Welcome

Welcome to Coalstoun Lakes State School

Motto – Integrity and Industry.


Purposeful Goal - We aim to achieve the best educational outcomes for every student in our school.

Values - Effective Learners are Team players, Balanced, Positive, Caring, Problem solvers, Fair, Good communicators, Hardworking, Creative, Knowledgeable.

Rules - Effective Learners are Safe, Respectful and Responsible.

Snapshot

Coalstoun Lakes State School is a small community of learners, located on the Isis Highway between Gayndah and Biggenden. We promote integrity as a way of life and for living.

We believe in individualised learning through inclusive and multi-age philosophies in a safe and supportive environment. Through the focus on teaching, learning and fusion of sustainability, technology and industry, we strive to become lifelong learners that respect, are responsible for and celebrate the diversity of our students, community and country.

Teaching and Learning Philosophy

Our School has AN EXPLICIT IMPROVEMENT AGENDA driven through ANALYSIS AND DISCUSSION OF DATA in A CULTURE THAT PROMOTES LEARNING through the TARGETED USE OF SCHOOL RESOURCES.

This looks like AN EXPERT TEACHING TEAM engaging in SYSTEMATIC CURRICULUM DELIVERY through DIFFERENTIATED CLASSROOM LEARNING combined with highly EFFECTIVE TEACHING PRACTICES.

This is supported through engaged and positive PARENT AND COMMUNITY PARTNERSHIPS and the promotion of healthy lifestyles through LEARNING AND WELLBEING options.
Dear families and friends,

With pride I extend a warm welcome to Coalstoun Lakes State School. We share in the excitement and responsibility for the learning and development of your children.

A strong partnership between the home and the school is vital for the provision of a successful educational program for children, I therefore invite you to participate in all aspects of our school curriculum, in our teaching programs, class activities, special events, school celebrations, Parents and Citizens Association activities and initiatives.

Coalstoun Lakes State School endeavours to provide a holistic multi-age and inclusive program promoting core values in primary years education. With a clear focus on the literacy and numeracy development and proficiency of all our students, we are committed to ensuring the continual improvement of educational outcomes.

Please feel free to contact me to discuss any aspect of our school or your child's welfare. I look forward to working with you and developing a strong professional relationship.

Integrity and Industry - Effective learning. Every child. Every classroom. Every day.

Benjamin Reed
Principal

principal@coallakess.eq.edu.au
breed15@eq.edu.au
coallakess.eq.edu.au
Teaching and Learning

Curriculum

Coalstoun Lakes State School has a solid commitment to the individual development, improvement and achievement of society’s most precious assets. Through the provision of a quality differentiated curriculum through our pedagogical framework, the intended curriculum becomes the enacted curriculum and promotes personalised learning through data and evidence based teaching, learning, assessment and reporting practices.

Subjects and Programs

In 2015, Australian Curriculum subjects - English, mathematics, science, history, geography, health and physical education are to be implemented.

Education Queensland has developed a quality assured curriculum (Curriculum into the Classroom or C2C), for implementation in Queensland Schools and through explicit teaching and personalised units, programs, strategies and interventions, we believe we are providing a quality educational experience for all students.

The key learning areas of The Arts, Technology, Health and Physical Education are all part of the overall curriculum framework and plans of our school.

At Coalstoun Lakes State School students in Year 5 and 6 also undertake LOTE (Languages other than English) and learn the German language, online. In 2015 and beyond, eligible students will learn Chinese through the elearning format.

1:1 Teacher and 'Supervised' Student iPad Program - Would you like your child to have access to a dedicated school owned and supervised wireless Apple iPad Air? At our school every student has a supervised device where they can work in a more personalised and productive way that mirrors the real world. Every student has access to their respective personal and classroom shared server drives as well as their student email account on their own device. The possibilities are limitless - come and take a look at our program if you get the chance, and decide if that is something that interests you.
Project 600 - All Year 5 students currently undertake the Central Queensland online reading program known as Project 600. This involves 2 weekly 1 hour online learning classes with a dedicated online Teacher from the Region.

Project Unify - All Year 5 and 6 students are eligible for our extension online learning program. Each term students are selected and invited to participate in an online learning program with a dedicated online Teacher from Brisbane School of Distance Education, to sharpen and extend their skills. This usually involves a single 1 hour online learning class with follow-up home and independent online activities.

Term 1 - Write On
Term 2 - Shape Up
Term 3 - Design It
Term 4 - Critical Thinking

Smart Moves - A whole school program operating 3 days per week to encourage morning exercise routines and physical fitness.

Spelling Mastery - A whole school program focusing on the explicit teaching of spelling and the associated rules and choices.

Reading CAFE - A whole school program for 30 minutes focused on ensuring students are learning, revising or reinforcing the evidence based decoding and comprehension strategies and skills to be successfully literate.

Music Class - A whole school program aimed at providing musical instruction within The Arts key learning area. Both the P-4 and 5-7 class have a 30 minute session.

Sport Class - A whole school program, once per week for 30 minutes, focused on ensuring students have an end of week class game ranging from current interests, favourite class games and sports as well as attributes of fairness, leadership, sportsmanship and participation.

Student Leadership - A School Captain and Vice-Captains are elected by the students on an annual basis from the graduating or senior year levels. These students work alongside the school students, staff and community to ensure that the voice, responsibilities, rights, beliefs and traditions of the school are upheld and advanced.
Our School

Coalstoun Lakes State School is located in the rural shire of the North Burnett Regional Council. The School has been established for 100 years and serves a very stable farming community and established residents of the township. Coalstoun Lakes State School is in the Central Queensland Region and is included in the North Burnett Cluster of schools.

Our community

As a small town and community, we are united in ensuring positive outcomes for our students. We encourage all parents/guardians, families and friends of Coalstoun Lakes to be active and involved with our local school and its proud traditions.

The community is often dependent on seasonal influences and has a non-transient population. The nearest town is Biggenden, which is approximately 24 km from the school. Coalstoun Lakes State School has an active Parents and Citizens Association. Our School has a highly valued and strong parent support of all activities undertaken by the School.

The Coalstoun Lakes community comprises mainly rural families. Most families are involved with:

♣ Growing crops, mainly peanuts, corn and sorghum;
♣ Breeding cattle or;
♣ Related industries

Our students

Student enrolments for 2015 are currently 14 from Prep-Year 6. The school is structured in one multi-age class.
Contact and Staffing

Contact

Telephone: (07) 4127 5133
Facsimile: (07) 4127 5110
Email: admin@coallakess.eq.edu.au
Facebook: Coalstoun Lakes State School
Twitter: CoalstounLakesS
School watch: 13 17 88
Location Code: 1225
ABN: 81 148 879 760

Physical and postal address

3 Main Street
Coalstoun Lakes Qld 4621

Office hours

The school office is open between 8.30 am and 3.30 pm.

Location Map

Staffing

Principal / Teacher - Mr Benjamin Reed
principal@coallakess.eq.edu.au

Admin Assistant - Mrs Michelle Seabrook
admin@coallakess.eq.edu.au

Teacher - Mrs Nicole Gibbs
Teacher Aide - Mrs Trigger
Teacher Aide - Mrs Edwards
Cleaner - Mrs Medew
School Officer - Mrs Smart
Times and Routines

Class Times

8:00 – 8:45 – Supervision

8:45 – 9:00 – Smart Moves

9:00 – 11:00 – Class

11:00 – 11:15 – Morning Tea – Meal

11:15 – 11:30 – Morning Tea – Student Play

11:30 – 1:00 – Class

1:00 – 1:10 – Lunch – Meal

1:10 – 1:30 – Lunch – Student Play

1:30 – 3:00 – Class
The policies and procedures outlined in the sections below are in alphabetical order and are provided as guidance for new and continuing families alike.

Tuckshop and Uniform Shop and all other order forms and support documentation are available from the Forms and Documents section of our website - coallakess.eq.edu.au

These specific policies and procedures for families and students, alongside this prospectus, complement the school documents available on our website including:

- School Strategic Plan
- Explicit Improvement Agenda
- Annual Implementation Plan
- School Annual Report
- Catchment map
- Making a Complaint
- Teaching and Learning Audit fact sheet
- Discipline Audit fact sheet
- Teaching and Learning Audit Summary
- Teaching and Learning Audit Profile
- Discipline Audit Summary
- Discipline Audit Profile
Attendance and Absence

Every Day Counts

Our school consistently averages well above the Queensland State School student attendance average.

As our school utilises roll marking morning and afternoon daily as part of OneSchool, both the school and parents / guardians have some processes to adhere to -

- A phone call is required on the day of the absence /s for every student. A message can be left on the answering machine if unanswered or at anytime during the morning prior to school.

- For prolonged illness (3 days or longer) - in addition to the above - a medical certificate is appreciated upon student return.

- For other absences that are known about in advance, a discussion (phone, email, in person) with the Teacher is appreciated and the dates will be noted for the upcoming absence.

Please note that absences are strictly marked as ‘unexplained’ if notification on or before the date of absence is not received. Naturally, in emergency situations please make contact with the school to discuss your personal circumstances in confidence with the Principal, at your earliest opportunity.

In order to ensure the accuracy of our rolls and records, Unexplained Absence notification letters are periodically sent home. We enjoy very positive attendance rates and each of our students’ improvement in learning and enjoyment of school is directly related to their attendance. Everyday Counts.
Awards

Weekly Student of the Week assembly awards occur Thursday morning and are published in the current week's newsletter for celebration within families and the community,

Every month based on the attributes and characteristics of our School Values, an award is given to one student from each class for being the epitome and embodiment of our monthly focus on one of the following characteristics - team players, balanced, positive, caring, problem solvers, fair, good communicators, hardworking, creative, knowledgeable.
Behaviour and Discipline

Coalstoun Lakes State School has a simple yet effective Responsible Behaviour Management Policy including Discipline - Respect, Responsibility and Safety.

We adopt a positive behaviour support approach and all staff reinforce positive behaviours through systematic and also spontaneous awarding of 'money' to student 'work passports'. Passports are also validated every week and student weekly reports sent home to families. Students accrue money on their passport and can spend this at 'the shop'.

Weekly Student of the Week assembly awards occur Friday morning and are published in the current week's newsletter for celebration within families and the community.

Every month based on the attributes and characteristics of our School Values, an award is given to one student from each class for being the epitome and embodiment of our monthly focus on one of the following characteristics - team players, balanced, positive, caring, problem solvers, fair, good communicators, hardworking, creative, knowledgeable.

Coalstoun Lakes State School is committed to the following projects as we move forward as a school and community - Kids-Matter and the philosophies of Positive Education.

For effective education to take place in our school, it is necessary that each child possess suitable measures of discipline and self-control. Teachers can do much more for the well-mannered, considerate, respectful pupil who has a good attitude to authority and willingly accepts directions and decisions. Unacceptable social tendencies form a barrier to learning and parents are asked to consider the situation with their child critically and to be quick to observe the development of any undesirable attitudes or habits.

Parents are asked to be familiar with the Behaviour Management Plan which is available for perusal at the school.

Self-discipline in the child will benefit him/her in all facets of school life - from studies.
to behaviours and attitudes - ultimately choosing between the right and wrong things to do.

**Roles, Rights and Responsibilities**

**Student**
To be treated with respect.
To learn.
To be safe.
To treat others with respect.
To follow the Code of Behaviour.
To not harm other people or their property.

**Teacher/Principal**
To be treated with respect.
To work in a non-threatening environment.
To determine a standard of student behaviour that is conducive to effective learning in the school environment.
To implement our own philosophy and teaching practice within Departmental policies.
Freedom to express our own opinions in an appropriate manner.
To guide and manage student behaviour so that children can learn and feel safe.
To provide a high quality public education.
To provide a supportive school environment.
To cater for the individual needs and interests of students.
To provide Duty of Care for students.

**Support Staff**
To be treated with respect.
To work in a non-threatening environment.
To expect cooperation from students, the principal, teachers and volunteer helpers.
To express our own opinion in an appropriate manner.
To model the Code of Behaviour.
To safeguard the privacy of children.
To cooperate with the principal and teacher.
To perform duties as set out by the principal or teacher and/or the designated program.

**Volunteer Helpers**
To be spoken to with good manners.
To work in a non-threatening environment.
To expect cooperation from the students.
To model the Code of Behaviour.
To safeguard the privacy of children.
To be helpful to all students and staff at the school.
Bicycles

Children riding bicycles to school must remember:

1. To wear their bicycle helmets (a legal requirement);
2. Ride according to all road rules;
3. Walk bikes into and when leaving the school grounds;
**Book Club**

**Scholastic Book Club**

At regular intervals, children and families may order quality books, paperback novels through Scholastic Book Club, operated through the school and organised through the school.

Participation is optional and it is not necessary for a child to order every time. These Book Club orders must be accompanied by the correct payment as outlined through the Scholastic Book Club.
Code of Conduct

Children travelling on the school bus are subject to the rules and regulations of their Local Conveyance Committee and the Code of Conduct. Children are not to have any part of their body protruding from the bus. If the behaviour of the students becomes intolerable, they will be excluded from travel on the bus for a period of time.

Conveyance Allowance

Parents conveying their children more than 3.2 km. to school by private motor vehicle or to catch a school bus are eligible for an allowance to help with fuel costs. Application forms may be obtained from:-

School Transport Officer
QUEENSLAND TRANSPORT
P.O. Box 371
MARYBOROUGH. Q. 4650

A separate application must be made each school year.
Chaplaincy

A school chaplain is a safe person for young people to connect with at school and provides a listening ear, caring presence, and a message of hope. Chaplains run positive, fun activities for students and assist in fostering supportive, caring school communities.

Working with other members of the school’s support team, the chaplain cares for students struggling with issues such as difficult relationships with other children or family members, poor self-esteem, family breakdown, and depression.

The partnership between the school and the chaplaincy service, supported by local churches, businesses and community organisations, provides a network of local support and assistance. These positive relationships help young people to face difficult issues, and provide hope, connection, meaning, and purpose.

The chaplaincy service is available to everyone in the school community regardless of their religious beliefs.

What will chaplaincy look like at Coalstoun Lakes State School?

Chaplaincy revolves heavily around spending time with individual students and small groups for discussions and activities. As our school community garden is an important and integral part of our school, we have aligned the chaplaincy visits with caring for the garden. This gives a focus and backdrop for time, activities and hands-on physical work for students to engage with the chaplain either independently or in small groups.

Will my child be involved?

Involvement with the chaplain is entirely voluntary and students choose whether or not they want to be a part of the activities that are offered. Parents will be consulted if their child wishes to be involved in ongoing one-to-one meetings with the chaplain or in any program or group involving spiritual or ethical content. Parents have the right to refuse permission for their child to be involved in any chaplaincy activity or event.
How can I contact the chaplain?

Please contact the school directly to discuss any aspects of chaplaincy or for an appointment with our principal or chappy. Please also see our chaplaincy guidelines (PDF, 606 KB) for more information.
School Grounds and Classrooms

Enough for all forever. Coalstoun Lakes State School is committed to sustainability now and for the future of our society. At our school, sustainability is integral not only to daily life, school and student routines but embedded within school planning, teaching and learning programs.

The tangible link between the aesthetically pleasing and prominent solar power system and the solarschools.net integration in conjunction with the embedded information within our own sites and student launch pages, makes it easy for students to engage with monitoring of our systems.

Our school has a large solar panel system connected to the grid - a 4 KW inverter with 24 x 180 watt panels to offset our energy consumption and carbon emissions. The panels, temperature, energy consumption, generation and carbon offset can be monitored from the 'Solar Schools' information on our home page.

Students and families are encouraged to supply ‘nude food’ (unwrapped) foods, wherever possible for lunches, which is a viable option, given some of the innovative lunchbox designs available.

Our campus has the following dedicated and purposeful facilities:
- 2 inspiring general student classrooms
- Dedicated Library / Teacher Resource Centre / Covered Outdoor Learning Area
- Dedicated Digital Library / eLearning
- Quality 1.5MB GBIP internet connection
- Quality wired classroom desktops based within classrooms
- Quality wireless mobile student laptops with strong coverage within all learning areas
- Quality 'Supervised' 1:1 wireless Teacher and Student Apple iPad Program
- 2 large covered playgrounds
- Multipurpose court, cricket pitch, long jump pit, athletics track and multipurpose oval
- School community garden

*We are a Sunsafe and Asthma Accredited School. All staff have current First Aid, CPR, Asthma and Anaphylaxis training. A current Epipen is kept onsite in the First Aid Kit.*
Dress and Grooming

The recognised school uniform should be worn in its full detail each school day. For any occasions, extremes in dress and/or grooming that will cause undue comment or attention are not permitted. Good grooming reflects the dignity and self-worth of the individual. Children should use the following guide:

a) nail polish, excessively long nails and/or make-up are not permitted.

b) wristwatches may be worn.

c) One only of the following may be worn under clothing:
   * a religious pendant
   * a key chain
   * a zodiac sign

d) earrings are not permitted, however ‘sleepers’ or ‘studs’ may be worn.

e) signet rings are permitted if they are a parental gift.

f) a neat, well-kept hairstyle is preferred.

g) a school endorsed hat is a compulsory part of clothing for all outdoor activities

h) enclosed footwear is to be worn at all times.

i) Medical bracelets, chains or emergency identification etc are all approved.
Emergencies

Emergency Procedures

Fire – Continuous Ringing of Bell – Proceed to Oval – Roll Call

Visitors, Contractors Religious Instructors
Sign-in Books and Roll taken in addition to mobile phone – then phone Police and Rural Fire Brigade Chief.

Lockdown – Whistle – All doors are pre-locked – Lock immediate doors and hide behind door out of sight of windows etc.

Missing Student – TA to look for 2 minutes through rooms, toilets and grounds – then phone Police.

Disaster Business Continuity

The school has a constantly current Emergency Management Plan and details can be obtained through discussion with the Office or Principal for further information.
Enrolment

Admission

We welcome all enquiries regarding potential enrolment at our school.

Please feel free to contact us to arrange a time to visit.

All students residing within our school catchment area (PDF, 660 KB) are entitled to enrol.

Click the link to download the Department's enrolment form (PDF, 466 KB).

To determine when your child can commence their prep year, use the prep ready reckoner calculator.

Prep

Queensland’s preparatory year gives all young Queenslanders the very best start to school by helping them make a smooth transition to year 1 and sets them on the path to lifelong learning.

Prep is 5 days a week and children stay all day. Children must be 5 by 30 June in the year they start prep. You can find out when your child can get set for prep with our online prep ready reckoner located on the Education Department’s website.

This school caters for children ready for Prep right through to Year 7.

PLEASE NOTE: A Birth Certificate or other documentary evidence of the date of birth is required for admission. The enrolment agreement is also to be discussed and signed.

Transfer in

Students enrolling from another Queensland state school will require a transfer form. Students enrolling from interstate will require some form of transfer documentation and also identification.

Transfer out

If a child transfers to another Queensland State School, a transfer certificate is printed off OneSchool and includes the student’s unique EQ ID number. This form is to be presented to the new school upon enrolment.
Excursions and Camps

During the year your child will be given the opportunity to participate in various educational outings. The intended excursions are negotiated and discussed through the P&C and details provided to Parents/guardians before the intended excursion/camp and your written permission allowing your child to participate is necessary.

The school may undertake educational tours, visiting various industrial complexes, school camps and other places of significant educational value. These are important links between learning in the school environment and relating to the outside world. The experiences they gain socially and educationally are invaluable in the overall development of every child.

All students are taken on camp every second year (even), it is normal policy that parents of year Prep, 1 and 2 students are invited to attend our school camps if they wish to do so. Camps are normally for 4 days and 3 nights. Travel is usually by bus.

Fundraising by the P. & C. Association and Project Club contribute greatly to the payment of the costs of these excursions. Parents attending camp are asked to make a contribution to subsidise costs.
The school is very well maintained and resourced and includes -

Block A and B - The original school building, set high with stair access. It has an Administration Office, 2 classroom teaching spaces, storeroom and kitchen. Blocks A and B also create a large underneath covered learning and seating area.

Block C - Library and Teacher Resources. Covered Outdoor Learning Area, Stage, Meal and Assembly seating.

Block D - Digital Library including storeroom and kitchenette.

Other facilities include
- Amenities Block
- School community garden
- Large oval with cricket pitch goal posts
- Cricket nets and long jump pit
- Multi-purpose court
- 2 undercover adventure playgrounds
- Bike, P&C, Sports and Grounds sheds

The school boasts the latest in technological and information communication, infra-structure, hardware, mobile devices and software including mobile apps.

- 1.5Mb GBIP Internet Connection
- Safe internet content filtering
- Large capacity and efficient Server
- 802.11n dual radio Wireless
- Mac Mini and Display
- 1:1 Windows workstation ratio
- 1:1 Apple iPad Air ratio
- Apple AirPrint functionality
- AppleTV AirPlay functionality
- 2 Mobile height adjustable Interactive Whiteboards
- Mobile data projector and screen
- Latest productivity, literacy and numeracy desktop software and iOS apps
- Lego Robotics resources
First Aid

Illness

If a child is ill during the day, the staff will immediately check the child’s condition and either:

- send the child to the health couch, check their condition regularly and administer first aid if required.

- in case of a serious complaint, parent/guardians will be contacted and the child sent home, if considered desirable.

When a child is collected from school during school hours for any reason, illness or otherwise, parents must sign their child out through the office.

Asthma and Anaphylaxis

We are a Sunsafe and Asthma Accredited School. All staff have current First Aid, CPR, Asthma and Anaphylaxis training. A current Epipen is kept onsite in the First Aid Kit.

Injuries

If a situation arises where a child is injured and in need of emergency care, a trained staff member will administer first aid and, where appropriate, immediately call the ambulance and/or parent/guardian or designated emergency contact if the parent/guardians are not able to be contacted.
Hats

Our school is a SunSmart accredited school and as such mandates that school endorsed sun-safe hats are worn by all students.

This school has a “NO HAT, NO PLAY” policy.

Children must wear a hat to be allowed to participate in any outdoor activities. The school provides wide brimmed hats for all its students through the Uniform Shop.

Baseball style caps do not provide adequate sun protection and are therefore not accepted.
Homework

The following are recommended time allowances for homework:

Prep  Optional

Year One  Oral and/or written work for 30 minutes.

Year Two  Oral and/or written work for 30 - 45 minutes

Year Three  Oral and/or written work for one hour

Year Four  Oral and/or written work for one hour

Year Five  Oral and written work for one hour

Year Six  Oral and written work for one hour

Year Seven  Oral and written work for one hour.

The above are guidelines recommended by the Qld Government and our school to help parents plan for their children’s home-work, but it is not obligatory that the full time specified be given.

Parents are requested to see that homework is done. You can greatly assist your child with homework by hearing Spelling and Tables, reading with or to your child whenever possible, and by checking all types of written work for neatness.

By showing an interest in your child’s work, they will feel a greater sense of worth in their tasks. Work not finished during the day will also be done at home if necessary. Homework in German will also be given to Year 6 & 7 students.
Infectious Diseases

Queensland Health provides guidelines for the exclusion from school of students who are unwell. As a general rule, children with an infectious disease should not return to school until they are fully recovered.

Exclusion details for the most common complaints are outlined below.

**Chicken Pox** - exclude until fully recovered (clearance through PHC)

**Mumps** - exclude until fully recovered

**Rubella** - exclude until fully recovered

**Measles** - exclude for at least 4 days from the appearance of rash or until medical certificate provided

**Ringworm** - re-admit when appropriate treatment has commenced

**Scabies** - re-admit when appropriate treatment has commenced

**Head Lice** - re-admit when appropriate treatment has commenced

**School Sores** - exclude until sores have fully healed or until treated and (Impetigo) covered.

**Conjunctivitis** - exclude until discharge from eyes has ceased.

Most of these complaints are highly contagious and the exclusion is to protect staff and other students as well as the health of the individual concerned.

Please advise the office of outbreaks of infection so that this can be communicated to parents.

The most recent official Qld Health ‘Time Out’ posters and information covering all illnesses and diseases are available on the internet or directly from the school.
Library

The school is currently upgrading the Library in 2014, moving from a simple database to networked LibCode library software that not only includes barcoding and automation of accession, incorporation of a scannable barcode system and online and networked searching of the Library books and titles.

Our School Librarian is our Teacher Aide Mrs Trigger but in all instances, queries and information are to be directed to your class teacher or the Principal.

Parents are called upon periodically to cover books for the Library and this support is much appreciated.
Lost Property

Although not a major concern at a small school, lost property will be stored in the office until claimed. Most “lost” items occur because other students mistakenly claim them.

Labelling of items reduces this possibility. Please NAME all hats, shoes, sand-shoes, socks, raincoats, cardigans, handkerchiefs, etc. with permanent ink as this helps us find the rightful owners when lost articles are handed in. Clothing not claimed will be donated to charity at the end of each semester.
No medical treatment is permitted in the school except First Aid. All current staff have qualifications in First Aid.

If medication is essential, written authority must accompany same, detailing dosage and frequency, name of doctor etc. This must be delivered to the Office in the morning.

For many years, it has been the practice for teachers to administer medication to a student where it is essential for the student’s well being. It is important that medicines be prescribed for administration during school hours only when this is absolutely necessary.

In general, the medical profession is aware of this, so that any medication that is prescribed for dosage while the child is at school is deemed vital for the maintenance of the functional level of the body. Where agreement has been reached between the parent/guardian, and the Principal/Teacher or other staff member (authorised by the Principal) to give medication to a student, these recommended guidelines should be observed:

(a) A teacher or other authorised staff member should accept responsibility to give medication at school

(b) Where the authorised staff member is to administer medication, the instructions provided should be written by a pharmacist at the doctor’s direction. The teacher should not accept the instructions solely of a parent. The medication container needs to indicate specific times and quantities for the administration of the medication

(c) At no time will any medication provided for one pupil be administered to another

(d) At all times medication must be kept in a secure place

(e) All unused medication is to be returned to parents

A medication administered book is maintained to record all times medication is given to a child.
Monies

Please note the school is ‘cash school’ and to this end no change is held onsite nor able to given.

When sending payment to school in the form of cash, the correct change must be sent as no change is able to be given.

All monies, whether cash, cheques or direct debit receipts, which are sent to school, are to be sent via the appropriate sealed, labelled envelope or bag, eg. raffle, school uniforms etc.

The school provides payment envelopes to all families at the start of every term.
Newsletter

Newsletters are available every Thursday night and all families and newsletter subscribers receive notification via email when available ‘Lakes Life’ is available.

These weekly newsletters provide information and items of interest. Please ensure that your child delivers these to you. Please keep these newsletters, as they contain dates and information about future events, regulated procedures at the school, sporting and community information.

Community participation is encouraged and every newsletter features a Community Notices and Information section. We distribute community fliers electronically once per week to our family and newsletter email distribution lists.

You can download any newsletter since 2014 from our website - coallakess.eq.edu.au or subscribe to our newsletter notification email distribution list, by emailing the office to that effect - admin@coallakess.eq.edu.au
The Parents and Citizens Association meets at school on the first Tuesday of every month during school terms. Working groups are formed from this committee or as the need arises.

Our 2015 P&C Executive is as follows:

President - Neil Gibbs  
[pandcpresident@coallakess.eq.edu.au](mailto:pandcpresident@coallakess.eq.edu.au)

Vice President - Peter McNaughton

Treasurer - Kim Corfield

Secretary - Kerry Farrell  
[pandcsecretary@coallakess.eq.edu.au](mailto:pandcsecretary@coallakess.eq.edu.au)
Project Club

This is a totally student run club that is active at Coalstoun Lakes. At present, the children have gardens to tend, the rainforest area to manage and several smaller projects in progress. All students attend the meetings and all have a say in the decisions.

In previous years, the club has participated in the Tidy Schools Competition, Jump-Rope for Heart, Dress Down for Cancer day, Raffles, BBQ’s and the Project Club raises money for school camps and selected charities. The activities will continue, to the benefit of the school and more importantly, the students.

All Year 5-6 students engage in the Project Club which has a term based charity fundraising focus and a variety of associated event. Student leadership and young democracy is the aim of the program and the Project Club is owned and run by the students who also ensure they are fundraising for their school camps. Students elect a President, Vice-President, Treasurer, Secretary and Media Team executive.
Reading Books

This school community is aware of the value regular reading has in improving student performance. To foster and support this sound belief, the teacher may at times permit school books to leave the school for students home reading. This is done under good faith.

Excess damage may lead the school to seek recompense. Library bags are now a part of the school equipment list and library books should be cared for in these bags.

Home Readers are housed in Homework Folders.
Religious Education

Religious education classes for all children presently in Years 1-6 once a month.

Children must gain written permission from their parents/guardians to attend these classes.

The school also receives regular visits from a school chaplain. Please see that section of the Prospectus for further Chaplaincy information.
This school adopts an “Open Door” policy, where incidental interviews and discussions are encouraged throughout the year, as well as the parent/teacher/principal meetings which are held each semester.

Over the past years, teachers have completed a weekly report for each child in their class. This report is usually sent home each Friday and aims to provide parents, students and teacher with a brief overview of a child’s progress during that week. Items usually on a weekly report include completing of home reading and homework activities, spellings, number facts and general behaviour. Parents are requested to review and sign their child’s weekly report, which to usually to be return on the next school day.

A school newsletter is compiled weekly. This is circulated to all school community members and cluster schools. Regular items of school news and special occasions are reported in the local newspaper, keeping the school and its achievements in the public eye.

Reporting to parent opportunities occur formally twice per year, but being a small school, many informal meetings also occur.

NAPLAN Reporting also occurs for Years 3 and 5.

The school is also involved in the optional UNSW ICAS Tests and parents will receive results and certificates from participation by students in these tests.

Term 1
- Welcome and Information Night
- Parent Teacher Interviews

Term 2
- Semester 1 Report Cards issued

Term 3
- Parent Teacher Interviews

Term 4
- School Concert and Graduation
- Semester 2 Report Cards issued
Rules

Information

Generally students of Coalstoun Lakes School display a very high standard of behaviour, which our school community is very proud of. This is supported by teachers, parents and students high standard expectation of what is acceptable behaviour at school.

School and class rules are negotiated with students each year, but generally our rules are as follows:

Class Rules

Always use your manners

Respect your-self, always do your best and be safe

Respect others and their property

Respect and show pride in your classroom and school

Do rostered jobs cheerfully

School Rules

Respect shall be shown to all.

Bicycles are not to be ridden in the school grounds.

Running is not permitted on school verandah, under school or around the school buildings.

Noisy playing of games is prohibited under and around the school buildings.

No loitering or undue noise upstairs or in the toilets.

Hat and bag areas must be kept tidy at all times.

When the bell is rung, all playing must cease and children must move to their respective areas.

Children are not to leave the grounds without permission.
Permission to leave the grounds at morning tea will not be granted unless in an emergency.

Children must not enter the Office without permission.

Climbing trees and throwing stones or other objects is forbidden.

All litter to be placed in correct containers.

School property to be used with care.

All children will remain seated at lunch time while eating.

All movements in school building to be quiet and orderly.

Shoes and hats must be worn everyday. The children will not be allowed to play out in the sun without a hat.

Children must sit down when waiting for the bus or a lift home.

No swearing or bad language allowed in the school.

No fighting allowed. This includes punching, kicking, pushing, hitting or any form of physical abuse. Verbal abuse is also forbidden.

Chewing gum or bubble gum is not allowed in the school grounds.

Willful destruction will not be tolerated.

Persistent disobedience will not be tolerated.

Permission must be gained to use the computers during lunch time if not rostered on.
Sports and Physical Activity

HPE and Smart Moves

An expanding range of general physical education and sports activities and equipment are offered through our Physical Education Program. We have a regular weekly HPE teacher.

Students have access to Small Schools Swimming, Cross Country and Athletics Carnivals in the Biggenden district.

Participation in physical and sporting activities is seen as an essential aspect of a well rounded education program. Children will participate unless incapacitated and providing a parental note of exclusion.

Swimming

Children in all grades will be participating in weekly swimming instruction classes during terms 1 and 4. These classes will be held at the Biggenden Council Pool.

Students are required to wear either a sun-shirt or T-shirt while they are at the pool.

District, Zone, Region and State

Trialling for representative teams in sports by students is very much encouraged and absences for such are authorised and supported through providing work for students whilst attending trials, carnivals, events or travelling to and from.

Other Sports

Please contact the Principal directly to discuss your personal circumstances.
Student Services

Inclusive education is a large part of the values embedded into our school culture and our ability to cater for and support students with specialised learning needs is a strength of our school community. Our Support Services Committee allows for a multi-disciplinary approach to individual case management.

We are committed to the provision of equitable educational opportunities so that all students have access to, participate in and gain positive outcomes from schooling.

In striving to provide equitable educational opportunities for all, it is acknowledged that for some students to receive appropriate support (low-incidence disabilities, learning difficulties, and/or behaviour and communication challenges) it will be necessary to draw on the expertise of a range of support personnel.

Classroom support

Our dedicated teacher aides support all students in classrooms, in small groups and individually. They also provide direct support to students receiving support through the Support Services. They are an integral part of our teaching team and school community who work consistently to improve the schooling experience for all our students.

Support teacher - literacy and numeracy

Our support teacher - literacy and numeracy, provides support to our students through screening, identification and targeting of strategies to improve the literacy and numeracy abilities of our young learners.

Head of Special Education Services

The Head of Special Education Services (HOSES) primary role is to support the students, families and professionals of our students requiring educational adjustments and learning supports. The HOSES is source of advice, guidance, individual case management and facilitates the development of individual learning plans and education adjustment profiles with teachers and families. The HOSES also communicates with all families receiving support to offer services, professional development,
experiences sharing and open communication.

Guidance officer

Our Guidance officer is available to discuss issues with students and families and provides confidentiality and services for families who may require them.

English as a Second Language

English as a Second Language (ESL) teachers provide support and delivery of individual ESL programs to students who may require them.

Therapy

We have the professional knowledge and resources of Education Queensland physiotherapists, occupational therapists, speech language pathologists available to support our school.
Uniforms

Our school colours are maroon and blue, and this is reflected in our school uniform.

There is an expectation that students wear school uniform daily and there are several options for summer and winter as well as a formal uniform.

Our senior students are also given a senior polo to wear throughout their final year.

Sunsafe hats, chair bags and swimming bags are also sold.

The P&C operates our uniform shop and an order form can be requested from the school office or downloaded from here. Please contact the school office for more information.
Visitors

All visitors to our school (including parents) must present at the Administration Office in A Block.

Here they will be signed in by a staff member. Visitor badges will be issued to the guest. This procedure is to monitor visitors for the protection of all students.