

PARENT HANDBOOK

KALKIE STATE SCHOOL

Robotics/Coding

Individual Computers To Yr 4

Air Conditioned Classrooms

Excellence In Music & Sport

On-Site After School Care

Extensive Lunchtime Activities

Playgroup



Excellence in Education

Chapter 1: Kalkie State School

Chapter 2: Our Policies

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Chapter 6: Learning at Kalkie

Chapter 7: Communicating

Chapter 8: Kalkie as a Community

Chapter One: Kalkie State School

Kalkie State School was opened in 1878 as a one-teacher school. Now we have grown to a school of over 300 students, 13 class teachers plus teacher aides and several specialist and visiting staff.



The heritage listed shingle roofed play shed, over 140 years old and listed by the National Heritage Trust, provides shelter for the students after school.

A 'boundary determination of historical significance' was made by the Environmental and Heritage Department in early 1994 and includes the Cook Pines, Camphor Laurel and Fig Trees; original school building (Block A) and the Shelter Shed. These buildings are now listed with the National Trust.

A MESSAGE FROM THE PRINCIPAL

Welcome to Kalkie State Primary School.

It is our aim to provide your children with a comprehensive and quality education and to develop pride in our students- pride in themselves, their efforts and their school. This can be achieved more effectively when home and school work together in a close partnership.

A school of course, is more than just buildings and grounds; it is people- people helping one another, people learning.

We look forward to getting to know you and working with you to provide the best for all children at Kalkie SS.

Please take the time to visit our school to discuss your child's progress with their teacher or administration. It would be appreciated if you could contact the school prior to your visit to arrange a suitable time. Teachers are busy most mornings preparing activities for the day, so after school is generally the more suitable time.

This is now your school. Our vision is that all students will be guided by our motto, '**Achieving Success Together**'.

I hope your children will find their time with us enjoyable, inspirational and rewarding and that they will develop into students and citizens whom we can all be very proud.

This booklet has been produced to provide parents, caregivers and interested community members with general information about our school, and to assist parents and students to settle in and make a happy and smooth start to life at Kalkie SS.

Parents are always welcome at school and we encourage your involvement. Please do not hesitate to contact us for any information you may require, or with any questions.

Mrs Malinda Findlay
PRINCIPAL



CONTACTS

Address: 257 Bargara Road, (Cnr Bargara Road & Zielke Avenue), Kalkie

Postal Address: PO Box 6226, Bundaberg East, Qld, 4670

Office Telephone: (07) 41 507 444

Student Absence: (07) 41 507 460

Email: principal@kalkiess.eq.edu.au

Website: www.kalkiess.eq.edu.au

Facebook: www.facebook.com/KalkieStateSchool

All Government Department premises are smoke free zones. Smoking is not permitted on the school grounds.

Animals are not permitted on school grounds unless with specific permission.

SCHOOL HOURS

School commences	8.40am
Lunch:	11.00am-11.45am
Afternoon tea:	1.20pm-1.45pm
School ends:	2.50pm

Please ensure students are collected from school promptly, as delays often cause the students distress.

Prep students must be collected from their classroom. If you will not be collecting them, please advise the teacher who will be.

Leaving School Grounds

Once students have arrived at school, they may not leave the grounds unsupervised. A slip is to be completed in the office and taken to the Teacher when collecting students for appointments or due to illness. Teachers are instructed not to release students into the care of any adult without the appropriate office slip.

OFFICE HOURS

Monday, Wednesday – Friday: 8.00am - 3.30pm

Tuesday: 8am - 3.00pm

Eft-pos payments can be taken during office hours, cash payments are only accepted on Tuesdays between 8am and 1pm. Bpoint is the schools preferred method of payment and can be made online at any time – refer to student invoice for details.

Message bank is available for calls outside of these hours.

The school office closes during all school holidays. In 2023, the office will re-open on Monday 16th January in readiness for the first day of school for students on Monday, 23rd January.

TERM DATES

School Calendar 2023		
Term One	Start	Mon 23 Jan
	End	Fri 31 Mar
	Length	10 weeks
Term Two	Start	Tues 17 April
	End	Fri 23 June
	Length	10 weeks
Term Three	Start	Mon 10 July
	End	Fri 15 Sep
	Length	10 weeks
Term Four	Start	Tues 3 Oct
	End	Fri 8 Dec
	Length	10 weeks

2023 ADDITIONAL STUDENT FREE DAYS

Students do not attend school on these days:

Term 3: Friday 1st September

ENROLMENT INFORMATION

All enrolment enquiries should be directed to the Principal, Malinda Findlay on (07) 41 507 444 or email principal@kalkiess.eq.edu.au.

Enrolment forms need to be processed prior to your child commencing at Kalkie SS. **The school office is not open during the school holidays** and any applications for enrolment received during this time will be attended to once school resumes.

Once the office opens, the Principal will be in touch with you to co-ordinate an enrolment interview and starting date for your child.

Enrolment enquiries sent during the term will be actioned as soon as possible.

THERE ARE THREE STEPS TO THE ENROLMENT PROCESS:

1. Register your intention to enrol at Kalkie SS with the Principal.
2. Meet with the school Principal for an enrolment interview and school tour.
3. Complete the enrolment paperwork and attach any necessary documentation (E.g. court orders, medical records, immunisation records)

A copy of a birth certificate must be sighted when your child starts school for the first time at a State School. Please note that this must be an original copy and cannot be a commemorative birth certificate.

If you require a new copy, you can register online on the Queensland Government Births, Deaths and Marriages site. You will receive a receipt number when your application is submitted. Please quote this receipt number when enrolling your child, until the birth certificate arrives. Once it arrives, bring it to the school office to ensure the records are amended.

CLASS PLACEMENT

Classes at Kalkie SS range. Some are straight classes and some are multi-level classes. Both types of classrooms are effective and taught in a very similar manner, as EVERY classroom has learners of different levels and students who each learn in their own unique way.

All students receive the Australian Curriculum, taught at the relevant year level.

Upon enrolment, the Principal decides on the appropriate placement of the new child. In Term 4, each year, parents are invited to submit placement requests based on the educational needs of their child. These requests are considered but not always possible. Final placements are at the discretion of the Principal.

HOUSE GROUPINGS

Kalkie State School has three Houses. These are Kangaroos, Koalas and Kookaburras. Students are placed in a House at enrolment. Family members are placed in the same House. House shirts can be worn on sports days and PE days.

Students are NOT permitted to wear their House shirts on school excursions, when representing the school or on Parade days.

<u>House</u>	<u>House Colour</u>
Kangaroos	Red
Koalas	Green
Kookaburras	Yellow



LIBRARY BOOKS & BAGS

All students are encouraged to borrow books from the school library. Students will often select books to read themselves but may select more difficult books for parents to read to them. All students are required to have a library bag in which to transport their book to and from school. If a student damages or loses a library book, the parent will be responsible for replacement costs.

RELIGIOUS INSTRUCTION

Queensland state schools embrace a multitude of cultural, religious and non-religious beliefs. Under the *Education (General Provisions) Act 2006*, schools are to provide Religious Instruction (RI) if approached by a faith group seeking to provide RI and students of that faith attend the school.

RI informs students about the beliefs and values of a particular religion. It is delivered by volunteers of a faith group using instructional materials approved by that faith group. RI is required to be consistent with legislation and Department of Education policies and procedures.

All RI instructors must hold a blue card and participate in compulsory Student Protection and Code of Conduct training. RI instructors are only entitled to deliver the RI program outlined below. A school staff member will be present during the delivery of RI.

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

Students are allocated to RI based on information provided by parents on the completed [Application for student enrolment](#) unless other written instructions have been provided to the school.

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

A description of the RI available is provided below.

Christian RI: Religious Instruction

Participating faith groups: Catholic & Crofton St Gospel Hall

Authorised program: Christian Education Publications (Beginning with God, Connect) and GodSpace

Aims and goals: To present through learning experiences the beliefs and practices of Christianity; to encourage students to understand these beliefs and practices in terms of their daily lives and; to encourage students to reflect on how the Gospel values of love of God and of neighbour can be expressed and experienced in their daily living.

Lesson structure: 45 minute lesson/ 1x week

For further information, including module and/or lesson descriptors visit:

<https://cepconnect.com.au/curriculum>

<https://godspace.org.au/curriculum/>

Parents of students participating in these programs will be advised if a faith group requires funds to cover the expense of materials used in RI.

Other Instruction

Students who are not participating in RI will be provided with other instruction in a separate supervised location. Other instruction must relate to part of a subject area already covered in class and may include:

- personal research and/or assignments
- revision of class work such as creative writing or literacy and/or numeracy activities which could include
- online programs currently accessed by the students of that school
- wider reading such as independent reading appropriate to the student

Parents will be advised of any changes to the RI and other instruction programs to ensure they are able to make an informed decision on their child's participation.

Chapter Two: Our Policies



ATTENDANCE/ ABSENCES

Each parent of a child who is of compulsory school age has the legal obligation to ensure their child is enrolled and attends a school, on every school day for the educational program in which the child is enrolled, unless the parent has a reasonable excuse.

Explanations for all absences are required, with medical clearances in the case of infectious diseases. If your child is absent without the school being notified by 9am you will receive an SMS advising you of their non-attendance.

You are able to advise the school of the reason for the absence by:

- Responding to the text message (SMS only)
- Calling the school on (07) 41 507 460
- Sending a note or speaking to the teacher when your child returns to school
- Using the QParents App
- Using the school email address

In the event of a prolonged absence, please notify the front office and follow up with a written note.

If your child will be absent for more than 10 consecutive school days, please complete an *Exemption form* at the front office.

If you are leaving Kalkie SS please provide the teacher with a note to this effect before your child leaves the school. Where possible, please advise us where your child will be enrolling. Please be aware your child will remain on the Kalkie SS roll until a transfer note is received from their new school.

LATE ARRIVALS/ EARLY DEPARTURES

All students arriving after 8.40am, must report to the school office to obtain a late slip. The late slip is then handed to the classroom teacher.

If you need to take your child out of school early, please advise the office. Students will need to collect an early departure slip and be collected by an adult.

Where possible, appointments should be made out of school hours to avoid disruption to the learning of the students.

Every day counts!

ACCIDENTS & ILLNESS

If a student becomes unwell or is injured at school, a member of staff with current First Aid qualifications will provide basic first aid. The school only has facilities for the temporary care of a student. If the school deems it necessary for a student to be collected from school, this must happen as soon as possible after parents / caregivers have been contacted.

Some injuries require parents / caregivers to be contacted, and every effort is made to do so. ***This can only happen if all contact details are kept up to date.***

In the event of an emergency, an ambulance will be called and we'll be guided by their advice should we be unable to contact you.

ADMINISTRATION OF MEDICATIONS

Before any medication can be administered to your child at school, the appropriate medical record sheet must be completed and signed. (Please ask office staff for the appropriate form)

Medication will only be administered **if it is prescribed, in the original container and has a pharmacy label**. If the medication is more complex with specific administration requirements then a letter from the medical practitioner should be provided.

Please ensure appropriate supply of medication is made available. Parents/carers must notify the school in writing:

-of any requests and/or guidelines provided by the students' prescribing health practitioner or pharmacist concerning medication administration

-when medication is no longer required to be administered at school or if changes occur in the dosage requirements for students' routine medication

-and provide an accompanying letter/action plan from the prescribing health practitioner) when emergency medication changes occur

-in advance if medication is being transported with the student for purposes other than administration at school (respite, shared parental arrangements, before and after school care).

If the medication is no longer required (e.g. due to change in medication), the parent/carer or adult authorised by the parent must visit the school to personally collect unused medication.

STUDENTS WITH SPECIALISED HEALTH NEEDS

As well as the above, parents/carers are to supply to the school Individual and Emergency Health Plans or provide Action Plans in accordance with their specialised medical condition. These conditions include: Asthma, Anaphylaxis and Diabetes.

Where the parent/carer approves of their child self-administering medications (such as Ventolin for asthma sufferers) at school, a letter must also be provided to the school.

HEAD LICE

Whether your child's hair is long or short, clean or dirty, many families with school aged children and teenagers will have contact with head lice. Be prepared and know how to treat and control head lice. Head lice are tiny insect parasites that live in people's hair and feed on the skin on their head. They lay eggs (nits) on the hair closest to the scalp. Some lice can cause itching. Head lice are not dangerous, do not carry diseases, and are not a sign of poor hygiene.

It is the parents' responsibility to check hair regularly and treat any lice as necessary. A factsheet can be downloaded from

<http://conditions.health.qld.gov.au/HealthCondition/condition/14/165/351/Head-Lice>

DENTAL CLINIC

The mobile school Dental Clinic visits the school periodically to provide free treatment. Written consent is required from a parent or guardian before any examinations or treatments can be conducted. Forms are forwarded home to parents of students prior to the visit.

Parents are welcome to visit and inspect the clinic and to accompany their child for their appointment.

GENERAL INFECTIOUS/ CONTAGIOUS DISEASES

A 'Time Out' poster can be downloaded from

http://www.health.qld.gov.au/ph/documents/cbd/timeout_poster.pdf

CUSTODY

A parent with legal custody or formal residency arrangements of children following a marriage separation is responsible for advising the school of that status. A photocopy of court approved legal papers is required. While we provide appropriate care during school hours, we need to know to whom we are legally permitted to surrender the children to.

CARE OF STUDENT PROPERTY

Parents should ensure that all clothing and equipment are clearly marked with the child's name.

Students are expected to care for and to take pride in all their school belongings. **Lost property is kept in shelving under the undercover area** (plus small items may be at the office).

All students should check in the "**Lost Property**" first when looking for any article, which they may have misplaced. At the end of each term, the school reserves the right to dispose of all unclaimed lost property or forward to a charity organisation.

TOYS FROM HOME

To save heartache, please leave valued items at home (e.g: toys, jewellery etc.) Please seek your child's teachers advice prior to allowing any toys to be brought to school for special occasions. (e.g: Show and tell).

CONTACT DETAILS

Parents are reminded of the importance of providing the school with current contact information. If changes occur during the year please advise the front office. It is important that current contact details are provided for more than one person. If the office needs to contact you for any reason, they will first try the person designated Contact 1, then work down the list until they are able to contact someone.

INTERNET POLICY

Whilst at school, all students access and use the internet under supervision. Parents are required to sign a permission form, which is part of the enrolment process. Students who breach this process may lose their right to use this resource.

PHOTOGRAPHIC IMAGES

Parents are requested to complete a form allowing a student's image to be used in the event a photograph or the like is to be published outside the school community. This form should be completed as a part of the enrolment process. We understand parents will want to take photos of their children at various school events. We ask parents to follow societal protocols and not take unnecessary photos, take photos of other children or share photos including other children.

RESPONSIBLE BEHAVIOUR PLAN

Kalkie's Code of Conduct for Students outlines our system for facilitating positive behaviours, preventing problem behaviour and responding to unacceptable behaviours. Through our school plan, shared expectations for student behaviour are plain to everyone, assisting Kalkie State School to create and maintain a positive and productive learning and teaching environment, where ALL school community members have clear and consistent expectations and understandings of their role in the educational process.

Our school community has identified the following school values to explicitly teach and promote our high standards of responsible behaviour:

- Care
- Consideration
- Cooperation
- Courtesy
- Commitment

At Kalkie, we encourage parents and carers to be an integral part of their child's academic, social, emotional and behaviour achievements.

BULLYING

Bullying is an aspect of our society and unfortunately primary schools are not immune from its influence. The staff at Kalkie SS actively discourage all forms of bullying especially whilst the students are in our care. We encourage parents to assist their child to develop positive and constructive strategies to cope with bullying situations.

We urge parents to contact the child's teacher or if necessary the Administration if there is any evidence of a bullying situation. Parents must not take direct action under any circumstance. Although the school has a comprehensive Bullying Policy, it is only effective when reinforced and supported by parents and the wider community.



Chapter Three: Charges and Voluntary Contributions

BOOKLIST

The school distributes a Book List each year. It is highly recommended all students have all items on the list.

During the year, some students may be asked to replenish some items and your support is requested to ensure your child is able to make the most of their learning opportunities.



VOLUNTARY CONTRIBUTIONS

To assist with the running of programs in this school and to supplement the grant provided by the Department of Education, parents are asked to support the school by paying a voluntary contribution.

Contributions collected at Kalkie State School are used to purchase reading and library materials, curriculum resources, ICT and a variety of services and facilities which support our educational programs. Contribution amounts are set and ratified by the School P&C each year. Voluntary Contributions are payable at the front office. The school has EFTPOS facilities. Although voluntary, these payments are greatly valued by the school and we appreciate payment at the beginning of the year where possible.



The levies for 2023/24 are as follows:

VOLUNTARY

-Preparatory Year - \$20 for Art and Cooking activities, \$10 for Photocopying

-Year 1-6 - \$10 for Art and \$10 for Photocopying

-Religious Instruction Levy - \$5 per student (Family R.I. levy \$10.00)

Chapter Four: Arriving and Leaving

COMING & GOING

Students are **NOT** to be at school before **8am** as there is no supervision. An onsite Before School program is available from 6.30am. Staff who are at school in the morning are busy preparing for the day. Children arriving at school before 8.10am must sit under the undercover eating area at the front of the school.

All classes are dismissed at 2.50pm and afternoon supervision is provided by teachers until 3.15pm. Students who are picked up at the Bargara Road entrance are to sit in the shelter shed until their parents arrive. Children picked up at the Zeilke Road entrance are to wait at the side gate until parents arrive.

Students who live locally and who make their own way to and/or from school must leave the school grounds immediately and go directly home. Those students who travel by bus are to wait in the shelter shed until their bus arrives. Students who are driven to and/or from school must be collected by **3.15pm** or use the Outside of Hours School Care. Kalkie State School has After School Care for parents to access at reasonable rates.

Parents are asked to exercise utmost care when arriving and leaving in their vehicles at this busy time. Please ensure that your child knows that if for any reason they are not picked up or unsure of where to go after school, they should report to the office.

Parents are required to park in designated car parks **outside** the school grounds and not on school property or in Staff Car Parks.

BUS SERVICE

Bus Transport Services for Kalkie School are currently provided by **Duffy's City Buses** – consult www.duffysbuses.com.au or phone 4151 4226 for information (9am to 4pm weekdays).

OUTSIDE SCHOOL HOURS CARE

Helping Hands Network provide Before School Hours Care, After School Hours Care and Vacation Care right here at Kalkie State School. Helping Hands is registered for Child Care Subsidy. We recommend that you register your child/ren with Helping Hands (it's free), even if you don't think you'll use their services, that way, if any unforeseen situation occurs and you need care in emergency, they'll be able to help you out quicker. To register or book online: helpinghandsnetwork.com.au or contact them on 0419 922 472.

Before School Hours Care: 6.30am – 8.45am

After School Hours Care: 2.45pm – 6.00pm

Vacation Care and Pupil Free Days: 6.30am – 6pm

Chapter Five: Uniforms

UNIFORM POLICY

Statement of Intent

The purposes of our uniform are:

- to identify students within our community
- to remove the competitive element from dress style
- to ensure non-Kalkie State School people are quickly and easily identified by staff

FOOTWEAR:

Shoes

BLACK lace-up or Velcro shoes covering the entire foot to the ankle are to be worn at all times. Departmental instructions on safety procedures adopted by all schools in Queensland clearly state that feet must be covered.

Canvas or fabric slip on shoes, ballet slipper style shoes, thongs, sandals, open weave or mesh shoes, boots, coloured shoes with coloured trim, logos or coloured laces are NOT permitted.

EXAMPLES OF ACCEPTABLE SHOES

*-Shoes must be **BLACK** only, with black laces*



EXAMPLES OF UNACCEPTABLE SHOES



NOTE

Students with an injured foot must wear closed-in footwear on the 'good' foot.

Socks

- White only with no other colour (including stripes)
- Must be visible above the cuff of the shoe

HATS & HEADWEAR

Students must wear hats whenever they are exposed to the sun. Hats are used for **SUN PROTECTION**, and students should keep a hat in their bag at all times. Students in Prep will be provided with a **LEGIONNAIRES CAP** at the time of enrolment, the cost of which is covered by the school. All other students are required to have a royal blue sun smart hat of his/her own choice, but preferably the Kalkie SS bucket hat. No form of headwear is permitted to be worn in classrooms, with the exception of subtle hair ties/bands. Headwear for cultural reasons is to be negotiated with the Principal.

JEWELLERY & PIERCINGS

Jewellery is limited to one ring (which cannot present a potential hazard to other students), a watch, and up to two small studs or sleepers in each ear. Spacers, tapers, bracelets, cosmetic contact lenses and visible necklaces are not permitted.

Facial and visible body piercings are NOT permitted.

NOTE

Medical alert bracelets are acceptable.

MAKE-UP & HAIR COLOUR

Only neutral hair colouring and clear nail polish are permitted. No make-up or hair colour is permitted.

UNIFORM OPTIONS

YEARS PREP-6



POLO SHIRT

A royal blue, light blue and yellow polo shirt (**sleeves are not to be rolled up**)

BLACK SHORTS, SKORTS or SKIRT

-Plain black school shorts, skorts or a skirt

-Options include formal shorts **OR** sports shorts which need to be loose-fitting

-NO MESH or DENIM

No cargo style pockets, leggings, exercise pants, brand names or 'jeans' style are to be worn

DRESS

There is a dress option available. This can be worn in place of the polo shirt and bottoms.

SPORTS HOUSE SHIRTS

Red, yellow and green sports house shirts are available for purchase each year. These can be worn at sports events (including Athletics Carnival) and on the days that the class has HPE lessons (**excluding Friday**)

NOTE

Underwear is not to be visible.

WINTER UNIFORM – SAME AS SUMMER UNIFORM WITH THE FOLLOWING OPTIONS

- Students may wear long plain black leggings under their shorts or skirt in the winter months. Leggings are not to be worn by themselves.
- Royal blue or black tracksuit (plain) or plain black slacks may be worn. Tracksuit pants and slacks are not to be rolled up
- Plain royal blue jacket or Kalkie State School Jacket – royal blue with yellow trim; School logo embroidered on left chest is available for purchase each year through the P&C
- **No other jumpers or jackets are permitted**

SAFETY REGULATIONS

Should the dress of students not comply with the safety regulations set down for certain subjects and activities, those students will be refused entry in those areas, and other relevant work will be provided in a supervised environment

WHERE TO PURCHASE?

Bundaberg Clothing Factory & Shawline Embroidery
17 Walker Street
Bundaberg QLD 4670
Ph: (07) 41 528 139

If students are not in the school uniform, they may be asked to change into one of our school uniforms. Students representing the school **MUST** wear the correct uniform to be given permission to leave the grounds.

Chapter Six: Learning at Kalkie SS

All students from Prep to Year 6 engage with the Australian Curriculum. Key Learning Areas of:

- ❖ English
- ❖ Maths
- ❖ Science
- ❖ Humanities and Social Sciences
- ❖ Health and Physical Education
- ❖ Technologies

A language other than English (LOTE) is taught to students in Year 5 and 6. Our school teaches German.

In addition to these core priorities, students are supported and encouraged through extra-curricular activities held within the school, both inside and outside the classroom. These include:

- ❖ Reef Guardian
- ❖ Maths Team Challenge
- ❖ Drum Band
- ❖ Instrumental Music – brass, woodwind, percussion and strings
- ❖ Sporting Competitions
- ❖ Interschool Sports
- ❖ Book Week Celebrations
- ❖ Gardening Club
- ❖ Choir
- ❖ Chess Club
- ❖ Recorder Band
- ❖ Remote Control Car Club
- ❖ Woodwork
- ❖ Craft

NAPLAN

Each year, students in year 3 and 5 will participate in the National Assessment Program Literacy and Numeracy each year in the areas of reading, writing, language conventions and mathematics.

NAPLAN tests provide information about each student's performance in aspect of their literacy and numeracy skills through an externally designed and marked test that is consistent across Australia. Data from these tests is then compiled to help the school make informed decisions on the school's curriculum. Parents will also be given a copy of their child's results.

SCHOOL BASED ASSESSMENTS

Kalkie State School has a school assessment schedule, which collects data each term/ semester to provide us with information for areas such as reading, comprehension, spelling, science, numeracy and number facts. Data generated from these tests allows us to track student progress, and along with teacher input, helps to develop our Student Support Programs.

REPORTING & INFORMATION SESSIONS



INFORMATION BROCHURE

An information brochure for parents is sent out by each class during the first month of each school year. All parents are encouraged to read it carefully. The brochures present an overview of the activities each class will be engaged in during the year as well as their teacher expectations.

REPORTING

Report cards are issued at the conclusion of Semester One (Term 2) and again at the conclusion of Semester Two (Term 4). Parent/Teacher interviews are formally conducted towards the end of Term 1 and Term 3. It is important that any difficulties or problems a child is having are addressed as early in the year as possible. Teachers may request personal interviews with parents to discuss progress of their child at any

time. This request will be in the form of a letter to the parent. Parents are also very welcome to make appointments to discuss their child's progress with their child's class teacher or Principal at any mutually convenient time.

HOMEWORK

The guidelines for homework are clearly articulated in the Kalkie SS homework policy. Please read the policy included in the enrolment pack for more information.

STUDENT SERVICES

Kalkie SS has a Student Wellbeing Action Team dedicated to supporting students at school. This team provides supports to students in different ways and communicates fortnightly to ensure students and staff receive the support they require for their individual needs.

Chaplain: Lynne Coyne

Lynne is a non-denominational Chaplain who works with students who are referred to her. To refer your child, please complete a form in the front office. Lynne assists students who need support socially and emotionally, and liaises with teachers and the Student Wellbeing Action Team. Lynne also works with parents and families on a case-by-case basis.

School Guidance Officer: Michelle Wilde

Kalkie SS has a guidance officer who is available through a school-based referral service, responding to referrals from staff. Michelle assists staff with planning for students with learning difficulties and behavioural challenges; working with teachers to develop individual plans, and implementing programs to ensure a holistic approach to student health and wellbeing.

Head of Special Education: Heidi Hayes

A Head of Special Education teacher is available to assist families and students who have a diagnosed disability. Heidi is able to assist staff with planning for students with learning difficulties and behavioural challenges; working with teachers to develop individual plans, and implementing programs to ensure a holistic approach to student health and wellbeing. To access this support, request an appointment at the office.

Head of Curriculum: Robyn Groom

Robyn is a qualified teacher who specialises in ensuring the Kalkie SS curriculum is aligned with the National curriculum. She is responsible for assisting staff with their planning and ensuring all students are accessing the correct level of work.

Therapists

A Speech Language Pathologist visits the school on a needs basis, assessing speech and language and providing program support. Occupational therapy and Physiotherapy services are also accessed for Students with Disabilities when required.

Advisory Visiting Teachers And Other Specialists

Visits and advice from specialists are arranged as required. This may include such services as Education Queensland Advisory Visiting Teachers, Autism Queensland Outreach Team, Bush Children's and Vision Australia.

Music

CLASSROOM MUSIC

A classroom Music Teacher is based at Kalkie State School for 3 days per week to work with teachers and students presenting Education Queensland's Music Programme.

Students from Year 3 - Year 6 learn to play a recorder in these classes and have the opportunity to play various other instruments such as keyboards, percussion instruments, etc.

Students from Year 2 are invited to join the Choir and from Year 4 the Recorder group which practises weekly during the lunch hour.

INSTRUMENTAL MUSIC

Kalkie State School has an instrumental music program for strings and woodwind, brass and percussion with the instrumental music teachers visiting the school each week. Interested children in Years 3 to 6 who wish to commence the program should contact the school office.

Interested children who are eligible for tuition will be liable for a small levy each year for instrument hire and sheet music. ***THIS SHOULD BE PAID IN FULL PRIOR TO THE COMMENCEMENT OF TUITION.***

SCHOOL DRUM BAND

The Kalkie School Drum Band is regarded as unique in school banding circles.

Using a series of Traditional drum beats, mixed with counter beats for tenor drums, the band produces a sound that never fails to stir the blood and set your feet a-marching. Add a couple of bass drums and some cymbals for colour and you have our Kalkie Drum Band!

Membership of the band is voluntary and at present is open to Year 3, Year 4, 5 and 6 students.

The activities of the band include weekly parades, ANZAC Parade in the CBD & various other community events.

A small levy is required to assist with maintenance of Drums & uniforms. Participating students will be notified of the amount payable. Our Classroom Music Teacher co-ordinates this band. Parents of band members may assist on the Band Committee or at playouts.

Chapter Seven: Communicating

There are many forms of communication that are used at Kalkie SS. There are:

ASSEMBLIES – Whole school assembly occurs every Friday morning at 8.45am. Parents are invited and welcome to attend.

EMAIL: info@kalkiess.eq.edu.au if you have any issues or questions you would like answered. We will endeavour to answer questions as soon as possible.

FACEBOOK: Keep up to date with daily/weekly happenings at Kalkie via our Facebook page. Like us on Facebook! <https://www.facebook.com/KalkieStateSchool>

INTERNET / WEBSITE: Families are encouraged to visit our school website www.kalkiess.eq.edu.au to access information such as tuckshop, newsletters, enter student absences or to update student contact details (i.e: change of address, phone numbers, medical details and emergency contacts) or access the **QParents App**. (invited parents only – please contact the school for further information or visit: <https://qparents.qld.edu.au/#/about>) The **QSchools App** is a free app – once downloaded, select our school and enable notifications. Details about our school can also be viewed this way as well as any important information sent through direct from Education Queensland (i.e: School closures during extreme weather events).

LETTERS: Letters may be sent to parents to communicate class or school based events. It is important to ensure that you check your child's bag regularly and ensure you have a copy of all of the notes sent home.

NEWSLETTERS: Are emailed out every 2nd Thursday or able to be viewed from the school's website or through the QSchools App (download the free app from the Google Play store or the Apple store)

TELEPHONE: School Office hours are between 8am and 3.30pm during school term. Messages may be left for teaching staff and passed on outside class times.

QPARENTS & QSCHOOLS APPS: Parents will have secure, online access to their child's student information, anytime, anywhere, through a smartphone, tablet or computer.

QParents is a secure, online portal that is free for all Queensland state schools to use and provides parents with quick, easy access to their student information including:

- Attendance and absence details, as well as the ability to notify the school of an absence
- Behaviour information
- Academic report cards
- Class timetables
- Viewing unpaid invoice details, payment history, and making payments online
- Viewing and updating personal student details, including medical conditions and address
- Enrolment details

QSchools app allows users to:

- find and favourite multiple schools
- receive real-time notifications about statewide emergency alerts as well as school push notifications

Chapter Eight: Kalkie SS as a Community

Supporting the School

Kalkie SS takes pride in its community involvement. We believe we are one big family here at our school. You can help continue this feel by:

- Make an effort to understand what the school is trying to do. If you can, express your support for its aims and values.
- See the school as 'YOUR' school. Encourage your children to see it in the same way.
- Go to school activities – open days, plays, concerts, picnics, sporting functions, celebrations. Take a friend.
- Join the official parent group and look after the school's interests.
- **Welcome** new parents. Help them feel that they belong. Build their confidence in the school.
- Encourage your children to co-operate fully, to join in all school activities and to take a pride in the buildings, the grounds and the school community as a whole.
- Let the Principal and the staff know that you support them all the way, even if sometimes you have to be a friendly critic or a critical friend.

Parental Involvement

You can be involved in supporting your child's education at Kalkie in a number of ways:

With Your Child: An active interest can be shown by talking with your child about the day's activities at school. Read library books with your child, help with their homework if they are experiencing difficulty, ensure assignments are completed by the due date. Make sure books and other belongings are cared for. Get to know your child's teacher or teachers and discuss your child's progress with them regularly

With Your Child's Class: Maybe you have special talents in special areas of the curriculum. E.g. Art, and would like to help your class teacher in this area. Perhaps you have time to spare to listen to children read. Please let us know your abilities and availability. Your involvement will be most welcome.

With The School: Help is always appreciated –

- In the library with the covering of new books,
- Helping in the tuckshop which is run by a convenor and is staffed by volunteer parents
- Helping out at working bees.
- Helping with school functions such as disco's
- Taking part in P & C meetings

Any time you can donate to assist at the school will be very much appreciated.



