

# PARENT INFORMATION BOOKLET

School Vision:  
"LEARNING TOGETHER: ENJOYING THE V.I.E.W.S"  
[Validity, Individuality, Excellence, Worth,  
Sustainability]

***Principal: Michelle Davis***

**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

As the principal of Caravonica State School, I would like to take this opportunity to welcome you to our vibrant school community. Our community is enhanced by your membership and we look forward to getting to know your family and share with you the many aspects of life at our 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. Our goal – *Your child. Our student. One team.* Your support with class reading activities, tuckshop, volunteering at P&C organised events or simply as a spectator will do much to show your child that you are interested and involved. You will always 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 alongside you in your child's learning journey. 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 in alphabetical order for ease of reference, but should you have any further enquiries, please contact the school on (07) 4037 4333.

## ABOUT OUR SCHOOL

Caravonica State School opened on its present site in April 1927. During 2006 we 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:

### LEARNING TOGETHER: ENJOYING THE V.I.E.W.S

Through which we focus on:

V= Values, I= Individuality, E= Excellence,

W= Worth, S=Sustainability

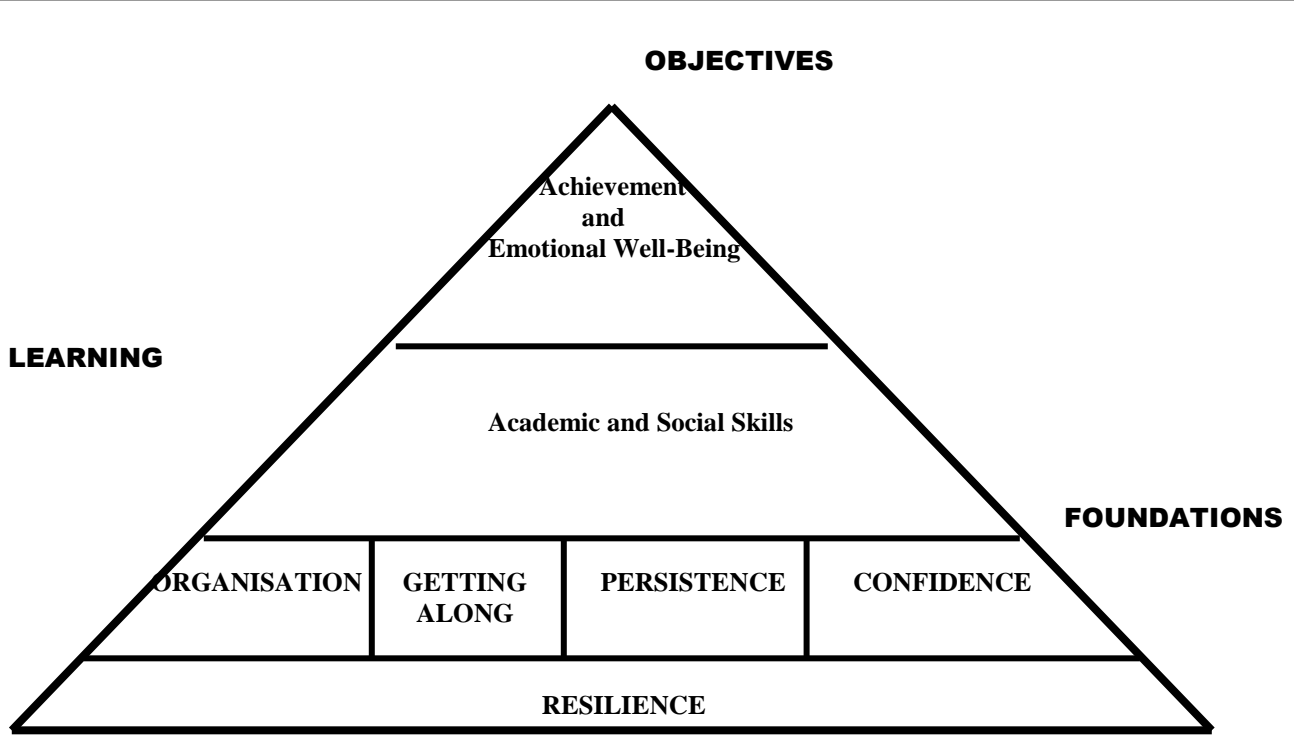
Currently we have enrolments of around 550 students with families coming from a wide range of different cultural groups. The school is a composite of architectural styles, reflecting the growth over the years. Classes are organised in single and composite groups across the school. We cater for children from Prep to Year Six.

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. These core values are built through our *Positive Behaviour for Learning* philosophy [Caring, Safe and Successful] and the *You Can Do It – Program Achieve*. This enables us to reinforce 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 focus is on developing 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.

# STUDENTS' HABITS OF THE MIND

"My time is important & I manage it carefully."	↑	Time management	↑
"I use my time to achieve my top goals."	↑	Goal Setting	↑
"I can follow rules."	↑	Tolerance of Limits	↑
"I keep improving my thinking about my experience."	↑	Reflective Problem Solving	↑
"It's OK that others are different from me."	↑	Tolerance of Others	↑
"When I'm really frustrated I keep my cool."	↑	High Frustration Tolerance	↑
"When I put in I succeed."	↑	Internal Locus of Control for Learning	↑
"I have many reasons to expect success."	↑	Optimism	↑
"When there's pressure to do the wrong thing ...I can do the right thing."	↑	Independence	↑
"I have a go at difficult tasks."	↑	Risk Taking	↑
"I accept I won't get it right every time."	↑	Self-Acceptance	↑



## 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, nurturing and inclusive environment, that 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:

- Contact the school by phone 40374333
- Email: [officestaff@caravonicass.eq.edu.au](mailto:officestaff@caravonicass.eq.edu.au)
- Send a note with the child on the day he or she returns to school.

We appreciate you notifying us of any absences. Any unexplained absences generate a same day notification SMS from the school requesting the absence be explained. Students should only be absent when unwell or at medical appointments as every day there is new learning at school and absent students miss this valuable learning time and it does impact them.

Attendance documentation is monitored on a weekly basis. Any unexplained absences will be followed up by our admin team.

### ***What is an exemption and why do I need it?***

Every parent of a child of compulsory school age or a young person in the compulsory

participation phase 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 11 consecutive school days.

Situations where an application for an exemption may be made include:

- Illness
- Family reasons
- Cultural or religious reasons

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.

### ***Who decides to grant or not grant an exemption?***

#### **As we are at state school:**

Decisions about exemptions for up to one school year are made by the principal of the school the student attends.

Decisions about exemptions for more than one school year are made by the relevant Regional Director of the Department of Education, Training and Employment, responsible for the supervision of the school your child attends.

### ***Applying for an exemption***

You are encouraged to discuss with the school whether an application for exemption is a suitable option. The school can provide you with an application form for an exemption. It is important that supporting documentation and evidence are attached to the application.

When a decision about the exemption has been made, you will be informed in writing whether or not the exemption has been granted and if any conditions have been imposed. If you are

not satisfied with the decision made, you can make a submission for the decision to be reviewed.

## 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 diagnosed disability. 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.**

## BEHAVIOUR (Full Policy attached)

The staff at Caravonica State School, believe that **successful learning** takes place when **all** members of the school community – students, staff, parents and visitors – behave in a **caring, safe and successful** manner. Our school community has identified the following school rules to teach and promote our high standards of responsible behaviour:

- Be caring
- Be safe
- Be successful

We believe that developing our students' ability to use positive behaviour requires these behaviours to be clearly taught. In order to teach these expected behaviours, we need to also promote and encourage ways of thinking that enable students to get along with each other in a **socially responsible** manner.

Our expectations apply to all students, but we also understand that (a) students learn in different ways and that (b) some students will require extra support and management to help them learn the skills necessary for them to participate successfully. This is why our plan is divided into various sections – the procedures we have developed to support all students at a **whole-school** level and the procedures in place

to provide **targeted** and **intensive** intervention for those who require extra support.

In line with this approach, Caravonica State School has adopted the **School-wide Positive Behaviour Support** framework. This framework promotes the following key principles:

- Successful learning and positive behaviour are strongly linked
- Positive behaviour needs to be taught
- Positive behaviour needs to be acknowledged and promoted
- Inappropriate behaviour needs to be managed in a fair and clearly understood manner
- Some students will require extra support in meeting our expectations for positive behaviour

The bus company, which provides school transport, has a standard Code of Behaviour, which is communicated to families each year. 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 should 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 as well as on our website. 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. 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 at the beginning of each term to ensure that all students have all the necessary equipment.

### **Student Resource Scheme**

All families are required to sign a Participation Agreement form indicating participation or non-participation. The Scheme operates under the policy and guidelines of the Department of Education. The scheme is supported and approved annually by the school's Parents and Citizens Association (P&C), is managed by the school and operates in accordance with section 51 of the Education (General Provisions) Act 2006.

While families are required to sign the agreement form, the scheme is voluntary and you are under no obligation to join. Therefore, if you do not wish to join the scheme you are responsible for providing your child with all items required for his/her year level.

The scheme is not a fundraiser for the school. Its purpose is to provide you with a cost effective, value for money alternative to purchasing textbooks, resources, consumables and materials, through reduced prices gained from the school's bulk purchasing processes.

We trust that you will assist with the provision of needed resources for your child by your participation in the Student Resource Scheme. Invoices are issued to parents at the beginning of each year requesting the payment of this scheme. A receipt is forwarded to parents upon receipt of this money. Should you need to discuss payment of this levy please contact the principal on 4037 4333 (Refund Policy attached).

### **BOOK CLUB**

Several times through the year children are offered the chance to purchase books online from 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 families are asked to

*order & pay online.* The books take several weeks to be delivered to the school. Advice is given via our newsletter when Book Club offerings are being made to the students.

### **BUSES**

School bus operates each day from Smithfield (Cheviot Street) approx 7:50am along the Cook Highway, picks up through Smithfield (MacGregor Road, Ann Street, Gavin Street, Stanton Road, then travels to Holloways Beach at 8:15am and goes to the school delivering all children to school by 8:45am. The afternoon trip is done in the reverse order it leaves at 3:25pm delivering all children home by 4.10pm.

Lake Placid service pick up is 7.30am delivering children to school by 7:40am and leaving school in the afternoon at 3:25pm home by 3:45pm.

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, Yorkey's Knob, Trinity Beach, Kewarra Beach, Clifton Beach or Palm Cove.

Children living further than 3.2km from the nearest school will travel with a bus pass paid for by the Education Department. Students not eligible through Qld Transport will be required to pay a fare. Under special circumstances children less than 3.2km may be granted a "safety net" allowance, only if they have a Healthcare or Pension Card with student's name.

Detailed information regarding the bus service is available from Sun Bus by phoning 4035 4500. Bus applications can be accessed from [www.lovesbusservice.com.au](http://www.lovesbusservice.com.au). **Sun Bus Policy is No Money, No Ticket, No Ride. Students will be sent to office and parents contacted.**

### **CLASSROOM ORGANISATION/CURRICULUM**

Curriculum delivery is provided in the Learning Areas of Mathematics, English, Science, Humanities, Health and Physical Education, The Arts, L.O.T.E. (Language other than English) **Mandarin** and Technology. We have a clear and strong focus on Literacy and Numeracy

across all year levels. All year levels are involved in the delivery of the Australian curriculum.

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 team is more than happy to discuss this particular educational setting with interested parents.

Our school has clear pedagogical approach of Explicit Instruction, predominately for English and Mathematics. Lessons are delivered within the framework of I Do, We, Do You Do. Children are taught the behavioural expectation of each part of the lesson along with the learning intention of each lesson being delivered.

All students will engage in Consolidations or Warm-Ups for Reading, Writing and Mathematics. 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 must be made in advance. All payment information is sent home for families to read and understand. **No payment** will be accepted on the day of any event, excursion or camp. (Refund Policy attached).

## **COMMUNICATIONS**

A weekly newsletter is emailed home each Monday. Be sure to read it - it often saves a lot of extra explanation and keeps you up to date on school events.

Should you need to speak with a staff member please phone for an appointment. This ensures that you are given the full attention of the Class Teacher, Deputy Principal or Principal, uninterrupted by others.

Interviews - Parents wishing to discuss concerns regarding your child's progress with the 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 concerns 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 year. Parents contributing to our building fund will receive a tax receipt.

## **COMPLAINTS MANAGEMENT**

At Caravonica State School we are committed to fostering a school environment that is supportive, respectful, compatible with human rights and provides all students with opportunities to engage in quality teaching and learning. Effective partnerships with parents, carers, students and school staff is an essential part of us achieving this goal. At Caravonica State School, we want to know what we are doing well, but also if there are any areas where we can improve or do things differently. We value feedback and the discussion, opportunities and learnings it brings.

We all deserve respectful, safe and non-violent environments, so aggression and harassment of any kind—physical, verbal or otherwise—isn't acceptable. When you interact with our school staff, remember we're all on the same team to support your child. We all have your child's best interests at heart, and the best way to achieve a positive learning experience is to work together.

As a parent, your concerns are important to us. Positive and honest communication between you and us means better outcomes for your child. We are all on the same team.

### **Purpose**

Caravonica State School appreciates and acknowledges that parents, carers, students and community members have a right to make a complaint. This document outlines how Caravonica State School will manage these complaints.

### **What is a customer complaint?**

A complaint is a customer complaint if the person is unhappy with the service or action of Caravonica State School or our staff, and directly affected by the service or action they are unhappy with.

In our school the person making a complaint will usually be a parent, carer, student or other school community member, but could also be anyone else directly impacted by something at our school.

Some complaints must be managed using different processes. These include:

- issues about harm, or risk of harm, to a student attending a state school which must be managed in accordance with the Student protection procedure; and
- complaints about corrupt conduct, public interest disclosures, or certain decisions made under legislation – refer to the Excluded complaints factsheet available through the Department of Education for more information.

### **Roles and responsibilities**

We treat everyone with respect, courtesy and fairness, and aim to act compatibly with human rights. Our responsibilities include:

- following the customer complaints management framework, policy and procedure when managing complaints;
- resolving complaints promptly; and
- providing information about our processes, timeframes and any available review options.

### **If someone makes a complaint, they also have responsibilities, including:**

- cooperating respectfully and understanding that unreasonable conduct will not be tolerated;
- giving us a clear idea of the issue or concern and a possible solution;
- providing all relevant information when making the complaint;
- understanding that addressing a complaint can take time; and
- letting us know if something changes, including if help is no longer needed.

### **Complaints management process**

At Caravonica State School, our complaints management process involves the following steps:

#### **Receipt**

The complaint should be made where the problem or issue arose. At Caravonica State School, we ask parents, carers, students or community members who would like to make a complaint email the principal at [principal@caravonicass.eq.edu.au](mailto:principal@caravonicass.eq.edu.au), email your child's teacher to make an appointment or contact the school office via email at [officestaff@caravonicass.eq.edu.au](mailto:officestaff@caravonicass.eq.edu.au) or by phone on 40374333.

We accept anonymous complaints, however it is important to understand that this could limit how a complaint is assessed and resolved, and it may also prevent an outcome being provided.

#### **Assessment and management**

We will examine the issue(s) raised and try to resolve the complaint. We aim to do this promptly, but understand that we have many other responsibilities and it may not be possible to make contact or resolve a complaint immediately.

#### **Providing an outcome**

Once we finish examining the complaint, we will let the person who has made the complaint know the outcome and any available review options.



## **Review options**

If the person who has made the complaint is dissatisfied with the outcome or the way we handled their complaint, they can contact our regional office to ask for an internal review. A Request for internal review form should be completed and the request should be submitted within 28 days.

There is also an external review option (for example, the Queensland Ombudsman or Queensland Human Rights Commission), which becomes available once the department's complaints process has been exhausted.

## **A role for Parents and Citizens' Associations (P&Cs)**

It is understandable that parents/carers may sometimes feel overwhelmed when approaching a school or the department with a complaint. While the Queensland Council of Parents and Citizens' Associations Inc (QCPCA) does not advocate on behalf of individual parents or carers, individuals can request their own P&C to provide support in these circumstances. The P&C can in turn seek assistance from QCPCA to provide guidance in resolving the complaint.

Complaints about services that are run or managed by the P&C at your school, for example, OSHC or the tuckshop, should be directed to the P&C in the first instance.

## **CLASSROOM ASSISTANCE**

Classroom assistance is sought for many aspects of the school. 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.

## **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 contact the Principal or Deputy Principal.*

## **ENROLMENT**

Enrolments can be accepted any time in the school year. Our school has an Enrolment Management Plan in place and information about our enrolment boundary is available from our website. Children that do not reside in our catchment zone are placed on to our waiting list until a vacancy arises.

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
- \* Athletics oval
- \* 4 undercover play areas
- \* Rainforest plot
- \* School multi-purpose hall
- \* Tennis court
- \* Library/Resource Centre
- \* Basketball court

- \* Music room
- \* Multi-media/Computer Lab
- \* Paved areas and landscaped gardens
- \* 3 Adventure playgrounds
- \* Fully air-conditioned school

## **HOMEWORK**

Caravonica State School believes that homework benefits all students. Homework is intended to consolidate classroom learning in reading, spelling and number facts/tables. In our Prep to Year 3 classes it may also include letters/sounds and sight words depending on the needs of individual students. Homework can also assist students to develop self-regulation processes, such as goal-setting, time management and study skills. It also supports school-home relationships through connecting families with the learning of their children.

We believe that the setting of homework needs to take into consideration the need for students to have a balanced lifestyle. This includes sufficient time for family, sport and recreation and cultural pursuits.

Homework is given to all students and is issued on a weekly basis. For those students who require additional support, the teacher will ensure that the homework meets their learning needs.

If students are unable to complete all or part of their homework, students should seek teacher clarification. If you prefer your child not undertake homework at any stage, a signed note to the teacher stating your request is essential.

### **Some tips for parents/caregivers**

- Make homework a pleasant experience by providing an attractive and quiet work area
- Try to establish a predictable routine. Expect that homework should be done at the same time each day.
- When helping, keep your explanations simple and practical. If possible, provide positive feedback to your child.
- If your child is becoming upset about completing homework – please see your child’s class teacher for further support/advice.

## **INTERNET USE BY STUDENTS**

Parents and students need to complete an Internet Access Agreement before the student will be given permission to use the school internet facilities. All documentation for this agreement will be completed during the enrolment process.

## **LEARNING SUPPORT**

Children experiencing learning difficulties are often referred to the Inclusion and Intervention team for testing and advice on improving student success at school. 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.

## **LOST PROPERTY**

Lost property is located on a table outside the Tuckshop in the covered play area. All personal belongings should be clearly marked so that they can be returned promptly. To avoid confusion and argument, pencils and erasers 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 in the original container which clearly shows:
  - (b) the name of the medication;
  - (c) the dosage;
  - (d) the time/s for administering medication;
  - (e) *Doctors’* 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. Please help us by following this departmental policy.

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.

<http://education.qld.gov.au/parents/school-life/health-wellbeing/medications.html>

### **MOBILE PHONES AND ELECTRONIC EQUIPMENT (including smart watches)**

While we understand parents might want to contact children before or after school and students might want the extra safety of having a phone while walking home, bringing mobile phones to school creates storage and usage issues. Acknowledging the previously mentioned points it should be noted that individuals using mobile phones and other electronic devices in the classroom for personal use will not be accepted. For full details on the use of Mobile phones at school please refer to the *Student Code of Conduct*.

It is to be noted that bringing electronic toys and valuables to school for playground use is not an acceptable practice. Mobile telephones and other electronic equipment are used at their owners' risk. No liability will be accepted by the school in the event of loss, theft or damage to any device unless it can be established that the loss, theft or damage resulted from the department's negligence.

During school hours parents are welcome to phone the office and messages from parents will be passed onto the student.

### **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 3–6 Strings and years 4-6 Woodwind/Brass/Percussion. Some

school instruments are available for loan generally for a period of 12 months.

While tuition is free all participating students are required to pay the Instrumental Music Resource Scheme. All students who borrow a school instrument will pay for the hire of the instrument to cover servicing and repairs.

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)
9. Back to school resource pack for school families

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 7:00pm in the school staffroom.

## **PARENT/TEACHER INTERVIEWS**

Early in term one you will be invited to a Parent Teacher Interview. We value this time with you so we can share details regarding current achievement data, student learning goals and ways you can support learning at home.

It is also a great opportunity to monitor the settling-in phase of your child as they begin a new school year.

Another parent teacher interview is arranged for term three to share progress and goals for semester two. Written reports are provided to parents at the end of term two and four.

## **RELIGIOUS INSTRUCTION**

We embrace a multitude of cultural, religious and non-religious beliefs. Under the Education (General Provisions) Act 2006, we provide Religious Instruction (RI). RI informs students about the beliefs and values of a particular religion. It is delivered by volunteers of a faith group using instructional materials approved by that faith group. RI is required to be consistent with legislation and Department of Education policies and procedures.

All RI instructors must hold a blue card and participate in compulsory Student Protection and Code of Conduct training. A school staff member will be present during the delivery of RI.

Participation is not compulsory. Any student (except Prep students) may participate in RI if a parent has provided written consent.

Note: This consent remains in effect unless the parent informs the school otherwise in writing.

RI is timetabled for 30 minutes each Friday. Two choices are currently offered - Catholic or Ecumenical [co-operative denominations] and is organised according to enrolment information. Children who do not attend RI participate in a school Values Program conducted by our staff on a rotating roster.

### ***Roman Catholic Authorised Program:***

*“Christ Our Light and Life”*

Aims and goals of the program:

- To provide an environment in which your children may fall “in love” with Jesus the Good Shepherd and develop a real relationship with him.
  - To discover both personal union with God, and their membership of a Church established by God.
  - To learn how to become like their Saviour-in the home, in school, in the parish and in the world.
  - To have Christian virtue and Christian truth become the foundation for the whole of life.
- Lesson structure: Orientation phase, Development phase and Synthesis phase

For further information visit:

<https://ccd.sydneycatholic.org/book-orders/christ-our-light-and-life/>

### ***Ecumenical Authorised Program:***

*“Beginning with God” and God Space”*

Aims and goals of the program:

- To provide a place for children to engage with God’s word and respond, learning how to talk to God, sing to and for Him, and experiencing God’s love.
- To build the foundational truth that knowing God is more than knowing Bible stories. Knowing God is about relationship.
- To provide Bible based, relationship-building, relevant and engaging lessons introducing Jesus to children.
- To take children on a journey from little understanding into a deeper experience of God and His love for us all.

## **RESOURCE CENTRE**

The library is at lunch time and at afternoon tea. All classes access the library throughout the school week. All students are encouraged to borrow books from the library. Because of the great value of books in our library, we ask that extra care is taken when bringing books home – a library bag offers good protection. All books can be borrowed for a period of two weeks, which can be extended if more time is required.

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

## **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. Outside School Hours Care is available for students requiring supervision after 3:30pm.

## **SPORTS**

Caravonica students can nominate to participate in interschool competitions and Gala Days. Our HPE teacher will speak with identified grade levels about the sporting opportunity once the school has nominated for a sporting activity e.g. soccer, netball, touch football. Students of eligible year levels can also compete in trials for school sports such as cricket, netball, soccer, triathlon. Our HPE teacher will notify students of these year levels of upcoming trials once the information becomes available. If students choose to nominate information about the trial will be sent home for families. Principal approval will be required for participation in these trials.

## **SWIMMING**

The school conducts a number of lessons each year. The department supplements the cost of our swimming program. This program is user pays. Permission forms and invoices are issued in the weeks leading up to your child's class participating in the program.

## **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 participating in this leadership scheme are eligible to nominate for the positions school captain and vice-captain for the following year. 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, Cross Country
  - \* School representative sports
- Choir (Junior / Senior)
- Public Speaking program
- Instrumental Ensembles
- Instrumental lessons
  - \* (Strings / Brass / Wind / Percussion)
- Specialist teachers for: Learning Difficulties, LOTE (Mandarin), Music, H.P.E. and Students with Disabilities
- Specialist Support Services - G.O., Speech Pathologist, Autism Coach, Social Worker
- Outside School Hours Care (O.S.H.C.) and Vacation Care
- School Dental Clinic visits
- Automated Resource Centre (library)
- School Newsletter - emailed each Monday
- Active P&C and sub committees
- Tuckshop, Uniform & Stationery Shop
- Recycling program
- Learn to Swim program
- Active Student Council
- Computers and iPads:
  - \* Lab with twenty-eight computers
  - \* Wireless connectivity in all classrooms
  - \* Data projectors in all classrooms
- Invited performers and artists
- Religious Instruction
- Organised Discos and other student organised activities
- Parent Teacher Interviews
- Fire Education Program
- Bravehearts and Life Education programs

## **TRANSFERS**

Please contact us should your child be moving school – for whatever reason. A formal transfer process occurs between state schools in Queensland, and also between other jurisdictions including inter-state transfers.

## **TUCKSHOP**

The school tuckshop operates every lunchtime Monday to Friday, with a focus on the provision of healthy lunches. A wide variety is available and current price lists will be issued regularly. Parents are encouraged to use our online ordering system Qkr! Orders are distributed to classes. Volunteers to help in our tuckshop are always appreciated and valued.

## **UNIFORM POLICY**

It is an expectation of the Caravonica School Community – the P&C, the Principal and staff – that all students abide by the School Dress Code Policy. A parent / caregiver application to enrol at Caravonica State School is taken as acceptance of this policy.

### **Rationale**

Our School Community believes that the Dress Code requirement is important in developing a sense of identity and pride for our students. It aligns with the general expectation in today's workforce where, in most instances, there is an established Dress Code at the work site. For students, this school is their work site.

### **Our uniform:**

- Caters for all students in the school community in a manner sensitive to gender and local cultural and social issues;
- Meets requirements of occupational health and safety, anti-discrimination and equal opportunity legislation;
- Promotes the health and safety of students by identifying items necessary for particular activities eg items for sun protection;
- Provides girls and boys with equal access to the full range of school activities

The Caravonica State School student uniform will be worn by students when:

- Attending school on a day to day basis;
- Representing their school;
- Travelling to and from school; and
- Engaging in school activities out of school hours.

The wearing of school uniforms by students of Caravonica State School will assist the school community to:

- Define an identity for the school within its community;
- Develop students' sense of belonging to the school community;
- Provide an opportunity to build school spirit;
- Enhance the health and safety of students when involved in school activities;
- Promote a sense of inclusiveness, non-discrimination and equal opportunity;
- Reinforce the perception of the school as an ordered and safe environment;
- Increase the personal safety of students and staff by allowing easier recognition of visitors and potential intruders in the school;
- Make school clothing more affordable for families by eliminating the risk of peer pressure to wear fashionable and expensive clothes.

### **Healthy and Safety Legislation**

The school must ensure that students are not exposed to risks to their health & safety and must take steps to identify and eliminate or control such risks.

Our School Community:

- Requires students to wear appropriate footwear or other protective clothing as to avoid injury;
- Requires students to wear a hat for outside activities when appropriate;
- Requires that jewellery or other items that could, with reasonable foreseeability, cause an injury to themselves or other students are not worn.

### **Non-Compliance**

The school may impose a sanction in the event of non-compliance:

- Imposing a detention for a student during lunch or after school;
- Preventing a student from attending or participating in any school activity that is not an essential school educational programme;

- Preventing a student from attending or participating in, any activity for which the student is representing the school.
- Parents will be informed of a student's non-compliance.

### Uniform details

School uniform items can be purchased through the school Uniform and Stationery shop weekly 8:15am – 9.00am.

Girls: Black skort/skirt/shorts mid-thigh length (Short beach length shorts and bike pants/ skins are inappropriate for school wear at any time; longer lengths acceptable)  
Red Caravonica school polo shirt

Boys: Black shorts mid-thigh length (Short beach length shorts are inappropriate for school wear at any time; Longer lengths acceptable)  
Red Caravonica school polo shirt

**Performance Uniform:** Students who participate in Music programmes, Senior Choir, Concert Band and String Ensemble will require a performance uniform shirt and performance footwear. Music teachers will confirm student participation in these programs. Parents will be responsible for the provision of the appropriate performance uniforms for student involved in these extra curricula programs.

Girls: Black skort/skirt/shorts mid-thigh length (Short beach length shorts are inappropriate for school wear at any time; longer lengths acceptable)  
Red Caravonica school polo shirt  
Black school shoes  
Black ankle socks

Boys: Black shorts mid-thigh length (Short beach length shorts are inappropriate for school wear at any time; longer lengths acceptable)  
Red Caravonica school polo shirt  
Black school shoes  
Black ankle socks

### Hats/Sunscreen/ Swim Shirts- essential

Broad-brimmed hats are an essential component of our uniform. The school's Sun Protection Policy, endorsed by P & C, indicates that children must be wearing a hat during all outdoor lessons and playtimes. If children are not wearing hats, the teacher on duty will require that they stay in the covered play areas only. Our school is a 'Sun Smart' school. Sunscreen is available.

Hats (and ideally sunscreen) must be worn while students are participating in lessons, coaching or recreational activities outside the classroom; ***“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.

Swim shirts must be worn by all students during all water-based activities including swimming lessons. The wearing of swim shirts will also be enforced on camps and excursions where water-based activities are involved. If parents are unable to provide a swim shirt, the wearing of a T-shirt is permitted.

### Jewellery – permitted items

Due to Workplace Health and Safety issues, jewellery is to be limited to:

- One watch or bracelet or bangle
- One small discreet necklace worn for religious purposes only inside the school shirt
- Earrings - Small sleepers or studs only

Beads, shells, chains and/or facial adornment are not suitable for school.

Students will be asked to remove inappropriate jewellery. This jewellery will be held for parent collection.

### Footwear

Fully enclosed shoes or sandals must be worn for health and safety purposes. Thongs are not acceptable.

### Make-up

The wearing of make-up is not appropriate nor necessary for school.

## **Hair**

- ✓ Hair accessories are to be minimal
- ✓ Hair should be worn clean, neatly groomed in a conservative style.
- ✓ Shoulder length or longer hair to be tied back for all practical lessons and activities and hair kept out of eyes
- ✓ Hair **tones are to be one natural shade.** Fluoro or brightly coloured hair colours are not permitted.

## **Free Dress Days:**

On free dress days, students may wear non-uniform items, provided:

1. The clothing is sun-safe
2. Shirts free of obscene language and symbols
3. Shoulders and upper arms are covered by clothing to the same extent as the usual uniform
4. The length of shorts/ skirt/ dress is at least the equivalent of the regular uniform i.e. at least mid-thigh
5. A hat only, not cap, that affords the same amount of sun protection as the uniform hat

## **Sports Day Dress**

On school inter-house sports days, students may wear non-uniform items, including sports 'skins', provided:

1. The house shirts (red, blue or green) has sleeves and a collar where possible (for sun protection)
2. Hair is temporarily coloured in house colours on this day only.

## **Consequences of not wearing the correct uniform**

If a student does not attend school or school related activities in the correct uniform, the principal may:

1. In the first instance, follow up the concern with the parent/carer.
2. If the occurrence is repeated, remind the student and parents/carers about the policy - exploring any barriers to the uniform being worn.
3. Students who do not have a hat are restricted to covered areas during play periods. "No hat, no play"

The Caravonica State School and Parents and Citizens Association prefer that ALL parents fully support this policy in the current and future interests of ALL students for the reasons explained in the Rationale.

## **Exemptions**

The only exceptions to this policy are students whose physical impairments prevent their ability to conform to the dress code or students whose families have religious or cultural grounds for conscientious objection. They must, however, wear clothing and footwear conforming to WHS requirements. These concerns should be raised with the principal.

## **NOTE**

If parents have any objection or suggestions regarding this policy or procedure, they should contact the School Principal or P&C President to arrange a time to present their point of view to the school community through an upcoming P&C Association meeting.





# REFUND POLICY

At Caravonica 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 excursions and camps are calculated on a cost recovery only basis, according to the number of students who have indicated their attendance.

Participation of students in an excursion or camp is indicated through payment of the excursion or camp fee and provision of a permission form completed by the parent/ carer.

As the school budget cannot meet any shortfalls in funding for an excursion or camp due to the subsequent non-participation of a student who had previously indicated attendance of the activity, fees already paid for an excursion or school camp 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.

