Junior School Handbook
Prep - Year 5

Kelvin Grove State College
The Pursuit of Excellence With All Our Might
College Website

www.kelvingrovesc.eq.edu.au

College Executive Team

College Executive Principal          Llew Paulger
Principal: Junior School           Damien Greig
Principal: Middle School          Chrissie Coogan
Principal: Senior School          Duncan Steel
College Deputy Principal          James Smyth
College Business Services Manager Kristy Boyd

Junior School

Deputy Principal               Diana Morgan
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Kelvin Grove State College commenced operation in 2002. The College is the result of the merging of Kelvin Grove State School with Kelvin Grove State High School.

Our three-tiered College provides a seamless transition from Preparatory to Year 12 students:
- Junior School Prep – Year 5
- Middle School Years 6 – 9
- Senior School Years 10 – 12

Our College Mission
Kelvin Grove State College is a unique, committed and collaborative P-12 educational institution.

Our college seeks to provide a supportive and engaging learning environment for all. Our focus is on excellence in all areas of education. This is articulated and promoted through expectations of a strong work ethic, pride in, and recognition of, socially just practices including valuing social diversity, and civic participation.

Our uniqueness is characterised by:
- Intellectual rigour across core and elective disciplines
- Multiple learning and career pathways
- Schools of Excellence, accelerated learning pathways and extension courses
- Quality partnerships with our community, industry groups and tertiary institutions
- Cohesion and continuity across early, middle and senior phases of learning and development
- A community enriched through multi-culturialism, and invigorated through diversity by valuing both local cultures and international students
- Genuine working relationships with an ethos of generosity of spirit towards all.

Our College Motto
Our College motto is *With All Thy Might.*

Our College Vision
Our College vision is *The Pursuit of Excellence With All Our Might.*

Our College Values
The Junior School Curriculum

Australian Curriculum

The Australian Curriculum (AC) has been implemented in the Junior School since 2011 in the areas of English, Mathematics and Science. From 2017, Humanities and Social Sciences will incorporate History and Geography from Prep – Year 5, Civics and Citizenship from Year 3 – Year 5 and Economics and Business from Year 5. Health and Physical Activity will also align to the Australian Curriculum.

Full details of the curriculum are available on the website http://www.australiancurriculum.edu.au/

Active Citizenship Education (ACE Program)

Active Citizenship Education (ACE) is a program unique to Kelvin Grove State College which is implemented from Prep to Year 12.

The program focuses on living in a world that provides for the current generation, as well as enhancing the resources for future generations. It acknowledges the intrinsic value of living things and cultural practices, and seeks to sustain both long term. It is about looking at how humans can function on the Earth interdependently, in a way that doesn’t deplete either our natural resources or our capacity to be productive in the future. Sustainability involves taking responsibility for our actions, and thinking about how they might impact on our world, in the present and the future, as well as reflecting on how human actions have made an impact in the past.

The ACE Program integrates goals of conservation, social justice, cultural diversity, appropriate development and democracy with a mission of personal and social change. The four areas that sustainability education encompasses are environmental sustainability, social sustainability, economic sustainability and political sustainability. Environmental conservation sees the earth as a living body that supports life and requires nurturing to continue to be a vital resource for humans. Social sustainability recognises that humans need to live in functional communities together to prosper, and that social cohesion impacts sustainable living. Economic sustainability is vital in a free market society that is largely unregulated, and this component addresses how economics influence the social, environmental and political aspects of sustainable living. Political sustainability addresses decision making, governance and power at all levels of society and reflects on best practices for achieving sustainable goals.

Assessment & Reporting

Student Assessment

Students' work is assessed throughout the semester by a range of techniques and instruments - including observation, assignments, conferences, self-evaluation, testing and through performances and demonstrations at the end of units of work.

Reporting to Parents

Written reports are sent home in June and December. Parent interviews are held at the end of Term 1 and then at the beginning of Term 3.

Parents or teachers may also request an appointment for interview at any time through the Junior school office.

All students in Years 3, 5, 7 and 9 participate in NAPLAN tests in May. Individual Student Reports from NAPLAN usually arrive in Term 3 and are forwarded to parents.
The Arts

The teaching of The Arts (Visual Arts, Dance, Drama and Media) is fully integrated into our curriculum.

In Visual Arts, students are exposed to painting and drawing, textiles, construction, modelling and printmaking. Our Junior School has well equipped art resource areas. We have a Teaching Artist implementing the Visual Arts program. Classes attend for 1 hour per fortnight in a dedicated art room. The College holds a Faces @ KG Art Exhibition at QUT’s Creative Industries in November where selected pieces of portraiture from Prep to Year 11 are displayed during a week-long exhibition. An Art Show is held every second year.

Dance, drama and media provide important outlets for students to express their creative talents and each year level integrates these forms of expression into their units of work. Dance is also one aspect of our Physical Education (Phys. Ed.) program.

Our classroom music program helps to develop children’s awareness of music, response to music and the development of students’ capacity for self-expression. Learning is through a variety of activities where the children are taught the basic skills of music - beat, rhythm, pitch, singing, movement, listening, creating and playing. This is supported by the ukulele and percussion programme which is incorporated into the students’ weekly music lesson starting from Prep. We also utilise an extensive range of instruments to enable hands on musical experience.

The recorder program starts from Year 3. A guitar program (both acoustic and electric) is also incorporated into the weekly lesson. Since 2016, to extend the class guitar program, an external guitar expert is available to be booked for weekly lessons after school.

From Year 1, students are taught the skills of composition, notation and recording of music by hand and using technology.

Specialist music teachers provide lessons for all classes Prep to Year 5 weekly. Jam sessions occur during lunchtime for interested students and staff.

Two Kelvin Grove Junior School Choirs have been formed. The senior choir for students in year 4 and 5 practise each Wednesday afternoon. The general choir for all students P-5 practise Thursday mornings.

Two Kelvin Grove Junior School Choirs have been formed. The senior choir for students in year 4 and 5 practise each Wednesday afternoon. The general choir for all students P-5 practise Thursday mornings. Parents and teachers are very welcome to join this choir where they all are invited to sing and play instruments in a vibrant, happy and exciting environment. The choirs are song-driven and incorporate all elements of music found throughout the school. Several performance opportunities throughout the year are created for the students such as, assemblies, concerts and invitations to perform to various events and competitions.

The Music Virtual Classroom on the Junior School's Ed Studio can be accessed by all students either at home or at school using the student’s school log on for Education Queensland’s Learning Place.

Instrumental Music Program

The Instrumental Music program (Years 3 -12) is designed to encourage music education through learning an instrument within a small group lesson.

The Instrumental Music Program at KGSC offers tuition in strings, woodwind, brass and percussion instruments. Entry to the program as a beginner musician is through attainment on a musical aptitude test as well as academic reports. Testing is undertaken in the College at the end of Years 2 (strings) and Year 3 (woodwind, brass and percussion). Instrumentalists who are not beginners may apply to join the program through submission of an Expression of Interest.

Students who undertake tuition are required to join an ensemble. Students play in a range of ensembles and bands across the College, depending on their musical ability. Students progress from elementary to intermediate ensembles and can audition for advanced ensembles. Currently the College has a range of
ensembles including four Concert Bands, three String Ensembles, three Percussion Ensembles and a Big Band.

All fees are payable to the Junior School office before tuition and instruments are provided.

Students who are members of the Instrumental Music Program and demonstrate a high level of playing ability and commitment to their music studies are encouraged to apply for entry to the Music Excellence program in Year 7.

A Taiko Drumming Program is offered for students and parents of the college and features 1 hour weekly lessons with the College Director of Percussion. Lessons are offered during the school term.

**Information & Communication Technology (ICT)**

ICT lessons are integrated in our Junior School curriculum programs to learn, research, develop and present new ideas. The Junior School has several pods of laptops which are utilised to support curriculum programs in all classrooms. In addition to this, there is a full set of desktop computers in our air-conditioned library. The introduction of sets of iPads in 2016 for Year 5 students further enhances our ICT program. iPads are used across all year levels:

- Year 5 have access to the use of 60 iPads (1:2)
- Year 4 have access to the use of 30 iPads (1:4)
- Prep have access to the use of 8 iPads

Students operate on a standard Windows environment and IOS on iPads. Students are taught skills in word processing, internet research, email, PowerPoint, web page development, coding and animation.

Students gain access to the internet after signing an Internet Contract, specifying responsibilities for internet users. All classrooms have an Interactive Whiteboard.

**Physical Education**

Our Physical Education (PE) specialist offers a comprehensive program incorporating a much broader range of activities offered at most schools. Our PE Program aims to develop the essential skills of physical fitness, ball skills, athletics, track and field events, games, dance, gymnastics and swimming.

Additionally, the Junior School Program provides pathways for our College’s Schools of Excellence by providing – Golf (Year 4-5), Dance (Year 3-5), and Tennis (Year 4-5).

**Trackdance**

Trackdance is available, via audition, to students in Years 3, 4 and 5. They are taught various forms of dance by the QDSE teachers in two of the College’s five dance studios. Lessons are conducted on Friday afternoons 11.15 -1.00pm (Years 4 and 5) and 1.30 - 3.00pm (Year 3). Participants in the program perform an end of year concert along with the Mid Trackdance (Middle School Trackdance) and QDSE students.

**Languages - Italian**

Italian is taught at the Junior School from Years 2 - 5. This is well beyond Education Queensland’s requirements. The program extends into the Middle and Senior Schools.

Our program follows a comprehensive, sequential program which aims to teach a variety of skills, including:

- Communication in Italian
- Linguistic awareness
- Socio-cultural awareness
- General knowledge

Italian Carnevale is celebrated at the end of Term 1 providing an annual highlight for the school calendar and all our students from Prep-Year 5 are involved in this celebration of Italian language and culture.
Library

Junior School students receive weekly lessons from the Teacher Librarian. These lessons are developed in collaboration with the classroom teacher and are an important part of our Literacy Program.

Students are encouraged to borrow books and to use the reference material available. Prep, Year 1 and 2 may borrow one book per week and Years 3-5 may borrow two books for two weeks. All students require a waterproof library bag for carrying their books to and from school. These bags are available from the College Sub-Shop.

Diverse Learners

Like all schools, we have a range of diverse learners. Teachers cater for the needs of all students by implementing differentiation strategies. In the Junior School, teachers and students are supported by the expertise of our Diverse Learning Coordinator and by the Diverse Learning Committee.

Students with additional social/emotional, behaviour, mental health or curriculum needs are brought to the attention of the Diverse Learning Committee via referral by the classroom teacher. This committee meets weekly and is instrumental in deciding how best to support students with additional needs as well as continually monitoring and reviewing the effectiveness of the support programs.

Students who are identified as “Gifted and Talented” are supported by the Diverse Learning Coordinator as well as our team of Gifted Education Mentors (GEMs).

English as an Additional Language / Dialect (EAL/D) Support

A fulltime EAL/D teacher and nine teacher aides support our Junior School students whose first language is not English. The major role of the EAL/D support staff is to enhance the children’s English language abilities through well-resourced appropriate programs developed to meet their multicultural learning needs in a positive school environment. The amount of EAL/D time available is based on Education Queensland’s English proficiency levels. To be eligible for EAL/D support your child’s passport would need to be sighted and an application made to the EAL/D Co-ordinator.

House System

Students are allocated to a House for intra-school competitions. Students are allocated to a House based on numbers. However, parents can still request a house based on family tradition and siblings. The four Houses are:

- PETRIE  (Orange and Black).
- BOWEN   (Blue and Gold)
- HERBERT  (Red and White)
- LUTWYCHE (Purple and White).

Junior School Pat Reid Challenge Cup

2011 saw the introduction of the Junior School Challenge Cup. The cup is awarded to the House with the most points at the end of the year.

Points are accumulated from the following competitions:
Sports Day - All students participate in a tabloid style programme with the focus on maximum participation and fun. Parents are encouraged to attend on the day. Students in the 9 and 10 years’ age groups compete in High Jump, Long Jump and Shot Put in Physical Education classes. The 200m and 800m take place on the college oval during the third last week of Term 2. (date to be announced) Students who win and reach the qualifying levels in sprints and field events may represent the College at District Athletics.

Sports Day for Years 1-5 is usually held on the second last Thursday of Term 2. Prep sports fun morning is held during the third last week of Term 2 9:00 - 11:00am. (date to be announced)

Knock Out Ball - Students in years 3-5 can participate in an inter-house modified game of Newcomb, which is played during the lunch break in Term 3 and is organised by staff and student house captains.

Indoor (Year 5) and Outdoor Soccer (Years 3 and 4) Term 2. Students in Years 4 and 5 can participate in an inter-house soccer tournament, which is played during the lunch break and is organised by staff and the student house captains.

Bomb Ball (Term 1, Year 4 and 5) and Side Line Ball (Term 4, Year 4and 5) – Two exciting, fast-moving modified indoor games which involve the ball skills of throwing and catching.

Indoor Hockey (Year 3) Term 2 – modified indoor hockey.

Italian speaking - Students learn a poem or a song in Italian classes and are then given the opportunity to compete in a performance. All students who participate in class gain points for their house. Six students are chosen by the Italian teacher to compete at assembly to gain extra points.

Library borrowing challenge - Students from each year level earn points for their house for the most books borrowed in terms one to three.

Spelling bee - Each class completes a spelling list of 20 words. Points are awarded to the house for each correct spelling.

Choir - Students from each of the four houses learn the same song and perform for judges at an Assembly.

Maths Wiz - Each class completes a set of 20 number facts. Students from each year level earn points for their house for the number of facts recalled correctly.

**Behaviour Management**

Kelvin Grove State College aims to provide an environment, in which students feel they belong, are valued and are safe. A comprehensive behaviour management plan has been developed to achieve this aim.

The College’s full Responsible Behaviour Plan is available on the College website. Below are some relevant excerpts:

**Rationale**

The goal of our Responsible Behaviour Plan is to empower all members of the College community to conduct themselves in appropriate ways in all aspects of life. We strive to assist students to become socially responsible adults with a sense of discipline and self esteem.

**College Beliefs about Behaviour and Learning**

- Students and teachers have the right to work to their potential, free from disruption, abuse or harassment.
- Positive relationships between teachers and students and a positive classroom environment are essential for good order and discipline, and for effective teaching and learning.
- Expectations of standards of behaviour are highlighted by school and classroom rules. Application of the rules, and the consequences of breaking any rule, should be consistently exercised.
- Everyone has the right to feel comfortable while they are at school.
All members of the College community have the right to be safe and are valued, that is, free from verbal and/or physical harassment and/or threatening behaviour.

Social and academic learning outcomes are maximised through quality practices in the areas of curriculum, interpersonal relationships and College organisations.

Non-violent, non-coercive and non-discriminatory language and practices are defined, modelled and reinforced by all members of the College community.

Suspension and exclusion procedures are considered only when other approaches have been exhausted or rejected.

Students should treat all members of the College community with courtesy.

All members of the College community are to be punctual.

All students are required to be in class during timetabled sessions, unless appropriate procedures have been followed.

Students must wear full College uniform neatly, as supplied by the SUB Shop.

Respect for personal property, College property and that of others is required of all members of the College community.

Students must not intentionally or unintentionally endanger the health or well being of others.

Students’ behaviour in public and the wider community should reflect the College Code of Conduct:

Our College School Rules

- Be safe
- Be responsible
- Be respectful

Junior School Social Skills Programs

KidsMatter

KidsMatter is a mental health and wellbeing framework for primary schools and is proven to make a positive difference to the lives of Australian children.

In the Junior School, we have an active team approach to using the Framework which provides the proven methods, tools and support to help our school work with parents and carers, health services and the wider community, to nurture happy, balanced children.

More information about this program will be available in 2017.
Daily Procedures in the Junior School

Junior School Daily Routine

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30am</td>
<td>Students enter school building &amp; place bags on bag racks.</td>
</tr>
<tr>
<td>8:45am</td>
<td>Students proceed to their classrooms / line up area</td>
</tr>
<tr>
<td>9:00am</td>
<td>Roll called and marked - lessons commence</td>
</tr>
<tr>
<td>11:00am</td>
<td>Lunch Break</td>
</tr>
<tr>
<td>11:15am</td>
<td>Play Time</td>
</tr>
<tr>
<td>11:45am</td>
<td>Students return to class – lessons commence</td>
</tr>
<tr>
<td>1:30pm</td>
<td>Afternoon Tea Break</td>
</tr>
<tr>
<td>1:40pm</td>
<td>Play Time</td>
</tr>
<tr>
<td>2:00pm</td>
<td>Roll called and marked - lessons commence</td>
</tr>
<tr>
<td>3:00pm</td>
<td>Students dismissed</td>
</tr>
</tbody>
</table>

Before School Procedures

1. If students arrive before the first bell (8:30am) they are to sit quietly under the Library in the Tuckshop area or proceed to the Kelvin Grove Out of School Hour Care Service (OSHC) see website
2. Once the 8:30am bell rings, students must place their bags on the bag racks then they may return downstairs to play unless a teacher has given them permission to enter the classroom.
3. Students are NOT permitted on the playgrounds / oval before school.
4. Students are permitted to play handball before school once they have taken their bags to the bag racks.

After School Procedures

1. Students are to proceed directly to their place of pick up and are to sit and wait quietly (inside the school grounds) or proceed to Kelvin Grove Out of School Hours Care (OSHC)
2. Students need to sit on the benches under the car pick-up shelter and wait quietly for their parents at the Look Out zone.
3. Students must exit all school buildings (hallways, classrooms) immediately at 3pm.
4. Students are NOT permitted to play in the school grounds whilst waiting to be collected.

Hallway procedures

Students are NOT permitted in the corridors/hallways during breaks without the permission of a teacher.

1. Bags and their contents must be on the bag racks at all times.
2. Students must exit the school buildings as quickly as possible at the start of all breaks.
3. Students must walk and keep to the left at all times in the hallways and on the steps.
4. Students must give way to adults at all times.
5. During class time, students must walk quickly and quietly along the corridors so that others are not disturbed.
6. Students must use the stairs closest to their classroom to exit the building.
7. Sports equipment is to be used only in the play areas.
8. Food and drink is to be opened and consumed whilst seated downstairs.
9. Students are to wait quietly for their teacher in designated areas at the end of each break.
# Junior School General Information

## Absence from School

If a student is absent from school, a phone call or email or a note explaining the reason for absence is required. Contact can be made via phone on 35527444 which has a 24 hour answering machine or via email js.absence@kelvingovesc.eq.edu.au.

In 2017, an SMS alert will be sent if a student is absent without notification. Please contact the school immediately to provide details about your child’s absence.

In the case where no explanation is received concerning a child's absence from school the official school roll will show an unauthorised absence. This will be recorded on their written semester reports. This is necessary to prevent truancy. Parents will be contacted officially if a pattern of unauthorised absences or truancy is detected outlining parents' legal responsibilities in line with recent Education Act legislation.

## Access to Students

Should you require access to your child/children during school hours, it is policy that all enquiries are made through the office. This procedure is necessary to always ensure the safety of our students. All parents must report and sign in and out at the Junior School office.

## Ambulance Cover

All Queensland schools are covered by the Ambulance Policy which provides free ambulance service throughout Queensland. Parents are advised to always ensure their contact details are updated at the office.

## Arrival and Departure at School

Students should not arrive at school before 8.30am. Parents who, through work commitments, are unable to arrange for alternative care before or after school off-site, can avail themselves of OSHC, a user-pays service provided by the P&C.

If arriving after 9.00am or collecting students prior to 3:00pm, ALL parents are required to sign children in/out at the Junior School office.

Unaccompanied children arriving after 9.00am must also report to the Junior School to record time of arrival. Teachers will monitor for patterns of consistent lateness. Parents will be contacted if more than 5 “lates” are recorded in a term. Please discuss any issues with the class teacher if problems arise. Students who consistently arrive late (after 9.00am) cause disruption to the class routine and their own learning.

## Bus Services

Public transport services our school well. The Brisbane City Council can assist you with any enquires re timetables. Contact 131230 for bus information.

## The College Chronicle

The College Chronicle is the College’s weekly newsletter. An electronic version can be viewed on the College’s website. A Junior School Newsletter is also distributed electronically to parents with specific news items and weekly awards.

## Contact Details

It is imperative that all contact details including all emergency contact phone numbers be provided and is kept up to date.

The Junior School office can be contacted on 3552744 to update all contact information.
**Crossing Supervisors**

There are four pedestrian crossing supervisors provided by the Transport Department on patrol every morning, from 8:00 – 9:00am and afternoons from 2.50 – 3.20pm.

Please use these crossings when picking up your child/ren to demonstrate safe road crossing practices. Encourage your child/ren to utilise the crossing and follow safe road safety rules by NEVER calling for them to cross unsafely to where you are parked/standing across the road.

**Emergency Evacuation or Lockdown Procedures**

Emergency procedures and Lock Down procedures are practised once a term. In the event of a real emergency or danger occurring close to 3.00pm (e.g. severe storm, hailstorm, civil disturbance), the children will remain inside the classroom under supervision of the teacher until the danger has passed. Parents can come to the classroom to collect their child during these times when indicated by the Principal.

**Enrolments**

Students entering Prep must turn five years of age by the 30 June in their Prep year. **Documentary evidence of date of birth is required for all pupils to confirm enrolment.** All enrolments require an interview with the Junior School Deputy Principal. Appointments can be made through the office. Kelvin Grove State College has an approved Enrolment Management Plan, an outline of which is available from the office and on our website. Please see KGSC Prep Handbook for more information.

**Excursions**

Excursions are arranged for their educational value throughout the year. It is important that each child participates as follow-up lessons will be held after the excursion.

**Illness / Accident**

School staff will contact parents if a child becomes ill or is involved in an accident. Should this be impossible, we shall take whatever further action is required for the child's welfare. **It is imperative that parents provide current contact phone numbers for emergencies or illness to the office.**

**Infectious Diseases – See Exclusion Table (Appendix A)**

The table (Appendix A) outlines the recommended exclusion from school attendance of pupils suffering from certain infectious diseases, or living in homes where infectious diseases exist. It is important for our school community that parents abide by these exclusions and alert the school when necessary.

*Please advise the office staff should your child become ill with any condition on the Exclusion Table.*

*At times, we have students in our school whose siblings are in hospital with serious illnesses and who may have been exposed to contagious medical conditions. The office requires notification should this occur.*

**International Students**

International students who enter schools in Queensland may be admitted under different conditions. Consequently, all international students must contact **Education Queensland International**, Telephone 32246958 before enrolling at this school.

**Junior School Assembly**

Junior School Assembly is held every Friday at 9.00 am in the Junior School Hall. The assemblies are run by our Year 5 students. You are most welcome to attend. Awards for conduct, participation in class and many other aspects of improvement and consistent efforts are handed out at these times. The weekly awards are included each week in the Junior School Newsletter.
Leaving School Grounds

Once students arrive at school they are not permitted to leave the school grounds, unless accompanied by a parent.

Procedure for appointments during the school day: Parents are required to sign their child out at the office THEN collect the child from the classroom.

Lost Property

Please make sure that all articles of clothing and personal school equipment are clearly marked with your child’s first and last name in bold writing.

A lost property box is located under A Block and in our hall (OSHC).

Medical Information: Nut Allergies

Some of our students have life threatening allergic reactions which require emergency medical attention if exposed to peanuts/nuts.

We need your support in reducing the chance of this occurring by requesting that any peanuts/nuts or products containing nuts are not sent to school with your child for lunch or afternoon tea.

For the safety of our severe allergic students, if your child has eaten peanuts/nuts or nut products before coming to school we request your support by ensuring your child’s hands and face are thoroughly washed before entering the school.

Medical Plans/ Emergency Health Plans for students with special medical needs

Current Medical Plans and Emergency Health Plans for anaphylaxis, epilepsy, diabetes or any other medical condition requiring an emergency plan must be completed by the student’s specialist and submitted to the Junior School on enrolment or prior to commencing school.

Staff are trained by Metropolitan District clinical nurses to assist with the special medical needs of our students.

Medication at School

As per Education QLD Policy:

- All medication, (including all over-the-counter medication such as paracetamol and alternative medicines) MUST be authorised by a medical practitioner and MUST be handed into the office before it can be administered to students.
- All medication requires a pharmacy label, directions for use and the student’s first and last name.
- All parents bringing medication for their child must complete a Request to Administer Medication at School Form obtainable at the office.
- Teachers are not permitted to administer any medication to students.
- Medication required for medical emergencies, such as for anaphylaxis, diabetes, epilepsy or asthma attack are to be accessible at all times by school staff and are not stored in a locked cabinet. Students with special medical needs may carry their medication on their person if necessary.

Money Collection

All monies collected by the Junior School must be presented in an envelope with the student’s first and last name, class and payment reason all clearly marked. Please hand this into the office no later than 9.00am.
The Junior School is only the collection point for money. As no financial processing is done at the Junior School office change is not able to be provided.

## Parent /Teacher Evenings

All parents, guardians and carers are invited to attend our Parent /Teacher Evenings held within the first few weeks of the new school year for all classes P-5. The dates of these evenings will be advised in week one. Each teacher will discuss the day to day operation of the classroom, classroom procedures, expectations for the students, the curriculum and the partnership between home and school.

## Parking

**Car park facilities in the school grounds are for authorised staff ONLY.** Parking permits are issued to staff and must be displayed to park on the grounds.

The car park is **NEVER** to be used as a drop off or pick up point including OHSC at any time.

Students and parents are not permitted to use the carparking area as a thoroughfare.

## Pick up Zones

**2 Minute Pick-Up Zones:** The 2 - minute pick up zones are located at the front entrance to school in L’Estrange Terrace and at the top of Tank Street.

**No parking is allowed at any time and you must remain in the vehicle at all times.**

**LOOK OUT! Road Safety Program:** To increase the safety of our students, the College has implemented a LOOK OUT! Road Safety Program at the L’Estrange Terrace pick-up area. A brochure outlining the procedure is available from administration. This volunteer based program was developed to manage traffic flow in a safe and orderly manner through our “Look Out” (2 Minute Pick Up) Zone. It facilitates the quick pick-up of children during congested peak school finishing times.

## Pre-service Teachers

Pre-service teachers regularly visit our College from QUT for varying periods of time to gain practical experience in the classroom situation. They are supervised by the classroom teachers, Head of Curriculum and the Principal and add another dimension to the educational opportunities afforded to the students.

## Student Resource Fee

The Kelvin Grove State College Student Resource Fees for 2017 are subject to final approval in November. On approval, we will issue all existing and prospective parents a full copy of the terms and conditions and our school fees. This schedule will also be available on the Kelvin Grove State College website.

## Student Representative Council (SRC) - Year 5 Leaders

Elections are held in the final term of Year 4 for positions on the SRC. There is a strict election process which includes a written and oral component. This process is worked through with the students by their Year 4 teacher. Each student receives a SRC Leadership Booklet which clearly outlines the expectations and timelines.

The Junior School Representatives Committee is made up of the following positions:

- Junior School Captains
- Junior School House Captains
- Junior School SRC - Class Representatives.

All SRC Members are expected to:
1. Be an exemplary role model while at school and travelling to and from school.
2. Wear their college uniform with pride each day.
3. Demonstrate exemplary behaviour and diligence in and out of class.
4. Demonstrate initiative in supporting peers, staff and administration.
5. Assist college staff in ensuring the rules and values of the college are upheld.

The SRC elected students also instil the Kelvin Grove State College Values each week by visiting the classrooms and, with each classroom teacher further discusses the value that was addressed on the weekly assembly. The SRC meet every fortnight with the SRC Coordinator.

**Text books & Stationery Requirements**

At the end of each school year, all students receive a booklist outlining their text books and stationery requirements for the next school year. Orders may be made on-line by the provider - see Year Level Book List for details. A copy of this list is available from the school administration.

**Tuckshop**

Junior School students can order lunches every day via the on-line service link on our College website or [https://tuckshop.schoolshoponline.net.au/kgsc99/index.aspx](https://tuckshop.schoolshoponline.net.au/kgsc99/index.aspx) or by writing their first and last name, class and order on a paper bag and enclosing the money. Students put the bag in the tuckshop box at the Junior School office window before 8:55am each day. A limited service is available from the Junior School tuckshop at lunch only - 11.00am til 11.40am.

**Uniform**

<table>
<thead>
<tr>
<th>Girls</th>
<th>Boys</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Green Polo Shirt</td>
<td>School Green Polo Shirt</td>
</tr>
<tr>
<td>Black Rugby Knit Shorts</td>
<td>Black Rugby Knit Shorts</td>
</tr>
<tr>
<td>Black Skirt / Skort</td>
<td>Red Polar Fleece Zip Jacket</td>
</tr>
<tr>
<td>Red Polar Fleece Zip Jacket</td>
<td>Black KGSC Logo Full Brim Hat</td>
</tr>
<tr>
<td>Black KGSC Logo Full Brim Hat</td>
<td>White Socks</td>
</tr>
<tr>
<td>White Socks</td>
<td></td>
</tr>
</tbody>
</table>

Our Prep children wear a distinctive KGSC logo **RED** full brimmed hat.

**Visitors to our school**

**ALL** visitors to our school **must** sign in and out at our Junior School office. This includes classroom volunteers.
<table>
<thead>
<tr>
<th>Condition</th>
<th>Cases</th>
<th>Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Chickenpox and Shingles</strong></td>
<td>Exclude until fully recovered or at least five days after the eruption first appeared. (Some remaining scabs are not a reason for continued exclusion).</td>
<td>Exclude children with immune deficiencies (e.g. Leukaemia or chemotherapy), otherwise not excluded</td>
</tr>
<tr>
<td><strong>Conjunctivitis</strong></td>
<td>Exclude until discharge from eyes has stopped</td>
<td>Not excluded</td>
</tr>
<tr>
<td><strong>Cytomegalovirus Infection</strong></td>
<td>Exclusion not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td><strong>Diarrhoea (Campylobacter, Cryptosporidium, Giardia, Rotavirus, Salmonella, Shigella, Intestinal worms)</strong></td>
<td>Exclude until diarrhoea has stopped</td>
<td>Not excluded</td>
</tr>
<tr>
<td><strong>Glandular fever (mononucleosis)</strong></td>
<td>Exclusion not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td><strong>Hand, Foot and Mouth Disease</strong></td>
<td>Exclude until all blisters have dried</td>
<td>Not excluded</td>
</tr>
<tr>
<td><strong>Haemophilus influenza type b (Hib)</strong></td>
<td>Exclude until medical certificate of recovery is received</td>
<td>Not excluded</td>
</tr>
<tr>
<td><strong>Headlice</strong></td>
<td>Exclude until day after proper treatment has started</td>
<td>Not excluded</td>
</tr>
<tr>
<td><strong>Hepatitis A</strong></td>
<td>Exclude until medical certificate of recovery is received, but not before seven days after the jaundice or illness started</td>
<td>Not excluded</td>
</tr>
<tr>
<td><strong>Hepatitis B</strong></td>
<td>Exclusion not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td><strong>Hepatitis C</strong></td>
<td>Exclusion not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td><strong>Herpes (&quot;cold sores&quot;)</strong></td>
<td>Exclude if child cannot comply with good hygiene practices while sores are weeping. (Sores should be covered with a dressing where possible)</td>
<td>Not excluded</td>
</tr>
<tr>
<td><strong>Human immune deficiency virus infection (HIV/AIDS virus)</strong></td>
<td>Exclusion not necessary unless child has a secondary infection which requires exclusion in its own right</td>
<td>Not excluded</td>
</tr>
<tr>
<td><strong>Impetigo (&quot;school sores&quot;)</strong></td>
<td>Exclude until proper treatment has started. (Sores on exposed skin should be covered with a watertight dressing)</td>
<td>Not excluded</td>
</tr>
<tr>
<td><strong>Influenza and influenza-like illness</strong></td>
<td>Exclude until well</td>
<td>Not excluded</td>
</tr>
<tr>
<td><strong>Measles</strong></td>
<td>Exclude for at least four days after rash has started or until a medical certificate of recovery is provided</td>
<td>Immunised children not excluded. Non-immunised contacts should be excluded until 14 days after the first day the rash appears in the last case. They may return to the school or centre if immunised within 72 hours of contact with the first case</td>
</tr>
<tr>
<td><strong>Meningitis (other than the meningococcal infection)</strong></td>
<td>Exclude until well</td>
<td>Not excluded</td>
</tr>
<tr>
<td><strong>Meningococcal infection</strong></td>
<td>Exclude until carrier eradication antibiotic course is completed</td>
<td>Not excluded. Close contacts should take antibiotic (rifampicin). Public health authorities will advise</td>
</tr>
<tr>
<td><strong>Molluscum contagiosum</strong></td>
<td>Exclusion not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td><strong>Mumps</strong></td>
<td>Exclude for nine days or until swelling goes down</td>
<td>Not excluded</td>
</tr>
<tr>
<td><strong>Parvovirus (erythema infectiosum or &quot;Fifth</strong></td>
<td>Exclusion not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Condition</td>
<td>Cases</td>
<td>Contacts</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>----------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Ringworm, Scabies, Pediculosis, Trachoma</td>
<td>Exclude until day after proper treatment started</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Rubella (German measles)</td>
<td>Exclude until fully recovered or for at least four days after the rash started</td>
<td>Not excluded (Female staff of child-bearing age should check their immunity to rubella with their GP)</td>
</tr>
<tr>
<td>Streptococcal infection (including scarlet fever)</td>
<td>Exclude until child has received antibiotic treatment for at least 24 hours and feels well</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Typhoid Fever (including paratyphoid fever)</td>
<td>Exclude until a medical certificate of recovery is received</td>
<td>Not excluded unless advised by public health authority</td>
</tr>
<tr>
<td>Whooping Cough (pertussis)</td>
<td>Exclude for 21 days from onset or until child has taken five days of a 10-day course of antibiotics (erythromycin)</td>
<td>Exclude non-immunised household contacts aged less than seven years, and children who are in close contact who are either less than one year old or not fully immunised, for 14 days after they were last exposed to infection or until they have taken five days of a 10-day course of antibiotics (erythromycin). If necessary, contact your nearest public health unit for advice</td>
</tr>
</tbody>
</table>