Calamvale State Special School

2016 Parent Handbook

Our motto:
To learn. To live. To grow.
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INTRODUCTION AND WELCOME

Welcome to The Calamvale State 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.

Outlined in this booklet is general information on the school at present – its policies, procedures, organisation and curriculum.

As a parent/guardian or visitor this information should help you gain an insight into Calamvale Special School.

A range of more detailed publications and information is also available from the office or on our web site - calamvalespecialschool@eq.edu.au

Tom Byrne
Principal
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<td>Josh Dickson</td>
<td>HPE/HRE</td>
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<td>Catriona Pine</td>
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<td>Leonie Koteva</td>
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<td>Mirjam Lammers</td>
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<td>Nick Drover</td>
<td>Literacy Coach</td>
<td>Sharon Stoodley</td>
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<tr>
<td>Stacey Cooper</td>
<td>Non Contact/Local Relief Teacher</td>
<td>Anne Chapman</td>
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<tr>
<td>TBA</td>
<td>II Coach</td>
<td>Amy Molen</td>
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<td>TBA</td>
<td>Maths Coordinator</td>
<td>Nurse</td>
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<td>Susan Nicolaidis</td>
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<td>Speech Pathologist</td>
<td>Katie Brown</td>
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<td>Jade Huggins</td>
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<td>Jennie Martin</td>
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<td>Guidance Officer</td>
<td>Rodney Manning</td>
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<td>Nurse</td>
<td>Sharon Batchelor</td>
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<td>Carolyn Ware</td>
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STATEMENT OF PURPOSE

This school challenges and assists our students, irrespective of their ability, to achieve to their maximum potential.

Through valuing…

- People as the central driving force in our school
- Each person’s need to develop a positive self-image

And having:

- Consideration for individual and group needs
- Appropriate human and physical resources, including technology
- A physically attractive, well maintained enjoyable school.

Therefore ensuring that…

- Our school has a climate of care, concern, and constructive communication
- Education is a lifelong process

Calamvale Special School aims to…

- Foster active parent participation
- Foster wider community involvement
- Encourage and support staff professional and personal development
- Foster knowledge and wider understanding of human behaviours and circumstances within the wider community, especially within families
- Foster constructive communication, with consultation and collaboration
- Promote tolerance and respect for others, having regard to individual differences and
- Recognise the rights of others

Educationally, we will…

- Provide and review a wide range of inclusive activities and programs
- Provide individual learning plans that are meaningful and relevant
- Recognise the need to develop the whole student
- Provide appropriate academic programs based on the Australian Curriculum
- Encourage a variety of teaching styles
- Encourage the student’s positive self-image
- Provide a warm, supportive, non threatening school environment which promotes risk taking
- Encourage students to develop at their own rate of learning, to their full potential
- Recognise the need to keep informed of developments in education and the needs of a changing society

SCHOOL INFORMATION

Principal: Tom Byrne
Deputy Principal: Mandy Stewart-Murphy
Business Service Manager: Kathy Harris
Office Staff: Denise Bouyer

CONTACT INFORMATION
Telephone: 3712 5555
Fax: 3712 5500
Student Absence Line: 3712 5566
Web Address: www.calamvalespecialschool.eq.edu.au
Email Address: the.principal@calamvalespecialschool.eq.edu.au

Address: Calamvale Special School
Nottingham Road
Calamvale 4116

Office Hours: 7.30am to 3.30pm

SCHOOL CALENDAR FOR 2016
TERM DATES
1st Term: 27 January to 24 March
2nd Term: 11 April to 24 June
3rd Term: 11 July to 16 September
4th Term: 4 October to 9 December

STUDENT FREE DAYS
Term 1: Thursday 21 January
         Friday 22 January
Term 4: Monday 17 October

OTHER HOLIDAYS
Australia Day: Monday 26 January
Easter Monday: Monday 28 April
Anzac Day: Friday 25 April
Labour Day: Monday 2 May
Queen’s Birthday: Monday 3 October
Brisbane Exhibition: Wednesday 10 August

SCHOOL ROUTINE / BELLS
Early Years
8:45 am  Students move to Junior area where they are collected by their teacher at 8:55
9:00 am  School commences
10:30 am Morning tea in class with teacher and teacher aide / Activities & play.
11:15 am School resumes
1:00 pm  Lunch in class for students with teacher and teacher aide / Activities & play.
1:45 pm  School resumes
2:55 pm  School concludes – move to bus and parent collection zones

Middle School

8:45 am  Students move to undercover area where they are collected by their teacher at 8:55
9:00 am  School commences
10:30 am Morning tea / Activities
11:15 am School resumes
1:00 pm  Lunch / Activities
1:45 pm  School resumes
2:55 pm  School concludes – move to bus and parent collection zones

Secondary School

8:45 am  Students move to fort and oval area where they are collected by their teacher at 8:55
9:00 am  School commences
10:55 am Morning tea / Activities
11:15 am School resumes
1:00 pm  Lunch / Activities
1:45 pm  School resumes
2:55 pm  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 that your child brings to school each day. 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, the ambulance will be called.

Parents & carers should ensure that the school has the correct current contact telephone number (and emergency contact numbers) to enable contact to be made when necessary.

Arrival / Departure

It is recommended that children do not arrive at school before 8:45am. If children arrive at school before 8:30am, they must be seated in the office foyer area until 8:30am. They will then be taken to the undercover area. If students arrive after 8:55am they will need to be taken to the office.

If a child has to leave the 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, deputy principal or the principal at any time to discuss their student’s progress. Timely notice is desirable to ensure that necessary arrangements can be made.

Assemblies (Parades)

Assemblies are held every Friday afternoon at 2:40 for most students. The program includes the National Anthem, awards and notices from the staff and any announcements of special events to be held during the week. During term 3 & 4, Early Years students have a weekly assembly on Fridays.

Attendance / Absenteeism

If your child is unwell or will be absent from school for one or more days please notify the school office. This may be via a phone call to the student absence line on (3712 5566), a letter to the teacher briefly explaining the reason for any absence.

If you child is away for more than three days without the school being notified the school will contact you to clarify the students whereabouts and the reason for the absence.

If your child receives transport assistance, please notify the bus or taxi driver as well.

Basic 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 expectations are made for a real purpose, not just to irritate. Some rules are made to ensure health, safety and protection of people and property while others are aimed at promoting consideration and respect for those with whom they
interact and to be responsible for their own actions. The expectations are:

- I can LISTEN
- I can COMMUNICATE
- I can WAIT
- I can SHARE
- I can ASK FOR HELP

**Behaviour Management**
The school has a clear policy for behaviour management 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 reward card 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 student at 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.

**Book Club/ Book Fair**
Twice a year the school runs a book fair for students and families to purchase quality books at great prices. Most months our upper secondary students also operate Book Club. Both of these activities assist the school with a percentage of all sales going towards new books for the Library.

**Book List**
At the beginning of each school year the classroom teacher will send home a list 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 year.

**Buses**
The school owns two buses which are used by students.

- 22 seater Toyota
- 12 seater Ford Transit

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. The Department of Education & 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 Parents/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 collected 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.

**Buses – changing arrangements**
If your child or young person normally catches a bus, but you wish to collect him/her, please ensure that you notify your child’s teacher, administration, and 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 & Excursions Policy**

Many classes in the school have camps, sleepovers or day camps and excursions during the year. These are extremely beneficial and parents are encouraged to allow their student or young person 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. A new camp and excursion policy is being implemented in 2016, it will be placed on the school’s website.

**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
- 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 principal.

**Collecting Your Child or Young Person**

Parent & Carer Pickup occurs at 2:55pm on the slip road off Beaudesert Road. Parents & Carers should ensure that the student’s name is marked off by the teacher on duty in the designated area. The gate will be opened at 2:45pm. 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. They meet 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 and 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 area 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 are encouraged to send home daily message books with each student. These contain reminders about our activities, or notes on the child’s day. 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 the these messages reach the class teacher.

Custody
A court order issued relating to custody of a student or parental access restrictions must be shown to the principal or registrar 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

Early Years students eat morning tea and lunch in their classrooms under the supervision of their teachers. Middle and older students eat outside under the supervision of staff. Also see “School Routine”

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.

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 at least once per semester.

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 her or administration staff for an appointment.

Hats And Shoes

Our rule is – no hat or shoes, no play!!!!

Children & young people 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

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 try to contact you at your home or place of work, sending your child home. If, in our opinion, the urgent medical attention, this will be sought immediately, even if attempts to contact parents are unsuccessful. Always ensure administration have current emergency contact information.

**Individual Curriculum Plan - ICP (replaces ILP)**

Most parents & carers will be reasonably familiar with the ILP process. ICP stands for Individual Curriculum Plan. Twice a year, 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 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 1 and at the end of Semester 1 in readiness for Semester 2.

**Infectious Diseases**

Please see the table at the end of this booklet (page 20). If you have any doubts, please contact the Administration.

**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. The student will be reminded that no toys or personal belongings should come to school. 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 medallions etc may be worn beneath the uniform.

**Leaving School**

Changes to the *Education (General Provisions) Act 1989*, were approved by Parliament in late 1997. The Education Act now states that all students may:

- access 24 Semesters of State Education ie. twelve years of schooling;
• apply for an additional four Semesters (up to two allocations of two Semesters) provided at
the discretion of the Principal, and
• in exceptional circumstances, apply for a further two Semesters at the discretion of the
Director-General of Education.

The Queensland Government has introduced new laws as part of the Education and Training Reforms
for the Future – ETRF. The new laws:
• make it compulsory for young people to stay at school until they finish Year 10 or have turned
16, whichever comes first.
• require young people to then participate in education and training for:
  o a further two years, or
  o until they have gained a Senior Certificate at the end of Year 12, or
  o until they have gained a Certificate III vocational qualification, or
  o until they have turned 17.

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 or young person’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, times 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 or young person 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 or young person.

All medication should be handed in at the office on arrival at school.

Newsletter

Every second Thursday, a school newsletter is sent home with each student and loaded onto the
school website. The newsletter is our prime 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, excursions and swimming.

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 (i.e. June and December). Teachers will invite you to meet 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 or young person 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 Dentist

Each year a Dental Van visits the area to provide dental check-ups and treatment to all students as required. The van is usually located in the grounds of the Calamvale Community College. The dental assistants circulate medical and permission notes prior to their arrival at school and these should be returned promptly to school so that families can take advantage of this service.

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.

School Uniform Shop

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.

School Uniform Price List

‘Calamvale Special School’ Polo Shirts:  
Size 6 - 14 $26.00
Size XS - 5XL $26.00
‘Calamvale Special School’ V Neck Polo Shirts:
S, M $26.00

Girls Skorts:
Size 4-14 $22.00
Ladies 8–16 $22.00
Uniform Shorts:
- Size 2 - 16 $24.00
- Size S-XXL $24.00

School Bags: $42.00

Hats:
- Bucket- Size 53-61 $10.00
- Cap- One size $10.00

School Jumper (Maroon) - with School Logo:
- Size 18-24 $20.00

Track Pants
- Size 8-20 $10.00

School Jackets (Maroon) - with School Logo:
- Size 4-16 $31.00
- Size L-XL $32.00

*Prices current as of December 2015

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 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

Sun Safety
See “Hats and Shoes”

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. Education Queensland initially approves the transport applicant and forwards it to Queensland Transport.
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 student 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 upper 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.

**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, or some other staff member, please telephone, or call for 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.

**Wet Weather**

During wet weather our students will remain in their classrooms or the immediate covered surrounds under the direct supervision of a teacher.
### NHMRC Recommended Exclusion Periods

The National Health and Medical Research Council (NHMRC) provide 'Recommended minimum periods of exclusion from school, pre-school and child care centres for cases of and contact with infectious diseases'. Further information on infectious diseases and exclusion periods can be found at [http://www.health.gov.au/nhmrc/publicat/fullhtml/](http://www.health.gov.au/nhmrc/publicat/fullhtml/).

<table>
<thead>
<tr>
<th>Condition</th>
<th>Exclusion of cases</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken pox (Varicella)</td>
<td>Exclude until all blisters have dried. This is usually at least 5 days after the rash first appeared in non-immunised children, and less in immunised children.</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Exclude until discharge from eyes has stopped unless doctor diagnosed non-infectious conjunctivitis.</td>
</tr>
<tr>
<td>Diarrhoea</td>
<td>Exclude until there has not been a loose bowel motion for 24 hours.</td>
</tr>
<tr>
<td>Hand, foot &amp; mouth disease</td>
<td>Exclude until all blisters have dried.</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>Exclude until a medical certificate of recovery is received, and until at least 7 days after the onset of jaundice.</td>
</tr>
<tr>
<td>Hepatitis B/C</td>
<td>Exclusion is not necessary.</td>
</tr>
<tr>
<td>Herpes (&quot;cold sores&quot;)</td>
<td>Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible.</td>
</tr>
<tr>
<td>Human immunodeficiency virus (HIV)</td>
<td>Exclusion is not necessary. The person is severely immune compromised, they will be vulnerable to other people’s illnesses.</td>
</tr>
<tr>
<td>Influenza and influenza like illnesses</td>
<td>Exclude until person is well.</td>
</tr>
<tr>
<td>Measles, German Measles</td>
<td>Exclude for 4 days after onset of the rash.</td>
</tr>
<tr>
<td>Meningitis (viral)</td>
<td>Exclude until person is well.</td>
</tr>
<tr>
<td>Meningococcal infection</td>
<td>Exclude until appropriate treatment has been completed</td>
</tr>
<tr>
<td>Mumps</td>
<td>Exclude for 9 days or until swelling goes down (whichever is sooner)</td>
</tr>
<tr>
<td>Norovirus</td>
<td>Exclude until there has not been a loose bowel motion or vomiting for 48 hours</td>
</tr>
<tr>
<td>Scabies, Pediculosis (Head lice).</td>
<td>Exclude until the day after starting appropriate treatment.</td>
</tr>
<tr>
<td>School Sores (Impetigo)</td>
<td>Exclude until 24 hour after commencing appropriate antibiotics. Sores are not contagious if covered or after 24 hours on antibiotics. Sores should be covered with watertight dressing.</td>
</tr>
<tr>
<td>Streptococcal infection (including scarlet fever)</td>
<td>Exclude until the child has received appropriate antibiotic treatment for at least 24 hours and the person feels well.</td>
</tr>
<tr>
<td>Whooping cough (Pertussis)</td>
<td>Exclude until 5 days after starting antibiotic treatment, or for 21 days from the onset of coughing.</td>
</tr>
<tr>
<td>Worms (intestinal)</td>
<td>Exclude if loose bowel motions are occurring. Exclusion is not necessary if treatment has occurred.</td>
</tr>
</tbody>
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