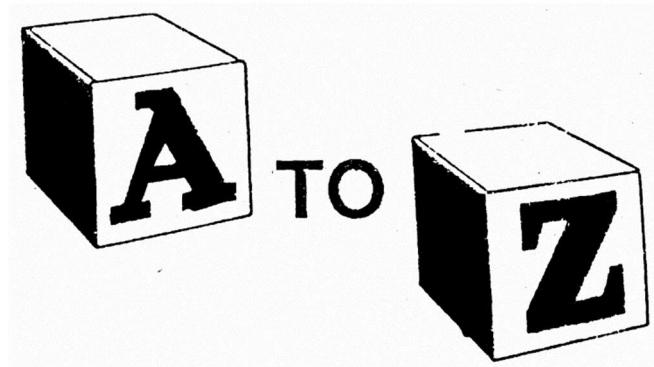


Churchillpedia

2020-2021 Edition



264A Warwick Road,
Churchill Qld 4305

Phone: (07) 3810 4333

Fax: (07) 3810 4300

Website: www.churchillss.eq.edu.au

Facebook: <https://www.facebook.com/churchillss>



Name of School: Churchill State School
Address: 264A Warwick Road, Churchill, 4305
Telephone: 3810 4333
Fax: 3810 4300
Email: the.principal@churchillss.eq.edu.au
Website: <http://churchillss.eq.edu.au/wcmss/>

Principal : Ms Kelli Harvey
Deputy Principal: Mrs Amanda Barton
Business Manager: Mrs Sharon Fox
Administration Officer: Mrs Vicki McNeill / Mrs Lorna Burns
School Chaplain: Mrs Amanda Donnelly

Office Hours: 08:15 am. - 03:30 pm.

SCHOOL HOURS

School commences: 08:45 am.
Play Time: 10:50 am. - 11:20 am.
Eating Time: 11:20 am. - 11:30 am.
Play Time: 01:30 pm. - 01:45 pm.
Eating Time: 01:45 pm. - 02:00 pm.
School finishes: 02:50 pm.

TUCKSHOP

Open Wednesday to Friday, with the exception of the first and last week of the school year.

MEETINGS

P&C: Third Thursday of month details posted on Facebook.

VACATIONS AND HOLIDAYS FOR 2021 (to be confirmed)

School commences	27 January (Wed)
Term 1 ends	Thursday 1 April
Term 2 begins	Monday 19 April
Term 2 ends	Friday 25 June
Term 3 begins	Monday 12 July
Pupil Free Day	Friday 3 September
Term 3 ends	Friday 17 Sept
Term 4 begins	Tuesday 5 October
Term 4 ends	Friday 10 December



A MESSAGE FROM THE PRINCIPAL

On behalf of the staff and myself, I would like to extend to you and your children a warm welcome to our school community. Whether your child is coming to school for the first time or continuing their education at Churchill State School, I would like to assure you of our vital interest in every aspect of their development, as they grow socially, achieve academically, find happiness, success and security, and develop a love of learning. At Churchill, we will provide quality education programs across all Key Learning Areas following the Australian Curriculum in English, Mathematics, Science and Humanities as well as offering a wide range of extracurricular activities.

To help us achieve the best for your child, we rely on your active interest, encouragement and support. I therefore encourage you to regularly visit the school either to discuss aspects of your child's learning, to help in the classroom or to help in other areas of the school. Our school has a strong tradition of community involvement and service.

Our classrooms, Library and SEP are fully air conditioned. The Hall extends our exceptional facilities so that students can engage in a full range of Physical Education activities. The Outside School Hours Care also offers first class programs to students.

I hope you find this handbook useful. Please use it as a reference and if questions arise which are not answered here, don't hesitate to ring the office.

I hope you have a long and enjoyable association with Churchill State School.

Kelli Harvey
PRINCIPAL



A – Z OF CHURCHILL STATE SCHOOL

A B C D E F G H I J K L M N O
P Q R S T U V W X Y Z



ACCIDENTS AT SCHOOL

Despite all our care and supervision, accidents at school do happen. The only treatment teachers are able to give is first aid. This is an immediate, temporary measure given by a teacher or an aide in the case of minor accidents. In the event of a serious accident, an ambulance will be called to the school and the child will be taken to the nearest hospital. Every effort will be made to contact and advise you in these circumstances. However, if you cannot be contacted, the school will act in the best interests of your child.

The school is not responsible for any expenses incurred in seeking medical attention for a sick or injured child.

ADMISSION TO ENROL

Prep is the first year of school and provides the foundation for your child's education. It is a full-time program held in primary schools. Children attend Monday-Friday, for a full day.

Children must be 5 by 30 June in the year they enrol. Check the table below to see when your child can start Prep.

Child born	2018	2019	2020	2021	2022
1 July 2013 to 30 June 2014	Kindy	Prep	Year 1	Year 2	Year 3
1 July 2014 to 30 June 2015		Kindy	Prep	Year 1	Year 2
1 July 2015 to 30 June 2016			Kindy	Prep	Year 1
1 July 2016 to 30 June 2017				Kindy	Prep
1 July 2017 to 30 June 2018					Kindy

APPOINTMENTS

Parents seeking appointments with the Principal or Teaching Staff should contact the school for an appointment. This practice allows us to plan a time suitable to both parties. Parents should not approach teaching Staff during teaching sessions. All urgent matters to the office ONLY.

ASSEMBLY

Assembly is held every Friday at 8:50am in our school hall.

ATTENDANCE - Absences

Parents are required to notify the school of pupil absences by QParents, telephone or in person before 9:00am each day. A SMS text message will be sent to a nominated parent requesting a reason that the student is absent from school. If a student is absent for more than **3 consecutive days a Dr's Certificate is required**. Where it is known the student will be absent for a period of time, notification should be provided as soon as possible. When a student is away from school for more than 10 consecutive school days an Application for Exemption form must be completed prior and submitted to the office for approval.

This procedure is a requirement of the Department of Education (Qld) and is in the interest of your child's safety and well-being. Your cooperation is therefore requested.

Children who attend school regularly have better attendance, better friendships, become better readers and do better academically. **EVERY DAY COUNTS.**

If your child misses....	That equals....	Which is.....	and over 13 years of schooling that's...	Which means the best your child might perform is ...
1 day per fortnight	20 Days per year	4 weeks per year	Nearly <u>1.5 years</u>	Equal to finishing in grade 11
1 day per week	40 Days per year	8 weeks per year	Over <u>2.5 years</u>	Equal to finishing in grade 10
2 days per week	80 Days per year	16 weeks per year	Over <u>5 years</u>	Equal to finishing in grade 7
3 days per week	120 Days per year	24 weeks per year	Nearly <u>8 years</u>	Equal to finishing at grade 4

Arrival at School

We urge children not to be left at School before 8:30am. The school cannot accept any responsibility for very early arrivals and families should arrange their own child minding facilities if required. The Before / After School Hours Care program provides a reasonably priced facility for children requiring supervision before and after school. Phone 3810 4316 or 0437 557 335.

All children arriving prior to 8:30am are to go **directly to the undercover area** and remain seated until the 8:30 bell.

All students who arrive after 8:50am **must** go through the office for a late slip.

He/ She is only missing just....	That equals....	Which is.....	and over 13 years of schooling that's...
10 minutes per day	50 minutes per week	Nearly 1.5 weeks per year	Nearly <u>Half a year</u>
20 minutes per day	1 hour 40 mins per week	Over 2.5 Weeks per year	Nearly <u>1 year</u>
Half an hour per day	Half a day per week	4 Weeks per Year	Nearly <u>1 and a Half years</u>
1 hour per day	1 day per week	8 Weeks per year	Over <u>2 and a Half years</u>

Early Departures

Parents who wish their children to leave school early for some unavoidable reason must make prior arrangements either personally or in writing. Teachers will not dismiss any child earlier than normal without proper authority from the school office.

Early departures occur via the main office. Any person wishing to collect a student **must** be on the emergency contact list, be over the age of 18 and have identification with them. All person's must present to the office and the office will contact the class.

End of Day Collection

Students who go home by bus, meet staff at the front gate where they are required to have their name marked on the bus roll and then wait on the seats inside the front gate.

Students who walk home leave the school directly at 2.50pm exiting by the front gates.

The school has a Kiss and Go Zone at the bottom car park. If you intend to use this loading zone, please contact the administration for a name tag for your car. The students wait at the Tree Play area and are called to the pick up zone when their parents arrive. This zone operates both before school from 8:30am to 8:45am and after school from 2:50pm until 3:10pm.

B

BANKING

School banking is offered through the Commonwealth Bank. Banking is to be dropped into the office Thursday or no later than 8:45am Friday morning for processing on Friday morning and then returned to the office for collection by a parent or care giver later on Friday.



BEHAVIOUR MANAGEMENT/SUPPORTIVE SCHOOL ENVIRONMENT

The school operates under a Student Code of Conduct. A copy of this is available on the school website. We believe that for the students of Churchill State School to achieve their full potential, healthy attitudes to learning and life are essential.

We aim to develop students' social and emotional capabilities. Our program is based on 5 core values which are aligned to the "You Can Do It" program.

**CONFIDENCE
PERSISTENCE
ORGANISATION
GETTING ALONG
RESILIENCE**

BELL TIMES

TIME	EXPECTATION
Before school	Sit quietly in the undercover area. No earlier than 8:15am
8:30	Toilet, tuckshop and Drink Students line up outside their classroom with their communication book. No playing on equipment or around the school.
8:45	First bell – warning bell
8:50	Champion learning time (first session)
10:50	First break – play time
11:15	First break – eating time
11:30	Champion learning time (second session)
1:30	Second break - play time
1:45	Second break – eating time
2:00	Champion learning time (third session)
2:50	Home time

BICYCLES/SCOOTERS/SKATEBOARDS

Bicycles, scooters and skateboards may be ridden to school and riders must wear protective helmets. For the safety of other community members, students must walk their bikes etc in the school ground at all times. All bicycles and scooters are to be placed in the racks provided which are located next to the office. It is advisable that bicycles etc are chained and locked to the bike rack and helmets are not left with the bicycles etc.

BLUE CARD REQUIREMENTS

Parents and legal guardians may volunteer in their child's classroom. All other volunteers require blue cards in classrooms or for school events (eg. tuckshop, library, sport support, R.I.). See the office to check your blue card requirements for volunteering.

BOOK CLUB

This school participates in the Scholastic Book Club. Throughout the year children are given pamphlets with the current titles included. Book clubs provide a convenient way to build up a home library and encourage reading.

BOOK LISTS

Current lists are available from the office. Book lists are distributed during the last term in preparation for the following year.

BREAKFAST CLUB

Breakfast Club is run by our school chaplain on Monday to Thursday mornings from 8.30am.

BUS TRANSPORT

The Westside Bus Company services the Churchill area. For information regarding this service you should ring 3288 1333. Parents are advised to educate children in safety, manners and behaviour associated with bus travel. Refer to the following documents School Transport Assistance Program for Students with Disabilities and <https://translink.com.au/sites/default/files/assets/resources/travel-with-us/school-travel/code-of-conduct-for-students-travelling-on-buses.pdf>

C

CAMPS

Year 6 are involved in a major camp each year. You will be advised as soon as possible when this camp is scheduled. We realise that this is a major expense for many families. Payment plans can be organised through the office. Please note that our School has a policy in place that all buses transporting our children to areas outside the Ipswich region will be fitted with seatbelts.

CHANGE OF ADDRESS AND PHONE NUMBER

It is absolutely essential that address, phone numbers, emergency contacts, custody and medical information is kept current.

An up to date school record of contact telephone numbers is most vital at the time of an emergency.

This can be done easily through the QParents App.

CHAPLAINCY

Chaplaincy is a service that complements the care offered by other helping disciplines and aims to assist our community through the provision of help and care to support the personal and social wellbeing of students and the school community.

COMMUNICATION

We want to keep you as informed as possible this year and there are many ways that you can connect with Churchill. We have a school specific Communication Book that encourages and enables consistent communication between teachers and parents / carers. Additionally we use email and have a school Website and Facebook profile. Please see the links below. Social media can be a blessing and a curse so please be mindful that at Churchill State School we are a respectful community and need to set a positive example for our students. Our social media pages will be positive and respectful and for the sole purpose of celebrating our students and keeping you informed.

Website: <https://churchillss.eq.edu.au>

Facebook: <https://www.facebook.com/churchillss>

Our newsletter is published twice per term and is distributed electronically via email and is available on the school website.

Parents/guardians can communicate with teachers through the students Communication Book or via email. Parents/guardians can also send an email to admin@churchillss.eq.edu.au with any on your questions or concerns.

Phone calls are taken by office staff. Messages may be left with office staff who will convey details at a suitable time. Requests to speak to teachers will only be granted outside teaching sessions for emergencies.

COVID-19

Churchill SS has implemented a number of procedures in line with Queensland Health Guidelines. All members of the school community, including staff, students, visitors, parents, carers, adult volunteers and visiting specialists must comply with the on-site health and safety measures outlined in these guidelines. This includes not attending the site if unwell, maintaining physical distancing and practising good health and hygiene.

CURRICULUM

At Churchill State School, we follow the Australian Curriculum. Learning areas are English, Maths, Science, Humanities & Social Sciences (HASS), Health and Physical Education (HPE), The Arts, Technology and Languages Other Than English (LOTE). Australian Curriculum content is taught utilising a comprehensive curriculum program which is differentiated to suit the needs of all the students in the class. Differentiated teaching decisions are informed using academic data collected from varying sources including diagnostic testing, NAPLAN tests, previous report cards, anecdotal evidence and from daily work in class.

D

DENTAL VAN

Department of Health Dental Van visits the school and provides a free dental service for our pupils. Parental permission is required and a parent / care giver **MUST** attend the appointment with the student. The van remains at the school long enough to inspect and treat all those who wish to take advantage of the service. If you need this service outside of our visiting times, you can phone 1300 763 246.

E

EATING TIME



At Churchill State School students have a Crunch and Sip break in the morning session. This must be a healthy snack, preferably a fruit or vegetable snack. Otherwise, yogurt or cheese and crackers are also acceptable. The students play first during break times then eat their lunch after playing. Students follow the expectation that we remain seated while eating. Students are encouraged to use the toilets before moving to their designated eating area. Students are

to have a drink bottle with them for lunch. Students are also responsible for keeping the eating area clean.

EMERGENCY DETAILS AND CONTACTS

At the time of enrolment, details from the enrolment form are transferred to a computer database. Files from this database are extremely useful when we need to contact you and we refer to them often for relevant details. If you know of any change that affects your child, please advise us promptly so that alterations may be made on your family file. It is particularly important that we know of any changes to emergency contact numbers in case of illness or accident. ***Please note that only people listed on your emergency contact list (other than parents) will be permitted to collect your child/children from school.***

EMERGENCY EVACUATION

An evacuation drill is held regularly to ensure that children can be evacuated quickly and efficiently in the event of an emergency at school.

ENRICHMENT

Enrichment activities are available to all grades. These are differentiated to students' needs.

EXCURSIONS

Class excursions enhance the learning experiences in the classrooms. Written information is provided to parents and permission forms must be returned to school

by the due date. Some excursions require a small payment. Please contact the school if a payment plan is required.

EVENTS

The Churchill P&C has a major fundraising event each year. These are a great way to get involved with our champion community. There are lots of other minor events that happen during the year and these are in the school's calendar and advertised through our newsletter and social media.

EXCLUSION PERIOD FOR INFECTIOUS DISEASES

The following is approved by Department of Education (Qld). Teachers suffering from infectious diseases will follow the same exclusion period as children.

Chicken Pox	May return to school six days after the appearance of the rash unless heavily scabbed.
Diphtheria	Re-admit after receipt of a medical certificate of recovery from infection following at least two negative nose and throat swabs, the first not less than twenty-four hours after cessation of antimicrobial therapy and the other forty-eight hours later.
Glandular Fever	Symptoms will preclude attendance in acute phase. Pupil should return on doctor's advice.
Hepatitis A	(Infectious Hepatitis) Re-admit on receipt of a medical certificate of recovery, or on subsidence of symptoms, but not before seven days after onset of jaundice.
Hepatitis B	Re-admit on production of medical certificate.
Measles	Exclude for at least seven days from the appearance of the rash or until a medical certificate of recovery is produced
Mumps	Exclude until fully recovered.
Rubella (German Measles)	Exclude until fully recovered.
Whooping Cough	Exclude for four weeks from onset of illness and until a medical certificate of recovery is produced.
Influenza	Keep student at home until doctor has given clearance to return to school

This short list of common illnesses and more details can be obtained from the school office or at http://www.health.qld.gov.au/ph/documents/cdb/timeout_poster.pdf

F

FACILITIES

Our school is proud of the wonderful facilities we have as all our learning spaces are fully air-conditioned including our well-resourced library and computer labs. Our school has one of the biggest school ovals in Ipswich, a loose parts play area, tree play around and a playground. The school also has multipurpose tennis court and a fully equipped school hall. The hall can be hired by members of the community by contacting the office.

FIRST AID

While the school has a First Aid Room for small emergencies, students are returned to their class after a short rest. Should a child need medical attention the parent or guardian will be contacted to make arrangements.

FUNDRAISING

Many fundraising opportunities occur throughout the year. Parents and community members are encouraged to support the fundraising which occurs.

G

GUIDANCE OFFICER

A Guidance Officer visits our school weekly. This officer assesses referred children who are experiencing educational difficulties and/or problems of emotional adjustment.

The Guidance Officer meets with teaching staff and arranges appointments with parents, when necessary. Parental permission is required before the Guidance Officer sees a child. If you require assistance or further information please contact the Principal.

H

HATS AND FOOTWEAR

Children are required to wear hats when playing outside in the playground at all times. This is an attempt to protect children from over exposure to the sun. Children are required to wear suitable footwear for play as a protection against accident or injury. The wearing of suitable and acceptable hats and footwear is a parent responsibility. We will however, enforce the wearing of hats and footwear. Constant reference to the dangers of over exposure to the sun will be made, especially during summer months. All hats must be clearly labelled with the students surname at the minimum.

“NO HAT, NO PLAY” “NO SHOES, NO PLAYGROUND PLAY”

HEAD LICE

It is recognised that outbreaks of head lice occur in all schools from time to time. You should check your children's heads regularly and should they become infested, seek help from a chemist. If one of the family is infested it is advisable that the whole family, including adults, is treated. When pupils are suspected of Head Lice a note is sent home to all students in the class and the completed note is to be returned to the classroom teacher.

HIGH SCHOOL TRANSITION

Churchill SS has formed a strong partnership with our feeder school, Bremer SHS. Our Year 6 students participate in a transition program including a leadership day for school leaders, extension programs and a number of transition days.

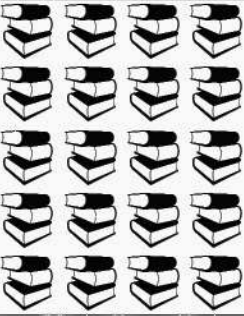


HOMEWORK

The importance of homework in teaching primary children the habits and skills of independent study is recognised by this school. In readiness for secondary school, tertiary study and a future, children need to learn to undertake independent study and organise their time.

Department of Education (Qld) guidelines for homework each week are:

- Prep: General activities
- Years 1—3: Up to 1/2 hour
- Years 4—5: Up to 1 hour
- Years 5—6: Up to 1 hour

We have a whole school approach to homework to support families. In grade Prep - 6 students only home work is 20 minutes of reading activities each night. Children who do not get the opportunity to read at home – will get the chance to read in the Library in second break. The ability to read improves student confidence and achievement in all areas of the curriculum.

WHY READ 20 MINUTES AT HOME?		
Student A Reads	Student B Reads	Student C Reads
❖ 20 minutes per day.	❖ 5 minutes per day.	❖ 1 minute per day
❖ 3,600 minutes per school year.	❖ 900 minutes per school year.	❖ 180 minutes per school year.
❖ 1,800,000 words per year.	❖ 282,000 words per year.	❖ 8,000 words per year.
		
❖ Scores in the 90 th percentile on standardized tests.	❖ Scores in the 50 th percentile on standardized tests.	❖ Scores in the 10 th percentile on standardized tests.
<p>If they start reading for 20 minutes per night in Kindergarten, by the end of 6th grade, Student A will have read for the equivalent of 60 school days, Student B will have read for 12 school days, and Student C will have read for 3.</p> <p><small>(Harg and Herman, 1987.)</small></p>		
<p>WANT TO BE A BETTER READER? SIMPLY READ.</p>		

HOUSES

Upon admission to the school, children are allocated to a spirit house:

- Oxley – blue
- Logan – red
- Cunningham – green.

All siblings are allocated to the same house.

House meetings are held every Friday at 1pm and students are encouraged to feel part of the house team.

Our Churchill State School House Cup is awarded at the end of the year. When students earn behaviour tickets, or WOWS, these earn points for their house. Students can also earn points for their house through inter-house competitions run each term.

I

INTERVIEWS

Parent teacher interview evening occurs in term 1 and term 3 each year in the Hall. Parent teacher interviews are booked online.

INSTRUMENTAL MUSIC

Instrumental music is offered once a week to students in grades 4 to 6. Students are tested during music lessons in term 4 each year. Band practice is on Instrumental Music day from 8am in the hall.



J K

Kiss & Go

The school has a Kiss and Go Zone at the bottom car park. If you intend to use this loading zone, please contact the administration for a name tag for your car. The students wait at the Tree Play area and are called to the pick up zone when their parents arrive. This zone operates both before school from 8:30-8:45am and after school from 2:50-3:10pm.

L

LEVY

See Student Resource Scheme.

LIBRARY

We have a dedicated teacher-librarian who runs library activities and competitions. Our library contains a wide range of reading material that children are encouraged to borrow either to read for enjoyment or to use for research purposes. Lost library books will incur a replacement fee.

LIBRARY BAG

A library bag is necessary so that your child can borrow from the school library. The purpose of this bag is to protect the library book during transit to and from school. Any strong fabric will serve the purpose adequately. The bag needs to be approximately 30 cm x 35 cm (no smaller) when finished, with a drawstring through the top. The child's name needs to be displayed prominently on the bag.

LOOSE PARTS PLAY

Churchill SS has a designated Loose Parts Playground for children in Prep to Year 2. The area encourages creative, imaginative play with hands on materials including a mud kitchen, dirt pit, sand pit, cubby house and loose parts materials.

LOST PROPERTY

A large amount of lost property tends to collect throughout the four terms. Parents are asked to check regularly for any item belonging to your child. The lost property box is located outside the HUB. Articles not claimed are donated to charity at the end of term.

Please ensure all your child's possessions are clearly named.

M

MAP

See [appendix](#)

MEDICATION

Parents are asked to note the instructions reprinted below under which schools are required to adhere to in relation to students and medication.

- *... "Should medication, prescribed by the student's medical practitioner, be required to be administered while the student is at school or involved in school-approved activities, a parent/legal guardian must, in the first instance, make a written request to the Principal of the School.*
- *Where a teacher or other adult person on the school staff, authorised by the Principal to give medication, the instructions provided should be written on the medication container by the pharmacist at the medical practitioner's direction.*
- *The instructions of the medication to be administered, as well as the quantity of medication to be administered, must be on the container.*
- *Non-prescribed oral medications (such as analgesics and over-the-counter medications) will not be administered by the teachers or other persons on the school staff."*

The Queensland Government procedures relating to administration of routine and emergency medication for the management of health conditions, mean parents must report to the school any student who has a health condition requiring medication at school and advise the school when a change of dosage is required.

The Administration Assistant keeps a record of all medications which are kept in a locked cabinet in the office. If a child requires ongoing medication over a long period of time, a letter from the general practitioner must be sent along with the medication, which should be in the prescribed container. Parents must complete and sign a Medication Form. Parent assistance in helping us meet these requirements is greatly appreciated. An "Administration of Medications in Schools" form with more information is available from the school office.

MOBILE SMART DEVICES

Mobile Smart including phones and watches need to be handed into the office as soon as you walk on school grounds. The school takes no responsibility for electronic devices unless they are handed in at the office. Misuse of a mobile devices may lead to suspension. Please see the Student of Conduct for further details.

N

NAPLAN

Students in Years 3 and 5 participate in NAPLAN each year. We encourage all students to participate and we provide a positive environment for students throughout the NAPLAN period. NAPLAN provides the school with a point in time reference to help guide the school's improvement plan.

NEWSLETTER

See [communication](#)

O

OFFICE HOURS

Our office hours are from 8:15am to 3:30pm each day.

OUTSIDE SCHOOL HOURS CARE

After school care operates from 2:45pm-6:00pm Monday to Friday and is open to all children from Prep to Grade 6. Afternoon tea, games and activities are offered to all children who attend. Before School care operates from 7:00am – 8:50am. Fees do apply for these services, however under the new Child Care Benefit Scheme, every family is entitled to a rebate. If you have any inquiries, please phone Terri Johnson on 3810 4316 during operating hours, or on 0437 557 335 after hours. We do not have Vacation Care.



P

PARENTS AND CITIZENS ASSOCIATION

Overview

Churchill State School P&C is a non-profit organization made up of parents of the children attending Churchill State School as well as any interested citizens who wish to belong to and work for the aims of the association. The P & C Executive is elected at the beginning of each year.

The P&C meets every 3rd Thursday at 2pm in the LIBRARY. All parents are welcome.

Churchill State School P&C is committed to supporting the school by contributing funds towards facilities, school resources, books, rewards day and other ongoing costs.

They also have a key role in approving policies such as the Responsible Behaviour Plan for Students

The P&C also operates the Tuckshop and Before & After School Care.

Churchill State School P&C assists in providing a better place of education for children in our local community.

PARENT TEACHER PARTNERSHIPS

Early in the year there are Parent Teacher gatherings, where you have the chance to meet your child's teacher and learn more about the education at Churchill State School. We encourage contact to be maintained throughout the year, for the continued benefit of your child.

Teachers and parents are encouraged to arrange interviews, should the need arise. Parents can help teachers gain a better understanding of their children. Parents in turn, can learn more about their child's progress. The whole purpose of an interview is to form a cooperative working relationship that works together for the benefit of the child. Should problems arise at school, please contact your child's teacher or the principal. Refer to **Interviews** for details on Parent Teacher Interviews.

PARKING

Parents or guardians collecting students may do so via parking in Rowena Street or Lobley Park. It is preferred that parents use the Kiss & Go zone. Be mindful to adhere to traffic and parking rules. The Admin Carpark is not for drop offs and pickups.

PRE PREP PROGRAM

We run a Pre Prep program to help students to transition into school in Term 4 each year. Please contact the office for details.

PHOTOGRAPHS

Each year we engage the services of a photographer to photograph classes and specialised groups. These photographs are sent home on a pre purchase basis.

Children are to wear full school uniform for photos including matching hair accessories. Year 6 students may wear their senior shirt.



Qparents

QParents is a secure, online portal that has been created by the Department of Education to provide parents of Queensland state school students with 24-hour access to their child's information.

The portal allows you to securely access information about your child and communicate directly with your child's school.

Features of QParents

QParents provides secure, online access to student information such as:

- attendance details
- behaviour
- report cards and assessment dates
- upcoming events
- timetables
- invoices
- payment history
- student photo

You are also able to update your child's details including address and medical conditions, submit reasons for unexplained absences, notify the school of future absences, and make online payments against school invoices.

QParents is not intended to replace the traditional ways you and your child's school communicate — it simply provides another option.

How will I get access?

The QParents portal is located online. Once registered, parents can login to the portal using their secure account details.

You will only be able to register for a QParents account. Parents or caregivers will then be nominated by the school as QParents Account Owners (QPAOs) for access to student information. The nominated Account Owners will then need to register with QParents to access this information.

The school will also supply you with the registration requirements for QParents. You will need to undertake online identity verification and provide personal information such as your name and mobile phone number. During the registration process, you

may view the Privacy Statement and Terms and Conditions in QParents for further details about information collection and use. For more detailed information or assistance with the QParents registration process, please refer to the QParents online help guide.

R

RAIN PLAY

During wet weather, students may go outside to play in the rain. To participate in rain play, students must keep at school a rain coat with a hood as well as gumboots or other rain shoes. Rain play occurs if it is deemed safe to play outside.

RELIGION

Religious Instruction

Religious instruction (RI) is offered at the school and is conducted on Mondays from Year 1 to Year 6.

The faith group/s that provide/s religious instructors to deliver an authorised program is/are listed below:

Arrangements for programs	Participating faith group/s	Name of authorised program
Cooperative program	<ul style="list-style-type: none">• Christian – A2A Catalyst Church• Baptist	Scripture Union

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

Students are allocated to RI based on information provided by parents on the completed “*Information to parents and consent form – religious instruction and other instruction*” unless other written instructions have been provided to the school.

Note: *This information remains operational unless the parent informs the school otherwise in writing.*

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

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

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

REPORTING

Interviews about children's progress may be sought by the teacher or parent anytime during the year. Parents are requested to arrange a suitable appointment time with their child's teacher. Specific times are offered.

Written reports are issued in June and December each year. Parents are welcome to make an appointment to discuss any aspect of these reports.

S

SAFETY

Please note the following points of the school policy as they are essential to the safety of children:

- Children should come directly to school and return directly home.
- All children must stay in the school grounds once they have entered the grounds in the morning.
- If you want your child to leave early please send a note to that effect to the teacher or call the office. Parents must come via the office to sign out students before they collect their child.

The school has Emergency Procedures in place which staff and students practice on a regular basis. These procedures are displayed near the door of every room.

SCHOOL LEADERS

Each year students submit an application for school leader roles. They are then shortlisted and interviews are held. This is done in term 4 for the following year. Children get numerous opportunities to develop leadership skills throughout the year and they run all of our assemblies. We have the following leadership positions.

- School Captains
- Music Captain
- House Captains (2 for each house)
- Multicultural Captain
- Wellbeing Captain
- STEM Captain

SOCIAL MEDIA AND MOBILE DEVICES – APPROPRIATE USE

Our school actively encourages cyber safety which is the appropriate and responsible behaviour online - it covers online privacy and information protection, good manners and behaviour online, and knowing how to get help with online issues. **The school discourages primary school age children to have their own social media accounts to help assist parents at home and to take a proactive stance against cyber bullying.** Cyberbullying is when technology, such as email, mobile phones, chat rooms and social networking sites, are used to verbally or socially bully another person. Bullying is an ongoing and deliberate misuse of power in relationships through repeated verbal, physical, social and/or psychological harm. Consequences for cyberbullying are outlined in our Student Code of Conduct. Where required, the school will refer instances of cyberbullying to the Queensland Police Service.

STUDENT RESOURCE SCHEME

In accordance with the P & C it was agreed that the Resource Scheme will be \$45 per student for years Prep to 2 and \$55 per year for students in years 3 to 6.

The targeted revenue from the Resource Scheme will be critical to provide:

- Communication Book
- Additional art and craft resources (eg. Mothers' / Fathers' Day and Christmas)
- Reprographics support (photocopying of workbooks, paper, printer cartridges)
- Reading Eggs and Mathletics
- Science, Technology, Engineering & Mathematic enhancements (STEM)

STUDENT SERVICES

This committee meets weekly to discuss and acknowledge students with diverse learning needs. Children who are in need of learning assistance receive assistance from their class teacher, additional support from the STLaN, the Inclusion Team and other specialists. Support may take place within the child's classroom, participation in individual or small group activities with the STLaN or other specialists.

SPECIALIST SUPPORT

Advisory Visiting Teachers support our students who have specific special needs. They provide assistance and advice for class teachers.

Allied Health Professionals

Some students may be eligible for allied health services including physiotherapy, occupational therapy and a speech language pathologist.

Guidance Officer (see Guidance Officer)

LOTE (Languages Other Than English) is part of the curriculum and German is the language being taught at Churchill for students in Years 4,5 and 6. A specialist teacher works at the school to provide this program of instruction.

School Nurse

Our school nurse supports our staff and families to support students with complex health needs.

Special Needs Support / Inclusion. The Inclusion Program provides support to students who have an Education Queensland verified disability in the areas of Autism Spectrum Disorder, Intellectual Disability and Speech Language Impairment. The Inclusion Program also provides assistance and support to all Churchill State School students across the school from P-6. Churchill State School has an inclusive culture that is welcoming and seeks to meet the needs of students and their families within our school.

The Inclusion Program offers a range of inclusive supports including in class support for teachers and students, small group work focusing on specific learning concepts, assessment support to provide a calm environment for assessment and additional support at break times.

The Green Room is available all day for students to utilise as a calming space when required. Our Green Room staff use the Zones of Regulation program to assist students to meet their social and emotional needs. The Green Room is open at both breaks and at eating times.

Teacher / Librarian conducts library / literacy lessons. This program supports our motto “Reading is our Superpower” and encourages students in their love of literacy.

Weekly **Physical Education** lessons are conducted by the specialist teacher. Our physical education teacher also organises inter-house competitions, inter-school competitions and gross motor programs.

Support Teacher – Literacy and Numeracy is employed to assist teachers to meet the learning needs of all children.

SPORT

The school is committed to providing opportunities for students to participate in a variety of sporting activities. Opportunities to trial for district teams are published and teachers provide training within their areas of expertise.

Children in Years 4-6 have the opportunity to participate in interschool sport throughout the year. Students are actively encouraged to try out for school sport.

SWIMMING

Students in Years 2, 3 and 4 participate in a swimming program in Semester 2 each year. Swimming is part of the school curriculum. Children must have valid medical

reasons if not participating and this must be supported by a note. Please ensure that swimmers, sun shirt, towel, goggles and swimming caps are named.

T

TECHNOLOGY

The school has technology with internet capability in all classrooms and in the library. Each year substantial funds are allocated to updating and maintaining equipment and servicing the network. These are used as a tool for curriculum delivery and also to ensure skill development. Interactive whiteboards are used to enhance learning in all Classrooms and in the Resource Centre. We have 3 well-resourced computer labs and a class sets of IPAD's and IPAD minis. Wireless connectivity is available throughout the school. Our STEM centre is based in the hub and includes our robotics and coding equipment.

TOYS

Inexpensive toys may be brought to school for the purpose of show and tell **ONLY**, but no responsibility will be accepted for the toys brought from home. The wearing of expensive watches or items of sentimental value is also discouraged.

TREE PLAY

Churchill State School has a designated tree play area. This beautiful nature area has a combination of slack lines, tyres and trees identified by an arborist as being suitable for climbing. The climbing trees are clearly marked by yellow lines which instruct the children on how high they are allowed to climb.

TUCKSHOP

The Tuckshop is operated by a convenor on behalf of the P&C. The tuckshop is open on Wednesdays, Thursdays and Fridays from 8:30am to 2pm. The tuckshop adheres to the Smart Choices policy. Ordering is done before school on a one bag per item basis.

Qkr!

Qkr! is a secure and easy way for Parents to order from the school tuckshop online. Churchill State School Tuckshop accepts online orders using Qkr!.

Setting up an online account is easy!

Step 1. Download Qkr!

Step 2. Register

Step 3. Find your school

Step 4. Register your children




Volunteer parents staff the Tuckshop and all parents are invited to make themselves available for roster. Free lunch is provided for volunteers.







UNIFORMS

Churchill State School students **MUST** come to school wearing their full school uniform daily.

The school uniform is expected as normal attire for students attending Churchill State School. This is important to assist our students at school to remain safe and included. We encourage parents to co-operate by providing full school uniform for their children. Our school colours are purple, black, grey and white. Children who are not in uniform must provide a note.

Shirt	<p>Purple polo shirt (unisex) - with the Churchill State School Badge</p> <p>Senior Students may choose to wear their Churchill State School Seniors shirt as an alternative to the school polo shirt. No shirts are to be visible under uniform unless it is black.</p>	
Shorts	<p>Black rugby knit shorts. Shorts must be just above knee length they cannot be short shorts. Refer to the images provided to show the length of shorts required.</p>	
Shoes	<p>Fully enclosed black shoes with black socks. No high heeled shoes or thongs or sandals.</p>	

Hat	<p>Black bucket hat with Churchill logo. Hats are reversible with student house colours on the inside.</p>	
Winter	<p>Black tracksuit pants. Students who wear leggings in winter MUST wear shorts over the top. Grey Churchill hooded jumper or any plain grey jumper. No other coloured jumpers are to be worn.</p>	
Hair Accessories	<p>Hair accessories are to be purple, black, grey or white.</p>	
Sports Music	<p>All sports teams and music groups have a uniform specific to the sport. Details of the particular sports uniform are provided to students when they are accepted into the sporting team. Sports shirts are not to be worn to school they are to be returned to the school washed each week.</p>	<p>Music – Plain black pants and top with music vest. Plain purple bow.</p> 

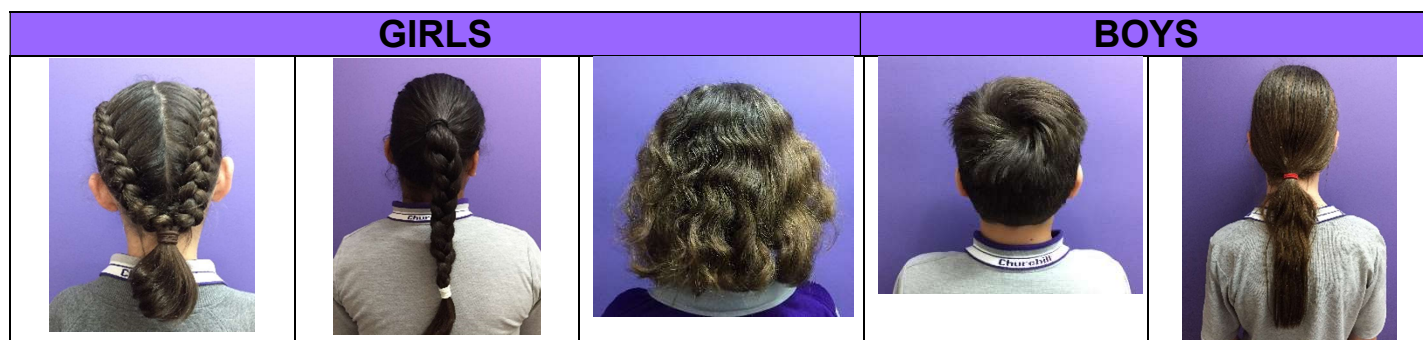
The Dress Code also includes:

Inappropriate Dress: tank tops, singlets, bike pants, shirts with inappropriate pictures or messages, short shorts, thongs, sandals or high heels are not permitted according to the above School Uniform policy.

Jewellery: only a watch and studs or sleepers (maximum of two in each ear lobe) is permitted. Body piercing other than in the ears is not allowed! Religious or cultural icons are at the discretion of the Principal.

Hair & Make Up: hair is to be tied up if at or below shoulder length and fringes are to be off the face. Styles and colouring should be appropriate for the school and so a hat can be worn. Hair bands, clips, head bands and other accessories should be purple, black, grey or white.

No make-up or nail polish is allowed.



The enforcement of the uniform policy is not to make it difficult for families but to ensure all students are in the correct uniform.

UNIFORM SUPPLIES

Lowes – Booval Fair Shopping Centre is the official stockist for our school uniforms. They carry our full range of summer and winter uniforms. For more information, including prices and availability please contact the store directly on – (07) 3812 0654.

Our tuck shop from time to time has second hand uniforms for sale. Please contact the tuck shop directly to make enquiries -3810 4324.

V

VOLUNTEERS

Parents who would like to work with their children's class as volunteer are most welcome. Arrangements are made with the class teacher, so that visits can be made on a regular basis. Your help in this regard will be most appreciated, particularly in junior year levels.

To ensure there is no doubt about whether or not voluntary workers are in attendance in the school at any particular time, it is essential that we keep a record of attendance. All volunteers **MUST** sign in and out each day on the Volunteers Register and wear a Volunteers Lanyard. Your cooperation in adopting this procedure will ensure your children will feel safe and secure in the school environment. We are always impressed by the large number of parents who volunteer and thank you for your continuing work with our school. Volunteers may be required to have a blue card. Parents / Carers volunteering in their own children's classrooms may be exempt please check with the office.

W

WELLBEING PLAN

Churchill State School has a Student Wellbeing Framework to work out what to do next, when and how, and to maximise student learning and wellbeing. Our school has been influenced by the Berry Street Model to create a safe, supportive and inclusive environment. Our Communication Books contain our school wide focus and weekly tips for our students.

WET WEATHER PROCEDURES

During the breaks on extremely wet days, teacher will supervise students in classrooms. Groups of children are dismissed to visits toilets and the tuckshop in turn. Days are not shortened. Children who bring raincoats with hoods and appropriate rain footwear may participate in rain play. Rain play occurs if it is deemed safe to play outside. On summer afternoons with severe storms, the children may need to be kept in the classroom. Parents providing transport home will need to collect children from the classrooms on these days.

WOWs

Students earn WOWs by demonstrating any of our five core values. As students earn more and more WOWs they are rewarded individually and as a whole class. A record of WOWs earned is kept in the Communication Book.

X

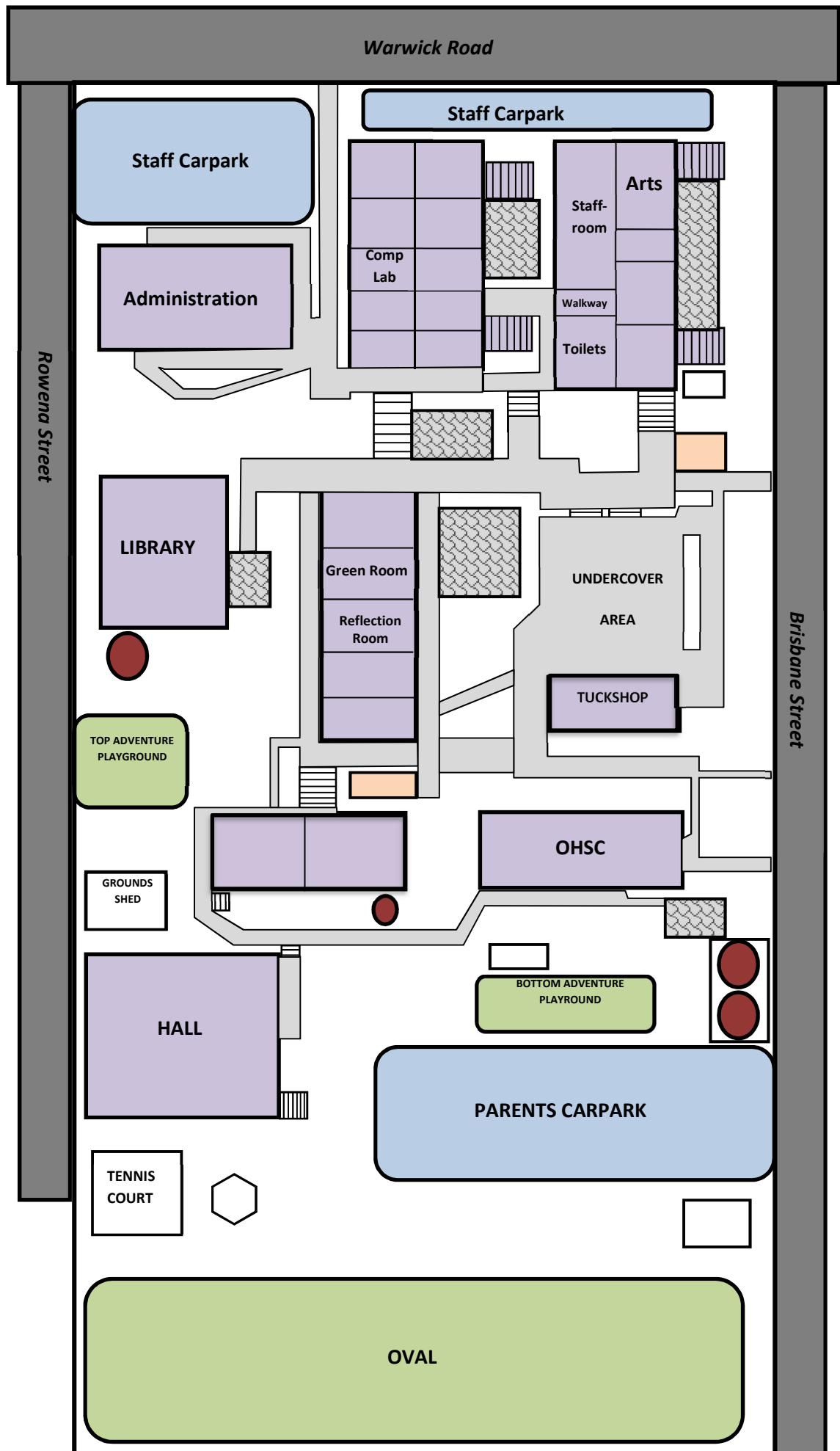
Y

Z

Zones of Regulation

The Zones of Regulation Program is used across the whole school to support students in the development of their social and emotional skills. Students are taught how to recognise their emotions and choose tools from their tool box to assist them to self-regulate their emotions.

APPENDIX



Time Out

Keeping your child and other kids healthy!

This poster provides information on the recommended minimum exclusion periods for infectious conditions and will assist medical practitioners, schools, pre-schools and childcare centres to meet the requirements of the Public Health Act 2005.¹

Condition	Person with the infection	Those in contact with the infected person ²
Chickenpox (varicella)	EXCLUDE until all blisters have dried. For non-immunised children, this is usually 5 days after the rash first appears, and less for immunised children.	EXCLUSION MAY APPLY EXCLUDE non-immune pregnant women and any child with immune deficiency or receiving chemotherapy. Contact your Public Health Unit for specialist advice. Varicella can be reactivated in older children and adults as Shingles. See below.
Cold sores (herpes simplex)	NOT EXCLUDED if the person can maintain hygiene practices to minimise the risk of transmission. Young children unable to comply with good hygiene practices should be excluded while sores are weeping. Sores should be covered with a dressing where possible.	NOT EXCLUDED
Conjunctivitis	EXCLUDE until discharge from eyes has ceased unless a doctor has diagnosed non-infectious conjunctivitis.	NOT EXCLUDED
Cytomegalovirus (CMV)	NOT EXCLUDED Pregnant women should consult with their doctor.	NOT EXCLUDED Pregnant women should consult with their doctor.
Diarhoea ³ and/or Vomiting <i>including:</i> • amoebiasis • campylobacter • cryptosporidium • giardia • rotavirus • salmonella • viral gastroenteritis <i>but excluding:</i> • norovirus • shigellosis • toxin-producing forms of E.coli (STEC) <i>See specific information below</i>	Exclusion periods may vary depending on the cause. EXCLUDE a single case until 24 hours after the last loose bowel motion and the person is well. EXCLUDE all persons who prepare or serve food until they have not had any diarrhoea or vomiting for 48 hours. If there are more than two cases with diarrhoea and/or vomiting in the same location, or a single case in a food handler, notify your Public Health Unit. <i>See information below if norovirus is confirmed or considered likely as the cause of diarrhoea and vomiting.</i>	NOT EXCLUDED
Enterovirus 71 (EV71 neurological disease)	EXCLUDE until written medical clearance is received confirming the virus is no longer present in the person's bowel motions.	NOT EXCLUDED
Fungal infections of the skin and nails (ringworm/tinea)	EXCLUDE until the day after antifungal treatment has commenced. (No exclusion for thrush).	NOT EXCLUDED
Glandular fever (mononucleosis, Epstein-Barr virus)	NOT EXCLUDED	NOT EXCLUDED
German measles (rubella) ⁴	EXCLUDE for 4 days after the onset of rash or until fully recovered, whichever is longer. Pregnant women should consult with their doctor.	NOT EXCLUDED Pregnant women and female staff of childbearing age should check their immunity with their doctor. Contact your Public Health Unit for specialist advice.
Haemophilus influenzae type b (Hib)	EXCLUDE until the person has completed a course of appropriate antibiotic treatment. ⁵ Contact your Public Health Unit for specialist advice.	EXCLUSION MAY APPLY Contact your Public Health Unit for specialist advice.
Hand, foot and mouth disease (EV71)	EXCLUDE until all blisters have dried.	NOT EXCLUDED
Head lice	Exclusion is not necessary if effective treatment is commenced before next attendance day (i.e. the child does not need to be sent home immediately if head lice are detected).	NOT EXCLUDED
Hepatitis A ⁴	EXCLUDE until at least 7 days after the onset of jaundice or dark urine, or for 2 weeks after onset of first symptoms if no jaundice or dark urine.	NOT EXCLUDED Contact your Public Health Unit for specialist advice about vaccination or treatment for children and staff in the same room or group, children transferring to another centre and new enrolments.
Hepatitis B and C	NOT EXCLUDED Cover open wounds with a waterproof dressing.	NOT EXCLUDED

Footnotes

- Observing the exclusion period meets the intent of the Public Health Act 2005 for a person to be non-infectious.
- The definition of 'contact' will vary between diseases and is sometimes complex. If unsure, contact your local Public Health Unit.
- Diarrhoea definition is 3 or more loose stools or bowel movements in a 24 hour period that are different from normal and/or escapes a child's nappy.
- Doctors should notify the local Public Health Unit as soon as possible if children or staff are diagnosed with these conditions.
- Appropriate antibiotic treatment; this will vary between diseases. If unsure, contact your Public Health Unit.



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Condition	Person with the infection	Those in contact with the infected person ²
Hepatitis E	EXCLUDE until at least 2 weeks after the onset of jaundice.	NOT EXCLUDED
Human Immunodeficiency virus (HIV/AIDS)	NOT EXCLUDED Cover open wounds with waterproof dressing.	NOT EXCLUDED
Influenza and influenza-like illness	EXCLUDE until symptoms have resolved, normally 5–7 days.	NOT EXCLUDED
Measles ¹	EXCLUDE for 4 days after the onset of the rash. Contact your Public Health Unit for specialist advice.	EXCLUSION MAY APPLY Vaccinated or immune contacts NOT EXCLUDED . EXCLUDE immuno-compromised contacts (including those receiving chemotherapy) until 14 days after the appearance of the rash in the last case. EXCLUDE non- or incompletely vaccinated contacts, without evidence of immunity. Contact your Public Health Unit for specialist advice.
Meningitis (bacterial)	EXCLUDE until well and has received appropriate antibiotics. ¹	NOT EXCLUDED
Meningitis (viral)	EXCLUDE until well.	NOT EXCLUDED
Meningococcal infection ¹	EXCLUDE until 24 hours of appropriate antibiotics have been completed. Contact your Public Health Unit for specialist advice. ¹	NOT EXCLUDED Contact your Public Health Unit for specialist advice about antibiotics and/or vaccination for close contacts. ¹
Molluscum contagiosum	NOT EXCLUDED	NOT EXCLUDED
Mumps	EXCLUDE for 5 days after onset of swelling. Pregnant women should consult with their doctor.	NOT EXCLUDED Pregnant women should consult with their doctor.
Norovirus	EXCLUDE until there has been no diarrhoea or vomiting for 48 hours.	NOT EXCLUDED
Roseola, sixth disease	NOT EXCLUDED	NOT EXCLUDED
Scabies	EXCLUDE until the day after treatment has commenced.	NOT EXCLUDED
School sores (impetigo)	EXCLUDE until 24 hours of appropriate antibiotics have been completed. ¹ Cover sores on exposed areas with a waterproof dressing until sores are dry, and encourage handwashing.	NOT EXCLUDED
Shiga toxin-producing E.coli (STEC)	EXCLUDE until diarrhoea has stopped and two samples have tested negative. Contact your Public Health Unit for specialist advice.	EXCLUSION MAY APPLY Contact your Public Health Unit for specialist advice.
Slapped cheek syndrome, fifth disease (parvovirus B19, erythema infectiosum)	NOT EXCLUDED Pregnant women should consult with their doctor.	NOT EXCLUDED Pregnant women should consult with their doctor.
Shigellosis	EXCLUDE until there has been no diarrhoea or vomiting for 48 hours. Contact your Public Health Unit for specialist advice.	EXCLUSION MAY APPLY Contact your Public Health Unit for specialist advice.
Shingles (herpes zoster)	EXCLUSION MAY APPLY If blisters can be covered with a waterproof dressing, until they have dried NOT EXCLUDED . EXCLUDE if blisters are unable to be covered and until no new blisters have appeared for 24 hours.	EXCLUSION MAY APPLY Contact your Public Health Unit for specialist advice, including advice for pregnant women and any person who is immuno-compromised (including receiving chemotherapy).
Streptococcal sore throat (including scarlet fever)	EXCLUDE until 24 hours of appropriate antibiotics have been completed. ¹	NOT EXCLUDED
Tuberculosis (TB) ¹	EXCLUDE until written medical clearance is received from the relevant Tuberculosis Control Unit.	NOT EXCLUDED
Typhoid ¹ and paratyphoid fever	EXCLUDE until diarrhoea has stopped and two samples have tested negative. Contact your Public Health Unit for specialist advice.	EXCLUSION MAY APPLY Contact your Public Health Unit for specialist advice.
Whooping cough (pertussis) ¹	EXCLUDE until 5 days after starting appropriate antibiotics or for 21 days from onset of cough. ¹ Contact your Public Health Unit for specialist advice.	EXCLUSION MAY APPLY for those in contact with the infected person. Contact your Public Health Unit for specialist advice regarding exclusion of non- or incompletely vaccinated contacts.
Worms	EXCLUDE until diarrhoea has stopped for 24 hours and treatment has occurred.	NOT EXCLUDED



Some medical conditions require exclusion from school, childcare centres and other settings to prevent the spread of infectious diseases among staff and children.¹

For further information or advice about diseases or conditions not listed here:

- Contact your nearest public health unit at: www.health.qld.gov.au/system-governance/contact-us/contact-public-health-units
- National Health and Medical Research Council publication: *Staying Healthy – Preventing Infectious diseases in early childhood and education and care services*, 5th edition: www.nhmrc.gov.au/guidelines-publications/ch55
- For fact sheets about various communicable diseases visit the Queensland Department of Health website at: <http://disease-control.health.qld.gov.au>

Time Out



Use this QR Code to access a digital copy of this poster or visit: www.health.qld.gov.au/publichealthact/contagious



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