



KELSO STATE SCHOOL



2018

THE FUTURE IS IN OUR HANDS



Welcome to Kelso

Congratulations on choosing to join a school community which is committed to the education of your child.

At Kelso, we recognize that *the future is in our hands*, and that our agreed mandate is: "Every student succeeding in accordance with the State Schools Strategy 2016 – 2020."

Kelso State School is a Band 8 school nestled in a rural setting on the outskirts of Townsville. We have a proud record as a sustainable and environmentally friendly school and are often described as "the best kept secret in Townsville", with many of our community having made a lifestyle choice to settle in this rural area, close to the Ross River dam.

Every Kelso student is taught The Australian National Curriculum. Units within the curriculum are grounded in the basics of literacy and numeracy and focus on supporting and extending students to achieve their personal best across all the Key Learning Areas.

Our music, sporting and science programs provide multiple opportunities for every student to engage with our local high school through our involvement with the Riverway Cluster Schools.

We recognize the vital role parents play in their child's education. We encourage everyone to be actively involved in all aspects of school life; such as spending time in their children's classrooms; parents (and grandparents, aunts, uncles) are also welcomed and encouraged to share their skills and talents with us.

Community members are always welcome as valued members of our school community and have been enthusiastic participants in our regular Kelso events like Anzac Day and the Townsville Eisteddfod.

We celebrate being Kelso Proud at our Tuesday morning assemblies and we invite you to please come along and get to know our great staff and the fantastic children of Kelso State School.

Yours in Education
Darrell Sard
(Principal)

KELSO STATE SCHOOL

Yvette Street
KELSO Q 4815

P O Box 10175
Rasmussen Q 4815

Telephone: 07 - 4789 6222

Email: the.principal@kelsoss.eq.edu.au

Website: <http://www.kelsoss.eq.edu.au/>

OFFICE HOURS:

8:00am – 4:00pm

CLASSROOM OPERATIONAL HOURS:

8:50am – 2:50pm

Administration:

Principal:

Mr Darrell Sard

Deputy Principal:

To be advised

Business Services Manager:

Ms Janet Pattel

Administration Officers:

Ms Sandra Cronin

Mrs Cathy Harvey

Kelso State School Tuckshop:

Operates Monday to Friday – Healthy Choice Menu.

A pre-ordering system is used.

Tuckshop Operations Manager: To be Advised

Telephone: 07 - 4789 6226

Newsletter: Distributed each Tuesday to the youngest child in the family.

ADVANCE AUSTRALIA FAIR

*Australians all let us rejoice,
For we are young and free;
We've golden soil and wealth for toil;
Our home is girt by sea;
Our land abounds in nature's gifts
Of beauty rich and rare;
In history's page, let every stage*

Advance Australia Fair.

*In joyful strains then let us sing,
Advance Australia Fair.*

KELSO SCHOOL SONG

Verse 1

*At Kelso School we strive together
To always do our best
At work or play we'll show the way
In everything we do and say
The future's in our hands*

Verse 2

*With pride we seek to meet the challenge
With friendship leading the way
We'll help each other to learn and grow
We'll represent our school and know
The future's in our hands.*

KELSO CREED

*At Kelso we aim to keep our
school calm and peaceful,
safe, caring and considerate,
respectful, honest
and a place
full of learning.*

VISION STATEMENT

At Kelso, children are our prime focus and learning is our core business. We believe that a child's learning is most successful when strong partnerships are developed between parents and teachers. We establish and maintain partnerships with parents and keep them informed of both appropriate and inappropriate behaviour for learning.

VALUES EDUCATION

The National Framework for Values Education in Australian Schools is a whole school approach aimed at developing a school-home-community approach to helping young people achieve to the best of their ability and experience positive social-emotional well-being.

A whole school approach is one that involves all members of the school community (students, staff, parents and carers and other community members) and works across all areas of school life. It implicitly acknowledges that learning occurs not only through the formal curriculum, but also through student's daily experience of life in the school – and beyond.

Values Education includes lessons that are specifically designed to develop positive Mindsets, good self esteem and strong virtues for academic, social and emotional success. Children are taught 6 key values for Success: **Self Esteem, Resilience, Co-Operation, Respect, Responsibility and Care**. At Kelso we call these our school values.

- ◆ **Self-esteem** - students keep trying when things get hard and know that the harder they try, the better they get at doing things.
- ◆ **Resilience** - students have strategies that help them deal with difficulties and 'bounce back' when things go wrong.
- ◆ **Co-operation** - students work together for the good of everyone, respect others and follow rules which keep everyone safe and happy. They share the load and join with others in order to do something that cannot be done alone. Leaders work with a variety of people and use a range of strategies to work and play in unity.
- ◆ **Respect** - students display an attitude of caring about people and treating people with dignity. Respectful students value themselves and others. They demonstrate respect by speaking and acting with courtesy.
- ◆ **Responsibility** - students are willing to be accountable for their actions and are not afraid to make mistakes when learning something new. They make amends when things go wrong instead of excuses (even when it is difficult) and set goals. Students make plans to achieve goals and are always prepared for new learning.
- ◆ **Care** - students care about people and help them/give attention to things that matter. Students treat people and things carefully and respectfully and give their very best effort.

Values Education develops the tools to assist students to positively influence their achievements in all areas of learning and to cope with the pressures of growing up.

KELSO STATE SCHOOL

SCHOOL PHILOSOPHY

VISION:

The Future is in Our Hands

STATEMENT OF PURPOSE:

- ***Every day in every way we do things the Kelso Way***
- ***Every child has the right to learn and be safe***

KELSO RULES:

To be an engaged learner I must be:

- ***Safe:*** always act in a safe calm manner
- ***Responsible:*** be responsible for my own learning and behaviour
- ***Respectful:*** respect everyone's right to learn

KELSO SCHOOL RULES

1. Work and play safely
2. Always be in the appropriate area
3. Follow supervisor's directions first time and act respectfully at all times
4. Use non-abusive and non-threatening language
5. Be prepared for learning
6. Care and appropriate use of all personal and school property

KELSO SCHOOL VALUES

- Self Esteem
- Resilience
- Co-operation
- Respect
- Responsibility
- Care

OVERVIEW

SCHOOL TIMES

The school operational times are as follows:

Session One	Session Two	Session Three
8:50am – 10:50am	11:30am – 1:00pm	1:30pm – 2:50pm

BEFORE SCHOOL: Children who arrive at school before 8.30am must sit quietly under the main covered area. Children are supervised in this area between 8.00am and 8.30am when they are released to allow them to disperse to sit outside their classrooms.

Children arriving on bikes will walk their bikes in front of the school and inside the school grounds to the bike racks.

AFTER SCHOOL:

Prep students should be collected from their classrooms by their parents or caregivers.

P – 2 Bus children will be collected from classes at the end of the day by a supervising Teacher Aide at 2:40pm. Year 3 – 6 students will be excused from classes at this time and they will walk to the main undercover area and remain seated until directed to walk to the bus by the supervisor.

Children riding bicycles will go to bike racks and walk their bikes from inside the school grounds to the external perimeter and walk their bike whilst in front of the school grounds.

Children waiting for parents will go immediately to the front gate and remain inside the school fence and be seated, when sufficient seats are available. Remaining students stand/sit quietly on paved area. Students are not to wait outside the school grounds.

The last school bell for the day rings at 3:10pm. Children who are still at school when the 3:10pm bell rings, must come to the office to be supervised. Children must be collected by 3:10pm at the latest. It is the parent's/carer's responsibility to ensure their child/ren are collected on time. If the parent/care giver cannot collect their child/ren at this time it is their responsibility to make alternative arrangements. If the parent/care giver is running late they must contact the office on 4789 6222 to advise the school.

SCHOOL ASSEMBLY

A whole school assembly is held each week. The assembly is led by our elected Student Leaders and at each assembly the Student of the Week and Gotcha Awards are presented for each class. Parents are welcome and in fact, encouraged to attend.

TERM/VACATION DATES 2018

<u>SEMESTER ONE</u>	<u>SEMESTER TWO</u>
Term One: Mon 22 January to Thur 29 March School Holidays: Fri 30 March to Mon 16 April	Term Three: Mon 16 July to Fri 21 September School Holidays: Mon 24 September to Mon 5 October
Term Two: Tue 17 April to Fri 29 June School Holidays: Mon 2 July to Fri 13 July	Term Four: Mon 8 October to Fri 14 December School Holidays: Monday 17 December to Fri 25 January 2019 + Monday 28 Jan (Aust Day)

Public Holidays

Australia Day – Thursday 26 January
Good Friday – Friday 30 March
Easter Monday – Monday 2 April
Anzac Day – Wednesday 25 April

Labour Day – Monday 7 May
Queen's Birthday – Monday 1 October

Pupil Free Day – Monday 22 October

POLICIES AND PROCEDURES

ABSENCES

Attendance at state schools is compulsory unless some reasonable excuse for absence exists. It is important that the school is informed of all student absences. Wherever possible, student absences from school should be kept to a minimum, as interruptions affect the continuity of learning.

If you know in advance of an intended absence, please let your child's teacher know of the situation. If this is not possible ***you should phone the information explaining the absence through to the school on the day of absence by 9:00am.***

Attendance at school is a priority for Education Queensland and steps will be taken to ensure all children attend school regularly. Where we are not advised of student absences, these will be followed up by the class teacher or Absentee Officer. Each day after rolls have been marked, parents will receive an SMS notification if their child has been marked absent with no explanation received. It is important that students report to the office to receive a late slip if they arrive after rolls have been marked otherwise parents will receive an SMS message indicating absence. In some instances an unexplained absence may indicate that the child has been truanting. If it is felt that your child may be absent without your knowledge, you will be contacted by the school.

ACCESS TO STUDENTS

It is our policy to allow only custodial parents, care givers or nominated emergency contacts access to students at any time. Our enrolment form contains details for access to your children. If grandparents or other relations are required to have regular access, this should be stated on the enrolment form. In certain situations, where access is required by someone other than those people nominated, written or verbal permission is to be given to the school by the parent directly.

In the situation where a child is given into the custody of one parent, the school is to be informed of such custody arrangements and a copy of the appropriate custody order given to the school for our information/records.

All visitors to the school must sign in at the school office.

BANKING

The P & C run the Commonwealth Bank School Banking Program at Kelso and is available to all enrolled students and their younger siblings. Banking is done every week, currently on a Thursday. To participate, students must have an appropriate Youthsaver Account with the CBA which can be processed through the school. Application forms are available at any CBA Branch. The P & C receive \$5.00 per account opened through the school and 5% commission on all deposits made. Students receive tokens for every deposit which can be swapped for rewards which include rulers, hats and moneyboxes.

BANNED ITEMS

Any item which is likely to interfere with student learning, pose a safety risk to other students, risk being stolen or create a problem for our environment is not to be brought to school. These items include but are not limited to: aerosol deodorants, oil based pens, white out, electronic devices, toys and jewellery, chewing gum and oil based markers.

BICYCLES / SCOOTERS

Children riding bicycles or scooters to school are requested to park them in the bike racks provided. To prevent theft we strongly recommend that cyclists lock their bicycles/scooters into the racks with a quality chain and padlock. Tumbler type, combination number bike locks are very easy for thieves to undo and are not recommended. **Students are asked to lock their own** bike/scooter when they get to school. (One lock/one bike/scooter) –not locked with a friend’s bike/scooter but may be locked to the bike/scooter of a family member.

Normally, children are permitted in the bicycle rack area only when arriving at school or leaving at the end of the school day. **Students and parents must walk their bicycles/scooters when in the school grounds.**

Helmets: *We recommend students wear helmets while riding bikes/scooters while travelling to and from school.* Children must wear approved cyclist helmets.

If your child has the misfortune of having a bicycle/scooter stolen, the matter should be reported to the police. Kirwan Police have requested that parents take the responsibility for this duty. Care will be taken by school personnel to ensure that loss of bicycles/scooters by theft is kept to a minimum however we can accept no responsibility for loss or theft.

BOOKS AND SCHOOL REQUIREMENTS

Booklists are distributed at the end of Term 4 or on enrolment. These lists indicate anticipated whole of year needs, but may need to be supplemented throughout the year.

BULLYING

Our message is simple. Bullying is unacceptable and must be dealt with. It is not OK to tell a child to, “Just ignore it/them. They will stop.” The reality is, they usually don’t. Our message is, “Walk away and walk towards someone who can help”. Please help us stamp out bullying by letting us know if you believe your child has been a victim. Kelso State School has a ‘**Bullying No Way**’ Policy which is implemented in conjunction with the school’s Responsible Behaviour Plan. Please see the Responsible Behaviour Plan for more information on Bullying processes and procedures.

BUS TRAVEL

School Bus

Prep to Year 2 children who catch the school bus are collected from class by a Teacher Aide and escorted to the bus departure zone at the front of the school. Years 3 to 6 students walk themselves to the waiting area. They are all supervised by the Teacher Aide until the bus arrives.

Children who regularly travel by bus are required to complete the daily bus travel register which indicates to the Teacher Aide on Bus Duty that they are or are not travelling on the bus that day.

Parents collecting children who normally travel by bus are requested to notify the supervising Teacher Aide, or have their child/ren present a note to the school office.

For their own safety and the safety of all others, children travelling to and from school on buses are expected to follow appropriate behaviour standards. Queensland Transport has produced a booklet, “The Code of Conduct for School Bus Travel - A Guide for Parents and Students.”

Children who continually misbehave and thus endanger lives on the bus may have the privilege of bus travel withdrawn. All misbehaviour on school buses **MUST** be reported directly to the bus company.

Daycare Buses

We have a number of private day care providers who collect children each afternoon. To ensure their safety children are required to sit in a designated area each afternoon, either at the front gate or under the big CPA or at the end of the Administration Building. Children will be told which area they are to wait in during the first week of school.

CHAPLAIN

Our School Chaplain is available to work with students and families and provide Pastoral Care. This service is non-denominational. If you would like to access our Chappie's services, please contact the school on 4789 6222.

COMMUNICATION

Education is a partnership and we value parents' input into the process. If you need to communicate with your child's teacher, or a member of the School Administration please make an appointment (by phoning 4789 6222) for a mutually agreeable time. **Please keep us informed regarding changing circumstances (address etc), perceived educational problems, illness, change of family situation etc. by phone call, letter or meeting.**

Parents will be kept informed of school events and student progress through Newsletters, Report Cards, letters, phone calls, parent/teacher evenings and interviews. Newsletters are distributed to the youngest child in the family each Tuesday.

Generally, we find that Kelso parents are co-operative and considerate when communicating with staff. A problem solving approach to issues usually results in the most effective outcome for all involved. There is no real advantage to anyone using a confrontational, abusive approach and parents' attention is therefore drawn to the *Education (General Provisions) Act 2006 Chapter 12, Part 7, Section 337-348*. Parents will be requested to leave the school premises if their manner is threatening, insulting, abusive or violent.

COMPUTERS

Computers are available in each classroom for student use. A mini-lab of computers is set up in the Resource Centre for teachers to access with their class.

The programs used by students are educational in nature and designed to assist/enhance student learning; they form part of a whole class learning program.

Education Queensland policy does not permit external programs to be loaded onto school computers. In order to protect our computer system we request that students use a USB/ data key that is dedicated for school use only.

Students must have approval from parents to use the Internet and E-Mail facilities and when this is obtained students are issued with a "LOG-ON" Code, which allows the school to monitor student use of this system. Any abuse of either service will result in user privileges being denied.

CONCERNS AND COMPLAINTS

Quite often, school-based problems causing parent concern can be settled quite amicably by a visit to the school. *Parents are encouraged to discuss the issue/concern with the class teacher first.* If the issue is not able to be resolved at this stage parents are encouraged to make an appointment with the Principal or Deputy Principal to discuss the issue further.

CURRICULUM

At Kelso our Year 1 - 6 Curriculum is primarily implemented through the Australian Curriculum and the C2C. The Australian Curriculum is organised around the learning areas of - English, Mathematics, Science, Humanities and Social Sciences, The Arts, Technologies, Music, Health and Physical Education and Languages. At Kelso the language taught is Japanese. Prep classes follow the Early Years Curriculum Guidelines as well as elements of the Australian Curriculum.

CYCLONE / WEATHER EMERGENCIES

In the event of an imminent cyclonic threat (e.g. a tropical cyclone is expected to “cross the coast” within the next few hours), Education Queensland has determined that schools should close and students be sent home.

At such times, parents should listen to local radio stations who will advise on school closures. Parents should then collect their child from their classroom (so that the teacher knows who has/has not been collected). In the event that parents cannot collect their child/ren they should contact the school to advise alternative arrangements. If children have not been collected after the first hour parents/emergency contacts will be contacted.

IT IS IMPORTANT TO KEEP YOUR HOME/PLACE OF WORK PHONE/EMERGENCY CONTACT DETAILS CURRENT.

WET WEATHER DAYS:

Parents are urged to create a plan with their child as to what they should do in the event of severe wet weather or storm at the conclusion of the school day.

Please note: *Acting on the advice of telecommunication companies and in the interest of staff safety, if a severe electrical storm is in the immediate vicinity of Kelso School, staff will not use phones to make calls to parents nor will they answer them until the immediate danger has passed. School staff utilise the Bureau of Meteorology radar images to determine this as well as the current visible and audible weather conditions.*

DETENTION

The Principal or Teacher at a State School may detain a student as punishment for disobedience, misconduct, wilful neglect to prepare homework or for other breaches of school discipline.

Children may be detained for twenty (20) minutes during recess or for thirty (30) minutes after the end of the normal school day if a breach occurs.

Teachers will inform parents of the proposed after school detention **before** it occurs.

Education (General Provisions) Act Chapter 12 Part 3 Section 283:

EARLY DEPARTURES AND LATE ARRIVALS

If you need to pick your child up from school during the school day please inform their teacher by note or telephone or inform the office. Students must be signed out by a parent or caregiver from the office and are not permitted to wait at the front of the school.

Children who arrive late to school must sign in at the office. They should be accompanied by a parent/carer or have a note explaining the reason for their lateness. Parents will be notified of continual lateness and permission will be sought for after school restoration time.

EMERGENCY EVACUATION AND LOCKDOWN

A minimum of four **EMERGENCY EVACUATION DRILLS** are carried out each year. This is to ensure that all members of the school community are fully aware of procedures in case of fire or other threat/emergency.

Evacuation procedures entail moving all children as quickly as possible, to the nearest safe area on the boundary fence.

Should a **real emergency** arise, parents wishing to collect their children **must** contact the teacher to make sure the school knows that the children are given into safe hands. **Children will not be permitted to leave with anyone except the parent/caregiver.**

Notice of an emergency will be broadcast over the various media channels.

Lockdown Drill: The school also performs a lockdown emergency drill twice a year. This is a necessary drill in the event that a person or persons on school grounds exhibits behaviour that may be considered dangerous to students or staff. A lockdown may also occur if there is a potentially dangerous environment issue near the school. The lockdown requires teachers of all classes to lockdown their teaching area and moving the children to a safe area in the building.

EXCURSIONS

At some time throughout the year your child may be asked if he/she would like to attend an excursion which will benefit part of their learning curriculum. Parents will receive a letter home advising of the intended excursion and a permission form and payment envelope will be sent home with your child. The information on the letter will contain the event date, time of departure and return and the final date for payment for the excursion.

The final date for payment will also be printed in the school newsletter as a reminder for parents.

Please note: Once receipted, no refund can be given for the bus travel portion of the excursion.

FUNDRAISING

During the normal process of the school year, all fundraising at our school is reserved exclusively for the school's Parents' and Citizens' Association or Student Council who are fundraising for a class/school project or for charity, e.g. Cancer research, Jump Rope for Heart.

GIFTED AND TALENTED PROGRAM

Differentiations are made across all Curriculum areas by class teachers and support staff such as Support Teacher Literacy and Numeracy and Literacy Coach to accommodate each child's individual learning needs and requirements.

HEALTH AND HYGIENE

In the interest of the general health and hygiene of the school community and to ensure that learning can occur, it is essential for parents/caregivers to ensure that children:

- are provided with a healthy and nutritious lunch that includes sandwiches and fresh fruit
- have a bath each day, making sure to clean nails daily and wash hair every few days
- wear clean clothes to school each day
- are provided with a clean handkerchief or tissues
- wear a brimmed hat protecting them from sun damage (No hat – No play) and closed-in shoes to protect their feet from injury (No shoes – No play)

Head lice:

This school is not unique in that we quite often have children with head lice. Head lice can be exchanged by contact at play, or in the classroom. One infected child at a school can quickly cause the spread of the lice to many of his or her classmates, and to anyone who comes in contact with **THEM** before the lice are detected. **REMEMBER ALSO - ADULTS ARE NOT IMMUNE TO HEAD LICE. ANYONE CAN BECOME INFESTED!**

Parents' Responsibility: The primary responsibility for dealing with head lice belongs with each child's parents. If a child in a class is detected as having head lice, notes will go home with every child in the class for parents to do a thorough examination.

THERE IS NO OVERNIGHT CURE FOR HEAD LICE. If head lice are found, live lice must be destroyed, eggs must be removed and regular treatment **MUST** continue until ALL SIGNS of lice have disappeared.

PROMPT AND PERSISTENT TREATMENT IS THE ONLY REMEDY. Treatments available will kill only live lice, not the eggs. Your local chemist has a range of preparations that will effectively kill the lice.

Each week – a simple check for head lice should be done. If there is evidence of head lice, the child should be treated. The research tells us that one of the most effective treatments for the control of head lice is to use ordinary, supermarket conditioner and a fine tooth comb regularly to check and treat your child's hair. There are also commercial treatments available.

Recommended method of removal: Apply the head lice treatment ensuring that all hair is covered. This includes the fine hair around the face, behind the ears and on the back of the neck. Leave the treatment on for 20 minutes, then comb the hair with a fine toothcomb, wiping onto a white tissue. Eggs hatch in 7 days, so you **must** treat again within 7 days. This will kill the newly hatched eggs. It may be necessary to do a third treatment in a further 7 days to ensure that nothing survives. Between treatments use conditioner on dry hair and comb with a nit comb to remove newly hatched lice. The Lice Meister comb is very effective in removing the eggs combined with the treatment or conditioner. **Once treated children can return to school.**

INFECTIOUS DISEASES - EXCLUSION PERIODS FROM SCHOOL

<i>Disease or Condition</i>	<i>Exclusion of Cases</i>	<i>Exclusion of Contacts</i>
Bronchiolitis & Bronchitis	Exclude until appropriate medical treatment is given and the child is feeling well	Not exclude
Campylobacter	Exclude until diarrhoea has ceased	Not excluded
Chicken Pox	Exclude until all lesions have crusted, and there are no moist sores and the child feels well.	Not excluded
Common Cold	Exclusion is not necessary	Not excluded
Conjunctivitis	Exclude until discharge from the eyes has ceased or medical treatment has been undertaken for 24 hours	Not excluded
Croup	Exclude until fully recovered	Not excluded
Cryptosporidis	Exclude until Diarrhoea has ceased	Not excluded
Diphtheria	Readmit after receipt of a medical certificate of recovery from infection following at least 2 negative nose and throat swabs, the first not less than 24 hours after cessation of anti-microbial therapy and the other 48 hours later	Not excluded
Glandular Fever (Mononucleosis)	Exclusion is not necessary but symptoms will preclude attendance in acute phase. Child should return on Doctor's advice	Not Excluded
Head Lice (Pediculosis)	Readmit day after appropriate treatment.	Not excluded
Hepatitis A (Infectious Hepatitis)	Exclude for one week after the onset of jaundice or illness	Not excluded
Hepatitis B	Exclusion is not necessary but children will need a period of recuperation and be readmitted on the production of a medical certificate	Not excluded
Herpes Simplex Type 1 (Cold Sores or Fever Blister)	Exclude until the lesion has dried	Not excluded
Human Immunodeficiency Virus (HIV, AIDS)	Exclusion is not necessary unless the child has secondary infections. Symptoms will preclude attendance	Not excluded
Hydatid Disease	Exclusion is not necessary	Not excluded
Influenza	Exclude until child feels well	Not excluded
Impetigo (School Sores)	Readmit once appropriate treatment has commenced. Any sores on exposed surfaces should be covered properly with occlusive dressing, for example, gauze	Not excluded
Measles	Exclude for four days from the appearance of the rash or until a medical certificate of recovery is produced	Immunised contacts not excluded
Meningitis (Bacterial)	Exclude until attending Doctor feels the child is well and non-infectious. Readmit on receipt of a medical certificate	Domiciliary contacts of meningococcal and Haemophilias Influenza Type B infections only should be excluded until they have received appropriate treatment for at least 48 hours
Meningitis (Viral)	Readmit on the production of a medical certificate	Not excluded
Mumps	Exclude for nine days or until swelling goes down	Not excluded

Ringworm	Readmit the day after treatment has commenced	Not excluded
Rubella (German Measles)	Exclude until fully recovered (Parents need to know that this disease can pose a threat to developing foetus)	Not Excluded
Scabies	Readmit the day after appropriate treatment has commenced	Not excluded
Streptococcal Sore Throat	Exclude until a medical certificate of recovery is given	Not excluded
Toxoplasmosis	Exclusion is not necessary	Not excluded
Viral – Gastroenteritis (Viral Diarrhoea)	Exclude until diarrhoea has ceased	Not excluded
Whooping Cough	Exclude the child for five days after starting antibiotic treatment	Unimmunised household or close contacts should be excluded for 14 days or until they have been on antibiotic treatment for at least 5 days
Worms	Exclusion is not necessary	Not excluded

Medication:

Should it be necessary for your child to be given medication at school, Teacher Aides can supervise and assist in this procedure if:-

- an authority form, containing particulars of medication, nature of ailment, Doctor's name, address, time/s for medication, and dosage, is completed at the office; authority forms may also be downloaded from the School's website.
- the prescribed medication and a suitable measure (if applicable) are supplied. The medication should carry the chemist's label identifying the name of the child, and dosage.

A school authority is required for any prescribed medicines and asthma inhalers. For safety purposes if ongoing medication is required for a child, **parents** are required to deliver the medication to the office in the prescribed bottle or packet personally, especially medicines identified as narcotic based such as Dexamphetamine, Ritalin, Methylphenidate.

Education Queensland policy doesn't permit school staff to administer analgesics such as aspirin, paracetamol, cough medicine or other proprietary brands of medicine unless it carries a prescription label.

Children can carry their asthma sprays during sports or other activities as required. At all other times we ask that your child leaves their asthma inhaler with their teacher for safe keeping. Asthma inhalers should be clearly labelled with the child's name.

A letter from a medical doctor is required for children who require ongoing medication or who require medication on standby for allergic reactions. Any changes of dosage or ceasing of medication is to also have a letter from their doctor.

Sickness:

If your child complains of sickness prior to coming to school, please give him/her a good hearing, endeavouring to diagnose the complaint. If the child is genuinely ill, please keep him/her at home. A sick child will not be able to participate in the planned classroom learning program and parents will be asked to collect the child from school. Whilst education is important, it is felt that it comes second to a child's health and comfort.

In the event of your child becoming ill at school, we will endeavour to contact you to have the child taken home. If parents or emergency numbers are not contactable, the child will remain at school until normal dismissal time.

Schools are supplied with basic first aid items only. It is the responsibility of the parent to ensure cuts, sores or infections are dressed at home with the appropriate bandage, band-aid etc before attending school for the day.

HOMEWORK

At Kelso we believe that it is not unreasonable that teachers may require class members to complete homework activities. Individual teachers will outline their homework expectations at parent meetings organised early in Term 1 each year.

It is suggested that parents/caregivers provide a suitable homework environment for their children away from distractions such as television, etc. It would also be of benefit for the child if parents/caregivers could supervise the completion of homework and advise the teacher of any difficulties.

Homework activities could include:

- a contract – where a range of activities are set for completion over a week
- written work, oral work, practice or rehearsal time, reading, number facts
- revision of work covered in class
- completion of unfinished class work
- research
- discussion of concepts covered with parents/caregivers
- surveys

The Queensland Government's Homework in State Schools Policy sets out guidelines for homework, including the amount of time students should spend on homework each week. The policy recommends the following maximum homework hours over a week:

- Prep – generally students will not be set homework
 - Years 1 – 3: Could be up to but generally not more than 1 hour per week
 - Years 4 – 5: Could be up to but generally not more than 2 - 3 hours per week
 - Years 6: Could be up to but generally not more than 3 – 4 hours per week.
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LIBRARY

Students at our school are able to borrow books from the school library as follows.

(a) Students from Prep to Year 2 are able to borrow one book at a time for a maximum period of one week. Students must have a library bag.

(b) Students from Years 3 and 4 are able to borrow 2 books at a time for a maximum of one week at a time. Students are encouraged to have a library bag.

(c) Students from Years 5 to 6 are able to borrow 2 books at a time for a maximum of one week at a time. Students are encouraged to have a library bag.

Students are responsible for returning their borrowed books by the due date.

All overdue books must be returned before another book can be borrowed.

Students must take responsibility for the books whilst they are in their possession. Please return any damaged items to school and do not attempt to repair the damage. Unfortunately, if a book is lost or irreparably damaged the student/parent will be responsible for the cost of replacement.

Borrowing is allowed before school and during the first and second lunch breaks as well as in class library time.

Students are not permitted to eat and drink in the library.

The Library Aide is usually available to give help to children who are looking for certain material for assignments, etc.

LOST PROPERTY

Our lost property trolley is located beside the Amenities 1 building (opposite Resource Centre) and is available for all parents and children to view at any time through the year. Any remaining items are donated to a charity at the end of each term.

MOBILE PHONES AND OTHER ELECTRONIC DEVICES

Kelso State School policy is that students who bring mobile phones to school must give it to the office for safekeeping on arrival at school. The phone will be returned to the student at the end of the school day. The school accepts no responsibility for the safety of a mobile phone left in a student's school bag. Students using their mobile phone during the school day will have their phone confiscated.

We strongly recommend that any electronic devices are not brought to school. It is an offence under the Telecommunications Act for inappropriate use of mobile phones, particularly those with a camera. This is further covered in the school's Responsible Behaviour Plan.

MONEY COLLECTION

During the year there will be times when children will be attending camps, excursions, cultural activities, etc and will be required to bring money to school as payment for the activity. When forwarding money to the school it is imperative that your child's **full name, class, activity and amount being paid** is written on the envelope as there may be more than one collection taking place. Money and permission forms are to be placed in the blue money collection box in the school foyer. Correct money in the envelope is preferable. Eftpos payment facilities are also available at the school office. If your child has paid for an activity but did not attend please **advise the office** as in most cases a full or partial refund can be given.

Usually, adequate time is given for parents to pay for the event or excursion. Payment due dates are advertised in the school newsletters or on the event notification form sent home with your child. These dates are provided to allow time for the office staff to process money received and pay the relevant organising body their fees. **Late payments will be refused in most cases unless prior arrangements have been made with administration.**

MONEY AT SCHOOL

Unless required for some specific activity, money other than for lunch orders should not be brought to school. When money is brought to school, parents could assist by ensuring that only the minimum amount required is brought. Children are not permitted to present money of **\$20 or over** at the school tuckshop. No responsibility can be taken for money stolen from children at school. Some teachers may assist with the safekeeping of money for children, particularly in the lower classes.

MUSIC

School Choir:

Each year our Music Teacher instructs choirs with students from years 2 – 6. Membership of a choir is a great learning experience for children. They gain experience working as a team, build confidence and enjoy performing for an audience at concerts and special functions.

In some years, interest in the choir is so strong that they are able to participate in the local Townsville Eisteddfod. Additional rehearsal times are needed before and after school if a decision is made for the choir to compete in the Eisteddfod.

A **Choir Levy** is in place. A small levy is charged per participating child per year and will go towards the costs of photocopying, music purchase, upkeep of the choir uniforms, etc.

Instrumental Music:

In addition to the core music program for the school, Kelso also has an Instrumental Music Program. The following 3 programs are available, Woodwind/Brass, Percussion and Strings. We have a great history of children going on to secondary school with good musical skills. Consultation with the Music Teacher is required for children to commence in the program.

An non-refundable Instrumental Music Levy of \$80.00 per student per year is in place (\$60.00 Instrument Hire/\$20.00 Music Levy). The levy is charged per participating child per year and will go towards the cost of photocopying, music purchase, upkeep of musical instruments, etc.

Children in the Instrumental Program for the first year only are able to hire an instrument from the school with a hiring fee which must be paid before the instrument can be hired. Parents are

however responsible for paying for any repairs to the instrument, caused by misuse, during the time of the loan, the instrument must be returned to school for repairs. **YOU MUST NOT TRY TO FIX THE INSTRUMENT YOURSELF.** The school will have the repairs completed and will then invoice the parents for the cost of repairs. Children in their second year of learning a musical instrument are asked to purchase their own instrument. If the school has instruments available for hire once first year students are catered for, only then can 2nd year students hire a school instrument on the conditions set out as above. If a student is found to be neglecting or mistreating their instrument, they will be withdrawn from the program.

PARENTS' AND CITIZENS' ASSOCIATION

We invite you to join our hard working P & C at regular monthly meetings and encourage you to become involved to support your child and our teachers. Meetings are held on the fourth Tuesday of each month at 1.30pm in the P & C Room. Involvement in your school P & C will give students and teachers the best support possible. Everyone is welcome.

PARKING AND PEDESTRIANS

Parking and driving of cars onto the school grounds is **not permitted**. When visiting the school, parents are requested to park in the area provided on Yvette Street. **Authorised vehicles only** should park in the school grounds. Authorised vehicles would be those of staff members, suppliers, and parents bringing requisites to our school (supplies for Tuckshop, Fete, school activity). Parking in the turning circle area is not permitted except for vehicles delivering/collecting goods or a disabled student. For all parking areas outside the school grounds drivers must observe council parking regulations. To use disabled parking bays on school grounds, vehicles must display a "Disabled Parking Permit".

Pedestrians entering or leaving the school grounds must use the pedestrian gates only. For the safety of adults and children pedestrians should not walk through the car parks or double gates. Car parks and double gates are for the purpose of motor vehicles only.

PETS AT SCHOOL

For health and safety reasons, children and parents **must not bring their pets to school** unless prior permission is sought for a special purpose, e.g. morning talk. If a pet is brought to school for this purpose a parent should remain with the pet and remove the pet promptly from school grounds after the proposed purpose.

Parents should discourage the family dog from following their children to school. The Townsville Council will be notified immediately when stray dogs or animals are located in the school grounds.

PICK UP / DROP OFF

Parents picking up or dropping off children are advised to use Yvette Street at the front of the school, or Gower Street at the western entry. **Parents should remain aware of traffic laws, particularly those relating to DOUBLE PARKING and BUS STOPS.**

When driving in the vicinity of the school on Yvette and Gower Streets, immediately before and after school, **parents should note that they are 40 kph zones.**

Children must not be picked up in the "turning circle" area adjacent to the car park in the school grounds except for children with a disability.

RELIGIOUS EDUCATION

Kelso State School offers a Non-Denominational Religious Education Program, presented by lay people from denominations who teach a common curriculum authorised by Queensland State Schooling. A small fee is charged for R.E. Instructional Booklets. Local church groups subsidise the remainder of the costs. As a parent or caregiver, you retain the right to exempt your child from Religious Instruction programs. A written request for exemption should be sent to the school each year. *Education (General Provisions) Act 2006, Chapter 5 Religious Instruction Section 76.*

REPORTING STUDENT PROGRESS

During February your child's new teacher will hold a *Meet the Teacher* session in which the class teacher will discuss class routines and expectations.

Reporting of student progress occurs 4 times a year at the end of each term.

Term 1	Parent Teacher Oral Discussion.
Term 2	Formal end of semester written report.
Term 3	Parent Teacher Interview/discussion.
Term 3	Formal end of semester written report.

If at any time you are concerned about your child's progress, please feel free to make an appointment to see the classroom teacher.

RESPONSIBLE BEHAVIOUR PLAN FOR STUDENTS

Our Responsible Behaviour Plan for Students outlines the processes and procedures in place to manage student behaviours for learning in the classroom and playground. A copy of this is available from our website (www.kelso.qld.edu.au) or on request from the office.

Kelso is a PBL (Positive Behaviour for Learning) school. Our rules are simple:

TO BE AN **ENGAGED LEARNER**, I must be:

- **Safe:** always act in a safe calm manner
- **Responsible:** be responsible for my own learning and behaviour
- **Respectful:** respect everyone's right to learn

KELSO SCHOOL RULES

- Work and play safely
- Always be in appropriate area
- Follow supervisor's directions first time and act respectfully at all times
- Use non-abusive and non-threatening language
- Be prepared for learning
- Use all property or equipment properly

Consequences for inappropriate behaviour are based upon the school Behaviour Record. The behaviour matrix is levelled in accordance with severity of incidents. It is based upon natural justice and restorative practices through a 3 step process: Warning, Thinking Space, Buddy Class and/or Better Behaviour Room. If a Level 4 incident occurs then students will be directed to Administration. Please read the *School Responsible Behaviour Plan*.

ROAD SAFETY

All students are required to follow the State Road Laws when travelling to and from school. Two crossings, one on Riverway Drive and another on Yvette Street, are controlled by Queensland Transport Crossing Supervisors from 8:05am – 8:50am and 2:50 – 3:20pm daily. Any traffic breaches committed by pedestrians, cyclists, or motorists are reported to Queensland Transport. Motorists who park in the designated Bus Stop at the front of the school are putting many lives at risk as the buses which service our school have to set down children on the road. The Police regularly patrol this area and will issue a Traffic Infringement notice to offenders.

SCHOOL SECURITY

Occasionally our school premises are the target of vandals and others intent on breaking and entering buildings to steal school property.

We ask that all parents who live in the immediate vicinity of the school, or who regularly pass the school, report any observed disturbances to the Police. The school is part of the **School Watch Program** and reports can be made on a special toll free number **131 788**.

Access to school grounds outside of the gazetted operational hours of the school is not permitted and trespassers may be prosecuted.

SPECIAL EDUCATION PROGRAM – SEP

Kelso State School is part of the Riverway Special Education Unit. Students with identified disabilities are included in regular classes and may receive extra assistance from the Special Education Teacher, an Teacher Aide or, if applicable, from the Advisory Visiting Teacher. Students' programs are implemented with support in the classroom or in an alternative outreach setting.

SPECIALIST TEACHERS

Our school is fortunate in having the services of highly skilled specialist teachers who assist both teachers and students in their particular fields of expertise.

These personnel include:- Guidance Officer, Support Teacher: Literacy and Numeracy, Music Teacher, Physical Education Teacher, Instrumental Music Teachers, Japanese Language Teacher (LOTE) and Special Education Program Teacher.

SPORT

In 2018 students will once again participate in a range of Interschool sports. Sporting events will be comprised of School Sports Days, Specialised events and a variety of Coaching Clinics.

*Interschool and Intraschool Carnivals are also held in athletics and swimming.

*The Interschool Sport Program is organised and run by Townsville Primary School Sport. Students in years 5-6 are given the opportunity to participate in three 7 week seasons during the year. At Kelso, students try out for a place in the following teams:

- Season 1 – Rugby League, Netball
- Season 2 – Touch, Soccer, Rugby Union
- Season 3 – AFL, Basketball

Students, parents and teachers sign a contract agreeing to display appropriate behaviour and sportsmanship throughout the year. From the Interschool sport competition, outstanding students are selected to trial for Thuringowa teams in all sports.

*Athletics Carnivals are held in July/August, whilst the Interschool Swimming Carnival is held in February/March.

Swimming:

As part of the Physical Education curriculum, Year 4 children of our school participate in a "Learn to Swim" program each year in Term 3. Our Physical Education Teacher has the responsibility of organising this program, which is subsidised by Education Queensland.

House Sports System:

Kelso State School has a House Sports System which was created in the early days of the school to represent surroundings related to the Upper Ross and Thuringowa areas.

House Name	Colour	Represents
Korowa	blue	the sky and Ross Dam and River
Mankoor	red	the earth
Tallaboi	white	the animals
Bibringa	green	the plants and trees

Each child is allocated to a house upon enrolment. Children from the same family will follow the oldest child in their same sports house.

Students will be involved in training each year for Interhouse Sports and Swimming Carnivals.

STUDENTS WITH LEARNING MANAGEMENT NEEDS

The class teacher is always the first and most important contact for your child and is the identified case manager for individual students. The teacher is supported by a Student Support Team which includes the Principal/Deputy Principal, Support Teacher: Literacy and Numeracy, Head of Special Education and Special Education Program Teacher and Guidance Officer. The Student Support Team also provides access to the range of outside agencies and services through school referrals. Students with identified disabilities are included in regular classes and may receive extra assistance, if required, from a Teacher Aide or, if applicable, from the Advisory Visiting Teacher or Special Education Teacher. Kelso State School is part of the **Riverway Special Education Unit**. This dual campus mode of operation enables both Kelso State School and Rasmussen State School to meet the expectations of the Disability Discrimination Act 1992 and Disability Standards for Education 2005. It also ensures that all students seeking enrolment are given equal rights and access to the school of their choice.

STUDENT LEADERSHIP

The Kelso Leadership Program has been developed to allow Year 6 students to have more of a say in, and responsibility for what happens in their school.

The Leadership Program aims to:

- Teach students about the qualities of effective leaders;
- Enable students to identify and develop leadership qualities within themselves and others;
- Give School Leaders specific roles and responsibilities within the school;
- Allow students to develop and improve their teamwork and communication skills;
- Provide younger students with positive and responsible role models of leadership that they can strive to achieve.

Student Representative Council is run by a teacher who assists the Student Leaders and the elected Class Representatives through the meeting processes.

*The School Leaders have specific responsibilities and duties within the school, and they will be expected to perform these while keeping up with everyday schoolwork.

STUDENT TRANSFERS

Circumstances change within all families and occasionally families move away and children need to transfer to another school. We endeavour to make this a seamless transition for both student and parent. Transfers are processed on the final day of attendance at the school and forwarded directly to the new school if it is known.

SUN AND SPORT SAFETY

Factor 30+ sunscreen is available in all classrooms for use by students. If your child has an allergy to sunscreen the school will need to be advised in writing of this and your child will need to bring a suitable sunscreen from home. Students who participate in swimming activities will also need to wear a sun safety shirt.

To encourage sun safety, and reduce the incidence of skin disorders caused by excessive exposure to the sun's radiation, Kelso school will:-

- promote a **"NO HAT - NO PLAY"** policy
- ensure that our recommended school uniform complies with State Schooling guidelines
- promote the use of sunscreen products
- plant trees to provide shade for our students
- encourage children to use shaded areas for playing, and other activities
- invite educational speakers from Queensland Cancer Council to address our students
- encourage students to wear a shirt with sleeves and a collar

Kelso Bucket Hats: - Kelso State School 'Bucket Hats' have been produced in line with sun-safe guidelines and designed to give good protection to the nose, ear and neck areas of the wearer. The Kelso Bucket Hat is part of our official uniform and is available for purchase from the Tuckshop.

TUCKSHOP

The school Tuckshop operates 5 days per week from Monday to Friday and is open for orders and sales after 8:30am and at first and second breaks. The Tuckshop is managed by a Convenor and an assistant for the Kelso State School P & C Committee. The tuckshop is the major source of revenue for the P & C and relies on volunteers from the parent community to help. Parents wishing to volunteer in the Tuckshop can contact the tuckshop direct on 4789 6226 during operating hours.

How to order:

Children are required to submit their order written on a paper bag for first break only. The bag must clearly state the child's name, what is required and how much money is enclosed. Each day the children place their Tuckshop orders in the box provided in their classroom and a monitor takes the box to the Tuckshop by 9:15am. Change will be given back via the Tuckshop Box.

Students ordering cold foods are required to collect them from the tuckshop personally. The tuckshop retains a list of which child has ordered what drink.

All sales for 2nd break are by purchase over the counter only. No orders for 2nd break are accepted.

Online Canteen: Please check out ordering your child's lunch online with an account you add funds to, by using: ouronlinecanteen.com.au

UNIFORMS

Kelso State School is a uniform school as endorsed by our P and C and the *Education (General Provisions) Act 2006* has made School Dress Codes and Uniform standards enforceable by law.

School uniform should be worn with pride by students and students should be neat and tidy at all times. **Students will not be permitted to represent the school if they are out of uniform.**

Our school uniform is available from the following suppliers:

Lowes Polo Shirt, Skorts, Shorts, Sole supplier of Dress and Winter Jacket	Willows Shoppingtown	Ph: 4723 2906
Tropic T-Shirts Polo Shirt, shorts and skorts	7 Castlemaine St, Kirwan	Ph: 4723 1990
Major department stores also stock navy blue separates in their school wear department.		

If you have any school uniforms that are of no further use to you, we encourage you to donate them for sale. Donations can be left at the school office.

School Uniform Requirements:

Polo Shirt	<ul style="list-style-type: none"> Navy blue and gold polo shirt with gold collar. School Emblem on left side. No pocket.
Shorts	<ul style="list-style-type: none"> Dark navy blue tailored shorts or quality basketball shorts. Shorts of inappropriate lengths are NOT permitted. Denim shorts and board shorts are NOT permitted. Rolling up of shorts is NOT permitted.
Skorts and Skirts	<ul style="list-style-type: none"> Dark navy blue skorts or skirts. Rolling up of skorts and skirts is NOT permitted.
Dress	<ul style="list-style-type: none"> Princess line light blue dress with navy and gold pinstripe checks. Peter Pan collar with navy blue tie and sun safe sleeves
Hats	<ul style="list-style-type: none"> NO HAT, NO PLAY Kelso State School sun safe navy blue bucket hat (available from the Tuckshop). Dark navy blue wide brimmed hat or bucket hat. Hats are to be worn in a sun safe manner. Baseball caps and visors are NOT permitted. Bandannas, crochet hats, beanies, etc are NOT permitted.
Shoes and socks	<ul style="list-style-type: none"> NO CLOSED-IN FOOTWEAR, NO PLAY Shoe laces must be tied up correctly and not tucked into shoes Closed in shoes (preferably black or plain joggers). Ankle socks (preferably white). Thongs, skate shoes, open sandals are NOT to be worn. They are a Workplace Health and Safety issue.
Winter Uniform	<ul style="list-style-type: none"> Navy blue and gold winter jacket with emblem (available from Lowes – Willows). Dark navy blue windcheater, jumper or cardigan. Dark navy blue tracksuit pants. Dark navy blue tights may be worn under skirt and dress. Denim jeans and leggings are NOT permitted.
Jewellery	<p>Jewellery can pose a safety hazard within a school setting. Any jewellery deemed a potential safety issue by the school is not permitted.</p> <p>Jewellery is limited to the wearing of:</p> <ul style="list-style-type: none"> Earrings: Sleepers or plain studs for pierced ears: no dangling earrings. Wrist watch: Students are encouraged to wear a wrist watch and manage their own time. Necklaces: NOT PERMITTED. With the exception of religious or cultural items. Bracelets: NOT PERMITTED. Charity bracelets will ONLY be permitted on the day they are being endorsed by the school e.g. ANZAC Day. Finger Jewellery: NOT PERMITTED. Body Piercing: While fashionable, this is not in keeping with our dress code and is an unnecessary health and safety risk. It is not condoned. <p>Allergy bracelets and medical alert jewellery should be worn at all times.</p>
Other	<ul style="list-style-type: none"> Hairstyles should be tidy and appropriate for primary school children. Long hair should be tied back or restrained. Brightly coloured hair is NOT permitted. Headbands should not include bright flowers or additional elements. Nail polish and make up is NOT permitted. NO visible undershirts or shorts should be worn. Ankle bands and anklets are NOT permitted

School processes:

Special Circumstances

Special circumstances may arise where the student is unable to wear the correct school uniform for a particular and short-term reason. For example, if the child has a cut foot and is required to wear an open shoe for a short period of time.

Under these circumstances a parent/caregiver would inform the classroom teacher of the reason the student is unable to wear the correct school uniform and the approximate length of time the exemption is needed via: letter - email - phone call or face to face visit

Issue	Example	First instance	Ongoing issues
Attire does not meet the minimum safety standards.	Sleeveless t-shirt	School will provide students with a uniform from the school supply. School will contact parents to arrange alternative clothing for the day.	Inform parents Open communication channels with parents to negotiate a solution. Possible detention.
Inappropriate attire	Midriff shirts, t-shirts with inappropriate slogans, symbols or images.	School will provide students with a uniform from the school supply. School will contact parents to arrange alternative clothing for the day. Student directed to wear shirt inside out for the day.	Inform parents Open communication channels with parents to negotiate a solution. Possible detention.
Unsafe footwear or no footwear.	Thongs, skate shoes, open sandals, untied shoelaces etc.	No outdoor play. Non-active learner at PE.	Inform parents Open communication channels with parents to negotiate a solution. Possible detention.
No hat or inappropriate sun protection.	Cap, visor, etc.	No outdoor play. Non-active learner at PE. Hat provided from school supply if available.	Inform parents Open communication channels with parents to negotiate a solution. Possible detention.
Inappropriate jewellery or non-standard jewellery.	Dangling earrings, bracelets, rings, wrist-bands, etc.	Student directed to remove and put in safe place until they go home. Student directed to remove or to cover when student safety is deemed to be an issue.	Inform parents Open communication channels with parents to negotiate a solution. Possible detention.

VOLUNTARY CONTRIBUTION SCHEME

Parents are responsible for the full cost of their student's texts and resources, but make a voluntary contribution to enable the school to provide additional resources and to enhance the learning opportunities available to students.

The Scheme provides for:

- Reprographics (other than photocopies of workbooks and core worksheets)
- 1 Ream Photocopy Paper/Child
- Teacher and student made booklets
- Art and craft supplies
- Sunscreen
- Cooking materials
- Facial Tissues
- First Aid Materials

The scheme does not provide for:

- Cost of excursions, including bus transport and entry fees
- Cost of Instrumental Music Levy
- Costs associated with participation in block sport, etc

Arrangements for Payment - cash, eftpos, or cheque at the school office.

VOLUNTEERS

Kelso's open-door policy encourages parents to spend time in their children's classrooms and parents (and grandparents, aunts, uncles, big sisters and brothers) are welcomed and encouraged to share their special skills with us.

We welcome your involvement as a voluntary Teacher Aide engaged in activities such as listening to children read, making charts and aids, working with children on computers, supervising small group activities and accompanying children on excursions.

The school's Library Aide is always looking for extra hands to work in the library and our Tuckshop always needs extra hands to bake or make sandwiches.

Volunteers reap the rewards in the personal satisfaction in helping children. Children love to see their family involved with the school. Let us know of your interest and we will welcome you on board. If you are looking for work, voluntary work can help build a Resume.

All helpers are asked to sign the register at the office on arrival and wear a VISITOR badge on each visit, for Child Protection Regulations.
