event at representative level. If your child is absent from school, a letter detailing the day/s and the reason for absence should be sent to the class teacher with your child on his/her return to school.

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

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

After School Care and Before School Care

Crestmead School has an 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 is provided Monday to Friday during a 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:  3200 2078  6.30 am to 8.45 am, 3.00 pm to 6.00 pm, or
Cyndi Sek   0431 499 580

App: QSchools smartphone app

Queensland school communities now have a new way to interact with their favourite state schools using the QSchools smartphone app. The QSchools app is a convenient way to receive up-to-the-minute information from and about schools. The app is designed to integrate with a new type of school website, and allows users to see when news, events and newsletters are posted to their selected school website.

The school community can also receive emergency announcements such as natural disasters and school closures through the app.

The QSchools app will be particularly useful to parents who have students in different schools, as the app manages updates from multiple schools in a single view.
All Queensland state schools are searchable via the app.

**Subscribe to your school to stay engaged with the school community**

Add schools to your favourites to get school news items, newsletters and calendar events straight to your smartphone. Add events to your smartphone calendar. Multiple schools can be added as favourites.

**Important alerts**

Receive push notifications for important announcements about school closures and natural disasters.

**School search**

Find schools using text search, postcode, school name, suburb or your current location.

**School details**

View school details including contact numbers, web address and other related information.

Android and iOS versions of the app are available for free download from the [iTunes store](https://itunes.apple.com) and [Google Play](https://play.google.com).

**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 class teacher.

Our school is linked directly to The Commonwealth Bank and deposits are entered on the school computer and downloaded directly to the children’s accounts.

**Before School Expectations**

**There are no staff 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 8.00am and asked to collect them. This is for safety reasons.

All children arriving between 8.15am and 8.30am (including those arriving with parents) are required to sit quietly in the Tuckshop Covered Area until dismissed and then to sit quietly outside their classroom. Exceptions to this are:

- Parents who have a pre-arranged appointment with their child’s teacher and the child is required to attend.
- Children who are attending school timetabled activities.

All playground equipment is out of bounds before school. It is important that children are punctual for their first lesson. If children are being dropped off by car, please ensure they are at school by 8.45am.
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: Within a caring and supportive atmosphere, Crestmead State School will provide quality education by professional personnel to encourage all students to develop academically, physically, and socially to their full potential.

School Motto: Our school motto supports our aim to promote the development of our students as responsible and active members of society who, with pride in their community, respect for themselves and consideration for other people are motivated to: “Strive for the future.”

School Rules
• Be Respectful
• Be Safe
• Be Co-operative
• Be a Learner

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 recognises 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
• cooperate with staff and others in authority.

Parents/carers are expected to:
• show an active interest in their child’s schooling and progress
• cooperate with the school to achieve the best outcomes for their child
• support school staff in maintaining a safe and 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 conform.

We advise that students do not ride skateboards or scooters to school. Bicycles, skateboards and scooters are brought to school at children’s own risk. They must not be ridden in the school grounds. Children who use their skateboards or 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. Even a lockable chain cannot guarantee safety from theft or damage.

Scooter and skateboards are stored in the port racks at the owner’s risk. Due to the public nature of such items it may not be possible to identify and deal consequences to those who may cause damage or theft.

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 October each year or on enrolment.

Student stationery can be ordered online from OfficeMax. The booklist link is available from the school website: https://crestmeadss.eq.edu.au under Quick Links, OfficeMax. Alternatively, a paper copy can be obtained from the School Office. Phone 1800 004 427 for all enquiries. OfficeMax prefers orders to be made online, emailed or faxed. Alternatively, stationary can be purchased through normal retail outlets.

Breakfast Club

A free Breakfast Club operates 5 days a week from 8.15am to 8.30am in the Tuckshop Area. Please contact the School Chaplain if you would like to help on these mornings.

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. There are three main types of bullying: Bullying, Cyberbullying and Harassment.

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 Trans Info Line on 13 12 30.

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

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

Camps

Students in Year 4 & 6 go on camp in 2017. 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 fun and
challenging. The activities are designed to encourage the development of self-esteem, leadership skills, tolerance, trust and co-operation. All information, including costs, permission and medical forms are given to children a couple of months prior to the camp.

**Car Parking**

Parents/Caregivers 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 must be on display in the vehicle.
- A parent with a disability attending a school meeting. A disability sticker must be on display in the vehicle and the parent must have an appointment.

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

A two minute maximum stopping time is permitted in the drop off zone adjacent to the small gate in Augusta Street. Parents should not pull into this zone until they are sure their children are waiting.

**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 either complete the parent/caregiver form which is available from the office and lodge it with the school office, or phone the school 3826 0222 and leave their name, the child’s name/class and preferred phone contact. The Chaplain will then contact you by phone.

*What does our Chaplain do at school?*

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 and interschool sports
Assists children with transitions in life
Supports with spiritual inquiries
Helps run programs to support the well-being of children at the school

The Chaplain’s room is set up to provide the community with a safe environment to discuss issues, matters of interest and concerns.

**Collection of Money**

Payment methods include:
- Cash
- Eftpos
- Centrelink payments through Centrepay
- Direct Transfer
  
  Bank – CBA  
  A/C No. 00090503  
  BSB - 064168

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. Money is receipted at the office between 8:15am and 9:30am every day.

**Refund/Credit of Monies**

Crestmead State School has a refund policy.
All refunds (full or part) will be reimbursed to your student’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 classroom teacher, Business Service’s Manager and Principal. No refund will be granted outside of 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:

- QSchool app
- school website
- learning conference with parent and child
- ‘End of Semester’ written reports
- interviews sought by parents and/or teachers
- oral reporting
- an informal conversation
- a fortnightly newsletter sent home with the youngest child in the family

Complaints Management

Our staff are committed to working with parents as partners in children’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 having to issue a direction authorised under the Education (General Provisions) Act 2006.

Dental Service

Free general Dental Treatment is available to all children from 4 years of age through to completion of Year 10 at any of Metro South Health’s public clinics across the region.

To make an appointment call 1300 300 850 to arrange an appointment at a time and location convenient to you.

Dogs

Dogs are not permitted on school grounds.

Dress Code

Student presentation builds esteem and belonging as equals. Crestmead State School has a strict 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 children comply with the dress code before they leave for school each day. The dress code has been approved by the P&C Association.

A copy of the dress code is available on the school website (www.crestmeadss.eq.edu.au), on enrolment and on request. Please refer to ‘Uniforms’ for specific details about the school uniform and place of purchase.
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, and
- Developing mutual respect among students by minimising visible evidence of economic or social differences.

**Wearing of Uniform**

Our school is a uniform school and committing to this forms part of the Enrolment Agreement. Students are expected to wear a school uniform at all times. A child in school uniform readily identifies with his/her school and establishes a school identity in the local community. The school uniform includes:

- Everyday school uniform
- Everyday uniform alternative
- Sporting uniforms
- Instrumental/Music uniform

The correct school uniform must be worn for specific activities. For example, sporting uniforms are not to be worn at times/days when students are not involved in school sports.

Assistance is available to avoid any hardship that may arise.

**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.

**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 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 and do not meet the school dress code standards.
- Sunglasses are acceptable for outdoor activities. The school takes no responsibility for loss or damage.

**Personal Appearance**

Just as standards of conduct and speech 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 is deemed unacceptable:

- Tattoos
- Make up
• Nail polish/lacquer and false nails
• Hair colours must be natural. (Exemptions are made for Sports Days or special fund raisers when children are permitted to use washable colours)
• Dreadlocks
• Multiple or extreme hair adornments or cuts/styles (including but not limited to dreadlocks, rats tails, tracks and mohawks)
• Wrist bands
• Clothing that promotes alcohol, cigarette products or drug use (including caps and hats)
• 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 war, violence or any other acts of aggression
- Features inappropriate writing/illustrations
- Shows excessive skin (e.g. muscle shirts, crop tops)

**Exemption Procedures**

- Students may be exempt from wearing the school uniform in special circumstances, e.g. when new to the school, special fundraisers.

- Exemption will be for a set period of time, upon written request and explanation from a parent to an Administrator. Set period of time will be a maximum of two weeks.

- Students who have an exemption must comply with school colours and standards (see above), except on approved days, e.g. Free Dress Days.

- Class teachers will be informed that a student is exempted for a limited period of time as requested by the parent to an Administrator.

**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 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 these instances, students will participate in alternative education activities provided by the school.

- Students not wearing the school uniform may be sent to the relevant Administrator.
• Students not complying with other aspects of the dress code will be asked to rectify this by a teaching staff member and/or Administrator 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. NOTE: The school will take no responsibility for these items.

• Parents who send children to school wearing clothes and / or presented in a manner contrary to the school dress code may be telephoned and requested to collect their children or bring a change of appropriate clothing and/or assist their child/ren to comply with the school dress code.

• If parents cannot be contacted or are unable to provide appropriate clothing, students may be given the opportunity to change into appropriate items from a bank of clothing held at school. Students will need to change out of these clothes at the end of the school day. Parents will be informed of this and/or dress code infringements through a school letter and may be asked to contact the school to discuss the issue and develop alternative strategies.

• Students may be removed from play to attend a supervised ‘thinking room’ for not complying with the school dress code. This would be at lunchtime.

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 you notify us 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 students who identify as Aboriginal or Torres Strait Islander.

Enrolment Management Plan

Crestmead State School recognises 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. A hard copy of this map is available at the school office and it can be viewed online at http://www.qgso.qld.gov.au/maps/edmap/

Parents or legal guardians who wish to enrol 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, or driver’s licence, or unconditional sale agreement, and

• One secondary source – a utility bill (e.g. electricity, gas), or rates notice showing this same address and parent’s/legal guardian’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 enrol 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 and young people 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 (Child Safety 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 enrol 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 that school are placed on a waiting list in order of receipt of application.

**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, e.g. a rain forest may require arms and legs to be covered.

**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 & Craft supplies
- Cooking materials
- Technology consumables

The following may occur during the school year and parents will be notified regarding 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 the standard curriculum e.g. additional instrumental instruction
- Swimming Levies
- Educational services purchased from a provider other than the State school where the student is enrolled e.g. Arts Council, Life Education
- Year 6 Graduation Evening

Payment can be made throughout the year. Payment methods include:

- Cash
- EFTPOS
- Centrelink payments through Centrepay
- Direct Transfer through online banking
  Commonwealth Bank of Australia, Woodridge Branch
  BSB   064 168
  A/c No.  0009 0503

In the details box please type in your child’s ID number that is available through the office. Money is receipted at
the finance window between 8:15am and 9:30am.
The above schedule is endorsed by the Crestmead State School P&C and Principal.

All outstanding school fees including technology fees must be paid prior to students participating in any school
excursions and interschool sport activities. All monies forwarded to the office will be credited against
outstanding levies before being credited against an excursion.

**First Aid**

First Aid is administered by trained staff on site for injury and illness that occurs during the school day. Should
a child need hospitalisation, the current Qld Ambulance Service Levy ensures that there will be no cost to
individual families.

If in the event of a serious accident/illness and parents cannot be contacted, an ambulance will be called to have the
child taken to hospital to ensure the fastest possible medical attention. Every effort will then be made to contact
parent/s 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 minimise 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/guardians when choosing foods for lunches
- Informing your child if they do have nut products to let the teacher on duty know, and to be extra
careful

**Grounds Policy**

Queensland government schools are not public property. They must not be entered outside of school hours
(8.00am-3.30pm) without the express written permission of the Principal.

**Guidance Officer**

A **Guidance Officer** is based at our school and supports children and families from our school community. The
Guidance Officer is able to assess children’s capabilities and helps to diagnose specific learning
difficulties/disabilities. The Guidance Officer is also able to offer support to children experiencing difficulties.

Parents who wish to make an appointment can either complete the parent/caregiver form which is available from
the office and lodge it with the school office, or phone the school on 3826 0222 and leave their name, the child’s
name/class and their preferred phone contact. The Guidance Officer will then contact them by phone.
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 compliments 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 – 1**
- parents are asked to read to and listen to their child read every night and help them learn their sight words, number 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, number e.g. working with numbers to 100 and more

**Years 3-6**
- on line learning and/or preset learning set from class work

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.

Individual Management Plans (Medical)

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.

**Instrumental Music**

The Instrumental Music Program is for Years 4-6 children (woodwind, percussion and brass) and strings for children in Years 3-6. An instrumental ensemble is formed from the children learning these instruments. The school also has a senior and junior choir.

**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.

**Late Arrivals**

Students are late for school if they arrive after 8:50am. Students arriving prior to 9:05am are to report directly to the class where they will be marked as a late arrival. Students arriving after 9:05am are to report to the office to collect a late slip. All roll marking is monitored. Persistent lateness will result in enquiry, support and intervention as required. Parents are welcome to discuss with the relevant Deputy Principal or Principal, circumstances affecting punctual attendance.

**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.

**E-Learning Centre (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 $7.00. 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.

**Lost Property**

Lost property is stored in a container located in the Tuckshop area from 8.30am until 3.00pm.
Unnamed and unclaimed items are disposed of at the end of each term. **ALL items of clothing need to be clearly named.**

**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 paracetamol, 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**

The School Newsletter is published every fortnight and distributed to the youngest child in the family. Extra copies are kept on hand for children who are absent and it is available on the school website [www.crestmeadss.eq.edu.au](http://www.crestmeadss.eq.edu.au).

**Parents and Citizens Association**

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 from 5.00pm.
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. Please check the school website www.crestmeadss.eq.edu.au for further information.

**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 behavioural 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 3rd 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?

<table>
<thead>
<tr>
<th>Birth Date:</th>
<th>Eligible for Prep Year in:</th>
<th>Eligible for Year 1 in:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child born 1 July 2011 to 30 June 2012</td>
<td>2017</td>
<td>2018</td>
</tr>
<tr>
<td>Child born 1 July 2011 to 30 June 2013</td>
<td>2018</td>
<td>2019</td>
</tr>
<tr>
<td>Child born 1 July 2012 to 30 June 2014</td>
<td>2019</td>
<td>2020</td>
</tr>
</tbody>
</table>

A 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/ Caregivers who need to collect their prep children 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. Prep children and their parents who arrive before 8.30am will need to wait in the tuckshop area until all students are dismissed.

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

Separate Prep to Year 2 and Years 4 to 6 parades are conducted on alternate weeks. Principal Awards are given at these parades. Parents are most welcome to attend.

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 my family, my school and myself.

School Reports

Written reports are issued to all children twice a year – July and December. 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 one day a week and provides assistance to referred children who may have language, articulation, voice or auditory problem.

Sport Houses

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

<table>
<thead>
<tr>
<th>Callistemon</th>
<th>RED</th>
<th>Banksia</th>
<th>BLUE</th>
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<tbody>
<tr>
<td>Wattle</td>
<td>YELLOW</td>
<td>Eucalypt</td>
<td>GREEN</td>
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</table>

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

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 and encouraging personal achievement in academic and life skills

Swimming

As part of the Physical Education Program all children in Year 3 are expected to attend the swimming classes. Exemptions will be granted following either a personal or written approach from parents to the Principal explaining the reason for non-attendance. The cost of the lessons is subsidized by Education Queensland and it is the parents’ responsibility to cover the remainder of the cost.

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 in the collection box. All orders are to be completed at home on separate paper bags for each order. Completed orders are placed in the collection box 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

Details on the bag must include:-
- Name of child
- Class
- Little Lunch or Big Lunch
- Food to be ordered
- Cost of order
- Amount of money enclosed

All orders must be placed before 8.45am.

The tuckshop is open at the first break for counter sales for healthy choice items. At the second break students can purchase all tuckshop items.

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 school or the Tuckshop Convenor - 38260238.

Uniform

The school uniform can be purchased from the school uniform shop located at the school.

The opening hours are:  
Wednesday 8.30am -10.00am
Thursday 2.00pm - 3.30pm

Crestmead State School has a strict dress code. All children are expected to adhere to the dress code. A copy of the dress code is sent home to all families at the beginning of each school year and is available on the school website (www.crestmeadss.eq.edu.au), on enrolment and on request.

Everyday School Uniform

Our school is a uniform school. A child in school uniform readily identifies with his/her school and establishes a school identity in the local community.

Prep Uniform Royal Blue polo shirt with white collar, school embroidered name and logo
Royal Blue shorts, skirt or skort
White socks, covered black or white shoes (no coloured laces)
Blue Bucket hat or blue wide brim hat
Girl’s hair ties/clips/ribbons – natural colours or blue

Winter: Black tights
      Royal blue long pants (no denim)
      Royal blue jumper or jacket

Girl’s Uniform
Royal Blue polo shirt with blue collar, school embroidered name and logo
Royal Blue shorts, skirt or skort
White socks, covered black or white shoes (no coloured laces)
Blue Bucket hat or blue wide brim hat
Hair ties/clips/ribbons – natural colours or blue

Winter: Black tights
      Royal blue long pants (no denim)
      Royal blue jumper or jacket

Boy’s Uniform
Royal Blue polo shirt with blue collar, school embroidered name and logo
Royal blue shorts (dress/cargo shorts or similar)
White socks, covered black or white shoes (no coloured laces)
Blue Bucket hat or blue wide brim hat
Winter: Royal blue long pants (no denim)
      Royal blue jumper or jacket

Year 6 Girl’s Uniform
Year 6 Shirt or Royal Blue polo shirt with blue collar, school embroidered name and logo
Royal blue shorts, skirt or skort
White socks, covered black or white shoes (no coloured laces)
Blue Bucket hat or blue wide brim hat
Hair ties/clips/ribbons – natural colours or blue

Winter: Black tights
      Royal blue long pants (no denim)
      Royal blue jumper or jacket

Year 6 Boy’s Uniform
Year 6 Shirt or Royal Blue polo shirt with blue collar, school embroidered name and logo
Royal blue shorts for boys (dress/cargo shorts or similar)
White socks, covered black or white shoes (no coloured laces)
Blue Bucket hat or blue wide brim hat

Winter: Royal blue long pants (no denim)
      Royal blue jumper or jacket

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.