

PARENT INFORMATION BOOKLET

School Vision: "LEARN TOGETHER: ENJOY THE V.I.E.W."
[Values, Individuality, Excellence, Worth]

Principal: Elaine Elms

To Parents of all new students

We are pleased to welcome you and your children to our school community and hope your stay with us is a rewarding and enjoyable one.

CARAVONICA STATE SCHOOL

This information booklet identifies many facets of our school but please feel free to contact us if you need more information. The enrolment documentation you complete is detailed and is treated with the highest level of confidentiality. This information you provide is used in those rare cases of emergency so the details need to be constantly updated to ensure that we have your current telephone and address, together with emergency contact details.

We attempt to make our school as open as we can with parents invited to join with us in educating your children. Your support with class reading activities, CAPON (Gross motor activities for year 1), tuckshop, parent groups or simply as a spectator will do much to show your child that you are interested and involved. You will all be very welcome and we hope you become involved as much as you can. Do give some thought to assisting when appeals are made for help, as it is often an important step to meeting other families and interacting with your child at our school.

We look forward to working with you in your child's learning. We hope you will become as proud as we are of our school and students.

This book is to help you, in part, to keep in touch with the school, its administration and its aims. Please read it carefully as it will give you a greater understanding of the environment in which your child is taught.

The booklet is arranged roughly in alphabetical order for ease of reference, but should you have any further enquiries, please contact the school on (07) 40374333.

ABOUT OUR SCHOOL

Caravonica State School opened on its present site in April 1927. During 2006 we have worked together as a school community to develop our school-wide vision statement which is foundational in all areas of our school life. Our school vision is:-

LEARN TOGETHER: ENJOY THE V.I.E.W

[Through which we focus on V= Values, I= Individuality, E= Excellence W= Worth]

We expect an enrolment of around 370 students in 2007 with families coming from a wide range of different cultural groups. The school is a composite of architectural styles, reflecting the growth over the years. Classes are organised in single and composite groups across the school. We cater for children from Prep to Year Seven.

Our school prides itself in the standards we set in dress, behaviour and expectations. Academic and sporting developments along with cultural growth are actively encouraged through the school's curriculum. Our school vision is also supported by the school motto of "***Always Our Best***".

The school vision is one which is shared with all members of our community. Learning together we will be able to set our goals of success and build on the core values we make explicit each week. Through our *You Can Do It – Program Achieve* and the *Values Program*, we are able to explore the virtues and values we expect our students to demonstrate in daily life at school. We make explicit what these values would "look like", "sound like" and "feel like". Our *You Can Do It – Program Achieve* focuses upon developing in the students a holistic approach to learning which encompasses both academic and social-emotional outcomes. The following overview of the *You Can Do It – Program Achieve* provides you with the key foundations and the habits of the mind that are the essence of this life skills program.

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AIMS OF OUR SCHOOL

1. To prepare our students to be active and informed citizens of our community.
2. To provide our students with opportunities to develop values, tolerance of others, and to provide a rich and nurturing environment, which strengthens moral judgement and acceptable behaviour.
3. To meet the needs of different students pursuing high levels of educational attainment.

This will be achieved by:

- Creating a safe, tolerant and disciplined environment for students;
- Preparing young people to be active and reflective Australian citizens;
- Developing the skills and desire for life-long learning in our students;
- Supporting students to become active citizens in community, economic and political life;
- Building student's confidence in their relationships with other cultures in Australia and abroad.

ABSENCES

In the event of your child being absent from school either:-

- (a) Contact the school by phone
- (b) Send a note with the child on the day he or she returns to school.

For your own protection please do us this small courtesy. The regulations state that the only condition under which a child may be absent from school is when the child is under expert tuition, (e.g., music, a visit to the doctor or dentist) or when the child is ill in bed.

Children who do not present at school without explanation are recorded as absent without reason. Attendance documentation is maintained on a weekly basis. Any unexplained absences will generate a letter seeking clarification of your child's absence.

ACCIDENTS

In the event of your child sustaining an injury, which we feel, necessitates expert attention, both the parent and the ambulance will be called. Parents are contacted as a matter of normal practice when injuries occur.

It is essential to ensure that the school is notified of all medical conditions on your enrolment form eg, any heart condition, likelihood of fits or convulsions or any serious disability of children. This information will be updated on your child's enrolment profile as soon as information is supplied to the school. Correct emergency contact details **MUST BE KEPT UP TO DATE AT ALL TIMES**.

BANKING

School banking is conducted each Thursday. All bankbooks are placed in the class banking bag, which is collected and taken to the school office for processing.

New accounts can be opened at any time by completing a new account request envelope. A bankbook will then be sent to you.

It is worth noting that banking is now collected, handled and banked by the school on a commission basis. Funds raised go toward resource purchases for our school. We receive a commission for each child who banks through the school. The more children who bank with the school, the bigger our allocated commission from the bank. We look forward to your support.

BEHAVIOUR

The staff at Caravonica State School believe that productive learning takes place when **all** members of the school community – students, staff, parents and visitors - acknowledge and abide by a set of fundamental Rights and Responsibilities:

| My rights | My responsibilities |
|--|--|
| I have the right to feel safe at school | I have a responsibility to behave in a safe and responsible manner |
| I have the right to learn (students) I have the right to teach (staff) | I have a responsibility to ensure that my behaviour allows others to learn/teach |
| I have the right to be treated with respect and fairness | I have a responsibility to treat others with respect and fairness |
| I have the right to expect my school environment to be pleasant and positive | I have a responsibility to look after and help to create a positive school environment |
| I have the right to feel good about myself | I have a responsibility to behave in a way that helps others to feel good about themselves |

We believe that upholding these Rights and Responsibilities ensures that all children are given an equal opportunity to learn. This also entails that a teacher's fundamental *right to teach* without undue disruption to the learning process is also upheld.

We also believe that students learn best in a structured environment where an agreed set of reasonable and practical rules is applied consistently and fairly. The provision of clear behavioural guidelines and boundaries is therefore necessary to facilitate the safe and respectful environment in which learning can take place.

Parental involvement, consultation and support are *essential* to maintaining the healthy balance of **Safety, Respect and Learning** at our school.

Children are expected to behave themselves at all times on the way to school and going home from school whether by bike, foot or bus, using the same standard of rights and responsibilities as detailed above. Each person is responsible for their behavioural choices and must ultimately wear all the consequences for these choices.

The bus company, which provides school transport, has a standard Code of Behaviour, which is published in the school newsletter each year. We like to stress that travel on school transport is governed by the understanding that this code of behaviour will be adhered to at all times. Reports of any inappropriate behaviour may be reported directly to the bus company or to the school which could result in suspension from continued travel for the offending students.

BOOKS AND SCHOOL REQUIREMENTS

Booklists are available from the school office upon request throughout the year. Booklists are published each year and distributed to students in November for the next year. A dedicated parent group provide an invaluable service to their fellow parents by offering an on site purchase of all booklist requirements through our Uniform and Stationery shop. Parents are invited to complete their order form and the student's booklist will be filled and available at the beginning of the new school year. This service is only available at the end of each school year in preparation for the next year. Details of this service are published in the school newsletter towards the middle of term four. Individual classes may also require some additional items to this published list for specific purposes. These will be kept to a minimum and requested by individual teachers when needed. All consumables need to be replaced for the beginning of each term to ensure that the students have all the necessary equipment.

The payment of a Learning Resource Levy for students provides the resources for the units of work being completed by your child as developed by your child's teacher[s] in the areas of Literacy, Information Communication Technology, Religious Education or Values Education lessons. This also includes a ream of photocopy paper for written task development. The payment of the levy in term one enables the school to make bulk purchases at a cheaper price and in greater quantities. This levy allows the flexibility to provide the outcome specific resources needed by your child.

To save parents time and to overcome the problems of obtaining the correct back to school materials, the school offers a special service to parents of **prep and year one students**. The Prep/Year One Consumables Levy will provide a year's supply of: glue, pencils, reading folders, pads, scrapbooks, homework folders, tissues, scissors, photocopy card and paper, crayons, computer paper, lined paper etc. You will note that none of these items have been requested on the booklist. The school can purchase in bulk at a cheaper rate than parents generally can. This ensures that the children have the correct materials at the cheapest price at all times.

The payment of this levy in term one enables the school to make bulk purchases at a cheaper price and in greater quantities. The year one consumables levy provides a range of materials, which the children use in their daily program.

We trust that you will assist with the provision of needed resources for your child by your participation in the Learning Resource Levy. Parents are requested to complete a Learning Resource Levy statement indicating a commitment to participate in this levy process. Invoices are issued to parents at the beginning of each year requesting the payment of this levy. A receipt is forwarded to parents upon receipt of this money. Should you need to discuss the payment of this levy please contact the school principal on 4037 4333.

BOOK CLUB

Several times through the year children are offered the chance to purchase books from the Scholastic Book Club. This allows the children to purchase good quality material at a cheap price. There is no obligation on parents to buy these and the school makes no profit. Order forms are sent out on promotional material from which children are asked to choose their books and return them with the money to cover them. Please read it carefully to prevent inconvenience. The books take several weeks to return. Advice is given via our newsletter when Book Club offerings are being made to the students.

BUSES

School bus (No. 28) operates each day from Smithfield (Cheviot Street) approx 8:05am along the Cook Highway, picks up through Smithfield (MacGregor Road, Ann Street, Gavin Street, Stanton Road, Survey Street, Cumberland Avenue and goes to the school delivering all children to school by 8.45am. The afternoon trip (No 29) is done in the reverse order it leaves at 3.10pm delivering all children home by 3:45pm.

Lake Placid service pick up is 8:35am delivering children to school by 8:45am and leaving school in the afternoon at 3:00pm.

Children who reside more than 3.2 km from the nearest school are eligible to travel on this bus.

There is no school service for Caravonica Students from Brinsmead, Freshwater, Redlynch, Clifton Beach or Palm Cove.

Licensed Buses – several buses operate past our school conveying high school students to Smithfield High School. Children living further than 3.2km from the nearest school will travel with a bus pass paid for by the Education Department. Under special circumstances children less than 3.2km may be granted a “safety net” allowance, only if they have Healthcare or Pension Card with student’s name.

Detailed information regarding the bus service is available from Loves Bus service by phoning 40524500.

CLASSROOM ORGANISATION/CURRICULUM

Curriculum delivery is provided in the Key Learning Areas of Mathematics, English, Arts, Science, Study of Society and Environment, Health and Physical Education, The Arts, LOTE and Technology.

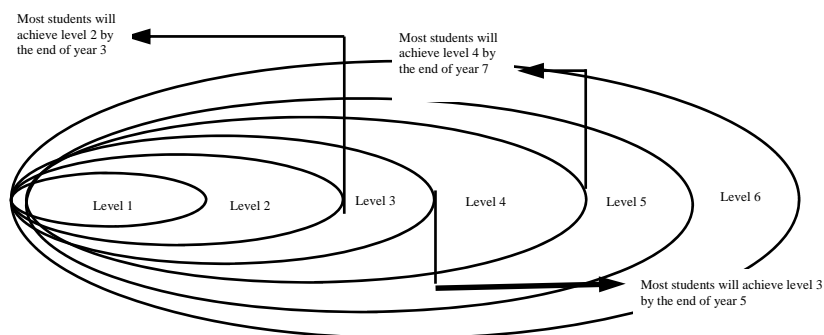
As we face the new Millennium we are reviewing the KLA’s and will be moving into delivery in terms of the outcomes based education.

Outcomes are descriptions of what learners should know and do with what they know. The syllabus documents are not written in year level outcomes, that is year one or year six. They are written in levels.

“Instead of specifying what should be learned in particular years of school, outcomes-focused syllabi describe learning outcomes, on a learning continua described in progressive levels. These levels progress from Foundational to level 6 and beyond level six.” *Queensland School Curriculum Council.*

All syllabus documents are now written in this format.

The diagram below shows how we fit this into our traditional model of achievement.



The successive levels of learning outcomes indicate a progression of increasing sophistication of complexity of those learning outcomes.

For students core learning outcomes are descriptions of what they should know and do with what they know.

Content has been adjusted to take into account local resources and students needs.

Some classes are taught co-operatively by two teachers taking various responsibilities as determined by the children's needs, available resources and timetables.

From time to time it is necessary to form composite classes (more than one year level in a group). There are many real educational advantages for this class arrangement. The school administration is more than happy to discuss this particular educational setting with interested parents.

Within the limits imposed by funds, architecture and staffing levels we believe that it is desirable to provide options for children in regard to classroom organisation and teaching methods.

With the move towards multi level teaching/learning groups (to account for wide variations in ability) the child who develops the appropriate social and working skills in a composite group will have a distinct advantage.

The school staff comprises a number of committees whose task it is to keep colleagues up to date on developments in particular areas, and to assist the principal in monitoring and evaluating the school's programs.

We believe that the school offers a well-balanced 'educational diet'.

Details of programs and approaches are available from your classroom teacher who will be most willing to discuss the work with you.

CAMPS/EXCURSIONS

We are actively involved in outdoor and environmental education. All camps and excursions are organised by class teachers when appropriate and relevant to the context being developed within the curriculum program. Payment for these events is the responsibility of parents and caregivers. Payments for excursions and on site activities close two full days prior to the event. Payment for camp closes **one full week prior to departure on the camp. No payment will be accepted on the day of any event, excursion or camp**

COMMUNICATIONS

We issue a weekly newsletter on Mondays. Be sure to read it - it often saves a lot of extra explanation and keeps you up to date on school events.

Parents to School - the best way is to phone for an appointment. This ensures that you are given the full attention of the Teacher, Deputy Principal or Principal, uninterrupted by others.

Children will bring home their maths and language workbooks, plus any other work their teacher decides upon from time to time. Parents with concerns should contact their child's teacher to clarify any worries or to pass on favourable comments. Please ensure your child returns the workbooks to his/her school port so they are returned to school on the next morning.

Interviews - Parents wishing to discuss concerns regarding your child's progress with Teacher, Principal or Deputy Principal, are requested to arrange an interview time. We strongly urge parents to discuss their children's work and talk over any problems, which might arise. Showing an interest in your child's progress will strengthen their self perception and level of development. Issues which arise regarding classroom matters are, in the vast majority of cases, best addressed by making an appointment with the classroom teachers. In most cases this is by far the most direct and productive way to tackle classroom issues.

CONTRIBUTION SCHEME

A family contribution system operates by the Parents and Citizens Association to enable parents to assist in the funding of various materials and school projects. As all children benefit from the school's activities, all parents are encouraged to contribute. Contribution requests are sent out once per semester. Parents contributing to our building fund will receive a tax receipt.

CLASSROOM ASSISTANCE

Classroom assistance is also sought for many aspects of the school. The assistance to teachers of infant and middle school in hearing individual children with reading logs has enabled our students to progress well. Most teachers are very happy to involve parents with this as well as art and other group activities. In doing so you will be supporting your child and also gaining more knowledge of the class activities. If you would like to become involved please complete the form at the end of this booklet and return it to the office.

DISEASE EXCLUSION TABLE

For the purpose of this table, a contact means a child of school age living in the same residence as the patient.

- Chicken Pox** Student should be excluded for seven days after the beginning of the illness or until the last lesion has healed. Contacts are not to be excluded.
- Diphtheria** Re-admit after at least two negative swabs. Exclusion for contacts varies.
- Measles** Should be excluded for at least seven days from the appearance of the rash or until a medical certificate of recovery is furnished. Contacts should not be excluded.
- Rubella** Should be excluded for at least seven days from the appearance of the rash or until a medical certificate of recovery is furnished. Contacts need not be excluded.
- Ringworm and Impetigo (School Sores)** If suitably covered they may attend school. Contacts need not be excluded.

These are the common infectious diseases. For diseases not listed, please consult the Principal or Deputy Principal.

ENROLMENT

Enrolment will be taken any time in the school year. Children transferring from other schools are asked to bring copies of report cards and any other relevant documents. We will contact your child's previous school to collect their academic profile to ensure the continuity of your child's learning program.

Approximately a fortnight after your child has been enrolled please, seek an interview with your child's teacher to see how he/she is adjusting to his/her new school.

GROUNDS AND FACILITIES

- | | | |
|--------------------------------------|------------------------------|---|
| * Shade | * 2 Shelters | * Greenhouse |
| * Athletics oval | * 3 undercover play areas | * Rainforest plot |
| * Cricket pitch | * Aussie Rules training area | * Soccer field |
| * 2 cricket nets | * Tennis court | * Air-conditioned library, Music room, Multi-media Lab |
| * Basketball court | | * Adventure playgrounds preschool/junior |
| * Paved areas and landscaped gardens | | |
| * Fully air-conditioned classrooms | | |

HOMEWORK

Homework provides students with opportunities to consolidate their classroom learning, pattern behaviour for lifelong learning beyond the classroom and involve family members in their learning. The setting of homework takes into account the need for students to have a balanced lifestyle. This includes sufficient time for family, recreation, cultural pursuits and employment where appropriate.

Homework that enhances student learning:

- is purposeful and relevant to students needs
- is appropriate to the phase of learning (early, middle and senior)
- is appropriate to the capability of the student
- develops the student's independence as a learner
- is varied, challenging and clearly related to class work
- allows for student commitment to recreational, employment, family and cultural activities.

Homework is given as a review of work usually taught that day or week. Please ensure that children do this work. We ask that you view written work and check oral learning. It will be of great assistance to your children if this work is well done. If your child is unable to do homework for some reason, we ask that you contact their teacher.

Several classes pursue individual reading logs where pages are set to be read under parent supervision. We do ask your help here to hear your children read and sign the reading logs.

Education Queensland's homework policy recommends the following maximum homework hours over a week:

- In the Prep Year, generally students will not be set homework.
- Years 1-3: Could be up to but generally not more than 1 hour per week.
- Years 4-5: Could be up to but generally not more than 2-3 hours per week.
- Years 6-7: Could be up to but generally not more than 3-4 hours per week.

Using varied and challenging homework appropriate to students' learning needs

Homework can engage students in independent learning to complement work undertaken in class through:

- Revision and critical reflection to consolidate learning (practising for mastery)
- applying knowledge and skills in new contexts (a topic of interest, an authentic local issue)
- pursuing knowledge individually and imaginatively (investigating, researching, writing, designing, making)
- preparing for forthcoming classroom learning (collecting relevant materials, items, information).

In the *Early Phase of Learning (Prep to Year 3)* many activities at home or in play can assist children to develop literacy, numeracy and problem-solving skills.

Homework tasks may include:

- Daily reading to, with, and by parents/caregivers or other family members
- linking concepts with familiar activities such as shopping, preparation of food, local environment and family outings
- Conversations about what is happening at school
- Preparation for oral presentations
- Opportunities to write for meaningful purposes.

In the *Middle Phase (Year 4 to Year 9)* some homework can be completed daily or over a weekly or fortnightly period and may:

- include daily independent reading
- be coordinated across different subject areas
- include extension of class work, projects and research.

LEARNING SUPPORT

Children experiencing any learning difficulties are often referred to the Guidance Branch for testing and advice sought on improving the situation. Class teachers are advised of special help and methods to administer it, and for some it is necessary to seek the help of the Support Teacher-Learning Difficulties.

We have a Support Teacher for Learning Difficulties who works to accommodate the needs of children identified as needing additional support.

LOST PROPERTY

Lost property is located in a secure storeroom in A block and is available for access via the office and all classroom teachers. From time to time lost property will be displayed at a special parade. All personal belongings should be clearly marked so that they can be returned promptly. To avoid confusion and argument, pencils and rubbers should be marked with owner's names also. At the end of each term unnamed, unclaimed items are donated to a charitable organisation.

MEDICATION

Parents are requested to carefully note the following procedures when requesting medication to be administered to a child during school hours.

1. Medication must be placed in a secure container which clearly shows:
 - (b) the name of the medication;
 - (c) the dosage;
 - (d) the time/s for administering medication;
 - (e) Doctors'/pharmacist's directions.
2. A written request signed and dated by the parent must accompany medication.

N.B. Medication will only be administered when the above procedures are followed and written documentation forwarded to Administration staff. Non-prescribed oral medication e.g. analgesics and over-the-counter preparations will only be administered by staff if accompanied by doctor's instructions.

WE WILL GO OUT OF OUR WAY TO HELP YOUR CHILDREN AND ENSURE THEIR WELL BEING. WE ONLY ASK THAT YOU VIEW THIS MATTER WITH THE APPROPRIATE DEGREE OF CO-OPERATION.

ASTHMA INHALER (e.g. RESPOLIN OR VENTOLIN) - Use of these is required on a non-regular basis. Children should give these to the teachers daily for safe keeping. Other children are advised on the dangers and are told not to touch such items.

MUSIC

Apart from the standard music curriculum, the school offers to children the chance to join the Instrumental Training Groups in strings and wind instruments. Generally children are invited to join this program in year 4 or 5. The instrumental music program is offered to all interested students from years 4-7 Strings and years 5-7 Woodwind/Brass/Percussion. Some school instruments are available for loan generally for a period of 12 months.

While tuition is free we ask all participating students for a minimal levy:

- 1) for instrument hire- \$40 per year
- 2) other resources- \$30 per year

Parents are expected to purchase instruments and sometimes the music specialist teachers are able to assist in location and acquisition of instruments at reasonable prices.

OUTSIDE SCHOOL HOURS CARE

A before and after-school care program operates at Caravonica State School from 7am-9am for before school care and 3pm-6pm for after school care on school days. This service also offers a Vacation Care Program for each holiday period and for all Student Free Days held by the school throughout the year. Details may be gained by ringing the supervisor on 40370500 during operating hours.

PARENTS AND CITIZENS ASSOCIATION

The Parents and Citizens Association is your voice in school community decision-making and support. It is a valued organisation responsible for a number of areas including:-

1. Parent development and awareness of education;
2. Discussion of Educational Issues;
3. Organisation of school/community events;
4. Tuckshop
5. Fundraising
6. Educational excursions support;
7. Co-curricular events (sports, etc.)
8. OSHC (Outside School Hours Care)

Every child in the school benefits from P&C efforts. Therefore every parent is invited and encouraged to participate in its activities and its meetings.

Meetings of the Association are held monthly on the third Monday in the month at 7.30pm in the school staffroom.

PARENT / TEACHER and INFORMATION EVENINGS

Early in term one a Parent Information Evening is held to share details regarding classroom management, operation and teaching/learning practices.

The evening is a great opportunity for parents, particularly those of prep and year 1 to:-

- * become familiar with classroom philosophy and operation;
- * get to meet teachers and see their children's place of work;
- * take an early opportunity to head-off any rising concerns on a variety of issues;
- * monitor the settling-in phase of their child's learning progress.

Parent teacher interviews are arranged at the end of term one and term three. Written reports are provided to parents at the end of term two and four.

PREP

Prep commences at Caravonica in 2007. Prep classes are five days a week from 9:00am until 3:00pm daily. Parents are requested to attend with their children for drop off and collection. Caravonica will offer prep classes in two different locations. One prep will be taken in the old pre-school facility to be known as unit one and the second unit will operate out of G block upstairs to be known as unit 2. Unit 2 has been refurbished with new paintwork, flooring and cupboard fit out. A modified kitchenette has been installed with a new full size stove. Space in the infant covered play area will be opened up with the installation of a new staircase linking the external library area with the lower play area.

RELIGIOUS INSTRUCTION

Religious Education is given by visiting ministers and laypeople every Friday at 10:30am to 11:00am. Each child will attend the religious group identified on the enrolment card. Children may be withdrawn at the written request of the parents. In 2007 our school will continue our ecumenical program for year 1, 2 and 3 through which students from Anglican, Catholic and Uniting denominations will join together for a co-operative religious education program. Students in year 4-7 attend denominational specific religious education lesson.

RESOURCE CENTRE

The library is open before school, some lunch times and at afternoon tea. All classes access the library throughout the school week and work with both the classroom teachers and the teacher-librarian in using the resources. All children are encouraged to borrow and use the books of the library. Because of the great value of books in our library, we ask that extra care is taken when bringing books home by the use of an essential library bag. All books can be borrowed for a period of two weeks, which can be extended if more time is required. Longer periods of borrowing often have resulted in books being misplaced and lost. Everyone's help is requested to keep check of the library stock of books and cassettes.

If books are lost whilst in the possession of your child, we ask you to accept the responsibility for their replacement.

SCHOOL COUNCIL

The strategic direction of our school is approved, monitored and advised by our School Council. The council meets at least once per term, but more frequently should the need arise. Membership of the School Council consists of five elected teachers and five elected parents.

SCHOOL POLICIES

Our school has available for parent and community perusal many comprehensive state and school initiated policy statements regarding most areas of management, operation, curriculum and teaching. These documents are available upon request from our school office.

SCHOOL TIMES

School commences at 9:00am and concludes at 3:00pm. Lunch time is at 11:00 am to 11:40 am. Afternoon tea is held at 1:30pm to 1:55pm. It is unwise to allow children to wait in the school grounds after 3.30 pm. All students need to leave our school ground at the very latest 3.30 pm. Outside School Hours Care is available at this time.

SPORTS

Caravonica participates annually in interschool competitions called Gala Days. Maximum student participation is encouraged. These competitive matches take place twice throughout the year with development training sessions conducted prior to the Gala Day each Thursday afternoon in terms 2 & 3. For the most part, children will be conveyed by bus to the various sporting venues. All children, unless exempted because of medical reasons, will participate. The emphasis is on healthy, enjoyable and, where warranted, challenging activities.

SWIMMING

The school conducts a number of lessons each year. The department supplements the cost of bus transport and admission for the swimming program. The swimming program for students in year 4-7 is conducted in term one each year with students in year 1-3 in term 4.

STUDENT COUNCIL

The Gold Card Scheme was established in 1999 to identify, encourage and promote students with leadership skills and potential. Students from year 5, 6 and 7 participating in this leadership scheme enables them to nominate for election for positions on Student Council (Year 4-7), and School Captains (Year 7). Four School Captains automatically assume the role of the Student Council Executive. Elections for School Captains (Student Council Executive) are held in the November prior to commencement of the School Councils duties for the New Year. Students who successfully complete the Gold Card Award Scheme receive a Gold, Silver or Bronze medallion in recognition of their efforts.

SERVICES AND EXTRA CURRICULA ACTIVITIES

- Organised sports
 - * Athletics
 - * Ball Games
 - * Cross Country
 - * School rep sports (Aussie rules / cricket / netball / rugby league / soccer / softball)
- Choir (Junior / Senior / Boys)
- Public Speaking program
- Instrumental Band
- Instrumental lessons
 - * Stringed
 - * Brass
 - * Wind
 - * Percussion
- Specialist teachers for Resource Centre, Reading Recovery, Learning Difficulties, LOTE, Music, H.P.E. and Students with Disabilities
- Specialist Support Services - G.O., Speech Pathologist, Occupational Therapist, Advisory Visiting Teachers, Flexible Learning Unit
- Outside School Hours Care (O.S.H.C.) and Vacation Care
- Outdoor and Environmental Ed Program
- Gifted & Talented program
- Human Relationship Education (H.R.E.) program
- Annual School Musical
- School Dental Clinic visits
- School Nurse visits
- Resource Centres in Reading (lower / upper), Maths, Science and Art
- Automated School library / Resource Centre
- School Newsletter each Monday
- Active P&C Association and sub committees
- Tuckshop (Uniform & Stationery Shop available)
- Aluminium can recycling bin
- Annual swimming program
- Active Student Council
- Computers and program usage:
 - * Each classroom has a minimum of four computers and printer access
 - * Multimedia lab with twenty-eight computers, digital cameras and scanners for the students
 - * General computer lab of sixteen computers
 - * Wireless connectivity in all classrooms
 - * IWB Interactive White boards for classroom use

- Invited performers and artists
- Religious Education
- Organised Discos
- Parent Information Evening (March each year)
- Parent/Teacher Reporting Conferences twice per year and upon request
- Fire Education Program

TRANSFERS

When a parent wishes to transfer a child to another school, please contact the school to this effect. A certificate of transfer will be issued to the school to be attended. In this way schools can keep a check on enrolments. Transfer transaction will occur between state school and private schools both in Queensland and other states of Australia.

TUCKSHOP

The school tuckshop operates at lunchtime each Tuesday, Wednesday, Thursday and Friday, selling healthy foods and lunches. A wide variety is available and current price lists will be issued regularly. Parents are asked to write orders on a paper bag with the name and class of the child, with the money enclosed. These will be collected in the morning after 9.00am. Orders are filled and returned to the classroom just prior to lunch and are distributed to the children. We have been very fortunate to have such a fine service. To maintain this, many volunteers are needed to give a part of a day every now and again. The more helpers, the fewer times per year your help will be needed. Please assist if you can when an appeal is made for your child's as well as every other's benefit. The tuckshop offers a means of working with others, meeting new neighbours and seeing how our school and children perform. Could you tear off the sheet at the end of this booklet and return it to the office showing your ability or inability to assist.

UNIFORMS

All students are expected to wear our school uniform as we have a uniform policy. The uniform for Caravonica is as follows:

Printed school polo t-shirt with black shorts (girls may choose to wear a black shirt).

School polo shirt and school hats are available from the Uniform and Stationery shop at school.

The wearing of athletics briefs/bike pants will be allowed for athletic type activities but are **not considered suitable** for normal school wear, sports, or excursions.

Footwear and hats are a compulsory part of our uniform. All students are required to wear school shoes, joggers or sandals with a flat sole and a heel strap. Students are required to wear a broad brim/bucket black hat at all times while out of the classroom.

The slogan 'NO HAT, NO SHOES, NO PLAY' means that children must wear footwear and broad brim hats during break times. Caps are not acceptable as sun protection. We are an authorised Sun Safe school and as such cannot permit the wearing of caps in our school

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CARAVONICA STATE SCHOOL - TUCKSHOP ROSTER

NAME: _____

CHILD'S CLASS: _____ PHONE No. _____

OPTION 1

I can attend tuckshop between:-

| | | |
|---------------------|--------------------------|------------------|
| 9.00am - 12.00 noon | <input type="checkbox"/> | once a month |
| 9.00am - 12.00 noon | <input type="checkbox"/> | once a fortnight |
| 9.00am - 12.00 noon | <input type="checkbox"/> | once a week |

OPTION 2

I am happy to donate home bakes

| | |
|------------------|--------------------------|
| once a month | <input type="checkbox"/> |
| once a fortnight | <input type="checkbox"/> |
| once a week | <input type="checkbox"/> |

OPTION 3

I am happy to be on standby in case of emergencies:-

Yes No

PREFERRED DAY FOR MY ABOVE CHOICE:-

| | |
|-----------|--------------------------|
| Tuesday | <input type="checkbox"/> |
| Wednesday | <input type="checkbox"/> |
| Thursday | <input type="checkbox"/> |
| Friday | <input type="checkbox"/> |

Please tick your preferred option and day then return this form to the tuckshop.