



KAWUNGAN STATE SCHOOL

PARENT HANDBOOK

“HELPING EACH OTHER ACHIEVE EXCELLENCE”



AN INDEPENDENT PUBLIC SCHOOL

The purpose of this Parent Handbook is to acquaint parents with the administrative procedures, organisational facilities and activities relating to the Kawungan State School. It is hoped that it will be of particular assistance to parents new to the school, however, parents already familiar with the school may find it useful. It is suggested that the booklet be retained for reference throughout the year.

Reviewed: 30/10/2017

KAWUNGAN STATE SCHOOL

Address	Grevillea Street Kawungan HERVEY BAY 4655	
Telephone	07 4197 9111	
Email	enquiries@kawunganss.eq.edu.au	
Web page	http://kawunganss.eq.edu.au/wcms/	
Facebook	https://www.facebook.com/pages/Kawungan-State-School/150381018469213	
Key Contacts	Principal	Mr Simon Boss-Walker
	Deputy Principals	Mr David Lawton Mr Matthew Bulger Mrs Sue Howard Mrs Linda Phersson
	Head of Curriculum	Mrs Bernie Collins
	Business Manager	Ms Karen Thompson

KAWUNGAN STATE SCHOOL SPECIAL EDUCATION PROGRAM

Address	Grevillea Street Kawungan HERVEY BAY 4655	
Telephone	Special Education Program (SEP) 07 4197 9111	
	ECDP (Early Childhood Development Program) 07 4197 9129	
Key Contacts	Head of Special Education Services	Mrs Linda Phersson

DENTAL VAN

Telephone	4122 8670
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OFFICE ROUTINE

The office is open between the hours of 8:00am and 4:00pm Monday to Thursday, and 8.00am to 3.30pm on Fridays. With all school business, first contact should be made through the office. Phone 4197 9111.

VISITOR IDENTIFICATION

Because all parents/visitors are not known to all of our staff, we require all parents/visitors (including classroom helpers) to the school between the hours 9:00am and 3:00pm to first report to the office to collect a VISITOR IDENTIFICATION pass and to sign in. Your co-operation in assisting with the continued safety of our children is appreciated.



Kawungan



Dear Kawungan Families,

On behalf of the Parents' and Citizens' Association, I would like to extend to you a warm welcome to our wonderful school.

We as parents believe that a good education is the result of a team effort involving teachers, parents and students. Supporting each other like this has given Kawungan the fantastic reputation it enjoys as a high achieving educational facility.

The dedicated Kawungan staff work well in conjunction with the much appreciated volunteers we are lucky to have in our P & C family. On that note, we are always happy to see new faces and hear fresh ideas and so welcome any new-comers to our merry band. Our motto is *"Enter as strangers, leave as friends."*

This is a chance to have a direct involvement in decision making in many areas of the school. Having an input into the success of this great school is a merit in itself. There comes a great pride and joy from the children knowing parents or family members are helping out, and with the many friendships formed along the way, you will find your involvement very rewarding.

Personally, I regard my involvement as the P & C president as an absolute privilege, and look forward to welcoming you all.

For more information - please feel free to contact the P&C – pandc@kawunganss.eq.edu.au

With smiles from

Jodi Bryan

President
P & C Association





Kawungan

"Helping each other achieve excellence"



Parent Noticeboard: *located near the tuckshop.*

- Don't forget to have a look at the school information, handy tips/ideas/recipes, etc. displayed on this noticeboard.

P&C Meetings: *every second Monday of the month 6.30pm in the Resource Centre*

- Come along and meet parents who are making a difference in their child's school life. Our motto is "Enter as strangers, leave as friends"

Uniform shop: *opening hours TBA (hours depend on volunteer availability) – located in the building behind the Lunchbox/canteen.*

- A great place where you can buy and sell uniforms/hats to save money.

The "Kawungan Lunchbox" (canteen): *open Tuesday to Friday from 8.15am (for placing orders).*

- Check out the 'healthy homemade' options on the menu. If you require a menu or can volunteer some time or donate food items, please see our friendly 'Lunchbox' staff.

Fundraising: *join the happy band of helpers committed to raising funds to enhance your child's learning environment.*

Parent Café: *Fridays 9.00-10.00am Will be held in the Uniform Shop*

- Come for a cuppa and make a new friend
- Keep an eye out for special guest speakers and events.

Volunteers: *within a school provide strength and support to the whole school community.*

- Your child would LOVE to see you being involved. Ideas of ways you can help include: 15mins spare – maybe putting books away in the library, 1 hour spare - helping in classrooms, or with school banking, half a day spare - helping out at the canteen 😊

EFTPOS: *facilities for EFTPOS transactions are available through the P&C for your convenience. (for Uniforms, fundraising, book packs and other P&C related items throughout the year)*



Uniform shop: *Opening times TBA (opening hours depend on volunteer availability) - located in the building behind the Lunchbox/canteen.*

- ✓ A great place you can buy and sell uniforms/hats to save money.
- ✓ EFTPOS available for purchases.

The Kawungan Uniform consists of:

- KSS Bucket Hat (Kawungan is a sun-safe school with a 'no hat no play' policy)
- A School Polo shirt (light weight, quick dry, sun-safe and easy breathe fabric)
- Shorts/Skorts - black shorts for boys or black dress shorts or skorts for girls
- Alternatively dress (for girls) or dress shirt in Kawungan check are still optional with sun safe sleeves
- Joggers or black leather shoes with white socks
- School jumper and long pants (not stockings or leggings)

Years 1-6 uniform



Prep uniform



For more information - please feel free to contact the P&C – pandc@kawunganss.eq.edu.au

SCHOOL HOURS



School hours are as follows;
8:50am - 3:00pm

Daily Break Times:

Morning Tea: 11.00am – 11.30am
Lunch : 1:20pm -1:50pm
Dismissal : 3:00pm

Assemblies:

Senior (Yr 4, 5 & 6) 9:00am MONDAY
Middle (Yr 2 & 3) 9:00am TUESDAY
Junior (Prep & Yr 1) 9:00am THURSDAY
Special assemblies may be called.

Daily School Routine

*CHILDREN ARE NOT PERMITTED IN CLASSROOMS
WITHOUT THE PRESENCE OF THEIR TEACHER*

8:50am	PLAY CEASES. Children prepare for school, visit toilets etc.
8.55am	CLASSES COMMENCE
11.00am	MORNING TEA 12 minute eating time. Children remain seated. 18 minute play time. No sports equipment will be borrowed at this time.
11.30am	End of play time.
11:35am	CLASSES COMMENCE
1:20pm	LUNCH TIME Children are to be seated during eating time.
1:32pm	Teachers may dismiss those who have finished eating. Others are to remain till finished.
1:50pm	Play ceases. Children prepare for class.
1:55pm	CLASSES COMMENCE
3:00pm	DISMISSAL.

PLEASE NOTE:

No children are expected to be in the school grounds before 8:15am. Should it be necessary for a child to arrive before 8:15am, they are required sit down outside the tuckshop area until 8:15am. There is no organised supervision of play before school as teachers are busy preparing the day's work. Children do not have access to any playground equipment before school but they may play on the oval on the condition that they comply with all playground Safety Rules. Family Day Care organisations can provide details regarding before school care, if required.

If a child is to leave the grounds before the end of the day, he/she must be collected **from the office** by a parent / caregiver. All pedestrians must enter and exit the grounds through the small pedestrian gates (not through car parks and large vehicular gates). The safety of children is our priority – hence there is no parent parking within the grounds – with the exception of those with parking permits for students with disabilities.

Parents are requested to ensure students are collected promptly after school. If regular pickup time is more than 15 minutes after the end of the school day, alternative after school care needs to be arranged.

ABSENTEEISM

Section 176 of Education (General provisions) Act 2006 requires parents in Queensland of a child of compulsory school age (between the ages of 6 and 16) to attend school on every school day. Parents are responsible for informing the school, either by note (preferred), SMS or by phone, the reason for any student absence. If possible this notice should be provided in advance, but if this is not possible within 2 school days of the absence. Absences from school that can be recorded as satisfactory may include such factors as:

- Medical or dental appointments and procedures,
- Sporting events other than those associated with school,
- Funerals,
- Cultural purposes.

The Principal will advise parents / caregivers if the reason for a student absence is considered unsatisfactory.

Students will be marked late or leaving early if not here for a full day. Ongoing concerns in regards to frequent absences, late arrivals and early departures will be followed up by the school.

The school utilises a SMS system to follow-up on some unexplained absences. If you receive one of these SMS, please respond with your child's full name and the reason for your child's absence. Please keep you contact details up-to-date to ensure these messages are received.

ACCIDENTS

Unfortunately, accidents do happen, no matter how many precautions we take. If your child is involved in a minor accident, he/she will be given first aid at the school. If the accident is more serious and we feel that further medical attention is needed, we will make every endeavour to contact you regarding the situation. For this reason it is very important that emergency contacts be updated as necessary. In an emergency situation, an ambulance will be called.

BEHAVIOUR MANAGEMENT

The school's behaviour management policy is available on the school website or from the school office.

BICYCLES AND SCOOTERS

Children riding bicycles and scooters should enter and leave the school grounds through the Honeysuckle Street gate.

Children should not enter or leave through the Grevillea Street gate as vehicles use this gate.



Bicycles and scooters should be left in the racks provided – these racks are OUT OF BOUNDS during the school day. Bicycle helmets are now compulsory. We have a NO HELMET, NO BIKE policy at the school. This means if you wish to use

the bike facilities at the school, you must wear a helmet. Parents will be notified if their children are seen without a helmet.

For protection of property, we recommend that bicycles and scooters be chained and locked.

BOOKCLUB

Students have the opportunity to purchase books through bookfairs and bookclubs. Brochures including order forms are sent home 5 or 6 times a year. When ordering please:

- complete forms neatly and accurately,
- ensure order forms and money are enclosed in a well sealed envelope
- if paying by cheque, make cheques payable to Scholastic.

BOOKLIST

The school has a student levy system where parents have the option to pay the school a levy and the school purchases the necessary items in bulk. The levy for students in years 1 to 6 is finalised at the end of the prior year. Parents of Prep children can also participate. Students in the Prep year can pay a levy for the year that will cover all their requirements. Prep payments are due by the second Friday in February. All payment can be made at the office. All local newsagents have a copy of our booklist. It is also on our school website.

BUS TRAVEL

The school is serviced by a number of buses. Children who live more than 3.2km from their nearest school are eligible for free transport to school by bus. Contact Queensland Transport for more information. Buses are controlled by the relevant bus company.



A set of bus rules, approved by Queensland Transport, gives guidelines for appropriate behaviour on buses. Irresponsible behaviour cannot be tolerated by the bus drivers and the bus company has the right to ban children from using the buses if poor behaviour is demonstrated.

These rules include:

- Follow driver's instructions
- Everyone sits down – 3 to a seat if necessary
- Nothing to be placed out of the window
- Use quiet voices
- Use appropriate language and gestures
- Keep hands to yourself
- No items to be thrown.

Wide Bay Transit service Kawungan State School. Information on routes, times, cost etc may be obtained by telephoning the company on 41 213 719.

Children who have to wait for buses at school are supervised until the bus leaves.

CAR PARKING

Public parking is available at the front of the school in Grevillea Street and in the streets that bound the school - Honeysuckle

Avenue, Frangipanni Avenue and Melaleuca Crescent. In the interest of safety to your children and courtesy to others you are requested not to double park. Parking is monitored from time to time by local police patrols and your patience is appreciated.

No parking or student pick up/drop off is available in the school grounds unless prior arrangements are made with the Administration and a parking permit is applied for and issued, only in emergent circumstances or where medical issues warrant this.

CLASSROOM ISSUES / CONCERNS

Kawungan State School aims to provide a supportive environment for every student. Issues / concerns related to student's work and classroom procedures need to be taken directly to your child's teacher. This is the most appropriate person who best knows and understands your child at school. Non-urgent matters can be addressed at a mutually convenient time. Should it be necessary the Principal or Deputy Principals may be contacted.

If a parent has concerns in regards to another student or parent, that concern should also be raised initially with the class teacher.

CHAIR BAG

A chair bag is required by students as an item on the booklist. It is available for purchase from local retail stores, but is also easily made using the following instructions.

- Purchase half a metre for small chair bag (Years 1 and 2) or 1.1 metres for larger size (Years 3 – 6) of strong material in a serviceable colour such as red, blue, green or brown. Light colours become soiled easily.
- Cut a piece of strong fabric 42cm x 90 cm (try to use 90cm fabric so you can keep the selvage on the short edges) for small or 50 cm x 110 cm for larger size.
- Turn over the top and bottom to form 1 cm hems and stitch.
- Turn over a 27cm flap of fabric for small size (28 cm larger size) to form the front pocket on the chair bag. Double sew the sides for strength as this is the storage area.
- Turn the bag over and fold down 18cm to make a pocket (21 cm larger size) on the back side of the bag. This pocket fits over the top of the chair to hang the bag. Reinforce sewing along the feather markings.
- Edges can then be finished with bias binding, if you wish.
- LABEL THE BAG WITH YOUR CHILD'S NAME. If you chose a fabric with your child, he/she will readily recognise his/her chair bag - this also is a quick, easy recognition of where your child is to sit.

NOTE: If at all possible, it is a good thing to have your child's chair bag and art smock made from the same fabric for easy recognition by the child.

CHAPLAIN

Our School Chaplain is here at the school on selected days within each week. The role of the School Chaplain is funded by the National School Chaplaincy Program. The role within the

school is to provide care and support to students, staff and their families as well as to contribute to the spiritual wellbeing of the school community. This support is offered on a voluntary basis. Parents can arrange an appointment with the Chaplain through the school office. Students make their arrangements through their Deputy Principal.

This project is funded by the Australian Government Department of Education, Employment and Workplace Relations under the National School Chaplaincy and Student Welfare Program.

Any concerns regarding our Chaplaincy program should be directed through the Principal.

COMMUNICATION

The school utilises a range of communication methods to keep parents informed and up-to-date. These forms of communication are listed below.

- School website: <http://kawunganss.eq.edu.au>
- Electronic notice board (at front of school)
- Newsletters (see Newsletter section)
- Facebook:
<https://www.facebook.com/pages/Kawungan-State-School>

Staff email addresses are available on the school website.

CONTRIBUTION SYSTEM

One of the main fund raisers for the Parent and Citizens Association is a Family Contribution System. This amount is set by Parent and Citizens (\$40.00 year per family) and is collected each year. A reminder is given to parents through the school newsletter throughout the year.

If all families contributed the set amount, the need for fund raising activities would be minimal.

CROSSINGS – SUPERVISED

We have 3 supervised crossings, one on Oleander Avenue, one on Grevillea Street and another on Honeysuckle Avenue. They are supervised from 8 – 8.45 am (8 – 9 am for Grevillea Street) and 3 – 3.30 pm.

These crossings are for the safe passage of our whole school community and all pedestrians and cyclists who wish to cross are expected to walk across the crossing.

ELECTRONIC EQUIPMENT AND VALUABLES

Valuable items, including toys, MP3 players, mobile phones etc should not be brought to school (unless it is part of the curriculum).

Mobile phones should only be brought to school for emergency use. On these occasions they must be left at the office from when the student arrives at school until they depart in the afternoon.

ENROLMENTS

Enrolments at Kawungan School are controlled by an Enrolment Management Plan. Full details of the plan are available from the school office, on the school's website as well as Education Queensland's website. In summary, enrolment is available to students residing in the designated catchment area and proof of residency may be required.

Where vacancies exist, siblings of enrolled students may also be eligible. Students living outside the catchment area may apply for enrolment and will be put on a waiting list, pending a vacancy.

PREP: To be eligible for enrolment in Prep, a student must turn five (5) years of age on, or before, 30 June of their Prep school year. Enrolment in Prep is not compulsory but is considered by Education Queensland to be the foundation year and the first official year of schooling. The Kawungan State School community considers Prep to be a very important first step in education.

YEAR 1: (Commencement of compulsory schooling) To be eligible for enrolment in Year 1, a student must turn six (6) years of age on, or before, 30 June of their first year at school and have completed Prep.

ALL YEAR LEVELS:

- An **Application for School Enrolment** form is available from the school office.
- Documentary evidence of date of birth is required.
- Parent identification is required e.g. licence.
- "Proof of Residency" will also be required.
- An interview will be conducted prior to enrolment acceptance or commencement. All enrolment interviews are held on a Wednesday with a member of administration.
- All new enrolments will commence on a Monday after an enrolment meeting.

EXEMPTION FROM NORMAL ACTIVITY

If for any reason your child is unable to participate in activities (e.g. swimming) please forward a note to the class teacher either before or on the day of the scheduled activity. Please note the school's policy regarding refunds.

FACEBOOK



Kawungan State School has its own Facebook page. Shown is the profile picture attached to this page. Both the

school and the P&C utilise this page to keep parents and the community informed on events happening throughout the school. Please like this page to keep up to date with current information about Kawungan.

FORBIDDEN ARTICLES

Water pistols, guns and caps, matches, pocket knives, chewing gum and other objects deemed dangerous will be confiscated. As such they will be returned to parents or caregivers, but not returned to children.

GUIDANCE OFFICER

Our school is supported by a Guidance Officer who is rostered on specific days each week. Students are referred to the Guidance Officer through the school's internal Social Justice Committee where support of students across the school is prioritised.

HEAD LICE

Close contact may occur in a school room, but it is also likely to occur in the playground, on buses, or while playing after school or at home.

Unless everyone cooperates fully, the problem will continue. While it is no disgrace to contract head lice it is unwise to neglect proper treatment. Remember, head lice may be found in the cleanest of hair.

Inspect your children's heads properly for the presence of head lice or eggs (nits) near the scalp. Particular areas to inspect are the nape of the neck, under fringes and behind the ears. If eggs or nits are closer than 1.3cm from the scalp, this is a sign of active infestation requiring treatment with special lotion or shampoo.

Should you discover lice/nits in your child's hair, please contact the school. The information is treated as confidential, but we will issue a note to the relevant class/classes advising parents to check their children's hair.

If the outbreak appears more general, a reminder notice will also be put in the newsletter. Should children at school be suspected of having head lice or eggs present in their hair, they will be provided with information to take home to their families and a letter requesting immediate treatment be commenced.

Prevention is better than a Cure!

Carefully check your child's hair regularly some weeks after apparent cure. All members of the household (adults and children) must be checked regularly if one member has had head lice. Wear long hair tied up and braided if there is an outbreak at school or elsewhere in the community. Caution children about using other people's brushes or combs. Discourage exchange of hats.

In general, regularly check your children's scalps each week whether they have had head lice or not.

HOMEWORK

The setting of homework takes into account the need for students to have a balanced lifestyle. This includes sufficient time for family, recreation, cultural and employment where appropriate.

OBJECTIVES:

- To develop study habits for life long learning.
- To develop time-management skills.
- To reinforce the work done in class.
- To encourage parents to become aware of student's classwork.
- To involve parents in the student's classwork.

Education (General Provisions) Regulation 2000 Part 4 Section 23 states:

"A teacher at a State school may require a student to undertake homework. The principal of the school may decide what is a reasonable amount to be required as homework."

MAXIMUM TIME SPECIFIED (by Education Queensland 19/07/06)

- Prep students will have home reading and sight words to revise at home.
- Years 1/2. Maximum of 1.25 hours per week including reading
- Year 3 Maximum of 1.5 hours per week including reading
- Years 4/5. Maximum of 2 hours per week including reading
- Years 6. Maximum of 3 hours per week including reading

ILLNESS

Children should not be sent to school sick as we have limited sick room space and supervision. If your child becomes ill at school, our response will be determined by the apparent seriousness of the symptoms. Often a child will recover after a short period in the sick room. If the illness is more serious, we will attempt to contact parents either at home or place of work, with a view to sending the child home.

Parents of children with long term illnesses such as asthma, epilepsy, diabetes and anaphylaxis will be required to complete a health plan annually in consultation with their GP.

INTERHOUSE SPORT

The major aims of sport at Kawungan State School are enjoyment, maximum participation and skill development. Inter house carnivals for cross country and athletics are conducted in both Lower School (P-2) and Middle School (3-6) divisions. Our inter house swimming carnival is conducted in the Middle School (3-6) only.

Our school has four sporting houses: Magpies, Seagulls, Hawks and Eagles. Students are allocated sporting houses in family groups by administration staff.

INTERSCHOOL SPORT

School teams compete in the Hervey Bay Zone gala days which are conducted at various times during the school year. Gala days give students the opportunity to both learn and develop skills in their chosen sport. Each gala day has three lead up sessions timetabled during 2 -3pm on a Friday afternoon. The gala day is a full day program. Students are selected in school teams and play a series of games throughout the day against other primary schools in our zone.



INTERNET ACCESS

The internet is a valuable teaching resource and within the school environment, the emphasis is on education activities, not games, music etc unless specifically instructed. Students in all year levels will have access to the internet across the school campus. Education Queensland manages and monitors student access to ensure only appropriate material is accessible. Prior to using school facilities to access the internet, students and their parents must sign an *Internet Access Agreement*.

LOST PROPERTY

All lost property is kept in the lost property room in the undercover area near the tuckshop. At the end of each quarter unclaimed property will be given to a local charity.

One way of ensuring limited lost property is to make sure that items are clearly named.

MEDICAL DISEASES

A table regarding exclusion of students with communicable diseases is included in Appendix 1.

MEDICATION

Due to Workplace Health and Safety regulations, long-term medication may be administered only after receipt, by the office, of written instruction by a pharmacist, at a doctor's direction. The medication container needs to indicate specific times at which medication is to be administered as well as the quantity. All medication of this nature will be stored at the office and administered by office personnel.

Children requiring asthma medication (e.g. puffers) may keep these in the classroom or in their possession. Non-prescribed oral medications (e.g. aspirin) will not be administered at school.

The school is required by Education Queensland to keep a record of all occasions when medication is administered at the school. This record must include copies of the necessary letters from parents.

MUSIC INSTRUMENTAL MUSIC

The school is serviced by instrumental music teachers who offer strings and woodwind/brass/percussion tuition.



Students entering Years 3, 4, 5, and 6 are eligible to join the Strings group, learning violin, viola, cello or double bass. Students in Years 4, 5, and 6 are eligible to participate the Band Program, learning brass, woodwind and percussion instruments.

Students in the Instrumental Music Program are given group weekly music lessons by qualified instrumental specialist teachers. One students are at a suitable standard they are expected to come to school early one morning per week to attend String Orchestra or Concert Band rehearsals. To remain in the program students must demonstrate a commitment to practicing their chosen instrument.

Students participating in the instrumental program, also attend a 1-3 day instrumental workshop, the cost of this is \$20. The workshops are designed to further progress the students practical skills. There is also an Instrumental Music Levy of \$25 which is used for the purchasing and photocopying of Ensemble Music.

The school has a limited number of instruments to hire. The hire of a school instrument is usually for one year. The cost of this is \$80.00.

Students who are in Ensembles are expected to wear the School Music Uniform.

CHOIRS

The school has 5 award Winning Choirs.

- 1) JUNIOR CHOIR – For students in Grades 1 & 2. They rehearse at lunch time.
- 2) TC SINGERS- For students in Grades 3 & 4. They rehearse before school at 8am. Students wear the School Music Uniform. Choir Levy of \$20.
- 3) VOCAL FUSION – For students in Grades 3-6. They rehearse before school at 7:45am. Students in this group sing more contemporary music fused with movement.
- 4) SENIOR CHOIR – For Grades 5 & 6. This is an auditioned choir. They rehearse before school at 7:45. Students wear the School Music Uniform. Choir Levy of \$35. The Senior Choir has an extensive performance schedule at many competition and community events.
- 5) KAVE- Kawungan Alumni Vocal Ensemble. This choir is for former students who have left Kawungan and moved onto high school. They rehearse after school from 3:30-4:30.

The Choir Levies cover the cost of the music and all excursion cost for the year for TC SINGERS and SENIOR CHOIR. For Junior Choir and Vocal Fusion excursions cost will be charged as they occur throughout the year.

MUSIC UNIFORM

This consists of:

- 1) Music Shirt- available only from the Uniform shop at school – cost \$35
- 2) Long Black Pants- also available from the Uniform Shop
- 3) Black shoes and socks

Students in Concert Band, ting Orchestra, Beginner String Ensemble, TC Singers and Senior Choir are required to wear the Music Uniform. Second hand Music Shirts are sometimes available at the Uniform Shop.

NEWSLETTER “Kawungan Courier”

The school newsletter ‘Kawungan Courier’, published in conjunction with the Parents and Citizens Association, is issued to the youngest in the family (and all Prep students) on alternate Thursdays. The ‘Kawungan Courier’ contains school and local news. Activities of the Parents and Citizens Association are also featured. A copy of the fortnightly newsletter can also be viewed on the school website:

<http://kawunganss.eq.edu.au/wcms/>

The school also produces an eNewsletter which is sent to all subscribed families via email. If you wish to receive the eNewsletter, please leave your details at the office.



OUTSIDE SCHOOL HOURS CARE

Outside school hours care is available at the school before and after school. This service is run from our school hall and is run by an external organisation, Helping Hands. If you are interested in your child attending before and/or after school care, or vacation care, please seek further information from the school office. Any concerns or questions regarding your child while at before/after school care or vacation care should be directed to the Helping Hands staff.

Ph - 0429836879

E-mail – kawungan@helpinghandsnetwork.com.au

PARENT HELPERS

Parents’ help in the classroom is welcomed at Kawungan. Times for this, as well as the activities undertaken, should be negotiated with each class teacher.

If you assist with an excursion, classroom activity, tuckshop duty or other school activity where you are involved with students, please report to the office, collect your VISITOR’S BADGE and sign the “Voluntary Helpers’ Register”. This is necessary for insurance purposes should an accident occur. To be covered by the insurance, it is necessary to sign this register every time you assist with an activity. Parent helpers

are also asked to follow the school’s sun safe policy in any outdoor activities.

PAYMENTS OF MONEY / REFUNDS

During the school year money will need to be paid to the school for various activities. When sending money, put it in the envelope provided, clearly completing the necessary details. If paying by cheque it should be made payable to Kawungan State School. EFTPOS facilities are available for school items (not P and C) with a minimum transaction of \$10. Correct money is appreciated as we do not have the capacity to provide change.

For larger payments, payment arrangements can be made with the Business Services Manager.

Refund policy: Refunds of money will only occur for sums greater than \$5 if accompanied by a doctor’s certificate or based on a school decision. No transfer of funds to another activity will occur.

PARENTS AND CITIZENS ASSOCIATION

The Kawungan Parents and Citizens Association meets on the second Monday evening of each month in the Resource Centre. All parents and friends of Kawungan School are invited to attend to support our school.

PHYSICAL EDUCATION

All students across the year levels participate in Physical Education lessons with a specialist teacher. Lessons are weekly and are at least 30 minutes in length.

PRIVACY ACT

The school is part of Education Queensland and it therefore subject the Information Standard 42 – Information Privacy (IS42) which controls how it must collect, store, use and disclose personal information.

RELIGIOUS INSTRUCTION

At Kawungan we aim to provide an Ecumenical System of Religious Instruction for students in Years 1 - 6. This means that all Religious Groups have agreed on a CORE curriculum. The Religious Instruction providers thus have a mixed group rather than a denominational group. The core program is based around the approved materials. The children receive a number of workbooks during the year. The cost of these is \$6.00 per student per year. We aim for all classes to have Religious Instruction for half an hour per week.

If you wish to change your initial decision upon enrolment about your child’s participation in Religious Instruction lessons, you are required to inform the school office in writing.

REPORTING TO PARENTS



Parents will be invited to meet the teachers early in the year.

At Kawungan, we have oral and written reporting to parents of students in Years P - 6. Oral reporting will take place during Term 1 and written reports will be issued at the end of each semester. Oral

reports may also be requested by either the parents or the teacher. Parents should feel free to discuss the progress of their children at any time during the year. Appointments would be appreciated.

Additional copies of school reports are available if parents are separated – a letter outlining this is required to be provided to the office staff.

Reports such as NAPLAN will also be provided through the school.

Copies of past reports are available from the office, a administration cost of \$2 applies and the staff require 2 working days for requests such as this to be actioned.

SCHOOL BANKING

School banking takes place on Thursdays and accounts are held at the Commonwealth Bank.

Prep and Year One classes will receive information early in the school year regarding the opening of new accounts. If any other students require a new account to be opened, they need to notify their class teacher.

The minimum deposit required is only \$1.00. The school receives a commission from the bank for each deposit. Funds raised from commission are then used by the Parents and Citizens Association to provide resources for the school.

SCHOOL SONG

Our school song is sung at each Assembly each week. The words and music for this song were penned by a former staff member Mr Geoff Harper.

Bearers of the Flame

We came to this school yard at a tender thirsting age.
We learnt to count, we learnt to read and write upon the page.
We learnt about this world of ours and how to play the game.
We're moving to our future as bearers of the flame.

Chorus:

We are Kawungan. We are the future.
We're the ones to make our dreams come true.
We're helping each other achieve excellence –
Kawungan it's me, it's you.

Within Kawungan's fields and walls, we've run, we've leapt,
we've thrown,
We've been in plays, we've danced, we've sung, made music
of our own,
At work and play we did our best, that's how we made our
name,
We're moving to our future as bearers of the flame.

And when at last the time has come that we must move along,
The things that are Kawungan will stay forever strong,
We'll learn new skills and lessons, prepare to stake our claim,
We're moving to our future as bearers of the flame.



SCHOOL WATCH

Our school is part of the School Watch program. It is about the public keeping an eye on the school. If anything suspicious is seen happening at the school, parents are requested to contact the school Watch Hotline 131 788.

Vandalism in the school is a senseless act that diverts valuable resources away from the focus of learning.

SOCIAL MEDIA

The school maintains an active Facebook page. Daily posts give our community the very latest details of what is happening within the school community.

STUDENT RETENTION POLICY

The school has adopted a policy regarding retention (repeating) of students. This policy is available in hard copy from the office or electronically on the school's website.

STUDENT DRESS CODE

The student dress code assists in providing a safe, supportive teaching and disciplined learning environment by:

- ready identification of students and non-students at school;
- eliminating distraction of competition in dress and fashion at school;
- fostering a sense of belonging; and
- developing mutual respect among students through minimising visible evidence of economic or social differences.

All students are expected to wear an approved Kawungan uniform when:-

- attending or representing their school;
- travelling to and from school; and
- engaging in school activities out of school hours.

Sanctions for non-compliance with the student dress code may include:-

- a detention for the student during lunch
- preventing the student from attending, or participating in, any activity for which the student is representing the school; or
- preventing the student from attending or participating in any school activity that is not an essential school educational activity.

Upon receipt of a written request by a parent, alternative short-term arrangements may be granted to accommodate special circumstances.

At no time should students wear inappropriate dress to school. Inappropriate dress refers to clothing or apparel worn by students that is deemed to be:

- offensive;
- likely to disrupt, or negatively influence normal school operations;
- unsafe for student or others;
- likely to result in a risk to health and safety of student or others;
- outside the guidelines specified for a particular event e.g. Free Dress Days.

The Kawungan State School Parents and Citizens Association's uniform committee developed and revised our school uniform over a period of years and fully endorses the student dress code for all students.

Students wearing inappropriate jewellery will be asked to remove it and to collect it at the end of the day from the office. Make up and nail polish are not appropriate for school and all students must wear a fully brimmed hat. Clothing items should be clearly labelled; long hair should be tied up for hygiene and safety reasons. Hair should be kept neat and tidy and outrageous colours and styles are not permitted.

Allowable jewellery includes:

- A watch
- One set of sleepers or studs in the lower lobe of the ear
- Chains for religious or medical alert purposes

Uniform choices available:

Dress: Princess line with peter-pan collar, capped sleeves in Kawungan check material, Sun safe sleeves

Skort, skirt or shorts: Black – shorts should be at least mid-high length

Shirt: Polo style with the Kawungan emblem – dark blue with dark panels for Years 1 – 6, light blue with dark panels for Prep or buttoned shirt in Kawungan check.

House shirts may be worn on Fridays.

Socks: White

Shoes: Black joggers or black leather – they should securely fit feet with laces or Velcro – slip on shoes are discouraged due to safety

Hat: Fully brimmed bucket style– a reversible school hat is available for purchase from the school office

Jumper: Black (school jumper with emblem available) & long black pants. (Not stockings or leggings.)

Uniforms are available for purchase from a Parents and Citizens Association clothing store which operates weekly with volunteer parents within the school. Office ladies can provide more detail.

SUN SAFETY

Kawungan State School is a 'Sun Safe' school. We have a policy of no broad brimmed hat, no play. A copy of the school's Sun Protection Policy is available on the school's website.

SWIMMING/AQUATICS

School based swimming lessons are held in terms one and four. Students are first introduced to swimming in Year 1, term 4. All swimming sessions are conducted by our physical education teacher and qualified swimming instructors from the Hervey Bay Aquatic Centre. There is some cost for transport and entry to the pool as well as coaching costs. Please note the school's refund policy.

TUCKSHOP

The tuckshop "Kawungan Lunchbox" opens 4 days per week. Our tuckshop convenors would welcome any offers of assistance to help in the tuckshop. A volunteer roster and food donation roster are circulated each year. If you wish to volunteer either your time or food during the year, please contact the tuckshop convenor.

Price lists are available from the office and the tuckshop. Changes to the price list or menu are notified in the school newsletter during the year. All funds raised are used to provide resources for the school.

Ordering: Money should be placed in paper bags and clearly marked with the child's order. Orders should then be delivered to the tuckshop in the morning before school. Please do not ring the tuckshop to place orders.

John Brown 1K	
Little Lunch	
1 Salad Roll	\$1.40
1 Fruit Muffin	\$1.00
Total	\$2.40
Enclosed	\$2.40

There are no 'over the counter' sales at morning tea for Years 1 – 6. Prep students are not offered 'over the counter' sales at any time.

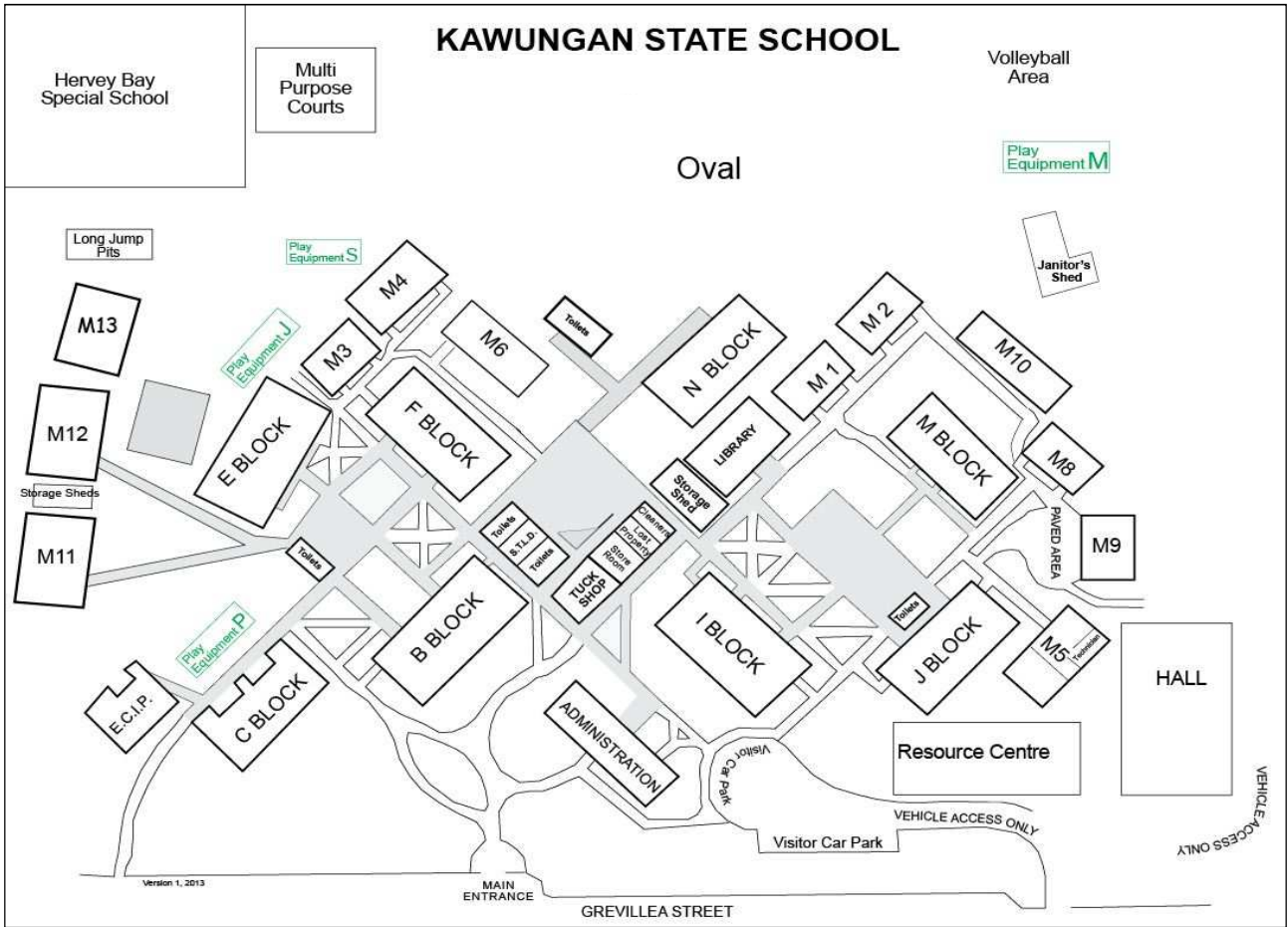
VISITING TEACHERS

As well as supply (relief) teachers who replace class teachers who are absent, the school is serviced by a number of itinerant specialist teachers. These include occupational therapists, speech therapists, behaviour management support teachers and teachers of hearing, physically and visually impaired students.

Parents are able to access these specialists through a referral process by contacting their child's teacher.

WET WEATHER

When wet weather makes use of our oval and / or playgrounds impractical during breaks, children will remain in their classrooms or the immediate covered surrounds under the direct supervision of staff.



APPENDIX 1: EXCLUSION TABLE FOR COMMUNICABLE DISEASES

The National Health and Medical Research Council recommended the following minimum periods of exclusion from school, Prep and child care centres for cases of, and contact with, infectious diseases.

Condition	Exclusion of cases	Exclusion of contacts
Amoebiasis (<i>Entamoeba histolytica</i>)	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.
Boils	Cover with water proof dressing. Tea tree oil can be beneficial. Can be contagious if children come in contact with another child who has open sores / wounds. If they continue it is suggested doctor's advice re antibiotics be sought.	
Campylobacter	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.
Chicken pox	Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised people, but maybe less in previously immunised people.	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded. Pregnant women may require preventative exclusion for their own protection.
Conjunctivitis	Exclude until discharge from eyes has ceased.	Not excluded.
Cytomegalovirus (CMV) Infection	Exclusion not necessary.	Not excluded.
Diarrhoea	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.
Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later.	Exclude family/household contacts until cleared to return by an appropriate health authority.
Glandular fever (mononucleosis)	Exclusion is not necessary.	Not excluded.
Hand, Foot and Mouth disease	Exclude until all blisters have dried.	Not excluded.
Haemophilus type b (Hib)	Exclude until at least 4 days of appropriate antibiotic treatment has been completed.	Not excluded.
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness.	Not excluded.
Hepatitis B	Exclusion is not necessary.	Not excluded.
Hepatitis C	Exclusion is not necessary.	Not excluded.
Herpes ("cold sores")	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible.	Not excluded.
Hookworm	Exclusion not necessary.	Not excluded.
Human immun.-deficiency virus infection (HIV AIDS virus)	Exclusion is not necessary unless the child has a secondary infection.	Not excluded.
Impetigo (School Sores)	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.	Not excluded.

Condition	Exclusion of cases	Exclusion of contacts
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Influenza and influenza like illnesses	Exclusion until well.	Not excluded.
Leprosy	Exclude until approval to return has been given by an appropriate health authority.	Not excluded.
Measles	Exclude for at least four days after onset of rash.	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case they may return to school.
Meningitis (bacterial)	Exclude until well.	Not excluded.
Meningococcal infection	Until child is well and has received appropriate antibiotics. Written medical clearance from doctor or public health unit is required to return child to school, confirming child is not infectious.	Not excluded if receiving carrier eradication treatment.
Molluscum contagiosum	Exclusion not necessary.	Not excluded.
Mumps	Exclude for 9 days after onset of swelling.	Not excluded.
Parvovirus (erythema infectiosum fifth disease)	Exclusion not necessary.	Not excluded.
Poliomyelitis	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery.	Not excluded.
Ringworm, scabies, pediculosis (headlice), trachoma	Re-admit the day after appropriate treatment has commenced.	Not excluded.
Rubella (German measles)	Exclude until fully recovered or for at least four days after the onset of rash.	Not excluded.
Salmonella, Shigella	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.
Severe Acute Respiratory Syndrome (SARS)	Exclude until medical certificate or recovery is produced.	Not excluded unless deemed necessary by medical authority.
Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the person feels well.	Not excluded.
Tuberculosis	Exclude until a medical certificate from an appropriate health authority is received stating that the person is no longer infectious..	Not excluded.
Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by an appropriate health authority.	Not excluded unless considered necessary by public health authorities.
Whooping cough (Pertussis)	Exclude the child for 5 days after starting antibiotic treatment or 21 days from the onset of coughing. Written medical clearance from doctor or public health unit is required to return to school – confirming the person is no longer infectious.	Exclude unimmunised household contacts aged less than 7 years for 14 days after the last exposure to infection or until they have taken 5 days of a 10-day course of antibiotics. (Exclude close child care contacts until they have commenced antibiotics).
Worms (intestinal)	Exclude if diarrhoea present.	Not excluded.

Note: The NHMRC recommends that children who are physically unwell should be excluded from attending school, Prep and child care centres.