CAPELLA STATE SCHOOL

PO Box 94, CAPELLA QLD 4723
Phone: 07 4988 7111
Administration Mobile: 0488 239 331
Email: admin@capellass.eq.edu.au
Web: http://capellass.eq.edu.au
Facebook: Capella State School & Capella State School P&C Association



CONTACT US

We're here to help!

PHONE

Front Office
4988 7111
0488 239 331

OTHER SCHOOL MOBILES

(used for classrooms updates, student award photo's, school camps, etc.)

0436 805 886
0436 951 838
0436 819 298
0436 944 231

PHYSICAL ADDRESS

41 Huntley Street
Capella, QLD, 4723

Main Entrance
Off Burn Street

POSTAL ADDRESS

PO Box 94
Capella, QLD, 4723

INTERNET / EMAIL

Website:
www.capellass.eq.edu.au

Email:
admin@capellass.eq.edu.au

Facebook:
Capella State School

Youtube:
https://www.youtube.com/channel/UCzvZWFAZRZkfT988Hya7lKQ

STUDENT ABSENCES

email
absences@capellass.eq.edu.au

or text
0488 239 331

Thank you!

TOGETHER WE MAKE A DIFFERENCE

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.

Capella State School has a SWAN (students with additional needs) referral system to ensure all 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	Kristy Pethers
Head of Curriculum	Kate Legge
Specialist Science & Technology	Kristy Espig
Specialist HPE	Luke Corkill
Instrumental Music	Owen Clarke
Classroom Teachers	Kimberly Schoo
	Jessica Wilson
	Maddison Paice
	Stephanie Kempf
	Bella Muza
	Jacinta McDermott
	Melissa Nordling
Support Teacher	Linda Flohr
Cluster HOSES	Dot O'Dell
Speech Therapist	Maggie Flynn
Guidance Officer	Kylie Pickering
Social Worker	Shaun Mowday
Local Replacement Teacher	Kate Karner
Business Services Manager	Carla Langtry
Teacher Aides	Jeanette Kister
	Mel Lister
	Elisha Moyle
	Hennah Ellery
	Julie Tasker
	Jade Tasker
	Kylie Ditton
	Chloe Davey
Computer Assistant	Amanda Hoare
School Officer/Grounds	Peter Newell
Cleaners	Kylie Ditton
	Peter Newell
	Preaw Somjairo
School Chaplain	Adrie Smit
Tuckshop Convenor	Jacinta Wenting

The school is always looking for relief staff to have on hand in the event of staff absences. Please contact the school if you are interested in finding out more about being a relief staff member.



ABSENCES FROM SCHOOL

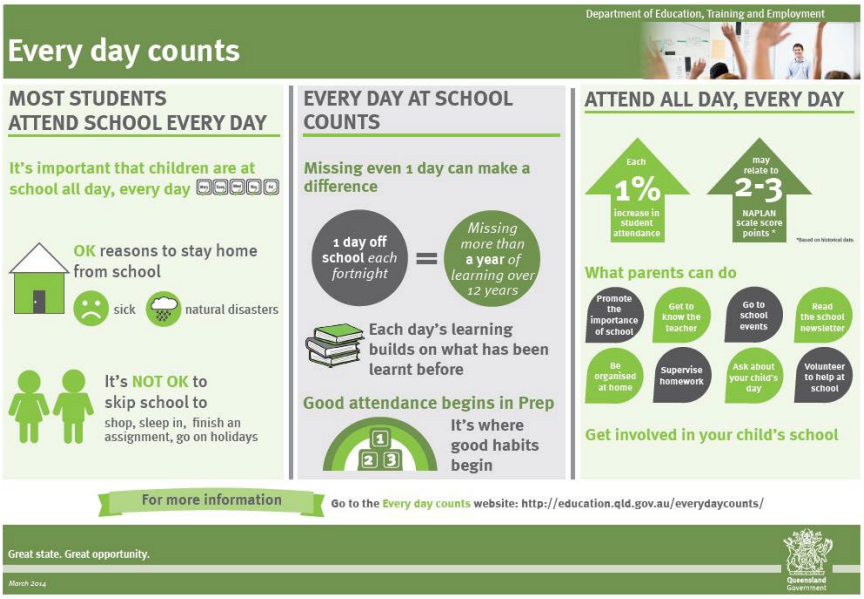
When children are absent from school, communication is required by 9am from parents to explain the reason for the absence. This may be in the form of a visit, telephone call, email, text, written note or absence notifications can be via the QParents app. See front of this booklet for contact details.

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. The principal can exempt children from compulsory schooling for extended periods for a range of reasons. Please make an appointment with the principal if you are planning extended time off school. 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 8:50am to 2:50pm.



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.

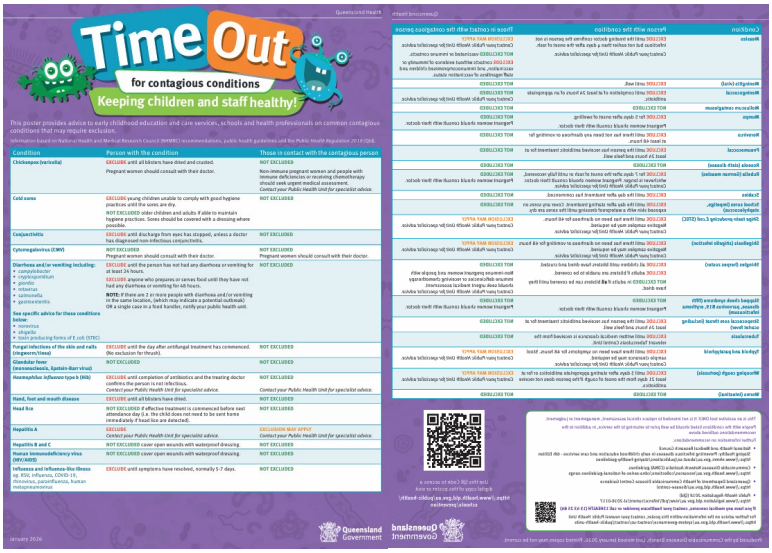
- When a child is ill, do not send him/her back to school until you are sure the recovery is complete.

- 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. See office staff for a 'Consent to Administer Medication' form which will need to be completed for any medications being administered at school.

- Medication must 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 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



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 physical activity program or breakfast club. Children are expected to stay with the group and not loiter around unsupervised areas. Teacher aides are on duty to be able to offer 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 off Huntley Street. Please ensure that all "No Parking" and "Bus Zone" 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 to 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. 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.

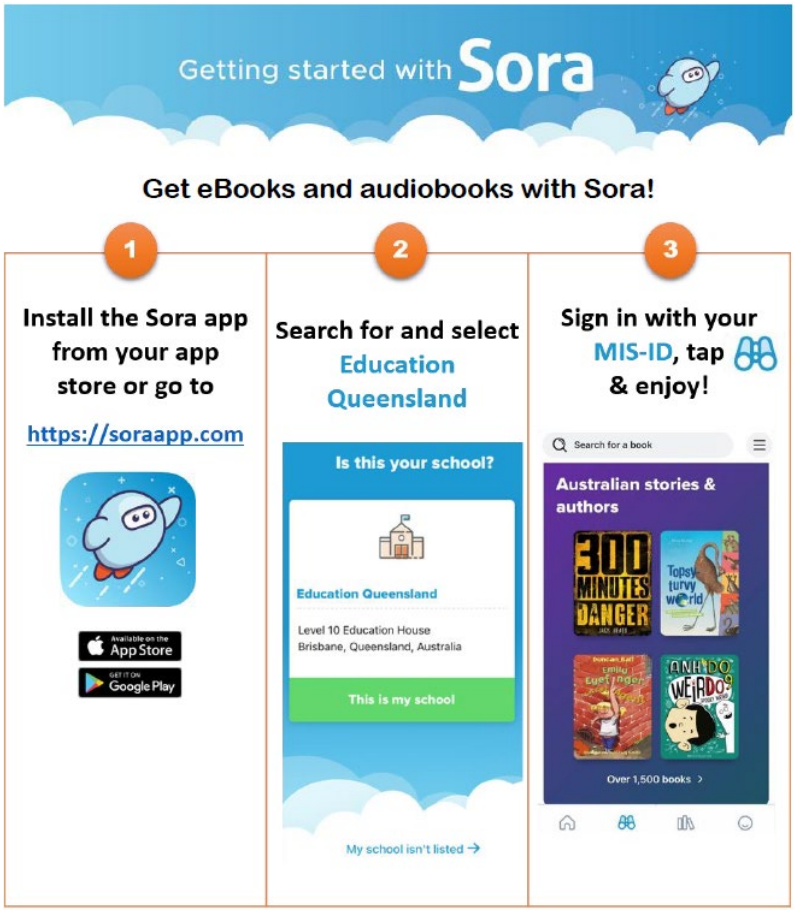
8:30am	Supervision of students begins. Before school physical activity program & breakfast club. Students should not be onsite prior to 8:30am. All students meet in front of the school tuckshop at the start of everyday.
8.45am	School song plays. All students are to make their way to the MPH and be seated in their roll class groups. Teachers are in the classrooms when the school song plays, then they come to the MPC for morning notices and collection of the class.
10.00am	Brain Break
11.10am	Bell rings for first break play
11.35am	Bell rings to transition to first break eating
11.50am	Bell rings for students to prepare for class
1.20pm	Bell rings for second break play
1.35pm	Bell rings for second break eating
1.50pm	Bell rings for students to prepare for class
2:45	Prep – classroom doors open for parent pick up (Term 1 only)
2.50pm	Bell rings for conclusion of the school day

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- AVAILABLE FREE FOR ALL STUDENTS

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 is encouraged to assist with supervision.

- **Year 3 -** School Sleep Over (one night)
- **Year 4 & 5 -** Alternating between Fairbairn Outdoor Education Centre (even years) and The Caves Education Centre (odd years) (3 days, 2 nights).
- **Year 6 –** Boyne Island Education Centre (5 days, 4 nights)

Capella State School works to co ordinate the camping experiences across year 4-6 at the same time where possible. Parent volunteers are always welcome to our camping program.

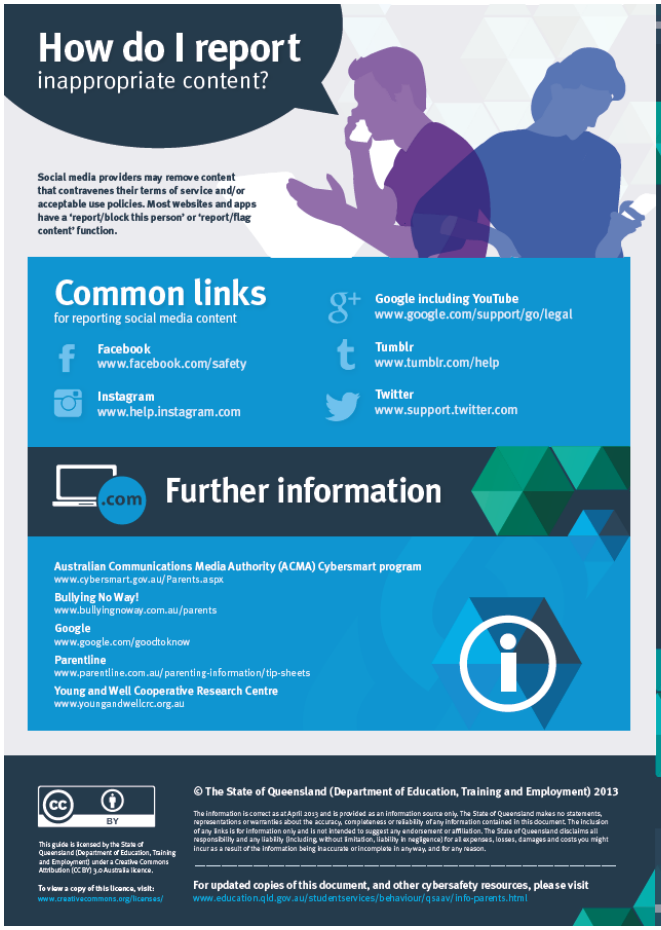


FACEBOOK & YOUTUBE

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:

SCAN ME

https://www.facebook.com/groups/628807270610013/?epa=SEARCH_BOX







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:

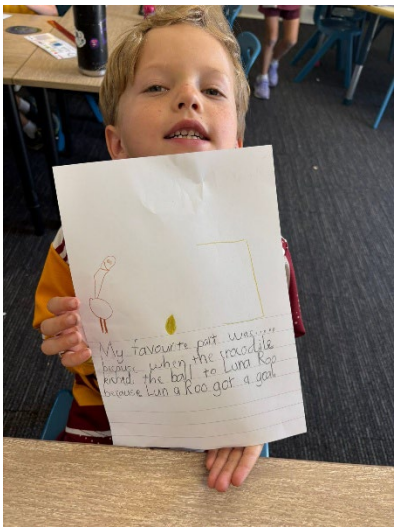
- Parents are encouraged to supervise, review and sign homework where requested.
- There should be no new tasks set for homework – only a reinforcement of concepts learnt in class.
- Homework tasks should be fully explained.
- Homework is to be neatly recorded in a homework book.
- Correction of homework 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:

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

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

Department of Education

Homework Centres

Fact sheet for families



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 environment where your child can complete their homework before they come home from school.

Homework Centres provide your child additional learning time with their peers, and support good study habits.

Homework Centre sessions are free for a maximum of 3 hours per week, for 30 weeks per year. The sessions are supervised by teacher aides.

Operation hours are determined by the school in order to meet the needs of families in the school community.

Who can attend a Homework Centre?

Any student of a participating school can attend and participation is voluntary.

What will my child do at the Homework Centre?

Your child can complete their homework tasks under the supervision of teacher aides after school. Personalised tuition or academic counselling is not provided.

As well as their school-based learning, your child may also participate in other activities designed to support their health and wellbeing, such as reading.

Each school plans the Homework Centre sessions based on the age, learning and development needs of the students attending.

A healthy snack will also be provided.

How do I register my child in a Homework Centre

Complete the registration form that will be circulated by participating schools. This form will provide a local contact who can answer any queries you have and provide support with registration.

www.qld.gov.au/homeworkcentres

Queensland Government

Our school has a Homework Centre operating during the school term. We currently run each Monday, Tuesday and Wednesday from 3pm – 4pm 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 through QuickCliq. Students from the same family will be placed in the same house.



STUDENT SUPPORT

The HOSES and Learning Support Teacher supports teachers in both the identification process, SWAN referrals (students with additional needs) and programming, for students with additional needs. The SWAN team consists of an inclusion teacher, guidance officer, speech language pathologist, principal and head of curriculum.

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

- Bushkids
- Autism Queensland
- SALDA

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
- Guidance Officer
- Social Worker



Fact sheet

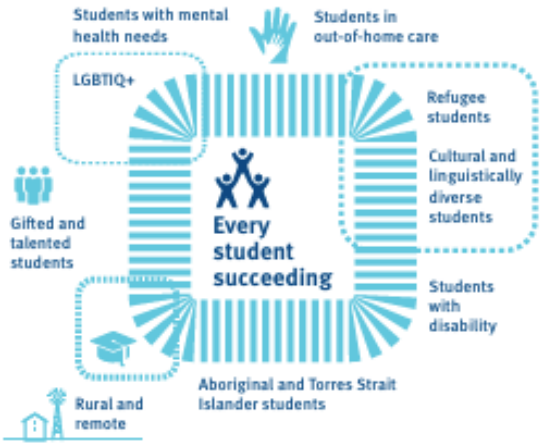
Inclusive education

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. 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 through QuickCliq.

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 provides 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 2:50pm. Children are not permitted to use their phone during the day as per the policy.

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.**

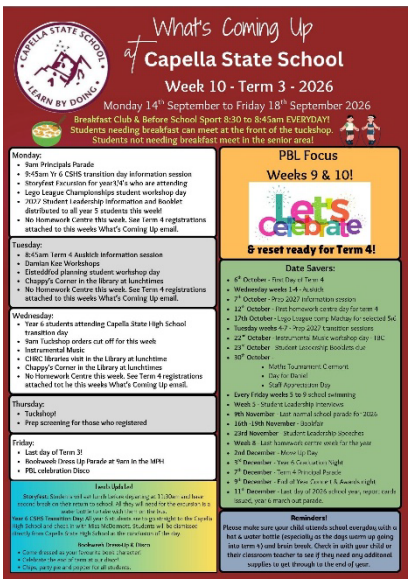
All cash payments should arrive in a sealed envelope with the child's name, amount and payment details clearly marked on the front. Payment cut-off dates are set to enable the office to finalise arrangements with suppliers. To avoid disappointment, please ensure that payments are received by the due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

THE ARTS CURRICULUM



Classroom teachers are responsible for The Arts program, with each year group being taught a sequential program. Students in Prep to 6 participate lessons across the year. The Arts curriculum area includes visual arts, media, drama, dance and music. Our school participates in a range of Cultural performances including alternating years of Bush Dance & a whole school performance. These major events allow for children to experience 'The Arts' curriculum through life like productions. In 2027 our whole school will create another major production! This is still in the works but will be an "Arts Spectacular".

WEEKLY WHATS COMING UP EMAIL


What's Coming Up at Capella State School
Week 10 - Term 3 - 2026
Monday 14th September to Friday 18th September 2026
Breakfast Club & Before School Sport 8:30 to 8:45am EVERYDAY!
Students needing breakfast can meet at the front of the tuckshop.
Students not needing breakfast meet in the senior area!
Monday:
• 9am Principals Parade
• 9:45am Yr 6 CSHS transition day information session
• Storyfest Excursion for year3/4's who are attending
• Lego League Championships student workshop day
• 2027 Student Leadership information and Booklet distributed to all year 5 students this week!
• No Homework Centre this week. See Term 4 registrations attached to this weeks What's Coming Up email.
Tuesday:
• 8:45am Term 4 Auskick information session
• Damian Kee Workshops
• Enteddifod planning student workshop day
• Chappy's Corner in the library at lunchtimes
• No Homework Centre this week. See Term 4 registrations attached to this weeks What's Coming Up email.
Wednesday:
• Year 6 students attending Capella State High School transition day
• 9am Tuckshop orders cut off for this week
• Instrumental Music
• CWRC libraries visit in the library at lunchtime
• Chappy's Corner in the library at lunchtimes
• No Homework Centre this week. See Term 4 registrations attached tot he this weeks What's Coming Up email.
Thursday:
• Tuckshop!
• Prep screening for those who registered
Friday:
• Last day of Term 3!
• Rootsweb Dress Up Parade at 9am in the MPH
• PBL celebration Disco
Tuesday Update!
Storyfest: Buses will set forth tomorrow departing at 11:30am and have recess/ break on their return to school. All this will need for the excursion is a water bottle to take with them in the bus.
Year 6 CSHS Transition Day: All year 6 students are to go straight to the Capella high School and check in with Miss McDermott. Students will be dismissed directly from Capella state high School at the conclusion of the day.
Rootsweb Dress Up E Disco
• Come dressed as your favourite book character!
• Celebrate the end of term at a disco!
• Chips, party pies & juice for all students.
PBL Focus
Weeks 9 & 10!
Let's Celebrate
& reset ready for Term 4!
Date Savers:
• 6th October - First Day of Term 4
• Wednesday weeks 1/4 - Auskick
• 7th October - Prep 2027 information session
• 12th October - First homework centre day for term 4
• 17th October - Lego League comp Monday for selected SG
• Tuesday weeks 4/7 - Prep 2027 transition sessions
• 22nd October - Instrumental Music workshop day - TBC
• 23rd October - Student Leadership Boosters due
• 30th October
  • Maths Tournament Carnival
  • Day for Daniel
  • Staff Appreciation Day
• Every Friday weeks 3 to 9 school swimming
• Week 5 - Student Leadership interviews
• 9th November - Last normal school parade for 2026
• 16th -19th November - Bookfair
• 23rd November - Student Leadership speeches
• Week 8 - Last homework centre week for the year
• 2nd December - Move Up Day
• 3rd December - Year 6 Graduation Night
• 7th December - Term 4 Principal Parade
• 9th December - Full of Year Concert & Awards night
• 11th December - Last day of 2026 school year, report cards issued, year 6 march out parade.
Reminders!
Please make sure your child attends school everyday with a hat & water bottle (especially at the days warm up going into term 4) and brain break. Check in with your child or their classroom teacher to see if they need any additional supplies to get through to the end of year.

The admin team send out a What's Coming Up at Capella State School update via email every week to keep dates handy! This is also posted to our Facebook social media channel. Follow our Facebook to keep in the loop.

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 published on page 2 of this booklet.

PARADES / ASSEMBLIES

Parents and carers are welcomed, and encouraged, to attend fortnightly 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 our weekly What's Up email to families. 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.



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 Up 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

Parent Teacher Interviews are held normally in the beginning of Term 1 and 3. For these interviews we use an internet-based booking system called Booked. A letter outlining dates and times for the interviews and how to book online will be sent out as soon as the booking system is opened.

If you wish to communicate with your child's teacher outside of parent teacher interviews, please email the teacher directly.

PLAY – TIME AND PLACE

Students are able to play during first break from 11.10am to 11.35am. Second play break is from 1.20 pm to 1.35pm. 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

Students in Prep to Year 6 participate in a 60 minute lesson per week with our specialist HPE teacher – Mr Luke Corkill. 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. Our school runs whole school ball games and athletics programs across the year and team sports rotations on Friday's in term 3.

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.

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.

For the QParents Help Guide go to:- https://qparents.qld.edu.au/#/help

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. You will receive a report card for your child which will cover the past semester at the end of Term 2 and Term 4.

SCHOOL LEADERSHIP POSITIONS



SCHOOL CAPTAINS AND OTHER LEADERS

To be eligible to run for leadership positions, nominees must have completed the Capella State School Leadership process while in year 5.

Leadership positions for the respective year will be determined by the number of students that successfully complete the process.

Suggested positions include, but are not limited to:
School Captains, Arts Captains, Cultural Captains, STEM Captains, Sporting House Captains.

POSITIVE BEHAVIOUR FOR LEARNING

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:

- Be Safe
- Be Respectful
- Be Responsible
- Be 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).

Each semester teachers and staff review children's behaviour using our schoolwide Gold/ Silver/ Bronze levels and your child's behaviour level is communicated via SMS. A copy of the Behaviour and PBL process is within the Code of Behaviour.

Our school holds a PBL Celebration event at the end of each term to celebrate students successes and build on relationships.

SCHOOL UNIFORM



Sports Shirts: Students are encouraged to wear their sports house coloured polo on their class HPE 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.



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

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. Keep an eye out for slushie days!

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

Our fully refurbished tuckshop operates every Thursday thank you to our P&C and tuckshop convenor. Days can vary, please see our Facebook page for latest info.

Orders are made through our online ordering system Quickcliq by specified cut-off date/time. We are a 100% cashless tuckshop – no cash or paper bag orders. No late orders.

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. Please email tuckshop enquiries to capellasstuckshop@gmail.com

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.

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.

We look forward to working with you and your student as they move through their primary education.

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