

# “It’s CLEAR at the Lake”



This handbook is intended to assist all parents and students of Lake Clarendon Independent Public School adopt the policy and procedures relevant to our school.

I trust you find this handbook an easy reference for many of the matters pertaining to the procedures we require you and your child to follow. Should you need additional clarification on any procedure or require information on any area not addressed in this handbook, please don't hesitate to discuss the matter with either myself or our school office staff.

Our collective goal, as the staff of your school, is to pursue excellence within our school with our agreed purpose clearly defined as providing opportunities for all students to reach their potential. For this to be achieved the staff have adopted a uniformity of propose and a common direction in which to work. With this in mind I look forward to your support, as parents and students of this school, to adopt adherence to the policy, procedures and the general workings of our great school outlined in these pages as we work together for the benefit of all children enrolled at Lake Clarendon IPS.

### “It’s CLEAR at the Lake”

Sandra Wright  
Principal

### School Details

Address: 35 Lake Clarendon Road LAKE CLARENDON Q 4343  
Phone: 5466 6333  
Fax: 5466 5025  
Email: [principal@lakeclarendonss.eq.edu.au](mailto:principal@lakeclarendonss.eq.edu.au)  
Website: [www.lakeclarendonss.eq.edu.au](http://www.lakeclarendonss.eq.edu.au)  
Office Hours: 8:00 - 3:30 Mon-Fri  
Principal: Sandra Wright

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# Parent and Student Handbook

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## INTRODUCTION

Welcome to Lake Clarendon Independent Public School.

We are an Enrolment Managed School with current enrolments of approximately 150 students from Prep to Year Six. The school services the area of Lake Clarendon and the surrounding districts of Lockyer Waters, Adare, Hatton Vale, Regency Downs, Laidley, Gatton & Glenore Grove.

Lake Clarendon IPS provides the following:

- safe, supportive school environment
- excellence academy
- extension and learning support where required
- an integrated curriculum with a strong literacy focus
- networked Information Communication Technology (ICT)
- pleasant school grounds
- close links between school and home
- supportive Parent and Citizen Association and volunteer groups

I trust you will have a pleasant and rewarding time with our school

## SCHOOL CALENDER 2017

Term 1	Term 2	Term 3	Term 4
23 <sup>rd</sup> January - 31 <sup>st</sup> March  (10 weeks)	18 <sup>th</sup> April - 23 <sup>rd</sup> June  (10 weeks)	10 <sup>th</sup> July - 15 <sup>th</sup> September  (10weeks)	3 <sup>rd</sup> October - 8 <sup>th</sup> December  (10 weeks)
<b>Please note:</b>			
26 <sup>th</sup> January - Australia Day Public Holiday	17 <sup>th</sup> April - Easter Public Holiday  25 <sup>th</sup> April - ANZAC Day  1 <sup>st</sup> May - Labour Day Public Holiday	14 <sup>th</sup> August - Local Show Holiday	2 <sup>rd</sup> October - Queens Birthday Public Holiday  16 <sup>th</sup> October - Student Free Day

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## DIARY OF ANNUAL EVENTS AND ACTIVITIES

Term 1	<ul style="list-style-type: none"> <li>• Year 6 Senior Shirts given to students</li> <li>• Year 6 Captains and Leaders badge presentation</li> <li>• X-Country at Lake Clarendon</li> <li>• School Photos</li> <li>• Pep Photos taken by local paper</li> <li>• Teacher/Parent/Student interviews</li> <li>• Zone &amp; Regional Swimming Carnivals</li> <li>• Cricket &amp; Rugby League interschool Sport (Yr 4-6)</li> <li>• Classroom Showcase afternoon</li> <li>• Student Progress Report issued (students on a performance pact only)</li> </ul>
Term 2	<ul style="list-style-type: none"> <li>• ANZAC Service and March (Gatton)</li> <li>• Mothers Day stall (run by P&amp;C)</li> <li>• Inter-house Athletics Carnival (held over 2 days)</li> <li>• Zone &amp; Regional Cross Country</li> <li>• Classroom Showcase</li> <li>• Semester 1 Student Report issued</li> </ul>
Term 3	<ul style="list-style-type: none"> <li>• Book Week &amp; Book Fair</li> <li>• National Tree Day</li> <li>• Esk Literacy Festival</li> <li>• School Photos Delivered</li> <li>• Fathers Day stall (run by P&amp;C)</li> <li>• Local Show Holiday</li> <li>• Zone Athletics</li> <li>• Multicultural Day with Forest Hill</li> <li>• Speed Soccer &amp; Netball Carnivals</li> <li>• Under 8's Day (Gatton)</li> <li>• Teacher/Parent/Student interviews</li> <li>• Classroom Showcase</li> <li>• Prep information sent out</li> <li>• Student Progress Report issued (students on a performance pact only)</li> </ul>
Term 4	<ul style="list-style-type: none"> <li>• Whole School Swimming Lessons</li> <li>• Pupil Free Day</li> <li>• 5/6 Camp (Bi-annual rotation – Tallebudgera &amp; Emu Gully)</li> <li>• Step into Prep sessions</li> <li>• Prep Orientation Day</li> <li>• Prep Enrolment interviews</li> <li>• School Captain &amp; Leadership Applications/Speeches &amp; Voting</li> <li>• Book Lists Issued</li> <li>• Expression of Interest for Instrumental Music (Yr4-6)</li> <li>• Remembrance Day</li> <li>• Year 6 Graduation Dinner</li> <li>• End-Of-Year concert - Farwell Year6 students - School Captains/Leaders announced</li> <li>• Semester 2 Student Report Issued</li> </ul>

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## Enrolment Enquiry

Contact the school to enquire about enrolling at our school and to arrange an enrolment pack to be collected or posted to you. At this time, we will also discuss our Enrolment Management Plan and how this impacts on your application for enrolment.

## Arranging an Interview

Students who meet the enrolment management eligibility criteria are able to book an enrolment interview with the Principal.

Students who live outside the school catchment must complete and submit an enrolment application and wait for the Principal to determine whether the school is able to accept the enrolment. Decisions regarding out of catchment enrolments are made by the Principal in accordance with the School Enrolment Management Plan. When your enrolment is accepted, an interview time will be arranged with you.

## The Interview

Please make sure you bring the following documents with you and your student to the interview.

- Completed enrolment forms
- Birth certificate for your student/s
- Previous school's information and current report card

For in catchment enrolments, you will also need to provide evidence of residential address including:

- One Primary source (a current lease agreement, driver's license or unconditional sale agreement) AND
- One Secondary source (a utility bill eg electricity, gas etc. or rates notice showing the same address and parent/legal guardian name)

If the Principal is not satisfied that the documentation provided by an applicant demonstrates adequately that the address stated is the student's principal place of residence, then the Principal may request further sources of proof of residence, such as an additional utility bill (e.g. water) showing the same address.

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The Principal may also request a properly sworn Statutory Declaration from the enrolling parent or legal guardian attesting that the student's principal place of residence is the place nominated in the enrolment application.

If all documentation is adequate, at the interview, the Principal will:

- Discuss the school Code of Responsible Behaviour Policy
- Explain the Internet, Chaplaincy and Media Release forms
- Check enrolment details and student needs (medical, personal, learning)
- Take the family on a quick tour of the school, classrooms, library and playgrounds.

The date of your child's first day at Lake Clarendon IPS will be discussed and timetabled by the Principal. This may be the next school day or when our school has been contacted by your child's previous school or any other agencies involved in the care of the child.

It is expected that students will attend their first day at our school wearing the Lake Clarendon School uniform. A time to meet with the Uniform Shop coordinator will be arranged at the interview.

On your child's first day, please come to the school office with your child, and a staff member will escort you to his/her classroom.

## Prep Enrolments

- Is full-time and the first year of schooling
- On enrolment students must provide a birth certificate
- Children need to be aged 5 by June 30 in the year they enrol in Prep
- Target Prep class size is 25 children

The age requirements for Prep enrolment are set by Education Queensland and cannot be varied by the school without complete documentation for outside sources.

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## VISION

Lake Clarendon Independent Public School community is committed to nurturing determination, confidence and competence within our students to enable them to achieve beyond their expectations. We strive to invest in them strong self-belief and a lifelong desire for the pursuit of learning. We want our school to make a difference for each and every student, now and in the future. We will excel in the art of teaching and the pursuit of learning with high expectations and success for all.

Our Motto is **Knowledge is Strength**

## OUR PRIORITIES

- Attendance - *"It's not OK to be away – It's not great to be Late"*
- English, Mathematics, Science, History, Geography - *"Every Child – Every Day – Every Opportunity"*
- Writing-Big Write - *"Putting it together"*
- Student Assessment - *Data Driving Distinction"*
- Choice Theory - *"Happy, Healthy and Confident"*

We will achieve our vision because:

- We have a strong foundation of values by which we live
- We provide a world-class education
- We focus on quality outcomes for students

## SCHOOL CURRICULUM

The curriculum comprises of key learning areas.

The nine learning areas are:

- English
- Mathematics
- Science
- HASS - History, Geography, Civics and Citizenship, Economics and Business
- Technology - Digital and Design Technologies
- The Arts
- Health and Physical Education
- Language other than English (LOTE) - Japanese

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## STAFF

Lake Clarendon IPS consists of the following staff: Principal, 2 Admin officers, 7 Classroom Teachers, 6 Teacher Aides, 1 Learning Support Teacher, 1 Writing Coach, 1 Excellence Teacher, & a Physical Education Teacher. A number of specialist staff visit the school on a regular basis including Instrumental Music, Japanese, Digital Technologies Teacher, Special Needs & Guidance Teachers as well as School Chaplain, Butterfly Counselling and Tennis Coaching

## CLASS TEACHER CONTACT

At Lake Clarendon we encourage parents to contact their child's teacher, via email, if they have any concerns. It is advised that parents email the class teacher if your child has come home with any concerns that may have happened at school. Your class teacher will discuss these with the principal if there is a need to gain further advice. There is often no need to go directly to the principal. Most issues can be dealt with by you, the student and their class teacher.

This avenue of contact will also be available to the teacher if there is a need for them to contact the parent, whether it be for a concerning matter, or extended absence needing an explanation, or a proud moment of an achievement reached that requires acknowledgment.

Michelle Minehan: [mmine6@eq.edu.au](mailto:mmine6@eq.edu.au)

Kylie Hohn: [khohn13@eq.edu.au](mailto:khohn13@eq.edu.au)

Janine Hannant: [jhann85@eq.edu.au](mailto:jhann85@eq.edu.au)

Tina Ryan: [tmrya0@eq.edu.au](mailto:tmrya0@eq.edu.au)

Liam Roberts: [lrobe287@eq.edu.au](mailto:lrobe287@eq.edu.au)

Megan Litzow: [mlitz1@eq.edu.au](mailto:mlitz1@eq.edu.au)

Linda Miller: [lmill1@eq.edu.au](mailto:lmill1@eq.edu.au)

Renee Pennycuick: [rpenn32@eq.edu.au](mailto:rpenn32@eq.edu.au)

Catriona McAll: [cmcal50@eq.edu.au](mailto:cmcal50@eq.edu.au)

Leanne Nebe : [lnebe3@eq.edu.au](mailto:lnebe3@eq.edu.au)

## ABSENTEEISM – EVERY DAY COUNTS AT LAKE CLARENDON IPS

*It's Not ok to be away!*

*It's Not Great to be Late!*

It is vitally important that the school is kept informed of students' whereabouts. We are legally required to account for all children in our care on a daily basis and therefore need to know exactly where to find our students.

Please phone the school or leave a message, (there are prompts on the phone system to leave a message). The class roles are marked electronically each day by 9:00am. If your child arrives at school later than 9:00am they must come up to the office to be marked present at school, they will receive a late slip to take to their class teacher. If the class teacher or the office have not been notified of your child's absence, we will send a text message to you as a prompt to let us know the reason for your child's absence. After 3 days of unexplained absences, the school will make parental contact to ensure student safety and wellbeing.

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## ACADEMY OF EXCELLENCE

### S A I L S

#### *Strategic - Academic - Intensive - Learning - Scheme*

We take pride in our gifted and talented programs. Students are encouraged to work to their personal best. Students enter our Academy after a term of enrolment at Lake Clarendon. Initial identification is made using SAGE – 2 a gifted and talented widely recognised test. Invitations are extended to the students who place in this test and who have shown strong academic abilities within the normal classroom. We then focus on developing their strength areas through a range of targeted programs with our specialist Upper 2 Band Coach. Students in SAILS will also have to opportunity to attend Lockyer District High School for two lessons per week to further extend their abilities.

## ADDITIONAL ASSISTANCE

At Lake Clarendon State School our focus is on the processes and procedures required to deliver a Student Wellbeing Program that effectively addresses the intellectual, physical, social and/or emotional needs of all students. Our support framework considers program options and support for students who have:

- Learning difficulties and/or disabilities
- EQ recognised disabilities - intellectual, speech-language, visual, hearing and physical impairments; and ASD
- Communication and language disorders, and speech concerns
- Behavioural and social difficulties
- Gifts and talents requiring enrichment and extension

## Support Teacher: Literacy and Numeracy

At Lake Clarendon State School, we appreciate that not all students learn at the same rate. The school has the services of a Learning Support Teacher: Literacy and Numeracy, who works to identify, assess and monitor student learning needs and to work with teachers to modify programs and to provide support. We currently have a number of support programs running which are designed to assist student learning.



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## L E A P

*Learning - Enhancing - Achieving - Progressing*

### In Class Support

The STL&N may work in the classroom in conjunction with the Class Teacher to support one or more students who are experiencing difficulty. This support may be long or short term and may extend across key learning areas.

### Intervention Programs

Intervention programs are complementary to classroom teaching and are planned in conjunction with classroom teachers and other associated professionals if applicable.

- Chatterbox Program – Early Oral Language Intervention Program
- OLEY Oral Language for Early Years Program and Screener
- PMAP-2 Prep Metalinguistic Awareness Program and Screener
- A Sound Way Program – A program that focusses on Phonemic and Phonological Awareness
- Fountas and Pinnel Reading Intervention
- Cars and Stars Reading and Comprehension Program
- Back to Front Maths Intervention Program

### Student Wellbeing Committee

The Student Wellbeing Committee meets fortnightly to discuss identified students who require support. Their core business is to discuss the Student Wellbeing Referral Form and ascertain the type of assessment or support required for the individual student. The following people are present at the meetings:

- Principal or delegate
- Support Teachers: Literacy and Numeracy, Special Education Teachers
- Guidance Officer
- Classroom Teachers
- Other specialist teachers as require

**Specific school programs of support and intervention are designed to enhance student learning and curriculum delivery, thus providing an INCLUSIVE AND EFFECTIVE TEACHING AND LEARNING environment.**

### ALLERGY AWARENESS

Procedures are in place for reducing the risk for children with allergies. Staff are trained to recognize allergic reactions and in the use of an epipen. Parents are responsible for informing the school of any known allergies when children are enrolled.

### ARRIVAL AT SCHOOL

Students are not to be at school prior to 8.30am. Bus students who arrive at 8:20am must make their way directly to the library. From 8:30, students may play at the front or in the undercover play area. They are not to play on any playground equipment before or after school.

**Late Arrival - At 9.00am children are considered late and must be signed in at the office by a parent/guardian.**

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## BEHAVIOUR – RESPONSIBLE BEHAVIOUR PLAN

Our school community has developed a **Responsible Behaviour Plan** for students. It is based on the work of William Glasser and his 5 basic needs. We have identified the following school rules to teach and promote our high standards of responsible behaviour: The 4 C's

- Care for Self
- Care for our School
- Care for Learning
- Care for Others

Our school rules 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.

We believe at Lake Clarendon IPS that the behaviours of staff at the school influence the behaviours of our students. The effective management of behaviour requires that the majority of our time and energy be spent on proactive approaches. Students whose social, emotional, physical and learning needs are being met and who feel valued are more likely to exhibit positive behaviours.

### Behaviour Levels

Level	Reasons for being placed on this level	Actions
<b>GOLD</b>  Students at this level display commitment to their education. They are enthusiastically involved in our school, are consistently self managing and accept their responsibilities as ambassadors of our school.	Students behaviour should include the following: <u>Care for self:</u> <ul style="list-style-type: none"> <li>• Follows directions</li> <li>• Keeps neat and clean</li> <li>• Wears school uniform (including hat and shoes) every day</li> </ul> <u>Care for others:</u> <ul style="list-style-type: none"> <li>• Respects others</li> <li>• Helps and encourages others</li> <li>• Cooperates</li> <li>• Displays leadership qualities</li> </ul> <u>Care for learning:</u> <ul style="list-style-type: none"> <li>• Actively participates in learning programs</li> <li>• Complete all tasks and homework</li> <li>• Always gives their best in every situation</li> <li>• Extra curriculum involvement</li> </ul> <u>Care for our school:</u> <ul style="list-style-type: none"> <li>• Makes positive individual contributions to the school</li> <li>• Takes responsibility for school property</li> </ul>	<ul style="list-style-type: none"> <li>• Students at this level will be presented with a certificate on parade when achieving this level for the first time</li> <li>• A celebration at the end of each term for all students on this level.</li> <li>• Entitled to represent the school at official functions</li> <li>• Eligible for school sport, excursions and social events</li> <li>• Students are eligible for positions of responsibility such as school and sports captains</li> </ul>
<b>BLUE</b>  Students at this level are self-managing and are actively involved in their education and our school.	Students behaviour should include the following: <u>Care for self:</u> <ul style="list-style-type: none"> <li>• Follows class and school rules</li> </ul> <u>Care for others:</u> <ul style="list-style-type: none"> <li>• Cooperates with and helps others</li> <li>• Displays courteous and respectful behaviour</li> </ul> <u>Care for learning:</u> <ul style="list-style-type: none"> <li>• Actively participates in school activities and curriculum</li> <li>• Completes tasks and homework to ability</li> </ul> <u>Care for our school:</u> <ul style="list-style-type: none"> <li>• Takes responsibility for school property</li> </ul>	<ul style="list-style-type: none"> <li>• Students at this level will be presented with a certificate on parade when achieving this level for the first time</li> <li>• A celebration at the end of each term for all students on this level.</li> <li>• Students are eligible for positions of captains and student councillors</li> <li>• Entitled to represent the school at official functions</li> <li>• Eligible for school sport, excursions and social events</li> </ul>

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<p><b>GREEN</b></p> <p>Students at this level accept their responsibilities. With occasional teacher reminder, these students are self-managing. All students are assigned to this level when they enrol at Lake Clarendon State School.</p>	<p>Students behaviour include the following:</p> <p><u>Care for self:</u></p> <ul style="list-style-type: none"> <li>• Generally follows school and class rules</li> </ul> <p><u>Care for others:</u></p> <ul style="list-style-type: none"> <li>• Generally cooperates with others</li> </ul> <p><u>Care for learning:</u></p> <ul style="list-style-type: none"> <li>• Displays acceptable classroom effort</li> </ul> <p><u>Care for our school:</u></p> <ul style="list-style-type: none"> <li>• Takes care of school and personal property</li> </ul>	<ul style="list-style-type: none"> <li>• Eligible for school sport, excursions and social events</li> <li>• A celebration at the end of each term for all students on this level</li> <li>• Parents notified by a weekly letter or phone call of behaviour problems</li> </ul>
<p><b>WHITE</b></p> <p>Students at this level have not accepted their responsibilities. These students require teacher and one other adult to attempt self-management.</p>	<p>Students behaviour may include: Inappropriate behaviour as determined by the school and class rules. Examples include:</p> <p><u>Care for self:</u></p> <ul style="list-style-type: none"> <li>• Dangerous behaviour</li> </ul> <p><u>Care for others:</u></p> <ul style="list-style-type: none"> <li>• Evidence of bullying/harassment of other students</li> <li>• Persistent disruption and disobedience</li> <li>• Failure to comply with 'hands off' policy</li> <li>• Disrespectful communication</li> <li>• Evidence of bullying/harassment of other students</li> </ul> <p><u>Care for learning:</u></p> <ul style="list-style-type: none"> <li>• Repeated uncompleted work</li> <li>• Misuse/breach of ICT agreement/Resources</li> </ul> <p><u>Care for our school:</u></p> <ul style="list-style-type: none"> <li>• Inappropriate behaviour on school outings</li> </ul>	<ul style="list-style-type: none"> <li>• Loss of offices of responsibilities e.g. sports captain</li> <li>• May be excluded for extra curricular activities e.g. excursions, social activities including graduation dinner and camps at the discretion of the principal</li> <li>• Behaviour reported to appropriate bodies e.g. Behaviour committee, Guidance officer</li> <li>• Behavioural strategies developed with class teachers</li> <li>• May be removed from some student contact</li> <li>• Failure to improve behaviour could result in the student being placed in the Red level via letter</li> </ul>
<p><b>RED</b></p> <p>Students at this level have committed a significant breach of Students' Rights and Responsibilities. This behaviour is a more serious or persistent discipline problem. These students require teacher, Principal and other adults to attempt self-management.</p>	<p>Students behaviour may include:</p> <p><u>Care for self:</u></p> <ul style="list-style-type: none"> <li>• Repeated White level behaviours</li> <li>• Multiple time out/detention offences</li> <li>• Dangerous behaviour which could lead to injury</li> <li>• Substance abuse</li> </ul> <p><u>Care for others:</u></p> <ul style="list-style-type: none"> <li>• Gross physical assault</li> <li>• Gross verbal abuse or offensive language</li> <li>• Persistent bullying/harassment</li> <li>• Major disregard of the property of others</li> <li>• Theft</li> <li>• Moral offences</li> </ul> <p><u>Care for learning:</u></p> <p>Refusal to comply with task</p> <p><u>Care for our school:</u></p> <p>Refusal to care</p>	<ul style="list-style-type: none"> <li>• Students will be required to give up an office of responsibility</li> <li>• Students may be placed on an Individual Behaviour Support Plan</li> <li>• May be excluded from extra curriculum activities e.g. Excursions, social activities including graduation dinner and camps at the discretion of the principal</li> <li>• Suspension from school may result</li> <li>• Involvement of Behaviour Management Specialists and Guidance Officers will result</li> </ul>

Students at Lake Clarendon IPS are fully aware of the behaviour expectations at our school. The Behaviour Level Chart is displayed in every classroom and students may discuss with their teacher how they can achieve the next level of behaviour. Students are given every opportunity to move up to the next level of behaviour and must take ownership of their behaviours and its consequences.

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## From GRIM to GRIN

At Lake Clarendon our teaching staff are accredited counsellors in Choice Theory. We are focussed on teaching our students the five basic needs that we are all born with – Survival/ Safety, Love/ Belonging, Power, Freedom/Choice and Fun. We teach our students to have these needs in balance each day they attend school and to realise that the only person who they can control is themselves and if they are not getting what they want, then they have to change the way they act and think. If they can do this, then we consider them to be self-managing their behaviour and academic standards will automatically improve as they are not distracted by the wants of others.

We are united in our goal to support our students to become self- managed, self-directed learners. Research shows that quality relationships through these shared values and connecting habits has a strong correlation to enhancing student learning outcomes.

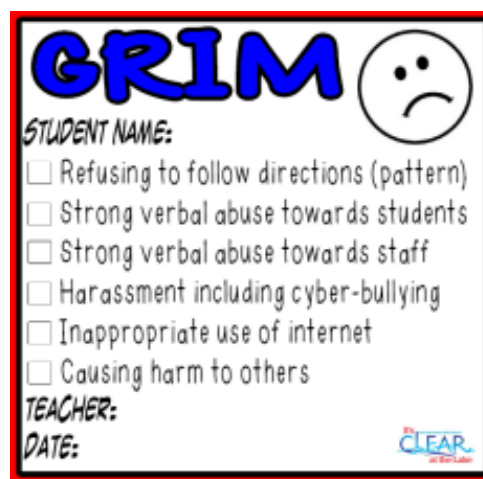
Our Responsible Behaviour Plan outlines our system for facilitating positive behaviours, minimising inappropriate behaviours and responding to unacceptable behaviours. The full Responsible Behaviour Plan is on our website. Through our school plan, shared expectations for student behaviour are clear to everyone, assisting 'The Lake' to create and maintain a positive, productive and effective learning and teaching environment.


Our focus on teaching learners how to become self-managed is part of the day to day curriculum and has led to the establishment of a system to describe each learner's support needs in terms of self-management.

When discussing a learner's behaviour, we speak about being self-managed (Gold Level) or needing to be co-managed (levels Blue - Red). Children are not labelled, they are guided to choose to be self-managed or supported to develop these skills. These descriptors of support are only for our staff's information to ensure we are catering for each individual's management needs and, to use as descriptors for monitoring success at individual and school levels over time. Students enter our school on a Green level and are eligible to move up a level at the end of each term provided that they have received no GRIM cards in that term. We will celebrate their movement at our parades at the end of each term.

Students are monitored in the playground by staff on duty. If the staff member has to speak to a student regarding their behaviour, this is recorded on a folder they carry. They are also asked to make a plan for changing their behaviour. The purpose of recording the behaviours is to look for patterns and to monitor levels of behaviour in each playground area.

We use a GRIM Card for identifying major behaviours. The issue of a GRIM card earns a student a lunchtime completing a Learner Reflection sheet and modelling appropriate behaviour to our junior students in the front playground. Students are supervised by the Principal and can be brought back for a second lunchtime if they choose not to model the positive behaviours.



**GRIM** 

STUDENT NAME:

- Refusing to follow directions (pattern)
- Strong verbal abuse towards students
- Strong verbal abuse towards staff
- Harassment including cyber-bullying
- Inappropriate use of internet
- Causing harm to others

TEACHER:

DATE:

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These Learner Reflection sheets will be posted home to parents so that you are aware of the behaviour and the Plan that the child is undertaking to improve behaviour.

Students who receive 2 GRIM cards within a term will not be eligible for our celebration day at the end of each term. Three GRIM cards in a term will move the student into White Level with the following misdemeanour being an in school suspension. Physical assault (one punch can kill) will result in an immediate suspension.

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School Leaders have a very important role to play in our school and have signed an application stating that they will uphold the school rules at all times. Students in these positions have a Gold level and are expected to model appropriate behaviours to all students in our school. School Leaders who earn two GRIM cards in one term will have their leadership badge removed. Parents will be informed of this outcome.

For the students to do their part we believe we must do ours. Our staff have negotiated class rules, quality teaching that is responsive to student learning needs, mutually respectful school and class culture and a trusting and supportive classroom environment. This is evidenced through the latest Discipline audit undertaken at our school by an independent auditor where we received Highs and Outstanding's in each of the Domains. This is also on our Webpage.

We celebrate all of our students who come to school every day with their scales in balance and having fun being themselves. It is a privilege to teach these students.

## **BICYCLES / SCOOTERS**

Children riding bicycles to school must walk them into the school grounds, park them in the racks provided, and then walk them out of the school grounds at the end of the day. The wearing of bike helmets is compulsory by law and is reinforced at school. Good bicycle safety and sense is expected at all times – please discuss safety issues with your child.

The safety of bicycles/scooters parked within the school grounds cannot be guaranteed and children should secure their bikes with a padlock and chain.

## **BOOKCLUB**

The school participates in Scholastic Book Club. Twice each month children will bring home a catalogue suited to their age. Orders are taken and purchased items are sent home upon delivery. The school receives rewards for participating in the program. This is a great way for our school to add new books to our library.

## **BOOK LISTS**

A comprehensive list of requirements for each year level is provided and distributed in term 4 for the following year. It is very important that children have all requirements for the start of each year so they can participate fully in class. Parents experiencing financial difficulty in obtaining requisites are asked to advise the Principal.

## **BUS – Duty and Care of Students**

There is one bus route both morning and afternoon at Lake Clarendon IPS. In the mornings the bus arrives approximately 8.20 am. The principal will be on duty and all students are to go directly to the library and sit quietly until 8:30am. The Principal remains on duty from 8.30am until the first bell at 8:50am.

In the afternoons, students waiting for the bus or parents that may be running late are to wait on the tennis court with the teacher on duty. They are not to play on the equipment or playground. The bus arrives at approximately 3:40pm. When the bus arrives, students are to walk in a single file through the tennis court to the bus.

If you require information on the bus service that services our school, the office can put you in touch with this bus service.

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# Parent and Student Handbook

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## **CAMP**

Our senior students in Year 5 & 6 have the opportunity to go on a school camp. This is usually held in term 4 and is a bi-annual rotation with both Emu Gully Adventure Camp and Tallebudgera Beach Camp. These camps that are organized for our students are both fun and educational and it is wise that the students are encouraged to attend. Students can only attend if they remain in the Gold, Blue and Green Behaviour Levels.

## **CHAPLAINCY**

A chaplaincy program is an optional service introduced into Lake Clarendon IPS to provide students, staff and parents with support which may have a religious and/or spiritual component. Chaplaincy services provide an additional adult role model in schools. Whilst personally modelling and owning their own faith positions or belief, chaplains avoid any implications that any one religion, denomination or other set of beliefs is advantageous or superior to any other denomination, religion or belief.

Our chaplaincy program is compatible with policies and practices that apply to delivery of any service in a multi-faith and multicultural state school community. A chaplaincy program is inclusive of and shows respect for all religious and non-religious beliefs and other stances represented in the school community. All activities and events provided within a chaplaincy program are non-discriminatory and equitably available to students of all beliefs who choose to participate. Religious Instruction is not part of a school's chaplaincy program and occurs only in accordance with legislation and departmental policy.

### Local Chaplaincy Committee

Lake Clarendon IPS Chaplaincy runs under the guidance of the Local Chaplaincy Committee (LCC), with representatives from parents and staff, local churches, and Scripture Union (the major employing authority for school chaplains in Queensland.) The Local Chaplaincy Committee is charged with representing the diversity of religious, faith and non-religious beliefs in the school community. Members of the LCC understand the cultural and religious customs and needs of individuals and groups within the school and range of services and support currently available and/or required.

### Funding

Chaplaincy at Lake Clarendon IPS is funded through a combination of a federal government grant (if applicable) and through donation; from local churches, community organisations and individuals (as applicable). School funds provided by the Queensland government for educational purposes are not used to support chaplaincy services.

## **CARS IN THE SCHOOL GROUNDS**

Parent cars should not enter the school grounds at any time unless a specific reason exists (eg. delivering or collecting heavy equipment). Care should be taken when driving within the grounds, as children would not expect to see a car moving around the school site. Education Queensland accepts no responsibility for damage caused to vehicles within school grounds.

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# Parent and Student Handbook

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## **CARPARK- STAFF**

The staff car park is located behind the school residence, within the school grounds. Alternate parking is available in the side car parking area.

## **CHANGES IN FAMILY CIRCUMSTANCES**

Please advise the office where there are family changes such as estrangement, divorce, custody orders, bereavement, illness or injury. It is also vital to keep new contact information, addresses and phone numbers current in case the school needs to contact parents/caregivers.

## **COLLECTION OF MONEY**

When an activity is organised which requires collection of money, parents are given payment and permission forms, outlining the activity, prior to the event including a fixed closing day for the collection of money. If administration is aware of specific circumstances part payments can be made. EFTPOS is our schools preferred method of payment. These payments can be made at the office or over the phone between 8:30am and 3:00pm. If making cash payments money is to be placed in the clear mail box on the left in the morning to allow this money to be banked daily as NO cash is kept on the school premises. For security, money should be sent in a sealed envelope that is clearly marked with name, year level, amount and purpose. All P&C payments including weekly tuckshop are to be placed in the centre clear mail box.

## **COMPLAINTS MANAGEMENT POLICY**

If you have an issue or concern you wish to share, please first discuss your concern with the classroom teacher when the situation is related specifically to classroom teaching and learning. If you are wanting to share an issue or concern and you feel that they do not relate to the classroom teacher, please make an appointment to speak with the Principal or raise your concern in writing.

At no time are parents to approach students directly to raise issues or concerns. Under the Education (General Provisions) Act 2006 such contact is not allowed and can result in directives including leaving and/or not re-entering the school premises for a specific period of time. Any issues or concerns must be directed to adults at Lake Clarendon IPS only.

Please be aware that staff at Lake Clarendon IPS is only able to deal with issues directly involving the school. External issues raised may need to be redirected or not discussed at all due to the fact that they are not issued relating to the school. Some matters may require further investigating. If an initial response to an issue cannot create an immediate resolution, a plan will be put in place to lead towards resolution.

## **EARLY DEPARTURE**

If it is necessary for a child to leave school prior to 3.00pm they will need to be signed out at the office. The school requires 24 hours' notice of early departures, so as not to disrupt the learning of other students. Your child will be at the admin office ready for you to sign them out and collect at the time you have indicated.

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# Parent and Student Handbook

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## EMERGENCY PROCEDURES

A continually updated evacuation and lock-down procedure, familiar to staff and teachers, for fires or other emergencies is practised at the school. All visitors to the school are expected to participate if a drill is notified.

## EXCURSIONS

Educational excursions are part of the school curriculum and organized at the discretion of the class teacher. Costs are kept to a minimum. It is in the interests of all children to participate in these activities. Written permission notes, which are given out well in advance of a proposed excursion, must be returned before any child may leave the school. School uniform is necessary for these excursions.

## EXTRA CURRICULAR PROGRAMS

### Sport

The school has a very strong participation and performance record in school sport. Interschool sport is held annually for cross country and athletics. District sport trials are held in a wide variety of sports, (*see next page indicating term by term guide to carnival and selection trails 2017*). Athletics District Swimming and Cross Country Carnivals are held each year. Friendly games are held in Softball, soccer, Netball and Cricket throughout the year against the Lockyer cluster of schools.

### Instrumental Music – Strings, Brass and Woodwind

The Instrumental Music Program is a group lesson scheme available to students. The program is intended to train students in the playing of band instruments. At Lake Clarendon the program presently consists of Brass, Woodwind and String instruments and is offered to students from Year 4 and upwards.

Weekly small group lessons (30 minutes) are organised for students in regular class time by a trained instrumental teacher. It is encouraged that all children involved are to practice their chosen instrument at home.

### Other Programs

Throughout the year students have the opportunity to participate in a range of competitions and clubs. In the past, students have participated in Book week, Multicultural Days and Premiers Reading Challenge. Lunch time programs provided for students include Lego Club, Coding Club, Environment Warriors, Board Game Activities and Computers

## HATS

Lake Clarendon IPS is a Sun Smart school and strongly enforces the No Hat, No Play policy. If a child has No Hat they are exempt from play that day. Children **must** wear wide brimmed hats at all times when in the sun. Caps are not acceptable.



# Parent and Student Handbook

**Carnivals and Selection Trials 2017** Current: Monday, 21 November 2016 Dates subject to change

T1	Event	Date	Venue	Participants	Convenor (C) Manager (M) Selector (S)
Z	Zone Basketball Trials (3.30-4:30)	18 <sup>th</sup> February	Gatton S.S. Hall	Nom by sch (6/7)	Vince Burke (S,M)
Z	Zone Swimming Carnival	19 <sup>th</sup> February	Gatton Pool	Nom by dist (4-7)	Michael Vaughan (C)
Z	Zone Softball Trials (3.30-5:00)	25 <sup>th</sup> February	Gatton S.S.	Nom by sch (6/7)	Linda Ruthenberg (C,S)
Z	Zone Tennis Trials	29 <sup>th</sup> February	Gatton S.S.	Nom by sch (6/7)	Karen Stuhmcke (C,S)
Z	Zone Aust Rules Trials (3.30-5:00)	1 <sup>st</sup> March	Gatton S.S.	Nom by sch (6/7)	?????????? (S)
R	Regional Swimming	1 <sup>st</sup> March	Gatton Pool	Sel at Zone meet	Michael Vaughan (C,S)
Z	Zone Netball Trials (3.30-5:00)	3 <sup>rd</sup> & 7 <sup>th</sup> March	Gatton S.S. Hall	Nom by sch (6/7)	A Zillman/Jo Maher(C,S)
R	Regional Softball- Girls & Boys	12 <sup>th</sup> & 13 <sup>th</sup> March	Toowoomba	Sel at Zone trials	Linda Ruthenberg (M)
R	Regional Basketball –Boys & Girls	13 <sup>th</sup> March	Toowoomba	Sel at Zone trials	Vince Burke (M)
Z	Zone Cricket Trials (3.30 to 5:00)	8 <sup>th</sup> March	Cahill Park Cricket Nets	Nom by sch (6/7)	Scott Steinhardt (C,S)
Z	Zone Rugby League trials (3.30-5:00)	14 <sup>th</sup> March	Cahill Park	Nom by sch (6/7)	Fiona Drew (C,S)
G	Year 6 Camp	15 <sup>th</sup> – 17 <sup>th</sup> March	Murphy's Creek Esc	Yr 6/7 Gatton	Tania Scott
R	Regional Tennis – Boys & Girls	19 <sup>th</sup> & 20 <sup>th</sup> March	Dalby	Sel at Zone trials	Karen Stuhmcke (M)
R	Regional Australian Rules - Boys	20 <sup>th</sup> March	Middle Ridge Park	Sel at Zone trials	-----
Z	Zone Touch Trials (3.30-5:00)	22 <sup>nd</sup> March	Gatton S.S.	Nom by sch (6/7)	Tania Scott (C,S)
Z	Zone Cricket/Kanga/Softball Carnival	24 <sup>th</sup> March	Gatton Primary Cahill Park Redback	Teams from sch	Tania Scott (C)
Q	State Swimming Championships	26 <sup>th</sup> – 28 <sup>th</sup> March	Brisbane	Sel at Regionals	Michael Vaughan (C)
G	Gatton School Swimming Carnival	31 <sup>st</sup> March	Gatton Pool	GSS Yr 3 (9 yr) – 6 (12yrs)	Tania Scott (C)

T2	Event	Date	Venue	Participants	Convenor (C) Manager (M) Selector (S)
R	Regional Rugby League (Boys)	23 <sup>rd</sup> & 24 <sup>th</sup> April	Toowoomba	Sel at Zone trials	Fiona Drew (M)
R	Regional Hockey – Boys & Girls	24 <sup>th</sup> April	Toowoomba	Nom by sch (6/7)	-----
R	Regional Netball	24 <sup>th</sup> April	Toowoomba	Sel at Zone trials	A Zillman/Jo Maher (M)
Z	Zone Football (Soccer) (3.30-5:00)	21 <sup>st</sup> & 22 <sup>nd</sup> April	Gatton S.S.	Nom by sch (6/7)	?
R	Regional Football (Soccer)	21 <sup>st</sup> & 22 <sup>nd</sup> May	Stanthorpe	Sel at Zone trials	?
R	Regional Touch	2 <sup>nd</sup> May	Toowoomba	Sel at Zone trials	Tania Scott (M)
R	Regional Golf	2 <sup>nd</sup> May	City Golf Club	Nom by sch (6/7)	-----
G	Gatton SS Junior Cross Country	3 <sup>rd</sup> May	Gatton Primary	Prep-3	Tania Scott (C,S)
G	Gatton Primary Cross Country	5 <sup>th</sup> May	Lake Apex	Gat yr 3 (9 yrs) – yr 6	Tania Scott (C,S)
Z	Zone Cross Country	12 <sup>th</sup> May	Lake Apex	Nom by school	Michael Vaughan (C,S)
R	Regional Cross Country	23 <sup>rd</sup> May	Toowoomba	Sel at Zone trials	Michael Vaughan (C)
G	Gatton SS Infant Athletics	14 <sup>th</sup> June	Gatton Primary	Prep – 3	Tania Scott (C)
G	Gatton SS Ball Games	15 <sup>th</sup> June	Gatton Primary	yr 3 (9 yrs) – yr 6	Tania Scott (C)
G	Gatton SS Athletics	16 <sup>th</sup> June	Gatton Primary	yr 3 (9 yrs) – yr 6	Tania Scott (C)
R	Regional Rugby Union	11 <sup>th</sup> & 12 <sup>th</sup> June	Toowoomba		

T3	Event	Date	Venue	Participants	Convenor (C) Manager (M) Selector (S)
R	Regional Rugby League (Girls)	24 <sup>th</sup> July	Toowoomba	Sel at Zone trials	Fiona Drew (C,S)
	Caffey District Athletics	8 <sup>th</sup> & 10 <sup>th</sup> August	Ropehill	Caffey Small Sch	Michael Vaughan (C)
	Upper Lockyer District Athletics	11 <sup>th</sup> August ??	Ropehill	Upper Lockyer	Michael Vaughan (C)
Z	Zone Athletics	18 <sup>th</sup> August??	Ropehill	Sel at Sch/Dist Carn	Michael Vaughan (C,S)
R	DD Country Cricket Trials-Boys	1 <sup>st</sup> September	Stanthorpe	Sel at Zone trials	Scott Steinhardt (M)
	DD Cricket Trials - Girls	11 <sup>th</sup> September	Toowoomba	Sel at Zone trials	Scott Steinhardt (M)
R	Regional Athletics	29 <sup>th</sup> August	Harristown High	Sel at Zone Carn	Michael Vaughan (C,S)
R	Regional Australian Rules- Girls	4 <sup>th</sup> September	Toowoomba	Sel at Zone trials	-----
R	DD Cricket Trials	10 <sup>th</sup> & 11 <sup>th</sup> September	Toowoomba		Scott Steinhardt (M)
Z	Zone Soccer Netball Carnival	16 <sup>th</sup> September	Redback & LVNA	Teams from school	Tania Scott (C)

T4	Event	Date	Venue	Participants	Convenor (C) Manager (M) Selector (S)
G	Year 5 Camp	11 <sup>th</sup> – 13 <sup>th</sup> October	Camp Duckadan	Yr 5 Gatton	Tania Scott
R	Aquathon	27 <sup>th</sup> October	Dalby Pool	School nomination	Tania Scott (M)
Q	State Athletics	10 <sup>th</sup> – 11 <sup>th</sup> October	QSAC Brisbane	Sel at Reg trials	Michael Vaughan (M)
Q	State Swimming Relays	18 <sup>th</sup> November ?	Chandler	Yr 4-7 Sch Noms	Michael Vaughan (C)

Key: (G): Gatton State School (Z): Lockyer Zone (R): Regional (Q): Queensland (N): National

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## HEAD LICE

Occasionally there are outbreaks of head lice. In the event of an outbreak of Head Lice, a notice will be sent to the families of all children in the class or classes where the outbreak occurs.

Regular checks of hair by parents do keep outbreaks to a minimum. If your child does become infected, s/he should remain at home until treatment with an effective solution has been carried out. It is also advisable, especially for a child's self image, to remove all eggs from the hair (a slow process). Follow-up treatment after 5 days is required.

## HOMEWORK

All class teachers provide homework to their students to enable a review of the weeks learning. Homework is essential for your child to maintain progress and develop good organisational skills.

## HOUSES

All pupils and staff are placed in one of two houses, namely:

- Clarendon Koalas (White)
- Lockyer Loins (Blue)

Students use these house groupings for competitions within the school. Whilst we encourage healthy competition, we aim for collaboration and teamwork as a whole. Children should be encouraged to wear house colours on competition days.

## INNOVATION HOUR

Students in years 3 to 6 undertake an elective subject on Friday afternoons. This hour develops 21st century skills of creativity, collaboration, critical thinking and communication. A variety of subjects are offered each year. Subjects have included Robotics, Biology, Art History and Scientific Experiments. These subjects are taken by or class teachers.

## LEAVING SCHOOL GROUNDS

Children are not permitted to leave the school ground at any time without parent's and Principal's permission. The names of students leaving the school ground or departing early are recorded.

## LIBRARY

The library is an integral part of our school and the children are welcome and encouraged to use this facility. A Library Bag is essential in the lower grades, so that your child can borrow from the school library. We use a barcode system to record borrowed books. Please ensure that our books are well cared for. If a book becomes lost or damaged you may be asked to repay the cost of this book.

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## LOST PROPERTY

To prevent the loss of property, please mark all belongings clearly with your child's name and check periodically to make sure marking has not faded. Please follow up immediately when an item is lost. Lost Property is stored in a sealed container in the covered play area.

## MEDICATION - ADMINISTRATION TO PUPILS

Strict new procedures have been developed by the Queensland Government regarding prescription and over-the-counter medication in schools. Our school is committed to working closely with parents and students to highlight the risk of students misusing these medications.

All parents/caregivers must:

- notify the school in writing of a health condition requiring medication at school
- request in writing if school staff are to administer medication or assist in the management of a health condition
- notify the school in writing of any requests and/or guidelines from medical practitioners including potential side effects or adverse reactions
- **provide the medication in the original labelled container to the nominated staff member**
- **ensure the medication is not out-of-date and has an original pharmacy label with the student's name, dosage and time to be taken**
- notify the school in writing when a change of dosage is required. This instruction must be accompanied by a letter from a medical practitioner
- advise the school in writing and collect the medication when it is no longer required at school.
- All medications are to be kept in the office

## NEWSLETTER

The school newsletter is published each fortnight informing parents (families) of school news. The newsletter is emailed to each family. A paper copy is **only** given to those families without an email address.

It is very important to read the newsletter as it will contain upcoming events, payment due dates, reminders and general school information parents need to be aware of. The first newsletter will contain the email addresses of our teaching staff, please keep these on hand somewhere as you may need to send an email to your child's teacher from time to time throughout the school year.

## PARADES

Monday - 9:00am: Full parade, including Good Ones, Attendance Badges, Class Trophy, Rewards Certificates, Birthday's, National Anthem, and other important messages.

Parents are more than welcome to come along to all parades.

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## **PARENTS AND CITIZENS ASSOCIATION**

Have a say in your child's future and attend the meetings, which are held every second Monday of the month in the front of the school from 9:00am. A reminder is published in the school newsletter. Everyone is welcome to attend.

The P&C is a very active body within the school and holds regular fundraising events. It also conducts a weekly tuckshop, one day a week, made up of parent volunteers. Please support and assist our P&C where you can. A fortnightly P&C post is published and contains updates and reminders.

## **PERFORMANCE PACT**

Lake Clarendon is committed to ensuring our students receive individualised attention to support them to achieve their highest academic potential. We offer an Academic Performance Pact to students whose attendance remains 95% or more during the school year. In partnership with parents, we will individually case manage these students to ensure they meet and exceed their highest learning potential.

## **REPORTING TO PARENTS**

Schools are required to report to parents twice a year. This is done at the end of each semester. In addition we provide a Student Progress Report at the end of each term to allow parent to track their child's progress. This report is provided to students who have a performance pact.

We encourage parents or caregivers to keep in touch with teachers if any concerns arise regarding the progress of their child.

Teacher/Parent/Student Interviews are held during Terms 1 and 3. We believe it is essential to have all parties present to allow for individual review and setting of goals.

## **SCHOOL SPORT – INSURANCE COVER**

Parents are advised that the Department does not have Personal Accident Insurance Cover for students. Physical Education, particularly contact sports, carries inherent risks of injury. It is a personal decision for parents as to the type and level of private insurance they arrange to cover students for any accidental injury that may occur.

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## Parent and Student Handbook

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### SCHOOL DAY - *The bell is rung at the beginning of the day and at the end of play breaks only:*

8.50am	Bell rings – promptly to class for roll marking
9:00am	First session begins
11.00am	1 <sup>st</sup> break starts - Play
11.20am	Bell rings – Back to arranged area for eating lunch. Toilets and drinks are supervised by teachers after eating
11:40am	Middle session begins
1.00pm	2 <sup>nd</sup> break starts - Play
1.25pm	Bell rings - Back to arranged area for eating lunch. Toilets and drinks are supervised by teachers after eating
1:40pm	Last session begins
3.00pm	Dismissal

### SCHOOL UNIFORM

- We are a uniform school and students are expected to be in full school uniform.
- Uniforms are available for purchase from the school.
- School hats are expected to be worn when playing outside.

	Girls	Boys
Uniform-Summer	<ul style="list-style-type: none"> <li>• White/Navy School shirt</li> <li>• Navy shorts/skort (mid length)</li> <li>• Navy School hat</li> <li>• Sports joggers and white socks</li> <li>• <b><i>No bike pants or leggings</i></b></li> <li>• <b><i>Thongs, ugg boots, gum boots are not appropriate</i></b></li> </ul>	<ul style="list-style-type: none"> <li>• White/Navy School shirt</li> <li>• Navy shorts (ruger style in short or long shorts)</li> <li>• Navy School hat</li> <li>• Sports joggers and white socks</li> <li>• <b><i>Thongs, ugg boots, gum boots are not appropriate</i></b></li> </ul>
Uniform-Winter	<ul style="list-style-type: none"> <li>• Navy pullover and/or jacket</li> <li>• Navy track pants</li> </ul>	<ul style="list-style-type: none"> <li>• Navy pullover and/or jacket</li> <li>• Navy track pants</li> </ul>
Hair	Hair should be a natural hair colour Hair should be tied back out of face Hair accessories (scrunchies, ribbons, clips, band and head bands) should be preferably in school colours	
Make Up	Nails should be an appropriate length for HPE and safety issues <i>Nail polish is not permitted</i> Lip balm is permitted (natural, clear coloured) <i>No facial make up or mascara</i>	
Jewellery	Only 1 ear ring per ear (sleeper or stud) <i>No body or facial piercing are allowed</i> One watch Medical bracelets are allowed <i>No bangles or necklaces</i>	

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# Parent and Student Handbook

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## SICK CHILD PROCEDURES

Parents will be notified immediately, by staff, in cases of serious accident or illness. In an emergency the following procedure will be adopted:

- 1) Attempt to phone parent or guardian.
- 2) Phone ambulance, if necessary.
- 3) Follow-up with parent/hospital.

Any injury requiring first aid, which cannot be dealt with by the staff of the school, will be reported to the ambulance. **There will be no hesitation in calling an ambulance as the welfare of our students is of paramount importance.**

## SPECIAL EDUCATIONAL SERVICES

### 1. Support Teacher - Learning Difficulties (STLD):

We have our own Support Teacher (LEAP) working 5 days a week to:

- assist teachers to develop programs for children with needs
- diagnose difficulties

### 2. Guidance Officer:

A Guidance Officer is available to help children who have been identified as having major difficulties:

- socially
- emotionally
- educationally
- a combination of the above.

*Parental permission must be obtained before any testing can be carried out by the Guidance Officer. Parents will always be informed of the results and subsequent programs.*

### 3. Speech Therapy:

A speech therapist visits our school to:

- help children who have been identified as having major difficulties
- assist teachers to develop programs for children with needs

### 4. Butterfly Kids Psychology:

A specialist is based at our school and is available one day a week. To support students who display behavioural and emotional needs. A referral from your GP is required. The office will have the brochures about Butterfly Kids Psychology.

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## 5. Dental Services:

The Dental Van from the Department of Health School Dental Service visits our area biannually. The dental van will be situated at the Glenore Grove SS and service our students from there. Highly trained therapists and dentists treat children and train them in dental hygiene free of charge.

Parental permission is required and no work will be carried out without first advising parents of the required treatment.

## **SMOKING**

It is Queensland Government policy that smoking is prohibited in all State Government buildings and premises. Therefore smoking by teachers, parents and visitors is prohibited in all school buildings and on all school grounds and within 5 metres of school grounds.

## **SCHOOL COUNCIL**

Lake Clarendon Independent Public School Council is the custodian of the direction and reputation of Lake Clarendon. It is a forum that plans and reviews the schools progress towards its vision. The council is constituted to improve student learning outcomes by helping to guide the strategic direction of the school.

To carry out governance role, the council needs to:

- Be well informed about the school
- Share a vision for the school
- Plan to develop strategic initiatives
- Communicate effectively with the school
- Provide advice to the principal on strategic matters
- Promote the school positively at all times

## **STUDENT COUNCIL**

The role of the Student Council is to provide the opportunity for students and staff to have input into projects concerning our school and to provide a forum to discuss ideas and areas of concern students or staff may have.

Two student councillors elected from each class. Meetings are held regularly and student councillors report back to their classes on information discussed and issues decided.

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## **STUDENT LEADERSHIP OPPORTUNITIES**

At Lake Clarendon IPS all students have the opportunity to take on the role of a leader and the responsibilities that come with it. Leadership does not come naturally but is developed through many activities and lessons we are involved in., at school, home and all activities that form a part of our lives.

Lake Clarendon IPS Leadership program recognises the development and accomplishments on the road to becoming a leader. The program is open to Year 5 students seeking to be elected to a student leader position. Leadership positions offered include: School Captains, Lockyer House Captain and Clarendon House Captain.

## **STUDENT PROJECT CLUB**

Project Club is a student group whose aim is, to raise money for charitable causes such as Disaster Relief, White Balloon Day, Childhood Cancer Cure and for school causes such as contributing towards camp costs. All students in Year 4 to 6 are eligible to join the Project Club. Weekly meetings are held during lunch breaks, with the proper meeting agenda followed and official minutes recorded. At the start of the year, students are elected to the positions of President, Secretary and Treasurer. All members work together to organise, promote and conduct the various fundraising events such as discos, trivia nights and sausage sizzles.

## **SWIMMING**

At Lake Clarendon IPS, we encourage all children to attend swimming lessons, which is part of the Health and Physical Education curriculum. Swimming occurs in term 4 for students from Prep - Year 6. Details of swimming days, costs and times will be forwarded home with a permission note. Students must wear a swim shirt in the water and swimming caps and goggles are optional. Thongs are allowed to be worn to and from the pool, however students must change back into school shoes.

## **TUTORING**

We offer after school tutoring on Tuesday and Thursday afternoons with our own experienced senior teacher Jacque Stewart. Tutoring is offered to students who have an Academic Performance Pact agreement with us.



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# Parent and Student Handbook

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## VALUABLES

### Money

We discourage children from bringing more money to school than necessary. Money can be left with a teacher or the office for safe keeping. Expensive toys and playthings are not allowed at school.

### Mobile Phones, iPads, iPods, other portable devices

Students are discouraged from bringing a mobile phone to school, however if required, the phone **must** be handed into the office for the duration of the school day.

Staff should not use mobile phones (either calls or text messages) during class time unless under extreme situations.

### Toys/Trinkets

Toys and trinkets from home very often become lost or broken at school. It saves a lot of time and heartache if these are left at home. Any toys that find their way to school will be cared for in the office until the end of the day. Staff **cannot** assume responsibility for any loss or breakage.

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## Parent and Student Handbook

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### Recommended minimum periods of exclusion from school

Disease	Period of exclusion
Chicken Pox	Child to be excluded until fully recovered.
Mumps	Child to be excluded until fully recovered.
Rubella (German Measles)	Child to be excluded until fully recovered. NB Girls can now be vaccinated from year 1.
Viral Hepatitis	Child will be readmitted on receipt of a medical certificate of recovery or on subsidence of symptoms but not before 7 days after onset of jaundice.
Measles	Child to be excluded at least 7 days from the appearance of rash or until a medical certificate of recovery is provided.
Scarlet Fever	Child to be excluded until appropriate medical treatment and a medical certificate of recovery is provided.
Whooping cough	Child to be excluded for 4 weeks from onset of illness and until a medical certificate of recovery is provided.
Head lice	From time to time outbreaks of headlice will occur throughout the school or in individual classes. When this occurs children are to be treated.
Ringworm	Child will be readmitted when appropriate treatment has commenced supported by a medical certificate. Lesions (sores) must be covered. Except in the case of the scalp, a lesion under the scalp, a lesion under treatment with paint is accepted as being covered. If an ointment is being used, a dressing must be applied.
Scabies	Child will be readmitted when appropriate treatment has commenced.
Conjunctivitis	Child to be excluded until discharge from the eyes has ceased.
School sores	Until sores have fully healed. The child may return to school provided the appropriate treatment is being applied and that sores on exposed surfaces are properly covered.

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## Parent and Student Handbook

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***Thank you for taking the time to read through our school handbook***

***We trust you and your child enjoy your time at our wonderful school and can use this handbook as a reference to assist you***

***If you have any further questions or inquiries please don't hesitate to contact the Principal or the office staff***

***All our staff are very proud of our school when it comes time for you and your child to leave we trust you will have lasting lifelong memories of our school***



35 Lake Clarendon Road Lake Clarendon Qld 4343

Phone: (07) 5466 6333 Fax: (07) 5466 5025

Email: [the.principal@lakeclarendonss.eq.edu.au](mailto:the.principal@lakeclarendonss.eq.edu.au) Web: [www.lakeclarendonss.eq.edu.au](http://www.lakeclarendonss.eq.edu.au)

