

## CHANCELLOR STATE COLLEGE PRIMARY CAMPUS

Is a school that –

- ◆ values children
- ◆ promotes and develops standards of excellence
- ◆ encourages children to achieve their potential
  - ◆ prepares its students for the future
  - ◆ is owned and loved by its community



## CONTACTING THE SCHOOL

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**OFFICE HOURS:** 8.00am to 3.45pm

## FROM THE CAMPUS PRINCIPAL

Welcome to Chancellor State College and Chancellor Park Estate (Sippy Downs). Our school opened in 1997 and in 2004 we expanded to a P-12 College opening up many new exciting opportunities locally.

Our primary campus (formerly primary school) has built a well-earned reputation as a school of excellence and a school that is owned and loved by its community. Staff members are enthusiastic, highly skilled and dedicated to building a healthy, vibrant school community of which we can all be proud. Our parents take an active interest in their children's education and can be found participating in the school in a number of ways and activities.

We seek to develop children in a way that will see them become responsible, active and aware citizens. In order to do this we seek to develop personal strength and ability through dynamic learning programs that support children's intellectual, social, physical, cultural and spiritual development. We provide the individual care and attention required for children to be "the best we can be". At Chancellor State College – Primary Campus you will see:

- A school guided by a clear vision, values and beliefs
- A relevant, challenging and engaging curriculum
- Student leadership programs that develop confidence and personal responsibility.
- Traditional subject areas taught in an integrated way with literacy and numeracy being a focus. The integrated subjects are delivered in a way that promotes problem solving, critical and higher order thinking.
- Specialist Music, Health & Physical Education, Instrumental Music and Italian / Japanese lessons available to all students.
- Support programs to assist students further develop their literacy and numeracy skills.
- A clear emphasis on respect, rights, responsibility, care and consideration.
- Focus on celebrating success, achievement, improvement and personal bests.
- A school that is loved and owned by its community.

In addition Chancellor State College – Primary Campus offers an attractive and well resourced campus that supports the learning needs of our children.

### **State-of-the-Art Classrooms**

The majority of our classes are in "PS 88" class blocks. Each block has quiet study rooms, four general classrooms, a kitchen, a wet area and a covered outdoor activity area. This design supports a flexible and dynamic learning environment.

### **Lunch Action**

A range of organised activities for all grades at lunchtime including chess, sports, computers, games, visual art, music and a range of other choices spread over the year.

### **Resource Centre (Library)**

Study and recreational interests are well catered for through indoor and outdoor reading areas, computerised research systems and a variety of new and exciting library resources.

### **Technology**

All classrooms are fully connected to the internet and each child has access to email and the school's intranet and the global internet. Students also have access to digital devices such as cameras, scanners, robotics devices, scanners, printers, projectors, televisions, videos and CD players. In addition we have two banks of computers available for class teachers to utilise for whole of class computer activities.

### **Grounds**

Our grounds feature a number of purpose built age appropriate playgrounds that are modern, physically stimulating and safe. Fully covered walkways and three spacious general-purpose areas provide protection from the rain and the sun. A large oval is available for games and sports.

### **Safe Supportive Environment**

The school is situated in an educational precinct bordered by another school, a university and environmental reserves. Planned landscaping provides a peaceful, safe and harmonious environment.

We are very proud of College and our Campus. On behalf of the students, staff and parents I extend an invitation to you to avail yourself of the many opportunities to become involved in and enjoy your community based school.

Regards

Chris Capra

Principal – Primary Campus

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## **ADOPT-A-COP**

Chancellor is involved in the Adopt-a-Cop Program. Our Adopt-a-Cop visits the school on a professional and social basis to promote student welfare and safety including road safety and stranger danger.

## **AFTER HOURS ACTIVITIES**

After school hours enrichment activities are available for your child. Please contact the office for further information

## **BEFORE/AFTER SCHOOL HOURS CARE PROGRAM**

Playground Childcare PTY LTD on behalf of Chancellor State College Parents & Citizens Association operates a before and after hours school care program for students aged between Preschool to approximately 13 years of age. The program is available each week day, 6.30 am to 9.00 am and 3.00 pm to 6.30 pm. Vacation care programs are available during school holidays. Contact Ph: 5476 5131 for information.

## **ASSEMBLIES**

Year Levels gather each week to celebrate the efforts and achievements of students. A different class hosts the assembly and performs a short item.

Students are responsible for leading the assembly. This helps to develop skills in leadership and public speaking.

Assemblies culminate in the awarding of "Chancellor Champ" certificates to students in all year levels. These treasured certificates are awarded in recognition of student effort and achievement in all curriculum areas (academic, physical, social, cultural and spiritual).

We welcome your attendance to celebrate our students' achievements. Assembly times are advertised through class teachers and the Newsletter.

## **ATTENDANCE AT SCHOOL**

Children must attend school regularly in order to make satisfactory progress with their learning. If your child is absent from school please notify the school by telephoning our a Student Absence line on 5453 3160 or by letter as soon as possible. Children who arrive late must be signed in through the school office located in the Administration building.

Teachers will report unexplained student absences of more than three days to the Principal.

## **BANKING**

All students may open a School Commonwealth Bank Account. School banking is conducted each week. Volunteer helpers will:

- collect your child's bank book and the money to be deposited
- enter details on the bank's computer (via electronic data link)
- record details in your child's bank book
- return the bank book to your child.

The school receives a .35c donation per transaction from the Commonwealth Bank.



## **BOOKS / BOOKLISTS AND STATIONERY**

A list of required stationery and workbooks is prepared for each year level. These lists are available in November for the following year. You may place one order to obtain all required items for your child.

## BUILDING FUND

Parents have the opportunity to contribute to the school's tax deductible building fund. The Building Fund was established by the Parents & Citizens Association in 1999.

## CANTEEN

Canteen operates five days a week. Monday, Wednesday and Friday are open menus with Tuesday and Thursday are limited price lists and menus are available from the office and canteen. The canteen provides nutritional food to students and raises funds for the P&C.

Out canteen is staffed by volunteers. New helpers are always welcome. If you are willing to help, contact the Canteen Convener on 5453 3112 or the office for further information.

### **Ordering procedures**

When ordering, please use separate envelopes or paper bags for 1<sup>st</sup> and 2<sup>nd</sup> breaks. Details required on the bags are:

- child's name
- child's class
- order
- amount enclosed
- 1<sup>st</sup> or 2<sup>nd</sup> break.

All orders are collected from classrooms in the morning.

Students may purchase other food items from the canteen once they have finished eating their lunch. All food is eaten in the undercover areas.

## COMMUNICATION BETWEEN SCHOOL AND HOME

Ongoing communication between school and home plays an important role in your child's education. We encourage you to be involved and to regularly speak with teachers about your child's progress. **It is important to notify us if you have a concern or if you believe your child is experiencing a problem.**

*Some ways of communicating are:*

### **Parent - Teacher meetings**

You are welcome to discuss your child's progress with the teachers concerned. Please organise a convenient meeting time. Teachers are unable to meet with you while they are responsible for supervising other students.

### **Parent-Teacher evenings**

At the beginning of each year, Parent - Teacher evenings are arranged to inform all parents of classroom procedures and the expectations of your child's teacher. We value partnerships with our parents and encourage genuine and meaningful communication.

### **Parent-Teacher interviews**

Parent-teacher interviews are arranged for the end of Term One.

### **Parent – Deputy/Principal meetings**

Parents are welcome to discuss their child's progress with the Principal or Deputy Principal. Please phone the office to make an appointment.

### **Home - School communication**

Each teacher has a system to facilitate communication between school and home. A daily communication booklet is often used to inform you of your child's progress. Please feel free to use this system to communicate to your child's teacher.

### **Messages**

Contact with the school can always be made by phone or letter. Letters that contain sensitive information should be sealed and addressed to the intended reader. Phone messages will be relayed to teachers.

### **Newsletters**

Newsletters are published fortnightly. During the monthly cycle one Newsletter will be a whole college Newsletter and one will be a Primary Campus only Newsletter.

## **CURRICULUM AREAS**

Chancellor offers a comprehensive curriculum covering eight major areas of study:

- English
- Mathematics
- Technology
- Science
- Studies of Society and the Environment
- Languages other than English (Japanese and Italian)
- The Arts (including Art, Music, Cultural Studies)
- Health and Physical Education

School programs are continually refined to ensure we meet the needs of students in an ever-changing society.

Chancellor's Curriculum Framework incorporates knowledge, skills and processes drawn from these Key Learning Areas. The Framework's focus is on an active investigation of our world. This is represented through five Curriculum Organisers (Worlds) which scaffold the progression of learning from Preschool to Year 9. The 'Worlds' (Personal World, United World, Amazing World, Changing World, Natural World) are investigated across the College through a sequenced series of integrated units of study called 'Units of Excellence'. Each 'Unit of Excellence' adds to the development of the child's conceptual understanding of that World as he or she progresses from Preschool to Year 9. Chancellor's curriculum represents a sequence of planned and balanced learning experiences designed to meet the current and future needs of our students. The College curriculum is underpinned by a key focus on Literacy, Numeracy, Thinking, Information & Communication Technologies, and Relationships.

### **Cultural Events and Activities**

Throughout the year a number of cultural events are organised. You will be notified of these events through the school's newsletter.

Lessons in Italian language and culture form part of the curriculum for students in Year 1 to Year 6. Lessons in Japanese language and culture form part of the curriculum for students in Years 5 and 6.

Specialist language teachers provide an interesting program incorporating language, literature, cooking and a visitors program.

### **Excursions**

Excursions and camps are organised throughout the school year. You will be notified of these trips well in advance. Full school uniform is required while on excursion. Provisions are made for families who experience financial difficulties in meeting the costs of camps and excursions. Confidential enquiries for assistance may be made to your child's teacher or the Deputy Principal.

### **Music Program**

Instrumental music programs (string, wind and percussion instruments) are available for children from Years 3-7. Entry into the program is determined at the beginning of each year. Three factors are taken into consideration:

- (i) student interest

- (ii) student aptitude
- (iii) availability of instruments.

Children who are involved in this program will be notified of their lesson times.

### **Music**

All students receive weekly music lessons from a specialist music teacher.

### **Choir**

Children are invited to join the school choir.

### **Religious Instruction**

Ecumenical lessons are conducted each Thursday and Friday. If you do not wish your child to participate in these classes, please advise the Principal in writing. Children not participating in Religious Instruction classes will be supervised.

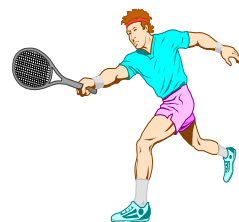


### **Physical Education**

Chancellor has four School Houses: Gooroy - Gold (Ringtail Possum), Gula - Navy (Koala), Mari - Jade (Kangaroo) and Waruma (Eagle) - Red. Children are allocated to a House once enrolled. Children within the one family will be placed in the same House.

Overview of our Physical Education program.

- Swimming lessons are held in term 1 for years 4-6 and in term 4 for years 1-3. Instructors teach the children in ability-based groups.
- ◆ Sports Skills include throwing, kicking, striking, fielding. Students in Years 6 participate in an inter-school program in a variety of winter sports: football, tennis, basketball, soccer and netball.
- ◆ Students in Years 6 participate in an aquatic and recreational sports program.
- ◆ Following school events, nominations for representation in District and Inter-School sports are submitted.



## **ENROLMENT PROCEDURES**

Enrolment procedures aim to identify and monitor the individual education needs of your child. Procedures are:

### **When enrolling:**

- ◆ Identify that you are included within Chancellor's Enrolment Management Plan i.e. you live in the appropriate area.
- An interview with the Principal or Deputy Principal.
- Identification of all relevant factors to determine the most suitable class placement for your child. Factors will include age; previous schooling and progress; social, emotional and physical maturity; special needs; time of year enrolled.

**Following enrolment:**

- Monitoring your child's progress to ensure that classroom placement is appropriate academically and that s/he is adjusting well.
- Maintaining close contact. An open invitation is extended to you to request follow-up interviews with the class teacher and any specialists who may be involved in supporting your child's education.

Additional information you can provide to assist us to place your child in the most suitable class includes:

- school reports;
- samples of written work, especially in Mathematics and English;
- information regarding special programs in which your child has been involved, eg. enrichment/extension/learning support programs
- information on extra-curricular activities enjoyed by your child.

When enrolling your child we will provide you with the following information:

- a parent handbook;
- a copy of the school's rules and behaviour management policy;
- booklists;
- copies of our report cards.

Careful reading of these documents will assist your child and family to settle into school procedures and routines.

**Transferring from another State School in Queensland.**

If your child is transferring from one Queensland State School to another, a transfer certificate from your previous school is required.

**Enrolling at Preschool and Year 1**

The Education Act requires that children entering a State Preschool must turn 5 by the last day of December in the year they attend preschool. Children can be placed on an official waiting list for enrolment in Preschool in the year in which they turn 3.

The Education Act requires that children entering Year 1 must turn 6 by the last day of December in the year they attend Year 1.

**Proof of Age**

In Preschool and Year 1, **one** of the following will be required as proof of age:

- ◆ child's birth certificate
- ◆ Baptismal certificate
- ◆ a signed statement by a Doctor or a Minister of Religion
- ◆ a statutory declaration duly signed and witnessed by a Justice of the Peace.
- ◆ Passport

**If your child is enrolling in Year 1 after attending our preschool, proof of age is not required.**

## HEALTH AND SAFETY

**Accidents**

Children who are sick or injured receive treatment from staff trained in First Aid. There are conditions that cannot be treated by First Aid. These include removal of foreign bodies eg. splinters, ticks, etc. Parents or primary care givers will be notified in these cases.

In the event of a sudden illness or suspected serious injury, the Ambulance will be called, and if necessary, will escort your child to the nearest hospital or doctor. The Parents and Citizens Association (P&C) provides ambulance cover for all children at Chancellor.

We endeavour to contact you or your nominee\* in such cases. It is essential that your

child's file contains up to date contact numbers.

If you cannot be contacted, your child will still receive treatment. Any treatment provided will be at your expense. In cases where the family doctor is not known or cannot be contacted, the child will be treated by a local doctor or transported to the nearest hospital by ambulance.

\* In addition to your own contact phone numbers (work, home, mobile) we request the names and phone numbers of two or three people who will be able to respond to an emergency situation involving your child on your behalf.

### ***Dental Van***

A Mobile Dental Clinic provides services to children and operates from the school grounds. Dental Therapists and Dental Nurses staff the clinic.

You are able to access the Dental Clinic at whichever school it is located. For information regarding the clinic's itinerary contact Nambour School Dental Services on 5441 2763. Appointments can be made at Nambour for dental emergencies.

Dental treatment by the clinic is free. Children are only treated if written consent is received from you. Consent requests are sent home prior to the clinic visiting the school.

### ***Evacuation Procedures***

Procedures for evacuation are displayed in the classroom and each family, volunteer and student should be familiar with procedures outlined to ensure their own safety in the event of an emergency and to support staff in ensuring the safety of all children.

In the event of an emergency within the preschool, children and staff will move immediately to the oval and call the roll to ensure all children are present. The Preschool Teacher will phone the office to alert them to the emergency and check that all rooms have been evacuated, close all doors and exit points and not return until directed to by the Principal.

### ***Immunisation***

There is no policy requiring immunisation but parents whose children are infectious should inform staff so that other families can be informed. Some infectious disease require exclusion from school eg. chicken pox, conjunctivitis, german measles etc. All are covered by the Qld Health 'Time Out' policy. A Time Out list is located in the First Aid Room at the school office.

### ***Inhalers***

Children suffering from asthma can be responsible for inhalers at school with written permission from a parent or legal guardian. If you wish your child to be responsible for his/her inhaler please contact the Principal.

### ***Life-Endangering Medical Conditions***

Parents of children with life-endangering conditions (for example bee-sting allergy) are asked to notify the Principal and submit a clear description of the condition and emergency procedures required.



This information will be displayed in the health room along with a photograph of your child for quick reference.



### ***Medication***

The following guidelines for the administration of medication, approved by the Director-General of Education, must be followed to ensure the safety of our students.

- Should medication prescribed by a doctor be required during school hours, a parent/guardian must make a written request. Please complete a Medication Form available from the school office. Preschool medication forms are located in the parent area.

- The pharmacist at the doctor's direction must write the instructions provided on the medication container. Instructions need to indicate **specific times** and the **quantity** of medicine to be administered. A direction such as 'give three times daily' is not sufficient. Parents will need to alert their doctor and pharmacist of this requirement when medication is being prescribed.
- All medications, including over the counter medications must meet the same requirements.
- All homeopathic medications must be accompanied by a letter from your practitioner.
- Unless these guidelines are adhered to, a teacher cannot be authorised to give medication to a student.

**A quick checklist:**

- **All medications to have a pharmacy label with name, dosage and times.**
- **A permission form must be completed by parent or guardian**

**School Health Service**

The Community Health Nurse visits the school each year. Children whose parents have provided consent are assessed in:-

**Year 1:** vision and hearing (height, weight and developmental testing will be performed if requested).

**Year 5:** vision.

Parents with children in other year levels may contact the school if they wish the nurse to assess their child.

**Hats**

In the interest of health and skin cancer prevention each student must wear a wide-brimmed hat whilst playing. If the student does not have a wide-brimmed hat they will be asked to play in the shade or not participate in organised activities outdoors.

**Out of Bounds Areas**

To ensure your child's safety, the following areas are out of bounds:

- Bicycle Racks - after dropping off bicycles in the morning
- Environmental Area (teacher supervision required)
- Car Park (teacher/parent supervision required)
- Groundsman's Shed
- Classrooms (teacher supervision required)

## HOMEWORK

Homework is an important part of the learning process and will be set for completion on a regular basis. Homework will include learning or written work, reading and consolidation or revision of work done in school.

At Chancellor, each family is able to decide whether they would like their child to participate in the homework program. The procedures are as follows:

- Parents are asked to notify teachers in writing if they do not want their child to receive homework.
- If a letter is not received, the child will be given homework.
- Failure to return homework for two consecutive weeks (without advice from parents) will be interpreted as the parents not wanting their child to have homework.
- If parents of children not receiving homework would like their child to rejoin the homework program, they will need to contact the teacher to negotiate re-entry.

Below are guidelines for the periods of time that children should spend each night on completing their homework:

Years 1, 2, 3	:	up to 15 minutes
Years 4, 5	:	up to 20 minutes
Year 6	:	up to 30 minutes

Homework will not be set for completion during a weekend. However, in senior classes, students may be required to devote some weekend time to the completion of projects and assignments.

We encourage you to supervise homework and to assist your child to develop effective work and study habits.

When parents and teachers provide genuine encouragement and promote high expectations for student achievement, learning is more enjoyable and rewarding for all.

## **LATE ARRIVALS / EARLY DEPARTURES**

To ensure accurate school attendance records and to provide a safe and secure environment, children who arrive late and/or are required to depart prior to the end of the school day must be signed in or out through the school office located in the Administration building.

## **LEAVING SCHOOL GROUNDS**

If you would like your child to leave the school grounds during school hours please

- (i) send a letter informing the school of your intentions
- (ii) personally inform your child's teacher when you collect your child, and
- (iii) complete the late arrivals/early departure register through the school office.

## **LOST PROPERTY**

Please label all clothing and belongings clearly. Lost property boxes are positioned in the General Covered Area and in each teaching block. Please feel free to check these boxes at anytime.

At the end of each school term, unmarked property will be donated to a clothing charity.

## **MONEY AND VALUABLES**

Students are discouraged from bringing valuables or toys to school. The school cannot accept responsibility for any loss or breakage.

## **MONEY COLLECTION**

The cash collection box is located at the back window of the administration block. A receipt will be issued in due course and sent home with your child. Please check with your child that they bring the receipt home to you.

**EFTPOS** facilities are available **8.00 am to 3.30 pm Monday to Friday**.



A collection envelope is issued to all students at the beginning of each term with a covering note/permission slip detailing the excursions that their class will participate in during that term and the relevant costs. Please ensure that money is sent in the envelope provided and that the permission section has been signed. All permission/medical forms are to be returned to the Class Teacher. By using this system the processes are more efficient and effective.

Payments for a whole family can be made at once using one cheque/efpos/cash transaction and may be made at either school campus office. Please include all relevant envelopes with the payment.

If you are unsure whether you have paid for an excursion/camp etc. you can contact the office at any time and we will be only too happy to check for you.

Reminder notices and dates of events will appear in the Primary Campus newsletter. Please read the newsletter for further information.

## **PARENTS AND CITIZEN'S ASSOCIATION**

Chancellor State College Parent's and Citizen's Association meetings are held at school on the second Wednesday of each month commencing at 7.00pm at the Middle Campus.

The P&C is maintained through a constitution accredited by Education Queensland and, with close cooperation from school administration and staff, works to develop an optimum learning environment for each child.

At Chancellor State School, our P & C are valued partners in the formation of the school's future.

*Some P&C services and activities include:*

- management of programs and services such as the Canteen;
- provision of funds for the purchase of additional facilities and resources;
- membership of working parties established for specific purposes;
- assisting with special school events.

All parents are encouraged to become members of the P&C Association. Your P&C represents one of the many ways you can become an active member of your school and contribute to its future direction.

### **Support for Student Representatives**

Students Representing the school in either sporting or special interest groups can apply for financial assistance from the P&C.

- You will need to apply in writing to the P&C
- Provide confirmation from the school or education department sponsored body stating the students representative status.

## **PARENT INVOLVEMENT**

We are a school that is owned and loved by its community. Parents are provided with opportunities to be actively involved in their school and experience a sense of ownership and partnership. Opportunities for involvement are promoted through the school newsletter. Feel free to contact the school or your child's teacher to discuss your involvement.

### ***Parent Help in the Classroom***

Parents are encouraged to visit classrooms and assist with activities. We welcome these interactions as they strengthen the bond between school and home.

### **Parent Involvement Program (PIP)**

Each class has a PIP representative (parent volunteer role). This representative consults with his / her teacher on how the aims of the program can be best achieved for their class. The aims of the program are:

- ❖ Parents / caregivers and teachers working together to support quality teaching and learning.
- ❖ The best possible communication between teachers, parents and school.
- ❖ An increase in parent knowledge and understanding of relevant aspects of the school.
- ❖ The nurturing and development of our school's culture and community spirit.
- ❖ Social networks to support parents and families and a way of welcoming new families and children to our school.
- ❖ Ways to help the school to collect information from parents and the community.

## **PRESCHOOL**

The Chancellor State College Preschool is located in the school grounds.

A 5 day per fortnight program operates (2 full days 1 week and 3 full days the next). Many parents are active volunteers at the Centre. Membership of the Preschool's P&C is encouraged.

### **Program Guidelines**

The program adopts the principles of the Queensland Education Department Preschool Curriculum Guidelines. These guidelines acknowledge the diversity of children entering Preschools and encourage a cooperative partnership between teachers, schools, children, parents and the community in devising a curriculum which enhances and supports the needs and development of children in that community.

The curriculum is developed under seven Foundation Learning Areas: *Thinking, Communicating, Sense of Self and Others, Social Living and Learning, Health and Physical Understanding, Cultural Understanding, Understanding Environments*. Literacy, Numeracy and Technology skills are integrated into learning outcomes across all the Foundation Learning Areas.

### **Reporting**

Term 1 – Parent/Teacher Interviews

Term 2 – Student/Parent sharing sessions.

Early Term 4 – Parent/Teacher Interviews, Student Passport to take to Year 1 class.

### **Preschool Routines**

Our daily routines change throughout the year as children's needs change but programs remain flexible to allow us to change our timetable to better meet children's needs or interests. This is an example of a daily routine.

- 9.00 am Welcoming and Sharing Time. Greeting, settling children and sharing news with parents and children. Teachers and children talking about the day, what we will be doing.
- 9.30 am Computer Laboratory and Book Borrowing. Teacher initiated small Group activities developing motor skills, literacy skills and numeracy skills. Children walk to school library to use the computers to develop skills in using technology. They also borrow books from the school library for home use.
- 10.00 am Self-selected Learning. Children select a project based on their interests. They may be continuing a project from the previous day or beginning a new project eg. one group are working in a hospital, another group are constructing roads in the sandpit, some children are gardening, some are using paint. They use both the indoor and outdoor space. Morning tea occurs during this session.
- 11.00 am School Interaction. Children from the Primary School often visit us during their lunch hour. They join in play with the children.
- 11.40 am Tidy Up. All children are involved in helping to tidy up and store away equipment ready for the next day. Some equipment may be left up if this is possible eg. block area so that children can continue the activity the following day.

- 12.00 pm Reporting and Reflecting. Children are encouraged to share what they have done during the day with the whole group. Ideas are discussed and plans made for the next day. Children can help one another with any problems that may have occurred.
- 12.20 pm Lunch. Children eat lunch at the covered area in the primary school. They bring a packed lunch from home or purchase food from the School Canteen.
- 12.40 pm Relaxation Time. Children are encouraged have some quiet time. They may listen to a story or practice some relaxation techniques.
- 1.00 pm Literacy. Literacy Activities.
- 1.30 pm Group Activities. At this time children may be involved in a music lesson, Phys Ed lesson, library borrowing, writing or drawing activity, problem solving activity, body awareness or perceptual motor lesson or outdoor / indoor games. Children are encouraged to listen and follow directions and participate as part of a group.
- 2.50 pm Departure. Children are collected by their parents or the After School Care Facilitator.

## REPORTING STUDENT PROGRESS

Written Reports are completed twice a year at the end of each semester - in June and December.



Parent-teacher interviews to discuss your child's progress are arranged at the end of Term 1. These interviews are important. They are an effective way for parents and teachers to work together and provide you with a valuable opportunity to keep informed of your child's specific needs and achievements.

As partners in your child's education we seek to build a cooperative relationship so that we can all provide the most supportive and appropriate learning environment possible.

Additional interviews may be arranged at any time throughout the year.

## RESOURCE CENTRE

Our library is fully automated and equipped with the latest technology. We continue to build an extensive collection of books and other resources such as tapes, magazines, videos, a computer laboratory and educational software.

We actively encourage all children to become regular borrowers of library books and resources. Books can be borrowed and returned during lunch breaks as well as during individual library class borrowing sessions.

Please supply your child with a large cloth bag, 40cm x 40cm, to protect books when they are in your child's possession. A library bag with school logo is available for sale.

A computerised tracking system records the books each child borrows and returns. The maximum time for loan is two weeks. The book may be returned as soon as it is finished. If an extension in the borrowing time is required the student will need to take the book to the library before or on the due date and have it rechecked.

Should a book become lost or damaged while in your child's possession, you will be notified and asked to replace the book.

## SCHOOL PHOTOGRAPHS

Class photographs are taken in the second half of the year. Children are required to wear their full uniform. Dates for school photographs are published in the School Newsletter.

## SCHOOL ROUTINE

Supervision for students is provided at 8.30 am. A before and after school care program is offered each day before 8.30 am.

Students arriving before 8.30 am. and not enrolled in the school care program will need to -

- Stay in the general covered area.
- Do a quiet activity

After 8.30 am, students should prepare themselves for the day. They may:

- Place bags in racks
- Play handball or do a quiet activity
- Enter their classroom if their teacher is present
- Enter the library if the teacher-librarian is present.

### **Students may not play team sports or large ball activities.**

8.55 am Bell. Children ready to commence first session.

9.00 am Bell. Morning session commences.

11.00 am Short Bell. Morning Break.

*Children move to allotted eating areas. Years 1 and 2 in the Junior covered area.*

*Years 3 to 5 in the main covered area.*

*Years 6 and 7 in the Senior covered area.*

*All children are to sit under the covered areas within sight of the person on duty.*

11.15 am Short Bell. Children remain seated until dismissed by staff supervising that area.

*Children are dismissed only when they have finished eating and have tidied the area around them.*

11.45 am Warning Bell.

11.50 am Middle session commences.

1.30 pm Short Bell. Afternoon Break.

*Children move to allotted eating areas (as above).*

*All children are to sit under the covered areas within sight of the person on duty.*

1.40 pm Short Bell. Children remain seated until dismissed by staff supervising that area.

*Children are dismissed only when they have finished eating and have tidied the area around them.*

1.55 pm Warning Bell.

2.00 pm Bell. Afternoon session commences.

3.00 pm Bell. School finishes.

## SPECIALIST SERVICES

Chancellor has access to various visiting educational specialists. Your permission for referral and testing will be obtained where a teacher considers that your child would benefit from specialist support. Parents, teachers and specialists work closely together.

A Guidance Officer visits the school on a regular basis. The role of the Guidance Officer is to provide counselling and assessment support to students and families.

A Learning Support Teacher is based at Chancellor. The Learning Support Teacher assists students by

- ◇ working closely with teachers
- ◇ designing support programs (enrichment and learning support)
- ◇ working in classrooms and on a small group / individual basis.

An Integration Teacher is based at Chancellor for children who have been ascertained with Special Needs. The Integration Teacher assists students by:

- ❖ designing Individual Education programs
- ❖ collaboratively planning inclusive programs.
- ❖ Working closely with teacher, parents, teacher aides and other psecialist agencies.

## STUDENT LEADERSHIP

### ***Student Council***

Students are important members of their school community. They participate in the decision-making processes of the school through their Council.

The Student Council is comprised of school captains and representatives from Years 4, 5 and 6. Representatives are nominated by their peers.

*The purpose of a Student Council is to:*

- promote life within a democratic society
- develop confidence and leadership skills
- enhance communication between students, staff and school management
- provide an avenue for students to participate in the school's decision making process
- establish a fund raising body to finance student initiated programs and facilities.

The operations of the Council are supported by staff who model and teach the principles and processes of leadership, active and informed citizenship and democracy.

## TRAVEL TO AND FROM SCHOOL

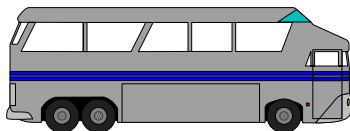
Chancellor State College is part of a TravelSmart Schools program.

Traffic congestion is a major problem for the Primary Campus – particularly in the afternoon. Chancellor State College and the TravelSmart team are working in a joint effort to help reduce traffic congestion by encouraging families to be TravelSmart - to walk, cycle, use public transport or car pool (lift share with another family).

TravelSmart has been funded by the Australian Greenhouse Office to reduce traffic congestion as well as reducing air pollution at our College.

How do you travelsmart? It's easy! Students can walk or cycle, or catch a bus to school. Parents can help out with car pooling too. Car pooling is when more than one family shares a ride to school. All of these methods will help to ease traffic congestion at our school, making it a safer place for families and children.

For more information on TravelSmart contact our school's administration or [www.transport.qld.gov.au/travelsmart](http://www.transport.qld.gov.au/travelsmart).



### ***Bus***

Each afternoon students travelling by bus wait near the front entrance of the school. When raining, children will be seated in the Junior Covered Area. Students are not permitted to leave the school grounds prior to the arrival of their bus. For further details on the bus runs that service the school please contact Buslink on 5476 6622.

### ***Bicycle***

Children riding bicycles are to enter the school grounds through the gate closest to the Preschool (Scholar's Drive) or the gate closest to Block 4. This gate connects with the walk way to Chancellor Park Estate (Sorbonne Close and University Way). Bicycle racks are located close to both of these gates. Bicycles are to be walked through the school grounds and placed in these racks. Children are required by law to wear a helmet whenever they ride their bicycles and are encouraged to use a bicycle lock and chain to secure their bicycles.



The school is currently negotiating a bike cage with Queensland Transport. This will provide a more secure bicycle storage facility that can be locked during school hours.

### **Car**

Parents who drive their children to and from school are asked to drop off and collect their children in the vehicle turning bay at the front entrance of the school (near the flag poles) or the external parking bay outside the Preschool.

The school's front entrance includes a seating area for students to sit and wait in the afternoons. When raining, children will wait in the Junior Covered Area.

Parents are requested not to use the school's internal car park for dropping off and collecting students. This car park is closed in the afternoons between 2.45pm – 3.15pm for the safety of our children. The school gate is closed from 2.50 pm until 3.10 pm.

### **Walk**

Chancellor State College also provides the 'QUT Walk to School Program'. The QUT Walk to School Program is a smart alternative to getting to and from school. The children involved have a great time learning about the neighbourhood from accredited walking leaders and practise important life skills like how to cross a road safely.

The program not only helps to improve a child's health and fitness but saves time for their parents. If more parents encourage their children join the QUT Walk to School Program (or use other TravelSmart options) there will be fewer motor vehicles during peak times at our school – and that's safer for all of our children and beneficial for the environment!

For more information about the QUT Walk to School Program, to register your child or to become a trained and accredited Volunteer Walk Leader, contact our school's administration or call the QUT Walk to School Program office on (07) 3864 5851 or visit us at <http://www.walktoschool.info>

### **School Crossing**

There are two school crossings that give children a designated place to cross the road to travel to school.

The first crossing is located on Scholars Drive across from the Toddler Town Child Care Centre and the second is located on University Way near the roundabout and the shops. Both of these crossings have volunteer supervisors morning and afternoon. All parents and children are requested to use the crossing. All vehicles are required to stop once a person steps onto the crossing.

## **UNIFORM**

### ***Chancellor State College is a uniform school.***

The summer uniform consists of a polo shirt to be worn with either unisex shorts, stubbie shorts or stubbie cargo shorts for the boys; or unisex shorts or stubbie cargo shorts or skorts for the girls. A dress and check blouse is also available. In winter, a tracksuit top, either V-neck or Zipper, is available with track pants. Girls may wear navy tights underneath their skorts. Winter uniforms can be ordered through the school. They will be available approximately two weeks after ordering. Prices are available from the office.

For safety reasons, it is compulsory that children wear enclosed shoes to school. It is recommended that shoes are black or white and are to be worn with white socks. When children are representing the school at functions outside of the school i.e. Choir, Tournament of Minds, they must be in school uniform with black shoes and white socks.

### **Dress Standards**

At Chancellor, students are encouraged to take pride in themselves and in their school. Adherence to the school's dress standards promotes a feeling of pride in and ownership of our school. We seek your support in this matter.

Inappropriate dress is defined as clothing or apparel that is, or could be deemed to be:

- offensive
- likely to disrupt, or negatively influence, the normal operation of the school
- unsafe for student or others; and
- likely to result in a risk to the health of the student or others.

### ***Jewellery***

Students may wear a watch, simple sleeper or stud earrings and a signet ring. All other jewellery is considered a risk to personal safety at school and subsequently should not be worn.

## **USE OF THE SCHOOL GROUNDS AFTER HOURS**

### ***Access to the school campus after school hours***

Students are discouraged from remaining in the school grounds once school has finished.

Students attending after hours enrichment activities held within the school are advised not to remain in the grounds after their class or function.

Please discourage your children from playing in the school grounds after school and on weekends. Permission must be obtained from the Principal to use the grounds or facilities.

Unauthorised persons on the school premises will be regarded as trespassers, unless accompanied by a member of staff, or by a person who has written authorisation from the Principal.

## **VISITORS TO THE SCHOOL**

A safe and secure school environment is a priority. It is important that all visitors in the school grounds are easily identified. All visitors (classroom helpers, library aides, volunteers, and workers) are asked to report to the office and sign a visitors' book and collect a name tag. Visitors are to sign out on departure. We ask that all parents and visitors support these measures in the interest of the security of our children.

Children are encouraged to report anyone in the school whom they cannot identify,

