



Crescent Lagoon State School



Learning, Relationships, Diversity



2020 Parent Handbook

**Crescent Lagoon State School
North Street Extended
ROCKHAMPTON Qld 4700**

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Welcome to Crescent Lagoon State School

Where we value Relationships, Learning & Diversity

INTRODUCTION

Crescent Lagoon State School (Band 8) is situated on the south side of Rockhampton near the airport. The school was opened in 1896 and moved to its present site in 1932. The school is set on approximately one hectare, bounded by Eton Street, North Street Extended and Willis Streets and services the western suburbs of Rockhampton. Whilst the school is situated in an urban area, approximately 5% of students are drawn from rural areas.

Our school presently caters for around four hundred students from Preparatory to Year Six. There is a range of cultural, racial, social and economic backgrounds in the Crescent Lagoon State School population. Approximately 20% of students have been appraised or ascertained with learning difficulties. Enrolment at Crescent Lagoon State School is conditional to meeting criteria set in our Enrolment Management Plan which was established in 2006.

Our facilities include fully air-conditioned teaching and administration blocks, netball and tennis courts and a 25 metre heated pool.

Crescent Lagoon State School experiences a positive and respected profile throughout the Rockhampton District. Our school is promoted actively in the media for activities such as Red Cross, ANZAC Day, and Cancer Foundation fundraising. We provide outstanding opportunities in Physical Education and Sport, and Academic and Cultural activities.

The personal commitment and dedication of our staff is integral to the success of our school. Crescent Lagoon State School has a high level of parental involvement, including an active and supportive P & C Association. These partnerships enable each child to achieve quality education outcomes within a caring environment. Within our school grounds we have the C & K Crescent Lagoon Community Kindergarten catering for children from 3 ½ years of age. Camp Australia provides Before and After School care in our Hall.

ADMINISTRATION

Principal	Jackie Sinclair
Deputy Principal	Les Berryman
A/Head of Curriculum	Kylie Nolan
Business Manager	Sharyn Donaldson

Office Hours: 8:00am to 3:30pm Monday to Friday

As the Administrator of the school, the Principal retains overall authority and responsibility for all that occurs within the school: organisation, standards, behaviour etc.

When requiring an interview with either the Principal or Deputy Principal please consult with the school administration for a convenient time as there is no guarantee that they will be available for "on spec" discussions.

Parents/caregivers are required to contact their child's teacher, in the first instance, to discuss any queries or problems. Parents/caregivers need to contact the school to arrange an appropriate time for an interview as it is inappropriate for a parent/caregiver to enter a classroom during instruction time and expect a teacher to be available for a discussion.

DAILY ROUTINE

Years Prep to 6

Morning Session	8.50am to 11:00am
First Lunch	11:00am to 11:40am
Middle Session	11:45am to 1:30pm
Second Lunch	1:30pm to 1.55pm
Afternoon Session	2:00pm to 3:00pm

SCHOOL PARADES

Friday	9:00am	Years Prep to 6
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SCHOOL CALENDAR

Semester 1 - Term 1 (10 weeks)

28th January 2020 to 3rd April 2020

Semester 1 - Term 2 (10 weeks)

20th April 2020 to 26th June 2020

Semester 2 - Term 3 (10 Weeks)

13th July 2020 to 18 September 2020

Semester 2 - Term 4 (10 Weeks)

06th October 2020 to 11th December 2020

Gazetted School Holidays and Vacations

Australia Day	Monday 27 th January 2020
Good Friday	Friday 10 th April 2020
Easter Monday	Monday 13 th April 2020
Anzac Day	Saturday 25 th April 2020
Show Holiday	TBA
Queen's Birthday	Monday 5 th October 2020
Labour Day	Monday 4 th May 2020
Easter Vacation	Saturday 04 th April 2020 to Sunday 19 th April 2020
Winter Vacation	Saturday 27 th June 2020 to Sunday 12 th July 2020
Spring Vacation	Saturday 19 th September 2020 to Monday 5 th October 2020
Summer Vacation	Saturday 12 th December 2020 to Wednesday 27 th January 2021

Student Free Day

Monday 19th October 2020

Crescent Lagoon State School Site Map

North Street Extended

Eton Street

Guidance Office
Chaplain Office
Inst Music (under)
Visiting Teachers

A ↑

B

Block A

IM

Gate G5

Block E

Gate G6

PE Office
Hall

Cricket Nets

Gate G7

C

Gate G8

Gate G1

Gate G2

Admin and Meeting Room

Shed

Covered Games Area

Block F

19 18

Gate G3 & G4

Block D

13 14 Lab 15 A B

Tuckshop (Ground)

Staff Room (Ground)

Resource Centre

Gate G13

Gate G12

Block C

8 9 10 11 12 Student Support

Uniform Shop (Ground)

Kindergarten

Block A

7

6

Gate G11

24 25

Block B

5 4 3 2 1

Toilets

Block I

Block H

22 23

Tennis Court

Netball Court

Swimming Pool

Gate G9 & 10

Absences

Student absences are monitored on a daily basis. Parents are requested to telephone the office to explain a student absence; personally visit office/classroom; or supply a written note with the student on returning to school. We are required to report all absences to the Department of Education and Training.

Homework

Homework is given to students for the purpose of revising and consolidating the work they do in the classroom. It is an expectation that all students will read every day to practise their reading skills.

Illness, Accidents and Emergencies

Emergency Information

Information given on the Admission Form provides the school with family information and details of physical and health problems, of which the school should be aware. The form also provides information for contacts in cases of emergency.

PLEASE ADVISE THE SCHOOL OF ANY CHANGES IN THESE DETAILS.

Medication

There are guidelines under which medication can be administered by school staff. These guidelines are listed below:

- Medication is only administered by school staff with the permission of the Principal.
- Medication prescribed by the student's doctor that is required to be administered while the student is at school, must be presented to the office in original packaging with pharmacist instructions attached.
- At all times student medication is to be kept at the office. The exception to this is that of inhaler therapy for asthma. On written permission from a parent/caregiver and with the approval of the Principal, a student may be responsible for an inhaler. It is important that this written permission be sought so that the school is fully aware of medication that the child could have taken at school and that would need to be conveyed to the appropriate persons in the event of an accident or injury at School.
- All unused medication will be returned to the parent/caregiver.

Please note the following crucial points as to what the school **will not administer**:

1. Non-prescribed medication e.g. over the counter medications such as cough medicine. This can only be administered if prescribed, with a pharmacist label attached.
2. Pain relief medications such as Panadol or Nurofen. This can only be administered if prescribed, with pharmacist label attached.
3. Medication that is in the name of another person.
4. Medication that is outside the use by date.
5. Medication that is presented in envelopes, plastic pockets or wrapped in Glad Wrap etc.

Accidents and Illness

In minor cases treatment will be given by a staff member of the school. In cases where it is judged further treatment is required parents/the ambulance will be called and their advice followed.

Leaving School Grounds

At the end of the school day students should leave the grounds as soon as practicable. If children are collected, we ask parents to ensure their child is not left to wait unsupervised at the school.

Parents waiting for children are asked to wait where they are neither a distraction nor an interruption to class activities.

Students, except in exceptional circumstances, will not be permitted to leave the school grounds during lunch breaks.

Newsletters

The school newsletter, the "Cresso Crier" is forwarded home fortnightly at the beginning of the week with the eldest in the family. The newsletter can also be emailed out to parents/carer, is available on the school website and via the school Facebook page.

Notices

Other notices and information are forwarded home with students involved with the matter concerned.

Teachers should be contacted by way of short courteous notes:

- (a) To excuse a past or future absence from school
- (b) To excuse homework not completed
- (c) To excuse a child from particular activities
- (d) To advise a change of details for school records

Parents & Citizen's Association

Membership of this association is open to all parents and interested members of the community who are 18 years or older. Crescent Lagoon P&C Association meets on the third Monday of each month in the Resouce Centre at 3.15pm.

Reporting

Written reports are issued at the end of Term 2 and Term 4. Parent-teacher interviews are offered in Term 1 and Term 3. Meetings can be arranged at other times by phoning the school and arranging a suitable time with the teacher.

Sun Safety

The uniform policy stipulates that all students must wear a broad brimmed hat for play - "No hat, No play". When participating in swimming lessons, all students must wear either a sun shirt or t-shirt.

Supervision

During recess periods staff members are rostered to supervise the students in the playground. Supervision is provided before school from 8.15am. After school supervision is provided for students catching buses home. Students are expected to wait in an orderly manner at these times. Camp Australia offers supervision before and after school in the school hall.

Children are not to be in the school grounds before 8.00 am.

For safety reasons it is advisable they arrive no earlier than 8:30am when the majority of classrooms will be attended by staff. Unless involved in activities after school, students are required to leave the school grounds as soon as possible after dismissal.

The school has a legal responsibility to care for all students between 9:00am and 3:00pm. All parents and/or authorised persons who come to collect their children through the day are therefore required to sign a register at the office indicating that they have collected their child before 3:00pm.

Instrumental Music Program

Instrumental Music Teachers visit our school each week to teach those students (in Years 3 - 6) who possess an aptitude for a particular instrument - stringed instruments (not guitar), woodwind, brass and percussion.

The aims of the program are to foster musical ability and to students an opportunity to play in an orchestra/band.

Students can begin learning Stringed instruments from Year 3 and Woodwind/Brass or Percussion Instruments from Year 4. For the stability and continuity of the Instrumental Music Program, it is not possible for a student to change from one section to another e.g. from strings to woodwind/brass or vice versa.

Students have one 30 minute group lesson and one ensemble rehearsal before school per week.

Some instruments are available for loan to students however after 12 months they must acquire their own instrument.

Choirs

Signing - Crescent Lagoon offers Signing Choirs where students perform the words of a song in Signed English. There is a Junior and a Senior Signing Choir. Rehearsals for these choirs occur outside class times. All students in the Senior Signing Choir require black shoes and the designated uniform when performing. Junior Signing Students wear the school uniform with school socks and black shoes.

Singing - Students from Year 2 to 6 have the opportunity to join in the Junior and Senior Choirs. Rehearsals are scheduled in both class time and lunch-time and students must attend all sessions as scheduled.

Junior and Senior choirs perform regularly at Eisteddfod, community events and school functions. School uniform with black shoes and school socks and skorts (for the girls) are required for performances.

Telephone

Students do not have access to a telephone unless approved by *Office Staff*. **Urgent messages only will be conveyed to children.** It is policy that teachers do not come to the telephone during school time or when on duty. Messages will be passed on. In some situations,(eg. Lunch left at home, school equipment required) students will be permitted to make phone calls home from the school office.

Mobile Phones

Mobile phones are discouraged. Where a parent/caregiver deems a mobile phone is an essential item for their child at school, the mobile phone must be handed in at the office before school and collected again at 3.00pm.

Mobile phones are highly transportable and very small. As such they are common targets for theft. The school will not pursue issues in relation to lost or stolen student mobile phones.

Tuckshop

The school tuckshop is open Tuesday to Friday each week. The tuckshop operates an ordering system. An order, with money, must be placed in the Class Order Bag by 9:00am. The tuckshop is a major fundraiser for the P & C Association and parent volunteers are welcomed and always needed.

Uniform (See attached Uniform Code)

The P&C Association endorses the wearing of school uniform.

The wearing of the uniform by all students helps in the development of school pride and ensures the standard of dress is suitable for activities. At Crescent Lagoon State School the shirt is worn tucked in. Jewellery is limited to a watch, studs or sleepers in ears, and medical alerts. Children are discouraged from wearing rings or necklaces for Workplace Health and Safety reasons. Students are required to wear closed in black shoes with laces, straps or velcro closures, with white socks. Under no circumstances should children be wearing nail polish, make-up or tattoos to school. Hair should be kept neat and tidy.

Uniforms (new and second hand) are available from the Uniform Shop under C Block on Friday from 8:30am to 10.00am.

Boys and Girls

- Blue, red and white polo style T-shirt
- Royal blue shorts (skorts available for girls if desired)
- A wide brimmed royal blue hat with school logo.
- Black shoes and cresso school socks. Shoes must be fully enclosed.

Winter Clothing (Boys and Girls)

- Microfibre Jacket.
- Long Track Pants

Swimming

No Jewellery to be worn for swimming.

- Boys – togs and cap, Sun shirt
- Girls –togs (no bikinis) and cap, Sun shirt.

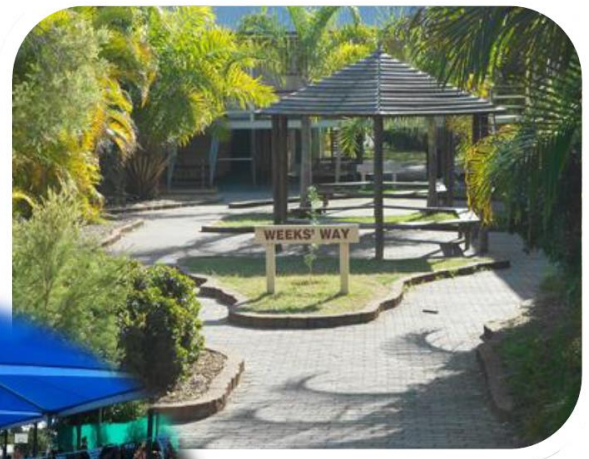
Other items available at Uniform Shop

- Long Socks
- Swimming caps
- Footy Shorts
- Footy Socks
- Hair ties
- Library Bags (Available from Library)

Volunteers

The school always welcomes parents and carers as volunteers in all school activities. (eg. Reading groups, swimming lessons, excursions, art activities etc). All volunteers must participate in a Volunteer Induction Program usually conducted in the first three weeks of the year. This program provides information about Child Protection and Code of Conduct and takes less than an hour to complete.

Play the Game



Welcome

Crescent Lagoon State School currently caters for approximately 380 students and is situated on the south side of Rockhampton.

Students come from diverse variety of cultural, racial, social and economic backgrounds.

The school is noted for its care and relationships which staff develop with students.

The school provides inclusive, differentiated curriculum with a focus on quality teaching.

Curriculum

There is a strong focus on literacy and numeracy in the school.

There is a high level of integrated information and communication technology and an outstanding music program.

The school participates in cultural and sporting activities and is well promoted in the media. It also offers many opportunities in physical education and sport.

Quality Teaching Staff

The personal commitment and dedication of the staff members is integral to the success of the school.

The school has an extremely stable staff who are vitally interested in learning and improving their pedagogical practice.

Their care and concern for students is paramount to the way they operate in the classroom.

Activities

The school provides access to a core curriculum as well as a range of other subjects. There are Japanese, Music and Physical Education.

Dharumbal Cultural Language Program runs for Prep to Year 3 and there are early Intervention and Life Skills Programs offered.

There is a range of Music options from Singing and Signing Choirs, a Ukulele Group and an Instrumental Music Program in Strings, Percussions, Woodwind and Brass.

An inter-school Sports Program offers Netball, Rugby League, Soccer, Softball, Tennis, Basketball, Hockey, Oz Tag and AFL.