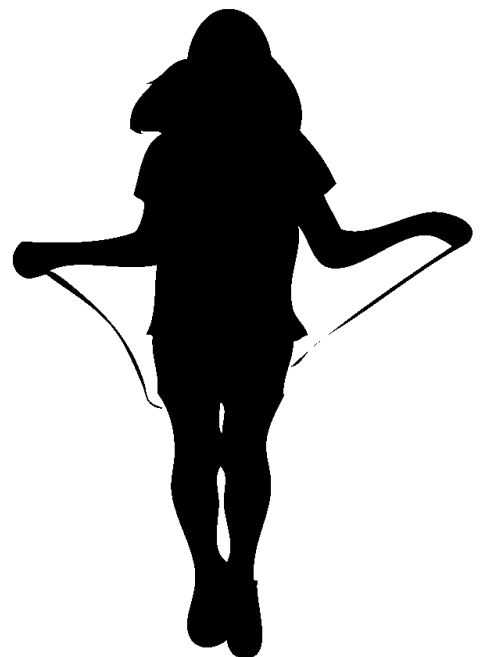


# CRAIGSLEA STATE SCHOOL

# HANDBOOK



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Find us on Facebook: Craigslea State School



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## PRINCIPAL'S WELCOME

At Craigslea we are committed to providing a quality public education system that delivers opportunities for all students to achieve learning outcomes and reach their potential. As a school community we aim to provide a safe, progressive, focussed and supportive learning environment. We encourage each and every student to aspire to intellectual, social, emotional and physical success in line with our motto of 'Learn for Life'.

**Craigslea Cares about...**

- Learning...** be a learner
- Independence...** be independent
- Friendship...** be a friend
- Environment...** be safe in all environments

### Learning-

- 🔊 Our core business, focusing on the early and middle phases of school.
- 🔊 Students have a responsibility to commit to their own learning and allow others to learn while at school.

### Independence-

- 🔊 Developing a sense of personal responsibility, self-worth and resilience.
- 🔊 Recognising and supporting the particular needs of students with disabilities, students with learning difficulties, gifted and talented students and indigenous students.

### Friendship-

- 🔊 Developing the ability to get along with others in our community.
- 🔊 Caring about people other than ourselves.
- 🔊 Building respect and understanding, not just tolerance of others.

### Environment-

- 🔊 Keeping our environment safe.
- 🔊 Respecting property.
- 🔊 Taking care of the planet we live on.

Craigslea State School currently has an enrolment of around 600 students. The school was opened in 1972 and has a proud history of inclusivity. All areas of the school are wheelchair accessible and facilities include two computer labs, a vibrant Resource centre, modern assembly hall, P&C facility offering Outside School Hours Care and shared access to a swimming pool. Craigslea State High School is located next door and the close liaison between the primary and high schools means we share a quality relationship.

Parents list staff as being approachable and professional in regards to their child's wellbeing. We are enormously proud of our school culture that provides a caring and productive school environment. Similarly, we frequently receive external positive feedback when our children are involved in excursions.

Craigslea State School enjoys a high standard of student behaviour, creating fun and safe playground environments; and allowing effective teaching to occur in the classrooms. The school's student leader program promotes this caring climate with older students actively contributing to the school life of those younger than themselves.

Craigslea practices inclusion, embracing the diversity that exists within its school community. Children enrolled in the school have the opportunity to make friends with children from across the globe. Boys and girls learn to respect one another by working together in class activities on a daily basis. Children learn about supporting the needs of others, particularly students who have a disability who are members of many of the classes.

The school focuses on building individual success for each student through high expectations, encouragement and support. If you are looking for a school where children will be taught by supportive, dedicated teachers and students can enjoy the company of friendly, caring children Craigslea State School is definitely for you!

Best wishes

Kathy Canavan

## SCHOOL DETAILS

### SCHOOL CONTACT DETAILS

PRINCIPAL	- Kathy Canavan	kcan2@eq.edu.au
DEPUTY PRINCIPAL - STUDENT SERVICES	- Narelle Green	ngree7@eq.edu.au
	- Natalie Marhinen	nmarh1@eq.edu.au
DEPUTY PRINCIPAL - CURRICULUM	- Sarah Abdy	sabdy2@eq.edu.au
HEAD OF INCLUSIVE CURRICULUM		
OUTSIDE SCHOOL HOURS CARE	- Kylie Peters	oshc@craigsleapandc.org.au
BUSINESS MANAGER	- Gena Sheppard	gpari2@eq.edu.au
ADMINISTRATIVE OFFICER	- Courtney Neale	cneal42@eq.edu.au
	- Debbie Otago	dotag3@eq.edu.au
	- Julie Hicks	jhick77@eq.edu.au
P & C OPERATIONS MANAGER	- Carol Mokrzecki	operations@craigsleapandc.org.au

Address	:	Hamilton Road, Chermside West Qld 4032
Telephone	:	3350 8777
Absence Line	:	3350 8766
Web Site	:	www.craigsleass.eq.edu.au
Out of School Hours Care	:	3256 3688
Sensitivity Unit	:	3350 8717
P&C Operations	:	3350 8744

### SCHOOL ENROLMENTS

Students, in catchment, can enrol at our school at any time during the school year. On enrolment, original proof of birth date will be required. Enrolment interviews are held with a member of the school leadership team. Appointments can be made through the office.

**The table below outlines the guidelines for enrolment**

BIRTHDATES	QLD YEAR LEVEL – 2020
01 July 2017 – 30 June 2018	PREP 2023
01 July 2016 – 30 June 2017	PREP
01 July 2015 – 30 June 2016	YEAR 1
01 July 2014 – 30 June 2015	YEAR 2
01 July 2013 – 30 June 2014	YEAR 3
01 July 2012 – 30 June 2013	YEAR 4
01 July 2011 – 30 June 2012	YEAR 5
01 July 2010 – 30 June 2011	YEAR 6

**IMPORTANT:** Please ensure that the information given at enrolment is as full and accurate as possible and that the school is notified of any subsequent changes to addresses, telephone numbers, medical conditions, emergency contacts or religious denominations.

### ENROLMENT ON THE FIRST DAY OF THE SCHOOL YEAR

All new enrolments should report to the office. Children whose enrolment particulars have been completed earlier should proceed directly to the classroom area which has been allocated to them. Name tags for Prep and Year 1 students will be provided by their class teachers.

If your child is very upset please try leaving them in the room with the other children and their teacher. Generally children calm down very quickly when left in this way. If your child remains distressed we will contact you. On the first day, there will be a morning tea for all new parents.

All students should arrive at school AFTER 8:40 AM. Students are expected to sit in the 2/3 Covered Play Area (CPA) until the 8:40 am bell.

## **SCHOOL DAY**

8:45 am	Students assemble at classrooms
9:00 am	CLASSES COMMENCE – First Session
11:00 am	<b>FIRST BREAK</b>
11:45 am	Second Session
1:15 pm	<b>SECOND BREAK</b>
1:45 pm	Last Session
3:00 pm	SCHOOL DAY ENDS

Children begin their breaks with play time and end with ten/fifteen minutes of each break to eat. The children are restricted to set areas for lunch and play. First bells are rung at 8:40 am, 8:55 am, 11:40am and 1:40 pm.

## **STAFFING**

The School Leadership team consists of the Principal, Deputy Principal - Student Services, Deputy Principal – Curriculum and Pedagogy, Head of Inclusive Curriculum. The number of classroom teachers will vary each year depending on student enrolment numbers. Additional teachers who specialise in Library, Music, and English as a Second Language, Japanese, Physical Education and Targeted Learning are also attached to the staff. (Instrumental Teachers of Music visit the school at set times during the week). A Guidance Officer and Speech Language Pathologist are based for two days per week at Craigslea. Access to these services is via a referral to the Student Support Services through your child's classroom teacher in the first instance and then through the Student Support Services committee. The Business Manager manages our dedicated support staff, consisting of teacher-aides, schools officer, administrative assistants and cleaners. Other casual staff are employed each year for administrative duties.

## **CLASS SIZE AND GROUPINGS**

Classes at Craigslea State School are usually allocated to single year levels. From time to time dual level classes e.g. 2/3 or 5/6 may be formed due to enrolment numbers. Every class, no matter the structure, is focussed on the individual child and providing a wide range of learning experiences appropriate to the child's stage of development. Prep to Year 3 classes have an optimum size of 25 students whilst Year 4-6 is 28 students.

Classes at Craigslea SS are carefully planned each year through consultation with classroom teachers, support services staff, school leadership team and feedback from parents/caregivers. We consider many factors when assigning classes, including a child's learning needs, peer relationships, behaviour and attitude to ensure our classes are evenly balanced, as much as possible, in terms of student ability and need.

## **SCHOOL OPERATIONS**

### **ARRIVAL AND DEPARTURE TIMES**

School classes commence at 9:00am and conclude at 3:00pm. Classroom teachers will open the door to classrooms from 8.50am for students to prepare for the school day.

Students arriving at school before 8:40 am are to sit and wait quietly in the 2/3 covered play area. Parents who have to drop off students much before 8:40am need to enrol students in 'Outside School Hours Care' facility which opens at 6:30am.

At 8:40am students are released to drop their bags at their classrooms, go to the toilet and move into class. Students are not permitted to play on the oval areas, on the adventure playgrounds, or on the multipurpose court before school. Students are permitted in classrooms before school and at lunch times only when their teacher gives permission and is present.

Children should remain at school after 3:00pm only if they are under the control of a teacher e.g. Sports Practice or if attending 'Outside School Hours Care'. If children are arriving home late, for no apparent reason, inquiries should be made at the school. Students awaiting collection after 3.00 pm should wait near the flagpole, the parent car park, the drop and go area on Hamilton Road, or inside the school fence near the Kittabilla Street turnaround. Students are not permitted to leave the school grounds from the time of arrival in the morning until departure at 3:00pm. Any children remaining on the school grounds at the 3.15pm bell are to report immediately to the office.

## SCHOOL DRESS CODE

Craigslea SS has a distinctive school uniform worn proudly by all our students. The P & C Association supports the wearing of the school uniform and provides a Uniform Shop facility for parents to purchase new and second hand uniforms. It is the policy of the school and the P & C Association that **all** children wear the uniform **every day**. A slip will be sent home with a student to inform parents where an item of uniform does not align with the code.

### Special Notes:

- The school uniform consists of the Craigslea SS shirt, winter jacket, shorts/combo skirt and school hat. Girls also have the option of a dress.
- Only plain navy tracksuit pants, jackets/pullovers and navy tights are acceptable to accompany the school uniform. Winter jumpers and tracksuits are not to have any writing or additional stripes etc. Plans are afoot for uniform specific tracksuit pants to be available from the uniform shop in the future.
- The School Sports House shirts can be worn on Wednesdays, Sports/Gala Days, Swimming Carnival etc. House shirts cannot be worn on school excursions, official functions and photo days. House shirts can only be purchased through the School Uniform Shop.
- Our Year 6 students have the choice to wear a special shirt to celebrate their last year of primary schooling. These shirts can be worn by Year 6 students as a substitute for the uniform shirt.
- School shorts and skirts need to sit no shorter than the mid-point between the thigh and the knee and no longer than the knee as this is a sun-safety requirement of the Department of Education and Training Provision of School Uniform Policy. Cargo shorts, jeans or leggings are not acceptable school wear.
- Short white or black socks that cover the ankle. No knee length socks. Closed shoes such as sneakers or leather school shoes with laces or Velcro for younger students are acceptable. Thongs, sandals, slip-ons and shoes with a high heel or platform do not meet safety requirements. Predominately black or predominantly white is the preferred colour. Laces must be black or white.
- The wearing of a school uniform broad brimmed shade hat or bucket hat is essential. This is only provided by the Craigslea State School Uniform. In accordance with our school's sun-safe policy when children are playing in the sun they must wear a school broad brimmed hat or bucket hat. Because lessons such as Science, Art, ICT could take place outdoors, it is essential children have a hat at school every day or they would miss important learning. Our expectation of 'no hat, no play' is our way of encouraging children to ensure they have a hat available for any learning situation.
- Students' hair is to be neatly presented, not impair vision and tied back if longer than shoulder length. Hair should be of natural colour and style at all times. Hair accessories should be minimal and in school colours. Large hair bows are prohibited for health and safety reasons.
- Nail polish and make-up is inappropriate for school. Parents will be contacted to make arrangements for removal. The only acceptable jewellery items to be worn at school are watches excluding smart-watches and one set of sleepers or studs worn in the ear only or medical alert bracelets. This ruling is for safety reasons particularly during sporting and physical activities where jewellery cannot be worn at all. No responsibility is taken for the safekeeping of any form of jewellery worn to school by children.
- Swimwear: As part of the Department of Education's Sun Safety Strategy, it is compulsory for students to wear a sun shirt or t-shirt during school water-based activities. No sun-shirt, no swim.
- Any alteration to uniform worn for religious, cultural or medical reasons is by submission with appropriate medical or other evidence to the Craigslea State School Uniform Exemption Panel who have parents and school staff represented.
- A reminder that representation in Student Councillor, Sporting and Leadership Positions at Craigslea State School, is dependent on conforming with our school dress code.
- Sunsafe clothing, secured footwear (no roller shoes), hats to be worn on free dress days.

## EMERGENCY PROCEDURES

Emergency procedures are conducted with whole school evacuation drills being practised once a term. In the event of an emergency or danger occurring close to the 3pm bell (e.g. severe storm, hail, fire, civil disturbance etc) the children will remain inside the classroom under supervision of the teacher until the danger has passed. Parents are able to come to the room to collect their child if they wish.

## TRANSFERRING SCHOOLS

Parents should inform the school by letter or telephone of any impending move, stating if possible, the name of the school the child is to attend.

## LOST PROPERTY

A lost property box is held at the school (located outside the schools officer's room) and parents are free to look for lost articles in this. **Parents/caregivers are requested to label all clothing with the child's first and last name to help return items that are misplaced.** Unclaimed and unnamed articles are donated to charity at the end of each term or uniform items are put into the school or P and C second-hand clothing pool.

## TOYS

We prefer toys are not brought to school as they can initiate envy and arguments between friends. We recognise however, that young children particularly, depend on this to help their imaginative play so we are prepared to allow a child to bring one small toy to school with their parent's consent. Parents should explain to their child that arguments over the toy will see it returned to the parent through school staff in the short term, with the advice on its return to the child that it not come back to school. Parents and the school are not in a position to launch investigations if such items go missing at school, so we advise items stay at home if they are regarded as too precious to lose.

## STUDENT LEARNING

Craigslea State School is committed to providing a caring, engaging learning environment that addresses the needs of all children within our care. Our primary focus is on improving the literacy and numeracy standards of all students whilst developing their social, emotional, behavioural and physical health to help children reach their full potential.

Our high standard of achievement reflects the quality of teaching and dedication of all teaching and support staff to improve student outcomes. Collaboration between specialist support staff and class teachers, working together to develop teaching and learning strategies that cater to the diverse range of learners, is a key aspect to our school. Early intervention programs, along with individual, small group and whole class instruction based on accurate diagnostic data collection allows us to develop a quality curriculum for all.

## PREP

The Prep program is an inquiry-based and child-centred program where children learn through structured play-based activities, adult and peer interaction and some explicit teaching. The Australian Curriculum and Early Years Curriculum Guidelines guide teaching and learning in all Prep classes in Queensland. Prep students have a separate eating area and play space.

## YEARS 1-6

The curriculum at all State Schools follows the Australian Curriculum.

- |                                       |              |                      |
|---------------------------------------|--------------|----------------------|
| ◦ English                             | ◦ Science    | ◦ Languages          |
| ◦ Mathematics                         | ◦ The Arts   | (Japanese)           |
| ◦ Humanities & Social Sciences (HaSS) | ◦ Technology | ◦ Physical Education |

## INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)

Teachers use a mix of iPads and laptops within the classroom, computer lab and library. There is fibre optic cabling and wireless connecting every block. This allows the school to place network points in all of the classroom teaching spaces giving access to the network resources. These resources include multimedia software, the internet, library catalogues, e-mail and reference material. Whiteboards are installed in every classroom to allow for easy incorporation of ICT in learning experiences. We dedicate some staff to work with classroom teachers to embed Digital Technologies across the curriculum.

## SPECIALIST TEACHER PROGRAMS

Most Key Learning Areas are taught by the classroom teacher. Specialist Teachers teach the Music strand of The Arts, Physical Education and Languages Other Than English (LOTE). Students may work with other teachers within the year level for subjects such as The Arts, Technology, HaSS or Digital Technologies.

## MUSIC PROGRAM

The Music Teacher provides half hour lessons to each P-6 class each week. Additional duties include organising and coordinating school choirs, band performances and concerts. From Term two, classes perform assembly items allowing an opportunity to demonstrate what they have learnt in class. Classroom music focusses on students making music and developing the ability to think and express themselves in sound. Through a variety of experiences, the students learn to aurally and visually identify, respond and use the elements and patterns of music. They achieve these goals by singing, playing instruments, listening, moving, improvising and composing.

## INSTRUMENTAL MUSIC PROGRAM

At the end of Year 2 (Strings) and 3 (Brass, Woodwind and Percussion), children are tested for their potential to learn an instrument. Numbers are limited so children are ranked according to their results then offered a place in the program. This is optional and the decision to accept the offer is a big one. Families – parents and child – are invited to an Instrumental Music evening where details of the program are shared by the Instrumental teachers. **This meeting must be attended by the child and at least one parent in order for an informed decision be made as to accepting or rejecting the offer.**

## PHYSICAL EDUCATION/SPORT PROGRAM

The Physical Education Teacher provides a minimum half hour lesson to each P-6 class each week. Other duties include supported play, organising school sport carnivals (athletics and swimming), coordinating interschool sporting activities, convening and coaching district sporting events and helping to organise perceptual motor programming in Years 1-3. To ensure maximum participation in all physical education activities students are required to have:

- Games and athletics (Terms 2 & 3)– broad brimmed/bucket hat, enclosed shoes (preferably sandshoes)
- Swimming (Terms 1 & 4) – cap, swimmers, sunsafe shirt, towel, plastic bag, goggles if needed (everything named). There is to be absolutely no jewellery (including sleepers and studs) worn in the pool at any time, as dislodged jewellery damages the pool filtration system and could inflict injury if stepped on. Prep only swims in Term 4.

If a student is unable to participate in physical education/sport, a signed parental note and/or medical certificate must be handed to the teacher at the start of the lesson. If a note is not produced, the child will be expected to complete written work.

## INTERSCHOOL SPORT

Year 5 and 6 students participate in Interschool Sport – referred to as gala days. Sports for the winter program may include Rugby League, Soccer, Netball and Basketball. Term 4 Summer sport includes Touch, Cricket, Futsal and Beach Volleyball. When representing the school, students are expected to follow the School Responsible Behaviour Plan. Failure to comply with this code of behaviour may result in omission from teams.

*Sport choices may change based on student interest and coach availability.*



## **SUPPORT SERVICES**

Craigslea State School – like most other schools - has a diverse student community that includes English as second language students, students with disability, students with learning difficulties, students in care and Indigenous students. Students with particular needs at our school are supported in mainstream classrooms by a range of personnel, including:

- Head of Inclusive Curriculum (HIC)
- Targetted Learning Teachers (TLT)
- Guidance Officer
- Speech Language Pathologist
- English as a Second Language Teacher (EALD)
- Advisory Behaviour Management Teachers

### **A TARGETED SUPPORT PROGRAM**

We have modified our model of inclusive practices in the school by streamlining the range of human resources we have access to, to work with students to provide support and enrichment. These teachers and teacher aides are members of the year level teams and as such, are familiar with the planning, organisation and students within the year level. Plans for differentiated instruction for each class are developed on a fortnightly basis under the supervision of the Head of Inclusion, Head of Curriculum and EALD teacher. This use of combined expertise and resources provides more efficient learning opportunities for students.

### **ENGLISH as an ADDITIONAL LANGUAGE or DIALECT (EAL/D) SUPPORT**

Our school provides EAL/D support based on students' needs to build a language foundation for successful classroom learning. Through the enrolment process or through on-going classroom processes, EAL/D students in need of support are identified. These can include students born in Australia or immigrants who speak a home language other than English. The EAL/D specialist teacher can provide explicit teaching to these students in small groups.

### **GUIDANCE SERVICE**

The following are a range of services which may be offered by the Guidance Officer through the Student Support Services process. The Guidance Officer is with us two days per week only.

- psycho-educational assessment of referred students
- liaison with parents, teachers, administrators and any other relevant stakeholders concerning student welfare
- writing of confidential reports which could contain assessment findings and other relevant data including suggestions for the future support of the student
- counselling individuals/groups where appropriate or if learning is impacted
- providing advice to teachers and/or parents on behaviour management issues
- being a member of the school Student Support Services Committee
- being involved in the diagnosis of difficulties and programming decisions
- being involved in the discussions regarding programming for students
- record keeping on children who have been assessed
- other duties as negotiated between the Principal and Guidance Officer

### **PRESERVICE TEACHERS**

Craigslea SS is actively involved in the training of pre-service teachers from various Universities. Pre-service teachers work under the close supervision of class teachers and the leadership team. Pre-service teachers provide our staff with the opportunity to improve their own skills in the classroom.

## PROMOTING SELF-DEVELOPMENT AND STUDENT LEADERSHIP

### STUDENT CODE OF CONDUCT

Craigslea's Student Code of Conduct details our school community's expectations and our school processes associated with behaviour. This is a separate document given to all parents on enrolment and is available on our website.

### SCHOOL AWARDS PROGRAM

Craigslea SS is committed to being a positive school that recognises the effort and achievement of all. The school awards program gives all classes and students the opportunity to be acknowledged for their commitment to seeking academic excellence and responsible community members.

- **Principal's Academic Excellence Awards** - Each month students from each class are selected for Academic Excellence in Literacy, Numeracy or the Key Learning Areas. Students' names are published in the school newsletter and the students receive a certificate on assembly.
- **Craigslea L.I.F.E Awards** - A student from each class is selected monthly to receive a Craigslea L.I.F.E award for showing outstanding commitment to our school motto 'Learn for Life', reflected by the principles listed in the Craigslea Rules Matrix.
- **Positive Recognition Strategy**- This strategy is a whole of school approach to reinforce high expectations and build relationships between students and staff. Each class has a point system linked to a series of rewards provided by the classroom teacher. Every third reward is given by the Principal/Deputy Principal.

### SENIOR LEADERSHIP BADGE

Students at the end of Year 5 have the opportunity to complete the Senior Leadership Program and be eligible for a Senior Leadership Badge in their final year. Badges can also be earned throughout semester one of Year 6. This badge recognises their achievements as leaders of the school.

### SCHOOL LEADERSHIP POSITIONS

Each year students have the opportunity to be selected for additional leadership positions including:

- School Captains and School Vice-Captains – Students are shortlisted by their teachers and elected by the Year 4 and 5 students.
- House Captains – Students are shortlisted and elected by House members
- Music Captains – Students are shortlisted and elected by Music students
- Tech Crew – students are trained and observed as members of a team applying their skills before being chosen as a crew member.
- Senior Leaders
- Peer Mediators (Bridge Builders)

### STUDENT COUNCIL

Each Semester, Years 3 to 6 elect a responsible classmate to represent them on the Student Council. Student Leaders also attend our weekly meetings and report to Year 1 and 2 classes.

Student Council activities include –

- Fundraising once a term for selected charities;
- Discussion of student feedback on a range of school issues (this feedback is then passed on to the Principal).

Students selected in any elected/selected positions have to exemplify an appropriate standard of behaviour. Failure to do so may result in the loss of the position/badge.

### SCHOOL SOCIAL SKILLS PROGRAM

Each week the students participate in a Social Skills lesson to develop their skills as learners, individuals, friends and to be safe in the environment. Each month, a student from each class is selected to receive the L.I.F.E award, which is given to students who demonstrate exemplary social skills.

### DISTINCTIVE PROGRAMS

#### INSTRUMENTAL MUSIC PROGRAM

Instrumental music teachers of brass, woodwind, percussion and strings visit the school each week to teach selected pupils from middle and upper year levels. Children can begin to learn a stringed instrument from Year 3 and brass, woodwind and percussion instruments from Year 4.

## **INSTRUMENTAL MUSIC PROGRAM**

In Term 4 of Year 2 (Strings) and 3 (Brass, Woodwind and Percussion), children are tested for their potential to learn an instrument. Numbers are limited so children are ranked according to their results then offered a place in the program if their result permits. Participation is optional and the decision to accept the offer is a big one. Families – parents and child – are invited to an Instrumental Music evening where details of the program are shared by the Instrumental teachers. **This meeting must be attended by the child and at least one parent in order for an informed decision to be made as to accepting or rejecting the offer. The Instrumental Music Program requires considerable parent support.**

Notification is given to parents if a Departmental instrument is available or if one will have to be purchased. Beginning students are given first choice of any available instruments. A music charge is requested to help with the costs involved with instrumental music such as the buying of new instruments and music for ensembles, as well as music stands and covers etc. Each year instrumental music camps are organised for targeted students.

## **MUSICAL GROUPS**

A choir, a concert band and string ensembles function within the school and children are encouraged to join these groups when they have reached an appropriate year level. Much of the practice involves giving up their own time but members of these groups acquire quite a deal of skill during the training sessions.

In addition to enjoying the group participation in singing or playing, they give pleasure to others in public performances at various times during the year. Sometimes, our more proficient instrumental music students have their lessons at Craigslea High School. This partnership with the High School allows the students to progress more quickly as they are working with students of a high ability level.

## **EDUCATIONAL TOURS / PROGRAMS**

During the year teachers organise various school activities e.g. excursions and camps to enhance the class curriculum and further develop social skills. Notification is provided to parents a few weeks in advance to allow for payment. Payments are made by BPoint and details can be found on your invoice. Details of payments are also listed on the excursion letter. If there is more than one family member participating in an activity, payment can be made in the one envelope with ALL names on the outside of the envelope. However, it is important that individual permission forms are enclosed. Payments can be made any day up to the due date. If payment is not made by the due date, the teacher will assume that the student will not be attending. UNFORTUNATELY LATE PAYMENTS CANNOT BE ACCEPTED. We appreciate that at times these activities can place an extra burden on parents. If there is genuine financial hardship, please contact the Business Manager to make alternate arrangements. Confidentiality is assured. NB: Student participation on school excursions is contingent on appropriate behaviour at school.

## **SWIMMING PROGRAM**

Craigslea SS is fortunate to share a ten lane, 25m, solar heated swimming pool with the high school. This allows swimming lessons to be conducted on site and swimming is an integral part of the school curriculum. A swimming timetable will be sent home early in Term 1 and Term 4. Prep classes swim only in Term 4. If children are unable to take part in swimming lessons an explanatory medical note needs to be sent to the class teacher. **SWIMMING CAPS ARE COMPULSORY** for all students using the pool. Our sunsafe policy requires that students wear a sunshirt whilst swimming. Sunscreen application should occur before leaving home with further application occurring before lessons take place after 10am. Under Education Queensland guidelines no jewellery is to be worn by students when swimming in the school pool. Parental assistance with supervision is essential and much appreciated. Please see the class teacher if you are able to help.

## **TRAVELLING TO AND FROM SCHOOL**

In 2022, the Active Travel committee launched the Brisbane City Council *Active School Travel* initiative in our school. *Walking Wheeling Wednesday* will be designated as our active travel day. More detail around this day and what it means will be communicated to parents via our newsletter and schoolzine app.

## ROAD SAFETY

At school, children are constantly urged to become Road Safety conscious. The following points form the basis of our road safety instruction at the school:

- Always use the pedestrian traffic lights when crossing Hamilton Road. Use the lights correctly.
- Footpaths are for pedestrians, though bike riders are allowed to use footpaths with caution.
- At other places look right, look left, and look right again to check that there is no traffic before crossing the road.
- Keep to the extreme left when cycling and always travel in single file.
- Children riding bicycles are required by law to wear approved safety helmets.
- Helmets should be taken to the classroom and bicycles secured by chain to the bicycle racks
- Keep within the line of windows in buses.

## PARKING

- VISITORS CAR PARK (near the Swimming Pool): This car park is used by parents and other visitors in the school but not by staff. Please be aware of the *No Right Turn* out of the visitors' car park between 2:45 and 3:15 pm on school days.
- STOP, DROP AND GO is located on Hamilton Road directly in front of the administration block and across the road. This 2 minute loading zone is the best option. Drivers must stay in their cars during the designated loading zone time from 8:00 – 9:00 am and 2:30 – 3:30 pm. Outside of these times, parking is permitted.
- PICK UP AND SET DOWN AREA (parallel to Hamilton Road adjacent to the High School grounds): This area is for both primary and secondary parents to use. As the visitors' car park is very busy at around 3pm the pick up/set down area is an attractive alternative. Please be aware of the No Right Turn out of this area from 7 - 9am and 2 - 4pm on school days.
- STAFF CAR PARK (near the Administration Block and School Hall): This car park is used by Staff, delivery vehicles and parents transporting disabled students. **Please do not use this area for parking or as a pick up or drop off area for students.**
- OUTSIDE SCHOOL HOURS CARE CAR PARK: Please use the visitors' car park and not the staff car park.  
NB Parent car parks may be closed for the duration or intermittently during the COVID pandemic or if unsafe or problematic behaviours occur in the carpark during peak drop off and pickup times.

## ROAD RULES

Be sure to obey the road signs around the school perimeter as we would not want anyone receiving infringement notices. These include speed limits, parking limitations and yellow lines (no stopping).

## BUS TRANSPORT

The Brisbane City Council and Brisbane Bus Lines have buses that come near Craigslea State School. For further information regarding bus routes etc. the following telephone numbers are provided;

Brisbane City Council - 13 12 30

Brisbane Bus Lines - 3354 3633.

## BICYCLES AND SCOOTERS

The bicycle racks are situated near the visitors' car park, in front of D block and near J block. Bicycles nor scooters are to be ridden inside the school grounds. This is for safety reasons. Students should secure bicycles to the racks closest to the gate by which they enter and take helmets to their classroom for safe keeping.

## SKATEBOARDS

Skateboards are not permitted in the school. Skateboards can cause significant damage to school property and parents are asked to support the school by ensuring students do not bring skateboards into the grounds at any time.

## SCHOOL POLICIES

### STUDENT RESOURCE SCHEME (SRS)

The SRS covers those resources that the school can purchase cheaper in bulk or on a loan basis. The school charges parents a fee for this service. The SRS is not compulsory however, the provision of the resources that it covers is still required and parents not participating in this scheme will need to provide these at their own cost.

## STUDENT ATTENDANCE

Every day matters to a child's learning. It is compulsory for students to attend school and any pattern of irregular attendance will be followed up. Please contact the school office if you have any concerns regarding your child's attendance.

## ABSENCES FROM SCHOOL

Parents are required to telephone the school office ABSENT LINE 3350 8766 should their child be absent on any day due to illness or other family concerns. Records of all absences are kept by the school office and these calls are best made first thing in the morning. Parents are obligated to keep the school informed of all absences ensuring that the school knows the whereabouts of your child at all times. Absence without an explanation will result in a text message to parents asking for an explanation. If this is not forthcoming, parents will receive formal notification by email. Rolls are legal documents that can be subpoenaed in a court of law.

## STUDENT ACCESS DURING SCHOOL HOURS

During school hours all enquiries regarding your child are to be made through the school office. This procedure is necessary to ensure the safe keeping of all students. Children who need to be collected from school during school hours must be signed out and collected from the school office.

## MOBILE PHONES

Students bringing mobile phones to school is not encouraged because of the potential for theft and general distraction and/or disruption associated with them. However, if they are brought to school, they must be turned off, clearly labelled with the student's name, handed in at the school office upon arrival and collected on departure, unless otherwise authorised by the Deputy Principal or Principal. The school office will take responsibility for securing any mobile phone that is handed in.

Students involved in the iPad program must adhere to strict protocols around the use of their device at school. They are not to be used before or after school or during breaks unless under teacher supervision.

## MEDICATION

There are state-wide regulations governing the practice for school personnel to administer medication to students. The following are key points which parents are asked to please note and follow:

The administration of over-the-counter medications, including analgesics and homeopathic medications, are subject to the same accountabilities as prescription medications. However, as many over-the-counter medications will not have an original pharmacy label detailing the name of the person authorised to take the medication, dosage, time to be taken and medical practitioner's name, a letter from a medical practitioner will need to be provided to authorise administration of this medication.

*Prior to administering medication, confirm that:*

- the parent/carer has completed Section 1 of this form and provided in-date medication in the original pharmacy labelled container
- the medication container has a valid pharmacy label which includes the name of the prescribing health practitioner to confirm that it is prescription medication
- the student has received a dose at home without ill effect prior to the school administering the medication
- the pharmacy label instructions match Section 1.

For asthma relieving medications such as Ventolin, parents/caregivers are to notify the school in writing if their child has been prescribed this medication by a medical practitioner and submit an asthma action plan.

Please do not hesitate to contact the school should you need clarification on any of the above. Your help with following the above guidelines is appreciated.

## ACCIDENT AND ILLNESS POLICY

An outline of the school's accident/illness procedures is provided for your information. A considerable amount of time is taken up by the school staff in this area. Schools do not have recognised medical facilities or medically trained staff though most members of Craigslea's staff have current first aid certificates. As we do not have the resources to tend sick children we contact parents to have the child picked up from school whenever we believe the occasion warrants. {Continued on next page}

Whenever your child is picked up during school hours by a parent or friend as a result of an accident, illness etc you are asked to sign the register at the office. In this way we can keep track of student movements and ensure that only the appropriate person picks up the child.

All students are covered through the Queensland Government's Ambulance Policy. This cover includes excursions and camps away from the school.

### **INJURIES (Serious):**

All suspected head and spinal injuries will be deemed as serious.

Procedure:

- If judged necessary by an accredited First Aid certificate holder, an ambulance will be called by the Principal or Teacher in Charge. A parent will be notified of the injury.
- An accident report will be filed.
- If injury occurs during a recess the class teacher/s will be notified by the office (as soon as possible).

### **ILLNESS:**

Reports of illness will be dealt with at classroom level at the discretion of the teacher.

Procedure:

- Send the child to the office if obviously unwell and parents will be contacted to take the child home.
- Observe the child for 20 or 30 minutes, if unsure, and send the child to the office if he/she continues to express discomfort and parents will be contacted to take the child home.
- If illness occurs during recess the child will report to the teacher on playground duty first and then if necessary to the office.
- If illness occurs at the end of recess, the child will report to his/her class teacher.

### **SUNSMART POLICY**

Queensland has the highest rate of skin cancer in the world. Two out of every three Queenslanders will get some form of skin cancer in their lifetime. Research suggests that at least two-thirds of all melanomas occurring in Australia could be prevented if children were protected from the sun during their first 15 years. Skin damage, including skin cancer, is the result of cumulative exposure to the sun. Research shows that severe sunburn contributes to skin cancer and other forms of skin damage such as sunspots, blemishes and premature ageing. Most skin damage and skin cancer is therefore preventable. Ultraviolet radiation (UVR) levels are highest during the hours that children are at school. As children will spend a portion of their day outdoors, we are conscious of the need to protect them from the harmful effects of the sun. With this in mind, Craigslea SS realises the need to protect children's skin and educate them about SunSmart behaviour, thus reducing the risk of skin damage from exposure to the sun.

The policy aims to:

- provide ongoing education that promotes personal responsibility for skin cancer prevention and early detection
- provide environments that support SunSmart practices
- create an awareness of the need to assess risks surrounding outdoor activities to support SunSmart practices.

### **SUNSMART PROCEDURES**

Our organisation recognises that winter sun also contributes to skin damage. The implementation of this policy will therefore be conducted throughout the year. The purpose of this SunSmart policy is to ensure that all children attending our establishment are protected from the harmful effects of the sun throughout the year.

### **SUNSMART COMMITMENT**

Craigslea State Primary school:

- has increased and will continue to increase the amount of shade in the grounds, where possible, by building shelters and planting trees
- will encourage all staff to act as positive role models for children in all aspects of SunSmart behaviour by:
  - wearing appropriate hats and clothing for all outdoor activities
  - using SPF 30+ broad-spectrum, water-resistant sunscreen
  - seeking shade whenever possible
  - wearing sunglasses that meet the Australian Standard (AS1067)
  - operating on a 'no hat, no play' policy

{Continued on next page}

- will encourage parents/carers to provide sunscreen and instil in middle phase children independent application of sunscreen.
- will expect children to wear sun shirts while swimming
- erect shelters for outdoor events which occur in the heat of the day.

Staff:

- practise SunSmart behaviour, as described above.
- enforce a 'no hat, no play' rule. This means no play at all. Sometimes learning takes place outdoors and children will require a hat. This strict rule is the most effective way for children to remember their hat and be able to participate fully at school.
- supervise children's application of sunscreen (SPF 30+ 20 minutes prior to outdoor activity) in the early phase and encourage independent application for middle phase learners.
- direct children to play in shaded areas where possible

Parents/carers:

- provide a school bucket or broad-brimmed hat for use in all outdoor activities. This hat is only available at the school uniform shop.
- provide SPF 30+ broad-spectrum, water-resistant sunscreen for their child's use
- act as positive role models by practising SunSmart behaviour.

## COMPLAINTS POLICY

From time to time you may have concerns about your child at school or the operations of the school. These concerns may grow into bigger issues if you don't talk to the school staff about them. The Department of Education and Training is committed to ensuring that all parents have their concerns dealt with in a fair and equitable manner and there are processes and support structures in place to enable parents to work through any issues they may have. Concerns should initially be directed to the teacher involved. Further concerns can be directed to the Deputy Principal or Principal. If the problem cannot be resolved within the school, you should contact the Metropolitan North Regional Office. All regional offices provide access to an officer responsible for parent liaison.

## HOMEWORK POLICY

Homework is purposeful, out of class learning that seeks to enhance the extent to which individual students benefit from their education. It provides an opportunity for students to involve and share their learning with their families to consolidate work learned in the classroom and to prepare for life-long learning beyond the classroom experience.

Education Queensland has guidelines for the amount of homework set by state schools. The CSS policy can be viewed on the website.

- Years P - 2: 10 – 20 minutes on average per night
- Year 3 - 6: 20 – 30 minutes on average per night

Parents can best help by seeing that the child has an optimum environment, a set time for study and a set place. At the Parent/Teacher evenings held early in the year, class homework expectations are clearly stated.

## HOME- SCHOOL COMMUNICATIONS EMAIL

E-mail is used extensively to communicate between school and homes. **It is important that the school has an up-to-date email address for your family.** Staff email addresses are listed on our website. If you do not receive a prompt reply (within 48 hours), please follow-up via another communication means as staff may be absent etc. It is often best not to write emails when upset or angry and a great idea to have someone else read your email if you are making a complaint as this ensures a positive working relationship between home and school.

## COMMUNICATION

The school always endeavours to make parents feel welcome when visiting or telephoning the school to discuss matters of interest or concern. Staff would like to dedicate the time to attend to your concern so please ensure you call or email to make an appointment time to talk.

Visitors are asked to report to the office during 9:00 am – 3:00 pm. WH&S procedures require you register, take a visitor badge and sign out.

## **SCHOOL NEWSLETTER – CRAIGSLEA COMMENTS**

A regular school newsletter called 'Craigslea Comments' is emailed home every second Thursday. 'Comments' can also be found on our school website. Please ensure you subscribe <https://craigsleass.schoolzineplus.com/subscribe> Please read it thoroughly as it contains information important for the effective running of our school and is our main method of communication of keeping parents informed.

## **Facebook**

Please follow us on Facebook for up to the moment updates. It is a public site so you don't need to be signed up to Facebook to view our posts.

## **PARENT TEACHER INTERVIEWS**

Parent Teacher Interviews are an extremely important part of developing the parent – teacher - student support team. Parents are offered interviews in Term 1 and Term 3 and we encourage you to take advantage of this opportunity. An online booking scheme is used to coordinate these interviews.

## **TELEPHONE MESSAGES**

For the most part school Administrative Officers handle telephone messages; however, the Principal, Deputy Principal or Business Manager will make themselves available to return calls as soon as possible to those who wish to speak to them. Teachers are not called to the telephone during teaching sessions but messages will be passed on to them. Late, last minute messages for students are problematic for front office staff especially when students are at sport or on an excursion. If you must get a message to your child, please do this before 1:45 pm where you possibly can.

**WEBSITES:** [www.craigsleass.eq.edu.au](http://www.craigsleass.eq.edu.au) [craigsleapandc.org.au](http://craigsleapandc.org.au)

Craigslea SS has a website which can be accessed through the internet. The site contains information about Craigslea SS such as: the school handbook; Strategic Plan, Annual Implementation Plan; Investing for Success Plan; School Annual Report; current school newsletters; Student Code of Conduct. A calendar of events is updated early each term so parents can use this to keep up to date on coming events.

## **QPARENTS APP**

This online portal provides parents with a secure access to their child's student details. At any time, parents can view and update attendance, personal details and download academic reports. It's a convenient option for your busy lifestyle.

**FACEBOOK:** Follow us and like/share our posts on Facebook @ Craigslea State School + Craigslea State School P&C Association

## **PARENTAL INVOLVEMENT IN SCHOOL SCHOOL COUNCIL**

The Craigslea State School Council was formally approved as a School Council by the Director General of Education on 17 April 1998. The Council conducted its first official meeting on 16 June 1998. The Council consists of eight members - 3 elected parent representatives, three elected staff representatives, the President of the P&C Association and the Principal of the school and co-opted members. The elected members serve for a period of two years.

The Council provides an opportunity for community members to take a more significant role in local decision making, focussing on the broad strategic direction of the school. The main functions and powers of the School Council include: Developing a statement of purpose for the school; approving the annual operational plan and budget; and approving the school annual report.

The day-to-day leadership and management of the school, including the implementation of the teaching program is the responsibility of the principal. The P&C Association is able to forward issues and to receive reports from the School Council.



## **VOLUNTARY HELPERS**

In recent times, numerous educationalists have determined that a school, if it is to play an effective role in the education of a child, can no longer be an isolated institution. In the teaching of a young child, it is this school's firm belief that a cooperative teacher-parent relationship is not only desirable but essential. Indeed, because of the predominant influence of the home on the course of a child's development, education must become a three-way communication process, involving teacher, parent and child. Interested parents and grandparents are always welcome at our school. In fact many mothers, fathers and grandparents enjoy helping at the school. These people help teachers with preparation of materials, assisting with small groups of children, and sharing their special skills and abilities. If you feel you would like to assist the school in this way, please contact your child's teacher. Whenever you come to school to help as a volunteer, please report to the office, sign the register and put on a volunteer badge. All volunteers are required to undertake some mandatory training which will be provided by staff.

Helpers without a child in the school, including grandparents, will require a Blue Card **and be double vaccinated for the COVID virus.** Grandparents of children in our school also require a blue card.

**Classes from Prep – Yr 2 will request parents to volunteer as their parent class representative (PCR). The role entails distributing information about school and classroom events to families of their assigned class.**

## **SCHOOL FACILITIES AND RESOURCES**

### **USE OF SCHOOL FACILITIES**

Any group in the community is encouraged to enquire about the use of school facilities when they are not being used for school purposes. Please contact the Business Manager – Karen Rye - for further information. It is not recommended that individuals enter the school grounds by themselves out of school hours without permission. State Government Security monitors our school grounds out of school hours.

### **SCHOOL LIBRARY**

The library is equipped with both book and non-book materials. Most of these have been purchased from government grants and P&C funds. Children are encouraged to use the resources of the Library to their maximum extent in class time, breaks and out of school time. Books are available for borrowing by both parents and any children in the school from Prep to Year 6, whether wishing to read for pleasure, research a project or prepare an oral presentation. Craigslea SS particularly welcomes parents who may wish to browse or borrow for their children or themselves. The borrowing period is for two weeks after which the book should be returned or the period extended. Parents help by ensuring that their children return the books promptly. Children are encouraged to take care of the books whilst on loan and to return them in good condition. Younger children are expected to have a Craigslea library bag (purchased through the bookshop) or a strong plastic bag to help keep their books clean when they are carrying them to and from school. All of the resources have been entered onto a computer Library Management Program.

The library is also the base of our teacher of digital technologies and visiting technical officer.

### **BOOK CLUB & BOOK FAIR**

Book Club is held throughout the year. Book Club Catalogues showing books for purchase are distributed to students and are also available to view digitally. Book Club orders are made online using the Scholastic website or the Scholastic LOOP app. With each Book Club order the Library receives Scholastic Rewards that are used to purchase new books and resources. The annual Scholastic Book Fair is another Library fundraiser that is held annually to coincide with Book Week. The Library is sent a selection of books which are available for immediate sale. Commission from sales provides additional resources for the Library.

Reading Club is another initiative that takes place each year. Parents are invited to bring their child to the library and enjoy the atmosphere of fellow readers working to improve their literacy. This will be advertised via the schoolzine calendar.

## **THE PARENTS' AND CITIZENS' ASSOCIATION (P&C)**

This is a voluntary group of parents who work to raise money and provide extra resources for their school. At Craigslea State School our P&C is open to all parents and citizens of the school community. We welcome volunteers to assist with the many and varied activities that the P&C undertakes.

### **Who leads the P&C?**

The P&C holds regular monthly meetings, as well as an Annual General Meeting. One of the important functions of an Annual General Meeting is to elect the P&C Executive Committee – volunteers who are willing to take leadership positions for the P&C. The Executive for our school consists of the President, one or two Vice-Presidents, Secretary, and Treasurer.

### **What does the P&C do?**

- provides a forum for parents to find out what is happening and what is planned for the school
- raises funds to provide services, facilities and equipment for the school
- organises community events
- operates the Tuckshop and Uniform Shop – (the Hub)
- operates the Outside School Hours Care (OSHC)
- operates the Craigslea Schools Aquatics Club (CSAC)
- provides support and advice to the Principal and Executive team
- represents parents eg. in the development of school policy
- acts on broader educational issues, particularly through its membership of P&Cs Qld
- acts on broader community issues that impact on the welfare and safety of the students eg. traffic and pedestrian safety.

P&C meetings are held on the second Monday of each month during the school term at 7.00pm in the P&C building (OSHC building). All are welcome.

### **OUTSIDE SCHOOL HOURS CARE**

The Outside School Hours Care (OSHC) is operated by the P&C. The program is available to all school age children from Prep to Year 6. The fully licenced, air-conditioned centre operates morning, afternoon and vacation care. They are open Monday to Friday from 6:30am - 9:00am in the mornings and from 3:00pm to 6:00pm in the afternoon. Children must re-enrol in OSHC each year. Please ask OSHC staff for details or email [craigslea.oshc@bigpond.com](mailto:craigslea.oshc@bigpond.com).

### **VACATION CARE**

A Vacation Care program operates through all the school holidays between the times of 6:30 am and 6:00 pm. Enrolment forms are available from the OSHC Centre. For any further queries please contact the centre on 3256 3688. Child care assistance is also available. The Centre closes over the Christmas and New Year periods for up to two weeks. NOTE: When accessing OSHC please use the visitors' car park (near the pool). The centre is situated in the P&C Building next to the Music Room.

### **TUCKSHOP**

Craigslea State School Tuckshop provides a full service for Big Lunch and Second Break each week day. A menu goes home at the beginning of the year and a new menu is sent home each term when there has been a change to the menu. There is an online ordering and payment system with instructions available on the P&C website [www.craigslapandc.org.au](http://www.craigslapandc.org.au). Parental help is always required and very much appreciated from 9.00am to 2.00pm (or part thereof) to fill a roster on a monthly basis for this service, so if you are able to spare some time to assist at Tuckshop please contact the P&C Operations Manager on 3350 8741.

Email: [operations@craigslapandc.org.au](mailto:operations@craigslapandc.org.au)

### **BOOKSHOP**

Upon enrolment, parents/caregivers will be given a booklist appropriate to their child's year level. Please call the P&C Operations Manager to make an appointment. Stocks of school requisites (books, pencils etc.) are kept on hand for children to purchase. This is a convenient service provided by the Parents and Citizens' Association. The bookshop has the facility to accept Mastercard/Visa, EFTPOS and cash. No cash out is available.

### **BOOKLISTS**

Each year level has a booklist detailing the specific items parents will be required to provide for their child in that year level. Booklists will be sent home around September/October for the following year. These items can be purchased as a backpack through Edsco with payment required at the

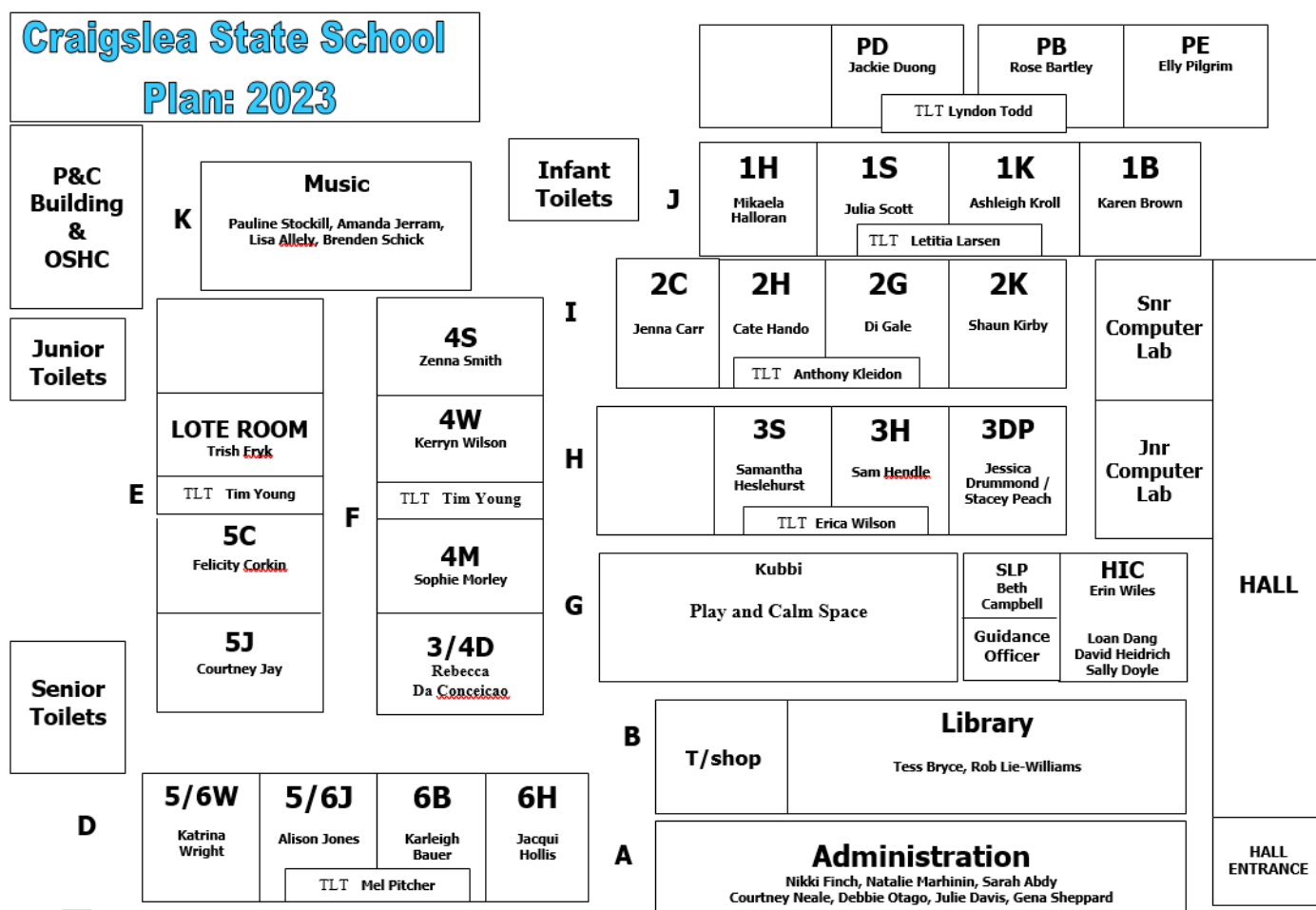
time of ordering. These Edsco backpacks are delivered to the address provided on the ordering form. No orders will be able to be collected from the school.

## UNIFORM SHOP

The Uniform Shop, operated by the P&C is open Monday – Friday 8:30am - 9.30am and at other busy times throughout the year. It has supplies of new and second hand uniforms. It has the facility to accept Mastercard/Visa, EFTPOS and cash. No cash out is available. Online ordering is also available with orders delivered to the classroom. For more information about uniforms including pricing and how to order online visit the P&C website [craigsleapandc.org.au](http://craigsleapandc.org.au)

## AQUATICS CLUB

The Craigslea Schools' Aquatics Club is a sub-committee of the P&C and has been established to give the children the greatest benefit possible from the solar heated swimming pool. For more information about the Aquatics club visit the P&C website [craigsleapandc.org.au](http://craigsleapandc.org.au) or email [info@craigsleaswimming.com](mailto:info@craigsleaswimming.com)



# CRAIGSLEA STATE SCHOOL SONG

Craigslea under sunny skies  
We wear our blue with pride  
Each day with happy hearts we come  
Friends from far and wide.

*As we grow throughout the years  
We carry in our hearts the days spent here  
At Craigslea, At Craigslea  
We'll never be apart.*

For young and old there'll always be  
A welcome here at Craigslea  
The sound of children's laughter rings  
Australians young and free.

*As we grow throughout the years  
We carry in our hearts the days spent here  
At Craigslea, At Craigslea  
We'll never be apart.*



# 2023

## School calendar

### Queensland state schools

DECEMBER 2022	JANUARY	FEBRUARY	MARCH	APRIL
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1 2 3	1 2 3 4 5 6 7	1 2 3 4	1 2 3 4	30 1
4 5 6 7 8 9 10	8 9 10 11 12 13 14	5 6 7 8 9 10 11	5 6 7 8 9 10 11	2 3 4 5 6 7 8
11 12 13 14 15 16 17	15 16 17 18 19 20 21	12 13 14 15 16 17 18	12 13 14 15 16 17 18	9 10 11 12 13 14 15
18 19 20 21 22 23 24	22 23 24 25 26 27 28	19 20 21 22 23 24 25	19 20 21 22 23 24 25	16 17 18 19 20 21 22
25 26 27 28 29 30 31	29 30 31	26 27 28	26 27 28 29 30 31	23 24 25 26 27 28 29
MAY	JUNE	JULY	AUGUST	SEPTEMBER
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5 6	1 2 3	30 31 1	1 2 3 4 5	1 2
7 8 9 10 11 12 13	4 5 6 7 8 9 10	2 3 4 5 6 7 8	6 7 8 9 10 11 12	3 4 5 6 7 8 9
14 15 16 17 18 19 20	11 12 13 14 15 16 17	9 10 11 12 13 14 15	13 14 15 16 17 18 19	10 11 12 13 14 15 16
21 22 23 24 25 26 27	18 19 20 21 22 23 24	16 17 18 19 20 21 22	20 21 22 23 24 25 26	17 18 19 20 21 22 23
28 29 30 31	25 26 27 28 29 30	23 24 25 26 27 28 29	27 28 29 30 31	24 25 26 27 28 29 30
OCTOBER	NOVEMBER	DECEMBER	JANUARY 2024	FEBRUARY 2024
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5 6 7	1 2 3 4	31 1 2	1 2 3 4 5 6	1 2 3
8 9 10 11 12 13 14	5 6 7 8 9 10 11	3 4 5 6 7 8 9	7 8 9 10 11 12 13	4 5 6 7 8 9 10
15 16 17 18 19 20 21	12 13 14 15 16 17 18	10 11 12 13 14 15 16	14 15 16 17 18 19 20	11 12 13 14 15 16 17
22 23 24 25 26 27 28	19 20 21 22 23 24 25	17 18 19 20 21 22 23	21 22 23 24 25 26 27	18 19 20 21 22 23 24
29 30 31	26 27 28 29 30	24 25 26 27 28 29 30	28 29 30 31	25 26 27 28 29

School terms	School holidays	Public holidays	Staff professional development/student free days
Part public holiday after 6 pm			

There are 195 school days in 2023.

Semester 1, 2023 commences for teachers on 19 January and for students on 23 January 2023.

#### STAFF PROFESSIONAL DEVELOPMENT DAYS

Staff professional development days for teachers are 19 and 20 January, 13 and 14 April and 1 September 2023. Schools are able to decide when they undertake the required hours for professional development for the flexible days, as long as they are on the flexible days, in the school holidays or out of school hours.

#### PUBLIC HOLIDAYS

Queensland public holidays are set by the Industrial Relations Minister.

Public holidays for local show days are not shown due to diversity of dates across the state.

#### FINAL DATES FOR STUDENT ATTENDANCE

17 November is the final date for Year 12 attendance for receipt of a Senior Statement. 24 November is the final date for student attendance in Years 10 and 11.

Some schools in regional, rural and remote areas will close for the summer holidays on 1 December.

*The information in this calendar was correct at the time of publication but may be subject to change.*

For more information and the latest version of this calendar, visit

[www.education.qld.gov.au](http://www.education.qld.gov.au)

