



Capella State School



2024 Prospectus

**PO Box 94
CAPELLA QLD 4723**

**Phone: (07) 4988 7111
Mobile: 0436 805 886**

Senior School Phone (camps/ excursions) : 0436 819 298

Email: principal@capellass.eq.edu.au

Web: <http://capellass.eq.edu.au>

Facebook: Capella State School & Capella State School P&C Association

Contacts



Phone

Front Office 4988 7111
0459 288 127

PRINCIPAL MOBILE

0436 805 886

SWAN/LEARNING SUPPORT

0436 951 838

CLASSROOM/TEACHER MOBILES

0436 819 298

0436 944 231

0477 810 399

POSTAL ADDRESS

PO Box 94
Capella, QLD, 4723

PHYSICAL ADDRESS

41 Huntley Street
Capella, QLD, 4723
Main Entrance
Off Burn Street



STUDENT ABSENCES

email

absences@capellass.eq.edu.au

or text

0418 790 074

INTERNET / EMAIL

Website: www.capellass.eq.edu.au

Email: admin@capellass.eq.edu.au

Facebook: Capella State School

Youtube:

<https://www.youtube.com/channel/UCzvZWFAZRZkfT>



A BRIEF SCHOOL OVERVIEW



Capella State School has an approximate enrolment of 165 students. It is centrally located to the town's sporting facilities which include an aquatic centre, tennis courts, basketball courts, football grounds and undercover arena. The school itself has a large covered multi-purpose court and air conditioned Community Hub for sports and assemblies.

The school caters for children from Prep to Year Six. Our mission is to ensure that children graduate from Capella State School with a positive attitude to learning. This is achieved by planning and implementing a variety of academic and social educational experiences. Capella State School has a dedicated team of educational professionals that ensure that every child is succeeding every day.

Children with additional needs, including gifted children, are provided with specific learning opportunities through a successful differentiated support program. Learning Technology is a priority area with students able to access well-resourced computer rooms and a specialist Technology teacher. We are proud of our library / resource centre which includes an equipped computer lab. Our A block lab has been refurbished and now holds 25 laptops. C Block classrooms also have access to 25 laptops as a mobile trolley with all new devices purchased in 2022. Children starting Prep are advantaged by a close link to the kindergarten near the school campus.

Our school is driven by a four-year plan which is collaboratively produced by teachers, parents and students. Through the combined work of our staff and Parents & Citizens Association, our school is very effectively resourced.

Staff List

Principal	Christie Minns
Head of Curriculum	Kate Legge
Specialist Hass/ Technology	Kristy Espig
Specialist HPE	Cody Fordham
Classroom Teachers	Linda Flohr
	Kimberly Schoo
	Maddison Paice
	Callum McDonald
	Fallon Hedberg
	Elizabeth Hook
	Kathey Cebula
	Melissa Nordling
Instrumental Music	Leane Rae
StLan	Dot O'Dell
Speech Therapist	Maggie Flynn
Guidance Officer	Kylie Pickering
Social Worker	Shaun Mowday
Business Services Manager	Carla Langtry
Teacher Aides	Hennah Ellery
	Kristen Hanson
	Jeanette Kister
	Mel Lister
	Elisha Moyle
	Danielle Coveney
	Julie Tasker
Trainee Education Support	Kyran Anderson
	Shayalee Malligan
Computer Assistant	Amanda Hoare
School Officer/Grounds	Steven Cebula
Cleaners	Kylie Ditton
	Gypsy Pender
	Danielle Coveney
	Shaylee Hart
School Chaplain	Leticia Boyle
Tuckshop	Leticia Boyle



ABSENCES FROM SCHOOL

When children are absent from school, communication is required by 9am from parents to explain the reason for the absence. This may be in the form of a visit, telephone call, email, text, written note or absence notifications can be via the QParents app. See front of this booklet for contact details.

Any absence not explained will result in a text message being sent to notify you of the absence.

If your child will be away for an extended period of time, please let the school know as early as possible. Continued absences without a valid reason will be addressed by the teacher / Principal.

Every day counts is a state wide initiative that aims to assist in improving student attendance at school through a shared commitment by students, parents, caregivers, schools and the community to improve students' attendance at school.

Rolls are marked twice daily and student absences are recorded by the teachers. Students arriving late to school should be signed in at the office by a parent / carer. Similarly, if a student is departing the school prior to 3pm, they should be signed out of the school by a parent / carer. These procedures are in place to assist in ensuring the safety of students and the correct recording of student attendance. School hours are 8:40am to 3:00pm.

Every day counts

MOST STUDENTS ATTEND SCHOOL EVERY DAY

It's important that children are at school all day, every day

OK reasons to stay home from school

- sick
- natural disasters

It's NOT OK to skip school to shop, sleep in, finish an assignment, go on holidays

EVERY DAY AT SCHOOL COUNTS

Missing even 1 day can make a difference

1 day off school each fortnight = Missing more than a year of learning over 12 years

Each day's learning builds on what has been learnt before

Good attendance begins in Prep

It's where good habits begin

ATTEND ALL DAY, EVERY DAY

Each 1% increase in student attendance may relate to 2-3 NAPLAN scale score points

What parents can do

- Promote the importance of school
- Get to know the teacher
- Go to school events
- Read the school newsletter
- Be organised at home
- Supervise homework
- Ask about your child's day
- Volunteer to help at school

Get involved in your child's school

For more information Go to the Every day counts website: <http://education.qld.gov.au/everydaycounts/>

ACCIDENTS OR ILLNESS

Minor injuries and illnesses are treated at school. If a case is deemed more serious or, if staff are in doubt regarding treatment, attempts will be made to contact parents to arrange further treatment. If necessary, the ambulance may be contacted immediately.

- When a child is ill, do not send him/her back to school until you are sure the recovery is complete.
- School staff must not administer over-the-counter medication**, including analgesics, homeopathic or prescribed medicines unless they meet the accountability

of a written request from a parent/caregiver on the appropriate form available from the office. Any medication should also be in the original, labelled container as dispensed by the pharmacy. The exception is the reliever puffer, such as Ventolin, that is included under Education Queensland guidelines as an emergency treatment for asthma.

- Some students may be approved to self-administer their asthma medicine. Parents must contact administration to confirm this process.

Some medical conditions require exclusion from school or child care to prevent the spread of infectious diseases among staff and children. The link below provides information on the recommended minimum exclusion periods for infectious conditions.

http://www.health.qld.gov.au/ph/documents/cdb/timeout_poster.pdf

Time Out
Keeping your child and other kids healthy!

- Information for that may require education and c
- Additional publ to children and
- To assist medica and childcare fa requirements¹ a

¹ Refers to contagious conditions as per the Public Health Regulation 2005.
 1. Observing the exclusion period meets the intent of the Public Health Act 2005 for a person to be non-infectious. See schedule 1 of contagious conditions and their exclusion criteria.
 2. Doctors should notify the local Public Health Unit as soon as possible if children or staff are diagnosed with these conditions.

Condition	Person with the infection	The (The
*Chickenpox (varicella)	EXCLUDE until all blisters have dried, and at least 5 days after the onset of symptoms. ¹	EXCLU EXCLU defici medic Conta Abosi
Cold sores (herpes simplex)	NOT EXCLUDED if the person can maintain hygiene practices to minimise the risk of transmission. Young children unable to comply with good hygiene practices should be excluded while sores are weeping. Sores should be covered with a dressing where possible.	NOT I
Conjunctivitis	EXCLUDE until discharge from eyes has ceased unless a doctor has diagnosed non-infectious conjunctivitis.	NOT I
*COVID-19	EXCLUDE until symptoms have resolved, normally 5-7 days.	NOT I
Cytomegalovirus (CMV)	NOT EXCLUDED pregnant women should consult with their doctor.	NOT I
Diarrhoea and/or Vomiting including: • amoebiasis • campylobacter • cryptosporidium • giardia • rotavirus • salmonella • gastroenteritis but excluding: • norovirus • shigellosis • toxin-producing forms of E.coli (STEC)	Exclusion periods may vary depending on the cause. EXCLUDE a single case until the person, has no symptoms ¹ (includes vomiting if applicable), is feeling well and they have not had any loose bowel motions for at least 24 hours or if the person has confirmed norovirus exclude for at least 48 hours. ² EXCLUDE all persons who prepare or serve food until they have not had any diarrhoea or vomiting for 48 hours. NOTE: If there are 2 or more cases with diarrhoea and/or vomiting in the same location, which may indicate a potential outbreak OR a single case in a food handler, notify your Public Health Unit. Diarrhoea: 3 or more loose stools or bowel movements in a 24 hour period that are different from normal and/or escapes a child's nappy. See information below if norovirus is confirmed or considered likely as the cause of diarrhoea and vomiting.	NOT I

Condition	Person with the infection	Thos
Hepatitis B and C	NOT EXCLUDED cover open wounds with waterproof dressing.	NOT EX
Hepatitis E	EXCLUDE until at least 2 weeks after the onset of jaundice.	NOT EX
Human immunodeficiency virus (HIV/AIDS)	NOT EXCLUDED cover open wounds with waterproof dressing.	NOT EX
Influenza and influenza-like illness	EXCLUDE until symptoms have resolved, normally 5-7 days.	NOT EX
*Measles ²	EXCLUDE until the doctor confirms the person is not infectious but not earlier than 4 days after the onset of the rash. ¹ Contact your Public Health Unit for specialist advice.	EXCLU NOT EX EXCLU receive of the n EXCLU evidence Contact
Meningitis (bacterial)	EXCLUDE until well and has received appropriate antibiotics.	NOT EX
Meningitis (viral)	EXCLUDE until well.	NOT EX
*Meningococcal infection ²	EXCLUDE until the treating doctor confirms the child is not infectious and at least 24 hours of appropriate antibiotics have been completed. ¹ Contact your Public Health Unit for specialist advice.	NOT EX Contact and/or
Molluscum contagiosum	NOT EXCLUDED	NOT EX
Mumps	EXCLUDE for 5 days after onset of swelling. Pregnant women should consult with their doctor.	NOT EX
*Norovirus	EXCLUDE until no symptoms and no loose bowel motions for 48 hours. ²	NOT EX
Roseola, sixth disease	NOT EXCLUDED	NOT EX
Scabies	EXCLUDE until the day after treatment has commenced.	NOT EX
School sores (impetigo)	EXCLUDE until 24 hours of appropriate antibiotics have been completed. Cover sores on exposed areas with a waterproof dressing until sores are dry, and encourage handwashing.	NOT EX
Shiga toxin-producing E.coli (STEC)	EXCLUDE until diarrhoea has stopped and 2 samples have tested negative. Contact your Public Health Unit for specialist advice.	EXCLU Contact
Slapped cheek syndrome, fifth disease (parvovirus B19, erythema infectiosum)	NOT EXCLUDED pregnant women should consult with their doctor. Notes: Children are contagious until 24 hours after the fever resolves. Rashes generally occur after the infectious period has passed.	NOT EX
Shigellosis	EXCLUDE until there has been no diarrhoea or vomiting for 48 hours. Contact your Public Health Unit for specialist advice.	EXCLU Contact
Shingles (herpes zoster)	EXCLUDE all children until blisters have dried and crusted. EXCLUDE adults if blisters are unable to be covered. NOT EXCLUDED in adults if blisters can be covered with a waterproof dressing until they have dried.	EXCLU Contact for prag (includi
Streptococcal sore throat (including scarlet fever)	EXCLUDE until 24 hours of appropriate antibiotics have been completed.	NOT EX
*Tuberculosis (TB) ²	EXCLUDE until written medical clearance is received from the relevant Tuberculosis Control Unit.	NOT EX



ENROLMENTS

Enrolment packages are available at the office. Please ensure that the application form is completed in full, and that all permission and acknowledgement forms are returned.

As a new enrolment with the Department of Education and Training, when submitting your enrolment details you will need to bring with you for the school to sight and copy:

- Your child's original birth certificate and passport if not born in Australia
- Proof of Identification for one of the enrolling parents/guardians
- Proof of your child's immunisation status
- Information about any medical condition or medication your child has, together with your doctor's instructions and contact details
- Original copies of custody papers/court orders if applicable

APPOINTMENTS

Appointments to see members of the teaching staff – please email the class teacher directly. To arrange a meeting with the Principal -contact the school office by telephone or email.

ARRIVALS & DEPARTURES

Before school children will participate in a whole school before school physical activity program or breakfast club (offered at different times during the school year). Children are expected to stay with the group and not loiter around unsupervised areas. This is a privilege for all students to join in supervised activities before school. Teaching staff volunteer their time and expertise to facilitate these opportunities for children. We believe that students need to feel safe and happy to be able to engage in the learning program in their classroom. Our before school physical activity fosters a positive start to their school day. Parents are always welcome to attend and join in the fun.

Please ensure you follow the parking guides around the school and do not park across the crossing. No entry or departure should be made through the staff car park behind B Block. Please ensure that all "No Parking" and restricted parking areas within the school vicinity are observed.



BEFORE SCHOOL PHYSICAL ACTIVITY PROGRAM

Each morning our children participate in a whole school physical activity program. Our school offers different options for our children to foster a love of school. We find that our attendance rates for children increase as we encourage children to have fun before they start their school day. Our program includes a range of activities- skipping, running club, hand ball, soccer, football or quiet games.



BREAKFAST CLUB

Our school has received funding from the Department of Communities to provide breakfast club for our community. Our school has fruit, snacks and cereal available every day from the office foyer. A special breakfast is prepared each Friday morning. Our school is always able to provide food for hungry tummies.



COMPLAINTS PROCESS

There will always be times throughout your child's schooling where you may have an issue or a concern. Please note that our school follows departmental policy when managing complaints.

For complaints about school matters, you are encouraged to use the following approach:

1. Early resolution: the best place to raise any concerns is at the point where the problem or issue arose. You can make an appointment at the school to discuss your complaint with your child's teacher, the principal, or the Parents and Citizens' Association (if related to P&C matters). You are also welcome to lodge your complaint in writing or over the phone.
2. Internal review: if you are dissatisfied with the outcome of your complaint or how the complaint was handled, you can ask the local [Regional Office](#) to conduct a review.
3. External review: if you are dissatisfied after the internal review, you may wish to contact a review authority, such as the Queensland Ombudsman, and request an independent, external review. More information about external review options is available at www.ombudsman.qld.gov.au.

What are my responsibilities (as a parent) when lodging a complaint?

Your complaint provides important feedback to the department/school so it is expected that you will:

- present a clear idea of the problem and your desired solution; provide all relevant information when making a complaint and inform the department/school of any changes impacting on your complaint;
- understand that if a complaint is complex, it can take time to assess, investigate and resolve; and
- be respectful and understand that unreasonable conduct will not be tolerated by school, regional or departmental staff.
- Our school staff are committed to providing the best learning opportunities for students. Working together to resolve concerns is the best outcome for students.



DAILY ROUTINE

The following timetable is a general guide to the routine of a school day.

8:20am	<i>Before school physical activity program</i>
8:40am	<i>Teachers are in the classrooms when the bell rings</i> <ul style="list-style-type: none">• <i>Children may prepare resources for the day if the teacher is present in the classroom, or</i>• <i>Children may wait quietly outside their classroom</i>
10.00am	<i>Brain Break</i>
11.00am 11.30am 11.50am	<i>Bell rings for first play break</i> <i>Bell rings for first lunch break</i> <i>Bell rings for students to prepare for class</i> <i>(Students have a drink & use the toilets)</i>

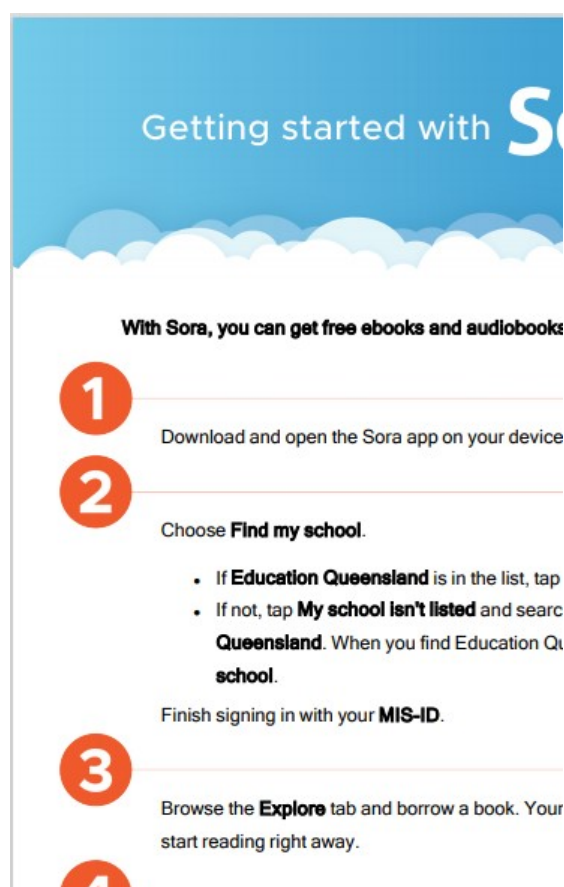
1.30pm 1.50pm 2.00pm	<i>Bell rings for second play break Bell rings for second lunch break Bell rings for students to prepare for class (Students have a drink & use the toilets)</i>
2:45 3.00pm	<i>Prep – classroom doors open for parent pick up. Bell rings for conclusion of the school day</i>

To avoid disruption to valuable teaching / learning time, telephone calls will only be transferred to teachers and students during class time in the case of an emergency. Administration staff are available to take messages which will be passed on to students and teachers.



ELECTRONIC LIBRARY- ALL CHILDREN

All our students have access to the Department of Education Electronic Library. A school pays a small subscription fee for each child. To access the collection of books see the flyers below. Either jump on and use Overdrive app or the SORA app. You will need your child's MIS ID. This will be provided at the start of the year.



EXCURSIONS/CAMPS - YEAR THREE TO SIX

School excursions assist in broadening the social, physical, emotional and academic horizons of students by enhancing their life skills. This is achieved through participation in a variety of educational experiences outside the normal home and school environments.

To provide a knowledge extension and sequential development of skills and processes, the school may operate excursions within the following guidelines:

- Excursions must be relevant to the specific classroom curriculum.
- The nature of the excursions should vary from year to year to avoid repetition.
- Methods for raising necessary funds and resources to assist in reducing the cost of an excursion for families may include RREAP funds for travel, as well as P & C and other donations and fundraising activities.
- Uniforms are generally required for day excursions.
- Parental involvement should be encouraged though their use as supervisors.



FACEBOOK & YOUTUBE

Updates and reminders are regularly placed on our school facebook page and videos are uploaded regularly to our Youtube channel. By liking our Facebook page you can stay up to date with what is happening in our school. You can find us at:

Capella State School Facebook & Youtube:



or the P&C facebook page:

How do I report inappropriate content?

Social media providers may remove content that contravenes their terms of service and/or acceptable use policies. Most websites and apps have a 'report/block this person' or 'report/flag content' function.

Common links

for reporting social media content

	Facebook www.facebook.com/safety		Google including YouTube www.google.com/support/go/legal
	Instagram www.help.instagram.com		Tumblr www.tumblr.com/help
			Twitter www.support.twitter.com

Further information

 **.com**

Australian Communications Media Authority (ACMA) Cybersmart program
www.cybersmart.gov.au/Parents.aspx

Bullying No Way!
www.bullyingnoway.com.au/parents

Social media and the law

This guide offers some information on social media in relation to the law.

The internet, mobile phones and social media provide wonderful opportunities to connect, share and network and socialise online. While these technologies provide positive opportunities for sharing ideas, they also have the potential to cause pain and suffering to individuals or even whole communities.

Just as you would discourage inappropriate behaviour in the real world, remember that sometimes negative comments and posts by parents and caregivers post can have a greater impact on a child's community.

General tips

Being aware of a few simple strategies can help keep the use of social media positive and constructive:

- Before you post something online, ask yourself if the community or individual really need to know. Is it relevant, positive and helpful?
- Remember that what you post online is a direct reflection of who you are. People will potentially form lasting opinions of you based on what you post online.
- Be a good role model. If things get heated online consider logging out and taking a few moments to relax and think. Hasty, emotive responses could inflame situations unnecessarily.

- Be mindful when commenting, try to keep general and avoid posting anything that could identify individuals.
- A few years ago parents may have discussed concerns or issues with their friends at the school gate. Today with the use of social media, online discussions between you and your close friends can very quickly be shared with a much wider audience, potentially far larger than intended.
- Taking a few moments to think about the content you are about to post could save upset, embarrassment, and possible legal action.
- As a parent you have a role in supervising and regulating your child's online activities at home and its impact on the reputation and privacy of others. Parents are their child's first teachers — so they will learn online behaviours from you.

Possible civil and criminal ramifications of online comments



Get to know your child's social media



HAIR

Colouring or dying of hair is discouraged at Capella State School. Long hair should be worn tied back. Extremely short or outrageous styles of haircuts are also discouraged by our school community.

HEAD LICE

Head lice are a persistent and recurring problem at ALL schools. To assist in the control of head lice, please check your child/rens hair regularly and treat all bed linen, hats, combs, etc. if necessary.

Head lice do not jump or fly. They are spread mainly by direct head to head contact. They have strong claws and move by swinging from hair to hair. This can happen when people play, cuddle or work closely together.

Parents are advised to contact the office or teacher if lice are detected, so that we may alert other parents of the need to check their child's hair via correspondence or notices in the newsletter. If head lice notices are issued by the school, it is appreciated if parents and caregivers could give the issue immediate attention.

HOMEWORK

Homework provides a link between home and school. It also provides an opportunity for parents to remain informed of the type of work undertaken in the classroom, as well as assisting in the development of study habits and self-discipline. The school encourages consistent and appropriate homework standards through the implementation of the following principles:

- Parents are encouraged to supervise, review and sign homework where requested.
- There should be no new tasks set for homework – only a reinforcement of concepts learnt in class.
- Homework tasks should be fully explained.
- Homework is to be neatly recorded in a homework book.
- Correction of homework should be done weekly.
- Reading, spelling and tables / number facts are to be set every night.
- The following table represents a guide to homework times:

<i>Prep Year</i>	<i>10 mins (sight words and home reading)</i>
<i>Year One</i>	<i>10 mins (minimum of written work).</i>
<i>Year Two</i>	<i>15 minutes</i>
<i>Year Three</i>	<i>15 minutes,</i>
<i>Year Four/Five</i>	<i>25 minutes</i>
<i>Year Six</i>	<i>30 minutes</i>

Study habits and discipline learnt during the completion of homework are important aspects of a child's education.

*For more information, please refer to the **Homework Policy (Appendix A)***

HOMework CENTRE

Homework Centres



Homework support for busy families

Homework Centres

Homework is an important part of every child's education but finding time to help your child get their homework done can be a challenge for your busy family.

To ease the burden on families, Homework Centres will be established in up to 120 state schools across Queensland.

What is a Homework Centre?

A Homework Centre provides a supervised and suitable learning

What will my child do at a Homework Centre?

Your child can complete homework under the supervision of teacher aides or academic counselling.

As well as their schoolwork, children can participate in other activities and wellbeing, such as reading or art.

Each school along the U

Our school has a Homework Centre operating during the school term. We currently run each Monday, Tuesday and Thursday from 3pm – 4:20 during the school term. Registration forms come out at the start of each term. Places are offered as forms are returned. There are only 24 places per session so please return forms promptly. Our centre is supervised by teacher aides under the direction of the school principal. This is a FREE service to the Capella community.

SPORTING HOUSES

Three sporting houses exist at Capella State School - Gregory (Red), Macarthur (Green) & Leichhardt (Yellow). On enrolment, students will be allocated a house for sports representation eg. Cross country and swimming / athletics carnivals. Students are encouraged to wear a t-shirt which represents their house at such events. These may be purchased through the uniform shop at the tuckshop. Students from the same family will be placed in the same house.



INCLUSION TEACHER

The Learning Support Teacher supports teachers in both the identification process, SWAN referrals (students with additional needs) and programming, for students who have been through the verification process. The SWAN team consists of students with disabilities teacher, guidance officer, principal and head of curriculum.

Our school has access to external support agencies for verified students. We refer students as required through the school year with parental permission. We regularly access

- Bushkids
- Autism Queensland
- CPL (Choice, Passion, Life)

For children who are verified with a disability we are able to access Department of Education Specialist Support Staff including:-

- Physiotherapist
- Speech Therapist
- Occupational Therapist
- HOSES – Coalfields
- Head of Curriculum Special Services (HOCSS)
- Guidance Officer



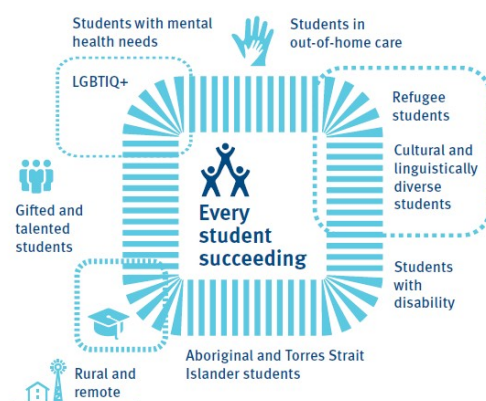
Inclusive education

Queensland students welcomed, engaged, learning and achieving

The Department of Education is committed to providing high quality education to all Queenslanders, and has released a renewed [Inclusive Education Policy](#).





The renewed policy will ensure that students from all backgrounds, of all identities and all abilities are able to access and participate in education and achieve.

The Inclusive Education Policy commits the department to continuing its journey towards a more inclusive education system at policy and regional levels, and as part of everyday practice in schools, educational settings and classrooms.



Our commitment

Our commitment means that children and young people across Queensland, from all social, cultural, community and family backgrounds, and of all identities and all abilities are able to:

-  **attend** their local state school or education centre and be welcomed
-  **access and participate** in a high-quality education and fully engage in the curriculum along-side their similar-aged peers
-  **learn** in a safe and supportive environment, free from bullying, discrimination or harassment
-  **achieve** academically and socially with reasonable adjustments and supports tailored to meet their learning needs.

What we mean by inclusive education

Inclusive education means that students can access and fully participate in learning, alongside their similar-aged peers, supported by reasonable adjustments and teaching strategies tailored to meet their individual needs.

Inclusion is embedded in all aspects of school life, and is supported by culture, policies and every day practices.



Implementation

The department's work towards a more inclusive state education system is guided by nine principles adapted from the United Nations' nine core features for inclusive education:

-  A system-wide approach
-  Committed leaders
-  Whole of school
-  Collaboration with students, families and the community
-  Respecting and valuing diversity
-  Confident, skilled and capable workforce
-  Accessible learning environments
-  Effective transitions
-  Monitoring and evaluation

Further information regarding these principles and how we are supporting every student to succeed is available on our inclusive education website.

More information: qld.gov.au/inclusiveeducation



Queensland
Government

INSTRUMENTAL MUSIC

A visiting instrumental music teacher attends the school once a week. The instrumental music program is available to a selection of students from Years 4 to 6. Parents are advised that student participation involves the payment of a levy each year. Separate information relating to this program is available from the office. Please see our Capella State School Youtube Channel for our latest Instrumental Music Performance!

<https://www.youtube.com/watch?v=zHNWE0bdrf8&t=56s>

LIBRARY

Children are allowed the full use of the library, provided books are returned by the due date. Parents will be required to replace any books lost by their children. A record of borrowed books is kept on the library computer. It is the child's responsibility to take due care of books borrowed from the library. To assist in the care of such resources, a library bag is included on the book and stationery lists each year. A small selection of library bags are available for purchase from the school uniform shop.

LOST PROPERTY

The school's "Lost Property Box" is located near the Tuckshop. All lost items will be placed in this box. Children and parents are encouraged to check for missing items at regular intervals as, at the end of each term, unclaimed items are sent to a local charity or retained by the school as spare items for emergencies. Please ensure you name all clothing items.

LUNCHES

No lollies, soft drinks or glass bottles are to be brought into the school grounds or on excursions. Lunches are not to be shared unless within the immediate family. All students are required to bring a piece of fruit to be eaten at 10am for 'Brain Break'. If children forget lunch or eat all their food there is always food available through the office. Our school has funding targeted towards providing food for all students as required.

MOBILE PHONES AT SCHOOL

Children are required to hand in all mobile phones to the office at the start of the day. Children may then collect them at 3pm. Children are not permitted to use their phone during the day.

MONEY AT SCHOOL

Students are discouraged from carrying money at school or putting money in their desks or ports. **No responsibility will be accepted by staff for money lost by students at school.**

With the exception of tuckshop, all payments should arrive in a sealed envelope with the child's name, amount and payment details clearly marked on the front. Payment cut-off dates are set to enable the office to finalise arrangements with suppliers. To avoid disappointment, please ensure that payments are received by the due date. Our preferred method of payment is through QParents.

THE ARTS CURRICULUM

Classroom teachers are responsible for The Arts program, with each year group being taught a sequential program. Students in Prep to Year 6 participate in one lesson weekly. The Arts curriculum area includes visual arts, media, drama, dance and music. Our school participates in a range of Cultural performances including Bush Dance & in 2023 our school created a whole school performance called - "Life is a Fairy Tale". These major events allow for children to experience 'The Arts' curriculum through life like productions.

WEEKLY WHATS UP EMAIL!

The admin team send out a What's Happening in Capella State School update via email every week to keep dates handy!

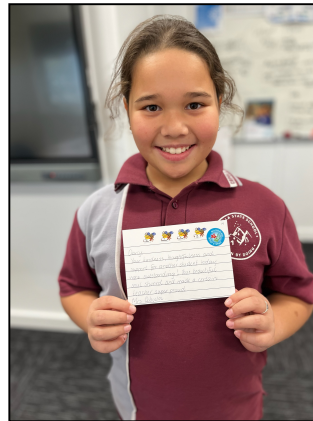
OFFICE HOURS

Administration staff will attend the office between 8.30am and 3.30pm. Although staff are present in the office at other times, it is requested that you phone or visit during these hours. An answering machine may receive your telephone call if staff are attending to other calls or visitors. If this is the case, please leave a message so that your call may be returned as soon as possible. Contact numbers for the school are as follows: front office – 49887111; Principal Mobile – 0436 805 886; absences – 0418 790 074; senior school phone – 0436 819 298.



PARADES / ASSEMBLIES

Parents and carers are welcomed, and encouraged, to attend weekly parades. The whole school gatherings are an opportunity to publicly award students for achievement in all areas of development, as well as showcasing special events. Where additional events are to form part of the parade in a given week, details will be provided in the newsletter beforehand. On the 2nd last Monday of each term there shall be a Principal's Assembly held and two recipients from each class shall be selected to receive a Principal's Award. Recipients of awards and their parents are invited to attend a celebratory morning tea following the Principal's Assembly. The school will take a photo of your child when they receive an award and send a copy via SMS. Please look for the Zoom link via email to join our parade online.



PARENTS & CITIZENS ASSOCIATION

Parents, carers and interested community members are encouraged to take an active interest in the school's P & C Association. The Association contributes greatly to the ongoing improvement of the school and its resources through fundraising and other efforts. Meetings are generally held twice per term and are advertised via facebook and our weekly What's Happening email. Additional P & C information is contained within the enrolment package.



PARENT COMMUNICATION DURING SCHOOL TIME

To minimise disruptions to teaching / learning time, direct telephone calls between parents and children during class time are discouraged. Unless in the case of an emergency, messages may be left with administration staff to pass on to children and / or teachers. Any person wishing to approach a child during school hours is requested to first attend the school office.

Parent Teacher Interviews are held normally in the beginning to Term 2 and end of Term 3. For these interviews we use an internet-based booking system called PTO. A letter outlining the following information, plus dates and times for the interviews will be sent home as soon as the booking system is opened.


Using this system you will be able to book the interview times that suit you best from any internet-connected computer. A computer will be available in the **staff room** during school hours if you do not have internet access at home or elsewhere.

Due to security and privacy requirements of Education Queensland, we are not permitted to load parent and student names into PTO without first obtaining individual consent from parents. PTO allows this consent to be obtained as a part of the login process. Please follow these steps to log in to PTO and make your interview bookings:

- Go to the school's web site **capellass.eq.edu.au** and click the *Parent teacher Interview* link in the Quick links section.
- At the PTO login screen, click "Register for use" and enter your name and email address. Then click "Send registration". By doing so you are consenting to your information being stored in PTO and being used for the purpose of interview bookings.
- An email containing your login PIN will be sent to the email address you provided. You may need to check your junk mail folder as genuine email messages can sometimes be incorrectly classified as junk mail.
- If you don't have an email address, contact the school by phoning 49 887 111 so that we can enter your details for you.
- After you have received your login details, click "Login" on the PTO login screen and enter your surname and PIN as shown in the email or as advised by the school.
- Enter the Student ID of the student for whom you wish to book interviews. Education Queensland student IDs (EQ Id) have ten numbers followed by one letter. You can enter more than one ID if you have multiple students at the school. Your students IDs have been attached to this letter. The classes of each student can be listed to check that you have entered the ID correctly, and to help distinguish between siblings.
- You can optionally enter the name of the students for the IDs entered. By doing so you are consenting to the student's name being stored and used in PTO for interview bookings. *You do not have to enter the name of the student(s)* but doing so will help you when making bookings and will also help teachers to know who they are seeing/discussing for each interview.
- After you have entered your student ID(s) and optional name(s), proceed to make bookings as instructed on the screen.

If you have any questions or concerns about security or privacy of information stored in PTO please visit the www.parentteacheronline.com.au/privacy

Please note the following points:

- Bookings are made for *individual* parents/guardians, not for couples. Couples can however log on to the system simultaneously to coordinate bookings. If two parents/guardians wish to attend a single interview time slot, one parent/guardian should make the booking then both can attend.
- You will only see time slots that are *available* at the time you are using the system. As time slots are booked for teachers, those time slots are no longer displayed as available. PTO prevents double-booking of teachers or parents/guardians.
- When you have made all the bookings you require, you can download or email a PDF *report* of your bookings in time order for printing. You can log in and *change bookings* any time **up to 9am on the day of interviews**.
- If you see this symbol  displayed along side the class name, it means this teacher recommends that you book an interview.
- Other parents may be making bookings at the same time that you are using the system. It is possible, though unlikely, that a time slot is displayed to you as available, but is then booked by another parent shortly afterwards. If you then attempt to book this time slot it will not be available and a message will be displayed to indicate this.
- If you encounter any problems using PTO please contact the school office **by phone on 49 887 111 or email admin@capellass.eq.edu.au**

If there is not a time slot or date suitable on the online booking system, we encourage you to contact the classroom teacher to make an alternative time.

PLAY – TIME AND PLACE

Students are able to play during first break from 11.00am to 11.30am. Second play break is from 1.20pm to 1.40pm. Lower grades (Preps-Year 2) and upper grades (3 – 6) have their own designated play areas. Sports and other play equipment is available for use during breaks. As a PBL school we believe in providing a range of learning experiences through our play breaks. You will see children engaged and exploring across the school.

PROFESSIONAL DEVELOPMENT

Staff will occasionally be required to attend training days and a relief teacher will be engaged as a replacement. To limit disruption and ensure consistency of teaching and learning in the classroom, the class teacher will leave a daily plan to direct the relief teacher.

PUPIL FREE DAYS

Parents will be notified, in advance, of these dates – usually in the school newsletter. Students are not to attend school on these days, as all rostered staff will be engaged in professional development activities at the school or other locations.

HEALTH & PHYSICAL EDUCATION PROGRAM

Our whole school participates in HPE lessons on Friday afternoons during term 1 and 2 each year. Our school runs whole school ball games and athletics programs across these two terms. Year 3-6 participate in team sports in the 2nd Semester on Friday afternoons including – touch, cricket, netball, basketball, softball & table tennis.

Students in Prep to Year 6 participate in a 60 minute lesson per week with our specialist HPE teacher – Mr Cody Fordham. Students participate in swimming lessons term 1 and term 4 as a part of the HPE program. Our school employs coaches in a range of sports to enhance our program.

PREP

Prep operates Monday to Friday during the standard school hours. Term 1 we encourage parents to pick up children at 2:45 to reduce the busy pick up times for our newest students. The Prep class is staffed by a qualified teacher and teacher aide. The teachers are responsible for the educational program that is run in this classroom. A separate Prep Handbook is available from the office.

QPARENTS

The QParents web and mobile application provides a more convenient, easier way for parents and legal guardians of Queensland state school students to interact with their child's school. Parents will 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
- Behaviour information
- Academic report cards
- Class timetables
- Downloading exam timetables and assessment planners
- Viewing unpaid invoice details, payment history, and making payments online
- Viewing and updating personal student details, including medical conditions and address
- Enrolment details
- Upcoming events list showing school events, exam and assessment dates, and excursions.

QParents will assist both staff and parents in sharing and responding to information in an efficient and effective way.

QParents won't replace the traditional ways you communicate with our school, but it will provide another way to communicate with us.

More information about QParents can be found at <https://qparents.qld.edu.au/#/about>

For the QParents Help Guide go to:-

<https://qparents.qld.edu.au/#/help>

QSchools mobile app

The QSchools app is a convenient way to share up-to-the-minute information with the school community.

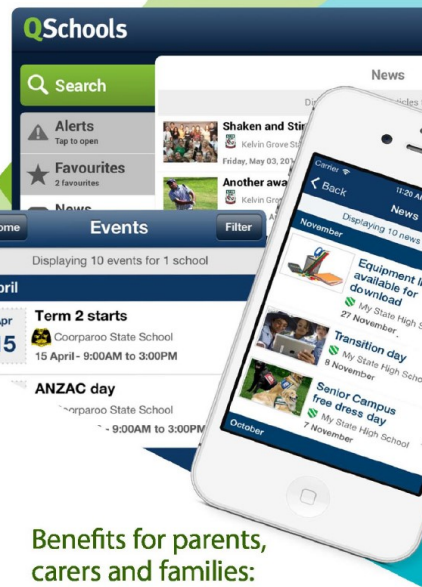
The app is designed to integrate with Websites for Schools websites. When a school publishes content to their website, the app is automatically updated with the latest news, events and newsletters.

Emergency announcements and push notifications, such as information about natural disasters and school closures, can be published by the department.

All Queensland state schools are searchable via the app, however only schools who have upgraded their school website with Websites for Schools will benefit from all the features of the app.

Encourage your school community to download for free

via the Apple iTunes Store/Google Play



Parent and Community Engagement Framework alignment

The QSchools app is a useful tool for schools implementing the Parent and Community Engagement Framework to facilitate:

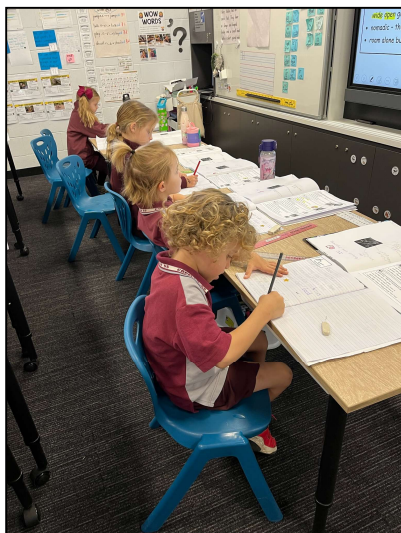
- better communication with the school community
- community collaboration
- encourage participation in the school community.

Compatible with the following devices:



Benefits for parents, carers and families:

- access the latest school news, newsletters and calendar events
- receive emergency announcements and push notifications
- follow multiple schools
- search for the nearest school by current location, postcode, school name or suburb.



REFUNDS

Requests for refunds must be made on the appropriate form, available from the office. Please note that approvals for refunds are at the discretion of the Principal.

*A copy of the school's **Refund Guidelines** is attached as **Appendix B**.*

REPORTS

School report cards will be issued twice annually via QParents and an automated email.

- First Report: End of Semester One
- Second Report: End of Semester Two

SCHOOL LEADERSHIP POSITIONS

SCHOOL CAPTAINS AND OTHER LEADERS

To be eligible to run for leadership positions, nominees must have completed the Capella State School Blue Card process.

Leadership positions for the respective year will be determined by the number of students that successfully complete the blue card system and are awarded the School Leader badge.

Suggested positions include:

- School Captains (Yr 6)
- Music Captains (Yr 6)
- Well Being Captain (Yr 6)
- Student Body Leaders (Yr 6)
- Sustainability Captains (Yr 6)
- Sports/House Captains (Yr 6)
- PBL/Media/Technology Captains (Yr 6)



CODE OF BEHAVIOUR

At Capella State School, we are a Positive Behaviour for Learning School. **Positive Behaviour for Learning** (PBL) is a comprehensive, integrated whole school approach to student wellbeing and **behaviour**. PBL is a process that supports school leadership teams to create **positive learning** environments that enable student **learning** and wellbeing.

Our four areas focus are:

- Being Safe

- Being Respectful
- Being Responsible
- Being a Learner

Behavioural Expectations charts are displayed every classroom throughout the school. Students are explicitly taught the behavioural expectations relevant to the specific area above and for the various locations throughout the school (eg. in the classroom, before and after school).

Whole School (Prep-Year 6) Celebration of Positive Behaviour Reward Day

Each term teachers and staff review children's behaviour using our schoolwide Behaviour Matrix. Staff mark the criteria for Gold/ Silver/ Bronze and your child's behaviour level is communicated via SMS at the end of each term. A copy of the Behaviour matrix and PBL process is within the Code of Behaviour.

SCHOOL UNIFORM

Girls' Uniform: Maroon & white checked dress, or school polo shirt worn with maroon skorts, pleated skirt, shorts or leggings. Black closed in shoes or sports sneakers with black and/or white socks. Sports briefs should be worn under dresses or skirts.

Boys' Uniform: School polo shirt worn with maroon shorts. Black closed in shoes or sport sneakers with black, white or grey socks.

Winter Uniform: Maroon tracksuits and/or grey, maroon or black skivi or tights worn under regular uniform.

Hats: Maroon broad brimmed hats (minimum brim 8cm) must be worn whenever outside the classroom. Akubra's, branded bucket hats and caps are not a suitable hat to be worn at school. Students without a maroon sun smart hat will be unable to play and will be directed to a "shaded area".

Sports Shirts: Students are encouraged to wear their sports house coloured polo on their class PE day and at our school sports days. Representative sports shirts may also be worn on PE or school sports days only.

Senior Shirts: Students may wear their Year 6 senior shirt any day of the week.

Hair Accessories: Hair accessories should only be worn in the school colours

Jewellery: The only jewellery appropriate for school is simple stud or sleeper earrings and a medic alert bracelet or necklace. All other jewellery should be removed before coming to school

Jeans, thongs, sandals, make-up, fingernail polish and radical hair dye and cuts are not appropriate for school. The school community together with the P&C Association are striving to ensure the highest possible standards at the school. We are seeking your support to maintain these standards by ensuring your child wears the correct uniform at all times. Students who repeatedly wear non uniform items will be required to change into spare items at school.

Capella State School permits religious/cultural items (e.g. hijab, yarmulke, turban).

It is important that winter uniforms are purchased for the cooler months. Children may wear maroon jumpers, track pants or leggings. Our school is striving for 100% of children wearing the school uniform.

Uniforms are available for purchase from the Tuckshop each Friday after 11.30 am or via QuickCliq.

SEMESTER DATES - 2024

A full calendar including Public Holidays can be accessed at:

<https://education.qld.gov.au/about-us/calendar/future-dates>

SMOKING

Staff, parents, community members and students are affected by a total ban on smoking. Staff and other adults are required to leave the school grounds to smoke and maintain a 5 metre distance.

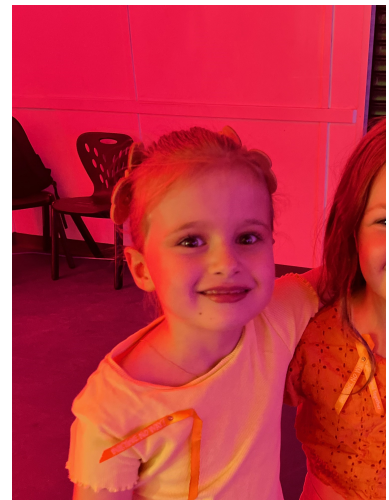
STUDENT COUNCIL

Student Body Leaders and School Captains along with representatives of each class from Prep to Year 6 will form the Student Council. The Student Council works towards providing events for the participation of students and also aims to raise funds to improve school resources or assist charities. In recent years, the Student Council has funded sports equipment and provided entertainment in the form of school discos. The Council has also undertaken fundraising to benefit various charities.



SUN PROTECTION

It is essential for students to wear a broad brimmed hat outside - "no broad brimmed hat, no outside play". Students are encouraged to wear sunscreen. Protective sun shirts must be worn to participate in water activities.



SWIMMING

All children, including Prep students, are required to attend swimming classes. These are generally held in Term 1 & Term 4. A note from the parent / carer, supported by a medical certificate, is required should a child be absent from swimming instruction for an extended length of time.

Children are expected to wear their school uniform to school. There will be time allocated before and after swimming lessons to change. A sun safe swim shirt must be worn by all students during swimming lessons.

TOYS

Toys are not to be brought to school. Birthday presents may be brought to school for Show and Tell but must stay on the teacher's desk for the day.



TUCKSHOP

The school Tuckshop operates every Friday under the banner of the P & C Association. Orders are made through our online ordering system Quickcliq. Parents are urged to volunteer in the tuckshop as your support enables this service to be provided. Please contact the office on 4988 7111 if you are able to nominate for the tuckshop roster.

VISITORS TO SCHOOL

Parents are encouraged to visit classrooms in order to assist with children's learning. Visitors and parent helpers must sign the visitor's book in the office prior to assisting. For safety and educational reasons, loitering in the school without a specific purpose, is not permitted and may be reported to the police.

VOLUNTARY HELPERS

Capella State School is fortunate in having so many people willing to spend time as voluntary classroom aides. If you volunteer your time at school in any capacity eg. classroom help, swimming and tuckshop, you must register your attendance in the Visitors book.

It should be seen that the use of voluntary helpers has enormous benefits for the classroom. It can assist learning as well as provide an important link between the school and parent body.



Appendix A



CAPELLA STATE SCHOOL

HOMEWORK POLICY

THIS HOMEWORK POLICY OUTLINES THE EXPECTATIONS FOR STUDENTS, PARENTS & CARERS AND SCHOOL STAFF REGARDING HOMEWORK PROVIDED TO STUDENTS AT CAPELLA STATE SCHOOL.

EARLY PHASE OF LEARNING (Prep to Year 3)

In the Early Phase of Learning, all activities at home, or in play, can assist children to develop literacy, numeracy and problem-solving skills.

Homework tasks may include:

- daily reading to, with, and by parents, caregivers or other family members
- linking concepts with familiar activities such as shopping, preparation of food, local environment and family outings
- conversations about what is happening at school
- preparation for oral presentations
- opportunities to write for meaningful purposes

► In the Prep Year, students will generally not be set homework, apart from home readers and sight words.

► Homework in Years 1, 2 and 3 could be up to, but generally not more than, one hour per week.

MIDDLE PHASE OF LEARNING (Years 4 to 6)

In the Middle Phase homework may be completed daily, or over a weekly or fortnightly period.

Homework tasks may include:

- daily independent reading
- co-ordination across different subject areas eg. setting a task such as writing a letter (English) to the local member of parliament (SOSE) about a local environmental matter (Science)
- extensions of class work, projects and research.
 - Homework in Years 4 and 5 could be up to, but generally not more than, two to three hours per week.
 - Homework in Years 6 could be up to, but generally not more than, three to four hours per week.

Appendix B



CAPELLA STATE SCHOOL

REFUND POLICY

At Capella State School, we are committed to providing a safe and supportive learning environment for students, staff and volunteers. This commitment includes the health and safety of staff and students when conducting curriculum activities in the school or in other locations.

School excursions and camps enhance a student's learning by providing opportunities for the student to participate in activities, both curriculum-related and recreational, outside the normal school routine. All planned school excursions are approved by the Principal and endorsed by the Parents and Citizens Association.

State schools are able to charge a fee for:

- An educational service including materials and consumables not defined as instruction, administration and facilities for the education of the student;
- An education service purchased for a provider other than the school where the provider charges the school; and
- A specialised educational program.

A school fee is directed to the purpose for which it is charged.

School fees for excursions and camps are calculated on a cost recovery basis, according to the number of students who have indicated their attendance.

Participation of students in an excursion or camp is indicated through payment of the excursion or camp fee and provision of a permission form completed by the parent/caregiver.

Please Note: *As the school budget cannot meet any shortfalls in funding for an excursion or camp due to the subsequent non-participation of a student who had previously indicated attendance of the activity, fees already paid for an excursion or school camp may be refunded in full, or in part or not at all, having regard to the associated expenses incurred and the circumstances of the non-participation.*

If a parent/carer wishes to apply for a refund due to their child's non-participation in an excursion or camp activity, they do so by completing a Request for Refund form available from the school office. Where possible, the request should include the receipt relating to the payment for which a refund is being sought.

It is preferred that refunds be made as a credit against the student's account at the school, and used for any cost in the future.

Department of Education and Training policy references:

Education (General Provisions) Act 2006

SCM-PR-002: School Excursions

FNM-PR-019: State Education Fees