



Enrolment Handbook 2022

Principal: Mr Darrell Sard
23 Yvette Street, Kelso, QLD, 4815
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P: 07 4789 6222



Kelso State School

The Future Is In Our Hands

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 recognise that *the future is in our hands*, and our focus is: "Every student succeeding". Underpinning this focus are our key guiding documents, Kelso State School Annual Improvement Plan (AIP) and the Queensland State Schools Strategy 2022 – 2026."

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.

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.

Transitions are a key focus at Kelso State School. We recognise the importance of every stage in a child's education from Pre-Prep through to Secondary. This includes moving through the formal and informal aspects of learning and life.

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 and are 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 NAIDOC Day, Anzac Day and other commemorative days and special 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 Department Curriculum:

Mrs Bonnie Nagy

Head of Inclusion:

Miss Jane Johnson

Early Years Coach:

Miss Stacey Burrows

Key Educator Positive Behaviour for Learning:

Mrs Kim Fox

Student and Community Supports:

Guidance Officer:

Mrs Katrina Stonestreet

Speech Pathologist:

Mrs Jocelyn Dyer

Occupational Therapist:

Miss Melanie Stefano

Psychologist:

Miss Jess Walters

Social Worker:

Miss Hollie Stocker

Chaplain:

Mr Vince Wharton

Community Hub Coordinator:

Mrs Krystle Lewis

Kelso State School Tuckshop:

Is operated 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 one 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:

Session One	Play One	Eating Break	Session Two	Play Two	Eating Break	Session Three
8:50am - 10:50am	10:50am – 11:15am	11:15am – 11:30am	11:30am – 1:00pm	1:00pm – 1:15pm	1:15pm – 1:30pm	1:30pm – 2:50pm

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, as well as 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 the Prep-2 gate 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 front gate at the completion of school and wait with the bus supervisor to be collected. Teacher aides collect students in Prep and Year 1 from their classrooms and escort them to the bus collection area. Please advise the office if your child travels to or from school on a bus or with a child care service.

Children riding bicycles are required to walk their bikes once inside the school grounds and along the external perimeter. Bikes and scooters are to be stored in a designated bike rack during the school day.

Children waiting for parents will go immediately to either the Prep-2 or main gate (3-6) and remain seated inside the school fence. 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/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. At each parade weekly recognition certificates are presented. A text message is sent home prior to the parade to advise parents if their child is receiving an award. Parents of those students receiving awards are welcome and in fact, encouraged to attend when COVID regulations allow.

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 a 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 school administration.

Each day, after rolls have been marked, parents will receive an SMS notification if their child has been marked absent and no explanation has been received. It is important that students report to the office to receive a late slip if they arrive after 8:50am, otherwise parents will receive an SMS message indicating absence. In some instances unexplained absences 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. No visitors are permitted to enter school grounds and approach learning areas without signing in with the office first.

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 illegal substances.

Bicycles and Scooters

Children riding bicycles or scooters to school are required to park them in the bike racks provided. To prevent theft, we strongly recommend that all students lock their bicycles/scooters into the racks with a quality chain and padlock. **Students are asked to lock their own** bike/scooter when they get to school.

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 bicycle/scooter goes missing, the matter should be reported to the office in the first instance. CCTV cameras can be checked and we can assist in attempting to find the missing items. 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 yearly booklists are provided for parent/carer information of the stationery required. Copies of the booklist can be collected from the office, or accessed on our website.

Bullying

Kelso State School has a '**Bullying No Way**' Policy which is implemented in conjunction with the school's Student Code of Conduct. Please see the Student Code of Conduct for more information on Bullying processes and procedures.

At Kelso State School we define bullying as 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.

If you have concerns regarding bullying please contact your child's classroom teacher.

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 wait at the front gate at the end of the day and are supervised by staff until the bus arrives. Children who regularly travel by bus are required to be marked off the daily bus travel register which indicates to the school whether 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 staff member 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 the designated area at the front gate each afternoon.

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 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 Chaplain services, please contact the school on 4789 6222. Our Chaplain is normally at school Monday's and Thursday's.

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, to arrange a mutually agreeable time.

Please keep us informed regarding changing circumstances (addresses, phone numbers, etc), educational problems, illness, change of family situation etc. at the front office.

Parents will be kept informed of school events and student progress through various modes of formal and informal communication.

Newsletters are distributed fortnightly through text and email on a Wednesday.

At Kelso State School we value effective and respectful communication. We use a problem-solving approach to issues and find this results in the most effective outcome for all involved.

Abusive behaviour towards staff, students and community members will not be tolerated.

Computers

Computers are available in each classroom for student use.

A lab of computers is set up for teachers to access with their class to engage with curriculum learning.

Education Queensland policy does not permit external programs to be loaded onto school computers.

Students must have approval from parents to use the Internet and E-Mail facilities and a completed Third-Party Consent and Information Technology Agreement is required upon enrolment. Any abuse of technology will result in user privileges being denied.

Concerns and Complaints

Parents are encouraged to discuss any issues or concerns with the class teacher in the first instance. 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 Prep - 6 Curriculum is implemented through the Australian Curriculum and the C2C.

Cyclone and Weather Emergencies

Where a weather emergency affects the school, information will be provided by the Principal. Parents may also check <http://closures.det.qld.gov.au> for information on school closures.

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.

Early and Late Departures

If you need to pick your child up from school during the school day please inform their teacher. Students must be signed out by a parent or caregiver from the office. Parents/carers 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.

Emergency Evacuation and Lockdowns

Evacuation procedures entail moving all children as quickly as possible to the nearest safe area. Students practice these procedures throughout the year during scheduled drills.

Excursions/Incursions

Where an excursion or incursion is to take place, parents/carers will receive a letter advising of event information and a permission form/payment envelope.

If payment is required, parents/carers will receive an electronic invoice (if email on record). Payments can be made via the front office in cash or EFTPOS, or online through BPoint and QParents payment options.

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
- wear clean clothes to school each day
- 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)
- are using hand sanitiser or hand washing when required

Head lice:

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.

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.

Disease or Condition	Exclusion of Cases	Exclusion of Contacts
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
COVID 19	Exclusion from school until full recovery as per health advices and chief health office mandates.	
Croup	Exclude until fully recovered	Not excluded
Cryptosporidiosis	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 the procedure is:-

- 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 are encouraged to carry their asthma inhaler 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.

Anaphylaxis:

Where a student is suspected or diagnosed as anaphylactic, a anaphylaxis plan is required. This plan must be completed by the child's doctor and provided to the school with any accompanying medication.

Sickness

If your child indicates sickness prior to coming to school, please ensure they are kept home until well. Whilst education is important, this 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. **It is essential all contact details are kept up to date.**

Homework

At Kelso State School homework is not a mandatory requirement. This must be communicated clearly with families at the commencement of the school year. If homework is set, it is to be in consultation between the parent and the teacher.

Inclusive Educational Approach

At Kelso State School all students experience inclusive education to ensure they can access and fully participate in learning alongside their similar-aged peers. All students are 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 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.

Lost Property

Our lost property box is located besides the Amenities 1 building 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.

Smart and Electronic Devices

It is a Kelso State School policy is that students who bring mobile phones, smart watches and all other electronic devices, to school must sign them in at the office for safekeeping on arrival at school. The device will be returned to the student at the end of the school day. The school accepts no responsibility for the safety of a device left in a student's school bag. Students using their device during the school day will have their device confiscated.

We strongly recommend that 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 Student Code of Conduct.

Money Collection

During the year there will be times when children will be attending activities 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.

Late payments will be refused in most cases unless prior arrangements have been made with administration.

Money at School

Unless required for a 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 BUSSTOPS. 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. Year 6 students attend their regional transition day on this date.

Prep Stay and Play sessions are offered at designated dates throughout the year from term 2. These dates are advised in our school newsletter, on Facebook and through Prep Transition programs at local Early Learning Centres.

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 4	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.

Student Code of Conduct

Our Student Code of Conduct 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:

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

Recognitions for appropriate behaviours and restitutions for inappropriate behaviours are based upon the school Behaviour Matrix. It is essential all members of our school community have read the *School Student Code of Conduct*.

School Crossings

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.

School Security

Our school is now under the 24 hours surveillance of Closed Circuit Television (CCTV).

We also ask that all community members 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 is not permitted.

Sport

Throughout the school year students may be given the opportunity to participate in a range of sporting events.

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 two of the 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 selected to participate in interschool sport must uphold the expectations of the Kelso State School Behaviour Matrix, while representing the school.

Athletics Carnivals are usually held in July/August, whilst the Interschool Swimming

Carnival is held in February/March and is a night time event. Information on these events is sent home for families and the community.

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.

House Sports System:

Kelso State School has a House Sports System which was created to represent surroundings related to the Upper Ross areas. Our house system is used during parades and morning routines. Houses are awarded points, which are tallied and used towards house recognition afternoons.

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 with Disabilities

The class teacher is always the first and most important contact for your child. Classroom teachers are supported by an Inclusion Team which includes the Principal/Deputy Principal, Head of Inclusion, Inclusive Support Teachers and Guidance Officer.

Kelso State School also employs a Psychologist, Social Worker, Speech Language Therapist and Occupational Therapist to help provide individualised supports for those students with additional needs.

A Student Wellbeing Support Coordinator is also employed to provide individualised Personal and Social interventions and supports, including sensory spaces, regulation activities and other interventions.

The Inclusion Support Team also provides access to the range of outside agencies and services through school referrals.

Through service agreements, NDIS service providers for students are able to access school site to provide supports and therapies.

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.

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.

Student Representative Council is run by a member of staff 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.

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,
- encourage children to use shaded areas for playing, and other activities,
- 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 school office or Tuckshop. Sizes available include small, medium and large.

Tuckshop

The school Tuckshop operates on designated days which are advertised through the newsletter and on our Facebook page. Parents wishing to volunteer in the Tuckshop can contact the school on 4789 6222.

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.

House Shirts can be ordered through the school. Parents and carers will be advised when ordering for House Shirts is available.

Our school uniform is available from the following suppliers:

Lowes	Willows Shoppingtown	Ph: 4723 2906
Tropic T-Shirts	7 Castlemaine St, Kirwan	Ph: 4723 1990
School Locker	Domain Central	Ph: 4430 8500
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.

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 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<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. Students are encouraged not to wear fitbits/smartwatches to school as the school takes no responsibility for damage or loss of watches. Smartwatches that are capable of internet or telephone communication are deemed an electronic device and must 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. This includes, but is not limited to nose piercings. <p>Allergy bracelets and medical alert jewellery must be worn at all times.</p>

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

Volunteers

We welcome your involvement your child's education. At various times throughout their primary schooling there may be opportunities for you to participate on a volunteer basis, such as camps, excursion and incursions.

All volunteers must be approved by the Principal or Deputy Principal. Approved volunteers must sign in at the office on arrival and may be required to complete an induction on school, or external site, processes.