School Information:

Principal: Russell Knowles
Deputy Principals: Bob Kennedy, Ambar Wheat
Business Services Manager: Debbie Haines
Administration Officers: Tracy Stevens, Liz Abernethy

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Address: George Street
Caboolture Q 4510

Term Dates 2016:
Term One: Monday 25th January to Thursday 24th March
Term Two: Monday 11th April to Friday 24th June
Term Three: Monday 11th July to Friday 16th September
Term Four: Tuesday 4th October to Friday 9th December

Pupil Free Days and Public Holidays for 2016:
Term One: Thursday 21st January, Friday 22nd January
Australia Day Holiday 26th January 2016
Good Friday 25th March, Easter Monday 28th March
Term Two: ANZAC Day Monday 25th April, Queens Birthday Monday 13th June
Term Three: Exhibition Holiday Monday 15th August
Term Four: Labour Day Monday 3rd October
From the Principal

Welcome to Caboolture State School – our school, a place of learning. In the first year of the new millennium our school community chose **ENJOY, LEARN, SUCCEED** as the phrase which embodied our overarching goal. This means that we believe that enjoyment and success are integral to the process of learning.

We aim through an environment rich in success and enjoyment to produce lifelong learners and children who view learning as an ongoing life performing role. We know that we can no longer teach our students “all they need to know” in preparation for adulthood. Most of our students will take on jobs and careers, which are not yet invented. Our role is therefore to teach our children how to learn, how to gain knowledge, how to solve problems, how to communicate and how to get along with others. Each of these skills is critical to success as a lifelong learner.

Every member of our community is encouraged to participate in learning. Our teachers value learning and are committed to ongoing professional development and training. Our parents take advantage of the many opportunities available to them to learn about what and how our children learn.

We pride ourselves in being a learning organisation. Caboolture State School is a school with a long and proud history, dating back to 1889. Our classrooms have fostered the learning of many a successful scholar. Our ties with the community are numerous. One of the many strengths nurtured over time is the relationship between our school and our families. The strength of this partnership we believe is vital to success in learning.

Once again, welcome to our school community. We look forward to building a strong partnership which will support your child in the many “learning” years ahead. Join us; Learn with us, Enjoy our learning environment and participate in our Success.

*Russell Knowles*

*Principal*
How you can help with attendance

TIME OF ARRIVAL
School hours are from 8.50 am to 3.00 pm. Children arriving at school between 8.00 and 8.40am must assemble in the undercover area. Parents are asked to ensure that no child arrives at school prior to 8.00 am and all students depart from school on dismissal. If your child is required after these hours you will be advised by the teacher. If for some reason you are late in collecting a student, please educate them to come to the office and wait.

LEAVING SCHOOL DURING SCHOOL HOURS
If for some reason your child needs to leave the school during school hours, you should request this in person or in writing. Your child must be collected and “signed out” from the health room.

SCHOOL ATTENDANCE
Under the Queensland Education Act, school attendance is compulsory until age 16. If your child is absent at anytime you are required to provide a note of reasonable explanation regarding this absence. This note must be dated and signed and presented to the class teacher. After three days of unexplained absence, the school will make contact with parents, and after 15 days of unexplained absence your child's name will be removed from the register. Transfers to other schools will be supplied on request.

TRUANCY
Education Queensland and the Queensland Police Service e.g. Caboolture Police have established procedures to assist in addressing truancy in our area. 'Operation Truant' requires the school Principal to complete a form in relation to children who are absent from school without a reasonable excuse. This form is forwarded to the Police who initiate an investigation.

'Ducces need to arrive at school physically, socially and emotionally ready to learn'

Dress Code
We at Caboolture State School recommend strongly that children wear our uniform. Not only does it look good, but it creates a sense of belonging and a sense of pride.
The uniform consists of:-
Boys & Girls
- Unisex Green/black/white polo shirt
- Unisex Black Shorts
- Green Jumper/Jacket
- Black Tracksuit pants

Each student must wear closed in shoes (joggers or school shoes). It is a sunsafe requirement that each child wear a wide brimmed or legionnaires hat to have access to play areas and phys ed activities in the sun.

All your uniform requirements are available in our uniform shop, which is open Tuesdays and Thursdays from 8-30am to 9-30am. Price lists and prepaid order forms are available from the office or uniform shop.

**How you can help at home**

**Helpful Hints**

1. Encourage your child, both by your attitude and your example, to be interested in their school activities.
2. Take a strong interest in the work, and a pride in the achievements of your child.
3. Encourage them to read for enjoyment. Every child in the school should borrow regularly from the school library which is an important means of education in the modern school.
4. Supervise the content and amount of home television to ensure that your child comes to school properly rested and is mentally alert to begin the day's lessons.
5. Join the parent groups and keep in touch with school developments.
6. If you are concerned about any aspect of your child’s education, please make an appointment to discuss the matter with your child’s teacher, Principal or Deputy Principal.

**HOMEWORK**

Homework is an integral part of primary schooling especially in Year 3 to 6. Homework at our school consists of 15 minutes reading and 15 minutes of physical activity on a daily basis. At times students will be required to complete research and work on special projects at home. Individual class teachers will advise parents of any such requirement.
BOOK LIST
If you wish your child to participate fully in all learning sessions, you should provide the items on the stationery list (and check to see if these need replacing from time to time) and supply the items from home as mentioned.

LOST PROPERTY
Lost property is collected and every effort is made to return goods to their owners. This is simple and sure when articles are named. Articles not claimed are stored outside the school's First Aid Room and at the end of each term, items are displayed and unclaimed items are given to charity or donated to the clothing pool.

VALUABLES AT SCHOOL
If you choose to allow your child to bring valuable or expensive playthings or articles to school please be aware that the school cannot ensure their safe return. Please note: No collectables (cards, discs, Pokemon/Digimon) items are allowed at school.

MONEY MATTERS
If you wish for your child to have 'spending money' at school (other than that used for the Tuckshop orders) please be aware that the child will need to take steps to ensure its safe-keeping.

TUCKSHOP
Lunch breaks are 11.00am and 12.40pm daily. The tuckshop operates every day, except Monday. Please mark order bags clearly with child's name, class and 1st or 2nd lunch details. Correct money should be enclosed. Orders should be handed in at the tuckshop or placed in the class tuckshop box as early as possible. Volunteers are always welcome.

SCHOOL BANKING
This is conducted every Wednesday between the hours of 8.30 am and 9.30 am. Children are to place their completed deposit slip and passbook into the bank bags located in their classroom no later than 8.55 am each Wednesday. The passbooks will be returned later in the day. Inquiries regarding school banking services should be directed to the school banking officer between 8.30 am and 9.30 am on Wednesdays at the school office or by telephoning the Commonwealth Bank on 5495 1037.

FAMILY CONTRIBUTION SCHEME
Each year families are asked to contribute a minimal amount to help provide quality resources in a variety of curriculum areas thus enhancing the educational opportunities available to our students.
SENDING MONEY
If you are requested to send money to school to cover excursions, sport transport etc. please forward the exact amount required in a sealed envelope, with your child's full name, class and the event clearly printed on the envelope. All money is receipted at the CASH WINDOW daily from 8:30am until 12:30pm. If you wish, you may pay by cheque. Please make cheques payable to Caboolture State School. EFTPOS facilities are available for your convenience.

You Can Help with Health Matters

EMERGENCIES
There is a serious responsibility on the part of parents to ensure that our school records are up to date as far as addresses and telephone numbers are concerned. Contact numbers for people, apart from parents, are especially necessary for emergency situations. In case of accidents where attention other than that which we can give at school is required, attempts are made to contact parents first. Where treatment is urgently required, all necessary action is taken for the benefit of the child. In the event of our being concerned for the well-being of a child who is injured or ill, the law relating to our Duty of Care for the child necessitates the ambulance being called.

ILLNESS AND ACCIDENTS
A Health Room is available in the Administration block. The following procedure is used -
1. Sick or hurt children are taken to the Health Room.
2. Children are assessed by staff trained in First Aid and if necessary and/or possible, parents will be contacted.
3. No child is sent home without parental/guardian consent.
4. An ambulance will be called in situations deemed necessary.

MEDICATION
The school can only dispense prescribed (by a medical practitioner) medicine. If you wish your child to have medication administered at school you are required to complete a form showing dosage and times. All medication must be in the original container dispensed by the chemist, clearly marked with the child's name, and is kept in the administration area. It is the responsibility of the child to call to the sick room. There will of course, be allowance made for the younger children in our school.
(Medication for asthma - those children who suffer from asthma may be permitted to carry their medication with them providing the children are responsible for administering such at home and that you as parent/legal
guardian provide us with written permission. These forms are available at our office. If a child requires a nebuliser during school hours a parent or nominee may administer same in the Health Room.) Non-prescribed medication (eg. Panadol, aspirin) cannot be administered.

HYGIENE (Parental Responsibility)
To reduce the chance of infection spreading, the school follows strict safety, hygiene and first aid guidelines. It is particularly important that children with open skin wounds have these covered with fresh waterproof dressings before coming to school. Your co-operation is sought in this regard.

You are also advised to consider having your child vaccinated against diseases that are likely to spread at school. Information about vaccination can be obtained from the Council Medical Officer or from your own doctor.

INFECTIOUS/NOTIFIABLE DISEASES
Children suffering from infectious diseases such as school sores, chicken pox and scabies must be excluded from school. As a general rule, it is not necessary to exclude brothers and sisters in most cases. The school has an obligation to all children in the school and personnel will possibly examine children to confirm the problem. Should your child have head lice while at school, you will be contacted.

How You Can Help with Safety

VISITORS TO THE SCHOOL
As we hold the safety of your child in high regard all visitors to the school are required to call at the office first to record their name, time of visit and area. A visitor’s badge will be provided and must be worn. The principal and staff must be aware at all times of visitors to the school and the purpose of their visit.

BUS INFORMATION
The Transport Department has produced a 'Code of Conduct' for students on buses for the safety of all. Bus runs are the responsibility of the Department of Transport. Inquiries should be directed to Caboolture Bus Lines 54 954744, Kangaroo Bus Lines 54 986466 or direct to the Department of Transport. Students are supervised each afternoon until buses depart.
WORKPLACE HEALTH AND SAFETY POLICY
This school functions in accordance with the Workplace Health and Safety Act (1995).

EMERGENCY PROCEDURES
Evacuation of buildings and Lock Downs are rehearsed regularly in line with our Work Place Health and Safety Policy.

PARKING ON CAMPUS
Please note that no unauthorised vehicles are allowed to park in the grounds - for the safety of the students and staff.

AUTHORISED ENTRY
Access to school grounds in the interest of the safety of students and staff, and visitors to our school, is permitted for authorised persons only during appropriate hours. ‘Short cutting’ through the grounds is not permitted at any time. Application to use school facilities (by individuals or groups) may be lodged with the school’s Business Services Manager.

ROAD SAFETY
For the safety of our children please note that there is a reduced speed zone outside our school during the hours of 7.30 am to 9.00 am and 2.30 pm to 4.00 pm. The speed limit during these times is 40 kph. There are also 'No Standing' bays directly outside the Mill Road and Ruth Street entrances of our school and the times that apply in these regards are 8.00 am to 9.30 am and 2.30 pm to 4.00 pm. The school has the services of two Crossing Supervisors and we do ask you to ensure that you and your children use these safe crossings.

SCHOOL CROSSINGS (MILL ROAD AND GEORGE STREET)
All parents and students, whether pedestrians or cyclists are reminded that the crossings exist for the safety of all, including motorists.

The guidelines are as follows:
• All pedestrians, cyclists, must wait behind the yellow lines at the George Street crossing and well back from the guttering at the Mill Road site.
• The supervisor will wait for a suitable time to stop traffic using the large stop sign. (The lollipop)
• All crossing users are to walk across between the marked lines in George Street and in Mill Road where indicated (cyclists are to walk with their bikes).
• Please note - one long blast of the whistle is a signal to wait on the footpath or to move quickly if already part way across.
• The crossing supervisors will talk with all year one students early in the year to explain their role.

BICYCLE SAFETY
If you wish your child to ride a bicycle to and from school please be aware of the legal requirements for a helmet to be worn. Bikes are locked in the bike pen from 9.00 am to 3.00 pm.

You Can Help By Keeping Informed

NEWSLETTER
Fortnightly on Friday our school newsletter 'KabulTales' is published. The newsletter is now available by email to your home email address and on our website (www.cabooltuss.eq.edu.au and click on the Newsletter tab, then choose a date) and contains information about events, activities, projects, various items of interest and upcoming dates to remember. Please read and discuss this newsletter with your children. If you wish to register your email address to receive the newsletter please send an email to communication@cabooltuss.eq.edu.au

PARENT/TEACHER TALKS
Parents are most welcome to visit and discuss their children's progress with teachers and/or administration staff. To ensure that sufficient attention can be devoted to such visits, it is essential that appointments are made at mutually convenient times.

REPORTING
Student Learning Outcomes are the focus of any responsible educational institution. Written reports are provided at the end of each semester (twice yearly). At the end of semester 1 reports are only issued to parents via an interview with the class teacher. Semester 2 reports are issued to students to take home. Parents will be invited to attend each unit’s culminating activity. A variety of assessment methods are used including the use of continua, observations, checklists, tests and assignments.

VOLUNTARY TEACHER AIDES
Many teachers in the school choose to have 'parent helpers', or voluntary teacher aides, in the classroom to carry out various duties such as listening to children read, preparing art or cooking lessons, helping with activity sessions and other non-professional tasks. If you wish to help, please talk with the classroom teacher.
You Can Help in Decision Making

PARENTS AND CITIZENS ASSOCIATION

This is the main parent's group at the school. The Parents and Citizens Association can remain a successful influence only with the active and continued support of parents. You are encouraged and invited to attend Parents and Citizens Association meetings on the second Wednesday of each month at 3:15pm in the Library Conference Room. New members are welcome at anytime.

PARENT AWARENESS PROGRAMS

Throughout the year we will conduct information sessions on various topics ranging from parenting skills to helping your child read. All parents are welcome to attend these sessions, which will be published in Kabul Tales (our fortnightly newsletter).

ABORIGINAL & TORRES STRAIT ISLAND STUDENTS

The Aboriginal and Torres Strait Island Student Support and Parent Awareness Committee oversees programs of cultural significance and the welfare of all Aboriginal and Torres Strait Islander students in our school. This committee is responsible for the program of activities during National Aboriginal and Islander Week.