2017 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 will move to a newly constructed building towards the end of the school driveway. The Administration area will be located on the ground floor, with the purpose built first floor housing the Senior Secondary Campus. Access to the Administration building will be through a new entrance. 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 provides a safe and supportive environment to maximize each student’s capacity and potential to be engaged, life-long learners and active citizens in our community.

We aim to provide appropriate programs for individual and group needs, and to respond to student needs in a positive, and caring environment.

Through valuing ...

• people as the central driving force in our school
• each person’s need to develop a positive self-image

Therefore ensuring ...

• our school has a climate of care, concern, and constructive communication
• education is a lifelong process

And having ...

• consideration for individual and group needs
• appropriate human and physical resources, including technology
• a physically attractive, well maintained friendly school
Values and Beliefs

Calamvale Special School values:
- active parent participation
- wide community involvement
- staff professional and personal development
- having positive attitudes towards the level of care afforded to students and a willingness to provide this care in a dignified manner
- promoting positive community perceptions of people with a disability and the needs of a changing society
- constructive communication, through consultation and collaboration
- acceptance and respect for others, having regard to individual differences; and
- recognising the rights of others

Educationally, we believe as a school community that we ...

- develop, implement, monitor and review a wide range of inclusive activities, practices and programs
- provide Individual Curriculum Plans that are meaningful and relevant to each student
- recognise the need to develop the whole student, focussing on post-school pathways
- provide life skills programs
- provide appropriate academic programs based on the key learning areas of the Australian Curriculum
- encourage a variety of teaching styles based on a predominant, collaboratively developed Pedagogical Framework
- encourage all students to have a positive self-image
- provide a warm, supportive, non-threatening school environment which promotes risk taking and celebrates achievement
- encourage students to develop at their own rate of learning and to their full potential; and
- recognise the need to keep informed as a Professional Learning Community that utilises evidence based practices

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
### 2017 SCHOOL STAFF

<table>
<thead>
<tr>
<th>Title</th>
<th>Staff member</th>
<th>Email address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>Tom Byrne</td>
<td><a href="mailto:tbyrn18@eq.edu.au">tbyrn18@eq.edu.au</a></td>
</tr>
<tr>
<td>Deputy Principal</td>
<td>Mandy Stewart-Murphy</td>
<td><a href="mailto:mstew28@eq.edu.au">mstew28@eq.edu.au</a></td>
</tr>
<tr>
<td>Deputy Principal</td>
<td>Anthony Kruck</td>
<td><a href="mailto:akruc1@eq.edu.au">akruc1@eq.edu.au</a></td>
</tr>
<tr>
<td>Head of Curriculum</td>
<td>Elle Angwin</td>
<td><a href="mailto:eangw1@eq.edu.au">eangw1@eq.edu.au</a></td>
</tr>
<tr>
<td>Business Services Manager</td>
<td>Kathy Harris</td>
<td><a href="mailto:kharr20@eq.edu.au">kharr20@eq.edu.au</a></td>
</tr>
<tr>
<td>Administration Officer</td>
<td>Denise Bouyer</td>
<td><a href="mailto:dbouy2@eq.edu.au">dbouy2@eq.edu.au</a></td>
</tr>
</tbody>
</table>

### Teacher/Teacher aide teams

<table>
<thead>
<tr>
<th>Class</th>
<th>Teacher</th>
<th>Email</th>
<th>Teacher Aide</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Years 1</td>
<td>Sharon Jones</td>
<td><a href="mailto:sjone13@eq.edu.au">sjone13@eq.edu.au</a></td>
<td>Kandie Clarke</td>
</tr>
<tr>
<td>Early Years 2</td>
<td>Kerri Scapinni</td>
<td><a href="mailto:kscap3@eq.edu.au">kscap3@eq.edu.au</a></td>
<td>Kristine Wallace</td>
</tr>
<tr>
<td>Early Years 3</td>
<td>Taskeen Vahed</td>
<td><a href="mailto:tvaehe1@eq.edu.au">tvaehe1@eq.edu.au</a></td>
<td>Lynette Cullen</td>
</tr>
<tr>
<td>Early Years 4</td>
<td>Emily Brazier</td>
<td><a href="mailto:Exbra4@eq.edu.au">Exbra4@eq.edu.au</a></td>
<td>Mandy Petrovic</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Kim Pollock</td>
</tr>
<tr>
<td>Early Years 5</td>
<td>Christine Cotton</td>
<td><a href="mailto:cxfra5@eq.edu.au">cxfra5@eq.edu.au</a></td>
<td>Jenny Dodson</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Sarah Bailey</td>
</tr>
<tr>
<td>Middle 1</td>
<td>Nicole Horne</td>
<td><a href="mailto:nhorn36@eq.edu.au">nhorn36@eq.edu.au</a></td>
<td>Karen Brown</td>
</tr>
<tr>
<td>Middle 2</td>
<td>Simone Donovan</td>
<td><a href="mailto:sdone24@eq.edu.au">sdone24@eq.edu.au</a></td>
<td>Shadae Fraser</td>
</tr>
<tr>
<td></td>
<td>Leonie White</td>
<td><a href="mailto:ljwhi3@eq.edu.au">ljwhi3@eq.edu.au</a></td>
<td></td>
</tr>
<tr>
<td>Middle 3</td>
<td>Sally Burton</td>
<td><a href="mailto:sburt7@eq.edu.au">sburt7@eq.edu.au</a></td>
<td>Audrey Kinna</td>
</tr>
<tr>
<td></td>
<td>Stacey Cooper</td>
<td><a href="mailto:scoop179@eq.edu.au">scoop179@eq.edu.au</a></td>
<td></td>
</tr>
<tr>
<td>Middle 4</td>
<td>Rebekah Sutton</td>
<td><a href="mailto:rsutt51@eq.edu.au">rsutt51@eq.edu.au</a></td>
<td>Jodie Carpenter</td>
</tr>
<tr>
<td>Middle 5</td>
<td>Meredith Simpson</td>
<td><a href="mailto:msimp151@eq.edu.au">msimp151@eq.edu.au</a></td>
<td>Pia Fogarty</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Leonie Loynes</td>
</tr>
<tr>
<td>Middle 6</td>
<td>Jackie Lawrence</td>
<td><a href="mailto:jlawr147@eq.edu.au">jlawr147@eq.edu.au</a></td>
<td>Renee Hammant</td>
</tr>
<tr>
<td>Junior Secondary 1</td>
<td>Jenna Bartlam</td>
<td></td>
<td>Julie Silva</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Sarah Bailey</td>
</tr>
<tr>
<td>Junior Secondary 2</td>
<td>Jesse Best</td>
<td><a href="mailto:jbest22@eq.edu.au">jbest22@eq.edu.au</a></td>
<td>Donna Hall</td>
</tr>
<tr>
<td>Junior Secondary 3</td>
<td>Milissa Evans</td>
<td><a href="mailto:mevan136@eq.edu.au">mevan136@eq.edu.au</a></td>
<td>Carolyn Ware</td>
</tr>
<tr>
<td>Junior Secondary 4</td>
<td>Anu Kalappura</td>
<td><a href="mailto:akala14@eq.edu.au">akala14@eq.edu.au</a></td>
<td>Anita Black</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Catherine Cool</td>
</tr>
<tr>
<td>Junior Secondary 5</td>
<td>Pamela Sandford</td>
<td><a href="mailto:psand13@eq.edu.au">psand13@eq.edu.au</a></td>
<td>Kerryn Doyle</td>
</tr>
<tr>
<td>Junior Secondary 6</td>
<td>Rejay Somai</td>
<td><a href="mailto:rsoma2@eq.edu.au">rsoma2@eq.edu.au</a></td>
<td>Lynn Smith</td>
</tr>
<tr>
<td>Junior Secondary 7</td>
<td>Trish Mercer</td>
<td><a href="mailto:pmerc5@eq.edu.au">pmerc5@eq.edu.au</a></td>
<td>Rebecca Mace</td>
</tr>
<tr>
<td>Senior Secondary 1</td>
<td>Mat Bray</td>
<td><a href="mailto:mbray2@eq.edu.au">mbray2@eq.edu.au</a></td>
<td>Lynn McMaster</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Catherine Cool</td>
</tr>
<tr>
<td>Senior Secondary 2</td>
<td>Marisa Bertwistle</td>
<td><a href="mailto:mbert27@eq.edu.au">mbert27@eq.edu.au</a></td>
<td>Debbie Brown</td>
</tr>
<tr>
<td>--------------------</td>
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</tr>
<tr>
<td></td>
<td>Leonie McAneney</td>
<td><a href="mailto:lmcan3@eq.edu.au">lmcan3@eq.edu.au</a></td>
<td>Stuart Bouyer</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Clarissa Rowley</td>
</tr>
<tr>
<td>Senior Secondary 3</td>
<td>Renu Sami</td>
<td><a href="mailto:rsami3@eq.edu.au">rsami3@eq.edu.au</a></td>
<td>Di Smith</td>
</tr>
<tr>
<td>Senior Secondary 4</td>
<td>Tom O’Brien</td>
<td><a href="mailto:toibri108@eq.edu.au">toibri108@eq.edu.au</a></td>
<td>Tanya Muller</td>
</tr>
<tr>
<td>Senior Secondary 5</td>
<td>Rebecca Robinson</td>
<td><a href="mailto:rarob2@eq.edu.au">rarob2@eq.edu.au</a></td>
<td>Catherine Wilkins</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Marie McGahan</td>
</tr>
</tbody>
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Non-contact / Relief teachers

<table>
<thead>
<tr>
<th>Subject</th>
<th>Teacher</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Relief</td>
<td>Stacey Cooper</td>
<td><a href="mailto:scoop179@eq.edu.au">scoop179@eq.edu.au</a></td>
</tr>
<tr>
<td></td>
<td>Leonie McAneney</td>
<td><a href="mailto:lmcan3@eq.edu.au">lmcan3@eq.edu.au</a></td>
</tr>
<tr>
<td>Health and Physical Education</td>
<td>Josh Dickson</td>
<td><a href="mailto:jdick197@eq.edu.au">jdick197@eq.edu.au</a></td>
</tr>
<tr>
<td></td>
<td>Elizabeth Rogers</td>
<td><a href="mailto:lroge43@eq.edu.au">lroge43@eq.edu.au</a></td>
</tr>
<tr>
<td></td>
<td>Fiona Walker</td>
<td><a href="mailto:fxwal1@eq.edu.au">fxwal1@eq.edu.au</a></td>
</tr>
<tr>
<td>Music</td>
<td>Leonie Koteva</td>
<td><a href="mailto:lkote5@eq.edu.au">lkote5@eq.edu.au</a></td>
</tr>
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Specialist support

<table>
<thead>
<tr>
<th>Role</th>
<th>Staff member</th>
<th>Email</th>
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</thead>
<tbody>
<tr>
<td>Guidance Officer</td>
<td>Anne Chapman</td>
<td><a href="mailto:achap10@eq.edu.au">achap10@eq.edu.au</a></td>
</tr>
<tr>
<td>Speech Pathologist</td>
<td>Catriona Pine</td>
<td><a href="mailto:cpine1@eq.edu.au">cpine1@eq.edu.au</a></td>
</tr>
<tr>
<td>Physiotherapist</td>
<td>Mirjam Lammers</td>
<td><a href="mailto:mllamm6@eq.edu.au">mllamm6@eq.edu.au</a></td>
</tr>
<tr>
<td>Occupational Therapist</td>
<td>Hannah Tipman</td>
<td><a href="mailto:htpm2@eq.edu.au">htpm2@eq.edu.au</a></td>
</tr>
<tr>
<td>School Nurse</td>
<td>Amy Molen</td>
<td><a href="mailto:amole22@eq.edu.au">amole22@eq.edu.au</a></td>
</tr>
<tr>
<td>Transition/Senior School Coordinator</td>
<td>Rebecca Gater</td>
<td><a href="mailto:rgate5@eq.edu.au">rgate5@eq.edu.au</a></td>
</tr>
<tr>
<td>Chaplain</td>
<td>Sharon Stoodley</td>
<td><a href="mailto:sstoo6@eq.edu.au">sstoo6@eq.edu.au</a></td>
</tr>
<tr>
<td>Intensive Interaction</td>
<td>Janee Williamson</td>
<td><a href="mailto:jwill200@eq.edu.au">jwill200@eq.edu.au</a></td>
</tr>
<tr>
<td>Health &amp; Safety Advisor</td>
<td>Anthony Kruck</td>
<td><a href="mailto:akruc1@eq.edu.au">akruc1@eq.edu.au</a></td>
</tr>
<tr>
<td>Positive Behaviour for Learning</td>
<td>Tom O’Brien</td>
<td><a href="mailto:toibri108@eq.edu.au">toibri108@eq.edu.au</a></td>
</tr>
<tr>
<td>Literacy Coach</td>
<td>Nick Drover</td>
<td><a href="mailto:ndrov2@eq.edu.au">ndrov2@eq.edu.au</a></td>
</tr>
<tr>
<td>Numeracy Coordinator</td>
<td>Marisa Bertwistle</td>
<td><a href="mailto:mbert27@eq.edu.au">mbert27@eq.edu.au</a></td>
</tr>
</tbody>
</table>

Specialist/additional teacher aides

- Jade Huggins
- Jenni Martin
- Katie Brown
- Mandy Petrovic
- Maria Tapinos
- Rod Manning
- Sharon Batchelor
- Susan Nicolaides
## SCHOOL CALENDAR FOR 2017

### TERM DATES

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term One</td>
<td>23rd January – 31st March</td>
</tr>
<tr>
<td>Term Two</td>
<td>18th April – 23rd June</td>
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<tr>
<td>Term Three</td>
<td>10th July – 15th September</td>
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<tr>
<td>Term Four</td>
<td>3rd October – 8th December</td>
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### STUDENT FREE DAYS

<table>
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<th>Term</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term One</td>
<td>Thursday 19th and Friday 20th January</td>
</tr>
<tr>
<td>Term Four</td>
<td>Monday 16th October</td>
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### PUBLIC HOLIDAYS

<table>
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<tr>
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<th>Date</th>
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<tbody>
<tr>
<td>Australia Day</td>
<td>Thursday 26th January</td>
</tr>
<tr>
<td>Easter Monday</td>
<td>Monday 17th April</td>
</tr>
<tr>
<td>Anzac Day</td>
<td>Tuesday 25th April</td>
</tr>
<tr>
<td>Labour Day</td>
<td>Monday 1st May</td>
</tr>
<tr>
<td>Brisbane Exhibition</td>
<td>Wednesday 16th August</td>
</tr>
<tr>
<td>Queen’s Birthday</td>
<td>Monday 2nd October</td>
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### SCHOOL TIMES

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30am</td>
<td>Students begin to arrive at school</td>
</tr>
<tr>
<td>8:55am</td>
<td>School commences</td>
</tr>
<tr>
<td>10:30am</td>
<td>Morning tea and play time</td>
</tr>
<tr>
<td>11:15am</td>
<td>School resumes</td>
</tr>
<tr>
<td>1:00pm</td>
<td>Lunch and play time</td>
</tr>
<tr>
<td>1:45pm</td>
<td>School resumes</td>
</tr>
<tr>
<td>2:55pm</td>
<td>School concludes – move to bus and parent collection zones</td>
</tr>
</tbody>
</table>

### 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 though 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 morning at 9:15am (from Term 2) for the Early Years classes and Friday afternoon at 2:30 (all year) 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:
- Emailing - absences@calamvalespecialschool.eq.edu.au
- 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 you 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 students 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.

**Book List**
At the beginning of each school year a book list will be sent home that will detail the books and stationery your child will need for the year. Of course, some of these items will need to be replenished by parents during the school year.

**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 other people)
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—every second Thursday
- Teacher – Parent communication books
- Program planning (ICP) meetings
- School Website- [https://calamvalespecialschool.eq.edu.au/Pages/default.aspx](https://calamvalespecialschool.eq.edu.au/Pages/default.aspx)
- School Facebook- [www.facebook.com/pages/Calamvale-Special-School/402859053161997](https://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—Senior)
- 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, 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. This is carried out by the classroom staff in conjunction with the school speech language pathologist. 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 alternate 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.


**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. Early in Semester One and Early in Semester Two.
**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. A doctor’s letter, 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.

**Newsletter**
Every second Thursday, a school newsletter is sent home with the youngest child in the family 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 and file it in a handy location for future reference.

**Parent & Carer Voluntary Contribution**
There are no set school fees however there are ongoing costs involved the educational program at Calamvale Special School. These include shopping, cooking, sport, camps, and incursions/excursions.

**Parents and Citizens Association**
Meetings of the Association are held once a month on the last Wednesday of each month at 9:30am. The meetings are announced in the school newsletter. 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 report details 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 Responsible
➢ We Are Respectful

Within these expectations our school community has further identified five core learning principles, or Think 5, which underpin our school values and educational outcome priorities:

➢ Listening
➢ Helping
➢ Communicating
➢ Waiting
➢ Sharing

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. It is best to phone and check before coming up to purchase uniforms. For students who are already at the school, uniforms can be ordered and purchased through the office. Phone or call into the office for a copy of the order form. Complete an order form and forward it to the teacher, with payment. Payment can be cash or cheque. The teacher will place the order with the office on your behalf. A receipt will be sent home and you’ll be notified when your order is complete. The new uniform will come home with your child.

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

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.

Teacher 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**
The school does not operate a tuckshop although “Meal Deals” are available. “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.

**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.