

Calamvale Special School



2018

Parent Handbook

To learn. To live. To grow.



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WELCOME TO CALAMVALE STATE SPECIAL SCHOOL

Outlined in this booklet, you will find general information on the school at present – its policies, procedures, organisation and curriculum. As a parent/guardian or visitor to the school, this information should help you gain an insight into Calamvale Special School.

The school was established in 1985 and over recent years has continued to grow. We are now one of the largest special schools in Brisbane.

In 2017, the Administration section of the school moved to a newly constructed building towards the end of the school driveway. The Administration area is located on the ground floor, with the purpose built first floor housing the Senior Secondary Campus. Please note there will be limited visitor parking available on the school grounds.

A range of detailed publications and further information is also available from the school office, or is published on our school's website - calamvalespecialschool@eq.edu.au

STATEMENT OF PURPOSE

Vision: To Live, To Learn, To Grow

Purpose: Calamvale Special School is committed to providing a safe, respectful and disciplined learning environment for students and staff, where students have opportunities to engage in inclusive and quality learning experiences and acquire values supportive of their lifelong wellbeing.

CONTACT INFORMATION

Telephone:	3712 5555
Fax:	3712 5500
Student Absence Line:	3712 5566
Website:	www.calamvalespecialschool.eq.edu.au
Email Address:	the.principal@calamvalespecialschool.eq.edu.au
Address:	29 Nottingham Road, Calamvale, 4116
Office Hours:	7.30am to 3.30pm

2018 SCHOOL STAFF

<u>Title</u>	<u>Staff member</u>	<u>Email address</u>
Acting Principal	Sue Howell	showe19@eq.edu.au
Deputy Principal	Anthony Kruck	akruc1@eq.edu.au
Acting Deputy Principal	Janee Williamson	Jwill200@eq.edu.au

Acting Head of Curriculum	Simone Donovan	sdono24@eq.edu.au
Business Services Manager	Kathy Harris	kharr20@eq.edu.au
Administration Officers	Denise Bouyer	dbouy2@eq.edu.au
	Jodie Carpenter	jcarp34@eq.edu.au
	Sharon Batchelor	sbatc20@eq.edu.au

Class Teachers

<u>Class</u>	<u>Teacher</u>	<u>Email</u>
Early Years 1	Emily Brazier	exbra4@eq.edu.au
Early Years 2	Sharon Jones	sione13@eq.edu.au
	Liz Rogers	lroge43@eq.edu.au
Early Years 3	Michelle Linton	mlint6@eq.edu.au
Early Years 4	Sally Burton	sburt7@eq.edu.au
	Neve Singh	nsing50@eq.edu.au
Middle 1	Christine Cotton	cxfra5@eq.edu.au
Middle 2	Rebekah Sutton	rsutt51@eq.edu.au
Middle 3	Kellie Murtagh	kimur0@eq.edu.au
Middle 4	Liesbeth Baljet	lbali0@eq.edu.au
Middle 5	Jackie Lawrence	jlawr147@eq.edu.au
Middle 6	Taskeen Vahed	tvahe1@eq.edu.au
Junior Secondary 1	Jenna Bartlam	Jbart229@eq.edu.au
Junior Secondary 2	Jesse Best	jbest22@eq.edu.au
Junior Secondary 3	Renu Sami	rsami3@eq.edu.au
Junior Secondary 4	Trish Mercer	pmerc5@eq.edu.au
Junior Secondary 5	Pamela Sandford	psand13@eq.edu.au
Junior Secondary 6	Anu Kalappura	akala14@eq.edu.au
Junior Secondary 7	Rejay Somai	rsoma2@eq.edu.au
Senior Secondary 1	Milissa Evans	mevan136@eq.edu.au
Senior Secondary 2	Wendy Eldred	weldr3@eq.edu.au
Senior Secondary 3	Nicole Horne	nhorn36@eq.edu.au
Senior Secondary 4	Mat Bray	mbray2@eq.edu.au
Senior Secondary 5	Tom O'Brien	tobri108@eq.edu.au

Non-contact / Specialist Teachers

<u>Subject</u>	<u>Teacher</u>	<u>Email</u>
Health & Physical Education	Josh Dickson	jdick197@eq.edu.au
Health & Physical Education	Elizabeth Rogers	lroge43@eq.edu.au
Music	Stacey Cooper	scoop179@eq.edu.au
Art	Leonie White	ljwhi3@eq.edu.au

Specialist support

<u>Role</u>	<u>Staff member</u>	<u>Email</u>
Guidance Officer	Anne Chapman	achap10@eq.edu.au
Speech Pathologist	Catriona Pine	cpine1@eq.edu.au
	Shelby Thornton	sthor204@eq.edu.au
Physiotherapist	Elodie Geertsema	egeer5@eq.edu.au
	Kathy Chen	
Occupational Therapist	Hannah Tipman	htipm2@eq.edu.au
School Nurse	Ruth Zillmann	rzill0@eq.edu.au
	Bec Montgomery	rmont42@eq.edu.au
	Erin Jefford	ejeff53@eq.edu.au
Senior School Coordinator	Rebecca Gater	rgate5@eq.edu.au
Senior School Coordinator	Carmel Cooper	ccoop1@eq.edu.au
Chaplain	Sharon Stoodley	sstoo6@eq.edu.au
Health & Safety Advisor	Anthony Kruck	akruc1@eq.edu.au
Positive Behaviour 4 Learning	Simone Donovan	sdono24@eq.edu.au
Teaching & Learning Coaches	Lauren Simon	lsimo9@eq.edu.au
	Marissa Bertwistle	mbert27@eq.edu.au

Teacher aides

Sarah Bailey, Sharon Batchelor, Fran Berry, Anita Black, Deborah Brown, Karen Brown, Jodie Carpenter, Kristy Challinor, Kandie Clarke, Nicky Clements, Catherine Cool, Lynette Cullen, Deborah Desfontaines, Jenny Dodson, Kerryn Doyle, Pia Fogarty, Shadae Fraser, Donna Hall, Renee Hammant, Jade Huggins, Audrey Kinna, Sarah Kinsella, Leonie Loynes, Rodney Manning, Jennie Martin, Greg McAneney, Lynn McMaster, Sabrina Miller, Tanya Muller, Susan Nicolaidis, Carolyn Oldano, Reagan Parmenter, Mandy Petrovic, Kim Pollock, Julie Silva, Renee Simpson, Di Smith, Lynn Smith, Mary Stevenson, Maria Tapinos, Abby Turner, Kristine Wallace, Carolyn Ware.

Ancillary Staff

John Boland, Branka Duric, Millie Elliot, Tatjana Milovanovic, Gorica Mirkovic, Rada Petrovic, Norm Ratcliffe, John Van Dongen

SCHOOL CALENDAR FOR 2018

TERM DATES

Term One:	22 nd January – 29 th March
Term Two:	17 th April – 29 th June
Term Three:	16 th July – 21 st September
Term Four:	8 th October – 14 th December

STUDENT FREE DAYS

Term One:	Thursday 18 th and Friday 19 th January
Term Two:	Monday 16 th April
Term Four:	Monday 22 nd October

PUBLIC HOLIDAYS

Australia Day:	Thursday 26 th January
Good Friday:	Friday 30 th March
Easter Monday:	Monday 2 nd April
Anzac Day:	Wednesday 25 th April
Labour Day:	Monday 7 th May
Brisbane Exhibition:	Wednesday 15 th August
Queen's Birthday:	Monday 1 st October

SCHOOL TIMES

8:30am	Students begin to arrive at school
8:55am	School commences
10:25am	Morning tea and play time
11:10am	School resumes
12:40pm	Lunch and play time
1:25pm	School resumes
2:55pm	School concludes – move to bus and parent collection zones

SCHOOL PROCEDURES AND PROGRAMS

Accidents

No matter how careful we are, accidents will happen. If your child is involved in a minor accident, they will be given first aid at the school and the school will contact parents/carers either by phone or through the communication book to inform you of the incident. If the accident is more serious and we feel further medical attention is needed, we will make every endeavour to contact you. In an emergency situation, an ambulance will be called. Parents and carers please ensure the school has the correct contact details (including emergency contacts) to enable contact to be made when necessary.

Arrival / Departure

It is recommended that children arrive at school after 8:30am, as staff supervision will be available before school from that time. Any students who arrive at school after 8.55am will need to be taken to the school office. If your child has to leave school before the end of the school day, the parent or carer must notify the school, and the child must be collected from the office by a parent/guardian.

Appointments

Parents are welcome to make an appointment to see teachers, the Principal or the Deputy Principals at any time to discuss their student's progress. Timely notice is desirable to ensure that necessary arrangements can be made.

Assembly (Parade)

Assemblies are held every Friday afternoon at 2:30 for Middle, Junior Secondary and Senior Secondary students. The program includes singing the National Anthem, presenting awards, celebrating birthdays and general notices.

Attendance / Absenteeism

If your child is unwell or will be absent from school, please advise the school of their absence before or on the day by:

- Calling the Absence line - Phone: 3712 5566

The parent/guardian of a child whose absence is unexplained on a given day, will receive a text message in the morning, requesting a reason for the absence. Parents are strongly encouraged to respond to this text as soon as possible with the child's full name, reason and expected duration of absence. If your child travels to school via taxi or bus, please advise them of the absence as well.

Behaviour Management

The school has a clear policy for managing student behaviour that involves consistent and recognised consequences for both positive and inappropriate behaviour. The school bases the behaviour programs on the Positive Behaviour for Learning (PBL) model.

Rewards for positive behaviour within the school environment include a "gotcha" system. The system encourages students to follow the school expectations and are rewarded for their efforts. When the student's card is completed the student is given an opportunity to receive a prize. Certificates are also presented to students at the weekly assembly.

For inappropriate behaviour, strategies are used to provide students with consistent and predictable consequences. Engaging in inappropriate behaviour is met by staff with a verbal warning, if the behaviour is repeated the school uses other systems. Refer to Responsible Behaviour Plan (uploaded to our website)

Book Club / Book Fair

Each year, the school arranges a book fair to come to the school for students and families to purchase quality books at great prices. You will receive further information closer to the date. We also operate Scholastic Book Club twice per term, where a brochure will be sent home to all families. A percentage of all book sales from both of these, allows us to purchase new books and resources for the Library.

Buses

The school owns two buses which are used to transport students into the community.

- Toyota Coaster (seats 22)
- Ford Transit (converted to transport 2 wheelchairs and 9 seats)

The running costs for these vehicles is considerable and it is essential that parents contribute

towards the cost of running these vehicles. This is accomplished by adding a small charge to cover the cost of school outings or trips.

Buses – to and from school

Transport to and from school is provided by a private contractor – Townsend School Bus Services. The Department of Education & Training initially approves the transport application and forwards it to Queensland Transport. Pick-ups and drop-offs are directly at the child's place of residence, or pick up point and cannot be varied. Please be aware that there are guidelines applied to the distance you may reside from Calamvale Special School to be eligible for transport. We recommend to Parents/Caregivers that before making a change of residence you check that your new place is within the approved pickup zone for the school.

Buses – changing arrangements

If your child usually catches a bus to and from school, and you wish to collect him/her, please ensure that you notify your child's teacher, the office, and the bus company in advance of the change in plans. It should be noted that in our efforts to care and protect all students, it is not policy for us to release any student to another party without the express permission of their parent, legal guardian or caregiver. Once again it is imperative that you notify administration if you wish your child to be picked up by another person.

Camps and Excursion Policy

Many classes in the school have camps, sleepovers, day camps or excursions throughout the year. These are extremely beneficial and parents/carers are encouraged to allow their child to participate. All camps and excursions are carefully planned and well supervised. Costs for these events vary but we always aim for a realistic price. The school's P&C Association endorses camps and excursions before they are approved by the Principal.

Chaplain

Our chaplain, Sharon Stoodley provides pastoral care support to students, staff and families. She is at our school every Wednesday and Thursday.

Communication

Communication between school and parents/caregivers is extremely important and valued highly at Calamvale Special School. Regular informal communication is encouraged and is complemented by the following more formal methods of communication:

- Regular newsletters—once per month
- News in brief – as necessary
- Teacher – Parent communication books
- Program planning (ICP) meetings
- School Website- <https://calamvalespecialschool.eq.edu.au/Pages/default.aspx>
- School Facebook- www.facebook.com/pages/Calamvale-Special-School/402859053161997

Complaints

If you have a complaint which relates to the classroom or a school activity, you are encouraged to firstly contact the class teacher. However, for general concerns, or if in any way dissatisfied with the response of the class teacher, you are most welcome to refer complaints to the Principal or the Deputy Principals responsible for the supervision of the sector your child is in.

Collecting your child

Parent & Carer Pickup occurs at 2:55pm on the service road running parallel to Beaudesert Road. Parents & Carers should ensure that the student's name is marked off by the teacher/teacher aide on duty in the designated area. The gate will be opened at 2:55pm. Students should not be picked up from the classroom but only from the designated Parent Pick-Up area. If an early pickup is required please notify the office and collect your child from the office.

Curriculum

Every student's educational program at Calamvale Special School is developed using a number of curriculum tools. These include:

- The Individual Curriculum Plan (ICP)
- Senior Education Transition Plan (SETP)
- The Australian Curriculum (students in Prep— Year 10)
- Queensland Certificate of Individual Achievement (QCIA) (Year 10—12)
- Student Digital and Evidence Portfolios
- OneSchool—Student Profile

Teachers utilise these documents to plan, teach, assess and report on student's learning. We believe this combination of processes, optimises individual student learning and engagement by implementing interesting and motivating units of work. Staff adapt the descriptors in the Australian Curriculum to provide meaningful and age-appropriate learning experiences. The school is divided into four sectors; (Early Years, Middle Years, Junior Secondary and Senior Secondary). Teachers work within these teams to provide and support individual as well as whole class learning experiences.

The Head of Curriculum is responsible for assisting teachers in the implementation of the Australian Curriculum. She meets regularly with each sector to plan and differentiate the curriculum for all students. A yearly overview informs the teachers of the curriculum and assessment tasks for each semester.

Student Assessment

Student achievement is monitored closely and continuously throughout the school year. Teachers plan for assessment at the beginning of each unit of work and use a variety of assessment tools such as checklists, written and picture tasks, work samples and photo / video footage to assess and gather evidence of student knowledge and understanding. Each student at Calamvale Special School has a personal Evidence and Digital Portfolio which is constantly updated and maintained by their class teacher. Each of these portfolios is a valuable tool assisting in the collection and

organisation of work samples and evidence of student learning. These concrete samples of student work also greatly aid teachers during the moderation process. The moderation process occurs between teachers in each team sector shortly before reports are written each semester and is vital in ensuring that consistency in standards and teacher judgement is maintained. Student progress is also assessed twice a year in the areas of communication, literacy and numeracy. These results are recorded on OneSchool and assist in decision making for individual student programs.

Program Evaluation

The final two curriculum tools are the student portfolio and the student tracking document. Each of these documents is used to record and track student progress. The "Student Portfolio" is simply a folder which is used to collect work samples, data sheets, test scores and other information about that student's progress in a particular year. The information kept in the portfolio is not kept permanently. Instead it is constantly being updated and renewed as required by the teacher. At the end of each year the portfolio is handed to the next teacher and forms an important part of the handover process. The "student tracking document" is a permanent record of a student progress. As a student makes gains against each of the outcomes in the school curriculum, the teacher records this progress in the tracking document. This isn't a paper document but is kept on our school network. Teachers are able to check back over a number of years and clearly see the student's progress in all of the curriculum areas.

Communication Books

Teachers and parents/carers are encouraged to use a daily message book to maintain open communication between school and home. Parents are also encouraged to write to the teacher sharing information that may affect the child's day at school. The diaries should be returned to school each day. All messages should be via communication book, written note/letter, email or telephone call through the office. It is NOT the responsibility of the carer on the bus to relay messages. There is no guarantee that these messages reach the class teacher. At the end of the school year, the communication books are kept at school on file according to Departmental Policy on retaining student documents.

Custody

A court order issued relating to custody of a student or parental access restrictions must be shown to the Principal and a copy provided for the student file. The school will comply with the directions of the Order. We would appreciate notification of any changes or amendments to the Order.

Eating Arrangements

Staff are responsible within each class to supervise their own student's eating.

End of Schooling

Changes to the Education (General Provisions) Act 1989 now states:

- Prep year is now compulsory for all children.

- The basic allocation of state education is 26 semesters for all students who begin schooling in the Prep Year (13 years of schooling).
- Students who have been enrolled for their basic allocation of semesters (26) and who want to receive additional semesters of state education can apply to the Principal for a further two semesters then to the Regional Director for up to an additional four semesters. Please note conditions apply.

Enrolment

Enrolment of students into Special Schools is managed through a formal process conducted by the local Regional Education Office. The school is able to facilitate contact with the relevant officers at the Mt Gravatt Office. The school guidance officer is the key coordinator for the collection of relevant information that will assist with the recommendation of enrolment into the school. Parents and carers must be aware that a change in the residential address of a student will necessitate a review of the child's enrolment at the school, and a review of any transport arrangements. Please note that enrolment at a Special School can take several weeks.

Evacuation and Lockdown Procedures

A copy of the evacuation procedures and a map of assembly areas are displayed in each classroom. A practice drill is held each term.

Guidance Officer

A guidance officer is available to the school on Monday, Tuesday and Wednesdays. Any parents wishing to discuss matters with the Guidance Officer should contact the school to arrange an appointment.

Hats and Shoes – no hat or shoes, no play!

Children are required to wear hats when outside the classroom. Sun-safe policy recommends a legionnaire, wide-brimmed hat or a 'bucket' hat (available from uniform shop) as best protection. Shoes must be worn at all times. Thongs, sandals and slip-on shoes are not considered safe footwear. Joggers are suitable for school activities which include play, physical education and sport.

Head Lice

These unwelcome guests may arrive at any time. To minimise student discomfort and the spread of head lice, it is advisable to check your child's hair regularly and treat if required. Where lice are discovered, please notify the class teacher. If the school discovers lice, the parents will be contacted. Please remember to repeat treatment again if necessary after a few days.

Illness / Infectious Diseases

Children should not be sent to school sick, as we have limited sick room space and supervision. If your child becomes ill at school, our response will be determined by the apparent seriousness of the signs and symptoms. Often, a child will be sent to the sick room where recovery sometimes occurs after a short rest. If the illness is more serious, we will contact you to request you pick

him/her up. If we believe that the child requires urgent medical attention, this will be sought immediately, even if attempts to contact parents are unsuccessful. Please ensure administration have your current emergency contact information.

For further information on the “Exclusion Period” for infectious diseases, please visit https://www.health.qld.gov.au/ph/documents/cdb/timeout_poster.pdf. If in doubt, please see the Administration team.

Individual Curriculum Plan (ICP)

Everyone involved with the child's educational program will participate in developing a small number of goals which will be worked on daily with the context of everyday classroom learning. The meeting will be held two times per year.

The critical participants in this process are:

- the teacher
- the teacher aide
- the parents/carers
- the student (age and ability allowing)

Others who may be invited to participate are:

- the Principal or Deputy Principal
- therapists or specialist staff
- outside specialists or medical personal
- outside agencies

At Calamvale we review the ICP goals at least twice a year. Once in Term One and again in Term Three.

Items not permitted at school

Students are not permitted to bring toys or personal items to school. If they do, these items will be kept by the teacher during the day and returned to the student before going home in the afternoon. Some items such as water pistols, guns and caps, matches, pocket knives, chains, chewing gum and any other objects considered dangerous will be confiscated. Such items may be reclaimed by parents or guardians, but will not be returned to children.

From time to time we need to also ban ‘fad’ items which are causing problems. The teachers will make you aware of any problems through the communication book or the fortnightly newsletter.

Jewellery

A watch (although unnecessary) and sleeper earrings or studs in pierced ears, are the only forms of external jewellery which are to be worn to school. Religious/cultural medallions etc. may be worn beneath the uniform.

Lost Property

If each student has all belongings clearly marked with his or her name, the return of lost or misplaced property is made much easier. Items of lost property are kept in the Administration Building. Parents/carers are welcome to look through the lost property box for any lost items. We shall endeavour to find any property that has been lost but unfortunately this is not always possible. At the end of each semester unclaimed articles are donated to charity.

It cannot be stressed strongly enough that all items of clothing should be clearly marked with the child's name. Any watches or items of value are held at the office until claimed.

Medication

Children & young people are not to have medication at school without office staff knowledge. Only teachers, office staff or the child's parent/carer may administer medication.

Prescribed medication must clearly state the child's name, dosage, time for dosage and reason for medication. Parents are to complete a form, stating the above, and instructions on the container given by the pharmacist is required in order for your child to be administered ANY type of medication. It should be brought to the school in its original packaging.

A declaration for medication (available on website) to be given at school must be completed by a parent and handed to the school office. Records of administered medication are kept.

Medication sent with a child, will not be administered unless the parent's/carer's declaration (available in the enrolment package) is also completed. School personnel are not permitted to provide or administer analgesics such as Panadol, Panadeine and the like (unless prescribed within above guidelines). Exception to the above guidelines are asthma puffers (such as Ventolin) which MAY be kept by the child.

All medication should be handed in at the office or to the classroom teacher on arrival at school through the parent/carer.

Newsletter

A digital copy of the school newsletter will be emailed once per month and will be uploaded onto the school website. The newsletter is our primary means of communication to parents, carers and community; and we ask that you read this document carefully. If we have any news to advise of between the newsletter distribution dates, these will be sent home separately as an "eFlash Message". Please ensure that our school office has your current email address.

Parents and Citizens Association

Meetings of the Association are held once a month usually on the fourth Monday of each month at 9:30am (please note the date may change from time to time). The meetings are announced in the school newsletter, advertised in our school website calendar and on Facebook. All parents & carers are encouraged to attend meetings. Your participation and input is welcomed and valued.

The P&C plays an invaluable role within the total school organisation. The AGM of the association is held in February each year. New members are always welcomed and help in the running of P&C business throughout the year.

Reports

The school reports details of student learning and achievement in the units of work studied each semester. School reports are sent out at the end of each Semester (June and December). Teachers will invite you to discuss the report and your child's progress during the semester. A parent/teacher meeting is scheduled for the start of the year as a get to know each other sharing of expectations and events for the year.

Respite Care

Parents are requested to notify the office if their child is going into respite and requires a change to their transport arrangements. Please be aware that parents are responsible for organising transport between the respite centre and school.

School Expectations

Expectations of the family, the school and society are discussed with the students as they progress through the school. It is important that students understand that the school's expectations are to ensure the health, safety and protection of people and property.

Our school community has identified the following school expectations to teach and promote our high standards of responsible behaviour holistically:

- We are Safe
- We are Kind
- We are Learners

School Uniform

The school uniform is a maroon and blue polo shirt with maroon shorts and a maroon and blue cap or a bucket hat. Students can wear any suitable closed shoes. The school uniform is compulsory. The uniform shop is open on Mondays from 9am to 11am. For those parents that are unable to make it in at that time, you are welcome to send your order form in with money. Our P&C will process the order on Monday and send the uniforms home.

Smoking

The school is a NON-SMOKING ZONE. This applies to all buildings and the enclosed grounds. All staff, students, visitors are required to abide by this Government instruction, while on or near the premises.

Specialist Support

The school has a number of specialist staff who visit the school on a regular weekly basis. These specialists include:

- Guidance Officer
- Speech Language Pathologist
- Physiotherapist
- Occupational Therapist
- Nurse

Student Resource Scheme

The scheme is designed to offset the cost to you of the provision of educational resources associated with your child's education. These resources enhance your child's educational experience and assist them to fully engage with the curriculum. Your commitment to the scheme contributes towards purchasing a range of materials and resources used within your child's class.

Swimming

A swimming program is available to all of the classes in the school. The swimming program is run by trained instructors within the school staff. There is no cost as we have our own swimming pool.

Contraindications to pool entry include:

- any infection – cold, flu, ear, throat, eye, urinary tract, thrush, tinea etc.,
- raised temperature – or having had raised temperature during past **two** days,
- diarrhoea or having had diarrhoea during the past **fourteen** days,
<https://www.health.qld.gov.au/publications/public-health/industry-environment/disease-prevention-control/legionella/guidelines-pool-spa.pdf> (page33)
- cuts, scratches, infected skin, open or infected wounds, oozing or infected gastrostomy sites unless they can be completely covered with a waterproof dressing,
- skin rashes,
- bleeding,
- unstable blood pressure,
- feelings of nausea, vomiting,
- seizure activity prior to pool session (risk management, at the discretion of the Program Manager,
- epilepsy (without a current risk assessment or Individual Emergency Health Plan)
- grommets (unless doctor's letter provided by parents)

Teacher-Parent Interviews

The most important time teachers have during the day is the half hour or so before school when they are preparing activities or other daily tasks. It cannot be stated strongly enough how important parent/carer-teacher contact is, but equally it is important that appointments are made, so that teachers are free of other matters, to give you their full attention. To arrange for an appointment, please write a note to your child's teacher, or contact the school office, indicating times you are available, so that a satisfactory arrangement can be made.

Transport Assistance

Transport to and from school is primarily the responsibility of the parent. If you are experiencing difficulty you can talk to the school transport assessor. You may be eligible to apply for

conveyance allowance or contract transport. Contract transport is provided by a private contractor. The Department of Education and Training initially approves the transport applicant and forwards it to Queensland Transport. Pick-ups and drop-offs are directly at the child's place of residence, or pick up point and cannot be varied. Please be aware that there are guidelines applied to the distance you may reside from Calamvale Special School to be eligible for transport.

We recommend to parent/caregivers that before making a change of residence you check that your new place of residence falls within the required parameters. New transport papers must be completed and then approved by Regional Office. A move out of our area could necessitate your child attending a closer facility to retain transport arrangements. This service has no relationship to the school's own minibuses.

Tuckshop

"Meal Deals" are run by one of the Senior Secondary classes as part of their vocational education program. Notices will be sent home via the communication book. Please note that this is once per week.

Use of School Facilities

The school grounds or facilities are not available to the public for non-school events after hours without the consent of the Principal, who will consider how the students will benefit from out-of-school hours activities.

Valuables and Money

We discourage children from bringing valuable items to school including toys. Children should not bring any more money than is necessary. Where it is discovered children have more money than is desirable, parents are contacted.

Visitors to the School

Visitors are welcome at the school but are asked to report to the reception desk, in the Administration Block, where a visitors tag will be issued after you have signed into the visitor's book. For security reasons, it is imperative that all visitors are issued with this form of identification. If you wish to see the Principal, Deputy Principals or another member of staff, please telephone to make an appointment.

Volunteers

Voluntary assistance in classroom and outside activities is welcome. All volunteers must have a current blue card and will wear a volunteer's name tag at all times. Please contact the office for further information.