Enrolment Handbook
2020

Principal: Mr Darrell Sard
23 Yvette Street, Kelso, QLD, 4815
PO Box 10175, Rasmussen, QLD, 4815
E: principal@kelsoss.eq.edu.au
P: 07 4789 6222
Welcome to Kelso State School

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 recognise 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 welcomed as valued members of our school community and have been enthusiastic participants in our regular Kelso events like NAIDCO Day, Anzac Day and other events.

We celebrate being Kelso Proud at our Tuesday afternoon 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 CONTACT INFORMATION

23 Yvette Street
KELSO Q 4815

P O Box 10175
Rasmussen Q 4815

Telephone: 07 - 4789 6222
Email: principal@kelsoss.eq.edu.au
Website: http://www.kelsoss.eq.edu.au/
Facebook: https://www.facebook.com/Kelsostateschool/

OFFICE HOURS: 8:00am – 4:00pm
CLASSROOM OPERATIONAL HOURS: 8:50am – 2:50pm

Administration:
Principal: Mr Darrell Sard
Deputy Principal: Ms Justine Muscovich
Business Manager: Ms Janet Pattel
Administration Officers: Ms Sandra Cronin and Mrs Cathy Harvey

Capability Development Team
Head of Curriculum: Mrs Sharon Cataldo
Curriculum Literacy Coach: Mrs Donelle Scharenberg
Curriculum Literacy Coach: Mrs Alysha Walker
Data Literacy Coach: Miss Stacey Burrows

Inclusion Support Services
Head of Special Education Support: Ms Jill Ford
Inclusion Coach: Mrs Kim Fox
Inclusion Coach: Ms Jane Johnson

Behaviour Support Coaches
Positive Behaviour for Learning: Mrs Maxine O’Rourke
Restorative Practices: Mrs Megan Jarvis
Restorative Practices: Miss Zelina Thomson

Kelso State School Tuckshop:
Is managed by the school Parents and Community Association.
Please see the Tuckshop for opening days and times.

Tuckshop Operations Manager: P&C Association
Telephone: 07 4789 6226

Newsletter: Our newsletter is electronic and distributed each Wednesday via email
Parade: Tuesday’s at 2:20pm a live stream link is also text messaged to all parents
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,
Our school rules are,
Be safe, responsible and respectful.
Vision Statement
At Kelso State School we endeavour to create a successful and confident learning culture that is inclusive of all members of our school community. We value safety, responsibility and respect. We are Kelso Proud.

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.
SCHOOL PROCEDURES OVERVIEW

School Timings
The school operational times are as follows:

<table>
<thead>
<tr>
<th>Session One</th>
<th>Play One</th>
<th>Eating Break</th>
<th>Session Two</th>
<th>Play Two</th>
<th>Eating Break</th>
<th>Session Three</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:50am - 10:50am</td>
<td>10:50am - 11:15am</td>
<td>11:15am - 11:30am</td>
<td>11:30am - 1:00pm</td>
<td>1:00pm - 1:15pm</td>
<td>1:15pm - 1:30pm</td>
<td>1:30pm - 2:50pm</td>
</tr>
</tbody>
</table>

Before School: Children who arrive at school before 8:30am must proceed to the breakfast club area, outside the science lab. In this location students have access to supervision from 8:00am and a range of activities. Children are supervised in this area between 8.00am and 8.30am. All students and community members are required to be in this area prior to 8:30. For the safety of all members of the community we ask that you do not wait outside classrooms or allow children to play on play equipment before school.

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. Any other collection arrangements should be organised with the classroom teacher. This includes sibling collections.

Students catching PCYC, Captain Teddies or other buses should proceed to the Senior CPA at the completion of school and wait for their bus supervisor to collect them. For Sunbus students this is out school teacher aides, other services provide their own staff for collections.

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/carer cannot collect their child/ren at this time it is their responsibility to make alternative arrangements. If the parent/carer is running late they must contact the office on 4789 6222 to advise the school.

School Parade
A whole school parade is held each week. The parade is led by our elected Student Leaders and at each assembly the Role Model Recognition and Superstar Student awards are presented for each class. Parents are welcome and in fact, encouraged to attend.

For those who are unable to attend, a live stream link will be sent via text message each Tuesday. This allows access to our parade for all parents and guardians.
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. Students arriving after 8:50am should report to the office to obtain a late slip.

Absences can be advised to the school in a number of ways.
1. Call our office on 07 4789 6222 and select option 1
2. Log into QParents and enter the absence through the student portal
3. Respond to the attendance SMS sent after 9:30am each day
4. Advise your child’s teacher verbally or in writing

At Kelso State School we have an attendance goal of 95% for every student.

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.

School Banking
The P & C run the Commonwealth Bank School Banking Program at our school and is available to all enrolled students and their younger siblings. 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.
Prohibited Items
Any item which is likely to interfere with student learning, pose a safety risk to others, 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 and 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.

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.**

Queensland law requires that all persons wear helmets while riding bikes/scooters to travel to and from school.

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
At Kelso State School Kookaburra Educational Supplies is our preferred booklist provider. Kookaburra provide an online portal through which parents can order their child/ren's book during term 4. Log in details for this portal are sent home with each student at the beginning of term 4 each year, and can also be accessed through our office.

Bullying
Bullying is the **ongoing and deliberate** misuse of power in relationships through repeated verbal, physical and/or social behaviour that intends to cause physical, social and/or psychological harm. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening. We teach all students, “Walk away and walk towards someone who can help and report all incidents”. 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
All students who travel home by bus are asked to wait in their designated areas until collected by their service provider.

**School bus:** Students are asked to move to the Senior CPA at the end of the day and are 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.

**PCYC, Captain Teddies and 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.

**Captain Teddies:** Paved area at the front gate with the teacher on duty
**PCYC:** Under The senior CPA with the PCYC staff member present.

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.

**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 electronically each Wednesday.

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, and 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 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 do not insert any external USB/ data keys into school computers.

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 year level Line Manager, Principal or Deputy Principal to discuss the issue further.

**Curriculum**

At Kelso our Year 1 - 6 Curriculum is 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 and 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, or check http://closures.det.qld.gov.au 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. The school has policies and procedures in place for play and break times during extreme weather.

**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.

**Withdrawal Restitutions**

The Principal or Teacher at a State School may withdraw a student from their break time as a restitution for disobedience, misconduct, wilful neglect to prepare homework or for other breaches of school discipline.

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

At Kelso State School, the expectation is that staff will contact parents/guardians prior to the commencement of a withdrawal restitution of 20 or 30 minutes in duration.

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

**Early and Late Departures**

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 to wait in the office for the student to be sent from the classroom.

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.
Emergency Evacuation and Lockdowns

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 at a minimum of 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. You will also receive an electronic invoice where we have your email details. 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. Payments can be made via the front office in cash or EFTPOS, or online through BPoint and QParents payment options. 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 fundraising is managed by 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.

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. One infected a 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

The following is a list of diseases and illnesses and their required exclusion from school. If you have any concerns please contact our office on 07 4789 6222.

<table>
<thead>
<tr>
<th>Disease or Condition</th>
<th>Exclusion of Cases</th>
<th>Exclusion of Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bronchiolitis &amp; Bronchitis</td>
<td>Exclude until appropriate medical treatment is given and the child is feeling well</td>
<td>Not exclude</td>
</tr>
<tr>
<td>Campylobacter</td>
<td>Exclude until diarrhoea has ceased</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Chicken Pox</td>
<td>Exclude until all lesions have crusted, and there are no moist sores and the child feels well.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Common Cold</td>
<td>Exclusion is not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Exclude until discharge from the eyes has ceased or medical treatment has been undertaken for 24 hours</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Croup</td>
<td>Exclude until fully recovered</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Cryptosporidiosis</td>
<td>Exclude until diarrhoea has ceased</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Diphtheria</td>
<td>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</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Glandular Fever (Mononucleosis)</td>
<td>Exclusion is not necessary but symptoms will preclude attendance in acute phase. Child should return on Doctor’s advice</td>
<td>Not Excluded</td>
</tr>
<tr>
<td>Head Lice (Pediculosis)</td>
<td>Readmit day after appropriate treatment.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hepatitis A (Infectious Hepatitis)</td>
<td>Exclude for one week after the onset of jaundice or illness</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>Exclusion is not necessary but children will need a period of recuperation and be readmitted on the production of a medical certificate</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Herpes Simplex Type 1 (Cold Sores or Fever Blister)</td>
<td>Exclude until the lesion has dried</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Human Immunodeficiency Virus (HIV, AIDS)</td>
<td>Exclusion is not necessary unless the child has secondary infections. Symptoms will preclude attendance</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hydatid Disease</td>
<td>Exclusion is not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Influenza</td>
<td>Exclude until child feels well</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Impetigo (School Sores)</td>
<td>Readmit once appropriate treatment has commenced. Any sores on exposed surfaces should be covered properly with occlusive dressing, for example, gauze</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Measles</td>
<td>Exclude for four days from the appearance of the rash or until a medical certificate of recovery is</td>
<td>Immunised contacts not excluded</td>
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<tr>
<td></td>
<td>Produced</td>
<td></td>
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</tr>
<tr>
<td><strong>Meningitis (Bacterial)</strong></td>
<td>Exclude until attending Doctor feels the child is well and non-infectious. Readmit on receipt of a medical certificate</td>
<td>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</td>
</tr>
<tr>
<td><strong>Meningitis (Viral)</strong></td>
<td>Readmit on the production of a medical certificate</td>
<td>Not excluded</td>
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<tr>
<td><strong>Mumps</strong></td>
<td>Exclude for nine days or until swelling goes down</td>
<td>Not excluded</td>
</tr>
<tr>
<td><strong>Ringworm</strong></td>
<td>Readmit the day after treatment has commenced</td>
<td>Not excluded</td>
</tr>
<tr>
<td><strong>Rubella (German Measles)</strong></td>
<td>Exclude until fully recovered (Parents need to know that this disease can pose a threat to developing foetus)</td>
<td>Not Excluded</td>
</tr>
<tr>
<td><strong>Scabies</strong></td>
<td>Readmit the day after appropriate treatment has commenced</td>
<td>Not excluded</td>
</tr>
<tr>
<td><strong>Streptococcal Sore Throat</strong></td>
<td>Exclude until a medical certificate of recovery is given</td>
<td>Not excluded</td>
</tr>
<tr>
<td><strong>Toxoplasmosis</strong></td>
<td>Exclusion is not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td><strong>Viral – Gastroenteritis (Viral Diarrhoea)</strong></td>
<td>Exclude until diarrhoea has ceased</td>
<td>Not excluded</td>
</tr>
<tr>
<td><strong>Whooping Cough</strong></td>
<td>Exclude the child for five days after starting antibiotic treatment</td>
<td>Unimmunised household or close contacts should be excluded for 14 days or until they have been on antibiotic treatment for at least 5 days</td>
</tr>
<tr>
<td><strong>Worms</strong></td>
<td>Exclusion is not necessary</td>
<td>Not excluded</td>
</tr>
</tbody>
</table>
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, and 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. Students identified as asthmatic will require an Asthma Action Plan from their treating physician.

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.

Class teachers will make homework decisions as a cohort in consultation with their Line Manager, this may include subject areas included, frequency or homework, or the decision that homework will not be given.

Where homework is given, 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. Whilst they do not state homework is compulsory, strict guidelines are given on 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.

Reading for a minimum of 30 minutes per day is encouraged in ALL year levels, regardless of a cohort’s homework policy.

Inclusive Educational Approach
Kelso State School employs and Inclusive Educational Approach for all student. Students with identified disabilities are included in regular classes and may receive extra assistance. Classroom teachers are supported in providing and inclusive environment through the provision of dedicated Inclusion Coaches, whose expertise is used to build classroom teacher capabilities in meeting the needs of all students. Students’ programs are implemented with support in the classroom or in an alternative outreach setting.

Students enrolled in Queensland state schools come from diverse social, cultural, geographic and family backgrounds, are of many identities, and of all abilities. The Department of Education’s Inclusive education policy supports our shared vision that all students in Queensland state schools receive the support they need to belong to the school community, engage purposefully in learning and experience academic success: Every Student Succeeding — State Schools Strategy 2018–2022.

Students experience inclusive education when they can access and fully participate in learning, alongside their similar-aged peers, supported by reasonable adjustments and teaching strategies tailored to meet their individual needs. Inclusion is embedded in all aspects of school life, and is supported by culture, policies and every day practices.

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 alibrary 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 alibrary 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 during the first and second lunch breaks as well as in designated 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 besides the Amenities 1 building (opposite the music room) 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 Electronic Devices**

It is a Kelso State School policy is that students who bring mobile phones, and electronic devices, 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. Payments can also be made online via BPoint and QParents when an electronic invoice has been received. 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**

At Kelso State School we aim to be a school of music excellence. We are proud of the
many opportunities offered for students to engage in over their primary schooling careers.

**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. Where necessary 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 Programs**
In addition to the core music program for the school, Kelso also provides Instrumental Music Programs. 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.

All music instruction is provided by qualified instrumental teachers through timetabled lessons each week. The music program requires students to attend these lessons, practice outside of school time and complete program based assessments. A 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 attempt to repair 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 Citizen’s 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 a designated date each month after school. Times and locations are advised through our school newsletter. 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 those with prior approval from the school administration.

Parking in the turning circle area is not permitted except for vehicles delivering/collecting goods.

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”. Vehicles not meeting the parking expectations will be reported to council.

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 and Animals

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. Parent vehicles parked in the bus zone will be reported to council. Currently council advises a $185 fine may be applied.

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 apply around the school and on Ross River Road.

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 volunteers 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 Periods and Information Sessions

In week 9 or Term 4 each year Kelso State School will hold a school-wide transition day. Students will spend the day working with their intended teacher for the following school year. Which will culminate with an open door afternoon allowing the class teacher will discuss class routines and expectations. Year 6 students attend their regional transition day on this date.

Prep Stay and Play sessions are offered at designated dates in Term 4. These dates are advised in our school newsletter and through Prep Transition programs at local Kindergarten centres.
Reporting of student progress occurs 4 times a year at the end of each term.

<table>
<thead>
<tr>
<th>Term 1</th>
<th>Parent Teacher Oral Discussion.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 2</td>
<td>Formal end of semester written report.</td>
</tr>
<tr>
<td>Term 3</td>
<td>Parent Teacher Interview/discussion.</td>
</tr>
<tr>
<td>Term 3</td>
<td>Formal end of semester written report.</td>
</tr>
</tbody>
</table>

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**

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.kelsoss.qld.edu.au) or on request from the office.

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

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

Rewards for appropriate behaviours and restitutions for inappropriate behaviours 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. It is essential all members of our school community have 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.**

**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, Inclusion Coaches, Music Teacher, Physical Education Teachers, Instrumental Music Teachers, Japanese Language Teacher (LOTE) and visiting specialists as required.
**Sport**
In 2020 students will once again participate in a range of sporting events that 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 Schooling Sport. Students in years 5-6 are given the opportunity to participate in three 7 week seasons during the year.

At Kelso, students may be offered the opportunity to try out for a place in the following teams:
- Season 1 – Rugby League or Netball
- Season 2 – Touch, Soccer or Rugby Union
- Season 3 – AFL or 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 and is a night time event.

**Swimming:**
As part of the Physical Education curriculum, Year 2, 4, and 6 children of our school participate in a "Learn to Swim" program each year in Term 3 or 4. Our Physical Education Teachers have 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 to represent surroundings related to the Upper Ross and Thuringowa areas. Our house system is used during parades and morning notices. Houses are awarded points, which are tallied and used towards house rewards afternoons.

<table>
<thead>
<tr>
<th>House Name</th>
<th>Colour</th>
<th>Represents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Korowa</td>
<td>blue</td>
<td>the sky and Ross Dam and River</td>
</tr>
<tr>
<td>Mankoor</td>
<td>red</td>
<td>the earth</td>
</tr>
<tr>
<td>Tallaboi</td>
<td>white</td>
<td>the animals</td>
</tr>
<tr>
<td>Bibringa</td>
<td>green</td>
<td>the plants and trees</td>
</tr>
</tbody>
</table>

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 sports and swimming carnivals.

**Students with Learning Management Needs:**
The class teacher is always the first and most important contact for your child and, in most cases, is the identified case manager for individual students. Classroom teachers are supported by an Inclusion Team which includes the Principal/Deputy Principal, Inclusion Coaches, Inclusive Support Teachers and Guidance Officer. Kelso State School also has support from a cluster Head of Special Education Services. The Inclusion 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 member of the Inclusion Team or, if applicable, from visiting specialists. 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 responsibility for what happens in their school. These positions are determined through an application and election process, which is offered to student in Term 4 of Year 5.

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 Line Manager 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 Safety and Sport
Factor 30+ sunscreen is available from the First Aid room 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 State 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 and,
- encourage students to wear a shirt with sleeves and a collar.

Kelso Reversible Team Bucket Hats: - Kelso State School reversible team 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 through the P&C from the Tuckshop. The hats include the standard Kelso State School navy and gold on one side, the student’s house colour and house name on the other side, a size adjustment toggle and a fabric name tag which tucks into the house side. Students can choose to wear their hat wither navy or house side out.
Sizes available include small, medium and large.
**Tuckshop**

The school Tuckshop operates on designated days which are advertised on order slips and through the newsletter. Orders must be placed by the day before, either through the tuckshop or the blue money box in the front office. Currently the tuckshop operates Wednesday and Friday. The Tuckshop is managed by a Convenor, on behalf of 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 the provided order forms, which are handed out in classrooms on Friday each week. The form must clearly state the child’s name, what is required and how much money is enclosed. Orders must be placed by 2:50pm the day before. Change will be given back via the Tuckshop Box.

Currently the tuckshop operates on an order only basis and there are no purchasing opportunities at break times. As this changes parents will be advised through various communication methods.

**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:

<table>
<thead>
<tr>
<th>Supplier</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lowes</td>
<td>Willows Shoppingtown</td>
<td>4723 2906</td>
</tr>
<tr>
<td>Tropic T-Shirts</td>
<td>7 Castlemaine St, Kirwan</td>
<td>4723 1990</td>
</tr>
<tr>
<td>School Locker</td>
<td>Domain Central</td>
<td>4430 8500</td>
</tr>
</tbody>
</table>

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 to the school. Donations can be left at the school office for emergency use in the first aid room or donated to the P and C for sale in their second hand uniform shop.
### School Uniform Requirements

<table>
<thead>
<tr>
<th>Item</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Polo Shirt</strong></td>
<td>- Navy blue and gold polo shirt with gold collar. School Emblem on left side. No pocket.</td>
</tr>
</tbody>
</table>
| **Shorts**  | - 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** | - Dark navy blue skorts or skirts.  
                          - Rolling up of skorts and skirts is **NOT** permitted.  |
| **Dress**   | - Princess line light blue dress with navy and gold pinstripe checks. Peter Pan collar with navy blue tie and sun safe sleeves |
| **Hats**    | - **NO HAT, NO PLAY**  
              - Kelso State School sun safe reversible 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** | - **NO CLOSED-IN FOOTWEAR, NO PLAY**  
                           - Shoe laces must be tied up correctly and not tucked into shoes  
                           - Ankle socks  
                           - Thongs, skate shoes, open sandals are **NOT** to be worn. They are a Workplace Health and Safety issue.  |
| **Winter Uniform** | - Navy blue and gold winter jacket with emblem  
                               - 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** | Jewellery can pose a safety hazard within a school setting. Any jewellery deemed a potential safety issue by the school is not permitted. Jewellery is limited to the wearing of:  
                           - **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. Students are encouraged not to wear fitbits/smartwatches to school as the school takes no responsibility for damage or loss of watches. Smartwatch that is capable of internet connection or phone calls are deemed an electronic device and may be required to be turned into the office under the Kelso State School electronic devices policy.  
                           - **Necklaces**: **NOT PERMITTED**. With the exception of religious or cultural items which should be tucked inside the students shirt to avoid hazards.  
                           - **Bracelets**: **NOT PERMITTED**. Charity bracelets will **ONLY** be permitted on the day they are being endorsed by the school e.g. ANZAC Day.  
                           - **Rings and Finger Jewellery**: **NOT PERMITTED**. No
**Exceptions.** Finger jewellery present a serious risk of catching on other items and causing serious damage and is therefore prohibited.

- **Body Piercing: NOT PERMITTED**

Allergy bracelets and medical alert jewellery may be worn at all times.

**Other**

- Hairstyles should be tidy and appropriate for primary school children.
- Long hair should be tied back to avoid hazards.
- Brightly coloured hair is **NOT** permitted.
- Headbands should match the school colours as closely as possible.
- Nail polish and make up is **NOT** permitted.
- **NO** visible undershirts or shorts should be worn.
- **SKINS shorts** are to be worn at sporting events only.
- Ankle bands and anklets are **NOT** permitted.

**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.

<table>
<thead>
<tr>
<th>Issue</th>
<th>Example</th>
<th>First instance</th>
<th>Ongoing issues</th>
</tr>
</thead>
</table>
| 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                     | Inform parents
Open communication channels with |

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28
Inappropriate jewellery or non-standard jewellery.

Dangling earrings, bracelets, rings, wristbands, 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. Parents (and grandparents, aunts, uncles, big sisters and brothers) are welcomed and encouraged to share their special skills with us.

We welcome your involvement 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.