



Together We Achieve



PARENT INFORMATION HANDBOOK

Together We Achieve



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Contact Details

School Contacts

Address: 676 Old Cleveland Road, Camp Hill Qld 4152
Telephone: 07 3900 9333
Student Absence Line: 07 3900 9460
School website: <http://www.camphillipss.eq.edu.au>
School email: admin@camphillipss.eq.edu.au
Principal email: the.principal@camphillipss.eq.edu.au
Office hours: 8.00am – 4.00pm
Class times: 8.55am – 3.05pm

Personnel

Principal: Deborah Driver
Deputy Principal: Larissa Wills (Senior Campus)
Michael Frearson (Junior Campus)
Fiona Lloyd (Inclusion)
Business Manager: Sandra Saunders

P&C Contacts

Outside School Hours Care: 07 3398 9606
oshadmin@camhillpandc.com.au
Tuckshop: 07 3900 9429
tuckshop@camhillpandc.com.au
Uniform Shop / P&C Admin: 07 3900 9328
uniforms@camhillpandc.com.au
admin@camhillpandc.com.au



A Word From The Principal

Welcome to Camp Hill State Infants and Primary School (CHSIPS). We are proud to be a Department of Education Independent Public School.

In 2006 Camp Hill State Infants and Primary School was established after the merger of the two schools located on adjoining campuses - Camp Hill State Primary School (established 1926) and Camp Hill State Infants School (established 1951).

Our school, while relatively new, combines the proud histories and traditions of two schools that have very deserved reputations for providing excellence in education.

In 2014 Camp Hill State Infants and Primary School joined the Education Queensland Independent Public Schools program. We take great pride in being part of this innovative program.

Our school motto of *Together We Achieve* reflects the strong partnerships in our community. As a community, we are committed to encouraging every child to reach their full potential while developing social responsibility and the attributes of Life Long Learners. As a community we support our students to be active learners using the skills of the Habits of the Mind to support their life choices.

Our campus provides a safe, supportive and caring environment in which dynamic and robust learning programs are provided for every student. We offer programs that set aspirational goals, scaffolded for success, for all students. Learning goals are pivotal to the success of our programs.

We have embedded an Understanding of Asia across all learning programs and our students learn Mandarin from Year 1 onwards. This is a highly successful program. We are committed to developing our students understanding of the interconnected world.

Camp Hill is in the fortunate position of providing a Prep to Year 6 learning pathway, but set across two distinct campuses. Each campus, Junior (Prep to Year 2) and Senior (Years 3 – 6), have been developed to meet the unique learning needs of the students.

Our Junior Campus caters for the unique features of Early Years of Learning. The buildings are designed for younger children – including the purpose built play facilities. Our campus offers a wide range of resources for our younger students.

Our Senior Campus is designed for students in the Middle Phase of Learning. The play equipment and facilities meet the needs of students.

The school offers a wide range of academic, sporting, musical and cultural programs as well as extra-curricular programs of excellence.

Our school grounds, and facilities, enable us to offer additional programs.

Camp Hill acknowledges and celebrates diversity, providing programs to meet the needs of our students. The CHSIPS Pedagogical Framework is based on the works of Marzano '*Art and Science of Teaching*' and Jim Knights '*The Big Four*'. This explicit framework is founded on international and national research and has a strong improvement agenda for all students. It aligns with the Australian Curriculum, Curriculum to the Classroom (C2C), and has the attributes of Higher Order Thinking embedded in all learning experiences.

Camp Hill provides a raft of programs to cater for diversity, these include:

Academic

Academic extension programs; Step Up (Metropolitan Region Showcase Award) program in Literacy and Problem Solving in Numeracy (all students in Prep to Year 6); Launch into Literacy; Focus on Learning; Literacy Busters; You Can Do It (Prep and Year 1); Habits of the Mind (Years 2 – 6); and a wide range of specialist Learning Support programs. All CHSIPS students participate in our Understanding Asia and Mandarin program.

Physical Education/Sporting

Creative Dance (Prep to Year 6); Swimming (school curriculum and P&C Learn to Swim Club); Aerobics and Cheer program (boys and girls); interschool sports; district/regional/state and national programs across a range of sports; Cricket; Australian Football League; Soccer; Athletic and Swimming.



Cultural

We have Junior, Intermediate, Senior and Boys Choirs; Orchestral and Strings programs; Ukulele group; class music program for all students; biannual School Musical; Celebration of Music and band camps (Junior and Senior).

Environmental

Our school community is committed to respecting and developing our unique school campus. We have the benefits of large grounds (9 hectares) that have long established greenery and wildlife (we are on the Koala Pathway and enjoy our annual visits from the Koalas as they move across the suburb).

Our Ekoalas are a group of very keen students who work with teachers to develop the school understanding of sustainable use of resources. The Ekoalas meet before school each week to undertake a range of activities across campus. Their contributions are enjoyed by all.

Facilities

Our school has outstanding facilities that include a large Multipurpose Hall, 25 metre heated swimming pool, School of the Arts hall, specialist play equipment and extensive playgrounds, early learning outdoor spaces, cricket pitches, ovals, football fields, tennis courts and netball courts.

Behaviour

Our school prides itself on having high expectations in terms of student behaviour, appearance and learning achievement. Our students wear their uniform with pride.

Camp Hill P&C

The CHSIPS Parents and Citizens Association has a very active role within the school and works in close partnership with the school administration. The school P&C provides a raft of programs on campus, including:

- Out of School Hours Care (OSHC) program for students from Preparatory to Year 6. Students are provided with high quality Before and After School programs as well as holiday programs throughout the year.

- Tuck Shop
- Uniform Shop
- Crocs Swimming Club
- Fund Raising Committee that provides a wide range of programs across the year.

Camp Hill State Infants and Primary School provides a warm and supportive community for all members of our school 'family' and we are proud of our students. Celebrations of achievements are a feature of our daily activities.

We welcome you to our school community.

Deborah Driver
Principal



Mrs Driver with our 2023 School Leaders

Our Motto and Our Values



Our Motto *Together We Achieve.*

We are committed to valued partnerships with and between our students, families and staff. Respectful and honest communication is the foundation of these relationships. Our school motto is enacted through dynamic and productive partnerships both within the school community and the local community.

Our Values

1. **Lifelong Learning** – We value lifelong learning through the promotion of creative exploration, independent learning, inquiry and innovation. We believe that everyone, at every age, can learn and improve. Each individual is unique with their own interests and character to be developed. We are committed to providing learning experiences that are rigorous, future-focused, enterprising and transferable to the diverse range of situation that our students encounter. As a school, we believe that optimal learning occurs with structure, space, time and opportunity to foster inventiveness and resourcefulness. Given time to think students will learning about, improve and expand their world of learning.

2. Respect – We value Respect which is underpinned by our **School Expectations of Behaviour**:

- **Courtesy** is being polite and having good manners. When we speak and act courteously we give others a feeling of being valued and respected.
- **Consideration** is being thoughtful of other people and their feelings. We think about how our actions affect others. We pay careful attention to what others like and dislike. Consideration of others is being fair, including everyone and making good choices. Consideration is caring for people, property and the environment.
- **Cooperation** is getting along and working together with others to share the load in an organised way. When we cooperate, we join with others to do things that cannot be done alone. We are willing to follow the rules to keep everyone safe and happy. Together we can accomplish more.
- **Commitment** is deciding carefully what we need to do and then giving it 100%, trying as hard as we can. We give our all to a friendship, a task or something we believe in. We show persistence and finish what we start. We keep our promises.

We expect all members of our school community to act with a high level of personal integrity, modelling the best standards of personal behaviour. We take pride in our school.

3. Collaboration – An intentional collaborative approach to practice is valued as the best way for our school to achieve results and improve student learning. “Collaboration is when colleagues in a school come together to share ideas, tools and strategies in order to make key curriculum assessment, instruction, teacher development and leadership decisions” Transformative Collaboration Gavin Grift 2016 et al.

At Camp Hill we value Professional Learning Communities (PLC) which:

- i) Focus on learning – the fundamental purpose of a school is to ensure that all students learn at high levels.
- ii) Collaborative culture and collective responsibility.
- iii) Results orientation – educators focus on evidence of student learning.

Whole of Campus Map



Contact Information
Address: 676 Old Cleveland Road,
Camp Hill, QLD, 4152
Telephone: (07) 3900 9333
Website: camphillpss.eq.edu.au

School Calendar

Term Dates

	2023	2024
Term 1	Monday 23 January – Friday 31 March	Monday 22 January – Thursday 28 March
Term 2	Tuesday 17 April – Friday 23 June	Monday 15 April – Friday 21 June
Term 3	Monday 10 July – Friday 15 September	Monday 8 July – Friday 13 September
Term 4	Tuesday 3 October – Friday 8 December	Monday 30 September – Friday 13 December

Student Free Days

	2023	2024
Term 1	Thursday 19 January Friday 20 January	Thursday 18 January Friday 19 January
Term 2	Thursday 13 April Friday 14 April	Thursday 11 April Friday 12 April
Term 3	Friday 1 September	Friday 30 August

Public Holidays

	Public Holiday	2023	2024
Term 1	Australia Day Good Friday Day following Good Friday Easter Sunday Easter Monday	Thursday 26 January Friday 7 April Saturday 8 April Sunday 9 April Monday 10 April	Friday 26 January Friday 29 March Saturday 30 March Sunday 31 March Monday 1 April
Term 2	Anzac Day Anzac Day Holiday Labour Day Ekka Day	Tuesday 25 April N/A Monday 1 May Wednesday 16 August	Thursday 25 April N/A Monday 6 May Wednesday 14 August
Term 3			
Term 4	King's Birthday	Monday 2 October	Monday 7 October

Further information regarding school terms and holidays is available at <http://education.qld.gov.au/>

A

ABSENCE FROM SCHOOL

School is compulsory from Prep to Year 6. However, if your child is absent from school through illness, or some other valid reason, you can either contact the Student Absence Line on **3900 9460** or send an email, with an explanation for the absence to both the classroom teacher and the school administration. Emails need to be sent to admin@camphillipss.eq.edu.au.

Electronic rolls are marked twice a day at 9.00am and at 1.55pm.

If a student is not present they will be recorded as absent. When arriving late or leaving early, please report to the office for a late slip before heading to class. The office will then update the roll to explain the absence.

If you know in advance that your child will be absent for a period exceeding 2 days, the school should be notified beforehand.

If a student is away for 10 consecutive school days or more, parents need to apply for "Exemption from Attending School" which needs to be approved by the school Principal. This form is available from the school office and needs to be applied for well in advance of the student absence.

ACCIDENTS AT SCHOOL

While child safety is our primary concern, accidents can sometimes happen at school. For most minor accidents (minor scrapes, trips etc.), first aid will be applied (see First Aid), monitored, and children will be sent back to class. In some cases, parents will be contacted, particularly if further action may be needed. However, in the event that parents cannot be contacted, action is taken **at the discretion of the Principal**.

In cases of serious injury, an ambulance will be called immediately. **Our first priority is to the wellbeing of the child at all times.**

ALLERGIES AND ASTHMA

Our school operates as an allergy and asthma aware school. This relates to awareness, prevention and treatment. If your child suffers from allergies or asthma, at the beginning of every school year:

- Make sure your teacher is aware of your child's allergens and reactions.
- Provide a current action plan and medication to the office.
- Be open with other parents regarding your child's condition. Better knowledge and understanding throughout the community will ease your child's journey through the school years.
- Consider leaving some food at school (frozen cupcakes or small treats) with your child's teacher for times when other parents supply food to the class that your child cannot eat.

We are a nut aware environment and we ask parents to refrain from sending food products containing nuts (e.g. peanut butter, Nutella, muesli bars) to school. We also have a number of children with severe allergic reactions to eggs and egg products so please be aware of these products when providing lunches for your children. We recognise that this may be difficult at times, however in the interests of health and safety we strongly urge parents to respect this request.

We support children wearing wristbands in recognition of allergies.

ANZAC DAY

Each year a service is held on ANZAC Day organised by Camp Hill State Infants and Primary School. The day starts at 8.00am with a march from the Camp Hill Hotel to the ANZAC memorial on the Senior campus. The march and service is for the school and community. It includes returned servicemen and women and their

families, politicians, air cadets, local state schools, Catholic and Private Schools, Girl Guides, Scouts, and the school choirs. The march is supported by the Queensland Police who close the road for the period.

ASSEMBLY

Assembly is conducted in our Multi-Purpose Hall each week, alternating Senior and Junior campus. Families will be advised by their child's class teacher which week that they will attend a campus parade. Parents and Carers are always welcome to attend. Combined assemblies are held at the end of each term and for special occasions.

ATTENDANCE

Children are expected to be in attendance by **8.55am** each school day and will not be permitted to leave the grounds before **3.05pm** without written permission from a parent, or in special circumstances, from the Principal.

It is not good practice for parents to allow their children to come to school too early. In the **Senior Campus** all students are required to sit under the covered area near the library until 8.30am, after which a member of the administration team will supervise until 8.55am (FIRST BELL).

STUDENTS ARE NOT TO ARRIVE AT SCHOOL PRIOR TO 8.00AM UNLESS THEY ARE ENROLLED AT OSHC OR PARTICIPATING IN INSTRUMENTAL MUSIC PROGRAM.

Junior campus students, and all other siblings, are required to remain seated and under the care of a parent/guardian until a staff member arrives to supervise at 8.30am. Allocated staff will then supervise children's play until classes start at 8.55am. Prep students remain with parents or carers outside prep classrooms until rooms are opened by prep teachers.

Students or younger siblings in the Junior Campus are NOT permitted to play any school equipment before or after school unless a teacher is available to supervise.

B

BEGINNER BAND

Our school offers students in Years 3 and 4 the opportunity to join our school Beginner Band. A specialist teacher provides tuition in the individual instruments.

Students can join the Beginner Band prior to the Concert Band.

BUSES

All information concerning buses should be directed to TRANSLink on 13 12 30.

C

CAMPS

We offer camps in Year 5 and Year 6. The camp program aligns with the year level curriculum however, it is not mandated and students who elect not to attend are offered an alternate program at school.

The camp program provides student with the opportunity to learn new skills as well as to develop a stronger understanding of their own personal strengths and attributes. These camps do come at an additional cost to parents – the school does not have the capacity to fund these programs from school grants. However, we believe that our school offers exceptional value for monies outlaid by families.

CHANGE OF DETAILS

It is essential that we have current contact numbers and addresses for all our students. Occasionally the school may need to contact a member of the student's family. On these occasions the need for accurate and current records is imperative.

We ask our families to advise the school administration as soon as possible if they do change their address, phone numbers or emergency contacts.

CHAPLAINCY

The Chaplaincy program plays an important part in achieving the vision for our school as a community that nurtures children's social learning as individuals, in their relationships and as interactive participants in our community and world.

In fulfilling this role, the Chaplaincy program will be sensitive to, and considerate of the total range of cultural, spiritual and religious backgrounds and other belief systems represented in our school community.

The specific aims of the chaplaincy program are:

- To provide an additional dimension to the school's care, guidance and support of students.
- To provide a role model for helping children develop a positive self-image, supportive relationships and social responsibility.
- To provide emotional and spiritual support to our students, their families and school staff, including strengthening values and providing support at times of personal grief and stress. Parental approval is required for these programs.
- To help build safe, cooperative relationships within the school environment and our local community.
- To develop and maintain communication channels between the school community and the local Churches who provide support to the program.

Participation in the Chaplaincy programs is by parent permission.

CHORAL PROGRAM

A Junior and Senior Choir is available for students interested in Choral Singing. Any students from Years 1 – 6 are welcome to join the Choir.

The Choirs perform on Assemblies, at competitions and various other occasions.

Each choir will rehearse in their own time.

A Boys Only Choir is run during Term 3. This is for boys who are in Years 3 – 6. They rehearse one lunch break per week culminating in a performance at the end of Term 3.

CHUMS (Camp Hill Ukulele Music Society)

CHUMS - Camp Hill Ukulele Music Society comprises students from years 4 to 6.

The group meets once a week for rehearsal - currently Thursdays during first break. Good quality ukuleles are available to hire from the school for the duration of a student's membership of the group.

CHUMS often collaborates with other CHSIPS musical ensembles.

Recently there have been performances with Senior Choir, Boys Choir and Recorder Band.

Repertoire covers a variety of genres, from jazz to Hawaiian to pop/rock songs to classical music.

CLASSROOM PARENT REPRESENTATIVE (CPR) PROGRAM

The Class Parent Representative (CPR) program is operated by parent Representatives across the school. Each class from Prep through to Year 6 has a parent/or parents (self-nominated) to assist in communicating reminders and important class information to all parents on a weekly basis. This ranges from notifying parents of free dress days, tuckshop specials or social events. As a parent representative, you are a very valued member of our school community. For more information, please email camphillcpr@gmail.com.

COMMUNICATION

Communication between home and school is pivotal.

Information on school events is available through a range of communication modes that include: Annual School Calendar; fortnightly electronic school newsletters; updates on the school website; direct emails to families for specific events or programs; weekly emails from the Class Parent Representatives (CPR); monthly P&C meetings and meetings of interest for the community.

As an Independent Public School, Camp Hill has a School Council with representatives from the school community and staff. A key function of the Council will be to share major strategic information with the school community.

Parents are encouraged to speak with their child's teacher if they have concerns with their child's learning program. All staff have professional commitments during the school day, so it is advisable to confirm a time with your teacher for a meeting.

If the issue is urgent, or a parent requires additional information, we encourage you to make an appointment with a member of the school administration team – the team of Principal; Deputy Principal Junior Campus; Deputy Principal Senior Campus; Head of Curriculum and Head of Inclusion Hub are contactable via the school administration office.

It is important to remember that teachers are 'on duty' from when the children enter their class, so a conversation at the class door may not be appropriate for either the classes' supervision or for privacy of conversation.

COMPLAINTS MANAGEMENT

During the course of your children's school years, you may have cause to communicate a concern, or make a complaint, about an issue with your child's education. Camp Hill State Infants and Primary School is committed to ensuring that all complaints are dealt with in a fair and equitable manner. There are processes and support structures in place to enable parents/carers and students to work through any issues they may have.

Please ensure you:

1. discuss your complaint with the class teacher; or
2. discuss your complaint with the Principal/Deputy Principal.

CONCERT BAND

Our school offers students in Years 5 and 6 the opportunity to join our school Concert Band.

A specialist teacher provides weekly tuition in the individual instruments. Students can either hire a school instrument or use their own instruments. The band provides performances for both school and local community groups as well as enters competitions during the year.

CROCS (CAMP HILL AMATEUR SWIM CLUB) (See also Swimming Club)

This program is run by the P&C Swim Club and is offered before and after school during Terms 1 & 4 only. It includes learn to swim, stroke correction and squad training. It is open to all year levels. See our website under Extra-curricular or contact: secretary@camphillswim.club .

CROSSING SUPERVISORS

Please note the Crossing Supervisors' times are:

MORNING:	8.00am - 9.00am on the crossing
AFTERNOON:	2.50pm - 3.20pm on the crossing

These are the times authorised by the Transport Department. Personnel are not on duty outside of these times.

Please always use the crossing when delivering or collecting your child from school.

D

DAILY NEEDS

This school has a policy of not allowing children to play in the sun unless they wear a hat. Please refer to the School's Sun Smart Policy.

Each school day Camp Hill students are required to wear their school uniform and bring:

- a sun hat - which is to be worn every day
- a packed lunch (no glass bottles or jars or ring pull cans)
- A water bottle

Please wrap morning tea and lunch in separate parcels in your child's lunch box.

Naming all your child's school items is essential.

Please note that we have a group of 'very clever crows' who enjoy the challenge of opening lunch boxes and bags. Please encourage your child/ren to completely close and zip up their lunch boxes and bags.

DANCE

Aerobics and Dance Programmes

The Aerobics and Dance programmes involve students from years 3-6 and include boys and girls. The school has been very successful gaining a number of medals in both National and State championships.

Most of the training is done during school breaks in the school hall which has a floor compatible to aerobics. Some training is done on Friday afternoons prior to competitions and team members may also be required at the occasional weekend training. Commitment to team training must be considered before a family takes up the offer of a place in the programme.

Our school has a nationally recognised and acclaimed Aerobics program catering for students across the year levels. Each year we enter teams in the School Aerobics competition and have enjoyed success at both state and national level over a number of years.

Aerobics is a wonderful way to increase fitness, flexibility and musicality in a team environment that encourages co-operation, consideration and inclusivity.

The Dance program offers students the chance to be part of a program that encompasses dance styles such as ballet, lyrical, contemporary, international, hip hop, theatrical and jazz/cabaret.

The school competes annually at *Schoolaerobics* in the Dance sections, winning national medals and a reputation for excellence in dance.

E

EMERGENCY DRILLS

Emergency drills (**Evacuation and Lockdown**) are held at least once a term in both campuses. Students are expected to follow their teacher's directions as per the **Emergency Response Plan** displayed in every classroom.

In the case of an Evacuation drill, a hooter will sound and entrances to the school manned by designated staff. Children will know how and where to assemble if an emergency occurs during a break. These drills are practised regularly during the year to ensure that students are experienced and comfortable with the drills.

During an evacuation drill any person on the campus is required to follow the directions of the designated Fire Warden.

ENROLMENT MANAGEMENT PLAN (EMP)

CHSIPS has a School Enrolment Management Plan that is in force and sets out the conditions under which students may be enrolled into the school. A catchment map defines the catchment area for enrolment at CHSIPS. The school currently has the capacity to enrol up to 860 students with approximately 150 staff members.

The catchment map can be found at <https://camphillipss.eq.edu.au/enrolments>

EXCURSIONS/INCURSIONS

As part of the curriculum delivery at Camp Hill, incursion and excursions are offered to year levels (Prep to Year 6). These are identified in the annual P&C produced School Calendar. Some year levels may require some parental help on these days, particularly in the Junior School, and we invite your participation.

Written notice is always given, and a signed permission slip is required. **Children will not be permitted to attend without this written permission.**

N.B. If additional help is required on an excursion the only people, other than staff, who do not require blue cards are the biological parents.

EXTRA ACTIVITIES

There are a number of curricular and extra-curricular activities in which students may want to participate. Some of these are at a cost to parents while other activities are available through the school at no cost.

For example:

ICAS (International Competitions and Assessments for Schools) – parents may nominate and pay for their children to enter the following competitions:

Year 3-6	Mathematics Competition
Year 3-6	English Competition
Year 3-6	Science Competition

There are various after school activities available which are organised and run by external providers who hire our school facilities. Enrolment and participation in these activities is organised directly with the provider.

F

FIRST AID

If an injury occurs to a student during first or second break, the student, (if mobile), will go to the office.

Children are not to leave the playground without permission from the teacher on duty. A First Aid Report Book is completed for each visit/ incident.

During class time a sick bay request form is filled out and sent with the child to the office for attention.

In the case of a serious injury the school administration will contact either the Deputy Principal or Principal to take direction. Parents will be contacted, but if unavailable, the school will seek the support of an ambulance for medical advice. After a serious accident (e.g. a broken leg or arm), an Accident Report Form will be completed by a staff member and entered onto the Department of Education data base.

In all cases of potential serious injury, the Ambulance will be called immediately then parents/caregivers are notified.

FIRST SCHOOL DAY

Prep

Prep families will receive a letter of Welcome to School immediately prior to commencing the new school year. This letter will provide a time for you and your child to arrive at your prep classroom. The school has a graduated entry to first day at school with students arriving in groups of 5 to allow for a personalised introduction to the school year. All students will be in class by middle of the first day.

Your child's prep teacher and prep teacher aide will welcome you, show you around the prep classroom and introduce you to fellow prep students. The children's names will be on display for everyone's convenience. **Try not to stay too long. The longer you stay, the harder it becomes for your child to settle.**

Years 1-6

For Years 1-6 parents will receive a text message/email advising them of their child's class and class teacher several days before the commencement of the school year. Class teachers will send a welcome letter to their students.

G

GUIDANCE OFFICER

A Developmental Guidance Officer is based at this school and works in a number of schools in our local area. The main role of the Guidance Officer is to conduct assessments with students and provide advice and advocacy for students and/or their families.

H

HEAD LICE

In recent years the incidence of head lice in Queensland has reached epidemic proportions. Head lice are transmitted through head-to-head contact only and are certainly not related to personal hygiene!

The incidence of head lice can be contained provided every parent accepts the responsibility for checking and treating their children. **It is no disgrace to contract head lice but it is unwise to neglect proper treatment.**

Any incidents of head lice should be reported to your child's teacher. Following this, a note will be forwarded home to all class students alerting parents and caregivers that there has been a reported case of head lice in

your child's class. The school can provide information on effective treatment. A strong appeal is made for the co-operation of all parents to contain the spread of head lice. We encourage students NOT to share hats.

HEALTH AND PHYSICAL EDUCATION

The school is fortunate to have extensive grounds and sporting facilities, including a 25m pool, Multipurpose Hall, cricket pitches, ovals and adventure playgrounds. The school offers onsite swimming classes for students in Years 1 – 6 in Term 1 and Prep to Year 6 in Term 4.

Students in Years 4 – 6 are also provided with the opportunity to participate in an inter-school sports program that leads into Lytton District, Metropolitan East, State and National competitions.

HELP FROM PARENTS/CARERS

Your voluntary assistance will be sought on many occasions. We realise that parents/carers are extremely busy however, if you are able to help in any way, please tell us. Your participation in everyday school activities will help your child to bridge the gap between home and school and to build a secure and happy environment. Parents /carers assisting in the school must:

- Complete the mandatory Education Queensland training for volunteers
- Register through the school office that they have read the training manual
- sign in at the school administration office
- complete a Blue Card statutory declaration form
- wear the school's identity sticker
- maintain confidentiality
- sign out before leaving the school grounds

There may be times when your child may be asked to bring to school objects, pictures, information etc. to assist with classroom themes and projects. We would appreciate all the assistance you are able to give.

Caregivers and family members (other than parents) are required to have a Blue Card to work with children. Our school office is able to assist with information on obtaining a Blue Card.

HOMEWORK

Teaching staff of the school follow Department of Education Regulation 23 which states:

“A teacher at a state school may require a student of the school to complete homework.”

At Camp Hill State Infants and Primary School we believe that homework provides students with opportunities to:

- consolidate their classroom learning
- establish a pattern of behaviour for lifelong learning beyond the classroom
- involve family members in their learning

The setting of homework takes into account both curricular and extra-curricular activities and considers the need to allow sufficient time for valued family, recreational, community and cultural interests.

Homework is effective in supporting learning when it has a clear purpose. Homework that enhances student learning:

- is clearly related to class work
- is appropriate to particular years of schooling (early, middle, senior)
- is varied and differentiated to individual learning needs
- consolidates, revises and/or applies students' classroom learning (practise for mastery)

- develops students' independence as a learner through extension activities such as investigating, researching, writing, designing and making
- assists students to prepare for upcoming classroom learning, such as collecting relevant materials and information, completing surveys and audits
- is monitored by the teacher

Students can take responsibility for their own learning by:

- being aware of the school's homework policy
- discussing with their parents or caregivers homework expectations
- accepting responsibility for the completion of homework tasks within set time frames
- following up on comments made by teachers
- seeking assistance when difficulties arise
- organising their time to manage home obligations and participation in physical sports, recreational and cultural activities

Parents and caregivers can help their children by:

- reading to them, talking with them and involving them in tasks at home including shopping, playing games and physical activity
- assisting them to complete tasks by discussing key questions or directing them to resources
- encouraging them to organise their time and take responsibility for their learning
- encouraging them to read regularly and to take an interest in and discuss current local, national and international events
- assisting them to balance the amount of time spent completing homework, watching television, playing computer games, playing sport and engaging in other recreational activities
- contacting the relevant teacher to discuss any concerns about the nature of homework and their child's approach to the homework

Parents may also find the following links valuable:

<https://www.education.gov.au/what-can-i-do-help-my-child-do-well-school>

This site provides five easy things that parents can do to help improve their child's learning. Each of the five ideas includes a section called TIPS - THINGS YOU CAN DO.

<https://education.qld.gov.au/parents-and-carers/school-information/literacy-and-numeracy/resources>

This site provides a number of resources and activities that you can do each day to assist your child with literacy and numeracy.

I

INCLUSION HUB

The Inclusion Hub in the school provides a support service for students diagnosed with a disability in the areas of Intellectual Impairment; Autism; Physical, Hearing, Vision and Speech Language Impairment.

The philosophy for service provision is based on an inclusive model whereby support is provided in the least restrictive environment with same age peers. Therefore, a continuum of service delivery occurs from in class support to small group or individualised tuition in a withdrawal setting.

Additional programs run by the Inclusion Hub within the school include; a lunch time buddy play program, Living Skills Program, Community Access program and support for school camps. Parents are encouraged to support the programs by participating in the development of their child's Individual Education Plan, Individual Curriculum Plan and Education Adjustment Profile.

INFECTIOUS DISEASES

Children who contract an infectious disease, or who come into contact with another infected child or adult, should remain away from school to limit the spread of the infection.

Exclusion Time – For some common infectious diseases:

Children suffering from common infectious diseases should be excluded from school as detailed below:

Disease type	Exclusion period
Chickenpox	Exclude until all blisters have dried. This is usually at least five days after the rash first appeared in non-immunised children, and less in immunised children.
Conjunctivitis	Exclude until discharge from eyes has ceased unless non-infectious conjunctivitis.
Diarrhoea and/or vomiting	Exclude until at least 24 hours after the last vomit or loose bowel motion.
Impetigo (School Sores)	Exclude until at least 24 hours after they have received appropriate antibiotics. Sores are not contagious if covered, or after the child has taken antibiotics for 24 hours. Weeping or crusted sores on exposed areas should always be covered with a watertight dressing until at least 24 hours post antibiotics commenced and for as long as practical.
Influenza and influenza-like illness	Exclude until well.

Further information is available from Education Queensland at

<http://education.qld.gov.au/health/safety/hazards/infection.html>

Feel free to contact the school for clarification or more information regarding exclusion due to infectious diseases.

INSTRUMENTAL PROGRAM

The Instrumental Program provides the opportunity for selected students to learn a String, Woodwind, Brass, or Percussion Instrument in a small group setting. These students, when they have reached the required standard, also participate in either the String Orchestra or Concert Band – which rehearse before School one morning per week.

Students for the String Program are selected at the end of Year 2 so they can commence lessons at the start of Year 3.

Students for the Woodwind, Brass and Percussion Program are selected at the end of Year 3 so they can commence lessons at the start of Year 4.

INTERNET FACILITIES

Currently all classrooms and the Library have Internet and e-mail access. This is used for a variety of purposes including:

- research
- lesson resources
- e-mail projects – e.g. book raps, travel buddies

As this technology will be used on a regular basis by teachers and students, parent permission is required. You are required to sign a form in the enrolment package to give permission for your child to:

- publish students' work (writing/drawing) on school/class website and transmit via e-mail as required

- publish students' photographs on the school/class website and transmit via e-mail as required.

In accordance with our School Internet Policy:

- Any photos published and available via internet will be group photos, and children will not be identified by name in these photos e.g. "Year Two shows its puppets".
- Student work may be identified by child's first name only so as to allow identification by friends and family e.g. "Story by Jack, 3A".

Written permission is required before students can have access to the internet or when a student enrolls at the school. STUDENTS WILL NEED TO SIGN A FORM THAT ACKNOWLEDGES THAT THEY ARE AWARE OF THE SCHOOL PROTOCOLS FOR USE OF THE INTERNET.

INTERVIEWS WITH TEACHERS

Parent/Teacher interviews are held twice a year in Term 1 and Term 3. Interviews may be requested at other times by either the teacher or parent.

Interview requests are welcomed and we suggest that all parents endeavour to establish a close relationship with your child's/ren's teacher/s.

It is difficult to consult with a teacher in school time but if you have a **simple concern regarding your child** sometimes it **may be possible** to see a teacher before school begins or contact them via email. **For more complex issues, it is best to make an appointment for an interview.**

To ensure that teacher and parent are both prepared for the interview, a mutually suitable time should be arranged by telephoning the school first or by sending a request. If the situation is urgent we encourage parents to contact either the Deputy Principals or Principal.

J

JEWELLERY (see also School Uniform)

Jewellery, other than sleepers for pierced earrings, is not to be worn to school unless it is religious or culturally significant. On these occasions permission of the Principal is required. The school takes no responsibility for any loss or injury that may occur.

L

LIBRARY/RESOURCE CENTRE

The school has a Teacher Librarian who works with the teachers and children in both the Junior and Senior campus libraries. As soon as practicable, all children will be encouraged to borrow books from the library. In an effort to keep the books in good repair we ask you to provide a **library bag for students in Prep to Year 2**. Children will take this bag to the library with them when they visit to borrow books. Students from Prep- Year 3 borrow library books with their class **once a week**. However, all students are able to borrow out of class time **as often as they wish**.

Parent Library

The school has quite a substantial collection of titles for parent borrowing from the Junior Campus library. The titles cover issues ranging from children swearing, tantrums, divorce and separation, epilepsy, autism, loss of a loved one and many other titles. Support for this library was obtained through grants accessed by the Special Needs Support Group. The books can be borrowed through the school library.

LOCK DOWN PROCEDURES

As part of the suite of student safety procedures at Camp Hill we have a formal Lock Down procedure. The Lock Down procedure is used when there is an identified threat on campus. The procedure involves all personnel on the school campus moving to a secure place for the duration of the Lock Down. Plans of Lock Downs are on display in all classrooms and associated teaching areas. The Lock Down procedures are practised frequently across the year and our students are confident of what to do when they hear the alert.

LOST PROPERTY

Children at our school are held responsible for their own possessions. To prevent the loss of articles we strongly recommend that you:

- **name** items of clothing with a marking pen or name tape
- mark pencils, pencil cases and other school requirements clearly
- leave valuables at home

No responsibility can be accepted by the school for the loss of valuable articles.

The “lost property basket” is located near the office (Junior Campus) and Room 18 (Senior Campus) while Prep lost property is located in each Prep room.

In the Senior Campus, lost property is available every day. At the end of each term any long term lost property will be disposed of or donated to charity. It is always disappointing to see valuable, unnamed, items in the Lost Property.

LOTE (Languages Other Than English)

All Year 1 to Year 6 students at Camp Hill State Infants and Primary School learn Mandarin as their LOTE language, which may incorporate language learning and/or Chinese culture understanding. This supports the Department of Education and Training’s priority of our “Engagement with Asia.”

M

MAKEUP

Students are encouraged to wear sun screen at school but makeup is not supported.

MEDICATION

The use of medication in Queensland schools is strictly controlled. For safety, medication should be given during school hours only when this is absolutely unavoidable and has been prescribed by a doctor.

The general provisions about giving medication at school are:

- **Non-prescribed** oral medication such as aspirin, paracetamol, coughs mixture and cough lollies **cannot be administered by school staff.**
- Parents or guardians seeking to have **prescribed medication administered at school must provide a doctor’s letter, addressed to the Principal,** with explicit directions including date, time and amount to be administered.
- Any prescribed medication, which is to be given at school, must have the full instructions printed by the chemist on the label of the medication with the prescribing doctor’s name. The instructions must indicate the specific times medication is to be given as well as the quantity to be given.
- Parents/carers must give permission to the school to administer the medication by completing Section 1 of the Administration of Medication at School Record Sheet form.

- Medication needs to have been administered by a parent/carer at least 3 times prior to staff administering to confirm there will be no reaction.
- Generally, medication will be kept in a secure place. One exception, in selected cases, are inhalers for students with asthma.
- No capsules or tablets should be placed in lunch boxes.
- All medication must be given to the office.
- No cough lollies are permitted.

When medication is administered, documentation is kept for each occasion in the Medication Register in the office.

Children with potentially serious health issues, (for example anaphylaxis, epilepsy, diabetes and asthma), will require a ***Student Action Plan***. Parents are asked to provide the school with copies of these plans on the first day of the school year or as soon as they are developed by their doctor.

Photographs and specific details of these children's medical details is held in the classroom as well as in a folder in playground bags and with special teachers.

For further information visit:

<http://ppr.det.qld.gov.au/education/management/Pages/Administration-of-Medications-in-Schools.aspx>

MOBILE PHONES

The school policy is that all students will hand their personal mobile phones in at the school administration office upon arrival at school. Phones will be kept in a secure place until the end of the school day when they will be returned. Mobile phones are not required during the school day as all messages will be relayed in class time.

MUSICAL

The school biannually organises a Musical for our Year 3 – 6 students. The musical is a major production and is run by our dedicated staff. It showcases the considerable talent of our students. The next school musical, directed by Mrs Larissa Wills, will be held in 2023.

N

NEWSLETTERS

The school will issue a fortnightly newsletter – which includes information by both the school administration and the school's P&C.

They are a valuable source of information and communication with news on school and student activities and achievements. You can subscribe to receive newsletters electronically via Schoolzine using the link on the Newsletters page of our website. All past current year newsletters are available on our website.

NUTS

Each year we have an increasing number of children who suffer anaphylactic reactions to nuts and seeds. Therefore, we ask parents to be mindful of this when preparing lunches. This includes peanut butter, Nutella, muesli bars etc. *In doing so, you are considering the safety of all students on campus.*

Class teachers will communicate with their individual families any specific items that students in their class may have a reaction to – we seek your support in removing these items from your child's lunch box.

O

OUTSIDE SCHOOL HOURS CARE

Camp Hill Outside School Hours Care (OSHC) provides care for children attending school from Prep to Year 6. The program includes: Before School (from 6.45am); After School (until 6.00pm) and Vacation Care (including Pupil Free Days) programs.

Operating Hours

- Before School Care 6.45am – 9.00am
- After School Care 3.00pm – 6.00pm
- Vacation Care 7.00am – 6.00pm
- Pupil Free Days 7.00am – 6.00pm
- Public Holidays CLOSED
- Christmas Period CLOSED

Centre Details

Camp Hill OSHC

676 Old Cleveland Rd, Camp Hill Qld 4152

Phone: 3398 9606

Email: oshcadmin@camphillpandc.com.au

Provider No: 555 008 645C (Before and After School Care) or 555 008 755C (Vacation Care)

OSHC Location

Camp Hill OSHC office is located in the School of Arts Hall on the corner of Wiles Street and Old Cleveland Road. You are welcome to visit at any time.

Our Philosophy

At Camp Hill Outside School Hours Care we foster learning through a stimulating loose parts environment that encourages freely chosen, intrinsically motivated and personally directed play mixed with observationally derived play-based activities. We aim to enrich the children's lives by introducing to them life skills, knowledge and experiences that go beyond their school learning. We value nature, community, sustainable practices and above all, play, in both our tangible and intangible goals. We aim to impart a strong sense of self assessed boundaries, responsibility and foster appropriate emotional behaviours in the children we work with. Healthy living and all things pertaining to it, is fundamental too much of our programming and practices.

We achieve this philosophy by:

- Utilising a Playwork approach in all ways we work with children.
- Providing freedom of choice, a wide variety of resources, a flexible program and meaningful and intentional interactions.
- Encouraging strong, genuine and collaborative relationships between all staff, families, children, school and the broader community. We believe that this is fundamental to our industry and recognise that engaging in authentic interactions are what makes a strong community.
- Promoting creative outdoor play in our natural environment. We believe that children having an intrinsic connection with nature benefits every aspect of their life and flows into a larger scale appreciation of the wider world and environment.
- Giving the children the opportunity to take risks, problem solve and take on responsibility in order for them to gain a sense of agency and learn natural consequences in a secure environment.
- Committing to ongoing research, professional development and Action Research to constantly test and critically reflect upon our own practice.

- Recognising the strong synergy between our Playwork and Loose Parts Philosophy and those of the Indigenous 8 Ways of Learning. Loose Parents are all genderless and cultureless.
- Children should have access and an understanding of a nutritious and varied diet that celebrates food. We aim to achieve this by providing a thoughtful and varied menu, involving the children in growing and cooking.

Management

The Camp Hill OSHC is managed by and the license held by the Parents and Citizens Association committee the licensee being the President of the P&C. The P&C is represented by a hard working subcommittee which meets monthly. The members of this committee assist with the day to day decision making of the service. Everyone is welcome to attend the committee's monthly meetings in the School of Arts Hall. Notification of the time is available from OSHC. This is a great way to have input into your child's school and community.

Meals

Breakfast is offered until 8.00am at Before School Care. *Afternoon Tea* is offered at the commencement of After School Care. Morning Tea and Afternoon tea are provided during Vacation Care, however we ask that the parent/carer provides a nutritious lunch during Vacation Care.

The menu is selected by our qualified chef. We are careful to provide, healthy nutritious food that is interesting and different most days.

We also cater to food intolerances and allergies and welcome parent input into the menu. As with the program the menu is displayed in the Parent Information Area each week for your information.

Staffing

The centre is staffed as per the Child Care Regulations although we aim to where possible employ more leaders than required to ensure the children are receiving quality care. All staff members are appropriately qualified and hold Blue Cards and participate in annual First Aid training (including use of Epi-pens and Ventolin).

Routine

After School Care - Prep children are collected directly from their classrooms. Years 1-2 children meet the leaders at a designated place on the Junior Campus. Prep to Year 2 children are then escorted across the school to the School of Arts Hall for Afternoon Tea. At 4.00pm the children then gather together with the leaders and separate into groups for the programmed activities.

Years 3 – 6 children meet the leaders at the Clubhouse for afternoon tea and activities. The older children follow a more flexible program suitable to their age group.

All children and leaders gather together in the School of Arts Hall at 5.00pm.

Before School Care

Children can prepare their own breakfast (toast or fruit) or choose something prepared by our Chef. Activities are available for children to self-select and enjoy through the morning. Around 8.20am the children gather together with the leaders to mark the roll. The children in Year 3 to 6 are then allowed to leave to walk to the Senior Campus while the children in Prep to Year 2 are escorted to their classrooms.

Vacation Care

Programs and booking forms are issued for Vacation Care one month before the holiday commences. Parents then book into the days they require.

Enrolment

Contact the Outside School Hours Team on 3398 9606 if you have any enquires or would like to enrol your child. The team can provide you with the Parent Handbook and Enrolment forms. You will need to provide

the service with your CRN numbers and Date of Birth to be able to access these discounts. These details are requested on the enrolment form. Enrolment can be permanent (weekly or fortnightly bookings) or casual.



P PARENTS & CITIZENS' ASSOCIATION

The Parents and Citizens' Association (P&C) within Camp Hill are a very dynamic and active group.

P & C Association meetings are held on the third Tuesday of the month at 7.00pm. on our Senior Campus in the OSHC Hall (entrance via Old Cleveland Road – swimming pool entry).

The P&C Association uses fundraising events throughout the school year to assist the school in projects that have been identified as a priority for the year. In the past, these projects have included:

- New classroom furniture
- Air conditioning to classrooms
- Cooling to the multi-purpose hall
- Sound and multimedia equipment
- School resources and programs
- Improvements to the school grounds

Our executive committee comprises of a **President, Two Vice Presidents, Treasurer and Secretary**. The committee is composed of parent/ carer volunteers. Parents/Carers share their time and skills in various ways. We welcome your contribution and energy in and out of the classroom.

As a committee made up of both working and non-working parents/ carers, we acknowledge that your time is precious. However, there are various ways to be involved in the P&C and support your child's schooling. The P&C sub-committees consist of **Outside School Hours Care (OSHC), Swimming Club, Uniform Shop, Tuckshop, Grant Application**; and of course **Fundraising**.

Helping in the classroom, counting monies, volunteering in uniform or tuckshop are just some of the ways you can help as a member of the P&C.

If you wish to join the P&C, please ensure you have completed the membership form to place your family on the register of P&C members. Please see the Uniform Shop or the website for this form.

As a P&C member, you are covered by Insurance if the need arises.

Welcome to our school, we hope your time with us is educational, but above all else, fun. If the P&C can assist you in any way, please feel free to contact our office through email admin@camphillpandc.com.au or via the school office.

PARENT INFORMATION SESSION – PREP

New children coming into Prep will receive a letter from their Prep teacher during the Christmas vacation. This letter will welcome them to their class and provide some simple information to prepare for the first day at school.

At the start of the school year, parents of Prep students are invited to visit their child's class immediately prior to the start of the school year to meet their teacher and teacher aide. This information session will cover the organisational issues related to prep and is not meant for children. This is a time for parents to talk to teachers, to learn about the routine of the day and where everything is so that when the first day arrives, parents feel confident about the classroom and routine, which in turn, helps children to feel more confident.

PARKING INSIDE THE SCHOOL GROUNDS

The following conditions apply to the parking of vehicles in school grounds:

- Parking in the school grounds is not permitted except with the permission of the Principal.
- Any driver of a vehicle entering the school grounds must not present a hazard to students in the school.
- There are limited disability parks on both the Junior and Senior campus.
- Department of Education accepts no liability whatsoever to damage to motor vehicles parked within the grounds.

PARKING OUTSIDE THE SCHOOL GROUNDS

To ensure the safety of the children at our school campus it is of vital importance that parents driving vehicles observe the **"No Standing"** zones outside the school gates.

Please also co-operate with the School Crossing Supervisors who work to ensure that children cross the road safely.

Please Note: Speed Limits around school areas can vary. Please ensure you look out for signs advising the speed limit including their times and follow the law at all times.

Please consider the safety of our students. Younger people need additional support and guidance when travelling to and from school and in car parks.

A **"Stop, Drop and Go"** exists on Ferguson Road for the students in Years 3-6. Please take note of the signage in this area as cars are not permitted to park or wait at the specified times. If your child is not waiting at the zone when your car pulls in to collect, you will be waved on to drive around the block to wait at the end of the line until your child has time to get to the waiting area.

Please be aware that Police patrol the schools in the area on a regular basis, before and after school.

PREP YEAR INFORMATION

The Prep Year Curriculum

The curriculum for Prep is provided by the Australian Curriculum in the areas of Maths, English, Science, HASS (Humanities & Social Sciences), the Arts and Technology. The curriculum also responds to Queensland Early Years Curriculum Guidelines that emphasizes the importance of the contexts for supporting young children's learning; play, real life situations, transitions and routines, focused learning and teaching investigations. These contexts for learning are the basis of best practice in teaching pedagogy. The curriculum is child-centred, encouraging teachers to build upon their understandings of children in the class and build upon prior learning.

Parent Involvement

Communication and partnerships with parents is an essential element of the program. Parents are encouraged to share information with the teacher and become involved in the classroom daily routine.

School Uniform

Prep students wear the same uniform as the rest of the school. Please refer to School Uniform for a description of the uniform and how it may be obtained.

Starting and Finishing Times

The Prep children attend school 5 days a week. The sessions for school operate from 8.55am – 3.05pm each day for all students. For safety reasons, Prep children must be brought inside the Prep classroom, and collected from inside the room by a responsible adult known to the teacher.

PREP WELCOME BBQ

Prep parents/caregivers are invited to a Welcome BBQ provided by the P&C as advertised in our yearly school calendar. This is an opportunity to meet other parents in your child's class and in the school community. Take the time to share the beginning of your very exciting journey with other parents on the same journey.

PROGRESS OF STUDENTS

Parents are encouraged to make appointments throughout the year with the child's teacher, the Principal or Deputy Principal to discuss your child's progress.

The school provides written reports on students (Years Prep – 6) at the end of Semester One and Two. Parent teacher meetings are held at the end of Term One and Three.

Each year, students in Year 3 and 5 will participate in National tests (NAPLAN). Results will be returned to the school later in the year and shared with parents.

R

RECORDER ENSEMBLE

Students learn the recorder during their classroom music lessons and are able to join a Recorder group which rehearse one morning before school each week. The Recorder Ensemble play regularly on Assemblies and at School Concerts.

RELIGIOUS INSTRUCTION

Queensland state schools provide religious instruction in accordance with Chapter 5 of the Education (General Provisions) Act 2006 (EGPA) and Part 5 of the Education (General Provisions) Regulations 2006 (EGPR) by making available up to one hour per week for the provision of religious instruction to students (except Prep students) who are members of a faith group that has approval to deliver religious instruction at the school.

Currently at Camp Hill State Infants and Primary School, each class in Year 1 to Year 2 has access to a half hour period of instruction per week. All participating students are placed in either religious instruction or in an alternative program in accordance with information provided on their Application for Student enrolment, or Religion permission form, unless parents/guardians have provided the school with other written instructions.

Refer to our website under Extra-curricular for more information on RI and links to further Education Queensland information.

ROAD SAFETY

It is very important for all adults to set a safe example with regard to road safety. This includes closely supervising small children near the school driveways. Please use the designated pedestrian gates and pathways for entering/ leaving the school grounds at all times. We request that you do not use the driveways as a pedestrian thoroughfare. Because there are several different programs operating within the school, cars may be entering or leaving the school grounds at varying times of the day. School gates on Old Cleveland Road are locked from 3.00-4.30pm to ensure the safety of our students. Drivers have been advised to take great care. Please help us to ensure your children are safe, by maintaining close supervision.

S

SCHOLASTIC BOOK CLUB

As well as the reading experiences your child will gain from visiting the library, children also have the opportunity to order from the Scholastic Book Club. This club provides a reasonably priced method of exposing your child to high quality literature. We request parents to supply a reusable bag with their child's name & class. Once received orders will be delivered to your nominated class for your child to take home as they become available at school.

SCHOOL HISTORY

A booklet entitled "History of the School" is available from the School Library for interested parents and friends. A SHORT HISTORY OF THE SCHOOL IS AVAILABLE ON THE SCHOOL WEBSITE.

SCHOOL HOURS

School hours for all students (Prep to Year 6) are **8.55am to 3.05pm**

Break Times:

- The bell/music will sound at 8.50am for preparation for the commencement of lessons at 8.55am.
- First break is at 11.00am until 11.40am.
- Second break is from 1.15pm until 1.55pm.
- During both breaks the first 10 minutes is allocated eating time.
- The music will sound at 3.05pm signalling the end of the school day.

Before school commences each day, make sure your child knows the arrangements for travelling home after school. Children need to know such things as:

- **who** is collecting them
- **where** they will be collected from



SCHOOL SECURITY

During school hours all students are under the care and supervision of the school - a responsibility that we take very seriously.

During school hours all visitors to campus, including parents, are asked to sign in at either administration office. You will be provided with a sticker to wear during your time on campus. This is a security measure.

Late Arrivals / Early Departures

Any parent/caregiver arriving late to school or wishing to collect their child early from the school must go direct to the Administration office where they are required to collect an arriving late or leaving early slip. This slip is to be given to the class teacher, and is registered on the class roll.

After school hours

All classes finish at 3.05pm

- Students from Prep will be discharged from their classrooms into the care of parents or guardians. If there is to be a change in the usual procedure we ask you to advise your Prep teacher. Students who attend Outside School Hours Care (OSHC) in Prep will be picked up by an OSHC leader from their respective classrooms.
- **Junior Campus:** Students in Year 1 and 2 will wait with their teachers under the school buildings. At 3.15pm they will move to 'Waiters' where a member of staff will supervise them until they are collected. Students who are not collected by 3.20pm will be taken to the administration office.
- **Senior Campus:** Students are able to be collected at prearranged points that can include: the office foyer; the under-cover areas or Stop, Drop & Go zone.
- Stop Drop & Go zone is supervised until 3.25pm. Students who are not collected will be taken to the administration office and parents contacted.

As the school's duty of care encompasses all of the children's time at school, we take our responsibility for supervision seriously and ask for your co-operation in ensuring the safety of your children. The following procedures are in place regarding morning tea and lunch, and taking and returning children during the day:

- All students are required to eat their morning tea and lunch in the designated eating area where we can ensure they are properly supervised by school staff. Students are encouraged to eat their sandwiches or healthy items first before their treats.
- Students are taken to and brought back from playground areas by teaching staff on duty.
- Playgrounds are adequately supervised by teaching staff and teacher aides.

SCHOOL UNIFORM



Dress Code

The school community supports the wearing of a unisex uniform at this school. The uniform is expected to be worn when:

- attending or representing the school
- travelling to and from school
- engaging in school activities out of school hours

The uniform aims to contribute to a safe and supportive teaching and learning environment through:

- ready identification of students
- fostering a sense of belonging
- developing mutual respect among students by minimising evidence of economic or social differences.

The uniform reflects our school community standards and is consistent with occupational health and safety and anti-discrimination legislation.

If a student is, for some reason, unable to wear the uniform this should be discussed with the Principal.

Uniform details

- Girl's Uniform
 - Blue check top with red trim, red tie and logo with navy blue pleated culottes
 - Hair that is longer than shoulder length should be tied back in school coloured or neutral bands.
- Boy's Uniform
 - Blue check with red trim on the sleeve and logo with navy blue long shorts
- Track Suit (to be worn in winter)
 - Navy with red trim and logo
- Shoes and socks
 - Black leather joggers/shoes or sandals with navy blue or white socks
- Sports Uniform
 - Red and Navy polo shirts with logo on the collar. Worn with navy microfibre shorts
 - To be worn only for sports activities such as physical education classes, Friday intra and interschool sports and sports carnivals
- Swimming togs for PE lessons are available through the Swim Club

Hats

Students must wear a wide brimmed hat for all outside activities and during meal breaks. Baseball caps are not allowed, as they do not provide sufficient protection from the sun.

On the Junior Campus students without hats are to remain on the seat under the Camphor Laurel tree in the playground area. Children on the Senior Campus remain under covered areas.

Jewellery

The only jewellery permitted is studs for pierced ears, watches and Medi-Alert items. Wristbands and neck chains are a safety risk and should not be worn.

Uniform Shop

This service is offered to parents on two mornings per week (Tuesday/Thursday). It provides easy shopping for all uniform requirements at competitive rates. The uniform shop operates from 8.15am – 9.30am, Under “D” Block, Senior Campus. Orders can also be made online via <https://schoolshoponline.net.au/camphillipss/index.aspx> with products being delivered to your child’s classroom after purchase.

SHARING INFORMATION

Events in family life, such as illness, death of family members or pets can markedly affect a child’s behaviour. It is important that home and school work together and let each other know about details that are affecting the child.

STAFF

Our school workforce consists of: a Principal; three Deputy Principals (Senior, Junior and Inclusion Hub); Head of Department/Curriculum (HOD/C); a Business Manager (BM); Class Teachers (Prep to Year 6); Specialist Teachers (Music, Library, LOTE, Habits of the Mind, Instrumental Music, Strings and Physical Education); Inclusion Hub teachers; Support Teacher Literacy and Numeracy (STLaN); Non-Contact teachers; Teacher Aides (Step Up, Prep and general duties); Administration and Support Staff; Janitor- Groundsmen, Cleaners and visiting Department of Education staff (including: Advisory Visiting Teachers and Therapists).

STEP UP PROGRAM

The Step Up Program is an intervention program for students from Prep – Year 6. This program targets specific areas of need as identified by the school (such as Numeracy, reading, comprehension and spelling) by providing small group intervention at a range of ability levels, across a particular year level. This enables all students to improve from wherever they currently are performing in a given subject area.

This program is delivered by a number of teachers and trained teacher aides who are specifically trained in the necessary intervention.

The Step Up program is held in the Step Up Hub on the Junior School campus.

STRING ORCHESTRA

Selected students from Year 3 are provided with the opportunity to join the Strings Orchestra. A specialist teacher provides tuition at school and the students regularly perform musical items throughout the school year. Musical equipment can be hired from the school or students can use their own equipment.

STUDENT CODE OF CONDUCT

Our Student Code of Conduct outlines our system for facilitating and acknowledging positive behaviours and responding to inappropriate and unacceptable behaviours. Through our school plan, shared expectations for

student behaviour are plain to everyone, assisting Camp Hill State Infants and Primary School to create, and maintain, a positive and productive learning and teaching environment. Every member of our school community has clear and consistent expectations and an understanding of their role in the educational process.

Our school community is committed to the following Camp Hill State Infants and Primary School Expectations of Behaviour: (The 4 Cs)

- Cooperation
- Commitment
- Courtesly
- Consideration

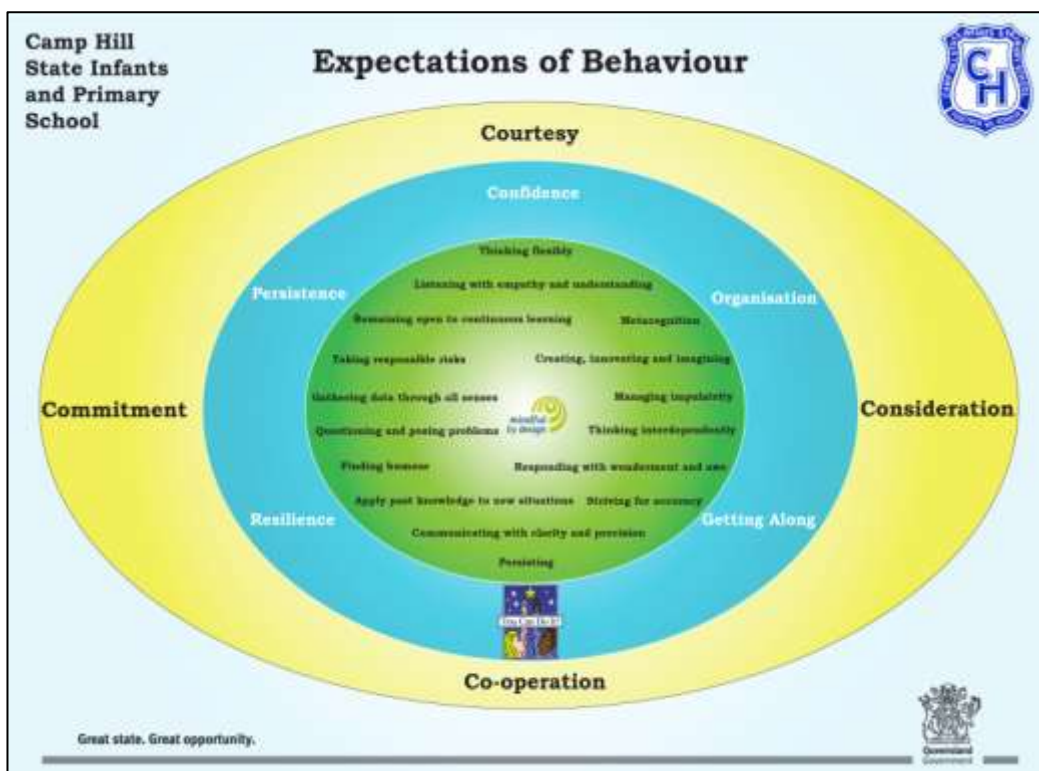
The Camp Hill State Infants and Primary School community is committed to providing every member of our community with a safe and supportive environment in which to teach/or learn. We acknowledge our individual responsibilities in ensuring this occurs for all.

Our school Behavioural Expectations have been agreed upon, and endorsed, by all staff and our school P&C. They are aligned with the values, principles and expected standards outlined in Education Queensland's Code of School Behaviour.



At Camp Hill we take a proactive view to explicitly teaching the knowledge, skills and strategies that students will need to behave appropriately in a range of settings throughout their lives. We do this through offering our social skills programs based on the framework of "Habits of Mind" and "You Can Do It." All students from Prep to Year 6 take part in these programs which provide a shared vocabulary across the school.

Please refer to the document *Student Code of Conduct* available on our school website. A copy is also provided in the information pack.



STUDENT LEADERS PROGRAM

Each year the senior classes are offered opportunities to join in our active Student Leadership program. Students participate in a leadership preparatory program the year prior (Year 5) to their senior year. In the students' final year, they take up a range of formal and informal leadership roles. We view all of our final year students as leaders across the campus and particularly as mentors/role models for our younger students.

STUDENT WELFARE (SWWC)

Student Welfare and Wellbeing Committee: The SWWC meet regularly to discuss issues related to students. The Committee is chaired by a Deputy Principal and the team consists of: Principal; Deputy Principals; Guidance Officer; School Psychologist; STLaN and seconded members as required. The committee works closely with class teachers and families to develop support as required.

Speech and Language Pathology Services (SLP): The school has support from a Department of Education Speech Language Pathologist (SLP). Service allocation goes through the SWWC.

The school works closely with families to address the needs of our students.

SUN SAFETY POLICY

Camp Hill State Infants and Primary School is a Sun Smart school. This means that children and adults at our school wear appropriate clothing to protect themselves from the harmful effects of the sun. Our uniform hat meets the requirements for a sun smart school.

A broad-brimmed hat, sun smart clothes as well as SPF 30+ broad-spectrum, water-resistant sunscreen are essential. Children are required to wear sun shirts during swimming lessons.

SWIMMING CLUB

Learn to Swim classes are conducted Friday afternoons and Saturday mornings by a qualified coach – Rollason in Swim (M) 0450 954 424. Stroke Correction classes are also available. Squad Training and a Swimming Club is also conducted throughout the warmer months.

SWIMMING INSTRUCTION IN PHYSICAL EDUCATION

Swimming instruction for all students in Years 1 – 6 is undertaken during the **first** and **fourth** terms of the school year.

Prep students commence their program in Term 4.

As the swimming program constitutes a major part of the Physical Education curriculum, all students are obliged to attend. Students who are ill or injured will be excused, provided they present a valid reason in writing to their teacher. Alternate arrangements will be made for students not able to swim due to ill-health or injury.

In the Prep, Year 1 and Year 2 classes, three parent helpers/spotters per class are required to assist with supervision during swimming. Parent helpers are asked to not bring younger children to the pool when they are assisting with supervision or at any time when students are involved in swimming instruction).

If the class does not have adequate volunteer 'spotters' classes will be cancelled.

Swimming requirements

Your child will need a NAMED:

- one-piece swimsuit (no two-piece costumes)
- sun shirt
- towel
- cap (a bathing cap is compulsory – Lycra/Latex available from Uniform Shop)
- bag to hold belongings (available from Uniform Shop)
- goggles (optional)

T

TRANSFER OF STUDENTS

New enrolments into Prep – 6, transferring from another school will require completion of a new Enrolment Form as well as evidence of your child's birth e.g. original birth certificate. As we are an Enrolment Managed school, conditions will apply for catchment positions. For further information, please contact our office. Students transferring from another Queensland State School will have their records transferred electronically through the Department of Education OneSchool system.

If you are transferring your child from this school please inform the school by letter giving the following information:

- the date of the child's last attendance;
- your child's new school.

For Queensland State Schools, the records transfer process will occur electronically through the OneSchool system. For interstate or private schools, the records will be requested from your new school.

TUCKSHOP

Our Tuckshop:

- Is operated by the P&C.
- Is located at the far end of the multipurpose building (Hall) on Ferguson Road.
- Is open from 8.30am till 2.00pm five days a week.
- Caters for allergies.
- Our aim is to provide a great range of inclusive options on our menu whilst following the Queensland Governments 'Smart Choice' policy.

Prep classes can *only* order food for first break through our online system using Flexischools.

The tuckshop is run by our Tuckshop Convenor and relies on volunteers to assist from 9.00am until 11.30am. Contact the Tuckshop Convenor at tuckshop@camphillpandc.com.au .

U

UNIFORM SHOP

The P&C operates the Uniform Shop on Tuesday and Thursday mornings from 8.15am – 9.30am under 'D' block on the Senior Campus. Orders can also be made online via www.schoolshoponline.net.au/camphillpss

Contact the Uniform Shop Convenor at uniforms@camphillpandc.com.au .

UNDER 8s FUN DAY

The school celebrates Under 8s Week with our annual Prep to Year 2 Fun Day. This day is a celebration of early years learning and a wonderful opportunity for the students and their families to join together in a journey of discovery.

V

VOLUNTARY FINANCIAL CONTRIBUTION

In order to ensure active, hands-on learning experiences for children we ask that parents consider participating in the school VOLUNTARY Resource Levy. The school P&C have supported a recommended sum of \$60.00 per child or \$100.00 per family each year.

This contribution can be paid in a lump sum or, if more convenient, in instalments through the year.

A receipt will be issued to you upon payment of the levy. The money can either be paid directly by eftpos, direct deposited into the school account (CBA 064-104 Acct 0009-0109) or a money envelope posted in the collection bays in each administration office. Please use your child's name and class plus VFC as a reference (e.g. Asmith1AVFC). Your support is gratefully appreciated as it ensures that the school can provide additional resources required for active, inquiry-based learning.

W

WEBSITE

Parents are advised to monitor the school website. The website provides valuable information such as event calendar information, news articles, newsletters, school forms, P&C notices, community information, educational information, and school photos.

Y

YEAR ONE INFORMATION

It is not necessary to re-enrol your Prep child into Year 1.

YOU CAN DO IT

This program promotes the social-emotional well-being and achievement of all children.

The mission of the You Can Do It program is to strengthen the five social and emotional skills and values which all children need to manage their own learning and behaviour, including Confidence, Organisation, Getting Along, Persistence and Resilience. Developed by Professor Michael E Bernard, these are regarded as the "5 Keys" for success and happiness and emphasise the importance of teaching children different ways of thinking.

The main characters in the program who promote the 5 Keys are Connie Confidence, Oscar Organisation, Gabby Get Along, Pete Persistence and Ricky Resilience and the program will be delivered through stories, puppetry, a variety of activities and songs.

