Be a Learner
Be Respectful
Be Safe
Be Friendly

CANNONVALE STATE SCHOOL
56 Coral Esplanade, Cannonvale Qld 4802
PO Box 117, Cannonvale Qld 4802
Phone: (07) 4946 2333    Fax: (07) 4946 2300
Email: info@cannonvass.eq.edu.au
Web: www.cannonvass.eq.edu.au
On behalf of our school community I would like to extend a warm welcome to you and your family. Cannonvale State School is a great school.

The staff are extremely committed and work very hard to ensure that every student receives the very best, well-rounded education in a happy, friendly, supportive environment by ensuring that:

- Students are safe, have trust, respect and feel valued
- Students have work at their level
- Students have friends at school

High expectations are evident in all aspects of Cannonvale State School to enable our students to be as successful in life as possible; our school motto, ‘My Best Always’ reflects this. In every learning environment you will find:

1. Strong relationships
2. High expectations and excellent classroom practice
3. Excellent bookwork and daily correction
4. Excellent display
5. Excellent classroom tone
6. Quality feedback to students

Every child is individually catered for at Cannonvale State School. Our curriculum and school timetable is streamlined across all year levels to help facilitate differentiation. In 2014, we introduced a Student Resource Scheme which guarantees that every child will have the resources needed.

Cannonvale State School is very well resourced; from information and communication technologies, to every manner of sporting facilities, an instrumental music program, and resources in every key learning area of the curriculum – English (reading, spelling, grammar and punctuation, writing), Mathematics, Science, History, Geography, the Arts (Dance, Drama, Music, Visual Art and Media), Design Technology, Health & Physical Education (HPE) and Languages Other than English (LOTE which is Japanese). Special features of our school include:

- 25 metre swimming pool
- Four tennis courts with lighting
- Practice cricket wickets
- School oval with cricket pitch
- Multi-purpose hall
- Outside School Hours Care facilities directly opposite the school
Students have an opportunity to join in many extracurricular activities at the school including:

- Access to specialist swimming and tennis coaching
- School choir
- Concert band
- Recorder ensemble
- Dance and skipping
- Opti-MINDS
- Fun Friday

Cannonvale State School recognises that parents are always their children’s first teachers. Parents are encouraged to become active participants in their child’s education. This can be as simple as reinforcing the values we encourage at school, reading to your child, offering to help in the classroom and of course, being a member of our P&C.

We would also encourage parents to maintain regular communication with the staff of Cannonvale. This enables us to discuss the progress of your child, and inform you of any upcoming activities they may be involved in. Additionally, you can let us know of any future events, or even let us know how your week is going. Our school website and weekly newsletters are a great source of information. Our weekly assemblies are always a time for community celebration.

In closing, it is important to remember that “Every Day Counts” at school and students should attend school every day possible. To be ready for school they need to be at school on time, with a healthy lunch (as free from packaging as possible), a hat and sunscreen, a school uniform, black shoes and white socks and completed homework.

I am looking forward to a productive and fun year at Cannonvale State School.

Angie Kelly
Principal
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12.2 Out of School Hours Care  
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12.4 Community Use of School Facilities  
12.5 Voluntary Help

APPENDIX
1.0 INTRODUCTION

1.1 SCHOOL BELIEF STATEMENT
Cannonvale State School is an inclusive community committed to providing world class teaching and learning opportunities which cater for the diverse needs of our learners enabling them to succeed.

1.2 SCHOOL MISSION
To provide every student with the best possible education enabling them to become the most successful person they can be.

1.3 SCHOOL MOTTO AND LOGO
Our school motto is 'My Best Always'.

The school logo was designed about 1972 by Bonney Moulding, who was a student of our school at that time. Since then the logo has been used in many ways for expressing, in a symbolic way, our school identity. The logo appears on the school flag, T-shirts, school letterheads and other items of school wear.

1.4 SCHOOL SONG
‘Our Best Always’

Our best always
Through our school days,
We salute you, Cannonvale.
Trust and honour
Pledged and promised
To our Cannonvale School.

CHORUS
BY THE SEA, WE LEARN AND PLAY,
FREEDOM IS OUR SURROUNDING,
WE’LL REMEMBER EACH GOLDEN DAY,
AS WE GROW WITH KNOWLEDGE ABOUNDING.

Repeat Chorus, then continue to Verse 2.

Our best always
Through our school days,
We salute you, Cannonvale.
Heads held proudly,
We’ll sing loudly
For our Cannonvale School.

Words and Music by KAYE VAN OOSTERHOUT
2.0 SCHOOL ADMINISTRATION

2.1 SCHOOL CONTACT DETAILS

Address: 56 Coral Esplanade  
Cannonvale Qld 4802
Postal: PO Box 117  
Cannonvale Qld 4802
Email: principal@cannonvass.eq.edu.au
Website: www.cannonvass.eq.edu.au

2.2 SCHOOL PHONE NUMBERS

Telephone: (07) 4946 2333
Facsimile: (07) 4946 2300
Tuckshop: (07) 4946 2337
Tennis Courts: (07) 4946 5560
## 2.4 CANNONVALE STATE SCHOOL STAFF 2017

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<th>TEACHER</th>
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<td>PREP</td>
<td>P1</td>
<td>Sarah Reynolds</td>
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<td>P2</td>
<td>Kerrie Suckling</td>
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<td>Jodie Redfern</td>
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<td>Shay Thomas</td>
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<td>Autumn Woolley</td>
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<td>YEAR 1</td>
<td>1CG</td>
<td>Carissa Gieson</td>
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<td></td>
<td>1KBL</td>
<td>Kara Blankenham</td>
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<td>1KBR</td>
<td>Karlee Brown</td>
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<td>Marcus Booth</td>
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<td>3BC</td>
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<td>Jade Fisser</td>
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<td>Rachael Cartwright</td>
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<td>Annette Munckton</td>
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<td>Lis Smith</td>
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<td>J Block</td>
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### OTHER TEACHING STAFF

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<tr>
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<td>Kylie Anderson</td>
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<td>Rachel Van Eyk</td>
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<td>Head of Curriculum</td>
<td>Denise Veenstra</td>
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<td>Angela Heffernan</td>
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<td>Behaviour Support Teacher</td>
<td>Peta Thomas</td>
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<tr>
<td>Teacher-Librarian / Digital and Design Technology Teacher</td>
<td>Toni Gillen</td>
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<tr>
<td>Classroom Music</td>
<td>Jennifer Kenton</td>
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<tr>
<td>Physical Education</td>
<td>Steven Westley</td>
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**Support Teachers**

- Ros Dalton — C2
- Joleen Tirenidi — N Block
- Alisha Baker — BWU01
- Karl Hunter — BWG01
- Sandy Wall — X03
- Rachael Holmes — W04
- Rebekah Galpin — A7

**Creative Arts Teacher**

- Brianna Buxton

**LOTE Teacher**

- Dave Yon (Term 1) / Karolyn McKeon (Term 2 onwards)

**Instrumental Music (0.2)**

- Idris Harnes

**District Relieving Teacher**

- Kassi Breen

**District Relieving Teacher**

- Erin Moore (0.6) / TBA (0.4)

**Contracts to cover Beginning Teacher Mentoring**

- TBA

**Guidance Officer (0.4)**

- Robyn George-Cox

### TEACHER AIDES

- Briohny O'Grady
- Caroline Frisch
- Rose Kemp
- Michelle Graham
- Moni Maere
- Kim Townsend
- Felicity Walker
- Tenille Atkin
- Donna Browney

**Office**

- Lynda Cullen – BSM
- Margaret Smith – AO
- Kelly Petterson – AO
- Swimming Aides
- ICT Technician

**ANCILLARY**

- Cleaners
- Marlee Hurley
- Luke Ottaway
- Ryan McGregor
- Tuckshop Convenor

**Tuckshop Convenor**

- Mandy Bennett
2.5 ENROLMENTS

Enrolment Management Plan
Residents within the Cannonvale State School catchment area are given priority of access to the educational services at Cannonvale State School. There is a large potential for growth in the catchment area, but the ability for Cannonvale State School to accommodate this growth is limited. Consequently the school has an Enrolment Management Plan. Please visit this Education Queensland website for an explanation of the Enrolment Management Plans [http://education.qld.gov.au/schools/catchment/](http://education.qld.gov.au/schools/catchment/) or visit the Cannonvale State School website [www.cannonvass.eq.edu.au](http://www.cannonvass.eq.edu.au).

Enrolment Process
Prep is recognised as the first year of school in Queensland and with the introduction of the Australian Curriculum, full-time attendance in Prep gives students the foundation they need for successful learning in Year 1. From 2017, Queensland children are required to undertake Prep prior to Year 1.

To be eligible for Prep, a child must turn five years old by 30 June in the year they start Prep.

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Enrolment age variations
Parents enrolling their child in school have the option of an early or delayed start. Enrolment age variations may be due to a child’s development and readiness, and could improve their ability to learn.

To read more about early and delayed entry to Prep visit [http://education.qld.gov.au/schools/school-operations/early-delayed-entry-prep.html](http://education.qld.gov.au/schools/school-operations/early-delayed-entry-prep.html)

For admission to Year 1, a child must turn six (6) years of age by 30 June in the year they start Year One. Therefore to be admitted to Year One in 2016, a child must be six (6) on or before 30 June 2016.

If enrolling for the first time in a Queensland state primary school, a copy of the child’s birth certificate (or alternative document such as passport or visa if a birth certificate is not available) must be provided. In addition, students enrolling who are not Australian citizens are required to provide proof of their enrolment eligibility through presentation of their current passport and visa.

All new enrolments must be arranged through the school office. Enrolment packages are available from the school office as well as the school’s website. An appointment will be made with the Deputy Principal and Master Teacher for an interview with parents/guardians together with the enrolling children. It is suggested that copies of recent report cards and any other relevant information be brought to the interview to assist with class placements.

Parents of children enrolling from interstate will consult with the Deputy Principal and Master Teacher to determine the most appropriate year level placement for their child, however since the introduction of Prep in Queensland, most interstate year levels match those in Queensland.
2.6 **TRANSFER OF STUDENTS**

Transfer forms will be collected from previous schools by office staff for students transferring into Cannonvale State School. Transfer forms will be forwarded to the new school by office staff for students transferring from our school. Work samples and a form showing the pupil's progress will be sent with the pupil. Confidential Forms, including Health Record Cards and Guidance information, will be sent after a request is received from his/her new school.

2.7 **STUDENT RESOURCE SCHEME**

Cannonvale State School operates a Student Resource Scheme for all year levels from Prep to Year 6.

Parents are invited to pay an annual fee which covers the cost of all consumables required by their child for that year.

The cost of the Student Resource Scheme for 2017, per child, is outlined below.

- Prep — $85
- Year 1 — $70
- Year 2 — $100
- Year 3 — $105
- Year 4 — $100
- Year 5 — $105
- Year 6 — $100

The advantages of joining this Scheme include:

- Students have all equipment necessary to begin learning from the start of the school year
- Students have immediate access to replacement items
- Students have the same items, which reduces the risk of jealousy, theft, swapping, etc.
- The school purchases quality items in bulk, thereby reducing the cost to parents
- The school has purchased texts appropriate to every student's level

The cost of this Scheme will be calculated on a pro rata basis for students who enrol later in the year. That is, students who enrol at the beginning of Term 2 will only pay for 3 terms. Should a student leave during the year a refund of the Resource Scheme payment will be given on a pro rata basis. Refund applications are available from the school office.

Families who do not wish to participate in the Scheme will be issued with a booklist and will need to purchase all items and replacements throughout the year.

This Resource Scheme does not include the cost of activities such as performances, swimming, instrumental music, camps, sport, etc.

If you wish to join the Scheme please complete a Participation Agreement Form and return it to the school office.

Payment may be made by cash, cheque or EFTPOS at the school office.

Payments can also be made by BPoint and Centrepay. The Cannonvale State School Centrepay Reference Number is 555 105 733V. Your child's name is your account reference.

**We cannot accept payments by BPAY.**

While we prefer full payment, we acknowledge that this is not possible for some families. To negotiate payment plan with the Principal, please complete the appropriate section of the Participation Agreement form or contact the BSM to discuss.

2.8 **STUDENT DRESS CODE**

The following dress code has been approved and endorsed by the Parents and Citizens Association after consultation with our school community. Parents are informed of our dress code on enrolling their children in our school.

The code applies during school hours and travelling to and from schools and for co-curricular and extracurricular activities unless otherwise stated.

Uniforms are available from Shirtfront Solutions, Cnr Shute Harbour Road and Macarthur Drive, Cannonvale.
Rationale:
Our student dress code 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 pride and belonging to our school
- developing mutual respect among students by minimising visible evidence of economic or social differences
- fostering cleanliness, good grooming and pride in appearance
- ensuring student safety
- promoting a positive image within the school and broader community
- ensuring equality for all students

Uniform Standards
Uniform is to be worn by students to and from school and at school activities unless otherwise stated:

- Polo shirts in royal blue with light blue side strips. School logo is on the front left-hand side.
- Royal blue shorts for boys and royal blue shorts, skort or checked A-line dress with cap sleeves and pockets for girls. For sun protection and modesty these should be knee length.
- **Sports uniform**: royal blue shorts for boys and royal blue shorts or skorts for girls. Polo style shirt with collar and house emblem on the back. House colours: blue (Henning Hawks), gold (Haslewood Hornets), red (Macona Marlins) and green (Nara Piranhas). School sports uniform (including school representative sports uniforms but not sporting club shirts) **can only be worn on Fridays and designated sports days** e.g. athletics carnival, swimming carnival.
- Jumpers, vests and track suits for winter should be royal blue. Students may wear navy blue or black tights under their dresses.
- Students must wear white socks and enclosed black shoes at school. Thongs, slip-on shoes, skate shoes, crocs, shoes with high heels and reef walkers are dangerous and are not suitable for school. Students not wearing appropriate footwear will not be able to play on the oval or participate in sporting activities due to safety concerns. To ensure safety, students without appropriate footwear will not be able to play outside.

The following shoes are examples of acceptable black shoes for wearing with the school uniform:
The following shoes are NOT acceptable:

![Image of shoes]

The following sports shoes are acceptable for wearing with school sports uniform:

![Image of acceptable shoes]

- Children must wear a royal blue hat with a brim (7 cm) which protects the face and neck, or a royal blue legionnaire style hat when engaging in outdoor activities. This includes walking to and from school and waiting for the bus. "No Hat No Play"
- When swimming students must wear a rash shirt or t-shirt to protect them from the sun. Students must wear one-piece swim suits.
- Hair that is shoulder length or longer should be tied back for health and safety reasons. If ribbons etc are worn they should be blue. Hairstyles such as mohawks are not acceptable.
- The wearing of sunglasses is encouraged but caring for these remain the responsibility of students.
- The only jewellery students can wear to school is a watch and no more than one pair of small sleepers or studs in their ears. No other exposed body piercing is permitted. Stick-on tattoos should not be worn to school. However, medical alert bracelets etc are permissible.
- Make-up or fingernail polish is not permitted unless approved for a school performance.
- Graffiti – students are not to draw on either themselves or on their uniforms.

Non-uniform Standards

When a school activity is a non-uniform activity the following guidelines will apply:

- Clothing must be sun safe and modest. SHORT SHORTS AND SKIRTS, SINGLETS, TANK TOPS, T-SHIRTS EMBLAZONED WITH OFFENSIVE ADVERTISING, CULT IMAGES, DRUG ADVERTISING OR OTHER INAPPROPRIATE SLOGANS ARE UNACCEPTABLE FOR SCHOOL WEAR.
Special Circumstances:

- The school, with support from the P&C will have a bank of second-hand clothing which can be made available to students whose families are experiencing difficulty in purchasing the required uniform.
- Students and families may request to adapt the uniform on religious, medical or cultural grounds.
- For hygiene reasons, the second-hand bank of clothing will not include socks or shoes.

Strategies to implement the dress code

- The school community is made aware of the dress code through the following communication channels: school assemblies, newsletter and website. Students must bring a note from parents/carers explaining why they are not wearing correct uniform.

2.9 SCHOOL CALENDAR AND VACATIONS

Parents are advised in advance through the school newsletter and this handbook of this information. Please note that all but one student free day is scheduled in holiday periods.

The 2017 school year begins on Monday 23 January for students

<table>
<thead>
<tr>
<th>VACATIONS</th>
<th>SUMMER</th>
<th>AUTUMN</th>
<th>WINTER</th>
<th>SPRING</th>
</tr>
</thead>
<tbody>
<tr>
<td>School resumes</td>
<td>23 January 2017</td>
<td>1 April to 17 April</td>
<td>24 June to 9 July</td>
<td>16 September to 2 October</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STUDENT FREE DAYS</th>
<th>16, 17, 18, 19, 20 January</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>RETURN TO SCHOOL</th>
<th>Monday 23 January 2017</th>
<th>Monday 18 April 2017</th>
<th>Monday 10 July 2017</th>
<th>Tuesday 3 October 2017</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>PUBLIC HOLIDAYS</th>
<th>Australia Day Holiday Thursday 26 January</th>
<th>Good Friday Friday 14 April</th>
<th>Easter Monday Monday 17 April</th>
<th>Anzac Day Monday 25 April</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Labour Day Monday 1 May</td>
<td></td>
<td>Whitsunday Show Friday 23 June</td>
</tr>
</tbody>
</table>

|                  | Queen’s Birthday Holiday Monday 2 October (at end of Spring Vacation) |
2.10 CLASS TIMES

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.40 am</td>
<td>Get ready for school</td>
</tr>
<tr>
<td>8.45 am</td>
<td>Learning begins</td>
</tr>
<tr>
<td>11.00 am</td>
<td>Lunch eating time</td>
</tr>
<tr>
<td>11.15 am</td>
<td>Lunch play time</td>
</tr>
<tr>
<td>11.40 am</td>
<td>Get ready for learning</td>
</tr>
<tr>
<td>11.45 am</td>
<td>Learning begins</td>
</tr>
<tr>
<td>1.15 pm</td>
<td>Afternoon tea eating time</td>
</tr>
<tr>
<td>1.25 pm</td>
<td>Afternoon tea play time</td>
</tr>
<tr>
<td>1.45 pm</td>
<td>Get ready for learning</td>
</tr>
<tr>
<td>1.50 pm</td>
<td>Learning begins</td>
</tr>
<tr>
<td>2.55 pm</td>
<td>End of school day</td>
</tr>
</tbody>
</table>

2.11 ATTENDANCE/ABSENCES

Every minute at school counts if children are to reach their potential. Because education is compulsory, Education Queensland has set out the following responsibilities of parents in relation to school attendance.

- To ensure their child arrives at school or their educational program on time every day
- To ensure their child attends school or their educational program every school day
- To minimise disrupting their child's school day so their child has the best opportunity to learn
- To contact the school prior to any planned absences
- To provide an explanation of reason for absence (see school policy below)
  - Please note: Going on holidays during the school term, or undertaking a leisure activity such as shopping, visiting friends or relatives, or fishing, are not considered a reasonable excuse for absence from school. Such absences are recorded as “Unauthorised” absences.
- ensure their child follows the school's recommended processes and procedures for late arrival and early departure (see below)
- notify the school if their child is or will be late using the school's recommended communication processes. This may take the form of:
  - accompanying the child to the school
  - phoning the school
  - providing the child with a signed and dated note

Advising the School of Student Absences

It is the school’s policy that parents advise the school on the morning (or before if known) of any student absence by either phone or email by 9.00 am. If phoning, messages can be left on the Student Absence Line. If parents have not advised the school of an absence, they will be phoned by office staff to ascertain the reason for absence and to ensure the child is safe. Parents will also be contacted by the school if there are ongoing concerns re: absenteeism. If students are absent from school due to illness for three or more days a medical certificate should be provided to the office.

Late Arrivals

Students arriving late should report to the office immediately on arrival. The office staff will note the late arrival on the roll and present the child with a “late slip” for the child to give to the class teacher.

Collecting Students Early

Parents/guardians wishing to collect their children early (prior to the end of the school day) should not collect them from the classroom, but should come to the office with personal identification (e.g. driver’s licence) to complete and sign a “Collection of Student” form. The office staff will check the identification and our school records before approving the collection. Office staff will then contact the classroom teacher who will send the student to the office to be collected. Personal identification is required even if parents are known to school staff.
Encouraging Student Attendance

To highlight the importance of attendance to students, a class attendance award is presented on assembly each week. More information about the importance of attendance, including tips for parents, is available on Education Queensland’s Everyday Counts website: [http://education.qld.gov.au/everydaycounts/](http://education.qld.gov.au/everydaycounts/).

Exemption from Compulsory Schooling

Every parent of a child of compulsory school age has a legal obligation to ensure their child is enrolled and attending school or participating in an eligible option. Parents can apply for an exemption from this obligation when their child cannot attend or it would be unreasonable in all the circumstances for their child to attend school or participate in an eligible option for a period of more than 10 consecutive school days. If a child has an illness which would prevent attendance at school for more than 10 days, it is recommended that parents apply for an exemption.

If your child is exempted from compulsory schooling, you are excused from your obligation in relation to compulsory schooling or compulsory participation. The school principal is not responsible for providing an educational program to your child; however they may provide advice on other educational options available.

2.12 PUNCTUALITY

Punctuality is an important organisational and social skill. School (including Prep classes) begins at 8.45 am. Children are expected to be organised before school starts, i.e., put away their reading folder/homework, hand in notes and tuckshop orders.

REGULARLY ARRIVING LATE IS DISRUPTIVE TO THE CLASS AND UPSETTING TO YOUR CHILD. Children can go to their classrooms after 8:30 am. If the classroom is open, the children are welcome to stay and get organised for the day. If the classroom has a “closed” sign displayed, children can leave their bags in the bag racks and return to play in the supervised under covered areas.

2.13 EARLY ARRIVAL OF PUPILS

Supervision is provided before school from 8.15 am — 8.40 am. Up until 8.30 am, students remain seated under A Block. At 8.30 am, students may go either to their classroom if it is open, to the library, or play in the following areas:

- Years 1 & 2 — CPA
- Years 3, 4 — Under A Block
- Years 5, 6 — MPCA

2.14 VISITOR’S PROCEDURES

All persons entering the school grounds are required to report to the office and sign the register at the front counter. They will then be issued with a Visitor’s badge. On leaving they are required to return the badge and sign out. Parents attending to assist in classrooms must also collect a Visitor’s Pass and sign in/out.

2.15 CUSTODY

We cannot intercede in instances of custody disputation on behalf of any party unless we have a properly Authorised Court Order. A solicitor’s letter is not sufficient. A copy of the court ruling should be presented to the administration office.

2.16 LABELLING AND LOST PROPERTY

Please label every item your child brings to school, e.g. school bags, library bags, hats, shoes, socks, swimwear and underclothes, lunch boxes, drink bottles, writing pads, pencils, rubbers, etc.

All lost property is placed in a container in the Year 1 — 2 covered area. Students should look in the box for articles they have lost. This box is cleared weekly and articles not labelled with a child’s name are donated to charity.
2.17 CASH COLLECTIONS

Payments

Cash collections occur throughout the year for many reasons e.g. visiting performances, sports, camps and excursions. Payments may be made in the following ways:

1. Cash payment

These payments should be made at the school office, except for Prep students who can give it to their teacher. Children who bring money should take it to the school office on their arrival at school. No money should be left in school bags. Please be aware that the administration office does not hold cash on the premises. Therefore change is not available for payments. Parents are asked to assist by sending the collection money in an envelope marked with the names of the children, classes and the purpose of the payment.

2. EFTPOS and credit card (except American Express) are available for payments both at the school office and over the telephone.

3. Direct Deposit

Payments also may be made by direct deposit into the school’s account, using the student’s name as the payment reference. The bank account details are:

   BSB: 064 826
   Account Number: 00900046
   Account Name: Cannonvale State School

4. Centrepay Deductions

School accounts may be paid using Centrepay deductions. The school’s Centrepay Reference Number is 555-105-733-V. Parents may use their child’s name as the reference number, or contact the school for your child’s EQ ID to use as a reference number.

5. BPoint

Details on invoices.

The due date for payment for activities and events is notified to parents in writing (letter and/or newsletter) together with the other details of the activity. To avoid disappointment, would you please make particular note of the due date for payment as no money can be accepted after this time.

Refund Guidelines

At Cannonvale State School we are committed to providing a safe and supportive learning environment for students, staff and volunteers. This commitment includes the health and safety of staff and students when conducting curriculum activities in the school or in other locations.

School excursions and camps enhance a student’s learning by providing opportunities for the student to participate in activities, both curriculum-related and recreational, outside the normal school routine. All planned school excursions are approved by the Principal and endorsed by the Parents and Citizens Association.

State schools are able to charge a fee for:

- an educational service including materials and consumables not defined as instruction, administration and facilities for the education of the student.
- an education service purchased from a provider other than the school where the provider charges the school and.
- a specialised educational program.

A school fee is directed to the purpose for which it is charged.

School fees for extra-curricular activities are calculated on a cost recovery only basis, according to the number of students who have indicated their attendance. Participation of students in an extra-curricular activity is indicated through payment of the fee and provision of a permission form completed by the parent.

As the school budget cannot meet any shortfalls in funding for an extra-curricular activity due to the subsequent non-participation of a student who had previously indicated attendance of the activity, fees already paid for an extra-curricular activity may be refunded in full or in part or not at all, having regard to the associated expenses incurred and the circumstances of the non-participation.
If a parent wishes to apply for a refund due to their child’s non-participation in an extra-curricular activity, they may do so by completing a Request for Refund form available from the school office. Where possible, the request should include the receipt relating to the payment for which a refund is being sought. It is preferred that refunds be made as a credit against the student’s account at the school, and used to offset any future charges.

Department of Education Training and Employment policy references:
- Education (General Provisions) Act 2006
- SCM-PR-002: School Excursions
- FNM-PR-019: State Education Fees

2.18 OVERDUE FEES
Where fees are overdue the Principal has the discretion to exclude any student from an optional extra-curricular school activity.

2.19 MONEY
Children are asked to bring no more than $5 to school unless for a specific collection, e.g. tuckshop bag, Arts Council, excursions.

2.20 BANKING
Children have the opportunity of opening a savings account with the Commonwealth Bank. Prep students are issued with an account application form at the beginning of the year. Children bring deposits and books to the library on the morning of banking day. The book is returned to the child the next day. Please note, banking day for 2017 is Wednesday.

2.21 TUCKSHOP
The school promotes healthy eating. Healthy food options are available at the tuckshop which operates Monday, Wednesday and Friday for both lunch and afternoon tea. A tuckshop price list is issued at the beginning of the school year and on occasions throughout the year.

Smart Choices Tuckshop Menu
Foods served in the canteen are categorized according to fat, sugar and salt content as:

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>GREEN</td>
<td>healthy choice that can be eaten all the time.</td>
</tr>
<tr>
<td>AMBER</td>
<td>relatively healthy choice when balanced with green foods.</td>
</tr>
<tr>
<td>RED FOODS</td>
<td>these are less healthy choices and should be reserved for limited occasions only.</td>
</tr>
</tbody>
</table>

We have no red foods as part of our regular menu. To get the best advantage from the menu, try to order more green foods than amber. The menu is developing continuously. If you have any menu ideas for affordable, healthy menu items that are simple to prepare or can be pre-prepared please let our tuckshop convener know by calling 4946 2337 on Monday, Wednesday or Friday.

Cannonvale State School is aware that some children have a severe allergy to nuts, and attempts to provide a “nut free" Tuckshop Menu in endeavouring to protect all children.

Children of all year levels (Years 1–6) are required to order both “Lunch” and “Afternoon tea”, by writing the order on a packet and enclosing the money in it. There should be separate packets for little lunch and big lunch orders. It is helpful if the correct amount is enclosed. The packet should be of sufficient size to hold the lunch ordered. Brown paper packets are available from tuckshop for a nominal cost.

VOLUNTEERS FOR OUR TUCKSHOP ARE ALWAYS NEEDED AND WELCOME

The parents of Cannonvale State School sincerely thank the tuckshop volunteers for their efforts which allow us to provide a quality, low cost service to the children. Volunteering is a great way to meet people from your community and to learn about your child’s school.
Did you know?

- The Tuckshop is run with the aim of making a small profit to cover long term costs such as equipment replacement.
- The busiest time of the day for the tuckshop is before the first break (especially on FRIDAYS). If you drop your children off at the school, why not consider staying to help for a short while? Even one hour makes a great difference at this time of the day. If you can stay longer, that would be greatly appreciated and your child will receive a $5.00 order.
- If you are too busy to volunteer your time, then you could probably benefit by a break from making school lunches. Using the tuckshop is another great way to support us.

3.0 STUDENT MANAGEMENT

3.1 BUDDY SYSTEM

When a new student is enrolled he/she is allocated a “buddy” from their class who will introduce them to the school environment and help them to settle in to their new school. Our school also has three Buddy Benches. A buddy bench is a place where children who are feeling lonely can go and sit to remind others that they would like a friend's company.

3.2 RESPONSIBLE BEHAVIOUR PLAN FOR STUDENTS

Cannonvale State School's Responsible Behaviour Plan for Students is based on the School Wide Positive Behaviour Support Program. This plan can be accessed on the school’s website, with hard copies available on request at the school office.
3.3 PROHIBITED ITEMS

Children should not bring toys, valuables or dangerous items to school. The school accepts NO responsibility for loss or damage to any items brought along.

Toys/valuables & dangerous items include:

- Trading cards, of any kind
- Coin collections or any special collection
- Electronic games
- Skateboards or rollerblades
- Any other personal play items
- Jewellery
- iPods/MP3 Players
- Mobile phones
- Weapons, toy weapons or replicas

Should children bring such items to school, they will be held at the office for collection by a parent.

3.4 STUDENT COUNCIL

A Student Council consisting of representatives of Years 3–6 meets on a regular basis. This council seeks to address issues of concern to students and teachers and to organise social activities for students. It is led by the school captains and vice captains. At the beginning of each year, each class in Years 4-6 elects a student council representative from their class.

3.5 SCHOOL SPECIALIST STAFF

Support Staff: Support staff are Support Teachers: Literacy and Numeracy (ST:LaN) and Special Education Teachers. Support staff teach students who require an adjusted curriculum. They work with relevant staff to develop curriculum adjustments and teaching strategies. They coordinate Education Adjustment Programs (EAPs), Individual Curriculum Plans (ICPs), Personalised Learning and Individual Management Plans (IMPs) if required. The role also includes liaison with and coordination of personnel involved.

Guidance Officer: The Guidance Officer (GO) meets with staff, parents, teachers and students in response to requests from the Student Services Committee. The Guidance Officer carries out assessments and reviews and may make referrals to other support agencies. Requests for students to be seen by the Guidance Officer must be accompanied by a parent permission form.

Visiting Support Specialists: The school is visited on a ‘needs’ basis by a range of specialist personnel who meet with teachers, parents and other specialists to determine how the school can best meet the needs of children, particularly children with a verified disability. Personnel include a Speech Language Pathologist, Physiotherapist, Occupational Therapist, Advisory Visiting Teachers (AVTs), Autism Qld and Let’s Talk Developmental Hub.
4.0  CURRICULUM

4.1  PREP YEAR

Prep is the first official year of schooling, preparing children well for Year One in the following year. From 2017, Queensland children are required to undertake Prep prior to Year 1. For admission to Prep, children need to be five (5) years old by 30 June in the year they enrol in Prep.

Students in prep undertake formal lessons in English, Mathematics, Science, History and Geography, Health, Technology and the Arts, aligned to the Australian Curriculum. In addition to the learning program with their teachers, prep children join in a range of activities at the primary school including assemblies, lessons from the specialist teachers in music and physical education. They visit the library regularly and become familiar with the surroundings of the school. They attend some performances if they are deemed suitable for their age and also participate in the school's swimming program in term four.

Prep programs are full day programs of five (5) days a week, with start, finish and break times the same as for years 1-6.

4.2  YEARS 1-6

Our school implemented the Australian Curriculum for English, Mathematics and Science in 2012, History in 2013, Geography in 2014 and Digital & Design Technology, the Arts and Health & Physical Education in 2015. The LOTE curriculum is taken from the current draft of the Australian Curriculum. There are nine Key Learning Areas (KLAs) taught across these year levels:

- English
- Mathematics
- Science
- History
- Geography
- The Arts (Music, Art, Drama, Dance and the Media)
- Physical Education and Health
- Technology
- LOTE (Languages Other Than English – Japanese)
4.3 **EXPLICIT TEACHING AND DIFFERENTIATION**

Cannonvale State School is an Explicit Instruction school. Within classes all children are differentiated for according to their individual needs and are being specifically catered for at an aspirational level.

All classes have at least three uninterrupted days of teaching per week that has been timetabled for them. On these days there is an English block which consists of handwriting, spelling, reading and writing which includes punctuation and grammar. There is a Maths block for 1½ hours which includes basic fact recall, written maths, computer based maths and problem solving maths involving concrete materials. One of the other Key Learning Areas is taught for an hour in the afternoons.

Support staff are timetabled across the school to support differentiation. All children in the school have a portfolio where they record their learning goals they set for themselves. Cannonvale State School’s staff constantly check for understanding and provide feedback to children on their learning.

4.4 **ART**

Children need an old shirt or apron for protection of their clothing during art activities. Should you have skills in a particular area please contact your child’s teacher if you would like to share these skills with a class or group.

4.5 **ASSESSMENT & REPORTING**

This is a year long process. The children's work will be assessed and tests may be given. All facets of the children's work will be evaluated and steps will be taken to try to remedy any problems that are diagnosed.

a. Reports to parents are made at the end of each semester. Oral reports are required at the end of first and third terms. Written reports will be made at the end of each semester in a report card especially designed to inform parents to the greatest possible extent of their child’s progress.

b. Should parents wish to consult the teacher about their child's progress, or with regard to any concerns, they should not hesitate to contact the teacher to arrange a suitable appointment. Parents should not be reluctant to contact the Principal if they are concerned about the welfare of their child.

c. A National Year 3 and 5 test is conducted annually. It provides information about aspects of student's knowledge and skills in Literacy and Numeracy.
4.6 HOMEWORK

In 2014, Cannonvale State School introduced a more holistic approach to homework. Consistently across the school, teachers will give all classes a matrix. Children then have one week, including weekends, to choose and complete 4 activities from the matrix. Reading, however, is expected to be done Monday to Thursday nights. Children should want to read every day as all learning is underpinned by reading. Parents have the option of asking their child’s teacher to provide traditional homework.

Sample Matrix

<table>
<thead>
<tr>
<th>Play an outdoor game with one or more members of your family</th>
<th>Spend 30 minutes on ABC Reading Eggs</th>
<th>Help make your bed</th>
<th>Spend 30 minutes on Mathletics</th>
<th>Walk your dog with a family member</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make something using art and craft materials</td>
<td>Play a board game with a family member</td>
<td>30 minutes on Spelling City</td>
<td>Help make a healthy lunch for school</td>
<td>Write a diary entry about your weekend</td>
</tr>
</tbody>
</table>

4.7 INFORMATION COMMUNICATION TECHNOLOGY (ICT)

All classrooms are equipped with computers. In addition there is a class set of computers for classes to use in the Library. There are also sets of 30 laptops shared amongst year level cohorts.

The school and Education Queensland monitor access to and usage of the ICT network. Principals and teachers are responsible for ensuring the safe and effective use of ICTs within schools. Staff and students are expected to demonstrate safe, lawful and ethical behaviour when using the school’s ICT network. Parents/guardians are also responsible for ensuring students understand the school’s ICT access and usage requirements, including the acceptable and unacceptable behaviour requirements. Please refer to the document Information for Students and Parents on School ICT Network Usage in the appendix.

Students and parents must sign a Student Network Access Agreement and Third Party Website Agreement on enrolment and annually thereafter. Please also refer to the Responsible Behaviour Plan for the school’s policy on Cyber Bullying.

4.8 CAMPS AND EXCURSIONS

Throughout a child’s years at school, s/he may be involved in various camps and excursions as well as various school-based activities. A list of these activities that are planned for 2016 is provided on the next page. Further information is provided at the parent information evenings in Term 1 and by information letters to parents.

When planning these excursions, bus and camp bookings are made in accordance with the number of participants who nominate to attend e.g. the size and cost of a bus for 45 children can be quite different from that required for 54 children. For this reason there is a non-refundable retainer for cancellations made after arrangements are confirmed (approximately 7–10 days beforehand).

If you be unable to meet the costs of a particular activity, please contact the Principal to discuss this. Parents are often invited to assist with supervision on camps and excursions. All parent volunteers on camps of more than one day (i.e. those involving overnight stays) will be required to have a current Blue Card. Parents/carers can apply for these through the school office at no charge.

From time to time classes may be taken on excursions of half a day or less in the local area i.e. in the immediate surrounds of the school such as the adjoining park or nearby beach. These excursions usually have no cost involved and require no transport. Parents will be advised of these excursions and permission sought.
## Camps and Excursions 2016

<table>
<thead>
<tr>
<th>DATE</th>
<th>ACTIVITY/EVENT</th>
<th>ANTICIPATED COST PER STUDENT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Whole School</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1st and 4th Terms</td>
<td>Swimming (Note: Prep — Year 6)</td>
<td>Approx. $20 per student per term</td>
</tr>
<tr>
<td>Term 4</td>
<td>Life Education Van visit — part of Health Curriculum</td>
<td>$2</td>
</tr>
<tr>
<td>Last day of each term</td>
<td>Behaviour Reward Days</td>
<td>TBA</td>
</tr>
<tr>
<td><strong>Prep</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Term 3</td>
<td>Excursion (Venue: TBA)</td>
<td>TBA</td>
</tr>
<tr>
<td><strong>Year One</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Term 2</td>
<td>Excursion to Proserpine Museum</td>
<td>$4</td>
</tr>
<tr>
<td><strong>Year Two</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Term 3</td>
<td>Excursion – Marina and airport</td>
<td>$2.50</td>
</tr>
<tr>
<td><strong>Year Three</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Term 3</td>
<td>Excursion (Venue: TBA)</td>
<td>TBA</td>
</tr>
<tr>
<td><strong>Year Four</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Term 3</td>
<td>Excursion (Venue: TBA)</td>
<td>TBA</td>
</tr>
<tr>
<td><strong>Year Five</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Term 4</td>
<td>Camp – Paluma Environmental Education Centre</td>
<td>Approx. $220</td>
</tr>
<tr>
<td>As required</td>
<td>Instrumental Music Levy for participating students</td>
<td>$50</td>
</tr>
<tr>
<td><strong>Year Six</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Term 3</td>
<td>Camp – Kinchant Dam Outdoor Education Centre</td>
<td>Approx. $220</td>
</tr>
<tr>
<td>As required</td>
<td>Instrumental Music Levy for participating students</td>
<td>$50</td>
</tr>
</tbody>
</table>
School—Based Activities
Each year, various outside organisations are chosen to provide performances, exhibitions or hands-on curriculum-based activities for students. Those chosen are of a very high standard and provide valuable enhancements to the school curriculum. Details and admission charges are provided prior to each performance.

The entry fee collection deadline for each performance will be two days prior to the event, and will be advised in the school’s Newsletter and/or by special parent notice at least two weeks prior (please refer to the section on Cash Collections regarding making payments by the due date). The student is to place the admission fee in an envelope with his/her name, class and amount enclosed on the front and hand it in at the school office. The permission slip should also be enclosed in the envelope.

A fee is also charged for swimming lessons in first and fourth terms to cover the cost of employing extra teacher aides and pool maintenance.

4.9 SUPPORT PROGRAMS
During the year parents will be invited to participate in training programs which give parents skills for helping children with their learning. They also ensure that parents, who play such a vital role in assisting teachers at school, are using strategies similar to those of the teacher and therefore are less likely to confuse the children they assist.

4.10 YEARS 3 & 5 NATIONAL TESTING (12-14 MAY 2015)
Each student in these year levels will participate in national tests in Literacy and Numeracy except if eligible for exemption or if they are withdrawn by parents. Reports are sent home and students requiring assistance are identified.

4.11 YEAR 6 TO HIGH SCHOOL TRANSITION PROGRAM
Throughout the year, all children in Year 6 will be involved in the High School Transition Program. This program will enable students to meet and talk to some of the teachers and administrators at Proserpine State High School, to be introduced to the surroundings and to learn some procedures of high school. All students are required to attend as they will benefit greatly from this opportunity.

5.0 THE ARTS & EXTRA CURRICULAR ACTIVITIES

5.1 CHOIR
Cannonvale State School has been well-recognised for its quality school choirs. Participation is enjoyable for the children and entertaining for the audience. We attempt to provide as many opportunities as possible for children to perform in public. All choir members will need to sign a commitment form upon entry. Enthusiasm, regular attendance at practice and cooperation with the teacher are essential qualities of members.
5.2 MUSIC

Year 3 to Year 6 students participate in classroom instrumental music where they learn descant recorder playing techniques through the Cannonvale State School’s Recorder “Karate” Program. Students review elements of music theory during this process. Students are also introduced to the whole recorder ensemble and fife which helps to guide them towards playing instruments such as clarinet, saxophone and flute.

Ukulele provides an introduction to string instruments where we follow Mike Jackson’s teaching methods.

The music program is Orff Schulwerk based. The Orff approach is one of several developmental approaches including the Kodaly Method, Dalcroze Eurhythmics, and Suzuki Method used in music education. It combines music, movement, drama, dance and speech into lessons that are similar to child’s world of play.

5.3 INSTRUMENTAL MUSIC: YEARS 4-6

In term 1 of each year, students in Year 4 are invited to join the Instrumental Music Program. Children must audition for a place in the program. Students in the program receive 30 minutes of tuition per week and play in the concert band. However, as numbers are limited, it may be necessary to be placed on a waiting list until a vacancy occurs. Expression of interest letters are sent home to parents of Year 3 students during Term 4 giving more detailed information, including fees that participating students will be required to pay.

The school has a limited number of instruments which are available for loan in the child’s first year of tuition. However, it is expected that should your child wish to continue, he/she would be required to purchase an instrument. This does not always apply as some of the instruments are extremely costly and are often in low demand.

Should a child join this program in Year 4 and continue until leaving high school in Year 12, he/she will have completed eight (8) years of musical tuition and be a very competent musician capable of continuing music as a career option or simply as a leisure time activity.

6.0 THE LIBRARY

6.1 LIBRARY

The library caters for all students, providing a wide range of literature, audio-visual aids and kits. A “library bag” is required for borrowing.

OPENING TIMES FOR ALL CHILDREN

8.15 am – 8.40 am, 11.15 pm – 11.40 am and 1.25 pm – 1.45 pm DAILY

Two (2) books may be borrowed at any time except for Prep and Year 1 children who may borrow one (1) book at a time. Other resources such as posters, DVDs and computer programs may be used in the library but are not available for borrowing.

All books borrowed should be cared for. Reimbursement is sought from parents for replacement of damaged or lost books.
6.2 BOOK BUDDIES

The Book Buddies program has been designed to encourage children to read books or have books read to them. Older students visit the library and read to younger students, or students come and read a book to themselves. Attendance is recorded in a student passport and certificates and prizes are provided as added incentive for students to be involved.

6.3 BOOK CLUB

Children are given the opportunity of participating in Book Club approximately three times a year. Order forms are issued to pupils approximately a week prior to collection day. Every care is taken with ordering but no responsibility is taken by the school. The book company is notified of errors and attends to them. Late orders may not be accepted.

A Book Fair is held each year. This coincides with Children’s Book Week. Parents will be advised of the dates on which this is to be held. Cash payments for the correct amount are preferred. If payment is by cheque please make the cheque payable to Scholastic Australia. Payments may be made online as indicated on the ‘Wish List’ order form. A receipt will be issued as proof of payment. This receipt should be handed in at the Fair to collect the books.

7.0 HEALTH & PHYSICAL EDUCATION

7.1 HEALTH & PE

A Physical Education teacher is appointed to the staff of Cannonvale School.

All children must participate in all aspects of physical education e.g. sports skills, swimming, athletics etc. As these activities are very important in the development of the child and are a part of the curriculum. A note from parents/carers is required whenever a child is unable to participate. Hats (not caps) must be worn and sunscreen is recommended. See the Student Dress Code for appropriate footwear to be worn for physical education and sport. A t-shirt/swim shirt and sunscreen are compulsory for all children whilst swimming.
7.2 SPORT

The educational value of sport justifies its place within the primary curriculum as it contributes to physical growth, mental stability, character development and social adaptability. Sport develops interests in recreational activities which continue later into adult life. Children in Prep–Year 6 participate in sport based at the school.

Inter-house Athletics Carnival

An inter-house athletics carnival is held annually. All children participate in this carnival in some way. From this carnival a team is selected to compete against teams from other district schools at the Proserpine District School Carnival.

Note: Winning or being placed in a competition does not automatically guarantee a child’s selection in a local, district, regional or state team. This is determined by the selectors who refer to qualifying times, heights and distances, personnel for supervision, costs and other factors. A child’s behaviour and sporting attitude are considerations for selection.

If selected in a team at zone, district or state level, costs for parents will include uniforms, travel, administration and transport. Some of these costs may be reduced through subsidy and sponsorship.

Inter-house Swimming Carnivals

Each year separate swimming carnivals are held for Prep, Years 1–3 and Years 4–6 students. Parents and caregivers are encouraged to attend. Children compete in their sporting houses on those days and the competition is always very enthusiastic. Children in Years 4–6 may be selected for representation at the state level.

District Sport

Representatives from Proserpine District Schools (this includes Cannonvale) participate in nominated sports against teams from Bowen and Collinsville Districts. From such competitions, Whitsunday Zone Teams are chosen to compete in North Queensland Selection Trials. A pupil selected in a North Queensland Team may compete in a State Competition.

Selected players and their parents must abide by the Code of Behaviour of the Sporting Team. This includes courteous communication with managers and coaches and demonstration of good sportsmanship. NB: The same terms as stated for "Athletics" apply. (Refer above).
Sport Travel Assistance

Children selected in Northern Region or State Teams may seek reimbursement from the P&C Association for some of the costs involved with travel by bus or air. A form is available from the school office.

Parents may also write to the Proserpine and District School Sports Association for assistance. Parent help is needed in raising funds to support school sport. This fundraising involves:

- Raffles
- Goose Club
- Proserpine District Sports Association Major Raffle

Sporting Trophies

Donors of trophies are sought for various sporting events during the year, particularly for the swimming and athletics carnivals. If you would like to donate please contact the school. Due recognition is given on the day of the event, in newsletters and publicity prior to and after the event.

7.3 HOUSES FOR SPORT

There are four (4) houses for sporting competitions. They are:

- Haslewood (Hornets) – yellow
- Henning (Hawks) – blue
- Macona (Marlins) – red
- Nara (Piranhas) – green

Children are allocated to houses according to their age and to maintain an even distribution of children in each house age group.

7.4 SPORTS GEAR FROM HOME

Students are not to bring equipment to school. It could cause injuries, arguments or damage if not used correctly under supervision.

Exceptions:

- Tennis balls are allowed if used for handball or tennis games.
- Tennis racquets are to be kept in the classroom unless being used at an organised and supervised lesson/game.
- Skipping ropes for individual use only.
8.0  COMMUNICATION

8.1  APPOINTMENTS
Appointments to see the Principal/Deputy Principal should be made through the school office. Parents may contact a class teacher directly to make an appointment with him/her. Prior notification is important to avoid clashing with other school/personal commitments and to ensure quality time for discussion.

8.2  ASSEMBLIES
School assemblies are held in the hall on Wednesday afternoons at 2.20 pm.
Certificates, announcements, reports, notices, presentations and singing of the National Anthem are part of the assembly. Parents and other visitors are welcome to attend. Parents will be contacted if their child is to receive an award at assembly.

8.3  NEWSLETTERS
School Newsletter
Regular newsletters are published on Mondays to keep parents informed of school activities and forthcoming events.

To save the environment, the school also produces an eNewsletter. We encourage all parents/carers to subscribe to this wonderful publication by providing their email address.

Class Newsletters
Each classroom teacher produces a newsletter for parents once per term. These newsletters outline teaching expectations, assessment requirements and timetables as well as other class news.

8.4  WEBSITE
The school’s website (www.cannonvass.eq.edu.au) is regularly updated, and contains a wide range of information about the school including upcoming events, enrolment information, school documents such as the school’s Annual Report and the Responsible Behaviour Plan for students and a P&C page.

8.5  PARENT CONCERNS
We believe that positive partnerships with members of our school community are fundamental to the effective performance of our students.

From time to time, you may have a concern about a school matter or there may be a decision you cannot understand.

If you have an issue or concern about any matter we invite you to make an appointment to come and talk the matter over with us. These matters may include your child’s performance, our performance, school decisions or procedures. It is important to resolve the matter quickly.

We are committed to listening to you positively and to working with you to resolve matters so that we can improve our school and enhance our students’ learning.
How to make a complaint

You can raise your concerns with your child’s teacher or member of the Administration by:

- making an appointment to meet with us
- writing a letter or telephoning us.

Our process of managing your complaint

In most cases we will discuss your concerns and provide details of our policy or procedures should they be required. We will then work with you to develop a plan to resolve your concerns. We will also make a time to meet with you at a later date to check that your concerns have been resolved.

Deciding how to handle the matter

Some matters, however, must not be handled in our school because they are so serious. They must be referred to Regional Office or perhaps the police.

Other matters will need further investigation. In this phase a decision will be made about how a complaint will be dealt with.

Finding out about the matter

In this phase the person dealing with the complaint will try to find out all about your concern. They will try to understand the context and causes. You should help by providing all the information you can.

They may need to talk to people to get a complete picture. As they do this they may begin to explore options to resolve the matter. You can help them by focusing on a positive resolution of the matter (but where the matter must be investigated by an external agency it will need to be passed on to that agency). You need to be aware that the person who is being complained about usually has the right to be made aware of the complaint.

Resolution

The person who is handling your complaint will use the facts that have been gathered to make a decision that is fair to all.

He or she will work to resolve your concern and would appreciate your help to do this. He or she wants to make sure that you accept the resolution.

8.6 TELEPHONE MESSAGES

In urgent circumstances you may phone the school and a message will be passed on to your child. Children will not be called to the phone to receive messages.

Calls received late in the afternoon can be difficult to pass on and may not reach your child. Telephone calls to staff will be passed on and the staff member can contact you at a suitable time.

It is preferable that students do not bring mobile telephones to school. If students bring mobile phones to school, they must hand them in at the office on their arrival and collect them when they leave.

8.7 STUDENT CONTACT DETAILS

Please advise of any change of telephone numbers and addresses at home or work as well as changes in emergency contact details. Should an emergency arise, it is important to be able to contact parents or carers immediately. A form for providing this information can be collected from the office, or a note will do. If you are registered with QParents these changes can be made online.

For new arrivals, the school should be advised as soon as possible of the name of your family doctor.

8.8 TELEPHONE NUMBERS AND ADDRESSES OF CHILDREN’S CLUBS AND SPORTS

These are published in the My Whitsunday Regional Telephone and Business Guide. This guide is free and copies are available in this area from local newsagents.
8.9 CONFIDENTIAL INFORMATION

Personal information collected by the school is protected by the Queensland Government’s Information Standard 42 – Information Privacy.

However, in accordance with information sharing protocols and memoranda of understanding, some of this information may be passed onto other government agencies. Some of these State Government agencies include Department of Health, Queensland Police Service, Department of Communities and Department of Community Safety. The commonwealth government, through Centrelink, may require information for matching purposes in relation to the payment of study assistance benefits to some students.

Personal information on the enrolment form can be disclosed to other third parties without the individual’s consent where authorised by law.

9.0 HEALTH AND MEDICATION: PUPIL WELFARE

9.1 DENTAL

In 2017, all students at Cannonvale State School will have the opportunity to be assessed and treated by the School Dental Service which will bring its School Dental Van to the school. Should your child have a dental emergency whilst not visiting our school, the Proserpine School Dental Van can be contacted on phone 0412369351. The Dental Van will be at our school at the start of the year.

9.2 FIRST AID

A member of staff may give First Aid treatment if it is deemed necessary. Ambulance or medical treatment will also be sought if the injury appears to be serious.

A parent called to pick up a sick child must sign a “Collection of Student” Form and show identification. Except in serious circumstances, it would be appreciated if parents would notify other family members at school of the action and of any changes to home travel arrangements. Ensure that you advise the school whenever you change address or phone numbers as every effort is made to contact parents in the event of a serious injury or if a child is very ill. Our school has decided to contact the parents / carers of any child who has received an injury to the face or head, however minor.

9.3 HEAD LICE

Head lice management is a complex issue. Head lice do not pose any serious health risks but they can be difficult to manage. Families, who are responsible for the detection and treatment of head lice, often experience anxiety, confusion and frustration as they spend precious time and money dealing with a range of treatment recommendations. Myths and misinformation about head lice can also contribute to a sense of stigma and blame within the community. Queensland Health and Education Queensland have a responsibility to guide and support families in the efforts to manage head lice effectively. Please find outlined below one of the recommended techniques for detection and or treatment of head lice.

**Conditioner and Combing: a technique for the detection and/or treatment of Head Lice**

- Conditioner and combing is the most effective way of finding head lice.
- Conditioner and combing is also an effective way of treating head lice, particularly mild conditioners.
- The conditioner stuns the lice for some minutes so they can be easily removed.
- Conditioner and combing is economical. It also avoids the use of head lice chemicals (insecticides).
- Conditioner and combing is easy for older children to learn to do for themselves.
- Using conditioner and combing every two days between chemical treatments removes young lice as they hatch from the eggs. No insecticide will kill the egg.

<table>
<thead>
<tr>
<th>For conditioner and combing you will need:</th>
</tr>
</thead>
<tbody>
<tr>
<td>White hair conditioner</td>
</tr>
<tr>
<td>An ordinary comb</td>
</tr>
<tr>
<td>A fine tooth comb</td>
</tr>
<tr>
<td>Hair clips</td>
</tr>
<tr>
<td>White tissues or material</td>
</tr>
<tr>
<td>Good light</td>
</tr>
<tr>
<td>A magnifying glass</td>
</tr>
<tr>
<td>A mirror if combing yourself</td>
</tr>
<tr>
<td>A plastic container</td>
</tr>
<tr>
<td>An old toothbrush, safety pin or dental floss</td>
</tr>
</tbody>
</table>
The information in this table is taken from the “Head Lice in Primary Schools Kit” developed by the Brisbane Southside Public Health Unit Southern Public Health Unit Network. Further information about head lice is available on the school’s website.

Should you detect head lice, please notify the school so that we can alert others.

If we become aware of a case of head lice, we will send home a Head Lice Alert letter. Parents/carers are asked to complete and return the slip at the bottom of this letter to indicate that they have inspected their child’s hair and begun treatment if necessary. If this reply slip is not returned, a reminder letter will be sent home together with another copy of the alert letter. We rely on and appreciate the cooperation of all in order to minimise the spread of head lice.

9.4 HYGIENE

Cleanliness and personal hygiene are vigorously encouraged at school. We ask that you support us by:

- covering sores or open wounds with appropriate bandages
- encouraging children to wash their hands thoroughly and regularly before eating and after going to the toilet
- encouraging them not to share drinks and food items, especially drink bottles
- checking that scraps are removed from the child’s school bag and lunch box on a daily basis.

9.5 ACCIDENT INSURANCE COVER FOR STUDENTS

Some school activities and physical education, particularly contact sports, carry inherent risks of injury.

Parents are advised that the Department of Education, Training and Employment does not have Student Accident Insurance cover for students.

If your child is injured at school or on a school excursion as a result of an accident or incident, all costs associated with the injury, including medical costs, are the responsibility of the parent or carer.

Some incidental medical costs may be covered by Medicare. If parents have private health insurance, some costs may also be covered by the provider. Any other costs would be borne by the parents or carer.

Student Accident Insurance is an insurance policy that pays certain benefits in certain circumstances should your child have an accident.

It is a personal decision for parents as to the types and levels of private insurance they arrange to cover their child for any accidental injury that may occur.

Parents should contact their insurer or an approved Australian insurance broker for more information about student personal accident insurance cover for their child.

9.6 MEDICATIONS AT SCHOOL

Staff can only administer medication to pupils at school under the following conditions. All parents and care givers should read this carefully to ensure understanding of it.

1. Should medication prescribed by a pupil’s medical practitioner be require, to be administered whilst the pupil is at school or on a school approved activity, a parent or legal guardian must make a written request to the principal of the school using the form available at the school office, or on our website.

2. Following such written request, the principal or teacher or support staff authorised by the principal, may accept responsibility to give the medication to the student.

3. The prescribed medication will be administered in accordance with the written instructions provided by the pharmacist on the medical container. It must be the current container not an old one and must have the pharmacist sticker attached.

4. The instructions on the container should indicate times at which the medication is to be administered, as well as the quantity of medication to be administered.

5. Analgesics (e.g. Panadol, Aspirin) and any over the counter medications including cough lollies and liquid medication, ointments, drops of any kind and/or creams cannot be administered by staff unless a registered medical practitioner provides written instructions to the school. These types of products should not be brought to school.

6. Children must never keep medication with them. All medication must be brought to the office when the child arrives at school. It will then be stored in the Health Room where a refrigerator is available if required.
7. If the medication is no longer required by your child (i.e. change in medication order/dose) parents are asked to visit the school for the medication to be returned directly to them in its original container (not via the student).

8. **Asthmatics:** Parents of asthmatics should see the class teacher about their child’s prescribed medicine. Asthmatics are allowed to keep prescribed medicine with them **BUT** the child’s name should be clearly marked on it. Ensure medications are not out of date.

9. Some parents of asthmatics choose to leave a spare “spray” with the school office staff. This practice is acceptable. However the container should be clearly marked with the child’s name and it is preferable that a spacer is left as well.

10. The school holds Ventolin sprays for emergencies, however disposable spacers must be used and a charge may apply.

9.7 **CONTAGIOUS CONDITIONS**

Contagious conditions and prescribed periods of exclusion from school are shown in the table on the next page. For further advice and confirmation on these conditions, please contact the Public Health Unit in Mackay — **Telephone:** (07) 4911 0400.

9.8 **SICKNESS OF PUPILS**

Pupils who are unwell should not be sent to school. It is important that the school is kept informed of parent work and home phone numbers for contact. Should we be concerned for the child’s health and are unable to contact you, an ambulance will be called to transport the child to a medical practitioner or hospital.

9.9 **STUDENTS WITH NUT ALLERGIES**

We are aware of children who attend our school who have a severe allergy to nuts. This condition can be managed by not having nuts or nut products such as peanut butter or Nutella at school.

*Please do not send children to school with food containing nuts.*
Contagious Conditions and Prescribed Period for a Child Suspected of having a Contagious Condition

<table>
<thead>
<tr>
<th>Contagious Condition</th>
<th>Prescribed Period for Child Suspected of having the Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Start of Period</strong></td>
<td><strong>End Period</strong></td>
</tr>
<tr>
<td>Diphtheria</td>
<td>Onset of symptoms of the condition</td>
</tr>
<tr>
<td></td>
<td>The treating doctor gives written confirmation 2 negative throat swabs have been taken from the child— (a) the first swab taken at least 24 hours after the child finishes a course of antibiotics; and (b) the second swab taken 48 hours later.</td>
</tr>
<tr>
<td>Enterovirus 71 (EV71) Neurological Disease</td>
<td>Onset of symptoms of the condition</td>
</tr>
<tr>
<td></td>
<td>The treating doctor gives written confirmation the virus is no longer present in the child’s bowel motions.</td>
</tr>
<tr>
<td>Gastroenteritis illness</td>
<td>Onset of symptoms of the condition</td>
</tr>
<tr>
<td></td>
<td>The child has no symptoms of the condition and has not had a loose bowel motion for at least 24 hours or, if a laboratory test confirms a norovirus, for at least 48 hours.</td>
</tr>
<tr>
<td>Haemophilus influenzae type b infection</td>
<td>Onset of symptoms of the condition</td>
</tr>
<tr>
<td>(invasive)</td>
<td>The treating doctor gives written confirmation the child is not infectious.</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>Onset of symptoms of the condition</td>
</tr>
<tr>
<td></td>
<td>The treating doctor gives written confirmation the child is not infectious, but not earlier than 7 days after the onset of symptoms.</td>
</tr>
<tr>
<td>Measles</td>
<td>Onset of symptoms of the condition</td>
</tr>
<tr>
<td></td>
<td>The treating doctor gives written confirmation the child is not infectious, but not earlier than 4 days after the onset of the rash caused by the condition.</td>
</tr>
<tr>
<td>Meningococcal infection (invasive)</td>
<td>Onset of symptoms of the condition</td>
</tr>
<tr>
<td></td>
<td>The treating doctor gives written confirmation the child is not infectious.</td>
</tr>
<tr>
<td>Paratyphoid</td>
<td>Onset of symptoms of the condition</td>
</tr>
<tr>
<td></td>
<td>The treating doctor gives written confirmation the child is not infectious after – (a) the child has completed an appropriate course of antibiotics; and (b) the child has not had a loose bowel motion for at least 24 hours.</td>
</tr>
<tr>
<td>Pertussis (whooping cough)</td>
<td>Onset of symptoms of the condition</td>
</tr>
<tr>
<td></td>
<td>The treating doctor gives written confirmation the child is not infectious, but not earlier than (a) 5 days after the child starts an appropriate course of antibiotics; or (b) 14 days after the onset of coughing caused by the condition.</td>
</tr>
<tr>
<td>Poliomyelitis – wild type and vaccine</td>
<td>Onset of symptoms of the condition</td>
</tr>
<tr>
<td>associated</td>
<td>The treating doctor gives written confirmation the child is not infectious, but not earlier than 14 days after the onset of symptoms.</td>
</tr>
<tr>
<td>Rubella</td>
<td>Onset of symptoms of the condition</td>
</tr>
<tr>
<td></td>
<td>4 days after the onset of the rash caused by the condition.</td>
</tr>
<tr>
<td>Tuberculosis</td>
<td>Onset of symptoms of the condition</td>
</tr>
<tr>
<td></td>
<td>The treating doctor gives written confirmation the child is not infectious.</td>
</tr>
<tr>
<td>Typhoid</td>
<td>Onset of symptoms of the condition</td>
</tr>
<tr>
<td></td>
<td>The treating doctor gives written confirmation the child is not infectious after – (a) the child has completed an appropriate course of antibiotics; and (b) the child has not had a loose bowel motion for at least 24 hours.</td>
</tr>
<tr>
<td>Varicella – zoster virus infection (chickenpox)</td>
<td>Onset of symptoms of the condition</td>
</tr>
<tr>
<td></td>
<td>All blisters caused by the condition have dried, but not earlier than 5 days after the onset of symptoms.</td>
</tr>
</tbody>
</table>
9.10 LUNCH

Cannonvale State School encourages everyone to be healthy and environmentally conscious. We encourage children to bring "Nude Food" lunches, that is, they are contained in biodegradable products or items that can be washed up.

Contents of a sample lunch box:
- Apple
- Mandarin
- Sandwich in washable container
- Yoghurt in washable container

Sugary, salty treats should be kept to a minimum, if brought at all. Pre-packaged foods are generally high in these as well as preservatives, which is why we discourage them. Diabetes and heart disease are growing epidemics in Australia, and Cannonvale State School is not being passive.

Healthy Me = Healthy Reef

Students eat in classrooms at both breaks, and Student Councillors give “nude food” tickets to students for the following:

- All nude lunch box = 1 ticket
- All nude with only one treat = 2 tickets
- All nude and all healthy = 3 tickets

Tickets are collected, and one ticket is drawn at the end of each term, with the winner receiving $25!

10.0 PLAY, SAFETY, BUS TRAVEL AND TRANSPORT

10.1 ADVENTURE PLAYGROUND

Areas where the playground equipment is located have been designated for use by the following classes:

<table>
<thead>
<tr>
<th>Prep</th>
<th>Equipment at Junior Learning Centre</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>Equipment at Junior Learning Centre</td>
</tr>
<tr>
<td>Years 1 and 2</td>
<td>Equipment is available in the play area near the Multipurpose area.</td>
</tr>
</tbody>
</table>
| Years 3 and 4 | Year 3 Equipment is available in the play area near the tuckshop  
                 Year 4 Equipment is available in the wooden play area near the 3/4 toilet block |
| Years 5 and 6 | Equipment is available on the oval  
                 Equipment at the tennis court playground |
10.2 AEROSOL CANS
Aerosol cans of any description are not permitted at school. Should a child wish to use a deodorant or sun protection cream, he/she should use one that comes in a roll-on, cream or stick.

10.3 ANIMALS
Animals, particularly dogs, are not permitted in the school grounds. Whilst they can be friendly pets in a home environment, they can be quite different in a school environment where children play. They can also threaten the safety or hygiene of children. Animals should not be brought for “show and tell” sessions in the classroom.

10.4 BICYCLES AND SCOOTERS
Bicycles should be mechanically safe and children should be capable and responsible riders. All children who ride bikes must wear safety helmets and parents should check that the one they purchase meets the Standards Association of Australia stamp mandatory standard.

Children are requested to walk their bikes inside the school grounds and across Shute Harbour Road and Island Drive at the traffic lights. Bikes and scooters should not be ridden within the school grounds and should be locked at the bicycle racks for safety.

Please note, skateboards should not be brought to school.

10.5 BUS TRAVEL
Eligibility
To be eligible for “Full Cost of Travel” to and from school, primary school pupils must live further than 3.2 kilometres by the shortest trafficable route from the nearest state school.

Forms are available from Whitsunday Transit (Phone 4946 1800 or website www.whitsundaytransit.com.au) which is the licensed service for this school. Parents are asked to note the conditions of travel and ensure that their children abide by the Code of Conduct for bus travel. Any concerns about incidents that occur on the bus should be communicated to Whitsunday Transit.

Parents are asked to notify the school if their child travels to and / or from school by bus, and of any changes to bus travel if they occur i.e. change of route or ceasing to use the bus. This information assists with our emergency plans in case of such events as cyclone or flooding.

Conditions of Travel
1. Students travelling by bus should request a copy of the Code of Conduct from the bus driver.
2. Parents should notify the manager of the bus company if they are concerned about behaviour on the bus: phone (07) 4946 1800.

Bus Passes
1. Bus passes must be produced for the driver upon request. These are not transferable.
2. Damaged passes will be replaced at a nominal fee provided the damaged pass is produced and is identifiable. Parents will be required to pay a replacement fee for lost passes.
3. A new application form is required to be completed when a child changes school or address.
4. Parents are requested to advise the bus company when a child no longer travels on a particular service.
5. The Department of Transport reserves the right to withdraw travel assistance if investigations show the student is ineligible.

10.6 CONVEYANCE ALLOWANCE
A conveyance allowance is payable to parents or guardians who transport their child/children a distance of 3.2 kilometres or further to a school bus route or to the school if a bus service is not available.

10.7 EVACUATION AND LOCKDOWN DRILLS
Every term, drills for evacuations and lockdowns are held so that all staff, students and visitors to the school are familiar with procedures should there be an emergency.
Evacuation drills are held to practise procedures should it become necessary to leave the school buildings, e.g. if there is a fire. During an evacuation, students, staff and visitors assemble at the fence on the Coral Esplanade side of the school.

Lockdown drills are held to practise procedures should it be unsafe to leave the school buildings, e.g. a fuel spillage nearby, a dangerous animal or person in the school grounds or in the school vicinity etc. During a lockdown, everyone stays in the buildings out of sight, and doors and windows are locked.

Parents and other visitors who are in the school during one of these drills, or who arrive while a drill is in progress, are asked to cooperate with any instructions that may be given by school personnel for your safety and the safety of others.

10.8 **THE “WET SEASON**

From time to time during the summer season and in particular from November to May our coastline may be threatened by cyclones and torrential downpours. In the event of flooding of local creeks and roads, buses may collect students early from school. In the interests of student safety, we cannot let children go on the bus unless parents have been contacted. While every attempt will be made to contact parents, we will not let children leave on the bus unless we have received parental approval for this.

Should a cyclone be threatening our immediate area, you should listen to the local radio for relevant information which will be issued after 7.00 am. Schools do not generally close unless the cyclone is very close; any decision to close the school is made by the North Queensland Regional Education Office in Townsville.

Updated communication will be conveyed via our website.

10.9 **ILLEGAL PRESENCE IN THE SCHOOL GROUNDS**

No one is permitted around school buildings or play equipment during vacations, weekends or after dismissal from school unless prior arrangements are made with the principal or they are participating in a school activity. Police may be called in the event of an unauthorised presence on school premises.

Entry into the tennis courts by climbing over or under the fence is **ILLEGAL ENTRY**. Use of the tennis courts by our students is permitted during school hours but use of the courts outside of school hours must be arranged with Tennis Whitsunday which manages the tennis complex outside school hours.

**Roller blades, roller skates, skateboards or scooters are definitely NOT permitted** and these items should not be brought into the school grounds as they pose a safety risk.

10.10 **LEAVING SCHOOL GROUNDS**

Once children arrive at school they are not permitted to leave until dismissal time unless they have a note from parents/carers requesting early dismissal for an urgent reason (see procedure for collection of children under “Attendance”). In the case of children who leave the grounds without permission, police cooperation will be sought for their return and they will receive consequences in line with our Responsible Behaviour Plan for Students.

10.11 **MOVEMENT BETWEEN HOME AND SCHOOL**

Pupils should travel directly to and from school and should be discouraged from loitering, visiting friends without parental permission, talking to strangers, using inappropriate language, fighting or using other unseemly conduct.

Children should observe road safety rules. Travelling in pairs or small groups is suggested as a method of safety. **Children should cross Shute Harbour Road and Island Drive at the traffic lights.** They must never cross using the drains under the road.

It should be noted that the school can discipline inappropriate behaviour that occurs while children are travelling between home and school.
10.12 PLAY

Our major concern when children play or use equipment is SAFETY.

- **Hard bats and balls** e.g. cricket bats/balls, softball bats/balls, are not permitted unless an adult is specifically supervising the group at play. Cricket balls may be used in the cricket nets provided that only the person batting is inside the nets and is supervised by an adult.

- **Play before school** is not permitted on the play equipment or around the buildings.

- **Students who arrive before 8.30 am** should sit under “A” Block. After 8.30 am the following areas are available for use:
  - Years 1, 2: Covered area near tuckshop
  - Years 3, 4: Under A block
  - Years 5, 6: Multi-purpose covered area and area between MPCA and hall

- Children may go to classrooms from 8.30 am if the teacher is in the classroom.

- Children must play sensibly on equipment and use it for the purpose for which it was intended.

- **Closed-in footwear** is considered necessary at school to avoid injury to feet (see “Student Dress Code”).

- **Tackling games and other contact sports** with a high risk of injury are not permitted.

- Children are not to run around buildings or play on verandahs.

10.13 ROAD SAFETY

Traffic before and after school is very heavy on both Shute Harbour Road and Coral Esplanade. It is most important that children and parents cross using the signalled crossing at the Shute Harbour Road lights and the designated school crossing on Coral Esplanade.

10.14 SUN AND SAFETY

Ours is a Sun Smart School. **Hats** with a 7 cm brim and legionnaire caps (not caps), **polo shirts** and knee-length shorts/skorts/dresses must be worn when children are outdoors. Protection should cover the neck, shoulders and arms as much as possible. Should children have very sensitive skin it is also wise to use a sun protection cream.
10.15 TRANSPORT OF PUPILS
Whenever large numbers of children are to be transported to venues away from the school we endeavour to use buses and children meet the cost of travel.

Should parents be using their vehicles for transporting children on school activities (sport, excursions or the like) they should ensure:

- That each child is individually restrained by a seat belt; and
- That they have current valid Motor Vehicle Registration and Comprehensive Insurance cover for their vehicle.
- That the vehicle is driven by a licensed driver.

Should any damage to the vehicle or injury to a child eventuate, a claim should be lodged with your insurance company. The Department of Education does not compensate parents for such incidents.

10.16 VEHICLES IN SCHOOL GROUNDS
Parents or caregivers transporting children to and/or from school or on excursions must park OUTSIDE the school grounds in the designated parking areas. No vehicles are permitted in the school ground other than those approved by the Principal. The roadway into the school is closed between 8.15 am and 9.30 am and between 2.30 pm and 3.30 pm on school days.

VEHICLES AUTHORISED TO ENTER THE GROUNDS MUST OBSERVE THE SPEED LIMIT OF 8 KILOMETRES/HOUR.

This speed limit applies 24 hours a day as children are sometimes in the grounds for school, social or sporting activities after regular school hours.

ON “WET” DAYS IT IS EVEN MORE IMPORTANT THAT UNAUTHORISED CARS DO NOT ENTER THE GROUNDS AS THE POTENTIAL FOR AN ACCIDENT IS EVEN GREATER.

11.0 ENVIRONMENTAL PROJECTS

11.1 COMMUNITY CLEAN UP
Every year students participate in the Great Barrier Reef Clean Up, Operation Clean Seas and a number of other environmentally focussed days and events.

11.2 PAPER OFF-CUTS, CARDBOARD AND USED PAPER
There are always heavy demands on the use of paper in our school. We have been very appreciative of supplies that are made from time to time. Please consider if you can help in any way indicated below or perhaps a way not mentioned.

- Cardboard off-cuts which can be helpful for art and craft.
- Paper which has been printed on one side only and is of no further use. We’ll use the other side.
- Large or medium sized posters that are of no further use. These are ideal for art or charts.

11.3 RECYCLING
This school participates in a Can Recycling Program. This program raises much needed funds for our school and funds raised are expended directly on resources for pupil use.

Large irrigators for the oval, computers, computer programs and printers, audio-visual resources and a range of other classroom resources have been purchased from funds raised.

BINS FOR RECYCLING CANS ARE LOCATED AT THE FRONT OF THE SCHOOL.
11.4 REEF GUARDIAN SCHOOL

Cannonvale State School is a Reef Guardian School. Students in each year level learn, through projects and integrated units, how to protect the Great Barrier Reef and the diverse creatures and plants that live within it. Our school has adopted sustainable practices to ensure the reef remains healthy for future generations to enjoy.

As part of our Reef Guardian Program we have adopted Cannonvale Beach and the mangroves opposite the school and planted a riparian zone along the creek near the mangroves. Middle school students are invited to attend the Future Leaders Eco Challenge and our Eco Ambassadors perform a stewardship role within our school and broader community. Our school leads the way in environmental change, having initiated a litter campaign, ‘Healthy Me, Healthy Reef’ and ‘Power Police’ programs and entering the town’s annual Reef Festival parade.

12.0 SCHOOL COMMUNITY

12.1 PARENTS’ AND CITIZENS’ ASSOCIATION

Meetings

The P&C Association is an important component of the school community. All parents and interested members of the community are invited to attend monthly meetings and to become actively involved in the Association. Meetings are fun and a great way to meet other parents.

Information about dates and times of meetings is provided in the school newsletter and on the school website. The P&C Association has contributed some excellent facilities and resources for our students and continues to maintain these and develop others.

Fundraising

The Fundraising Committee is a sub-committee of the P&C Association. Your ideas and assistance are welcome. Some major fundraising activities held annually include a School Fete and raffles or art unions. Raffle tickets are forwarded home with the eldest student in the family.

Please advise the P&C secretary via the school if this procedure is contrary to your religious beliefs or values in order that we may note your request.
12.2 OUT OF SCHOOL HOURS CARE
PCYC School Age Care operates an accredited and licensed service for school age children from Prep to Year 6 both before and after school. The Cannonvale Centre is located directly opposite Cannonvale State School and caters for 30 children per day. In addition, the PCYC Whitsunday in Jubilee Pocket also runs an After School Care Program. Contact details for information about operating hours, fees etc are:

Cannonvale School Age Care:
Phone: 4946 4299; Mobile: 0417 513 869; email: cannonvalesac@pcyc.org.au
or enrol by logging on to: www.pcycwhitsundayc.hubworks.com.au

Whitsunday PCYC – Jubilee Pocket:
Phone: 4948 1144 or enrol by logging on to: www.whitsundayspcyc.hubworks.com.au

12.3 AMBULANCE
In the case of any serious injuries to students, the ambulance and parents are notified immediately.

12.4 COMMUNITY USE OF SCHOOL FACILITIES
The school has a number of school facilities which are available for hire. Information about hire fees can be obtained by contacting the Business Services Manager (BSM).

School rules in respect to safety still apply. No roller blades, roller skates, scooters or skateboards would be permitted.

12.5 VOLUNTARY HELP
Voluntary help in a number of areas is required e.g. assistance with working bees, raffles or the annual school fete, help in classrooms, gardening or tree planting, tutoring, computer skilling, book covering, maintaining the library resources, typing of stories, etc. Should you be able to help in any way, please contact the school office or your child’s teacher/s.

The P&C Association is always seeking more support for projects. If you cannot help on a committee, your assistance will still be welcome and needed at various functions during the year.

Help is especially needed at Working Bees held when there is a need to undertake a special project or just to clean up the grounds after the “wet” season.
Appendix 1

Information for Students and Parents
On School ICT Network Usage

Why are schools providing student access to Information Communication and Technology (ICT) facilities?

To ensure young Queenslanders are well equipped to contribute fully to the information economy, the education sector is responding to the innovation directions of the Smart State Strategy through Smart Classrooms.

This strategy underpins the growth and improvement in innovative programs and resources in schools for teachers and students. Essential tools for providing these innovative educational programs are the intranet, internet, email and network services. These technologies are vital for the contemporary educational program provided in schools. At all times students will act in line with the requirements of the Code of School behaviour and the specific rules of their school.

What is acceptable/appropriate use/behaviour by a student?

It is acceptable for students to use school computers and network infrastructure for:

- assigned class work and assignments set by teachers;
- developing appropriate literacy, communication and information skills;
- authoring text, artwork, audio and visual material for publication on the Intranet or Internet for educational purposes as supervised and approved by the school;
- conducting general research for school activities and projects;
- communicating or collaborating with other students, teachers, parents or experts in relation to school work;
- accessing online references such as dictionaries, encyclopaedias, etc.
- researching and learning through the Department’s e-learning environment.

What is unacceptable/inappropriate use/behaviour by a student?

It is unacceptable for students to:

- use the IT resources in an unlawful manner
- download, distribute or publish offensive messages or pictures;
- insult, harass or attack others or use obscene or abusive language;
- deliberately waste printing and Internet resources;
- damage computers, printers or the network equipment;
- commit plagiarism or violate copyright laws;
- use unsupervised internet chat;
- use online email services (e.g. hotmail), send chain letters or Spam email (junk mail)
- knowingly download viruses or any other programs capable of breaching the Department’s networks security.

Usernames and passwords are to be kept private by the student and not divulged to any other individual (e.g. a student should not share their username and password with fellow students).
Students can not use another student or staff member’s username or password to access the school’s network, including not trespassing in another person’s files, home drive or e-mail.

Additionally, students should not divulge personal information (e.g. name, parent’s name, address, phone numbers), via the internet or e-mail, to unknown entities or for reasons other than to fulfil the educational program requirements of the school.

Students and parents are to employ caution with the use of mobile devices e.g. USBs, particularly as these devices can store significant numbers and sizes of files some of which may be unacceptable at school e.g. games and “exe” files which may contain viruses. Please note that personal files on USBs may be deleted by the Department’s malware protection.

**What is expected of schools when providing student’s with access to ICT facilities?**

Schools will provide information in relation to student access to and use of the network and reserve the right to restrict/remove student access to the intranet, internet, email or other network facilities if they do not adhere to the school’s network usage and access guideline/statement.

Schools will prepare students for the possibility of unanticipated access to harmful information, materials or approaches from unknown persons via the internet or email.

Schools will ensure that students are aware of Occupational health and safety issues when using computers and other learning devices.

Schools that are implementing or have implemented the 1 to1 Learning Program need to ensure all steps have been taken to provide a safe and effective learning environment for students while meeting the Department’s standards for network usage and access security.

**What awareness is expected of students and their parents?**

Students and their parents should:

- understand the responsibility and behaviour requirements (as outlined by the school) that come with accessing the school’s ICT network facilities;
- ensure they have the skills to report and discontinue access to harmful information if presented via the internet or e-mail;
- be aware that:
  - access to ICT facilities provides valuable learning experiences for students and supports the school’s teaching and learning programs;
  - ICT facilities should be used appropriately as outlined in the Code of School Behaviour;
  - the Principal may determine that student privately owned devices may not be used at the school;
  - students who use a school’s ICT facilities in a manner which is not appropriate may be subject to disciplinary action by the school, including restricting network access;
  - despite departmental systems to manage all access to information on the Internet, illegal, dangerous or offensive information may be accessed or accidentally displayed;
  - teachers will always exercise their duty of care, but avoiding or reducing access to harmful information also requires responsible use by the student.