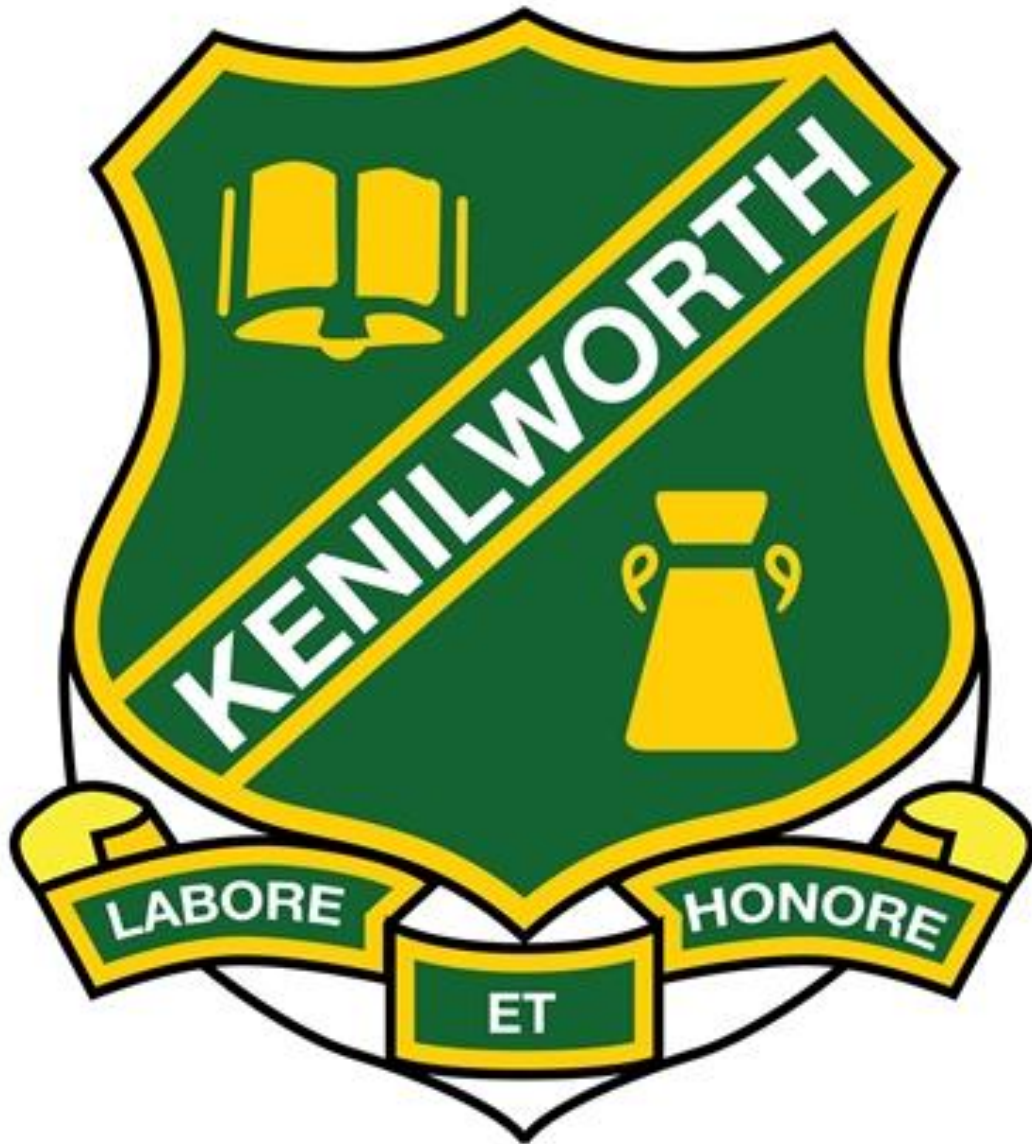




Kenilworth State Community College

Parent Information Handbook



SHARING STRENGTHS
PROVIDING PATHWAYS FOR SUCCESS



PRINCIPAL'S WELCOME

We are very pleased to welcome you and your child to Kenilworth State Community College. Whether commencing school for the first time, or transferring from another school, this is a time of anticipation and excitement, for all involved. We endeavour to ensure that settling into this new environment is a trouble free and happy time.

At Kenilworth SCC we maintain very close links with parents. These links are very beneficial to our sense of community and enable us to work together to achieve the best possible outcomes for your child/ren and our students.

Our Parent Information Booklet is a very useful resource, and our staff are also happy to clarify any information. Honest and open communication is the key to a successful relationship. Our doors are always open, and we trust you will approach the school should you have questions or any issues. We wish you and your child every success and a very happy and productive association with our school.

Sincerely,

Adam Head

Principal
Kenilworth State Community College

SCHOOL DIRECTORY

LOCATION	3717 Maleny-Kenilworth Road Kenilworth, 4574
TELEPHONE	07 5440 0555
STUDENT ABSENCE	07 5440 0560
WEBSITE	www.kenilworthscc.eq.edu.au
EMAIL	principal@kenilworthscc.eq.edu.au admin@kenilworthscc.eq.edu.au
FACEBOOK	Kenilworth State Community College

STAFF LIST

Adam Head, Principal
principal@kenilworthscc.eq.edu.au

Theresa Lyndon, Teacher
Emma Fox, Teacher
Linda Holmes, Teacher

Jayde Treloar, Chaplain
jtrel31@eq.edu.au

Samm Owers, BSM Administration
admin@kenilworthscc.eq.edu.au

Reani Head, Business Manager
Phone: 0434 258 875
admin@kenilworthscc.eq.edu.au

SCHOOL ROUTINE

8:15am	Office Opens
8.20am	Supervised play before school
8:40am	First bell rings – students prepare for class
8:45am	School commences
10:00am	Brain Break – a 5 minute healthy snack break
10:45am	First break begins, eating.
11:00am	Students are supervised during play.
11:25am	Classes resume.
1:00pm	Second break begins, eating
1:10pm	Students are supervised during play.
1:25pm	Second break ends. Classes resume.
2:45pm	School concludes.

Classes will have a 'Brain Break' at about 10.00am when children eat a piece of fruit, or a healthy snack with their class.

It is in your child's best interest to arrive at school between 8.20am and 8.40am and to leave promptly when school concludes. If students arrive early they are to wait quietly in the main undercover area until Supervised Play begins. There is no school supervision after school.

CURRICULUM

Kenilworth State Community College implements the Australian Curriculum. We provide quality learning experiences in all Key Learning Areas:

- English
- Mathematics
- Science
- Humanities and Social Sciences (HASS)
- The Arts
- Health and Physical Education
- Technologies
- LOTE (Japanese)

Our Early Years Curriculum also aligns with the Early Years Curriculum Guidelines which covers the Key Learning Areas through the domains of:

- Social and Personal Learning
- Health and Physical Learning
- Language Learning and Communication
- Early Mathematical Understandings
- Active Learning Processes

Library

The school has an attractive and well equipped library which all children use. All children are able to borrow from the library each week. Children are asked to use their Green Note Folder to protect borrowed books. Classes visit the library each week and it is open regularly at the first lunch break, when children can also return and borrow books.

Children in P-2 may borrow one book at a time for a period of 2 weeks. Children in Years 3-6 may borrow 2 books for a period of 2 weeks. We encourage parents to share the reading with their child to promote an enjoyment of books for pleasure and information.

Health & Physical Education

All students have a weekly Health & Physical Education (HPE) lesson taken by a specialist HPE teacher. This program teaches skills through activities and games and is supported by community groups.

Sport

Our school participates in the Small Schools Carnivals for Swimming, Cross Country, Athletics and Ball Games. We also combine with other small schools in a fun competition in a variety of sports throughout the year. Students in Years 3 to 6 participate in these carnivals.

To assist the school, we sometimes ask parents to assist in transporting students to venues for different sporting events.

Swimming

Swimming instruction is part of our Health & Physical Education curriculum and all students are expected to participate in swimming lessons in Terms 1 and 4. If your child is unwell, please write a note to the teacher to explain the reasons for non participation.

When participating in swimming lessons, all students are required to wear a swim shirt (rashie) for sun protection during swimming lessons. Students are encouraged to use sunscreen, which is available when they attend their swimming lesson.

Classroom Music

All students are involved in the class music program which is taught by our specialist music teacher on Thursdays. Singing, listening, playing, creating, reading and writing music activities reinforce sequential skill development. Children learn musical concepts such as beat, rhythm and melody as well as performing skills and appreciation of music.

Instrumental Music

The school has an Instrumental Music program that is offered to all students from Year 4 onwards. If you are interested in your child participating please inquire at the office for details. Participants are required to attend all lessons. The school has instruments which are available for the students to hire. The school charges a levy for instrumental music to cover the costs of servicing and repairing instruments.

Learning Support and Students With Disabilities

The School has access to a variety of support services for students requiring support and extension. Support is provided through our Support Teacher Literacy and Numeracy (STLaN), Guidance Officer, Speech Pathologist and various Advisory Visiting Teachers. Involvement with these support personnel follows consultation with parents. More information is provided in the Student Support section in General Information.

GENERAL INFORMATION

Attendance

Every day of school is important and absences are recorded on the class roll. Please ensure that you notify your class teacher or the office as soon as possible, either by writing a note or phoning the school, if your child is away explaining the reason for their absence from school. A recorded message can be left on our student absence phone number **5440 0560** at any time. Unexplained absences will be followed up by the school administration daily as is required by legislation.

Students' safety is a top priority at our school. **Once at school and inside the school gates students must remain at school until they depart for home at 2.45pm.** If your child needs to leave school early they must be signed out by a parent. This can be done in the school office or, if the office is unattended, at your child's classroom. If another adult is collecting your child, please write a note to let us know who will be signing your child out.

After Hours Use of School Facilities

The school buildings and grounds are only to be used after hours by staff and groups or persons with written authority of the Principal. In all other cases it will be considered as trespassing and persons found on the premises will be escorted off the grounds or reported to Police. Unauthorised entry may lead to prosecution.

Assembly

Our whole school Assembly (Parade) is held every Monday afternoon at 2.30pm. At this assembly, awards are presented to students, messages given and classes present performances. The school also holds special assemblies for significant events such as ANZAC Day, opening of new facilities etc. Our Year 6 students take an active leadership role in all of our assemblies. Parents are most welcome and encouraged to attend our assemblies.

Bicycle, Scooters, Skateboards

Students who ride bicycles or scooters to school park them at the front of the school near the Administration Building. Skateboards are stored on the bag racks or safely and unobtrusively in the classroom. Students are NOT permitted to ride bicycles, scooters or skateboards in the school grounds or across the pedestrian crossing. We expect that students display respect for the law by wearing bicycle helmets and suggest that bicycles and scooters are locked during the day.

Buses

Two buses currently service our school.

- Obi Obi/Kidaman/Walli/Coolabine
- Moy Pocket/Gheerulla

The bus operator, Kevin Ayton can be contacted on 0408 659 658 for details about the bus run.

The school maintains Bus Rolls for students who travel to and from school on the bus. The teacher on Bus Duty records whether each student is present to board the bus each afternoon. Students who are on the bus roll are to advise the School office if they are not travelling on the bus on a particular day.

Students travelling on the bus are to abide by the Code of Conduct for Students Travelling on School Buses. The School's Responsible Behaviour Plan for Students/ Student Code of Conduct also outlines expected behaviour when travelling on the bus.

Chaplaincy

Our school is fortunate to have the services of our chaplain, Jayde Treloar on Wednesdays and Thursdays. The school chaplain's role is to support students and the wider school community in a range of ways. The chaplain assists students by providing social / emotional support and is another caring adult with a friendly ear to listen and assist students who are experiencing difficult times.

Our chaplain assists in classrooms, organises Chappy Breakfasts, assists with playground activities and special events and runs lunch time activities.

CLASS GROUPINGS

Kenilworth State Community College organises classes in multi-age groupings. The primary aim of class groupings is to facilitate student learning and to achieve the best possible learning outcomes.

With the multi-age arrangement, teachers take opportunities to develop different learning programs to suit the students learning needs while maintaining a common class focus. In this way, children from different year levels will be involved in the same lesson, with the expectation that the student's learning outcomes will differ according to their learning needs. Classes often operate in groups where the teacher will be directing the learning of one group while other students are working with a teacher aide or independently.

Our multi-age classes allow teachers to develop flexible programs to match the needs and interests of each student. Students develop skills in cooperation, independence and are able to undertake different roles in this community of learners. Multi-age classes allow our teachers to become experts in several year level curriculum requirements instead of solely focussing on a single year level. This leads to enriched learning opportunities for our students.

Whilst our multi-age classes are usually formed with sequential year levels linked in a class, occasionally it may be necessary to form classes which are not sequential (to maintain appropriate class size). In such cases we consider each child's learning needs and capacity for independent work when making the decision as to who would benefit best from such a class grouping.

COMMUNICATION

Kenilinks

We rely on our regular newsletter as an important means of keeping parents informed of events at the school. It is emailed to all parents, however a hard copy can be sent home with the youngest child in each family if a family does not have internet access. Copies are also available from the school office, Post Office and on our school website.

Any items to be included in the newsletter can be emailed to:
admin@kenilworthscc.eq.edu.au before Tuesday morning.

Individual Notes or letters

Individual notes for specific school events are sent home separately or emailed to parents. Please keep a lookout for notes with your child's homework and communication book.

Student Communication Books are a great way for teachers to send quick notes home about things that happened with your child throughout the day. It is also a quick way for parents to send notes to teachers as the diaries are checked daily.

Email is an efficient means of communication between parents and teachers. Please discuss this option with your child's class teacher.

Parents are also encouraged to be involved and to initiate this two way communication process. Your child's learning will benefit from sharing of information and ideas.

Phone contact

From time to time it is necessary to contact parents by phone such as when children are sick or in the case of an accident. It is vital that the school's record of your contact details are always kept current. Please let the school know if you change your address, home, work or mobile phone numbers.

And please, if you have any concerns, questions or problems concerning the school or your child, we would like to know about it quickly so that we can work together to provide the best possible education for your child.

Family Information

We must have copies of documents such as Court Orders and Parenting Agreements before we can take any action. If you would like to discuss your particular family situation and any impacts on your child, please make an appointment to see your child's teacher or the Principal.

COMPLAINTS & COMPLIMENTS

Your feedback helps us to continue to improve our services as well as telling us what we are doing well.

If you wish to compliment the school you can:

- Tell a member of our staff.
- Write your comments and provide to our office staff in the administration block.
- Email your comments to ***principal@kenilworthscc.eq.edu.au***

If you are unhappy with any part of our service, please:

- Tell a member of staff as soon as possible.
- Contact the school's office on 5440 0555 and arrange a convenient time for an interview with the class teacher or principal
- Email your concerns to ***principal@kenilworthscc.eq.edu.au***

If you wish to make a complaint remember:

- Your feedback is important to us.
- It will be taken seriously.
- It will not negatively impact the service that you or your children receive from our school.

DRESS CODE

Kenilworth State Community College is a 'Uniform School' where students are expected to wear the school uniform. Please clearly label all of your child's belongings as to ensure its return should it become misplaced.

The school uniform, available for purchase through the P&C, consists of Green and black school polo shirt; black shorts, skirt or skorts; embroidered school hat and a hooded jumper.

Other items (plain black shorts, skirts, pants; black school shoes; white socks; green/black/yellow hair accessories etc) are not stocked by the P&C and need to be purchased elsewhere.

Kenilworth State Community College School Uniform



ENROLMENTS

Parents of new students can complete an Application for Student Enrolment at any time. Please note, a copy of any valid Court Orders or Parenting Agreements are required upon enrolment. When enrolling your child, a range of information is required to ensure we are able to adequately manage the welfare and learning of the students of our school.

We will be required to sight documentary evidence (birth certificate) that the child being enrolled is of the appropriate age and/or has the prior learning to be entering a particular year level.

Students transferring from interstate will find that year levels and learning experiences do not exactly match in some cases and chronological age is a better guide. Parents are asked to sign an ENROLMENT AGREEMENT which outlines the responsibilities of all parties.

Prep is the first year of school. Our Prep students are part of our Early Years class. Prep is a 5 day per week program.

At our school your child will interact with all members of staff- administration officers, school officers (grounds), teacher aides, teachers etc. Our staff are a close working team and each staff member will assist and support your child.

EXCURSIONS

Excursions require parental consent and payment of costs involved, except for trips within walking distance of the school. Specific conditions apply for each excursion: eg swimming togs, practical footwear etc. You will be advised of the requirements in special notices sent home prior to the excursion. Children will not be able to attend excursions unless permission is received and payment has been made or a payment plan is in place.

FIRST AID

Accidents are often unavoidable when children play, but through supervised and properly planned activities these are kept to a minimum. When accidents do occur, the action taken by the school depends on the degree of injury. Minor cuts and abrasions are given first aid treatment. For more serious injuries parents will be contacted as soon as possible, prior to any further action being taken.

However sometimes the nature of the injury is such that immediate action must be taken and in such cases the ambulance will be called with parents being contacted as soon as possible. It is vital that the school has **up-to-date telephone numbers** to reach you.

Should your child become unwell at school, we will contact you as soon as possible.

The Queensland Department of Education does not carry personal Accident Insurance cover for students. It is the responsibility of parents to arrange whatever cover they feel is necessary for their children.

HEALTH CONDITIONS

If your child suffers from a medical condition, (such as anaphylaxis, asthma, diabetes or epilepsy), a serious allergy or requires a specialised health procedure a detailed health plan should be recorded at school. The health plan clarifies all management aspects of the health condition within the school environment. These plans are reviewed annually and are revised when the medical condition and/or health status changes. Parents, teachers, medical practitioners and where appropriate, students are involved in the development of the plan. Please discuss establishing a health plan for your child with the Principal if needed.

HEADLICE

Each year, infestation of headlice throughout Queensland is quite common. They are not a disgrace. Anyone, child or adult, can pick them up. They can only survive on human heads and can only be spread from one person to another by direct head-to-head contact. Carpeted floors do not harbour headlice. Bed linen presents a very low risk of spreading headlice.

If a case of headlice being reported to the school, parents will be notified via an Alert Notice. This notice outlines the action that needs to be taken.

Remember headlice are a nuisance but they do not cause disease or illness. To help minimise the occurrence of headlice at school we recommend you:

- Notify the school immediately if headlice are detected on your child.
- Check children's hair regularly during an outbreak.
- Tie children's long hair back.
- Treat headlice in accordance with product guidelines.

HOMEWORK

Homework provides students with opportunities to consolidate their classroom learning, develop work habits for life long learning and involve family members in their learning. As one of our behaviour expectations is that all students "Be A Learner" it is expected that all students will complete homework tasks to the best of their ability. Homework helps them develop organisational and time management skills, self discipline, skills in using out-of-school resources and personal responsibility for learning. The setting of homework takes into account the need for students to have a balanced lifestyle. This includes time for family and recreation activities.

Homework guidelines are that for children in Years 1-3 the activities should take no more than 1 hour per week. For children in Years 4-6 this increases to 3 hours per week. Children in the Prep Year are encouraged to complete Home Reading and a few revision activities. For children in the Early Years many activities at home can assist them to develop literacy, numeracy and problem-solving skills.

Your child's teacher will outline his/her expectations regarding homework during the parent information session. Unless your child's teacher specifically directs otherwise, it is expected that parents will oversee their child's homework activities, encouraging, supporting and on occasions assisting them with their efforts.

Homework is meant to be part of a child's home routine to support learning, not become a stressful disruption to family life. Please contact your child's teacher concerning difficulties with homework before they develop into major problems.

INFECTIOUS DISEASES

Some of the common childhood diseases necessitate exclusion of the child from school until the risk of infecting others has passed. Where a student is suspected of having an infectious disease, parents will be contacted immediately. Any doubt in this regard should be discussed with the Principal. Further information can be found on the Queensland Health website (https://www.health.qld.gov.au/_data/assets/pdf_file/0022/426820/timeout_poster.pdf)

INJURIES TO STUDENTS

Minor injuries will be treated at school. A courtesy call will be made to a parent whose child has a minor injury, or has gone to the sick bed. In the event of a major injury, if parents cannot be contacted quickly, the school will attempt to act as it considers a parent would act eg contact the Ambulance, emergency contact or caregiver. Please ensure we have up-to-date telephone numbers of contact people. To ensure the student's well being, the school has staff that have current first aid certificates.

INSURANCE

Physical activity and physical education, particularly contact sports, carry inherent risks of injury. Most injuries are caused by accidents, not negligence or a breach of duty of care.

The Queensland Department of Education has public liability cover for all approved school activities. However, personal accident insurance cover is the responsibility of parents. The Department is liable to pay compensation for personal injury (including medical costs) for students injured at school or playing school sport only when injury has been caused by the negligence of the Department. Each claim is assessed on a case-by-case basis and no automatic payments are made.

When a student is injured at school as a result of an accident, all costs associated with the injury (including medical costs) are the responsibility of the parent or caregiver. It is a personal decision for parents as to the type and level of private insurance they arrange to cover students for any accidental injury that may occur. Medicare and private health insurance may cover some of the costs depending on their private insurance arrangements.

Parents are also responsible for personal accident cover for students participating in regional and Queensland representative teams.

INTERNET

It is acceptable for students to use school computers and network infrastructure for assigned class work and assignments set by teachers; developing literacy, communication and information skills; authoring text, artwork, audio and visual material for publication on the Intranet or Internet, solely for educational purposes as supervised and approved by the school; conducting research for school activities and projects; communicating with other students, teachers, parents or experts in relation to school work; and access to online references such as dictionaries, encyclopaedias, etc.

Students can also collaborate, research and learn through the Department of Education's e-learning environment. All internet access is supervised by a teacher. Upon enrolment, students and parents / caregivers are asked to sign an 'Internet Agreement Form'. The Responsible Behaviour Plan for Students/Student Code of Conduct outlines possible consequences for inappropriate use of the school's computers and the internet.

INTERVIEWS

Parent / Teacher interviews are conducted during Term 1. Student-led conferences, involving the student, parent and teacher will occur in Term 3. Interviews will occur if requested as part of the reporting process.

Please note: Incidental interviews can be made by appointment at any time during the term. Parents are encouraged to meet with their child's teacher to discuss learning progress, needs, interests and any other issues affecting their child.

TARDINESS

All learning times are important to us. Children are expected to be at school by 8.40am. Children who are not at school when the roll is taken at the start of school will be marked as “LATE”. If your child arrives late due to an appointment or other commitment, please ensure a parent signs them in at the office.

LEAVING SCHOOL GROUNDS

In the interests of safety, children are **NOT** permitted to leave the grounds once they have arrived at school. Students must come directly to school and travel directly home after school. Parents or guardians who collect their children during the day must come to the office and sign the “Register of Students Leaving the Campus during School Hours”.

LOST PROPERTY

Items found at school are kept in the Lost Property Collection, located in Administration. Please ensure that your child’s name is clearly marked on all items. This makes it much easier to return items when they are found.

MEDICATION AT SCHOOL

The Department of education has very firm policies and guidelines concerning the administration of medication to students. If your child requires medication at school, the following procedure is to be followed:

- Parents are required to fill out the appropriate form at the school office for a request for administration of medication. If the medication is “over-the-counter” a medical practitioner needs to sign the form indicating the dosage details.
- If the medication is prescription, the parent signature on the form is sufficient.
- Pharmacists’ instructions are to be written clearly on the container.

In many cases, it is possible to work out a timetable that allows for medication to be administered only at home eg before or after school and before bed time. It would be an advantage to discuss this with your doctor when a prescription is issued. Asthma medication is to be self administered by the child under the supervision of the child’s own teacher if necessary. Asthmatic students are required to have an Asthma Management Plan, signed by a GP. Parents are to discuss this with the child’s teacher.

MOBILE PHONES

The use of mobile phones, gaming devices and MP3 players, Tablets and similar electronic devices can be disruptive to the learning environment of all students. The use of mobile phones can also allow students access to unsuitable images, text and spoken communications. Generally students have no need for any of these items at school. The school will contact parents should a student have a genuine need to be in communication with a parent during the course of the school day. The office is attended after school should the need to contact parents arise.

Mobile phones and other electronic devices should not be brought to school. No liability will be accepted by the school in the event of the loss, theft or damage of any device.

Appropriate disciplinary action will be taken against any student who uses in-phone cameras to photograph or film other individuals without their consent. Similarly, appropriate disciplinary action will be taken against any student who sends threatening or harassing messages, accesses inappropriate material via telecommunications or who is caught using a mobile phone to cheat in exams or assessments.

This policy also applies to students during school excursions, extra curricular activities and whilst attending school camps. Students are not permitted to take mobile phones with them on school excursions.

PARENTS & CITIZENS ASSOCIATION

The Parents & Citizens Association (P&C) of any school has a very important role to play in the life of the school. The P&C meet monthly. All interested persons are welcome to attend these meetings. Reports by each of the sub-committees and the Principal are presented at each meeting. Please register as a member.

Phone: 0434258875 – Reani

Email: kenilworthsccpnc@gmail.com or

The P&C aims to:

- Foster community interest in educational matters.
- Support the learning of the students at the school.
- Assist in the provision of financial resources for the benefit of the school.

The P&C needs:

- Your support at meetings.
- Your support at fundraising activities.
- Your attendance at special events.
- Your financial and physical support for special projects.

For your children's benefit the P&C assists in supplying:

- Sporting equipment – bats, balls, swimming equipment, trophies and medallions
- Teaching resources – reading books, library resources, curriculum resources
- Tuckshop facilities – refrigerators, stoves, freezers etc
- Playground beautification – gardens, trees and plants
- Support for excursions and camps
- And much, much more!

PAYMENTS

Returning forms and paying for activities or equipment should all be done at the office. Our preferred method is via BPoint or BPay. Details of how to use these methods are included in individual student invoices. Notes and money should be placed in an envelope and sealed (with no holes for the contents to escape) or by having coins taped or notes/cheques stapled to the relevant permission note.

Please ensure that we can identify the payee by writing your child's name, class and the activity clearly on the envelope. It is inappropriate to leave payment to the day of the activity as there are many organisational procedures that have to be addressed on the day of a student activity by the classroom teacher & office staff.

If you are having difficulty in paying for any school activity, please discuss this with either the Principal or the office staff. We are happy to arrange payment plans to assist families. **It is important to note**, that participation in extra-curricula activities such as sport, excursions and camps are dependent upon several factors, including the students' behaviour and attendance.

PLAYGROUND SUPERVISION

The principal, teachers and teacher aides provide playground supervision according to a duty roster at both lunch breaks and for students travelling on school buses. There is no playground supervision before 8.20am or after school.

Students arriving at school before classes commence are expected to wait quietly in the main undercover area. Supervised sports activities are offered in the undercover area at 8.15am.

RELIGIOUS INSTRUCTION

Religious Instruction lessons (when volunteers are available to give lessons) may be offered once a week subject to the availability of a volunteer Religious Educator who is authorised by a local church to take RI lessons. The lessons offered are non-denominational, ecumenical lessons focused on Christianity Education.

REPORTING STUDENT PROGRESS

A student progress report for children in Years Prep-6 is sent home at the end of each semester. This report consists of a written report prepared by the class teacher(s), giving an indication of the child's achievement and effort measured against the Australian Curriculum Achievement Standards. If you would like to discuss your child's progress at this time, or at any time during the year, please contact the class teacher.

STUDENT BEHAVIOUR

The Responsible Behaviour Plan for Students/Student Code of Conduct was developed to align with Education Queensland's guidelines taking into account current legislation and policies. This plan outlines the expectations regarding the behaviour of our students. It also outlines possible consequences for inappropriate behaviours. At Kenilworth State Community College we are committed to providing a safe, disciplined and inclusive environment that supports students in becoming self-managing learners.

We strive to achieve this through our 4 simple rules:

- **Be Safe**
- **Be Respectful**
- **Be Responsible**
- **Be a Learner**

STUDENT SUPPORT

All students' learning is monitored by their class teacher(s). Should a teacher have concerns about any aspect of a student's learning progress, contact is made with the parents to discuss their child's learning needs. Parents who are concerned about their child's progress should discuss their concerns with their child's teacher or the school Principal.

Learning support will vary according to each child's identified needs. Sometimes targeted support occurs over a short time, while other children may need extensive support. The Learning Support Program is directed by our Principal who works in collaboration with the Support Teacher Literacy and Numeracy, class teachers, teacher aides, specialist teachers, therapists, Guidance Officer and Advisory Visiting Teachers in determining the best way to support the student.

The Department of Education and Training provides support for students with verified disabilities. The disability could be a physical impairment, intellectual impairment, hearing impairment or multiple impairment. Children verified by a paediatrician as being on the Autism Spectrum are also catered for.

A student with a disability at Kenilworth State Community College will have an Individual Support Plan developed as part of the consideration of learning needs. The plan will be based on the careful consideration of information about the child, gathered from a variety of sources, and developed using a process prescribed by DET. The student's parents play an important role in the data gathering and action planning during the development, implementation and review of the program.

TUCKSHOP

We currently do not have an operating school Tuckshop. The P&C are running a meal deal that they advertise during the school term.

VISITORS

All visitors to the school (including parents assisting in classrooms, collecting students for appointments, having interviews with staff etc) must report to the school office, **before** proceeding elsewhere on the campus to sign a Visitor's Register and obtain an 'Official School Visitor / Volunteer' badge which must be worn at all times. Persons found without this identification may be referred to administration for supply of identification. All visitors are to observe satisfactory conduct. The Principal has the power to direct aggressive persons to leave the site.

What to do when...

Your child is absent from school

- Phone the school absences line on 07 5440 0560
- See your class teachers to catch up on any missed work.
- Your parent/guardian should contact the school if you are to be absent for several days.

Your child is late to school

- sign your child in at the school office.
- If the office is unattended, please see the class teacher.

Your child needs to leave school during the day

- Sign the Early Departures book at the office.
- If returning to school during the day, report to the office to sign back in.

Your child is sick while at school

- your child needs to tell a teacher then report to the office.
- Your parent/guardian or emergency contact will be contacted by school personnel.

Your child is not in correct uniform

- Before school present a note of explanation from your parent/guardian.

You change address or telephone number

- Notify the office in writing immediately. It is essential that school records are accurate and up to date in case of an emergency.

You wish to see the Guidance Officer

- Make an appointment through the office.

You have money to pay to the office

- Hand this in to the school office before school or your child's teacher first thing in the morning.

Your child needs to take medication

- Have a GP sign the appropriate form for non-prescription medication.
- Parent to sign a form if the medication is prescription.
- Bring the medication to school with a pharmacist's label

Your child has money or valuables at school

- Avoid bringing large amounts of money or valuables to school.
- Do not leave money or valuables unattended in school bags.
- If there is a need to bring valuables to school, place in a sealed envelope, clearly labelled with your name, hand in to your class teacher before school and collect after school.

Have misplaced property

- Retrace steps and check where you may have been earlier.
- Report lost articles to the office and check Lost Property box.
- Return later to see if property has been located.
- Advise office staff when property is located.

You are unable to participate in Physical Education

- Bring a note from your parent/guardian to your HPE teacher.

You are having difficulties with other students, school work or family issues

- Tell someone! Class Teacher, Guidance Officer, Chaplain, Principal or Parent. They will be able to advise you or refer you to someone who can help.

You need to bring a mobile phone to school

- Hand it in to the office or your class teacher before school and collect at the end of the day.

You miss the bus

- Go straight to the office so we can contact the driver and your parents to arrange for you to get home safely.

You are not using the bus to go home

- Hand a note to the bus driver and your class teacher in the morning informing them of your change of plans.