

# Capella State School



# 2019 Prospectus

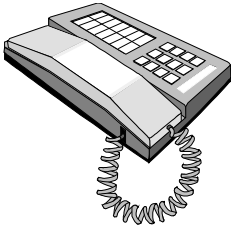
**PO Box 94  
CAPELLA QLD 4723**

**Phone: (07) 4988 7111  
Email: [principal@capellass.eq.edu.au](mailto:principal@capellass.eq.edu.au)  
Web: <http://capellass.eq.edu.au>**

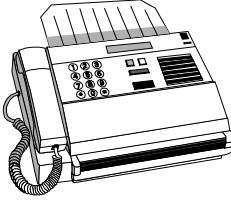
# Contents

Contacts .....	3
A Brief School Overview .....	4
Absences From School .....	5
Accidents Or Illness .....	5
Admission .....	6
Appointments .....	6
Arrivals & Departures .....	6
Daily Routine .....	7
Eisteddfod .....	7
Excursions/Camps .....	8
Hair .....	8
Head Lice .....	8
Homework .....	9
Houses .....	9
Instrumental Music .....	10
Library .....	10
Lost Property .....	10
Lunches .....	10
Money At School .....	10
Music/Arts Program .....	11
Newsletters .....	11
Office Hours .....	11
Parades / Assemblies .....	11
Parents & Citizens Association .....	12
Parent Communication During School Time .....	12
Play – Time And Place .....	12
Professional Development .....	12
Pupil Free Days .....	12
Physical Education Program .....	13
Prep .....	13
Refunds .....	13
Religious Instruction .....	13
Reports .....	13
School Leadership Positions .....	14
School Rules .....	14
School Uniform .....	15
Semester Dates - 2018 .....	16
Smoking .....	16
Student Council .....	16
Support Teacher (Learning Difficulties) .....	17
Sun Protection .....	17
Swimming .....	17
Toys .....	17
Tuckshop .....	18
Use Of School Facilities .....	18
Visitors To School .....	18
Voluntary Helpers .....	18

# Contacts



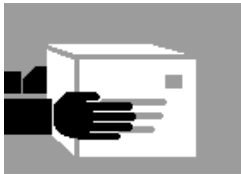
**Phone**  
Phone 4988 7111



**FACSIMILE**  
4986 4634



**STUDENT ABSENTEE EMAIL**  
absences@capellass.eq.edu.au



**PHYSICAL ADDRESS**  
41 Huntley Street  
Capella, QLD, 4723



**POSTAL ADDRESS**  
PO Box 94  
Capella, QLD, 4723



**INTERNET / EMAIL**  
Website: [www.capellass.eq.edu.au](http://www.capellass.eq.edu.au)  
Email: [admin@capellass.eq.edu.au](mailto:admin@capellass.eq.edu.au)  
Facebook: Capella State School

# A BRIEF SCHOOL OVERVIEW



Capella State School has an approximate enrolment of 170 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 tennis court in the grounds

The school caters for children from Prep to Year Six. Our Mission is ensure that children graduate from Capella State School Educated, Positive and Happy. This is achieved by planning and implementing a variety of academic and social educational experiences. Young, experienced and enthusiastic teachers work closely with learning support staff and educational advisers.

Children with special needs, including gifted children, are provided with specific learning opportunities through a successful support program. Learning Technology is a priority area with students able to access well-resourced Computer Rooms. We are proud of our library / resource centre which includes an equipped computer lab. Children starting Prep are advantaged by a close link to the kindergarten near the school campus.

The improvements of grounds at our school is a long term project, which will see the planting of trees and shrubs, watering systems for the upper school grassed area and upgrades to student eating areas.

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.

# ABSENCES FROM SCHOOL

When children are absent from school, communication is required from parents to explain the reason for the absence. This may be in the form of a visit, telephone call, email or written note. A specific address for parents who would prefer to email in information about absences has been created. Our email address for absences is:

***absences@capellass.eq.edu.au***

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.

<http://education.qld.gov.au/everydaycounts/>

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.

# 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 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](http://www.health.qld.gov.au/ph/documents/cdb/timeout_poster.pdf)

## **ADMISSION**

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. When students are attending an Education Queensland school for the first time eg. Prep, a birth certificate will need to be produced. This requirement also applies to students transferring from interstate. If a formal custody arrangement is in place, the office also requires a copy for their records.

## **APPOINTMENTS**

Appointments to see members of the teaching staff or Principal should be made by contacting the school office ie. Telephone or written request.

## **ARRIVALS & DEPARTURES**

Children are not, under any circumstances, permitted to enter the school grounds before 8am each day. Students are required to remain seated under A Block until the bell rings at 8.40 am. This rule is to ensure the safety of all children. In the afternoons, all children must leave the grounds by 3.15pm. Bikes are to be placed in the bike racks provided in the school grounds. When collecting students, please do not park in designated bus areas, or enter the grounds through the Malvern St gateway, which is used only by students travelling on buses. 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.



# DAILY ROUTINE

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

<i>8.40am</i>	<i>Teachers are in the classrooms when the bell rings</i> <ul style="list-style-type: none"><li>• <i>Children may prepare resources for the day if the teacher is present in the classroom, or</i></li><li>• <i>Children may wait quietly outside their classroom</i></li></ul>
<i>10.00am</i>	<i>Brain Break</i>
<i>11.00am</i> <i>11.30am</i> <i>11.50am</i>	<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 &amp; use the toilets)</i>
<i>1.20pm</i> <i>1.40pm</i> <i>1.50pm</i>	<i>Bell rings for second play break</i> <i>Bell rings for second lunch break</i> <i>Bell rings for students to prepare for class</i> <i>(Students have a drink &amp; use the toilets)</i>
<i>3.00pm</i>	<i>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.

# EISTEDDFOD

The Central Highlands Eisteddfod is held each year, usually in Term 3. Parents should be aware that school entries may have costs associated with participation eg. nomination fees and transport costs for a school group choir entry. Students wishing to participate in their own, or other events not associated with nominations organised by the school staff, will be required to make their own arrangements for nomination, travel and any costs.



## **EXCURSIONS/CAMPS**

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. The use of the school based overview will 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.

## **HAIR**

Colouring or dyeing 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.

[http://access.health.qld.gov.au/hid/InfectionsandParasites/Parasites/headLice\\_fs.asp](http://access.health.qld.gov.au/hid/InfectionsandParasites/Parasites/headLice_fs.asp)



# HOMWORK

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:

- Homework is set from Monday to Thursday.
- 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.
- Home reading is set every night and a record of home reading is to be kept by the teacher.
- Spelling and tables / number facts are to be set every night.
- The following table represents a guide to homework times:

<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, increasing to 20 mins in third term</i>
<i>Year Four/Five</i>	<i>25 minutes, increasing to 30 mins in third term</i>
<i>Year Six</i>	<i>30 mins, increasing to 35 mins in third term</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)***

# 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.

## **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 3 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.

## **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.

## **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'.

## **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.

## **MUSIC/ARTS PROGRAM**

A specialist music/arts teacher services our school with each year group being taught a sequential music/arts program. Students in Prep to Year 6 participate in one music/arts lesson weekly.

## **NEWSLETTERS**

School Newsletters will be issued at fortnightly intervals, each second Tuesday (even weeks), and will be emailed to families. Newsletters include information and photographs relating to school activities and details of up-coming events. The newsletter is an important communication tool between parents / carers and the school, so please ask for a copy at the Office if you do not receive one at any time.

## **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.

## **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 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.

## **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 on the 2nd Tuesday of each month at 7pm and are advertised in the school newsletter. 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.

## **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 & Years 1-3) and upper grades (4 – 6) have their own designated play areas. Sports and other play equipment is available for use during first break.

## **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.

# PHYSICAL EDUCATION PROGRAM

A specialist physical education teacher services our school. Students in Prep to Year 6 participate in a 60 minute lesson per week. For timetabling purposes some classes may receive 2x30minute lessons.

## PREP

Prep operates Monday to Friday during the standard school hours. 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 unit. A separate Prep Handbook is available from the office.

## 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**.*

## RELIGIOUS INSTRUCTION

Ministers from various denominations deliver a 30 minute Christian program to each class group once a week. Once a year, in term 4, students attend local churches for a combined Christmas service. Students not attending religion will be supervised elsewhere in the classroom.

## REPORTS

School report cards will be issued twice annually.

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

An interview will be held at the end of Term One and Three with all parents. Parents/teachers may request an interview at any other time throughout the year.

# 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. Year 5 students are given a blue card that is based on the nine values of Australian Schooling. Students are required to obtain signatories from teachers, staff and community members. Once blue cards are completed and signed by students, parents and administration, the Year 5 leader will be presented with a "School Leader badge" on assembly. An interview process of all nominees will take place at a specified date with the Principal and another teacher of the School to short list nominees for Leadership positions. Shortlisted nominees for the position of School Captain will present a short speech at a nominated assembly. Following speeches students in years 3, 4, 5 & 6 and Capella State School staff will vote and these votes will be tallied. New Captains and Leaders are generally announced and awarded their badges at the end of year Awards Evening.

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)
- Student Body Leaders (Yr 6)
- Sustainability Captains (Yr 6)
- Sports/House Captains (Yr 6)
- Media/Technology Captains (Yr 6)

# SCHOOL RESPONSIBLE BEHAVIOUR PLAN

At Capella State School, we set the bar high in relation to behavioural expectations. 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) PBL Reward Afternoon:**

Students are given cards with the four PBL areas each term and receive stamps relevant to the Positive Behaviour for Learning trait being displayed (stamps can be awarded during class, in the playground and at specialist lessons). Students move through a Bronze, Silver, Gold chart as they accumulate stamps. At the end of week 9 each term, students are awarded their pass, which will determine the order for selection/participation in fun reward activities. These activities are undertaken on the last Monday of each term.

### **School Response System**

1. 1<sup>st</sup> Warning
2. 2<sup>nd</sup> Warning
3. Time out
4. Buddy Class
5. Referral to the office
6. R.R – Reflective Thinking Room

Inappropriate behaviour is recorded on the school yellow slips. If a yellow slip is filled out for community service or reflection room it is recorded onto OneSchool. Letters are sent home as a follow up for students that attend Reflection Room. Parents are asked to sign these letters and discuss the misdemeanour with their child and then return to the office. This is a valuable opportunity for students to reflect on choices made and to determine a better course of action if faced with the same dilemma.

## **SCHOOL UNIFORM**

**Girls' Uniform:** Maroon & White checked dress, or School polo shirt worn with maroon skorts, pleated skirt or shorts. Maroon and white socks. Black closed in shoes or joggers. Sports briefs should be worn under dresses or skirts.

**Boys' Uniform:** School polo shirt worn with maroon shorts. Maroon and white socks. Black closed in shoes or joggers.

**Winter Uniform:** Maroon tracksuits are to be worn as school uniform.

**Hats:** Hats must be worn in the playground, at sporting events and on excursions. We strongly recommend the purchase of a **broad brimmed hat**, as this style of headwear is the best protection against skin cancer.

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

### **Please Note**

*The school community, together with the P & C Association, are striving to ensure the highest possible standards at this school. We are seeking your support to maintain these standards by encouraging your child not to wear such items as bicycle pants (unless worn for a particular activity as specified by the teacher), jeans, thongs, makeup, fingernail polish and jewellery such as necklaces (sleepers/studs only in pierced ears), bracelets and rings. These items can be easily lost and may also be hazardous during play and sporting activities. Students who repeatedly wear non uniform items will be required to change into spare items at school.*

## **SEMESTER DATES - 2019**

Queensland term dates - 2019		
Term	Dates	Length
Term 1	Tuesday 29 <sup>th</sup> January – Friday 5 <sup>th</sup> April	10 weeks
Term 2	Tuesday 23 <sup>rd</sup> April - Friday 28 <sup>th</sup> June	11 weeks
Term 3	Monday 15 <sup>th</sup> July - Friday 20 <sup>th</sup> September	10 weeks
Term 4	Tuesday 8 <sup>th</sup> October - Friday 13 <sup>th</sup> December	10 weeks

A full calendar including Public Holidays can be accessed at:

[http://education.qld.gov.au/public\\_media/calendar/holidays.html](http://education.qld.gov.au/public_media/calendar/holidays.html)

## **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 Years 4 to 6 will form the Student Council. The 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 a cool water drinking fountain, sports equipment and provided entertainment in the form of school discos. The Council has also undertaken fundraising to benefit various charities.



## **SUPPORT TEACHER (LEARNING DIFFICULTIES)**

The Learning Support Teacher supports teachers in both the identification process, and programming, for students who have been through the verification process. This support may include some direct teaching.

## **SUN PROTECTION**

It is essential for students to wear a broad brimmed hat outside - "no broad brimmed hat, no 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 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 not permitted to wear wet bathers under their school uniform so please ensure dry underclothes are sent on swimming days. A sun safe swim shirt must be worn by all students during swimming lessons. **Parents will not be called if students forget their bathers.**

## **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 to be written on a tuckshop bag, named clearly with the correct change enclosed where possible or ordered via 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 Tuckshop Convenor on 4988 7111 if you are able to nominate for the tuckshop roster or add your name to the roster on the noticeboard outside the tuckshop door.

## **USE OF SCHOOL FACILITIES**

The school is private property and cannot be used outside school hours without the permission of the Principal. Community groups and families requiring the use of facilities should contact the Office or put their request in writing to the Principal. The community is encouraged to report any children or adults seen acting suspiciously in the school grounds to the Police.

## **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 pupil learning as well as provide an important link between the school and parent body.

Volunteers are required to hold a Blue Card issued by the Commission for Children & Young People & Child Guardian. Applications are available from the school. It is also necessary to read and complete the volunteer paperwork relating to the Code of Conduct, behaviour guidelines and confidentiality, also available from the office.

# 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.
  - ▶ 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 and 7 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*

