



PROSPECTUS

2024

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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 2024 school year. It is intended to clarify our expectations and minimise misunderstandings - hence we cover: -

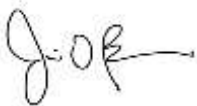
- our values and beliefs
- procedures
- daily timetable
- resource hire scheme
- uniforms
- subjects available
- information about head lice

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 access our school website and 'like' our School Facebook page and our P & C Facebook page:

- Calen District State School website: www.calendsc.eq.edu.au
- Calen School Facebook: <https://www.facebook.com/CalenDSC>
- Calen P & C Facebook : <https://www.facebook.com/calendscpandc/>

We value your opinion and appreciate 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.



Jim O'Brien
PRINCIPAL



Brian O'Neill
PRINCIPAL

2024 School Calendar



School terms
 School holidays
 Public holidays
 Staff professional development/student free days

TERM DATES 2024
 Term 1 Monday 22 January – Thursday 28 March
 Term 2 Monday 15 April – Friday 21 June
 Term 3 Monday 8 July – Friday 13 September
 Term 4 Monday 30 September – Friday 13 December
2025 commencement date Tuesday 28 January

There are 199 school days in 2024. Semester 1, 2024 commences for teachers on 18 January and for students on 22 January 2024.

Information about our School

CALEN DISTRICT STATE COLLEGE

Calen District State College boasts a proud record of achievement, with excellent behaviour statistics and a high rate of employment for our graduates. A range of facilities are provided for students in a learning environment with caring, supportive staff with a sport's oval, pool, gym, well-equipped classrooms, and pleasant surrounds enhancing 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 staff and parents to develop pride in themselves and in their school so that it becomes apparent to them that they reflect 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 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.

The 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 Wednesday of each month, commencing at 3:15pm in the Administration building. Please 'like' our Facebook page (<https://www.facebook.com/calendpandc/>)

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, an SMS, a phone call or an email to Admin (admin@calendsc@eq.edu.au) on the morning of any absences. Parents of students who have accumulated a number of absences with unexplained reasons will be contacted by the school administration, and this may lead to a referral to Child Safety or Queensland Police. 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

All visitors to the school **MUST** 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

Students 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 cannot 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

Student Reports on pupil progress will be issued at the end of each semester.

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 Year 3, 5, 7 and 9 will receive a report based on their performance in the NAPLAN Test when they are available.

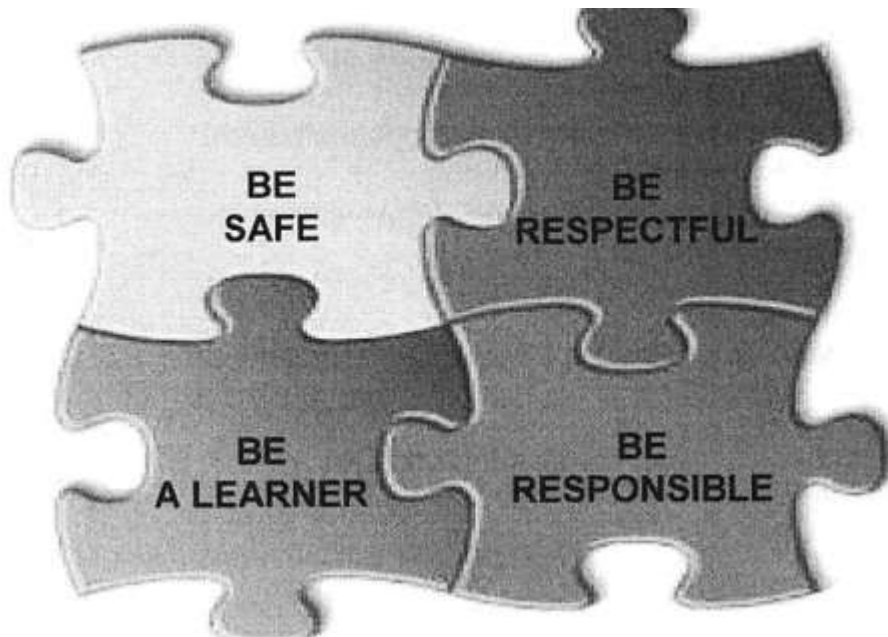
Positive Behaviour for Learning (PBL)

At Calen District State College, we believe that implementing Positive Behaviour for Learning (PBL) as a whole school approach to promote positive behaviour is the most effective way to develop a safe and supportive learning environment. PBL is an evidence-based, whole school process to improve learning outcomes for all students.

In a whole school approach, the community (students, parents, staff) work together to establish high expectations for behaviour. The expectations are simple, clear, and explicit. In a whole school approach, all students are explicitly taught the expected behaviours.

We believe that adopting PBL as a whole school approach will allow us to:

- establish a clear set of school-wide expectations.
- improve academic outcomes.
- increase teaching time by minimising disruptions to teaching and learning.
- establish a positive climate in the school.
- publicly acknowledge students for appropriate behaviour.
- strengthen student-teacher relationships.
- reduce the rates of problem behaviours across the school.
- explicitly teach students appropriate behaviour and provide opportunities to practise the expectations.
- raise the positive public profile of the school
- improve the way inappropriate behaviour is managed.
- engage in regular, positive, respectful interactions with students and their families.



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.

Homework Policy

At Calen District State College, we believe homework is an important part of the school curriculum. Homework provides students with opportunities to consolidate their classroom learning, develop good study habits and involve family members in their learning. All homework set is relevant to the current learning students are engaging in during the school day.

We believe that the homework provided by the school is the minimum amount of work that students should do outside of school hours. We also believe that the amount and type of homework provided and the timelines for completion are:

- balanced across all learning areas, and allow sufficient time for family, recreation and community and cultural activities.
- such that students are not disadvantaged by the lack of access to resources such as computers and the internet outside school.

The nature and amount of homework will vary from subject to subject and year level to year level. The following is a guide only and any specific questions should be directed to the class teacher.

Students who do not complete homework may be required to complete the work during their breaks.

Prep	Nightly reading	15-20 minutes per night
Year 1	Nightly reading	15-20 minutes per night
Year 2	Nightly reading	15-20 minutes per night
Year 3	Nightly reading	15-20 minutes per night
Year 4	Nightly reading,	10-30 minutes per night
Year 5	Nightly reading, Number Facts practice	10-30 minutes per night
Year 6	Nightly reading, Number Facts practice	10-30 minutes per night
Year 7	Classwork consolidation activities, assessment completion, preparation for next lesson.	30 minutes per night
Year 8	Classwork consolidation activities, assessment completion, preparation for next lesson.	30 minutes per night
Year 9	Classwork consolidation activities, assessment completion, preparation for next lesson.	30 minutes per night
Year 10	Classwork consolidation activities, assessment completion, preparation for next lesson.	30 minutes per night
Year 11	Classwork consolidation activities, assessment completion, preparation for next lesson.	1 hour per night
Year 12	Classwork consolidation activities, assessment completion, preparation for next lesson.	1 hour per night

<https://education.qld.gov.au/curriculum/Documents/homework.pdf>

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. All staff are required to attend an all-staff meeting at 8.30am on Monday morning. We ask that you try to avoid coming to the office during this short time. However, if you do, please take a seat and we will be with you shortly. If there is an urgent matter, knock on the Staffroom door. The school telephone number is 4949 7333, and the email address is admin@calendsc.eq.edu.au. We recommend that you telephone for an appointment if you wish to discuss any 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. Any problems concerning school transport services should be addressed to the Bus Company. 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.

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 lunchtimes.

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 newsletter acts as a community newsletter. It is issued electronically throughout each term. Families may also request a hard copy. Circulation extends from Kuttabul to Bloomsbury.

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	9:05	9:05	9:05	9:05	9:05
Morning Tea	10:15	10:15	10:15	10:15	10:15
Play	10:30	10:30	10:30	10:30	10:30
Warning Bell	10:47	10:47	10:47	10:47	10:47
Lesson 2	10:50	10:50	10:50	10:50	10:50
Lesson 3	12:00	12:00	12:00	12:00	12:00
Lunch	1:10	1:10	1:10	1:10	1:10
Play Time	1:25	1:25	1:25	1:25	1:25
Warning Bell	1:47	1:47	1:47	1:47	1:47
Lesson 4	1:50	1:50	1:50	1:50	1:50
Finish	3:00	3:00	3:00	3:00	3:00

Accidents at School

Every effort is made to ensure the safety of children at school. Staff 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 and 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 the Mackay Base Hospital.

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

Medication at School

Does your child need medication during school hours?

If your child needs to take medication at school, please provide the office staff with:

- a completed and signed [Consent to administer medication](#) form;
- the medication in its original container; and
- medical authorisation (e.g. the pharmacy label, or a letter from the doctor, or a completed and signed health action plan).

For further information, please refer to the [Information for parents/carers and health practitioners](#).

Please contact the office to obtain the correct forms your child requires.

If my child has to take medication at school, how will the doctor know what paperwork the school needs?

When you next visit your child's doctor (or other health practitioner), you could give them a copy of the [Administration of medications in Queensland state schools: Information for parents/carers and health practitioners](#).

This document explains what advice they need to provide to help the school to safely administer medication to your child.

Medication safety at school

If your child requires medication at school, there are some things you can do to help.

- Only provide medication that has been medically authorised.
 - Check that the medication hasn't expired.
 - Provide medication in the pharmacy packaging.
- Hand medication to the school in person.
- Collect unused medication in person.
 - Provide a pill-cutter if tablets need to be halved or quartered, or arrange for the pharmacist to package the medication using a dose administration aid.

If it is essential for a student's health that they are administered over-the-counter medications at school, this can only be done if [medical authorisation](#) is provided and the school receives the appropriate documentation from the parent/carer and/or prescribing health practitioner.

Financial Assistance

COMMONWEALTH ASSISTANCE

- 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.
- ISOLATED CHILDREN**
This is available to all students living 4.5 kms from a school bus plus 16 kms from the school.
- SECONDARY GRANT FOR ABORIGINAL AND ISLANDER CHILDREN (ABSTUDY)**
- 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 & Resource Allowance – Secondary school students

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

In 2024, the Textbook & Resource 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 except for 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.

Student Resource Scheme Details

To reduce the overall cost of schooling to parents, this school operates a voluntary resource hiring scheme. This scheme provides the supply of textbook and classroom resources, 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.

School Uniform

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**, 118 Wood Street, Mackay. The black unisex shorts are \$36 each; girls black shorts are \$25.50 each; Sports House Polo Shirts (Neptune/Mercury) are \$27 each; green unisex polyester polo shirts are \$39 each. Uniform Solutions are open Monday-Friday from 8am to 5pm and on Saturday from 9am to 12pm., telephone (07) 49 513 549, email sales@uniformsolutionsmackay.com.au.

GENERAL NOTES

1. Wearing of jewellery is restricted to the following items: -
 - Watch (non-smart watch)
 - Medi-bracelet or locket
 - Signet ring if of family origins
 - Religious/culturally significant pendants to be worn under school shirt and not visible (this needs to be accompanied by a note from parent)
 - Sleepers or stud earrings (two pairs only)
 - Other visible body piercing (tongue, eyebrow, nose, etc) are only acceptable, if it is a miniature clear stud.

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 headwear must be maximised. Available from the school office.
NO HAT - NO PLAY!! **NO SHOES - NO PLAY!!**
3. The wearing of a school uniform is a source of pride to the school community and, as such, a student shall always maintain his or her uniform in a smart and presentable fashion.
4. 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</p> <ul style="list-style-type: none"> • Black/green polyester polo shirt with Calen insignia and name on collar, • Yellow (Mercury) / Blue (Neptune) sport's shirts. (Both shirts are available from Uniform Solutions, 118 Wood St, Mackay (Tel 0749 513 549)) 	<p>SHIRT</p> <ul style="list-style-type: none"> • Black/green polyester polo shirt with Calen insignia and name on collar, • Yellow (Mercury) / Blue (Neptune) sport's shirts. (Both shirts are available from Uniform Solutions, 118 Wood St, Mackay (Tel 0749 513 549))
<p>SHORTS / SKORT / SKIRT</p> <p>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> Mini-skirts and micro-shorts are not acceptable. Alternatively, plain black shorts that meet the uniform specifications eg. length.</p>	<p>SHORTS</p> <p>Black cotton school shorts with Calen insignia embroidered available from Uniform Solutions. <i>NOTE: length must be within 15cm of the ground, when in kneeling position</i> Alternatively, plain black shorts that meet the uniform specifications eg. length.</p>

SHOES: plain black sandshoes are preferred, depending on availability. – **NO** sandals or slip ons. Shoes must be velcro or lace up.

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 \$20 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.

NAILS/NAIL POLISH: nails are to be trimmed to an acceptable level. No nail polish/fake nails are to be worn to school.

WINTER WEAR: Plain black jacket/jumper.
Plain black trousers or jeans (**NO BLUE JEANS - BLACK ONLY**).
Tights and gym wear are not acceptable.

SWIMMING: 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.

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

**Students will not be allowed to participate in excursions,
if they are not in the correct school uniform.**

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:

- NO** singlets or tops without sleeves;
- NO** midriffs tops;
- NO** inappropriate words or images;
- Hats **MUST** be worn during lunch times;
- Closed-in shoes only;
- NO** high heels.

Subjects Available in 2024

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) 	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 ■ Engineering (Shop B) / Media Arts & Technology ■ Furnishing (Shop A) / Business / Art
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 Art ■ Languages (German) ■ Digital Technologies 	YEAR ELEVEN <ul style="list-style-type: none"> ■ English; <u>Essential English</u> ■ General Maths; Maths Methods; and <u>Essential Maths</u> ■ <u>Aquatic Practices</u>; Biology ■ <u>Furnishing Skills</u>; Visual Art; <u>Visual Art in Practice</u> ■ <u>Hospitality Practices</u>; <u>Engineering Skills</u>; Business ■ <u>Sport and Recreation</u>; Accounting
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 Art ■ German ■ Home Economics 	YEAR TWELVE <ul style="list-style-type: none"> ■ English; <u>Essential English</u> ■ General Maths; Maths Methods; and <u>Essential Maths</u> ■ <u>Aquatic Practices</u>; Biology ■ <u>Furnishing Skills</u>; Visual Art; <u>Visual Art in Practice</u> ■ <u>Hospitality Practices</u>; <u>Engineering Skills</u>; Business ■ <u>Sport and Recreation</u>; Accounting
YEAR NINE <ul style="list-style-type: none"> ■ English ■ Mathematics ■ Science ■ History ■ Health & Physical Education ■ Graphics / Home Economics/German ■ Engineering (Shop B) / Media Arts & Technology ■ Furnishing (Shop A) / Business / Visual Art 	

Underlined subjects e.g. Essential English are not eligible to be counted for an ATAR (University entrance).

*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 the school office.

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
- Human Powered Vehicle (HPV)
- Sport - soccer, netball, touch football, athletics' training, cross country, rugby league;
- Gym work;
- Tennis coaching & junior tennis – offered by the Calen Junior Tennis Association and private coaches.

Head Lice Fact Sheet

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.

SunSmart Policy

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.

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.



MOBILE PHONE and WEARABLE DEVICES POLICY

PURPOSE

The Calen District State College (Calen DSC) Mobile Phone and Wearable Devices Policy has been formulated to align with the Education Queensland advice titled: Away for the day - advice for state schools on student use of mobile devices and wearable devices (2023).

For the purpose of this document, mobile phones and wearable devices include mobile phones, smartwatches, handheld devices and other emerging technologies which have the ability to connect to telecommunication networks or the internet.

As part of preparing students for the future, we believe that mobile phones and wearable devices have a place in society, but should not deter from one's learning. Calen DSC is the workplace for approximately 40 staff and 200 students: as a result, we believe that the behaviours modelled in this workplace should reflect common practices in greater society, including expectations and conduct relating to the use of mobile phones and wearable devices.

OVERVIEW

The adoption of this state-wide approach will support Calen DSC to maintain a strong focus on educational achievement, and student wellbeing and engagement, by:

- providing optimal learning and teaching environments, free from the distractions caused by personal use of mobile phones and wearable devices
- supporting the school to create safe and supportive learning environments that prioritise student engagement and wellbeing
- encouraging increased face-to-face social interactions between students
- promoting the health and wellbeing of students by providing opportunities for social interaction and physical activity during break times
- reducing the potential for students to be exposed to the negative impacts of the digital world resulting from unsafe or inappropriate use of technology, such as cyberbullying, accessing harmful content or breaches of personal privacy.

IMPLEMENTATION

Students are permitted to bring mobile phones and/or wearable devices to school with them under the conditions outlined below:

1. Students do so at their own risk and Calen DSC takes no responsibility for their loss, damage or theft.
2. Mobile phones are to be kept out of sight, switched off and not used during the school day or within the school grounds.
3. Wearable devices like smartwatches can be worn, but must have notifications switched off, so that phone calls, messages and other notifications cannot be sent or received during school hours.

4. Students who need to contact home are to do so through the office and are **NOT** to use their mobile phones and/or wearable devices.
5. Parents who need to urgently contact students must do so through the front office. Staff will ensure that students receive messages.
6. Inappropriate content is not to be accessed / stored or displayed on devices.

This policy aligns with all elements of the Student Code of Conduct. Breaches of this mobile phones and wearable devices policy can result in consequences that may include a warning, detentions, suspension or the involvement of the police.

EXEMPTIONS

Students with an approved exemption must only use their mobile phone or wearable device for the intended, approved purpose.

Individual circumstances

Consideration of individual circumstances will be given to students who require temporary or ongoing exemptions to the school's local implementation approach, including where:

- the mobile phone or wearable device is used by the student to monitor or manage a medical condition (in accordance with the Managing Students' Health Support Needs at School procedure)
- the mobile phone or wearable device is used as an agreed reasonable adjustment for a student with disability or learning difficulties
- the mobile phone or wearable device is used by the student as an augmentative or alternative communication system or as an aide to access and participate in the environment, e.g. navigation or object/people identification applications
- the mobile phone or wearable device is used as an agreed adjustment for a student with English as an additional language or dialect
- the student has extenuating circumstances that necessitates the need for access to their mobile phone or wearable device during the school day, including (but not limited to) students who contribute financially to their household, independent students, and students who are primary carers for a child or family member, or
- students in Years 11 and 12 are applying for Access Arrangements and Reasonable Adjustments (AARA) for assistive technology.

The Principal (or delegate) will consider requests for exemption received from students or parents on a case-by-case basis. When considering an exemption request, the Principal (or their delegate) may seek additional information to support the need for the student to access their mobile phone or wearable device during the school day.

In making a decision not to approve an exemption, the Principal (or their delegate) will undertake an assessment of the human rights that may be impacted by the decision and consider whether the limit placed on those human rights is reasonable and justified.

Where an exemption is not approved and the student or their parent expresses dissatisfaction with the decision, information about how to make a customer complaint and how a complaint will be managed will be made available in accordance with the Customer Complaints Management procedure.

School specific exemptions (at Principal discretion)

It is acknowledged that the use of mobile phones and wearable devices can sometimes support the school's teaching and learning programs by providing valuable learning experiences for students, as well as supporting day-to-day school operations.

The following school specific exemptions are:

- teachers, in line with their school's local implementation approach, may give permission for students to use their mobile phone or wearable device in the classroom, for a specific and agreed educational purpose
- the Principal (or their delegate) may determine to allow the use of mobile phones and wearable devices to make school payments, and/or
- the Principal (or their delegate) may determine to allow students access and use of mobile phones and wearable devices during school representative sports, camps or excursions at specified and supervised times (in accordance with the school excursions procedure).

Where the Principal (or their delegate) makes a decision to permit the use of mobile phones and wearable devices under these specific circumstances, consideration will be given to:

- whether the same outcome can be achieved using student or school-owned devices approved for educational use as part of the school's BYOD policy
- whether the student's mobile phone is able to be connected to the school's network, to support safe and filtered access to the internet (in accordance with the Use of ICT systems procedure), and
- ensuring students only use their mobile phone or wearable device for the intended, agreed purpose.

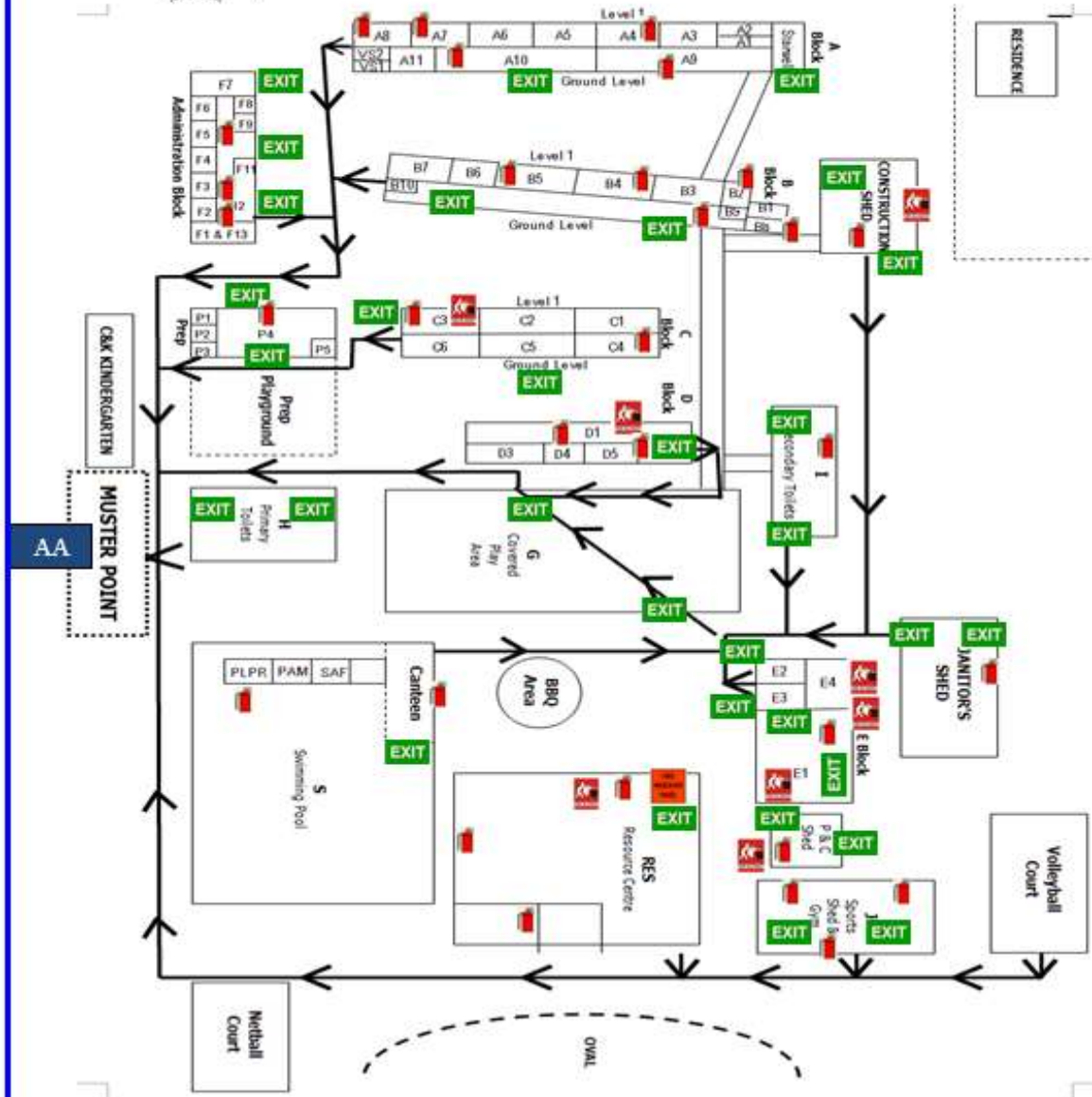
Consequences of Breaching Phones and Wearable Devices Policy

Example of Breach	Possible Consequences
Student is seen with a mobile phone or wearable device or evidence is provided that a student has used it during school hours.	1 st occurrence: Staff member confiscates student's mobile phone or wearable device immediately. Staff member submits phone or wearable device to office for storage. Student collects phone from office at 3pm. Further occurrences: Staff member confiscates phone or wearable device immediately. Parent required to collect from school office.
Student has headphones in ears in class.	Staff member requests student to remove headphones. Student complies resulting in no further action. If student does not comply, referral to Administration.
Student records either still photo or video of other student/s or staff.	Staff member confiscates recording device immediately. Staff member submits phone or wearable device to office. Parent required to attend the school office to collect the phone or wearable device. Suspension.
Student transmits still photo or video image to a third party or online service.	Suspension. Referral to police (where necessary).

Bullying using your communication device.	Phone or wearable device confiscated. Parents contacted. Parent required to attend the school office to collect the phone. Referral to Administration.
Student refuses to provide their mobile phone or wearable device to a staff member when requested.	Parents contacted. Detention and possible suspension.
Other inappropriate use of a mobile phone or wearable device.	Dealt with as determined by Administration.



CALEN DISTRICT SC – EVACUATION PROCEDURES IN CASE OF EMERGENCY



IN CASE OF FIRE
REMOVE
 People from immediate danger
ALERT
 Sound air horn 3 long loud blasts
 CONTACT OFFICE EXT 320/330
CONFINE
 Fire –Close doors and windows (if safe to do so)
EVACUATE to the **MUSTER POINT**

On hearing a fire alarm- any person with a disability should evacuate immediately assisted by a nominated person.



AA	MUSTER POINT – ASSEMBLY AREA
EXIT	EXIT
	PATH OF EXIT
	FIRE INDICATOR PANEL
	EXTINGUISHER
	FIRE BLANKET