

Calen District State College



PROSPECTUS

2017

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Principal's Welcome

Congratulations on selecting CALEN DISTRICT STATE COLLEGE for your child's education.

You have made a great choice! Here at Calen, we strive for excellence and encourage all children to achieve the best possible results.

This Prospectus has been carefully put together to help parents and students as they prepare for the 2017 school year. It is intended to clarify our expectations and minimise misunderstandings - hence we cover:-

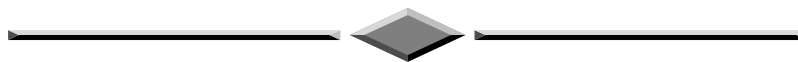
- our values and beliefs
- procedures
- daily timetable
- resource hire scheme
- uniforms
- subjects available
- school rules
- information about head lice

We regard our Prospectus as a ready reference document for parents. It provides important information that may be needed throughout the year. If you need more information about anything in the Prospectus (or anything that you feel we may have overlooked), please don't hesitate to contact us. We value your opinion and we value your support. We look forward to your involvement in school activities.

Welcome to Calen District State College and I trust that you enjoy your association with us. I look forward to working with you to ensure the best possible outcomes for your children.



Brian O'Neill
PRINCIPAL



2017 school calendar Queensland state schools



DECEMBER 2016	JANUARY 2017	FEBRUARY	MARCH
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the future



For more information
on coding and robotics, visit
www.advancingeducation.qld.gov.au

- School terms
- State school holidays
- Public holidays
- Staff professional development /student free day

There are 194 school days in 2017.
Semester 1 2018 commences for teachers on January 18
and for students on January 22.

STAFF PROFESSIONAL DEVELOPMENT DAYS

Staff professional development days for teachers are January
19, 20, April 3, 4, 5, and October 16. Schools are able to decide
when their flexible days will be held, as long as they are in the
school holidays or out-of-school hours.

PUBLIC HOLIDAYS

Public holidays are set by the Industrial Relations Minister.
Public holidays for a local show are not shown due to diversity
of dates across the state.

FINAL DATES FOR STUDENT ATTENDANCE

November 17 is the final date for Year 12 attendance for receipt
of a Senior Statement. November 24 is the final date for student
attendance in years 10 and 11.

Some schools in regional, rural and remote areas will close for the
Summer holidays on December 1.

*The information in this calendar was correct at the time of publication
(September 2016) but may be subject to change.*

For more information and the latest version of this calendar, visit

www.education.qld.gov.au



Information about our School

CALEN DISTRICT STATE COLLEGE

Calen School has developed over the years into a productive work place with a proud record of achievement. A range of facilities is provided for students in a learning environment where well established trees and lawns, a sports oval, pool, gym, well-equipped classrooms and pleasant surrounds enhance the setting.

WHAT DO WE VALUE AND BELIEVE?

We believe that:

- ◇ children can be self-motivated if they are placed in a stimulating and positive learning environment;
- ◇ children should be increasingly responsible for their learning experiences and outcomes;
- ◇ for children to develop to their full potential at school, co-operation between students and their peers, teachers and parents is essential;
- ◇ all children are entitled to an education. This should bring with it a sense of belonging and worth so that self-esteem is fostered in each child. Therefore, they should be valued for their individual worth.
- ◇ children should be guided by teachers and parents to develop pride in themselves and in their school so that it becomes apparent to them that they are a reflection of their school, family and community.

Teachers are professionals with a position of responsibility in the community.

As professionals, teachers work to a code of ethics in order to maintain and develop a level of community respect.

Students come to school to learn. It is the role of the teacher to facilitate that learning by:

- ◇ fostering the natural desire to learn;
- ◇ making learning interesting, challenging, meaningful and rewarding;
- ◇ setting realistic, attainable goals;
- ◇ individualising their approach to teaching, thereby providing the opportunity for all children to develop to their full potential;
- ◇ identifying and developing special interests and aptitudes;
- ◇ catering for a variety of learning styles;
- ◇ providing equal opportunities for all children
- ◇ ensuring that school is a place of organised learning;
- ◇ being responsible for their own professional development in consultation with administration
- ◇ acting upon constructive criticism from colleagues and community, as well as evaluating one's own teaching practices.

Nature of Learning should be such that:

- ◇ it develops life-long habits, attitudes and skills that will continue outside the boundaries of formal education;
- ◇ there should be a positive attitude towards learning;
- ◇ learning should be active and varied;
- ◇ learning is appropriate, relevant and current with strategies suited to the style of the learner;
- ◇ there is a balance of content and process;
- ◇ it involves the physical, intellectual and social/emotional aspects of children;
- ◇ it develops the concepts of rights and responsibilities and the need for harmonious co-existence.

Role of School in the Community should...

- ◇ reinforce or introduce acceptable social values and behaviour;
- ◇ encourage participation of the whole community in school planning;
- ◇ in conjunction with parents, prepare students for future employment and life;
- ◇ keep parents and community informed, encouraged and involved.

Environment and Physical Setting...

- ◇ should impact on learning and teaching;
- ◇ should be pleasant, non-threatening, healthy and stimulating, colourful and safe;
- ◇ should be suited to the age, size, physical capabilities and learning style of children;
- ◇ should be such that classrooms are multi-functional with a variety of learning areas and activity centres, with ease of access.

Parents' and Citizens' Association

This association is open to all parents and interested community members. The association is extremely active, not only in the traditional role of fundraising, but also in participation and collaborative decision-making as well as the development of school programs and activities. All parents are urged to attend some of the meetings each year, as well as supporting the functions and activities it organises. The monthly meeting of this valuable support group is held on the second Tuesday of each month, commencing at 3.15pm in the Administration building.

Attendance at School

Attendance at a recognised school is compulsory until the age of sixteen (16) years, after this time students need to be either learning or earning. Wherever possible, absences of students from school should be kept to a minimum, as interruptions to your child's learning program will hamper progress.

Any absences from school must be reported through a parent's note to the pupil's form/class teacher and/or a phone call to the office on the morning of any absences. Pupils accumulating a number of absences with unexplained reasons will have parents contacted by letter, from the school administration, at regular intervals throughout the year. Unsupported absences from school may reduce Austudy or Abstudy payments.

Our school expects parents to contact the school in advance if they know their child is to be absent. Parents will be informed by mobile phone Short Message System (SMS) each time their child is away from school without an explanation. An SMS text message will automatically be sent to a parent's mobile phone, displaying the school's number **0428 646 866**. Parents should store this number in their mobile phone under "Calen DSC" so that when the message arrives, the parent is aware the message has come from the school. Simply press the reply option on your mobile phone when you receive a message from the school and add your child's name, year level, date of absence and the reason they are absent or late. **Please note we cannot receive phone calls on this number, only text messages.** If your child is absent and a reason has been provided, then you will not receive an SMS.

The QParents web and mobile application allow parents and caregivers to have secure, online access to their child's student information, anytime, anywhere, through a smartphone, tablet or computer. QParents allows parents to connect instantly with their child's school to access and manage their child's student information, including attendance and absence details, as well as the ability to notify the school of an absence

Students who arrive late at school must present to the office to complete the Late Arrival Register. Parents who wish to collect their children early must first go to the office and sign out their children in the Early Departure Register.

Remember, absences from school will be reflected in school achievements.

Visitors Book

It is policy that you sign the visitors' book in the office on arrival and departure.

Access to Students

It is our policy to allow only parents and guardians of our students to have access to students at any time. Our admission form contains details for access to your children. If grandparents or other relations are required to have regular access, this should be stated on the admission form.

Where someone requires access other than those people nominated, a letter from one of the parents is required before access can be given.

In the situation where a child is given to the custody of one parent, the school should be informed of such custody arrangements and a copy of the appropriate custody order given to the school for our information/records. Non-custodial parents are entitled to receive report cards.

Leaving the School Grounds

Pupils wishing to leave the grounds during lunch recess must have permission from their parent/guardian. Students are not permitted to go down the street before school, (i.e. they can't get off the bus and go to the shops). If you want them to go the shops for a specific errand, please send a note for the student to show at the office.

Sport

Physical Education, Health and Sport play a major role in the school's curriculum. It includes activities such as an introduction to the rules and basic skills of a variety of sports, or interschool competition. Physical Education will develop basic game and athletic skills, and improve body awareness and fitness.

Before being exempt from sport or physical education, a pupil must produce a parent's note. This requirement applies to all year levels.

Reporting

Semester reports on pupil progress will be issued at the end of each semester. Interim Reports are issued to secondary students at mid-semester 1.

Interviews with teachers may be arranged at any time during the year simply by contacting the school office. Teachers will initiate parent interviews if particular concern for a pupil's progress becomes evident.

Students in Years 1 and 2 will receive a report in November based on their achievement in the Diagnostic Net. Students in Year 3, 5, 7 and 9 will receive a report based on their performance in the NAPLAN Test when they are available.

Behaviour Management

This school expects an acceptable standard of behaviour, as well as polite and courteous inter-personal relationships. Discipline is, we believe, firm but tempered with fairness. The following procedures are used to notify parents of any infraction concerning their child.

- Student Absences - where a pupil has been absent for an extended time or regular intervals without parent note, a letter will be dispatched to parents.
- Notice of Concern - a letter is sent to parents by teachers, through the Principal to notify parents of a pupil's diminishing academic work or poor attitude.
- Telephone Call - if your child has been involved in a serious breach of our behaviour management policy. Parents will be contacted personally and be informed of the behaviour.

Other serious breaches of our behaviour management policy will also be 'shared' with parents.

Students Driving to School

Students are not to park in the school grounds. No student may ride as a passenger in another student's car unless there is a note signed by the parents giving permission to ride in the car.

Assessment Procedures

Assessment is not confined to formal examinations. Tests, home-study assignments, prose work, practical tests and research activities are all used to evaluate your child's progress in all subject areas.

Assessment is a continuous activity.

In Year 8, assessment occurs not only as a general preparation for later years, but also to indicate student strengths and weaknesses to assist in subject selection for Year 9.

Junior results - end of Year 10. Results are accumulated from the commencement of Year 9. This ensures that pupils must work from the initial stage of subject selection and cannot expect to coast for some time before commencing serious work.

Assignment results will be awarded as A, B, C, D or E.

Secondary Reports will indicate results as follows:-

- | | |
|--------|----------------------------|
| V.H.A. | - Very High Achievement |
| H.A. | - High Achievement |
| S.A. | - Sound Achievement |
| L.A. | - Limited Achievement |
| V.L.A. | - Very Limited Achievement |

Home-Study

The nature and amount of home study will vary from subject to subject. Even when a subject does not require written homework each night, there is always revision work that can be done on the student's initiative. Recommended **minimum** times for home study for average students are:

Years 1 and 2	15 minutes per night
Years 3 and 4	20 minutes per night
Years 5 and 6	30 minutes per night
Year 7	1 hour per night
Years 8 and 9	1 hour per night
Year 10	1 1/2 hours per night
Years 11 and 12	2 hours per night

Parents should check home study regularly and contact the Principal with any queries.

Office Hours

Our school's administration team is always ready to assist you. Our office is open from 8:00am to 3:30pm each school day. The telephone number is 4949 7333, facsimile number is 4949 7300 and email address is admin@calendsc.eq.edu.au. We recommend that you telephone for an appointment if you wish to discuss some matter concerning the school or your child.

Transport Services

Official school buses service our school from Bloomsbury, Cameron's Pocket, Kuttabul and St Helen's Beach areas. Transport is free to all eligible students. It is recommended that you attend the annual Bus Committee meetings early in the school term. Any problems concerning school transport services should be addressed to the Bus Committee secretary. The Principal is available for discussion also. Students whose behaviour is considered to jeopardise the safety of others may be denied the use of the transport service.

Conveyance Allowances

Assistance is available for those persons who find it necessary to transport their child/children to school or to an existing bus route. Application forms and further information is available from the Department of Transport in Mackay.

Times of Schooling

Early Arrival: Students should not be at school before 8:20am. If they are here, they will need to sit in the office.

Early Departure: If for some reason you need to pick your child/children up before 3.00pm you are required to notify the office and sign your child out before departure.

BELLS	Mon	Tue	Wed	Thur	Fri
Warning Bell	8:40	8:50	8:50	8:50	8:50
Parade/Form	8:45	8:55	8:55	8:55	8:55
Lesson 1	9:00	9:00	9:00	9:00	9:00
Lesson 2	9:35	9:35	9:35	9:35	9:35
Lesson 3	10:10	10:10	10:10	10:10	10:10
Morning Tea	10:45	10:45	10:45	10:45	10:45
Play	10:55	10:55	10:55	10:55	10:55
Warning Bell	11:12	11:12	11:12	11:12	11:12
Lesson 4	11:15	11:15	11:15	11:15	11:15
Lesson 5	11:50	11:50	11:50	11:50	11:50
Lesson 6	12:25	12:25	12:25	12:25	12:25
Lunch	1:00	1:00	1:00	1:00	1:00
Play Time	1:15	1:15	1:15	1:15	1:15
Warning Bell	1:42	1:42	1:42	1:42	1:42
Form	1:45	1:45	1:45	1:45	1:45
Lesson 7	1:50	1:50	1:50	1:50	1:50
Lesson 8	2:25	2:25	2:25	2:25	2:25
Finish	3:00	3:00	3:00	3:00	3:00

Resource Centre

The Resource Centre is central to the education program of the school. It provides a wide variety of resources as well as books for reading pleasure. Children are allowed to borrow three books at a time. However, they are allowed to borrow more if they require them for a project.

Children in Prep and year 1 are required to have a library bag for borrowing. Borrowing time is normally for one week, except certain reference books that are one day only. The Resource Centre is open at lunchtime. Parents are most welcome to use these facilities. From time to time classes visit the Mobile Library for purposes related to class activities. Teachers walk children to and from the library.

Computer Rooms

The computer rooms are available during lunch hours for student use, as well as before or after school on special request.

Newsletter

The school's fortnightly newsletter acts as a community newsletter. It is issued every second Friday in both hardcopy and electronic. Ask your child (youngest in family) for it each fortnight to ensure that this communication is delivered home. Circulation extends from Kuttabul to Bloomsbury - a large area.

Detention

Teachers have the right to detain students for up to one half-hour if the student has displayed persistent disobedience, misconduct or willful neglect of home study tasks. Students will initially be detained during their lunch hour. If the misconduct persists parents will be asked to make alternative arrangements to pick children up after school.

Pupils who persistently 'break' school rules, eg. school dress codes, may also receive a school administered period of detention.

Accidents at School

Every effort is made to ensure the safety of children at school. Teachers are rostered on playground supervision during all recess breaks. In the case of your child being involved in an accident at school the following procedure will apply:

1. If the accident is of a minor nature the relevant first aid will be applied.
2. If the accident is of a more serious nature, then:
 - first aid will be applied;
 - the ambulance will be called, we will attempt to contact you at home or at work;
 - if the ambulance officer states that further medical attention is required, the child will be taken to Mackay to your nominated doctor or hospital.

PLEASE ENSURE THAT OUR RECORDS OF YOUR ADDRESS, TELEPHONE NUMBER, PLACE OF EMPLOYMENT AND PHONE ARE KEPT CURRENT.

Note: Generally doctors will not attend to a child without the parent's approval.

Medication at School

Strict new procedures have been developed by the Queensland Government regarding prescription and over-the-counter medication in schools. Our school is committed to working closely with parents and students to highlight the risk of students misusing these medications.

All parents/caregivers must:

- notify our school in writing of a health condition requiring medication at school
- request in writing if school staff are to administer medication or assist in the management of a health condition. If it is a chronic (long-term) medical condition requiring medication – Request to administer medication at school form will need to be signed by the medical practitioner as well.
- notify our school in writing of any requests and/or guidelines from medical practitioners including potential side effects or adverse reactions
- provide the medication in the original labeled container to the nominated staff member
- ensure the medication is not out of date and has an original pharmacy label with the students name, dosage and time to be taken
- notify our school in writing when a change of dosage is required. This instruction must be accompanied by a letter from a medical practitioner
- advise our school in writing and collect the medication when it is no longer required at school

Similar guidelines usually apply to over-the-counter medication, including analgesics and herbal medicines. School staff are not able to administer such medication unless they receive a written request from parents.

All medication needs to be in its original labeled container.

Financial Assistance

COMMONWEALTH ASSISTANCE

(a) AUSTUDY - general secondary (means tested).

The minimum age is 16 years for this assistance. It is means tested but people living in drought declared areas may be eligible.

(b) ISOLATED CHILDREN

This is available to all students living 4.5 kms from a school bus plus 16 kms from the school..

(c) SECONDARY GRANT FOR ABORIGINAL AND ISLANDER CHILDREN (ABSTUDY)

(d) Any other assistance, e.g. drought declared areas may qualify for additional assistance. Information may be sought from:

Youth Allowance & Austudy	132 490	Abstudy	132 317
Pensioner Education Supplement	132 316	Assistance for Isolated Children	132 318

STATE

Textbook Allowance

The Textbook Allowance Scheme for each eligible student is a state-controlled disbursement of funds to assist parents in textbook acquisition.

In 2017, the Textbook Allowance Scheme, will be paid directly to school accounts, thereby substantially lowering all school textbook and material charges/hiring fees. All students attending secondary schools in Queensland are eligible to receive a textbook and resource allowance with the exception of the following categories of students:

- Students whose parents are not resident within the state of Queensland;
- Students from overseas countries;
- Students with parents overseas or interstate (for more than 12 months);
- Adult students. Students in regular secondary schools who are 19 years or older on 1 January of the year they enrol in Year 11 or 12 and are not progressing directly from full-time study in Year 10, are not eligible.

Resource Hire Scheme Details

In an effort to reduce the overall cost of schooling to parents, this school operates a voluntary book-hiring scheme. This scheme provides the supply of textbooks, at a minimal cost, to students. Families not participating in this scheme are obliged to supply texts and materials for their children at their own expense. Any parents or students wanting further details on the scheme may contact the school office.

This scheme is supported by the Parents' and Citizens' Association of our school and is restricted to families who pay the necessary materials/hiring charges.

Students will not be eligible for extracurricular activities (rewards day, camps, excursion etc.) if they have fees outstanding and haven't filled in the payment plan section on the Participation Agreement form. Secondary students will be unable to take home subject based projects i.e. coffee tables, fishing rods, crab pots, sewing projects etc. until the subject levy is paid in full.

The school has arranged for the printing of yearly diaries for students from Years 7 to 12. A cost of \$12.50 has been included in fees to cover the distribution of these to all students from Years 7 to 12.

The P&C Association sets the Uniform Policy for all students at the school. Uniform guidelines are regularly reviewed at P&C meetings. The P&C aims to keep the prescribed uniform at an affordable cost to ensure that all students are correctly dressed.

School uniforms are available from **Uniform Solutions**, situated on the corner of Sydney & Alfred Streets, Mackay. The black unisex shorts are \$27 each and the green unisex polyester polo shirts are \$35 each. Uniform Solutions are open Monday-Friday from 8am to 5pm and on Saturday from 9am to 12pm., telephone (07) 49513549, email sales@uniformsolutionsmackay.com.au or online at www.usmwebstore.com.au

Free Dress Days

Occasionally (once or twice a term), the student council will conduct a free dress day as a fundraiser. When participating in a free dress day students must abide by the following regulations:

- NO singlets or tops without sleeves
- NO midriff tops
- NO inappropriate words or images
- Hats are to be worn
- Closed in shoes are to be worn
- NO high heels

GENERAL NOTES

1. Wearing of jewellery is restricted to the following items:-
 - Watch
 - Medi-bracelet or locket
 - Signet ring if of family origins
 - Religious pendant (this needs to be accompanied by a note from parent)
 - Sleepers or stud earrings (One pair only)
2. Wide brimmed hats are a compulsory item of uniform for any student venturing into the playground. Due to high incidences of sun cancer in this region, the protection offered by head-wear must be maximised.
NO HAT - NO PLAY!! **NO SHOES - NO PLAY!!**
3. Students in Years 7, 8, 9, 10, 11 and 12 taking Industrial Skills, Shop A, Shop B, Science, Home Economics or Hospitality **MUST** have shoes with leather "uppers" for safety purposes. Incorrect shoes mean pupils will not be able to fully participate in these activities.
4. The wearing of a school uniform is a source of pride to the school community and, as such, a student shall maintain his or her uniform in a smart and presentable fashion at all times.
5. Variations of uniform or incorrect apparel will be explained to the Principal. It is the policy of the school; endorsed by the P & C Association, that school uniform will be the mandatory dress of this school. Detentions are given to students not in uniform without an excuse. This applies to students in all year levels.

SCHOOL UNIFORM - YEARS PREP TO TWELVE

GIRLS	BOYS
<p>SHIRT Black/green polyester polo shirt with Calen insignia and name in collar available from Uniform Solutions, Shop 2, 88 Sydney St, Mackay (Tel 0749 513 549)</p>	<p>SHIRT Black/green polyester polo shirt with Calen insignia and name in collar available from Uniform Solutions, Shop 2, 88 Sydney St, Mackay (Tel 0749 513 549)</p>
<p>SHORTS / SKORT / SKIRT Black cotton school shorts with Calen insignia embroidered available from Uniform Solutions. Skorts/Skirts must be plain black. <i>NOTE: length must be within 15cm of the ground, when in kneeling position</i> Nylon shorts are not acceptable Mini-skirts and micro-shorts are not acceptable</p>	<p>SHORTS Black cotton school shorts with Calen insignia embroidered available from Uniform Solutions. Skorts/skirts must be plain black.</p>

SHOES: plain black sandshoes are preferred, depending on availability – NO brightly coloured sneakers, sandals or slip ons. Shoes must be velcro or lace up. *NOTE: Leather uppers are compulsory for certain subjects.*

SOCKS: plain white OR black ankle socks – NO trims

HAT: plain black, broad-brimmed preferred – NO caps. The school has available for purchase from the school office hats for \$15 each (cash or cheque only). The hats are black on the outside and blue or yellow on the inside to suit the student's house.

WINTER WEAR: Plain black or green/ jacket/jumper.
Plain black trousers or jeans (NO BLUE JEANS BLACK ONLY).

SWIMMING: Girls must wear a ONE-PIECE SWIMSUIT.
All students to wear a t-shirt/swim-shirt.

SENIORS (Year 6, 11 and 12 only)

Students are permitted to wear the ordered shirt for their year level.

The P&C Association sets the Uniform Policy for all students at the school. Uniform guidelines are regularly reviewed at P&C meetings. The P&C aims to keep the prescribed uniform at an affordable cost to ensure that all students are correctly dressed.

**PARENTS ARE REMINDED THAT CALEN DISTRICT STATE COLLEGE
IS A UNIFORM SCHOOL AND WE EXPECT ALL STUDENTS
TO BE CORRECTLY DRESSED AT ALL TIMES**

Subjects Available in 2017

YEARS PREP-6 <ul style="list-style-type: none"> ■ English ■ Mathematics ■ Science ■ Humanities and Social Sciences ■ Health and Physical Education ■ The Arts ■ Technologies ■ Languages (German Years 5 and 6) 	YEAR TEN <ul style="list-style-type: none"> ■ English ■ Mathematics ■ Science ■ History ■ Cert II in Skills for Work and Vocational Pathways ■ Health & Physical Education ■ Graphics / Home Economics / German ■ Engineering / Digital Technologies ■ Furnishing / Business / Visual Arts
YEAR SEVEN All students will take the following subjects:- <ul style="list-style-type: none"> ■ English ■ Mathematics ■ Science ■ Home Economics ■ Manual Arts ■ Humanities and Social Sciences (History, Geography) ■ Health & Physical Education ■ Visual Arts ■ Languages (German) ■ Digital Technologies 	YEAR ELEVEN <ul style="list-style-type: none"> ■ English; <u>English Communication</u> ■ Mathematics A; Mathematics B; and <u>Prevocational Maths</u> ■ <u>Aquatic Practices</u>; BCT; <u>Business SAS</u>; Biology ■ <u>Furnishing</u>; Accounting; Visual Art; <u>Visual Arts SAS</u> ■ <u>Hospitality Practices</u>; <u>Engineering</u>; Information and Technology Systems (ITS) ■ <u>Recreation Education</u>; Film, Television and New Media; German
YEAR EIGHT All students will take the following subjects:- <ul style="list-style-type: none"> ■ English ■ Mathematics ■ Science ■ Manual Arts ■ Digital Technologies ■ Humanities and Social Sciences (History, Geography) ■ Health & Physical Education ■ Visual Arts ■ German ■ Home Economics 	YEAR TWELVE <ul style="list-style-type: none"> ■ English; <u>English Communication</u> ■ Mathematics A; Mathematics B; and <u>Prevocational Maths</u> ■ <u>Aquatic Practice</u>; BCT; <u>Cert II in Business</u>; Biology ■ <u>Furnishing</u>; Accounting; Art; <u>Cert II in Visual Arts</u> ■ German; <u>Engineering</u>; ITS ■ <u>Recreation Education</u>; Film, Television and New Media; <u>Cert II in Creative Industries</u>
YEAR NINE <ul style="list-style-type: none"> ■ English ■ Mathematics ■ Science ■ History ■ Health & Physical Education ■ Graphics / Home Economics / German ■ Engineering / Digital Technologies ■ Furnishing / Business / Visual Arts 	

Underlined subjects e.g. English Communication are not eligible to be counted for an OP (university entrance). Students who wish to be OP eligible must have five QSA (Authority) subjects.

*Brisbane School of Distance Education and Virtual Schooling**All students must pay for resources, diary and information folder. Enrolments must be done through the school office. Students cannot enrol in subjects already offered at school. However, they may enrol in any subject not offered at this school. Related costs for these subjects vary and can be obtained from school office.

REMEMBER!!!!

Warning -

As part of Manual Arts courses, students will be required to complete a number of practical exercises such as the construction of coffee tables, tool boxes, etc. Once completed, students are permitted to take these items home.

Parents need to be aware that the products are a result of a teaching exercise only. They do not, and were never intended to, conform to Australian Standards and should not be used for their normal practical purpose.

Legal opinion suggests that parents would be under an onus to similarly warn any other party accordingly who might try to use the products.

Co-Curricular Activities

Students are encouraged to participate in a range of co-curricular activities. Our staff offers some while clubs or private instructors in our community offer others. Here at Calen we offer students the opportunity to be involved in:

- Debating
- Public speaking –
Lions Youth of the Year, Legacy Junior Public Speaking, Plain English Speaking Award, Rostrum.
- Junior Toastmasters Club (Gavel Club)
- Rock Pop Mime (primary and secondary)
- Tournament of Minds (years 4 – 12)
- Sport - soccer, archery, netball, touch football, athletics training, cross country, rugby league
- Gym work
- Tennis coaching & junior tennis – offered by the Calen Junior Tennis Assoc. and private coaches.

All school rules can be classified under three broad expectations:

1. **Work hard at your own learning**
2. **Allow others to work at their own learning**
3. **Respect other people and their property.**

EATING

- At morning tea / lunch (for eating period) all students are to be in the CPA.
- Primary students and secondary students sit at separate ends of the CPA.
- Primary students may not leave the area until dismissed by the teacher on duty.
- Nobody is permitted to eat food anywhere but in the CPA.
- At morning tea and playtime no students are permitted past B Block.
- Chewing gum is not permitted at school.
- Papers and scraps must be placed in the bins.
- All pupils are responsible for picking up papers and scraps.

SPORTS / GAMES

- No sports allowed before school.
- Only handball or skipping permitted in CPA (hand balls only).
- No games with hard balls permitted unless a teacher is in attendance.
- No tackle games permitted.
- Report all accidents promptly to a teacher.
- Do not throw stones, climb trees or fight.
- Rough play is not permitted.
- No running around school buildings, nor on concrete.
- Students are not permitted to swing on overhead beams.
- Access to sports shed must be through permission of a teacher.
- No physical contact sports - kissing/cuddling, hitting/punching.

GENERAL

- Be polite to all staff.
- All staff directions are to be followed promptly and respectfully.
- Consideration is to be shown to other students.
- Do not misbehave on the way to or from school.
- No students are to be at school before 8.20am.
- Bikes are not to be ridden in the school grounds nor on the footpath immediately outside the school.
- Interference with people's property is forbidden.
- Willful destruction of property and writing on walls and furniture will not be tolerated.
- Potentially harmful objects are not permitted at school e.g. knives, razor blades, ammunition.
- Pupils must move quietly and sensibly around school.
- Students shall keep clear of workmen in the grounds by at least 3 metres.
- Valuable items should not be brought to school.
- Students are only allowed in classrooms if a teacher is present.
- Sitting on port racks, garden rails, and stairs is not allowed.
- Only students on roster permitted in tuck shop.
- Steel rulers are not allowed.
- Only correction tape allowed - no liquid paper.
- Bike helmets must be done up before students leave the school grounds.
- If parents are collecting students from school during school time they must collect them from the office.

APPEARANCE / UNIFORM

- Be neat and tidy at all times.
- Full school uniform (as per prospectus) is to be worn at all times.
- If for some reason, students are not able to wear full school uniform, they must present a note from their parents before school and obtain a pink slip.
- No hat - no play (broad brimmed hat must be worn).
- Shoes to be worn at all times.
- Shirts to be worn at all times.
- Swimming - girls are to wear one piece suits.
- No jewelry is permitted - only signet rings and sleepers / studs (1 pair), religious pendant.
- No nail polish.

Head Lice is the commonest insect infestation of humans.

Contrary to popular belief, they are attracted to short, clean hair as well as to long or dirty hair.

LIFECYCLE

- the adult lice are very small and not easily seen with the naked eye. They live close to the scalp, so the hair must be parted to see them.
- the adult lice live up to 3 weeks, but only a day or two away from the human host.
- the eggs (nits) are small whitish oval specks attached to the hair shafts, seen most easily behind the ears and at the nape of the neck. **Anything not firmly attached to a hair is not a nit.**
- the eggs (nits) hatch about 7-10 days after being laid.
- nits further than 1cm from the scalp are either dead or already laid.

HABITS

- can only be caught by **head-to-head contact between** humans.
- head lice do **not** jump or fly.
- they are **not** caught from animals.

TREATMENT

- seek advice from a Pharmacist or Hairdresser - for the most effective treatment currently available.
- treatment of contacts is essential if re-infestation is to be avoided. All the family and close playmates should be treated, whether they have head lice or not. Adults can have head lice but no symptoms, and parents can be an important source of re-infestation.
- to eliminate the chance of re-infestation it is important to wash any items that you may have been in contact with e.g. (bedding, linen, hats, clothing, etc.).

FOLLOW - UP

- a child with head lice should be treated before attending school. That is, a child can attend as soon as a suitable insecticide treatment has been applied.
- treatment 'failures' are usually the result of re-infestation from contacts that have been inadequately treated.
- if a treatment has been correctly carried out and it still appears to be ineffective, consult your Pharmacist or Hairdresser for an alternative type of preparation.

PREVENTION

- comb hair twice daily; the combing needs to reach to scalp.
- wash hair weekly with a normal shampoo
- keep hair tied back, especially at school
- do not share bike helmets, hats, hairbrushes etc.
- check hair regularly, treat immediately if head lice are detected.

RATIONALE

Queensland has the highest rate of skin cancer in the world. Of all new cancers diagnosed in Australia each year, 80 per cent are skin cancers. Research indicates childhood sun exposure is an important contributing factor to the development of skin cancer in later life. Given students are at school during peak ultraviolet radiation (UVR) times throughout the day, between 10am and 3pm, schools play a major role in both minimising a student's UVR exposure and providing an environment where policies and procedures can positively influence student behaviour.

Skin damage, including skin cancer, is the result of cumulative exposure to the sun. Research shows severe sunburn contributes to skin cancer and other forms of skin damage such as sunspots, blemishes and premature ageing. Most skin damage and skin cancer is therefore preventable.

Ultraviolet radiation (UVR) levels are highest during the hours children are at school. As children will spend a portion of their day outdoors, we are committed to protecting them from the harmful effects of the sun.

With this in mind Calen District State College realises the need to protect children's skin and educate them about SunSmart behaviour, thus reducing the risk of skin damage from exposure to the sun.

AIMS

The policy aims to:

- Provide ongoing education that promotes personal responsibility for skin cancer prevention and early detection;
- Provide environments that support SunSmart practices; and
- Create an awareness of the need to reschedule outdoor activities to support SunSmart practices.

PROCEDURES

Our school recognises that winter sun also contributes to skin damage. This policy will therefore be implemented throughout the year.

The purpose of this SunSmart policy is to ensure all children attending our establishment are protected from the harmful effects of the sun throughout the year.

OUR COMMITMENT

Calen District State College will:

- Inform parents of the SunSmart policy when they enrol their child;
- Include the SunSmart policy statement in the school prospectus;
- Increase the amount of shade in the school grounds, where possible, by building shelters and planting trees;
- Incorporate education programs that focus on skin cancer prevention into the school curriculum;
- Encourage all teachers and staff to act as positive role models for children in all aspects of SunSmart behaviour;
- Seek ongoing support from parents and the school community for the SunSmart policy and its implementation, through newsletters and parent meetings;
- Ensure all students and staff wear hats that protect the face, neck and ears and SPF 30+ broad-spectrum, water-resistant sunscreen when involved in outdoor activities;
- Encourage students without adequate sun protection to use shaded or covered areas at recess and lunch times;

- Review the school dress code to conform with The Cancer Council Queensland SunSmart clothing guidelines;
- Incorporate a SunSmart swimsuit into the school uniform;
- Ensure wherever practicable that outdoor activities take place before 10am and after 3pm;
- Ensure adequate shade is provided at sporting carnivals and other outdoor events;
- Ensure SPF 30+ broad-spectrum, water-resistant sunscreen is included in the school sports kit;
- Have SPF 30+ broad-spectrum, water-resistant sunscreen listed with other items students are required to buy for the school year; and
- Review the SunSmart policy annually.

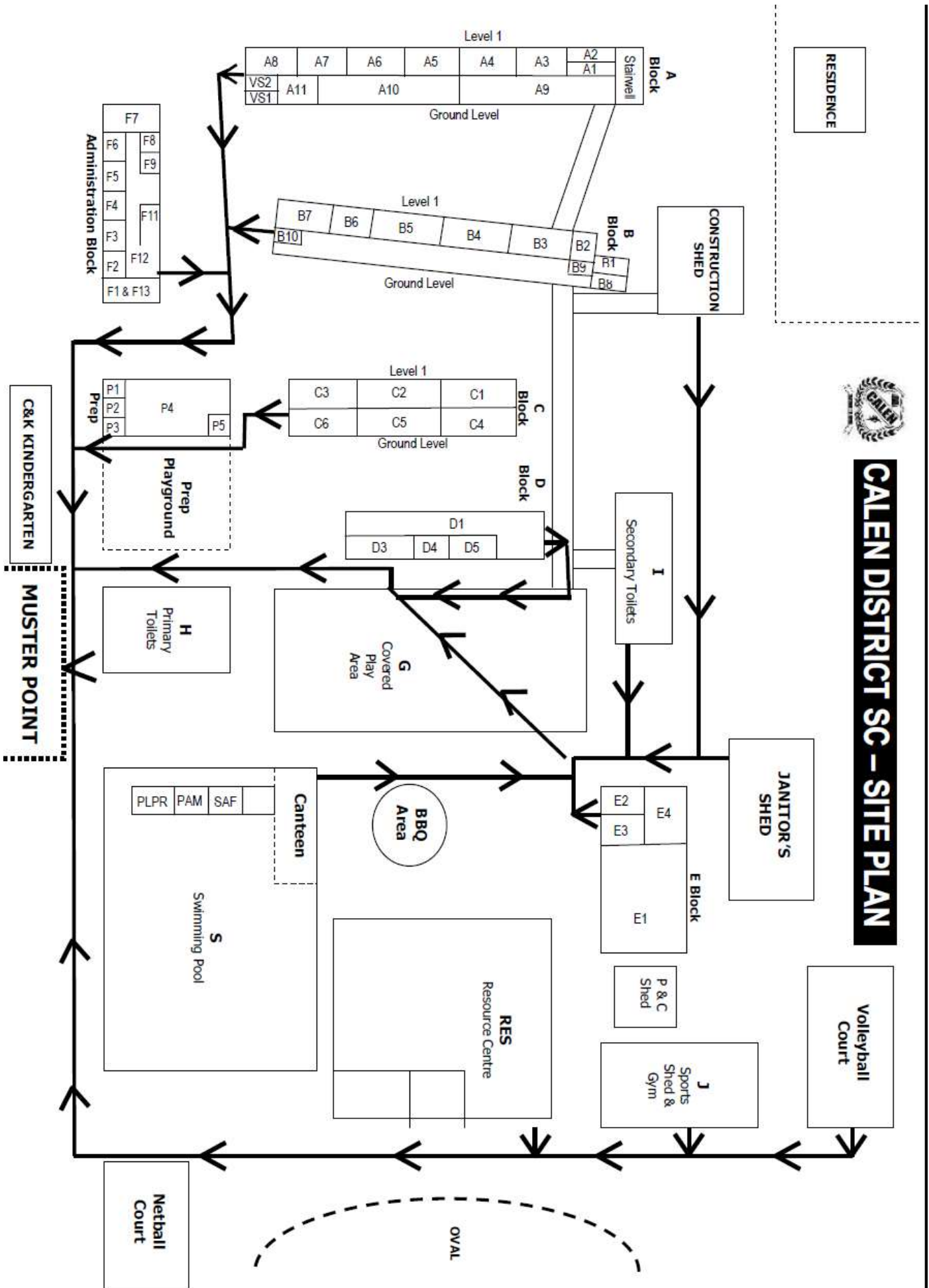
OUR EXPECTATIONS

Parents/carers will:

- Provide a SunSmart hat for their child and ensure they wear it to and from school. The Cancer Council Queensland recommends hats with an 8cm to 10cm brim, legionnaire-style or bucket (minimum of 6cm brim) hats;
- Ensure their child applies SPF 30+ broad-spectrum, water-resistant sunscreen 20 minutes before leaving for school;
- Ensure their child's clothing provides adequate protection from UVR. The Cancer Council Queensland recommends clothing with the following features:
 - dark coloured;
 - collars and sleeves; and
 - closely woven fabric – natural fibre.
- Act as positive role models by practising SunSmart behaviour; and
- Support the school's SunSmart policy and help to design and regularly update the policy.

Students will:

- Be aware of the school's SunSmart policy;
- Take responsibility for their own health and safety by being SunSmart;
- Comply with SunSmart rules and guidelines by wearing suitable hats, clothing, sunscreen and sunglasses;
- Apply SPF 30+ broad-spectrum, water-resistant sunscreen 20 minutes before going outdoors;
- Use shaded or covered areas when outdoors;
- Act as positive role models for other students in all aspects of SunSmart behaviour;
- Help to design and regularly update the SunSmart policy; and
- Participate in SunSmart education programs.



CALEN DISTRICT SC - SITE PLAN