School Phone: 4978 9333  Principal: Reid Thompson  HOSES: Keryn Potter
Fax Number: 4978 1952  Deputy Principal: Heidi James  Deputy Principal: Annette Norris
Tuckshop Phone: 4978 2512  BSM: Kate Stagg  P&C President: Jeff Hogeveen
School Watch: 131 788  Email: the.principal@clintonss.eq.edu.au  Web: www.clintonss@eq.edu.au

School Vision: Be safe, respectful learners

School Mission: Results, Reading, Wellbeing, Improvement, Teaching
Welcome

Welcome to this great school. At Clinton State School, children experience the best possible learning opportunities in a caring, friendly environment. Clinton State School Campus is a co-educational facility (including the ECDP), providing quality education to students from Prep to Year 6.

Our school is committed to educating young people and we have been helping children develop the knowledge, skills and attitudes that will enable them to lead worthwhile lives and be active, responsible citizens.

We proudly believe that many of the solid values that have served the past so well are the foundation of tomorrow. Respect for others, good manners, courtesy and responsibility are just some of the elements of our Code of Conduct which we actively teach and practise.

We know that the best learning occurs when children are excited by the programs that we offer, are actively involved in the lessons and when learning is relevant beyond the classroom.

This Information Booklet has been compiled to assist you with the requirements and procedures of our school. Please take the time to familiarise yourselves with its contents and to discuss the contents with your child/ren.

Our School Priorities

1. "Every Child - Every Day - Every Opportunity"
   • Quality ‘Teacher Explicit Instruction’
   • Comprehensive Curriculum planning aligned with the Australian Curriculum (ACARA) and QCAR
   • Mentoring and Feedback to improve pedagogy

2. "Reading to Learn and Learning to Read"
   • Higher Order Thinking and increased Reading Levels through School Reading Programs
   • Planning and Teaching using the ‘Clinton Way of Reading’.
   • Use of differentiation to deliver targeted programs to students

3. Attendance - “It’s Not Ok to be Away - It’s not Great to be Late"
   • Full School Attendance incentives
   • Students in class, connected, motivated, continuity of learning
   • Irresponsible absentee excuses are no longer acceptable

4. "Data Driving Distinction"
   • Moving students through learning levels by establishing achievement targets of learning
   • Keeping Track through the Individual Assessment/Progress Records
   • Providing Learning Support to students

5. "Excellent Behaviour"
   • Students developing learning behaviours which minimise strife, lost time, distractions, kids off task
   • Behaviour Levels and School Wide Positive Behaviour Program
   • Zero tolerance to teasing and bullying by being accountable for student well-being

Communication is an important aspect of your children’s schooling. If you have any concerns or questions about the education of your children then do not hesitate to contact the school and we will seek to work with you to resolve the issue.
Our School Vision
Our Vision is to produce safe, respectful learners.

Our School Mission
In order to fulfil our School Vision of producing safe, respectful learners, our mission will be to focus on Results (effective feedback for staff and students and analysing data to inform ongoing learning), Reading (reading is an essential part of the learning process), Health and Wellbeing (staff and students possessing a strong sense of health and wellbeing), Improvement (students focused on improving their learning from one juncture to the next), Teaching (quality teaching that is oriented to student learning and explicit instruction).

Our School Core Beliefs
In order to fulfil our School Vision and undertake our School Mission, we hold to the following fundamental beliefs about learning:

- Every child matters every day and that all students can achieve and learn
- Teachers are the single most important factor (outside of the home) in education that delivers improved learning outcomes for students
- We believe that students can learn and achieve when:
  - Teachers believe that students can achieve and there is a collective ownership of achievement
  - Good quality teacher-student relationships are in place
  - Student work is corrected and that teachers give timely feedback to students
  - There is a quality classroom tone that is safe and respectful

Quality Teaching
We believe that quality teachers make all the difference in the success of a child’s learning. Outside of the home, the teacher is the single most important factor in a child’s education. It is the teacher who has the most impact on student learning. As a result, we determine to focus on Quality Teaching in every aspect of pedagogy across the school. The key components of focus around ‘Quality Teaching’ are the curriculum, the pedagogy, explicit teaching, the engagement of students and the timely tracking of student performance including the productive feedback to students about their own performance.

Explicit Teaching
We believe that the explicit teaching of concepts, ideas and knowledge is an effective strategy for student learning. As a result, we hold the following to be true:

- A strong foundation in phonics and phonemics in the first two years of school is essential (incidental teaching of phonics is ineffective – it needs to be sequential, structured and explicit)
- Successful students automate basic skills
- Students with the largest word banks in the early years of schooling go on to be most successful
- Both comprehension and fluency are critical reading skills
- Knowledge must be actively moved from short term to long term memory through consolidation
- Explicit teaching is quite different from merely presenting information.

In each of our classrooms, you will see explicit teaching undertaken in the following way:

- Warm-up – structured revision of knowledge and skills (this is vital for transferring knowledge to the long term memory)
- I do – The explicit teaching and demonstration by the teacher of new knowledge and skills. The modelling of practices. Clear step by step explanations, revisions and reinforcements (WALT and WILF)
- We do – New knowledge is practised in group activities, teacher actively intervenes to re-teach where required. Teachers and students are connected, engaged. Teachers are giving explicit feedback
- You do – Individual activities to consolidate new learning and extension of skills
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**ABSENCES**
Regular attendance and punctuality by each student is necessary to maintain continuity of learning. Parents/caregivers must assume responsibility for the regular attendance and punctuality of their children. In the event of your child being absent or late it is the parents/caregivers responsibility to:

(a) contact the school by Email, Fax or Telephone (as per details on the front cover)
(b) send a note to the class teacher on the day your child returns to school.

**ADMISSION**
*Preparatory Year*

<table>
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<th>Eligible for prep year in:</th>
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<td>Children born 1 July 2007 – 30 June 2008</td>
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<tr>
<td>Children born 1 July 2010 – 30 June 2011</td>
<td>2016</td>
<td>2017</td>
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**Years 1 - 6**
Admission to all other year levels is by transfer from the students’ school of origin.

**AIR CONDITIONING**
Each classroom block is fully air-conditioned. The level of coolness is maintained at approximately 24 and the air conditioning units comply with Australian Standards. We acknowledge the commitment of our school community to this initiative to provide a more comfortable learning environment for our students and staff.

**ARRIVAL AND DEPARTURE TIMES AND PROCEDURES**
No student should be at school before 8.15 am. If a child arrives before the 8.15 am bell then they must remain and sit (with their bag) in the Undercovered Area. At 8.40am students will be expected to prepare themselves for the day’s lessons i.e. submit homework, sharpen pencils, rule up pads, clean desks etc. CLASS LESSONS BEGIN PROMPTLY AT 8.45AM. If a child arrives after 8.45am then they must proceed first to the Admin Office to collect a late slip before going to class. Parents/caregivers need to leave classrooms by 8.40am to enable classes to begin their work. School finishes at 2.45pm daily. Departure from school shall be immediate for those students who don’t take a bus. Bus students will wait quietly at designated bus stops.

**ABORIGINAL & TORRES STRAIT ISLANDER SERVICES**
Our school supports students and families who identify with these cultures. We actively work to enhance educational opportunities for Aboriginal and Torres Strait Islander students. Our Aboriginal and Torres Strait Islander parents are warmly invited to join our school CATSIP group. CATSIP is a steering committee of parents who actively give valued input into the processes and outworkings of school life. Members of our staff form our EATSIPS TEAM at Clinton and they work hard to ensure that Aboriginal and Torres Strait Islander perspectives are embedded throughout our school curriculum and in the life of the school. Our Aboriginal and Torres Strait Islander students are welcome to join Ghun Gharn Bills which meets regularly for mutual encouragement.
BANKING (STUDENT)
This is conducted at school each Thursday. If you wish to open an account, please contact the school for details. Parents/caregivers may wish to volunteer as banking officers to assist with the collection and receipting of student banking.

BEHAVIOUR CODE (RESPONSIBLE BEHAVIOUR PLAN FOR STUDENTS)
Our Responsible Behaviour Plan has been collaboratively developed by students, staff and parents/carers at Clinton State School. Our plan is endorsed by the Principal, President of Clinton State School P & C Association and the Executive Director of Schools.

Effective behaviour support includes:
• creation of a positive whole school culture
• quality learning and teaching practices
• a balanced, relevant and engaging curriculum
• supportive and collaboratively developed programs and procedures
• managed professional development, education or training for all members of the school community
• a range of provisions that are characterised by non-violent, non-coercive and non-discriminatory practices
• a continuum from whole school positive preventive action for all students, through to intensive intervention for specific individuals or groups.

Whole-school behaviour support- all students:
• The Responsible Behaviour Plan for Students at Clinton State School outlines proactive and preventive whole-school processes and strategies that
  • facilitate the development of acceptable standards of behaviour to create a caring, productive and safe environment for learning and teaching
  • promote an effective learning and teaching environment that allows positive aspirations, relationships and values to develop
  • foster mutual respect
  • encourage all students to take increasing responsibility for their own behaviour and the consequences of their actions.

Targeted behaviour support – 10 -15% of students
The Responsible Behaviour Plan for Students at Clinton State School outlines school and/or classroom processes, strategies and/or programs that facilitate acceptable standards of behaviour and provide educational support or intervention in responding to unacceptable or potentially unacceptable behaviour.

Intensive behaviour support - 2-5% of students
The Responsible Behaviour Plan for Students at Clinton State School outlines intensive intervention, behaviour support processes and/or programs that respond to unacceptable behaviour and support continued learning engagement.

Student Behaviour Levels
All students are assigned behaviour levels according to the standard of their behaviour based on their performance over five week periods. Gold Level Students are recognised for their outstanding behaviour and are rewarded with PHAT (Pretty Huge Activity Time) at the end of each term. All students start on Silver Level and can work their way up to gold. All students on Bronze Level are referred to the Admin Team to ascertain their eligibility for involvement in the school camps, excursions and special school events.
**BELL TIMES**

Bell Times and Daily Routines are as follows:

- 8:40am  Prepare for School
- 8:45am  Classes begin lessons
- 10:45am First Break (eating and play)
- 11:25am End of First Break
- 1:00pm  Second Break (eating and play)
- 1:25pm  End of Second Break
- 2:45pm  Finish School

**BICYCLES/SCOOTERS**

Students are welcome to ride their bicycles/scooters to and from school. Bikes and scooters are to be stored in racks provided. It is the policy of the school to enforce the wearing of bicycle helmets - no helmet, no bike/scooter! Helmets are to be stored in storage racks with the student's schoolbag. Within school grounds, students are to walk bicycles/scooters at all times. Please note:

- Bicycles and scooters need to be walked across the oval, pedestrian crossings and along footpaths surrounding the school grounds. These can then be placed in the bike racks at the top of the oval.
- Cyclists crossing Harvey Road are required to depart the school at the pedestrian crossing supervised by our Crossing Supervisor.
- Skateboards, roller blades etc. are not to be brought to school.

**BOOK LISTS AND MATERIALS**

Booklists will be issued at the end of the year. Copies are available on request.

**BUSES**

Local buses service our school. Please contact Buslink Gladstone for details. Telephone: 4972 1670.

**CARE OF SCHOOL PROPERTY**

School equipment and facilities have been provided for the educational, recreational and social development of all students. All equipment must be handled with care at all times. Restitution arising from the destruction of such property will be the responsibility of the student and his/her parents/caregivers.

**CHAPLAINCY**

Our School Chaplain services our school on two days each week. The Chaplaincy program is a vital part of our focus in ensuring that Health and Wellbeing is promoted across the school. Our Chaplain operates several activities that enhance student learning and emotional health. If you wish for your child to meet with the chaplain about any issue or concern that they may be having then please complete the permission form that can be obtained from the office.

**COMMITTEE STRUCTURE**

A committee structure operates in our school to assist with decision making. Committees currently operating are: Student Council, Parents and Citizens Association, Kids Cafe Committee and CATSIPS. Parents/caregivers, community members, staff and students work on these committees allowing for active participation of interested people. If you are interested in nominating for a committee or require further information, please
contact the Principal. We welcome your interest, and hopefully your participation, to enable a positive home and school partnership.

**CALENDAR - 2015**

![Calendar 2015](image)

**COMMUNICATION FROM PARENTS/CAREGIVERS TO SCHOOL**

Parents/caregivers are invited to communicate either in person or by phone, fax, email or letter with regard to:

- all absences
- late arrival
• sickness
• medication
• appointments in school hours
• loss/damage of school property
• homework queries or any other circumstances

Please ensure that all written correspondence to either the Principal or teachers is dated and signed at all times.

**COMPLAINT RESOLUTION**
From time to time the need may arise to discuss a problem that you may have with a certain aspect of school. Your child’s teacher is always approachable. Please take the opportunity to avail yourself of this avenue as a first step towards a solution. A copy of “A Guide to Resolving Issues at Clinton State School” is included in the appendix.

**CROSSING SUPERVISORS**
Crossing Supervisors, employed by the Department of Transport, regulate our two school crossings on a daily basis. At all times, pedestrians and drivers must obey the directions of these supervisors to ensure the safety of every person.

**CULTURAL ACTIVITIES/EXCURSIONS/EDUCATIONAL TOURS**
From time to time during the year, the school may undertake educational excursions so that the students may acquire a variety of learning experiences outside the classroom. Students normally travel by bus in the case of the whole school/whole class or by private transport in the case of smaller groups. Full school uniform is to be worn on these occasions.

Parents/caregivers will be advised by official notice of the details of activities. Permission forms signed by the parents must be returned to allow for participation. Parents/caregivers are requested to pay for the bus fare/petrol, and in some instances, an admission fee. The Queensland Arts Council performs at our school as part of their tour. These performances occur during school time and you will be notified well in advance of costs and specific programs.

**CURRICULUM**
Our school offers eight (8) Key Learning Areas to students. These include English, Mathematics, Studies of Society and the Environment (including Religious Education, Geography and History), Health and Physical Education, Science, Technology, LOTE and The Arts (including Music).

**EXTRA CURRICULAR ACTIVITIES**
Extra-curricular activities offered to our students occur throughout the year. Some of these activities may include: Under 8’s Activities, Interschool Sporting Activities (10 years and above), Arts Council Performances, Book Week, NAIDOC Week, ANZAC Day, Rock Band, Sporting Events, Interhouse Sports Days and Green Team Environmental Projects. These extra-curricular activities provide links to real life and life-like situations. We also offer some distinctive curriculum offerings including Instrumental Music for Years 4-7 Strings, Years 4-7 Woodwind, Percussion and Brass.

**DAILY FRESH FRUIT BREAK**
Each day, every child is required to bring to school a portion of fresh fruit. During the morning session classes stop work for a small break to eat their fruit before returning to learning.
DENTAL HEALTH
The Department of Health Dental Van visits our school. Prior notification for access will be given so as to allow you to give permission for your child/children to be checked and any work to be carried out. Contact phone number for the Dental Van is 0407574287.

DRESS CODE - INCLUSIVE PREP-YEAR 6
The Dress Code and standards are applied to all students. This Dress Code forms one of the elements of enrolment at Clinton State School. By enrolling your child at the school, you are indicating that you accept the code of dress and required standards as determined by the P & C and management of the school.

Our Dress Code enables students to participate fully in all school activities and contributes to, and supports, a healthy and safe learning environment in compliance with Anti-Discrimination Act 1991 (Qld), Workplace Health and Safety Act 1995 (Qld), and Gender Equity in Education Policy Statement 1992.

Principles
Our dress code addresses all of the following principles:
- Responsiveness and sensitivity
- Access and participation
- Upholding community expectations
- School community awareness

Our dress code takes into account the following considerations:
- personal comfort
- non-discrimination between gender groups
- body shape
- practical religious or cultural considerations
- socio-economic factors, including mobility patterns of families
- skin cancer protection
- particular dress requirements for specific school activities, including extra-curricular activities
- health and safety, including restriction of jewellery and protective equipment for contact sports.
- commercial supply or competition.

Uniforms
Our students are required to:
- wear the school uniform on a daily basis
- be of neat and tidy appearance at all times
- wear enclosed shoes, black and/or white in colour
- wear a wide brimmed hat while engaged in outdoor activities
- wear the uniform when representing our school in community activities

Student dress standards promote the good image of our school and encourage students to uphold and enhance that image.

Uniform Details
SHOES: Black and/or white shoes or joggers
SOCKS: Bottle green, black or plain white ankle length
T-SHIRTS: Bottle green shirt, tab front with collar.
SHORTS: Boys – bottle green shorts (e.g. Ruggers, Stubbies) Girls – bottle green shorts
SKIRT: Bottle green wrap around or pleated skirt. Either sports briefs or cotton tails (bottle green) to be worn underneath.

SKORT: Bottle green skort

HATS: Full brim bottle green slouch hat or legionnaire style cap or bucket hat purchased from the Clinton Kids’ Café

SPORTS: Bottle green basketball shorts (optional)

WINTER: Bottle green cardigan, skivvy, windcheater or jumper may be worn by both girls and boys. Bottle green tracksuits/tights are optional.

It is essential that your child wears a wide brimmed hat or legionnaire cap for outdoor activities.

EFTPOS (Electronic Funds Transfer Point of Sale)
This facility is available for parents/caregivers to pay for school needs (swimming, excursions, camps etc.). This facility is NOT ABLE to provide CASH OUT or over the phone payments.

EMERGENCY PROCEDURES
To ensure the safety of all students, staff and other persons, all personnel will participate in regular emergency practices. If you are within the school grounds/buildings at this time you are requested to follow the directions of the nearest staff member. Procedures for EVACUATION and LOCK DOWN are clearly displayed in each room of our school site.

CLINTON SS FREE DRESS DAY POLICY
As a school community we seek to support groups and agencies that undertake work for varying charities. We believe that this is an effective way of raising the awareness of our students about people who are less fortunate than themselves and we believe this is an important part of our school vision, especially in the area of ‘Respect’, as we seek to develop Safe, Respectful Learners.

As our school actively encourages our students to wear the school uniform daily, we believe that facilitating ‘Free Dress Days’ creates an element of fun and variance in school life, as well as providing an expedient opportunity for students to raise funds for different causes.

To prevent the situation where ‘Free Dress Days’ become too regular, lose their impact and possibly begin to undermine our School Dress Code, we have determined the following schedule of ‘Free Dress Days’ throughout a year:

- A maximum of 8 Free Dress Days be held throughout a school year
- That the other four days be determined by Admin (based on the advice from staff) that would enhance the enjoyment of other special events held throughout the year
- That four of those days be allocated to management of the Student Council to manage through fund raising initiatives (60% of the funds would go to the receiving agency and 40% would go toward the Student Council to utilise in school based projects)
- This policy also covers individual class free dress days
- A gold coin will be requested from each student in free dress
**Schedule**

Term 1 – Charity (as determined by Student Council) FDD and ‘School Project’ FDD

Term 2 – Book Week FDD and Charity (as determined by Student Council) FDD

Term 3 – Relay for Life FDD and Science FDD

Term 4 – Red Day for Daniel FDD and Children’s’ Xmas Box Appeal Postage FDD

**HEAD LICE**

From time to time, head lice occurs at school and in the community. Parents/caregivers will be notified if a case of head lice is suspected. Remedies for this condition are available at all chemists. In the interest of all students, a student may be excluded from school for repeated non-compliance with the recommended course of action.

**HEALTH**

Health habits are taught and encouraged at all times. There is evidence to suggest that a well balanced diet goes a long way towards physical and mental alertness, so it is important that all students have a healthy breakfast and bring along a selection of nutritional food to school. Daily Fresh Fruit Break – Children are required to bring a small piece of FRESH FRUIT to school each day. Daily Fresh Fruit Break is a classroom activity held each day. Good personal hygiene is expected. We seek your valued assistance in this regard.

**HOMEWORK**

Homework is designed to reinforce work covered by the teacher in class time, or as part of an ongoing theme or unit of work. Reading each night is expected by all students. It is the student’s responsibility to complete his/her own homework. Parents/caregivers can assist and encourage their child by providing a quiet, uninterrupted setting and positively encourage and supervise the completion of home tasks. In Years 1-4, students are encouraged to regularly practise reading, word recognition/spelling, and/or number facts. In Years 5-6, students are encouraged to spend time completing long-term assignments. The skills of organising time, work and commitments assist students to balance their workload in preparation for high school. If problems are encountered by a student in completing any homework activities, parents/caregivers should communicate these concerns to the class teacher.

**HOUSE SYSTEM**

Your child will be allocated a “house” when he or she enrols; all siblings are kept in the same house. There are four houses: Gowrie (Blue), Bunyip (Black or White), Maroochi (Yellow) and Witchetty (Red).

**INFECTIOUS DISEASES**

If your child contracts an infectious disease e.g. chickenpox, measles, school sores etc, please contact the Principal immediately. In certain cases, students will be required to be kept at home until the disease is no longer infectious. The exclusion periods are available from the school office. Because complications can occur with infectious diseases, do not have your child return to school too soon. As some of our students have long term and serious illnesses, it is vital parents/caregivers advise our school office if their child contracts an infectious disease.

**INTER-SCHOOL SPORT**

Students are engaged in Health & Physical Education classes as part of the Physical Education Program. Interschool Sport opportunities may be offered as an extra-curricular activity to students in Years 5 and 6 (10
years and above). These activities offer students the opportunity to play competitive sport as a representative of our school. Students selected as school representatives for Interschool Sport are expected to complete assigned class work, homework commitments, training commitments and to represent our school community by displaying a high level of sportsmanship. Full school/sport specific uniform is to be worn. All jewellery is to be removed prior to physical activities. Teams are coached by coaches, teachers and parents who give many hours of their time to assist students. Students are expected to attend training sessions on a punctual and regular basis.

**JEWELLERY**
A minimal amount of jewellery is appropriate for school wear (studs/sleepers and watch). Department regulations require ALL jewellery to be removed before students participate in physical education, sporting and swimming activities. No responsibility will be taken for any article, should it be lost or damaged.

**KIDS CAFE**
Kids Cafe is held Wednesday, Thursday and Friday of each week. Parent/caregiver assistance is extremely vital for the daily functioning of this important service to our school. If you are able to assist, please see our Kids Cafe Convenor, Gail Molloy on 49782512 to check arrangements or offer your valued support.

**LOST PROPERTY**
All property that is found around the school is placed in a Lost Property Box located at the Amenities Block. Items can be claimed at any time. Any valuables are sent to the Administration Office. While your child is at school make sure that all his/her belongings are well marked. Lost property is easily returned when the owner’s name is clearly visible. Encourage your child to be independent, to look after his/her own belongings etc.

**LOVE OF LEARNING CELEBRATION**
At the conclusion of the school year, our school community comes together to celebrate the love of learning and to recognise our high achievers. Awards are presented for academic excellence, achievement in the Arts, sporting prowess, good citizenship and care for our environment. All presentations will be conducted in the Harold Duncan Hall which includes choir performances and a review of learning through a collection of school photographs.

**MEDICATION**
Our Medication Officers will administer medication to students, provided the following procedures are strictly adhered to:

- Use the school form to notify the school in writing of a health condition requiring medication at school.
- Request the school in writing to administer prescribed medication or to assist in the management of a health condition.
- Notify the school in writing of any requests and/or guidelines from medical practitioners including potential side effects or adverse reactions.
- Provide the medication in the original labelled container to the nominated staff member.
- Ensure the medication is not out of date and has an original pharmacy label with the students name, dosage and time to be taken.
- Notify the school in writing when a change of dosage is required. This instruction must be accompanied by a letter from a medical practitioner.
- Advise the school in writing and collect the medication when it is no longer required at school.
- School staff will not administer non-prescribed medications e.g. Disprin, Panadol, Cough Medicine etc.
• Parents/caregivers of students requiring ADD, ADHD medication should discuss details with the Principal.
• Parents/caregivers of students requiring Asthma medication or Epipens should contact the Principal to negotiate suitable arrangements.

MOBILE PHONES
Students are required to leave phones at home while attending school. Our communication system in our school is effective and there is no need for students to bring mobile phones to school. If mobile phones are brought to school, they must be handed into the office where they will be stored securely.

MONEY AT SCHOOL
When permission is requested for your child/children to attend/participate in an excursion/activity, parents/caregivers will be sent full details of the activity, a permission form, and money collection envelope. The permission form and money must be returned in the school collection envelope. Unless it is for Kids Cafe or specific excursions/needs, no money should be brought to school.

NEWSLETTER
Our newsletter is published weekly. It is printed at school and contains items of interest to all of our school community. Check your child’s school bag for it. It will keep you up-to-date with the happenings of the school, both present and future. It will also contain from time to time samples of students’ work, awards made to students and learning tips and can be viewed each week on our webpage: www.clintonss.eq.edu.au

PARENTS AND CITIZENS ASSOCIATION
The P&C is active in many ways within the school. The P & C Association supports the Principal and staff in their endeavours to create a vital and successful school for its students through fundraising and active participation in school decisions and events. If you are a member of our P&C Association, any support or suggestions that you can offer are appreciated. Monthly meetings are held at the school on the fourth Tuesday evening of each month commencing at 6 pm in the School Library.

PARENT/CAREGIVER HELPERS
We always have opportunities for our community to assist students in our school. You are encouraged to offer your services/expertise to the class teacher, and to Specialist Teachers (Library, Physical Education and Music). When entering the school site, please report to the office to sign in and receive an identification tag. A way in which you can assist the teacher and school in the continuing education of your child, is to become involved in the day-to-day classroom activities of your child’s class or any other class. We are always on the lookout for the parents/caregivers with particular expertise in any area whether it be Art and Craft, Music, Sport etc. or simply as a helper in the room during Mathematics, English and so on. If you have a skill or some experiences that you would like to share or would simply like to help out, we would love to hear from you.

PARKING
Public car parking provided by the Gladstone City Council is available on Harvey Road. In the interest of the safety of all students, parents/caregivers and visitors are requested to:

• adhere to the traffic signs in Harvey Road
• drive carefully near the school as children’s actions can be unpredictable.
• obey the crossing supervisors’ directions.
• avoid double parking in any areas.
• not park within the school reserve.
• use the 2-minute drop off and collection area in a legal and considerate manner. (STOP, DROP, GO)
Your co-operation and courtesy in this matter will maintain our excellent safety record.

PREPARATORY YEAR
Preparatory year will give all young Queenslanders the very best start to school by helping them make a smooth transition to Year 1 and setting them on the path to lifelong learning. It will provide the foundation your child needs to succeed at school by developing:

- a positive approach to learning
- independence and confidence
- thinking and problem-solving skills
- language skills
- early literacy and numeracy
- physical abilities, including gross and fine motor skills.

Prep is being offered full-time and children will attend from Monday to Friday during normal school hours. Prep will be integrated fully into the rest of the school and classrooms and other facilities will be located on the same grounds as the primary school. This allows children to feel part of the broader school community and will help with their transition to Year 1.

Prep classrooms generally consist of an open space for groups and individual activities with a carpeted area for storytelling and singing. There will also be a kitchen or kitchenette, a preparation area and access to an outdoor learning area. Prep classes will comprise up to 25 students. In some schools, Prep children may be included in composite classes with other early year's students.

PRIVACY
All members of our school community are requested to read the statement on Privacy in the enrolment brochure.

REFUND POLICY
Full refunds will be given only when the refund does not result in the school paying the balance of costs incurred by a student’s cancellation of attendance or participation in any school activity. It must be understood that costs of excursions and tours are calculated on the total student numbers indicated when planning is initiated by school staff. Camp deposits are non-refundable. If a student (who has paid a deposit) cancels his/her attendance, a full/ or part refund will only be given if this does not impact on the final costs to other students attending the planned excursion or tour, or after the completion of a refund application form accompanied by a medical certificate.

Parents/caregivers should assume that any deposit paid may not be refunded. In the event of a student (who has paid full costs for a tour or excursion) being unable to attend or participate in the activity due to last-minute genuine reasons (illness, family crisis), refunds will be calculated at the discretion of the Principal and Program Manager. Applications for refunds must be received within two weeks of the completion of the planned activity. All applications for refunds must be in writing, co-signed by parent/caregiver, activity/class teacher and/or program manager.

RELIGIOUS EDUCATION
Religious Education classes are conducted each week for students in Years 2-6 (based on the availability of RE Instructors).
REPORTING TO PARENTS/CAREGIVERS

Your child/children participate and achieve learning results in all offered Learning Areas in our school. Teachers assess students’ academic and social development throughout the year. During Semesters 1 & 2, parents/caregivers will be invited to participate in formal parent/teacher/student interviews. All parents/caregivers are encouraged to attend these formal Semester 1 & 2 interviews, as well as maintain regular informal contact with teachers. We also encourage interviews with our specialist staff (Music, P.E., Teacher Librarian, Support Staff) to discuss students’ progress. We encourage you to contact the teacher to discuss your child’s progress at any time throughout the year.

RESOURCE CENTRE

The school is very proud of its resource centre. We encourage use by everyone, students and parents/caregivers alike. We ask that the simple library procedures be adhered to when using or borrowing. All students require a waterproof library bag for borrowing purposes.

SECURITY

Most of our school facilities have electronic alarm sensor security measures attached. Should unauthorised persons enter the school facilities, audible and inaudible alarms alert our security firm. Clinton State School staff are required to wear their official school badges while engaged in their duties. All visitors are required to report to the school office, where they are required to sign in, attach a sticker to their clothing and then sign out. If you are a volunteer WHO DOES NOT HAVE a student currently enrolled in our school you are required to present your SUITABILITY CARD to the Business Services Manager/Principal, BEFORE you begin work as a volunteer.

SERIOUS INJURY

During the school day students are under the supervision of the teachers. However, accidents may still occur. In the case of a minor accident, treatment will be undertaken by a staff member. In the case of a serious injury, the emergency procedure as outlined on the enrolment form will be followed. Thus it is vital that the information provided is accurate and current. If any changes occur to your family contact information, please notify the school immediately by phone, letter, fax or email.

SEXUAL HARASSMENT

Sexual Harassment is a civil offence and is unlawful under the Anti-Discrimination Act 1991 and Sex Discrimination Act 1984. Requests for information or assistance may be directed to the Principal.

SMOKING IN SCHOOLS

Smoking is strictly prohibited within the school grounds.

STUDENT COUNCIL

Our senior students are elected by their peers, teachers and staff each year to form a Student Council. School Captains, School Vice Captains and Sports Captains are elected annually and have specific roles in decision-making, consultation and data collection.

STUDENT TEACHERS

Clinton State School provides the opportunity for the training of student teachers. They are as stated - student teachers - and as such have no direct responsibility for their class. Direct responsibility for the class always remains with the Class Teacher.
STUDENTS LEAVING SCHOOL GROUNDS

No student will be permitted to leave the grounds without the proper written authority at any time. To release a student from class during normal school routine, the following is required:

- A request must be made from a custodial parent/caregiver via email, fax, phone, in writing, or in person.
- Parents/caregivers are to report to the school office where a departure slip will be issued and signed to take to the class teacher before a student is released.
- Students are to report to the school office with an authorised adult before returning to class.
- Under NO circumstances will a student be released from class to meet parents/caregivers at the front gate or public areas.

SUN SAFETY – WIDE BRIMMED SCHOOL HATS ONLY

Our school policy on Sun Safety is a very simple one: ‘No Hat – No Play’. Students are encouraged to actively engage in sports training, games, physical education activities and social interactions as a balance to classroom work. At all times when students are outdoors, this policy is in place. Students who forget their school hats are directed to play under the covered area or to become engaged in library activities. All staff model the appropriate sun safety strategies while they are on playground duty or attending physical education lessons.

TELEPHONE MESSAGES

Whilst in class, generally, teachers and ancillary staff are not available to come to the phone. Calls that are not of an emergency nature should be made before school or during recesses.

TRANSFERS

If you are transferring your child to another school, please contact the school office detailing their last day and if possible the school name where the student/s will be enrolling. Student files will be forwarded onto the appropriate school on request from the school they are enrolling.

WATERLESS URINAL SYSTEM

Clinton State School operates a Desert Waterless Urinal System in our facilities blocks. The waterless urinal system works by removing and controlling uric scale build up in the urinal flush pipe and on the urinal surface. The microbial cube simply sits in the base of the urinal keeping the urinal clean without the use of large amounts of water. All water is turned off to the urinals which means they will no longer flush automatically after use. This system can save approximately 990,000 litres of water per annum. Small green cubes are placed in the urinals and are not to be removed. The cubes contain a blend of naturally occurring microbes able to degrade the organic matter which odour-producing bacteria normally grow on, thereby eliminating the malodours and are 100% biodegradable. The cleaners are equipped with a cleaning kit which will substantially reduce the quantity of water used for cleaning each day and eliminate all smells.

WEBSITES

We invite parents/caregivers and community to visit the Clinton State School Website. Address: www.clintonss.eq.edu.au As well, general information on Education Queensland schools in our district and across Queensland is available from the Education Queensland Website www.qed.qld.gov.au