

# Junior School Handbook

2026



**Kelvin Grove State College**

**The Pursuit of Excellence With All Our Might**

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## **Junior School Leadership Team**

College Executive Principal	John Thornberry
Head of School - Junior	Jordan Burke
Deputy Principal	Renee Brecknell
Deputy Principal	Allan Tharenou
Head of Department: Curriculum	Amie Smith
Head of Department: Inclusion	Bronwyn Kerruish

## **College Contacts**

Address	L'Estrange Terrace, Kelvin Grove QLD 4059
Phone	07 3552 7444
Website	<a href="http://www.kelvingrovesc.eq.edu.au">www.kelvingrovesc.eq.edu.au</a>
Email Us	<a href="mailto:info@kelvingrovesc.eq.edu.au">info@kelvingrovesc.eq.edu.au</a>
Junior School Student Absences	<a href="mailto:js.absence@kelvingrovesc.eq.edu.au">js.absence@kelvingrovesc.eq.edu.au</a>
SUB Shop	07 3552 7319 or 07 3552 7367 or 07 3552 7349 <a href="mailto:SUBShop@kelvingrovesc.eq.edu.au">SUBShop@kelvingrovesc.eq.edu.au</a>

## **Junior School Enrolments Officer**

Suzie	
Phone	07 3552 7396
Email	<a href="mailto:jsenrolments@kelvingrovesc.eq.edu.au">jsenrolments@kelvingrovesc.eq.edu.au</a>

It is imperative that all current contact details, such as email and all emergency contact phone numbers, are provided to the school and are kept up to date. The Junior School office can be contacted on 07 3552 7444 to update all contact information.

## **Outside School Hours Care (OSHC)**

Telephone	07 3352 7419
Email	<a href="mailto:kgoshc@gmail.com">kgoshc@gmail.com</a>

## **Enrolling at Kelvin Grove State College Junior School**

Enrolment at Kelvin Grove State College is governed by an [Enrolment Management Plan](#) which is available on our College website. Applications for Junior School enrolment will only be accepted in the year immediately prior to the year of entry. 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. For additional information or copies of our Expression of Interest for enrolment, [visit our website](#), or contact our Junior School Enrolments Officers.

## About our College

Kelvin Grove State College commenced operation in 2002. The Prep-Year 12 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 Prep to Year 12 students:

- Junior School      Prep – Year 5
- Middle School      Years 6 – 9
- Senior School      Years 10 – 12

### Our Mission

*'A Prep to Pathways learning community delivering wellness and excellence, guided by our College Values'.*

### Our Motto

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

### Our Just Cause

*'Nurturing globally competent learners, leaders and citizens'.*

### Our Values

At Kelvin Grove State College, our practices align with our College Values Framework. The values centralize 'Happiness' as a main target or goal, highlighting the importance of student wellbeing and fulfillment at our college.

# Our Values

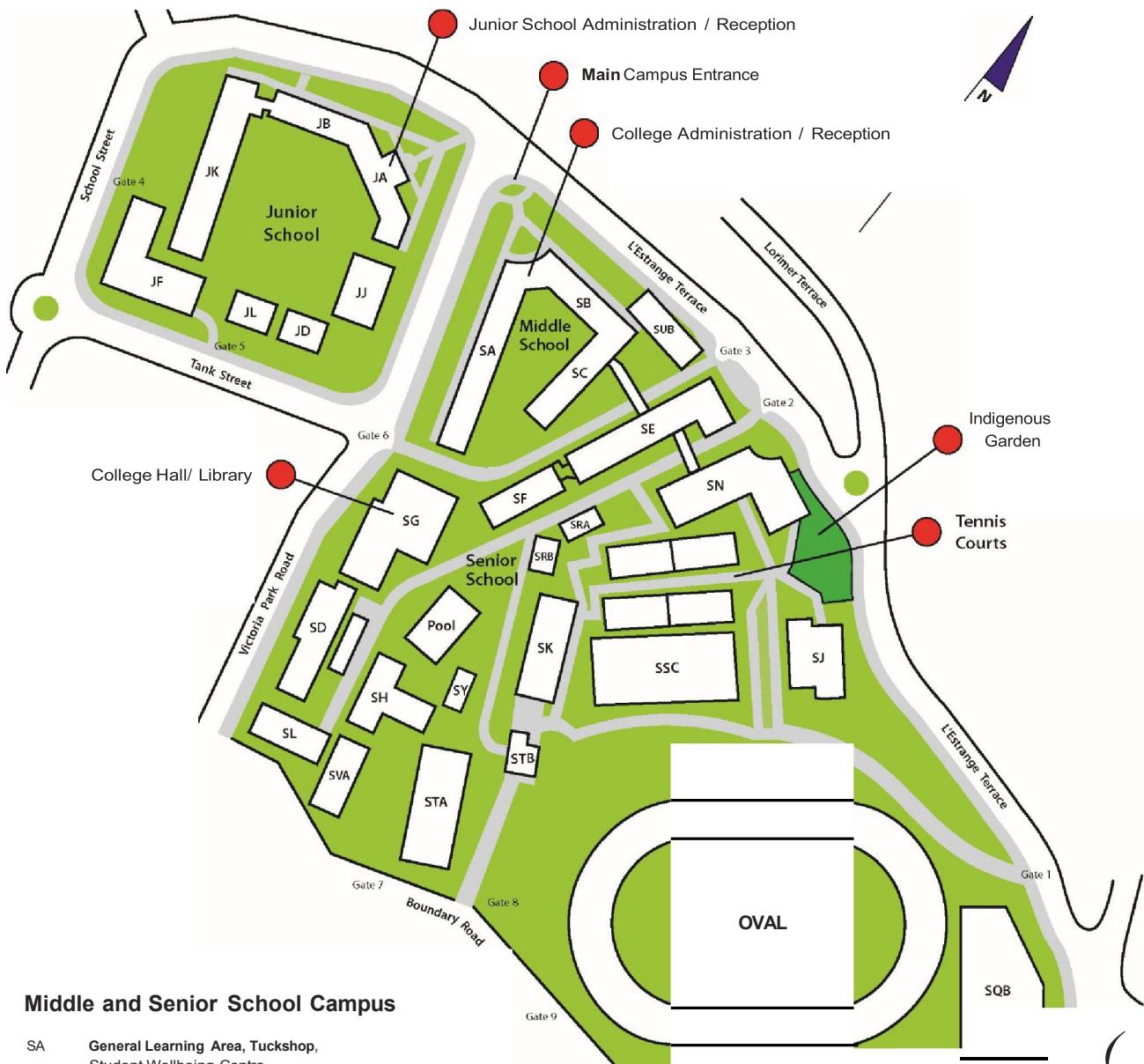
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**Respect**      **Creative & Critical Thinking**  
**Happiness**      **Courage & Resilience**  
**Valuing Diversity**      **Responsibility**  
**Integrity & Honesty**



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

# College Campus Map



## Middle and Senior School Campus

SA	General Learning Area, Tuckshop, Student Wellbeing Centre
SB	College Administration/ Reception, Student Services
SC	General Learning Area, Science Labs
SD	Technology and Design
SE	General learning Area
SF	Science, Food Technologies
SG	College Hall, library
SH	Auditorium, Music
SJ	Dance Studios
SK	K Block Courts, General learning Area
SL	Performing Arts
SN	General Learning Area, Special Education
SQB	Queensland Ballet Academy
SRA	General Learning Area

SRB	General Learning Area
SSC	Brooker Stadium and KGSC Sports Centre Complex
STA	General Learning Area
STB	General Learning Area
SUB	SUBShop -(Stationery, Uniforms, Books, Accounts)
SVA	General Learning Area
SY	Visual Arts

## Junior School Campus

JA	Junior School Administration/ Reception
JB	Library, Tuckshop
JD	General Learning Area
JF	Hall, O.S.H.C
JK	General Learning Area
JL	General Learning Area
JJ	General Learning Area

## Term Dates

Term Dates 2026		
Term 1	Tuesday 27 January to Thursday 2 April	10 weeks
Term 2	Monday 20 April to Friday 26 June	10 weeks
Term 3	Monday 13 July to Friday 18 September	10 weeks
Term 4	Tuesday 6 October to Friday 11 December	10 weeks

## Daily Timetable in the Junior School

8:30 am	Students arriving at school sit with their school bags under JK Block. This area is supervised from 8.30am.
8:55 am	Bell rings. Students make their way to their classrooms.
9:00 am	Roll is called and marked - lessons commence.
10:45 am	Lunch Break
11:00 am	Play Time
11:15 am	Students return to class – lessons commence.
1:10 pm	Afternoon Tea Break
1:50 pm	Play Time
1:50 pm	Roll is called and marked - lessons commence.
3:00 pm	Students are dismissed.

## Kids as KG Learners: Curriculum and Assessment

With a firm focus on the acquisition and consolidation of literacy and numeracy skills, our Junior School provides students with a solid start to their formal schooling. Our classroom teachers remain current with pedagogical and curriculum development. Strategies for differentiation are embedded into classroom practices and ensure that we support and develop the needs of all our students.

The P-10 Australian Curriculum is fully implemented in the Junior School. Full details of the curriculum are available on the website: <http://www.australiancurriculum.edu.au>

Students study English, Maths, Science, Humanities and Social Sciences, Health, Physical Education, Music, Visual Arts, Technologies and Language. For more detailed information, please explore the current [Curriculum Overviews](#) on our College Website.

## Assessment

Each student's work is assessed throughout Semester One and then again in Semester Two using a range of techniques and tools to gather evidence of student achievement against the relevant Australian Curriculum Achievement Standards.

All students in Australia in Years 3, 5, 7 and 9 participate in NAPLAN tests in Term 1. Individual Student Reports from NAPLAN will be forwarded to parents once the school receives them.

## Student Booklist

At the end of each school year, all students receive a booklist outlining their books and stationery requirements for the next school year. Parents can optionally place orders directly to the provider. Details for ordering can be found on the Year Level Book List. A copy of this list is available from the Junior School Office and on the College website which is generally accessible sometime in term 4 of the prior year.

## Student Resource Fee

The Kelvin Grove State College Student Resource Fees are subject to final approval in November of each year. On approval, we will issue all existing and prospective parents a full copy of the terms and conditions of our school fees.

## Excursions/Incursions

Excursions and incursions are organized and arranged throughout the year for their educational value linked to particular subject areas. It is important that each child attends the excursion to support the learning that will continue back at school in follow-up lessons.

Permission letters are sent digitally via QParents with parents approving their child's attendance with digital permissions. Permission to attend is mandatory and must be received prior to any event that requires parental consent.



Please note that all students attending excursions must be in the correct school uniform, including a sun safe school hat. Please refer to the information in the Cashless Payment System section regarding payment for excursions.

## KG Kids as Learners: Support

Like all schools, we have a range of diverse learners. Teachers cater for the needs of all students by implementing reasonable adjustments. Our Junior School Inclusion Support Team works collaboratively with students, parents and the wider school community to ensure that students with diverse needs are able to access the curriculum and participate in learning and school life at KGSC.

The Inclusion Support Team and Teacher Aides provide support and opportunities for students with diverse learning needs including:

- **High Ability Learners who require learning extension.** The Junior School is committed to catering to the needs of high-ability learners who require learning extension. These students possess talents and capabilities to be nurtured and challenged. Our approach involves providing them with learning experiences that align with year level curriculum and provide challenging and engaging opportunities to extend learning.
- **Students for whom English is an Additional Language or Dialect (EAL/D).** Students whose first language is not English, are supported by our Junior School Inclusion Support Team, who work to enhance the children's English language abilities through adjusted programs developed to meet their multicultural learning needs. Our team provides ongoing support for students as they transition into the Junior School and develop their language acquisitions skills.

**Students captured under the NCCD (Nationally Consistent Collection of Data).** Our commitment to inclusive education extends to students who fall within the categories outlined by the Nationally Consistent Collection of Data. We recognize that students possess varying abilities and needs, and our Junior School is dedicated to providing a supportive learning environment for all. This includes students identified under cognitive, sensory social/emotional and physical categories. By addressing their individual needs, we aim to ensure that every student can access an education that caters to their strengths and challenges to foster a sense of belonging and success.

- **Students who require additional support.** The Junior School is committed to providing the necessary resources and strategies to ensure their educational journey is a fulfilling one. We recognise that students have diverse learning profiles and our approach to supporting them is individualised and flexible. By collaborating with teachers, and families, we develop learning plans that cater to each student's unique needs. This collaborative effort creates an inclusive environment where all students can thrive academically, socially and emotionally. Our goal is to empower these students to become confident and capable learners, equipped with the skills they need to succeed.



### 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 3224 6958 before enrolling at this school.

## KG Kids as Learners: Partners

### Parent Information Nights

All parents and carers are invited to attend our Parent Information Nights which are held early during Term 1 of each new school year for all classes. 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.

### Reporting and Parent/Teacher Interviews

Written report cards for Semester One and Two are emailed home. Parent Teacher interviews are held twice a year in Term 1 and in Term 3. All interviews are booked through the SOBS booking website. Parents are emailed a website link and then choose from the available times specified by the classroom teacher.

Parent/Teacher Interviews occur before and after school. The duration of these interviews is 15 minutes. This meeting provides an opportunity for parents to raise any questions and discuss your child's progress with the classroom teacher.

Parents or teachers may also request an additional meeting time and this is done by contacting the classroom teacher or via the Junior School office.

### College Communication

The BUZZ is the College's newsletter, distributed approximately every three weeks. An electronic version can be viewed on the College's website. A weekly Junior School Newsletter is also distributed electronically to parents with specific news items and weekly awards. For upcoming school related events, a reminder is electronically distributed through SchoolZine via email.

### Weekly Assembly in the Junior School

A Junior School Assembly is held every Friday at 9.00am in the Junior School Hall. The first and final week's assemblies for each term are for all year levels. Followed by Prep, Year 2 and 4 on even weeks and Year 1, 3 and 5 on odd weeks.

Our Year 5 students run the assemblies. Parents are most welcome to attend. Student of the Week Awards for conduct, participation in class and many other aspects of improvement and consistent efforts are handed out at these times. These awards are included each week in the Junior School Newsletter.



### Digital Technology and ICT Capabilities

Digital Technology lessons are integrated in our Junior School curriculum programs to learn, research, develop and present new ideas. Opportunities to use laptops, iPads and age-appropriate coding devices including robotics and drones to support curriculum programs occurs in all classrooms from Prep to Year 5.

Year Level	Access
Prep	25 class iPads
Year 1	35 iPads
Years 2 – 5	187 laptops (1:3 computer student ratio)
Library	30 iPads
Music	12 iPads
Art	Access to Library iPads
Languages	Access to class laptops and iPads from Year 2



#### Coding and 3D Design and Print:

Students have access to:

- Dashbots, Spheros, Drones and Beebots
- Scratch, Beatbox, Minecraft, and Makers Empire.
- 3D Printers, eSports

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

### Drone Soccer Competition

KG students in Year 4, in line with our goal of nurturing globally-competent learners, have the opportunity to extend their engagement with digital technologies through the Junior School's involvement in a newly-established drone soccer competition that sees them collaborating with students from several schools across Brisbane to share and extend their knowledge and practise their techniques. This event was established in 2022 as an extension program for interested students.

## Library

Junior School students receive weekly lessons from one of our Teacher Librarians. 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 SUB Shop – our College hub for Stationery, Uniforms and Books, located on the Middle and Senior School campus (entry via Gate 3, L'Estrange Terrace).



## Physical Education and Sports

Our Physical Education (PE) specialists offer a comprehensive program incorporating broad range of activities and all students participate in weekly PE lessons. Our PE program aims to develop the essential skills of physical fitness, ball skills, athletics, track and field events, games, dance, gymnastics and swimming.

### Swimming Program

Our swimming program runs from Prep to Year 5, and all students participate in 1 term of swimming lessons every year, as part of their PE lessons. Students in Years 3-5 have swimming lessons during Term 1, while students in Prep-Year 2 have swimming lessons in Term 4.



### Sports Days

Our annual sports days are held during Term 2, and are broken up into several events, to ensure that students have the opportunity for maximum participation. Students have the opportunity to learn and practise track and field skills and techniques during their PE lessons.

Prep to Year 5 students participate in a variety of tabloid and track and field events, appropriate for their age.



### Cross Country

Students in Years 4 and 5 participate in Cross Country races during Term 1 each year, in conjunction with Middle School students from Year 6. All students complete a 1.8km course. There is a strong emphasis on participation and support throughout these races. Students who place in the top five in their age group may have the opportunity to represent KGSC at a regional level.

## Gala Days

Year 5 students, who are not in Excellence Programs, have an opportunity to participate in a variety of team sports against other schools at Sports Gala Days held within the district over 6 days in Terms 2 and 4. A small fee is associated with these sporting events. Sports may include touch football, baseball, cricket, rugby league, oz tag, netball, soccer and AFL.

## Music

All Junior School students participate in weekly classroom music lessons designed to develop children's awareness of music, response to music and capacity for self-expression. Our specialist classroom music teachers employ a variety of activities to teach the basic elements and skills of music, including beat, rhythm, pitch, singing, movement, listening, creating and playing.

Students in all year levels have access to an extensive range of musical instruments to enable hands-on experiential learning. Students learn ukulele and a range of percussion instruments from Prep onwards, with Year 3-5 students progressing to guitar (both acoustic and electric). To extend the classroom guitar program, an external guitar tutor is available to be booked for weekly lessons after school. The recorder program starts from Year 3.



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

Throughout the year, there are additional opportunities for students to extend their participation in the classroom music program by attending groups such as lunchtime drumming club. In addition, the Music Virtual Classroom can be accessed by all students either at home or at school.



## Choir

KG Junior School has two choirs open to students. The whole-school choir, for all students Prep-Year 5, rehearses Thursday mornings before school; parents, teachers, older siblings are welcome to join this choir to sing and/or play instruments in an authentic music-making environment. The senior choir, for students in years 4 and 5 who are ready for extended repertoire and skills practice, rehearses Wednesday afternoons after school, and students must return a permission form to attend. The choirs are song-driven and incorporate all elements of music. Students perform at some key events throughout the year, such as special assemblies and concerts. At times, invitations to perform at various community events and competitions occur.

## Visual Arts

In Visual Arts, students are exposed to painting and drawing, textiles, construction, modelling and printmaking. Our Junior School has a specialist Art Teacher implementing the Visual Arts Program, and well-equipped art resource areas. Students attend art classes for 1 hour per fortnight, in designated terms, in a dedicated art room. An Art Show is held every second year at the Junior School, as part of the KG Junior School Festival of the Arts



## Dance, Drama and Media Arts

The teaching of The Arts (Visual Arts, Dance, Drama and Media) is fully integrated into our curriculum. Dance, Drama and Media Arts provide important outlets for students to express their creative talents and each year level integrates these forms of expression into

their units of work. As a Prep-12 College, our Junior School students may also have opportunities to enjoy performances by senior students at our Middle and Senior School Performing Arts studios. Dance is also one aspect of our Physical Education program, and interested students from Years 3-5 may be able to join our unique Trackdance Program (see following page).

## Languages

Italian is taught at the Junior School from Years 2-4 across all classes. Both Italian and Japanese are offered as a choice in Year 5. The language program of Japanese and Italian extends into the Middle and Senior Schools. This comprehensive, sequential program aims to teach a variety of skills, including:

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

Italian '*Carnevale*' is celebrated each year, 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.

## Pathways into Excellence Programs

Several Junior School Programs may provide pathways into our College's Schools of Excellence and senior pathways on offer in the Middle and Senior Schools.

### Golf Junior Sharks Program and Queensland Golf School of Excellence

The Junior Sharks program, for students in Years 2-6, is part of the Queensland Golf School of Excellence established by KGSC in 1986 in partnership with Golf Queensland. The program acts as an introduction to golf, providing a pathway for student to progress into Development and Senior Squads. Students enrolled in the Junior Sharks program receive weekly professional tuition at Victoria Park Golf Club during school hours.

The [Queensland Golf School of Excellence](#) Development and Senior Squads are aimed at elite junior players in Years 7-12, allowing these students to pursue this pathway alongside their middle and senior school studies.

### Year 5 Volleyball Program and Volleyball Excellence

Year 5 students have an opportunity to learn and practise Volleyball skills and participate in the Volleyball Primary Schools Cup against other schools. All students who wish to participate are placed in a team and have many opportunities to develop skills and train with their team both before school and during breaks. There is an expectation that the students will commit to training sessions at school during appointed breaks. This event provides a pathway for interested students into our [KGSC Volleyball Excellence program](#) in Year 6.



Volleyball Excellence is an innovative program designed for students in Years 6-12 giving students the opportunity to study and train in volleyball techniques and skills, learn the facets of elite athlete development and develop the skills to be successful at any level.

### Trackdance and Dance Excellence

Trackdance is a program unique to KGSC that was introduced in 2003 for students in Years 3-6. Our teachers specialise in training young dancers and students to develop natural coordination, musicality and self-confidence. They learn dance skills across a range of styles from ballet to contemporary movement, jazz and hip-hop.

Trackdance classes are held on selected afternoons within normal school hours, in purpose-built dance studios on

our Middle and Senior School Campus. The Trackdance year culminates with a concert performance, showcasing the students' development of skills, progression, talents and love of dance.

Trackdance students wishing to continue on a school-based pathway into the dance industry beyond Year 6 are able to audition for [KG Dance Excellence](#) for Years 7-9. Dance Excellence is a more specialised program producing versatile dancers with a strong focus on classical ballet technique, contemporary dance and jazz, while also including other genres including hip-hop and national dance.



### Instrumental Music and Music Excellence

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

This program 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 for students in Year 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 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, commencing in Year 7.

### Taiko Drumming

A Taiko Drumming Program is offered for all students (Prep to Year 12) and parents of the College and features 1 hour weekly lessons with the College Director of Percussion. Lessons are offered during the school term. Throughout the year, our Taiko Drummers perform at numerous events across the college and in the community.



# Procedures in the Junior School

## Junior School Uniform

The Kelvin Grove State College P&C Association has established an appropriate uniform which is to be worn correctly each day. Students attending Kelvin Grove State College are required to maintain the highest standard of dress and grooming. On enrolment, parents and carers agree to this uniform policy and dress code through the Application for Student Enrolment Form. Additionally, all uniform items are available for purchase through the KGSC SUBShop on L'Estrange Terrace, Kelvin Grove State College.

**Ph: 3552 7367, 3552 7319 or 3552 7349**

Regular trading hours during the school terms are:

- Monday, Wednesday and Friday (during school terms) - 8:00 am – 1:50 pm.
- Tuesday and Thursday (during school term) - 8:00 am – 11:00 am.

The SUB Shop is closed on all public holidays and Student Free Days. For more information, visit the College website.

**JUNIOR SCHOOL (PREP - YEAR 5)**

**EVERYDAY UNIFORM**

Current style Polos - can be worn until 2027

New Design - Available 2025      GREEN POLO - POLY/COTTON      GREEN LONG SLEEVE POLO      RED POLAR FLEECE

New Design - Available 2025      Current style Shorts & Skorts - can be worn until 2027      TRACK PANTS

**ACCESSORIES AND SPORT HOUSE ITEMS**

HAIR ACCESSORIES

REVERSIBLE HOME BUCKET HAT (from Year 1)

BROAD BRIM HAT (Prep only)

HOUSE POLOS

KGSC ANKLE SOCKS

STATE COLLEGE  
KG  
WITH ALL THY MIGHT

**Acceptable**

**Unacceptable**

## Absence from School

If a student is going to be absent from school, an email, phone call, voicemail or a note explaining the reason for absence is required. Contact can be made by emailing the school at [js.absence@kelvingrovesc.eq.edu.au](mailto:js.absence@kelvingrovesc.eq.edu.au) or calling on 3552 7444, which has a 24-hour answering machine.

An SMS alert will be sent to the parent/carer's mobile phone 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 by the school 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 the Education Act legislation.

## Arrival to and Departure from School

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 front office.

Unaccompanied children arriving after 9.00am must also report to the Junior School front office to ensure their arrival at school is recorded. This will be regarded as an unauthorised absence unless a signed letter from the parent/carer is submitted to the office staff or advice has been given to the office staff via phone message or email. It is a Department requirement that school's 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.

Once students arrive at school they are not permitted to leave the school grounds, unless accompanied by a parent. If your child has an appointment through the day, parents are required to sign their child out at the office first, then collect the child from the classroom.

## Before School Procedures

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 Out of School Hours Care (OSHC); a user-pays service provided by the P&C. See the [College website](#) for more details.

- All other students must be seated under JK Block with their school bags until 8:45am. Once the bell rings, students remain in the line-up area until their class teacher escorts them to their classroom.
- Students are NOT permitted on playground equipment, the front of the school or the oval before/after school.
- Parents are NOT permitted in the buildings unless an appointment has been made with a member of staff.
- Students are NOT permitted in the buildings unless participating in an organised activity.

## After School Procedures

Students are to proceed directly to their place of pick and sit and wait quietly inside school grounds (no play allowed) or proceed directly to OSHC (see the [College website](#) for more details) if booked in for after school care.

- Students need to sit on the benches under the car pick-up shelter and wait quietly for their parents at the designated Pick Up Zone on L'Estrange Terrace.
- When picking students up, parents are required to place a large, name card on their front windscreen to alert the pickup zone supervisors and students.
- Students must exit all school buildings (hallways, classrooms) immediately at 3pm.
- Students are NOT permitted to play in the school grounds whilst waiting to be collected.

## 2 Minute Pick-up Zone - Afternoons Only

- If you are using the 2-minute Pick-Up Zone, please remain in your car as a parent helper will escort the child to your car when you arrive at the top of the pick-up area.
- If your child is booked into the Outside School Hours Care (OSHC) facility, a staff member from OSHC will collect your child and all other Prep students, from the Prep classrooms. It is the parents' responsibility to inform OSHC and the class teacher of any changes to afternoon pick-up arrangements.
- Students are NOT permitted to play in the school grounds after 3pm.

## 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 **Student Code of Conduct** is available on the College website. Below are some relevant excerpts:

### Rationale

The goal of our Student Code of Conduct 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 wellbeing of others.
- Students' behaviour in public and the wider community should reflect the College Code of Conduct.



### In the Junior School we believe that:

- Promoting a respectful, co-operative teaching and learning environment will promote learning outcomes.
- An individual is responsible for their actions.
- All students have a right to learn and teachers have a right to teach in a respectful, co-operative environment.

### Behaviour Management for JS Students:

- Assists students to take responsibility for their behavior.
- Emphasises to students that the classroom is a place for learning and teaching and that the playground is a place for safe play and positive peer interactions.

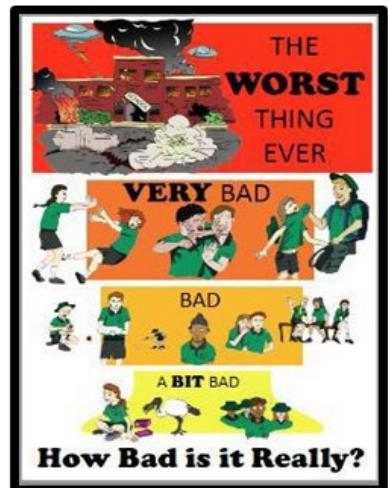
### **School Rules – Junior School**



### **Kidsmatter - Junior School Social Skills Programs – Social Emotional Learning**

Kidsmatter is a mental health and wellbeing framework used throughout the Junior School. Implementation of the framework promotes an active approach to nurturing happy, balanced children and provides the methods, tools and support required to help our school work effectively alongside parents and carers, health services and the wider community.

The KG Kidsmatter Team leads mental health and wellbeing initiatives in the Junior School aimed at providing an active approach to supporting and nurturing social emotional development for our school community. Staff lean on resources such as the Zones of Regulation and KG catastrophe scale to support students to become active, resilient and empathetic lifelong learners.



The KG Catastrophe scale is a tool developed specifically to support students in regulating their emotional response in a range of contexts. The incremental stages provide a visual scale by which students can reflect and ask, "How bad is it really?"

Grow Your Mind program, is built upon four pillars to promote mental health and wellbeing: positive psychology, social and emotional learning, public health and neuroscience. The program draws on the Collaborative for Academic, Social and Emotional Learning's (CASEL) model of the 5 social and emotional learning competencies (self-awareness, self-management, responsible decision-making, and relationship skills) to help children. The Early Years Learning Framework (EYLF) underpins the pre-primary and primary school curriculum.

## The Zones of Regulation

The Zones of Regulation is an approach used to teach self-regulation by categorising all the different ways we feel and states of alertness we experience into four coloured zones. The Zones framework provides strategies to teach students to become more aware of and independent in controlling their emotions and impulses, manage their sensory needs and improve their ability to problem solve conflicts.



## The House System

On enrolment, students are allocated to a House for intra-school competitions. Allocation to a House is based on numbers; however, parents can still request a house based on family tradition and siblings. The four houses are:

House	Totem	Colour
Petrie	Dingo	Orange and Black
Bowen	Shark	Blue and Gold
Herbert	Snake	Red and White
Lutwyche	Eagle	Purple and White



### Junior School Pat Reid House Challenge Cup

Throughout the year, students participate in a number of activities for The Junior School Pat Reid House Challenge Cup. The Cup is awarded to the House with the most points at the end of the year.

### House Totems

Kelvin Grove State College's Mascot is Kelvin the Kuta – a bee native to the area of Mt Cootha and surrounds. Kuta oversees the four Houses of the college. These are linked to local Indigenous tribal totems of the Brisbane area, the Turubul and Yugara people, and include the Bowen Baways (our shark totem), the Petrie Mirris (our dingo totem), the Lutwyche Juwehrrs (our eagle totem) and the Herbert Gabuls (our snake totem).



## General Information

### Sick children

Even though your child may want to come, school is not the place to be when your child is sick. Runny noses, temperatures, cold sores, open sores or discharge from ears or eyes are all indicators of possible infectious conditions. As well as risking the health of others, your own child is placed at risk of further infection at a time when immunity is low. Please keep your child at home during such times.

We also ask that parents notify the school of the absence via email on [js.absence@kelvingrovesc.eq.edu.au](mailto:js.absence@kelvingrovesc.eq.edu.au) or via phone on 3552 7444, which has a 24-hour answering machine.

## **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.

## **Bus Services**

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

## **Cashless Payment System**

The Junior School has a cashless payment system. We offer a number of options where parents are able to make payment for excursions and activities. These include:

**BPoint** - This is available on the bottom of all invoices and parents can simply click on the link to make a credit card payment online.

**Direct Deposit Payments** made into the school bank account direct. The details are:

BSB: 064-157  
Account #: 10000544  
Account Name: Kelvin Grove SHS General A/C  
Reference: Student's Surname, initial, Student EQ ID, and abbreviation of the activity. eg: SmithB0583736254HCamp

**Cash and Credit Card Payments** - Made directly to the SUBShop on the Middle/Senior School campus (entry via Gate 3, L'Estrange Terrace).

If you find it difficult to make payment using one of the above methods, please contact our SUBShop staff on 3552 7319 to discuss alternatives.

## **Emergency Evacuation or Lockdown Procedures**

Emergency 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.

## **Social Get-Togethers / Events**

During the year, Junior School families get together socially for a number of occasions. This is a fantastic opportunity to meet and get to know other families who are sharing the learning journey with you and your child. Some of these include:

- Harmony Day
- School Disco
- Trivia Night
- Under 8's Day
- ANZAC Ceremony
- NAIDOC Ceremony
- Book Week Parade
- Under 8's Day
- Festival of the Arts
- Lapathon
- Creative Expo
- Athletics Carnival

## **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 Disease – see Exclusion Table (Appendix A)**

The Exclusion 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.

## **Junior School Tuckshop**

Our Junior School Tuckshop is run by our P&C Association and is open five days a week for both first and second breaks. Parents can order online before 8.30am using the Qkr! App ([download the Parent guide to using Qkr!](#)).

The Tuckshop offers Smart Choices meals which include items such as sandwiches, sushi, rice paper rolls, spaghetti bolognese, hamburgers and butter chicken. Snacks are available for students to purchase over the counter at both first and second breaks. For a full list of menu items, visit our [P&C Association Website](#).

## **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. Please ensure the marking on each item is permanent.

A lost property box is located under JA Block.

## **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 grounds.

## **Medical Plans/Emergency Health Plans for Students**

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 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.

## **Parking**

The school day finishes at 3:00pm. Junior School students being picked up by car wait in the undercover area, at the Pick up/Drop off zone, for collection.

- Two-minute zone: The Drop Off (morning) and Pick up (afternoon) Zone designated by Brisbane City Council is located at front entrance to the Junior School in L'Estrange Terrace. Parents are unable to leave their vehicle unattended when dropping or collecting their child.
- Fifteen-minute zones: Between 7:00am - 9:00am and 2:00pm - 4:00pm are located in School Street and the middle of Tank Street.
- Parents are also asked not to park in residential complexes as this is a private property.

Please note: Car park facilities in the school grounds are for authorised staff ONLY. They are not to be used by parents as a drop off or pick up zone.

Brisbane City Council has metered parking in the streets surrounding the College with a fee payable from 7.00am-5.00pm. If you require parking within the College grounds, due to a disability or to drop off heavy items, please call ahead on 3552 7333 and an effort will be made to reserve a parking space.

## **Student Representative Council (SRC) – Year 5 Leaders**

The election for positions on the Junior School SRC are held in the final term of Year 4. There is a strict election process which includes a written and oral component. Their Year 4 teacher works through this process with the students. Each student receives an 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:

- Be an exemplary role model while at school and travelling to and from school.
- Wear their college uniform with pride each day.
- Demonstrate exemplary behaviour and diligence in and out of class.
- Demonstrate initiative in supporting peers, staff and administration.
- Assist college staff in ensuring the rules and values of the college are upheld.

The SRC elected students also instill 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.

## **SUB Shop – School Payments, Uniforms, Books**

The SUB Shop is located at the Senior Campus (entry via Gate 3, L'Estrange Terrace). This is where you will find the College Uniform Shop and where you can manage school payments. The Uniform Shop also sells library and chair bags and message folders for Junior School students. The regular trading hours during the school terms are:

- Monday, Wednesday and Friday (during school terms) - 8:00 am – 1:50 pm.
- Tuesday and Thursday (during school term) - 8:00 am – 11:00 am.

## **Supervisors at Crossings**

There are five 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.

#### **Visitors to our School**

ALL visitors to our school must sign in and out at our Junior School office. This includes classroom volunteers.

## JS Parents and Citizens (JS P&C)

The Junior School Parents & Citizens (P&C) Committee members are parents and carers of kids in the Junior School. The principal and our teaching staff are great supporters of JS P&C.

### What does JS P&C do?

The JS P&C organises events to promote the wellbeing of our kids at school and a vibrant and connected KG community.

- Meet and get to know other people in the Kelvin Grove school community
- Organise a variety of social events that are fun for everyone
- Raise funds for making improvements that benefit kids and the school environment
- Ask questions, provide feedback and make suggestions for improvements to the school environment

Some of the things JS P&C has achieved:

- Maintained the '*User Guide: Junior School Pickup Zone*' flyer to help make the school pick up zone safe
- Contributed to funds raised to enable the installation of electronic whiteboards into each classroom
- Funded the installation of air conditioning in the classrooms in JA-block
- Contributed funds to build a new sandpit
- Other highlights have been:
  - Trivia night, Lapathon, Disco, Harmony Day celebration, KG Junior School Festival of the Arts, Creative Expo, Movie Night, and Community Fundraising including Pyjamarama Day and our Christmas Appeal.

### Who Can Join JS P&C?

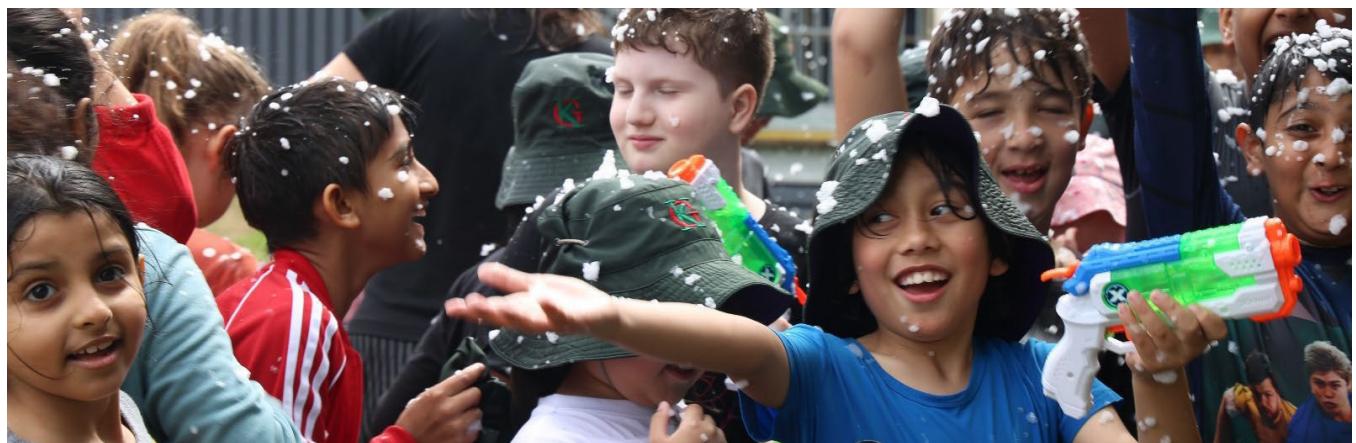
The JS P&C is made up of parents and coordinated by parents. Everyone can help!

Here's what other parents say....

*"Being involved is a great way to keep up with developments at school." "My kids are proud that I get involved and help out even in small ways."*

*"JPAG has made it really easy for us to meet lots of interesting people and establish new friendships."*

You can register your interest using the QR link.



## Appendix A - Infectious Diseases – Exclusion Table

### RECOMMENDED MINIMUM PERIODS OF EXCLUSION FROM SCHOOL

Condition	Cases	Contacts
<b>Chickenpox and Shingles</b>	Exclude until fully recovered or at least five days after the eruption first appeared. (Some remaining scabs are not a reason for continued exclusion).	Exclude children with immune deficiencies (e.g. Leukaemia or chemotherapy), otherwise not excluded
<b>Conjunctivitis</b>	Exclude until discharge from eyes has stopped	Not excluded
<b>Cytomegalovirus Infection</b>	Exclusion not necessary	Not excluded
<b>Diarrhoea</b> (campylobacter, cryptosporidium, giardia, rotavirus, salmonella, shigella, intestinal worms)	Exclude until diarrhoea has stopped	Not excluded
<b>Glandular fever (mononucleosis)</b>	Exclusion not necessary	Not excluded
<b>Hand, Foot and Mouth Disease</b>	Exclude until all blisters have dried	Not excluded
<b>Haemophilus influenza type b (Hib)</b>	Exclude until medical certificate of recovery is received	Not excluded
<b>Headlice</b>	Exclude until day after proper treatment has started	Not excluded
<b>Hepatitis A</b>	Exclude until medical certificate of recovery is received, but not before seven days after the jaundice or illness started	Not excluded
<b>Hepatitis B</b>	Exclusion not necessary	Not excluded
<b>Hepatitis C</b>	Exclusion not necessary	Not excluded
<b>Herpes ("cold sores")</b>	Exclude if child cannot comply with good hygiene practices while sores are weeping. (Sores should be covered with a dressing where possible)	Not excluded
<b>Human immune deficiency virus infection (HIV/AIDS virus)</b>	Exclusion not necessary unless child has a secondary infection which requires exclusion in its own right	Not excluded
<b>Impetigo ("school sores")</b>	Exclude until proper treatment has started. (Sores on exposed skin should be covered with a watertight dressing)	Not excluded
<b>Influenza</b> and influenza-like illness	Exclude until well	Not excluded
<b>Measles</b>	Exclude for at least four days after rash has started or until a medical certificate of recovery is provided	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
<b>Meningitis (other than the meningococcal infection)</b>	Exclude until well	Not excluded
<b>Meningococcal infection</b>	Exclude until carrier eradication antibiotic course is completed	Not excluded. Close contacts should take antibiotic (rifampicin). Public health authorities will advise
<b>Molluscum contagiosum</b>	Exclusion not necessary	Not excluded
<b>Mumps</b>	Exclude for nine days or until swelling goes down	Not excluded
<b>Parvovirus</b> (erythema infectiosum or "Fifth	Exclusion not necessary	Not excluded

Condition	Cases	Contacts
Disease")		
<b>Ringworm, Scabies, Pediculosis, Trachoma</b>	Exclude until day after proper treatment started	Not excluded
<b>Rubella</b> (German measles)	Exclude until fully recovered or for at least four days after the rash started	Not excluded (Female staff of child-bearing age should check their immunity to rubella with their GP)
<b>Streptococcal infection</b> (including scarlet fever)	Exclude until child has received antibiotic treatment for at least 24 hours and feels well	Not excluded
<b>Typhoid Fever</b> (including paratyphoid fever)	Exclude until a medical certificate of recovery is received	Not excluded unless advised by public health authority
<b>Whooping Cough</b> (pertussis)	Exclude for 21 days from onset or until child has taken five days of a 10-day course of antibiotics (erythromycin)	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