Live, Love, Learn
Leave a Legacy

Prospectus
Prep to Year 6

2019
CAPALABA STATE COLLEGE

College Principal: Bronwyn Johnstone
Senior Campus Principal Brad French
Junior Campus Principal: Lachlan Thatcher
Junior Campus Deputy Principal: Karen Moss
Head of Senior Secondary: Michael Mayfield
Head of Junior Secondary: Kylie Barrett
Head of Special Education Services: Fran Rigby (JNR)
OUR VISION
To be recognised as a school with a reputation for the highest standards of learning and behaviour.

OUR MISSION
To nurture positive values and a strong sense of self worth in our students, enabling them to step into their future communities equipped as knowledgeable, resilient young people with a strong ethical foundation.

OUR VALUES
The following values define what is important to us at Capalaba State College

Diligence
Discipline
Determination
Dignity
Integrity
Inclusivity

OUR EXPECTATIONS
These values are embedded in the culture of our College through the following expectations:

Be Responsible—In my life and learning I make good choices

Re Respectful—In my life and learning I am considerate and tolerant of others

Be Safe—In my life and learning I recognise the importance of the health and wellbeing of myself and others

Be Positive—In my life and learning I approach challenges with courage and persistence

Be a Learner—In my life and learning I seek opportunities to achieve and improve.
The Capalaba State College community believes that every child has the right to education, an education for life – one that not only teaches the basic skills of literacy and numeracy, but also provides for the maturing of the powers of reasoning, imagining, feeling and communicating. Responsibility for the total well being of the student is shared in this College. We accept that all people are individuals, possessing differing abilities, interests and values, and consequently, they deserve the flexibility necessary to experience success in a personal way. We must provide the opportunity for all students to maximise their potential, with an accent on quality.

As a learning organisation we develop a community of life-long learners who aspire to high levels of personal development and achievement enabling them to participate effectively and enthusiastically in society

We support this by encouraging:
- Mutual respect and acceptance among all College community members.
- Personal commitment and accountability by all members of the College community in developing and maintaining our purpose.
- Interpersonal relationships that are based on fair, reasonable and consistent behaviours and actions.
- Collaborative decision making that involves all relevant stakeholders.
- The continued development of staff which will support them to be effective teachers.

And by providing:
- A safe, supportive, tolerant and disciplined environment.
- A high quality curriculum which emphasises the successful acquisition of a broad range of general knowledge, skills and attitudes for all students to effectively operate in a global community.
- A student focused, relevant, accessible and flexible learning environment supported by effective teaching.
- Courses of study tailored to individual student pathways and facilitated by flexible and responsive College management practices and structures.
- A shared community learning facility that engages students in the life of the community and the community in the life of the College.
<table>
<thead>
<tr>
<th>Time</th>
<th>Monday - Friday</th>
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<tbody>
<tr>
<td>8.30am</td>
<td>Class preparation</td>
</tr>
<tr>
<td>8.45am</td>
<td>Session 1 starts</td>
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<tr>
<td>10.45am</td>
<td>Lunch 1</td>
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<tr>
<td>10.55am</td>
<td>Play time</td>
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<tr>
<td>11.20am</td>
<td>Finish play</td>
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<tr>
<td>11.25am</td>
<td>Session 2 starts</td>
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<tr>
<td>12.55pm</td>
<td>Lunch 2</td>
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<tr>
<td>1.05pm</td>
<td>Play time</td>
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<tr>
<td>1.20pm</td>
<td>Finish play</td>
</tr>
<tr>
<td>1.25pm</td>
<td>Session 3 starts</td>
</tr>
<tr>
<td>2.45pm</td>
<td>End of day</td>
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</tbody>
</table>
2. SEMESTER DATES - 2019

<table>
<thead>
<tr>
<th>Term</th>
<th>Start of Term</th>
<th>End of Term</th>
<th>Length of Term</th>
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</thead>
<tbody>
<tr>
<td>Semester 1 Term 1</td>
<td>29 January (Tuesday)</td>
<td>5 April (Friday)</td>
<td>10 weeks</td>
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<tr>
<td>Term 2</td>
<td>23 April (Tuesday)</td>
<td>28 June (Friday)</td>
<td>10 weeks</td>
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<tr>
<td>Semester 2 Term 3</td>
<td>15 July (Monday)</td>
<td>20 September (Friday)</td>
<td>10 weeks</td>
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<tr>
<td>Term 4</td>
<td>8 October (Tuesday)</td>
<td>13 December (Friday)</td>
<td>10 weeks</td>
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(Please Note: All year levels to commence at 8.45am Tuesday 29 January)

Pupil Free Day - Monday 21 October

3. CONTACT INFORMATION

Address: Junior Campus
         150 Mt Cotton Road
         CAPALABA QLD 4157

Senior Campus
         School Road
         CAPALABA QLD 4157

Phone: 3823 9333
       3823 9111

Fax: 3823 9300
     3823 9100

Absentee: 3823 9360
         Line

Email: info@capalabasc.eq.edu.au

Website: www.capalabasc.eq.edu.au
4. ENROLMENTS

Years 1 - 6
For all enrolments, parents/caregivers need to accompany the student for an interview at the college. An enrolment form signed by parent/caregiver as well as forms listed below are required to be completed. The Principal and other members of the Administration are available to discuss individual circumstances. Please phone for an appointment on 3823 9333.

Forms required:
- Enrolment Form
- Media Consent Form
- Enrolment Agreement
- Internet Agreement (for students in Years 4-6)
- Student Resource Scheme agreement
- Cloud Services Consent Form
- Medical consent form (if child has a medical condition)

Things you should bring to the interview:
- Doctors letters for medication/illness
- Family Law Court Orders (if applicable)
- Child’s proof of age (Birth Certificate is preferable)
- Report cards from previous school

Prep Year
Your child is eligible to enter Prep in 2019 if they turn five by 30 June, 2019. The forms listed above for Years 1-6 are also required to be completed to enrol into Prep. Please contact our administration staff on 3823 9333 to obtain forms. An interview will be organised for you with one of our Admin staff.

Please Note: Proof of age (Birth Certificate is required) is compulsory for enrolment into Prep at all Queensland State Schools.
SPECIAL EDUCATION PROGRAM FOR STUDENTS WITH A VERIFIED DISABILITY

SEP – Our Program
On the Junior Campus we tailor your child’s program to suit their support needs within the whole school context. From 2011 our program will cater to students in Prep to Year 6. At Capalaba State College we are dedicated to supporting the educational needs of students. Programs are developed to support students’ individual needs. Such programs include in-class support, modified curriculum programs and alternate programs including functional literacy and maths for living. Some other alternative programs seek to further develop the students’ life skills including cooking programs, social skills and community access (shopping, sailing).

An important part of the program focuses on the students having strong links with their peers and mainstream program. The SEP staff support this relationship by working closely with classroom teachers to effectively support students’ inclusion in the school context. Students are supported in these programs by a committed, highly trained staff of teachers and teacher-aides. Each student has an SEP Program Manager. Their role is to liaise with classroom teachers, guidance officers and specialist staff (including Speech Language Pathologists, Occupational Therapists and Physiotherapists) to support students with their program. Program Managers are an integral part of the team that will support your student at our college.

We welcome your enquiries for enrolment. Please contact the HOSES for further information.

Early Childhood Development Program (ECDP)
Our ECDP offers a centre–based program for children from 1 to 5 years of age. In these programs our staff develop the children’s experiences through small group and individualised interactions. The learning experiences are planned in collaboration with the parent/s and other team members supporting the child’s development. For information on enrolment into this program please contact the Junior Campus on 3823 9333.
5. CURRICULUM - PREP TO YEAR 6

Prep
The Prep curriculum includes aspects of the Australian National Curriculum including:

- English
- Mathematics
- Humanities and Social Sciences
- Science
- Digital Technology

Other learning areas developed during the Prep Year include:

- Social & personal learning
- Health & physical learning
- Active learning processes

Student understandings in these learning areas are developed through the following 5 contexts for learning.

- focused learning and teaching
- real-life situations
- investigations
- routines and transitions
- play

Years 1 – 6
The Year 1 – 6 College curriculum follows departmental policy, focussing on the Key Learning Areas of:

- English
- Mathematics
- Science
- Humanities and Social Sciences
- The Arts
- Technology
- Languages other than English (LOTE)
- Health and Physical Education
- Digital Technology

Student Progress Reporting: Formal reporting to parents on the
progress of students occurs four times each year according to following schedule:

   End Term 1 & 3 - Parent Teacher Interviews
   End of each Term – Reports will be emailed

Interviews can be arranged by parents or teachers at all other times.

**Homework:**

Homework aims to consolidate and extend the learning undertaken by your child at school.
At Capalaba State College, we recommend the following general guidelines for homework.

Prep –Year 3: Could be up to but generally not more than 1 hour per week.

Years 4-5: Could be up to but generally not more than 2-3 hours per week.

Years 6-7: Could be up to but generally not more than 3-4 hours per week.

Your child’s teacher will outline specific homework expectations early in the school year.

**Religious Education:**

Year 1 to 6 students are eligible to participate in 30 minute non-denominational religious instruction classes each week. Parents/carers have the option to either include or withdraw their children from these classes.

**Physical Education:**

A Health and Physical Education (HPE) teacher instructs classes in sport and physical activities throughout the school year.
Swimming instruction is provided at various times throughout the year.
   Participation is on a user-pays basis.
   Years 5 – 6 - Classes are instructed by the College HPE teacher in combination with a qualified swimming instructor. There is no charge to students.

**Language Perfect** is a new online Language program undertaken by Year 6 students. It enables students to learn different Languages in engaging, self-paced lessons.
Library:
A regular borrowing program ensures that all children have access to our extensive collection. Students are encouraged to borrow books—the use of a library bag is necessary to protect these (cloth or plastic bag). Our library is automated, which allows students to use computers to identify books that meet their research needs or interest levels.

Information Communication Technologies:
The college is moving quickly to adapt the latest developments in the use of technology in learning programs. Students use classroom computers and other devices as resources for regular learning purposes. As they develop skills and experience, this technology becomes more integral in their learning activities.

The Junior Campus also provides students with access to two state of the art computer labs. These labs have individual computers for up to 28 students and are fitted with data projection capacity. All computers are linked to the college’s network, enabling connectivity to internet and printers.

The Arts/Music:
During the year, Junior Campus students receive music instruction from our specialist Music teacher. Our yearly program develops knowledge and skills in music, drama, media and dance. Students can be involved in our extra-curricular music activities including choirs from Year 2 to Year 6.

Instrumental Music Program: (Woodwind, Brass, Percussion)
This program is offered to eligible students from Years 4 and 6. Students in the program receive regular tuition from specialist instrumental music teachers and participate in College band performances, competitions and tours.

Sporting Teams:
Our college has a tradition of involvement and success in sports. A variety of sporting activities (both individual and team) are offered to male and female students throughout the year including swimming, cross country, athletics and numerous team sports. Opportunities for representative sports are also available to students.

Interschool sport is also offered to all students in Years 5 and 6 across a wide variety of sports.
The Parents and Citizens Association has decided that Capalaba State College will be a uniform college for all students. The wearing of a college uniform is an important factor in developing a healthy college tone and pride in oneself as well as in the College.

Please note that breaches of the College dress code may result in calls for support and incur a detention.

Please refer to the College Uniform Handbook for full details of the uniform required.

**Jewellery** - Jewellery is to be kept to a minimum. Maximum allowable jewellery is:

- **Rings**
  - One (1) per hand *(rings must have flat settings, be small and discreet and not be a safety risk)*

- **Earrings**
  - Two (2) per ear. *(Sleepers and Studs ONLY for safety)*

- **Necklace**
  - Not to be visible

- **Watch**
  - One (1) only

- **Bracelets**
  - **NONE**

- **Bandanas**
  - **NONE PERMITTED**

- **Visible Piercing**
  - **NONE PERMITTED**

**HAIR** – Student’s hair must be neat, tidy, off the face and of natural hair colouring only. Hair below the collar is to be tied back. Only conservative hair styles (as defined by the Principal) are acceptable. Extreme hairstyles such as Mohawks, shaved styles, dreadlocks, rat tails, spikes and tracks are not acceptable. This list offers some examples of extreme hairstyles, however is by no means exhaustive and is subject to change. Hair must be one natural colour. Hair must be simple, safe and not draw undue attention to the student.

**SUN SAFE POLICY** - At Capalaba State College we have a strict NO HAT NO PLAY policy. All students are required to wear a college uniform hat whenever they are involved in outdoor activities. Hats can be purchased from the office. The use of sunscreen is encouraged. Please note that the College does not loan hats due to the risk of head lice.

**OTHER** –

- **Make Up/Nail Polish**
  - Make Up and Nail Polish are not to be worn.

- **Visible Tattoos/ Body Art**
  - **NONE** permitted
Daily Timetable:

- **8.30** First Bell - classroom preparation
- **8.45** Second Bell - School commences
- **10.45** First Lunch Break
- **11.25** Middle Session
- **12.55** Second Lunch Bell
- **1.25** Afternoon Session
- **2.45** School Concludes

Students arriving before 8.30am are asked to meet in the Under Cover Parade Area.
Weekly assembly is Thursday morning from 8.45am. All parents and carers are welcome to attend.

**Students Late to School**
Any student arriving at school after the second bell at 8.45am is required to attend administration to obtain a late slip which is taken to the class teacher.

**Absences**
All absences from the College require a note or phone call from a parent/carer explaining the reason. For your convenience the college has a dedicated **Absence Line** for the reporting of Junior Campus (Prep to Yr 6) absences. The phone number is **3823 9360**. No student may leave the college grounds without written permission from his/her parent/carer which is provided to the College office prior to the student leaving. Parents are also urged to support the college by ensuring students attend swimming, athletic and cross-country sport carnivals.

Current Education Queensland policy regarding student absenteeism states that each parent of a child who is of compulsory school age must ensure that the child is enrolled and attend school on every school day for the educational program in which the child is enrolled. Parents of a young person in the compulsory participation phase must ensure the young person is participating full time in an eligible option.

**Students who arrive more than 2 hours late for school or leave 2 hours before the end of the school day will be marked absent for half a day.**
Points of Contact
Parents are welcome to discuss any concerns with school staff at any
time. If discussions are likely to be lengthy, then it is advisable to make
an appointment with the most relevant person.

Academic/Behaviour Issues Administrative Issues
1. Class Teachers 1. Office Staff
2. Deputy Principal 2. Business Manager
3. Junior Campus Principal 3. Junior Campus Principal
4. Guidance Officer

Payments
Payment Method for Invoices:

Online using credit/debit card Bpoint.com.au via direct hyperlink on
emailed invoices which pre-populates details into the BPOINT payment
screen

Phone payment using credit/debit card via BPOINT 1300 631 073.
Please quote CRN and invoice number from the BPOINT box on the
bottom left.

In person at Junior & Senior Campus Office on Mon, Thurs & Fri
between 8am—2pm

Bank Details for direct debit:

Account Name: Capalaba State College
BSB: 064-172
Account Number: 10074693
Reference: Your student’s name, short description of excursion or invoice number if applicable.

Newsletter and Notes
Newsletters are emailed home to each family on a monthly basis. They
can also be sourced on our College website or collected from the Junior
Campus office. To obtain your emailed copy of our newsletter please
provide us with your email address or register on our website. The
newsletter contains important information regarding school activities and
upcoming events. General notes are sent home with your child so
please regularly check with your child if any notes have been issued.
**Lost Property**
Each year the school accumulates large amounts of unclaimed lost property.
PLEASE ENSURE THAT ALL ITEMS OF YOUR CHILD’S CLOTHING ARE CLEARLY LABELLED. THIS INCLUDES UNIFORM, UNDERWEAR (for swim season), HATS, SHOES AND SOCKS.

Lost property is available for collection outside our Junior Campus library. Please also check your child’s classroom, as some classes have their own lost property boxes. Unclaimed items are donated of to a local charity group at the end of each term.
Care of College Property
As members of the school community, students are expected to play a part in caring for their College environment. College grounds and equipment should be treated with respect and care.

Chewing gum is not permitted inside the college grounds. Correcting fluid and anti-perspirant aerosols are not to be brought to the college for safety reasons.

Free Dress Days
Free dress days are staged occasionally throughout the year whereby students are allowed to wear non-uniform clothes. On some occasions these special days will be associated with a special cause or fundraising activity and students may be asked to make a small donation. The following items are considered inappropriate for free dress days on Junior Campus:-
- Clothing printed with inappropriate or offensive imagery or wording
- Clothing that is not sun-safe, eg. Singlet tops or mid-riff tops
- Thongs, reef sandals
- High heeled shoes
- Jewellery that does not conform to the usual school standards.

Notes advising families of free dress days are sent home prior to each Event.

Urgent Messages to children at school
If you need to send an urgent message to your child during the school day, you are required to contact the office staff who will forward the message to your child. It is not possible to put phone calls through to the classrooms. Messages for children need to be phoned through prior to 2.30pm to allow sufficient time to locate classes.

Excursions
From time to time classes will be involved in school excursions and camps as a part of their learning programs. Such activities may incur additional costs which will be charged on a user – pays basis.

Parents will be advised by letter prior to the excursion of details of the excursion. Written permission from the parent/carer must be provided to allow the student to attend.

Electronic Media / Personal Technology Devices/Mobile Telephones
Personal Technology Devices includes, but is not limited to, games devices (such as PSPs, Gameboys, Tamagotchis etc) laptop computers,
PDAs, Blackberrys, cameras and/or voice recording devices (whether or not integrated with a mobile phone or MP3 player), mobile telephones, iPods and devices of a similar nature. Students should generally not bring such devices to the College. Electronic media and Personal Technology Devices are used at their owner’s risk and Capalaba State College accepts no liability in the event of loss, theft or damage to any device. Students using electronic media should display courtesy, consideration and respect for others. They should not be used in any manner which is disruptive to the normal routine and learning environment in the College.

To ensure the safety of such equipment, students on Junior Campus are required to leave devices at the office during the school day. Junior Campus students are to leave items at the office by 8.35am for collection after school.

Cameras (including in-phone cameras) are not to be used by students outside of supervised learning activities.

Recording of events in class is not permitted unless express consent is provided by the class teacher.

Dissemination of material (eg. Text messaging display, internet uploading to sites such as YouTube etc) which has the potential to prejudice the good order and management of the College may lead to disciplinary consequences being enacted.

Devices must not be used to record, monitor or listen to private conversations without consent being obtained.

Text or electronic messages that contain obscene language and/or threats may amount to bullying / harassment or even stalking and will subject the sender to discipline and possible police investigation.

Permitted personal technology devices used contrary to this policy on College premises or activities will be confiscated by school staff. They will be made available for collection from the college office at the end of the school day unless required to be kept for purposes of disciplinary investigation. If a device is kept by the college for the purpose of disciplinary investigation it will only be returned to the student in the presence of a parent.

Students who have a personal technology device confiscated more than once will not be permitted to have a personal technology device at college for at least one month, or longer if deemed necessary by the Principal.
8. SERVICES TO STUDENTS

Tuckshop
The Junior Campus Tuckshop is operated by the Parents and Citizens Association and operates on Wednesday, Thursday and Friday. There is a wide range of hot and cold food available. Price lists/menus are available on request.

Tuckshop food is available by order. Orders are requested to be made on a paper bag, using a separate bag for each order. The following information needs to be included:

- Name
- Class
- First or Second Lunch Break Order
- Food selection from menu
- Payment included inside the bag

Orders are placed in a classroom and are delivered to the tuckshop each morning. They are then filled for return delivery to classrooms for collection at each lunch break.

The Tuckshop is closed on Monday and Tuesday each week.

Book Club
Scholastic book club operates at the college approximately twice per term. It offers a variety of levels of quality books and computer software at low prices. The college gains bonus books for purchases and these are placed in the resource centre for all students to access. Order forms are sent home with a return by date.

School Photos
School photos are usually staged in Term 1 each year. Once developed, photo packages are offered for sale by the photographer to families. A second day of photographs for various school groups is usually staged in Term 3.

Student Recognition
Capalaba State College encourages recognition of students who achieve success or outstanding endeavour in all fields of academic, sporting, cultural or community involvement. Certificates and awards are presented at Junior Campus assemblies and regular articles appear in the college newsletter and local media. Our annual College Awards Night is staged in Term 4 and recognition is made to students of all year levels for achievement in all aspects of college life.
**Guidance Officer:**

Children who experience serious problems during school, including social, emotional and learning issues may be referred to our guidance officer. Parent permission is required before referral is made. Actions may include interviews, formal assessments, counselling, referrals to other agencies and advice to teachers and parents. The guidance officer is a key person in decision making about special support and or placements for children with disabilities.

**Speech Language Therapy:**

Students who experience difficulties in speech, oral language and communication generally are assisted by a speech language pathologist (SLP) who visits our school fortnightly. Children can be referred to the SLP by parents/caregivers or teachers. The SLP assesses students from prep through to Year 6 and liaises with parents, teachers and other specialist support personnel to provide programs for classrooms as well as for home.

**Special Events**

Throughout the school year a number of special events are staged and may include:

- School Fete – usually staged every two years
- Assemblies – every Thursday, Anzac Day Service, NAIDOC Week, Mothers Day/Fathers Day celebrations
- Under 8’s Week
- Book Week
- Athletics Carnival – held in Term 2 or 3 where students compete in individual and team events.
- Swimming Carnivals – Junior (Yr 1-3) and Senior (Yr 4-6) carnivals are staged each year
- Discos – Our College P & C association runs regular fundraising discos for infants (Preschool - Yr 3) and senior students (Yr 4 to Yr 6)
- Arts Council
- Science Week
9. SERVICES TO PARENTS

Before/After School Care
An Outside School Hours Care facility operates within our college grounds. This service is operated by the PCYC and is available for before and after school care. Please contact 0408 910 900 for details.

Dogs
Dogs are not permitted on the school grounds. We make this request to ensure the safety of students, parents and staff.

School Stationery Lists
Stationery lists are available from the office and on the College Website. Items can be purchased at Mt Cotton Road News. The P&C receive commission from all sales through Mt cotton Road News.

Student Resource Scheme
Under this scheme, parents pay an annual amount which will lessen the financial outlay required for textbooks and resources. This scheme provides a range of textbooks and class sets required by the students. The resources remain the property of the college and must be returned in good condition. Details of the scheme are mailed to families early in the school year. Our student resource scheme is an economical way of providing a wide range of quality resources.

Voluntary Contribution to the Parents & Citizens (P&C) Association
The P & C asks each family to make an annual contribution to enable the P&C to support the college in providing vital resources. This contribution along with proceeds from fund raising endeavours enables the P&C to enhance the learning environment for every student.

P & C Association
Our college has a very active Parents' and Citizens Association. P&C meetings are held on the fourth Monday of every month alternating each term between the Junior and Senior Campus. A number of sub-committees exist for special purposes under the guidance of the P&C to provide special services to students. These include:
• **Capalaba Swimming Club** provides Club Nights and Carnivals for swimmers of varying ability. Meetings are held monthly.

• **Music Department** provides musical requirements for class, choirs, and instrumental programs, including brass, woodwind and percussion instruments. Meetings are held monthly.

• **Parent’s Auxiliary** runs the tuckshop and provides assistance to the P&C and the school administration. Meetings are held monthly.

A range of fundraising activities are organised by our P&C Association. Activities that the students enjoy include sausage sizzles, craft stalls, discos and school fetes. Monies raised go directly to improving our student's learning and improving our College environment.

**Volunteers**
Parents are encouraged to become actively involved in their child's college and class activities. A great way to do this is to become a volunteer helper in the classroom. Activities may include listening to children read, playing maths games, helping with art activities or preparing homework folders. We encourage you to talk to your class teacher to organise a suitable time. College activities that you can become involved in include: Easter celebrations, Under 8’s week, Sports day, School Fete, Excursions and Tuckshop.

Volunteers are required to sign a Volunteers Register at the office and wear a parent helper badge. This badge lets our students know that you are an official guest of our college. Volunteer Tuckshop helpers are always welcome. If you are able to help out please contact us.

Please note that family members other than parents and all other volunteers are required to provide a Blue card prior to working in the College.
10. HEALTH ISSUES

Anaphylaxis
Parents of children with life-endangering conditions including severe allergic reactions and anaphylaxis, are asked to supply the College with all necessary medical details including action plans.

Medication
School staff are authorised to administer prescribed medication to children at school under the following conditions:–

   Medication must be sent to school in the original container with medical practitioners directions on the label.

   A medical form giving specific directions, dates and times for administration must accompany medication. This form is available from the school office and needs to be updated annually or when the medical practitioner changes the child’s dosage requirements.

   No out-of-date medication will be administered.

A school health nurse visits the College during the year to screen all Prep aged students. Eyesight, hearing, posture and physical development are all examined at this time. Students from other Year levels may also be referred for testing by teachers and parents. No examinations are carried out without written consent from parents or guardians.

Injuries.
Designated members of staff have first aid Certificates. Injures of a minor nature are treated by trained staff in the school first aid room. Should a child’s injury appear to be more serious, parents are notified immediately and/or if necessary an ambulance is called.

Illness at school.
If a child becomes ill at school, parents are notified and asked to collect their child as the College does not have the facilities and staff to treat unwell students.

Dental Services
Please contact Metro South Oral Health Hub – 1300 300 850 to book/amend appointments.
Head Lice
Head lice are a common problem in every school community. If any child is found to have head lice, the class is issued with a note containing information on treatment. Children with live lice, need to stay at home whilst treatment is undertaken. Children may return to school after treatment has occurred.

Emergency contacts
It is vitally important that the school be kept up to date with changes of address and emergency contact phone numbers in case we need to contact you in an emergency. Parents have a duty of care to keep the college informed of any changes and have the responsibility to their children to ensure phone numbers and addresses are current.

Infectious Diseases
There are a range of infectious diseases that require a child to be kept at home. Please contact the office on 3823 9333, or visit the Queensland Health website for further information. [https://www.health.qld.gov.au/__data/assets/pdf_file/0022/426820/timeout_poster.pdf](https://www.health.qld.gov.au/__data/assets/pdf_file/0022/426820/timeout_poster.pdf)

If you have any concerns or require any further information please consult your family doctor.

11. SAFETY PROCEDURES

Bicycles
If students ride to school by bicycle they are required to place their bikes in the Junior Campus bike pen. Chains and locks may be used to secure bikes. Bikes must not be ridden in the school grounds to maintain student safety.
The use of scooters, skateboards and roller blades/shoes is not allowed due to pedestrian safety concerns. These items are therefore not to be brought to school.

School Crossings and Road Safety
Junior Campus has two traffic light crossings at the corner of Mt Cotton Road and School Road and across Mt Cotton Road. A supervised ‘lollypop’ crossing operates across School Road close to the juncture with Senior Campus between 8.00-8.50am and 2.30-3.10pm. Students are directed to use these crossings on school days.
Parents are urged to set a good example for their children by using these crossings and are asked to ensure the safety of children by adhering to all road rules and being positive role models for the children. For safety reasons, parents are not permitted to drive into school grounds or park in the grounds at any time. Children should be dropped off at any of the school entrances on School Road or Mt Cotton Road. Traffic laws and regulations regarding parking should be strictly observed. Failure to observe these signs endangers children's lives. Vehicles must not be parked unattended in the designated drop off zone in Mt Cotton Road.

**Emergency Procedures**

**Critical Incidents – Group A – Evacuations**
When danger exists to buildings and people contained within them – usually from fire. In such cases, an evacuation is necessary.

Evacuation Signal:
- Evacuation is indicated by the continuous ringing of a long siren sound.

**Critical Incidents – Group B – Lockdowns**
Lockdowns are a response to a danger entering onto the campus from outside or when a person on the campus becomes dangerous. A lockdown can be initiated by anyone witnessing the threat. The office must be contacted immediately so that emergency procedures can be commenced.

Lockdown Signal:
- A lockdown is indicated by a short beeping sound increasing in volume.

**Practices and Drills**
Lockdowns and Emergency Evacuations are practiced regularly on the Junior Campus.
The college is committed to providing a safe and supportive environment.

We have student welfare and support systems which include:
- Guidance Officer
- You Can Do It
- Leadership camps and programs
- Responsible Behaviour Plan
- Links with community health and support services
- Special Education Program (SEP)

The Capalaba State College Responsible Behaviour Plan has been developed in consultation with the Parents and Citizens Association. Our College community aims to develop an environment which is supportive of all students, providing all with opportunities for success.

Our Responsible Behaviour Plan is one of the tools we use to assist in achieving this purpose. Through it we aim to:
- provide a caring school environment that promotes self respect, self esteem and self discipline
- develop young adults who accept responsibility and learn to manage their own behaviours and actions
- provide fair and consistent consequences for student behaviours
- enable students to achieve their potential
- provide a safe and positive learning environment
- demonstrate, through language and behaviours, fair and inclusive practices based on mutual respect
- encourage open and meaningful communication among staff, students and parents
- value all members of our college community

Refer to the Capalaba State College Responsible Behaviour Plan for Students booklet available at the College office or on the College website.