

CHANCELLOR STATE COLLEGE

A COMMUNITY OF LEARNERS

COLLEGE CHARTER

CARE

People are our greatest resource. We value caring for one another, our environment and ourselves.

COURTESY

Respect, tolerance and acceptance of difference will characterise our community.

CHALLENGE

"THE BEST WE CAN BE"

To be innovative and inspiring in our search for excellence in curriculum, teaching, learning, performance and relationships that produces engaged, robust citizens and life long learners capable of shaping our future.

"TWO ROADS DIVERGED IN A WOOD, AND I TOOK THE ONE LESS TRAVELLED BY, AND THAT HAS MADE ALL THE DIFFERENCE".

"VISION WITHOUT ACTION IS MERELY A DREAM. ACTION WITHOUT VISION JUST PASSES THE TIME. VISION WITH ACTION CAN CHANGE THE WORLD".
(BARKER 1989)

CO-OPERATION

Together we will achieve what no individual is capable of. Positive partnerships and effective teams will be formed to reach our goals.

COMMITMENT

As a community of learners, we will be unremitting in our focus on continuous improvement with every individual accepting personal responsibility and accountability.

"COMMON SENSE IS THE MEASURE OF THE POSSIBLE; IT IS COMPOSED OF EXPERIENCE AND PREVISION; IT IS CALCULATION APPLIED TO LIFE" (HENRI-FREDERIC AMIEL)

WISE DECISIONS IN LIFE ARE THE RESULT OF KNOWLEDGE AND INSPIRATION.

CHANCELLOR STATE COLLEGE

PRIMARY CAMPUS IS A SCHOOL THAT:

- values children
- promotes and develops standards of excellence
- encourages children to achieve their potential
- prepares its students for the future
- is owned and loved by its community





WELCOME FROM PRIMARY SCHOOL PRINCIPAL

Welcome to Chancellor State College Primary Campus.

Our school opened in 1997 and in 2004 expanded to a P-12 College.

Our primary campus has a well-earned reputation as a school of excellence and a school that is owned and loved by its community. Staff members are enthusiastic, highly skilled and dedicated to building a healthy, vibrant school community of which we can all be proud. Our parents take an active interest in their children's education and can be found participating in the school in a number of ways and activities.

We seek to develop children in a way that will see them become responsible, active and aware citizens. In order to do this we seek to develop personal strength and ability through dynamic learning programs that support children's intellectual, social, physical, cultural and spiritual development. We provide the individual care and attention required for children to be "the best we can be".

At Chancellor State College – Primary Campus you will see:

- A school guided by a clear vision, values and beliefs
- A relevant, challenging and engaging curriculum
- Student leadership programs that develop confidence and personal responsibility.
- Traditional subject areas taught in an integrated way with literacy and numeracy being a focus. The integrated subjects are delivered in a way that promotes problem solving, critical and higher order thinking.
- Specialist Music, Health & Physical Education, Instrumental Music and Italian / Japanese lessons available to all students.
- Support programs to assist students further develop their literacy and numeracy skills.
- Our values and beliefs are underpinned by our 5Cs – Care, Courtesy, Cooperation, Challenge and Commitment..
- Focus on celebrating success, achievement, improvement and personal bests.
- A school that is loved and owned by its community.

In addition Chancellor State College – Primary Campus offers an attractive and well resourced campus that supports the learning needs of our children. We offer students the ability to enter our school at Prep level and continue their education through to Year 12 at the Secondary Campus and go on to employment or further study at TAFE or the University of the Sunshine Coast.

Our grounds feature a number of purpose built age appropriate playgrounds that are modern, physically stimulating and safe. Fully covered walkways and three spacious general-purpose areas provide protection from the rain and the sun. A large hall is used for assemblies and general school use, as well as being the venue for after school care. A large oval is available for games and sports. A dual multi-purpose court facility is available for PE classes and general play. Several Early Years (P-3) outside facilities have also been constructed or enhanced to support the introduction of the Preparatory year and evolving philosophies of the Early Years Curriculum.

We invite you to be part of the "Chancellor" experience. We look forward to partnering your children on their learning journey and will encourage them **all** to be "the best we can be".

Althea McLean
Principal - Primary Campus

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CONTACTING THE SCHOOL

ADDRESS:
Scholars Drive
Sippy Downs Qld 4556

POSTAL ADDRESS:
PO Box 7066
Sippy Downs Qld 4556

TELEPHONE: 5453 3111

FACSIMILE: 5453 3100

OFFICE HOURS: 8.00am to 3.30pm

EMAIL: the.principal@chancellorsc.eq.edu.au
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COLLEGE PRINCIPAL:

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PRINCIPAL:

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Trish O'Connor
Gerard Quinn
Mark Treichel

BUSINESS SERVICES MANAGERS:

Gail Russell
Bill Barbour

OFFICE:

Kathleen Edwards
Lisa Price

CHANCELLOR STATE COLLEGE

A COMMUNITY OF LEARNERS

STUDENT CHARTER

"MANAGEMENT IS DOING THINGS RIGHT;
LEADERSHIP IS DOING THE RIGHT THING". (DRUKER & BENNIS, 1989)

CARE

We will help each other and show respect, support and encouragement for everyone.

COURTESY

We will respect everyone by treating them the way we wish to be treated.

CHALLENGE

"THE BEST WE CAN BE"

We will make the most of our opportunities to achieve our best.

"I AM IN CONTROL OF MY OWN DESTINY"

"SUCCESS TOMORROW BEGINS TODAY!"

"WHY GIVE UP WHEN SUCCESS IS JUST AROUND THE CORNER?"

"THE BETTER THE EFFORT, THE BETTER THE RESULTS".

CO-OPERATION

We will listen to each other and work together as a team.

"COMMON SENSE IS THE MEASURE OF THE POSSIBLE;
IT IS COMPOSED OF EXPERIENCE AND PREVISION;
IT IS CALCULATION APPLIED TO LIFE" (HENRI-FREDERIC AMIEL)

WISE DECISIONS IN LIFE ARE THE RESULT OF KNOWLEDGE AND INSPIRATION.

COMMITMENT

We will work hard and never give up.

ATTENDANCE

Children must attend school regularly in order to make satisfactory progress with their learning. If your child is absent from school please notify the school by telephoning our **Student Absence line on 5453 3160** or send a letter to the classroom teacher with your child on their return. If your child has a prolonged absence due to illness or family commitments, please contact the school to arrange for ways the school can continue to support your child's learning.

Unexplained absences of more than three days are reported to the Principal for further action.

LATE ARRIVALS AND EARLY DEPARTURES

There are instances where this is unavoidable but when possible it is important for children to be ready to begin the day with the rest of the class and to complete class activities prior to the end of the day.

Late arrivals and early departures must sign in and out at the school office on the slips provided. These are then countersigned by a member of the office staff and the slips taken to the classroom teacher.

CODE OF STUDENT BEHAVIOUR

See Responsible Behaviour Plan for Students included in the enrolment package and on the Chancellor State College website.

CURRICULUM – UNITS OF EXCELLENCE

OVERVIEW

Integrated Studies

At Chancellor we have a unique, award winning approach to the delivery of an integrated curriculum that engages students in dynamic learning relevant for the students of tomorrow. **Integrated Studies** merges outcomes from six Key Learning Area syllabus documents in a mapped, coordinated and rigorous approach to learning for new and changing contexts. Ours is an inquiry approach that aims to develop students as lifelong learners who are resilient in a world of change, thinkers and innovators in a dynamic global village.

The curriculum builds from strands of the **Science, Studies of Society and the Environment (SOSE)** and **Health and Physical Education (HPE)** syllabi which form the content basis of units. Organised into five worlds, which are houses or seats of knowledge, the curriculum is then mapped throughout the school and within the Middle Campus. This organising ensures that knowledge “spirals” upwards through the college, with knowledge and skill sets building on one another. Careful coordination also ensures that students aren't completing the same topic in-depth any more than once.

Wrapped around the knowledge content of each *Unit of Excellence* are skills and processes from the **English, Technology** and **the Arts** syllabi. By achieving outcomes

from these syllabus documents, students analyse and compose language, design and construct projects and express knowledge and impressions. These processes, therefore, are the natural partners of the content outcomes and work as a marriage to limit a breadth of superficial learning and encourage a depth of sustained inquiry. The integration of **Information and Communication Technologies** (computers and associated technology) is a focus of every unit, with students using these skills to research, process information and present work within a wide range of applications. Our focus is on creating real life experiences.

All classrooms are fully connected to the internet and each child has access to email and the school's intranet and the global internet. Students also have access to digital devices such as cameras, scanners, robotics devices, scanners, printers, projectors, televisions, videos and CD players. In addition we have two banks of computers and these are available for class teachers to utilise for whole of class computer activities.

The five worlds act as "vertical chains" upon which a sequenced series of Units of Excellence are "hooked." The five integrating worlds are:

	Natural World	Changing World	Amazing World	United World	Personal World
KLA Basis	Science	SOSE	Science	SOSE	HPE
Host Strands	<i>Earth and Beyond, Life and Living</i>	<i>Time, Continuity & Change, Systems, Resources and Power</i>	<i>Energy & Change, Natural & Processed Materials</i>	<i>Culture & Identity, Place & Space</i>	<i>Health of Individuals and Communities, Enhancing Personal Identity</i>

Units of Excellence are sequenced across year levels from Prep to Year 9 providing a sequence of planned and balanced learning experiences designed to meet the current and future needs of our students.

LOTE

Students from Years 4 - 6 each receive a specialist lesson which encourages understanding the language and culture of another country. Students study either **Italian or Japanese**.

LUNCH ACTION

A range of organised activities for all grades are available at lunchtime. These include chess, sports, computers, games, visual arts, music and a range of other choices spread over the year. The library is also open at first break to support student access to a range of activities. The Lunch Action program is central to our proactive behaviour management program as well as providing a range of artistic, cultural, sporting and athletic opportunities to students by our talented staff.

MUSIC

All students receive a weekly music lesson from the music specialist teacher.

Instrumental Music

String, wind and percussions instruments are available for children from years 3 to 6. Entry into this program is determined by student interest, aptitude and the availability of instruments. Students who have their own instruments may join the program. An

annual tuition fee applies. Contact the primary college office or music teacher if you are interested.

Choir

Interested students are invited to join the College primary choir which practises during one lunch time each week and performs at school events and celebrations.

PHYSICAL EDUCATION

All students receive a weekly physical education lesson as well as participating in class physical activity lessons.

Cultural & Sports Houses

House names are indigenous words for local fauna.

Gooroy	Gold (Ringtail Possum)
Gula	Navy (Koala)
Mari	Jade (Kangaroo)
Waruma	Red (Red Breasted Eagle)

Carnivals

College sporting events are held throughout the year including Athletics and Swimming Carnivals. Following school events, nominations are submitted for District and Inter-School events.

Swimming

Swimming lessons are held for all students in Term 4. Instructors teach children in ability groups.

Year 6 Sport

Students in this year level are involved in an inter-school program in a variety of winter sports including football, tennis, basketball, soccer and netball. They also participate in an aquatic and recreational sports program during the year.

Bike Education Course

Students in years 4 to 6 complete a bicycle education course and if completed successfully they are issued with licences. This allows them to use the class sets of bicycles, purchased by the P&C to commute between our two college campuses when classes share activities, resources or expertise.

RESOURCE CENTRE

Our library contains an extensive collection of media for student use both recreationally and as part of their studies. We encourage children to become regular borrowers of library books and resources. The library also has a collection of **games** which children can access as part of the **Lunch Action** program.

Borrowing

Please supply your child with a large waterproof bag to protect items borrowed from the library. Maximum loan time is two week but books can be returned prior to due date or have borrowing date extended at the library.

Parents or guardians are asked to **replace any items that are lost or damaged** while in student possession. If books are misplaced or lost please contact the library. You will be notified and a request made for you to replace books that cannot be traced.

The **computer laboratory** in the library is used by classroom teachers and students as well as being offered as an activity in the Lunch Action program.

SPECIAL NEEDS

To support student progress and development, Chancellor has access to various onsite and visiting educational specialists. Your permission for referral, testing or support will be obtained where a teacher considers that your child would benefit from these services. You may also request support through the class teacher if you have a specific concern regarding your child's social, emotional or educational needs.

*Guidance Officer
Learning Support Teacher
Integration Teacher
Behaviour Management Teacher*

A **Guidance Officer** is available at the College to provide counselling and assessment support.

Learning Support Staff are based at Chancellor designing programs of enrichment or learning support as required working with students within classrooms and in small groups.

An **Integration Teacher** is based at Chancellor for children who have special needs, designing Individual Education Programs and designing inclusive strategies to best meet individual student needs.

A **Behaviour Management Teacher** supports ongoing positive relationships between students in class groups and offers individual or small group programs as required.

These specialists work in partnership with parents, classroom teachers, teacher aides and specialist agencies.

CURRICULUM EVENTS & ACTIVITIES

Assemblies

Year levels gather regularly to celebrate and share the learning, efforts and achievements of individuals and class groups. Student achievements are recognised by the awarding of Chancellor Champs or other public commendation which recognises student success and effort across all curriculum areas (academic, physical, social, cultural and spiritual). An invitation is extended to all parents to share in these assemblies. Please check with your class teacher about the time and day of assemblies for your child.

Excursions

Excursions and camps are organised for classes throughout the school year as part of the Units of Excellence. You will be notified of costs and venues for these events in advance. Students wear full school uniform on excursions. Families who may find it

difficult to meet the costs involved should approach class teachers or a member of the Administration team to ask for assistance.

Events

A number of events are held during the school year to support curriculum outcomes. You will be notified of these through the Primary Campus newsletter. These include QUEST FEST, Concerts, Tournament of Minds, Chess Competitions and Italian Day. Events are organised to celebrate activities occurring within the school community.

International Program

Throughout the year, students and teachers from other countries visit our school community providing opportunities for our college to develop a respect for and understanding of other cultures. Families from our community often host these students and teachers in their homes.

Senior and Primary Campus Connections

Students share many learning experiences across campus. Senior students regularly visit the primary campus to support learning in classrooms as part of their community service program. Primary students often go to the secondary campus to share facilities and staff expertise as well as cooperative learning experiences with senior campus students.

ENROLMENT PROCEDURES

Enrolment procedures aim to identify and monitor the individual education needs of your child. If you do not reside within Chancellor's Management Plan area and wish to proceed with enrolment, please address your inquiries to the College Principal.

To enrol a student you need to:-

- Provide evidence that you live within the zone included in Chancellor State College's Primary Enrolment Management Plan
- Provide a copy of your child's birth certificate, passport or other documentation to provide proof of date of birth.
- Provide proof of your identity as parent or guardian.
- Arrange an interview with a member of the Administration Team.

During the interview you are asked to:-

- Identify all factors including age, previous schooling and progress, social, emotional and physical maturity, special needs to help determine the most suitable class placement for your child.
- Provide copies of previous school or specialist reports, samples of the child's work and information about activities enjoyed by your child.
- Discuss and sign the College's Enrolment Agreement

HEALTH

Accidents and Illness

Students who are sick or injured receive treatment from staff trained in First Aid. Parents or primary care givers will be notified where a condition cannot be treated by First Aid.

If a sudden illness or suspected serious injury occurs, the Ambulance will be called and if necessary will take your child to the nearest hospital or doctor. Parents are contacted to inform them of serious injuries. If you cannot be contacted, your child will still receive treatment. Treatment provided will be at your expense.

Contact Details must be kept up to date to ensure that you, your family doctor or the emergency contacts you have submitted on your enrolment form can be contacted in an emergency. You should also update any medical information relevant to your child health and safety.

Dental Van

A mobile dental clinic provides a free service to students each year. It operates from the school grounds and is staffed by dental therapists and dental nurses. The Nambour School Dental Service can be contacted on 5441 2763 for dental emergencies or treatment.

Children are only treated if written consent is received from parents or guardians. Consent forms are sent home prior to the clinic visiting the school.

Head Lice

This is a problem within schools and can only be managed by consistent and persistent support from parents.

Check weekly. Treat quickly. Tell the school.

Please report any infestation to the school office so that a reminder letter can be sent to all parents in that class to check children's hair.

Further information and facts related to the treatment of head lice can be found on the Queensland Health Website or can be requested at the office.

Immunisation

There is no policy requiring immunisation of students but parents whose children are infectious should inform the College so other families can be informed. Some infectious diseases require exclusion from school. See the Qld Health Department Website www.health.qld.gov.au.

INFECTIOUS DISEASES CHART

CONDITION	CHILD WITH INFECTION	PERSON EXPOSED TO INFECTION
Chickenpox and shingles	Exclude for at least five days after the first appearance of the rash and the last blister has scabbed over.	Exclude children with immune deficiencies e.g. Leukaemia or on chemotherapy
Conjunctivitis	Exclude until discharge from eye has ceased.	Not excluded
Cytomegalovirus	Exclusion not necessary	Not excluded
Diarrhoea (campylobacter, cryptosporidium, Giardia, rotavirus, salmonella, shigella)	Exclude until diarrhoea has ceased for 24 hours	Not excluded
Glandular Fever (mononucleosis)	Exclusion not necessary	Not excluded
Hand, Foot and Mouth disease	Exclude until all blister have dried	Not excluded
*Hepatitis A	Exclude until 7 days after the onset of illness or jaundice. Readmit with a medical certificate of recovery	Not excluded
Hepatitis B - Hepatitis C	Exclusion not necessary	Not excluded
Herpes (cold sores)	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 excluded
Human Immune-deficiency virus (HIV AIDS Virus)	Exclusion is not necessary unless the child has a secondary infection	Not excluded
Impetigo (school sores)	Exclude until treatment has started. Sores on exposed skin should be covered.	Not excluded
Influenza & influenza like illness	Exclude until well	Not excluded
*Measles	Exclude for at least four days after the rash first appears.	Immunised children not excluded. Non-immunised children and staff should be excluded until 14 days after the first day the rash appears in the last infected person.
Bacterial Meningitis and meningococcal Infection	Exclude until well	Not excluded
Mumps	Exclude for 9 days or until the swelling goes down.	Not excluded
Parvovirus (erythema infectiosum, slapped cheek or Fifth Disease)	Exclusion not necessary	Not excluded
Ringworm, Scabies	Exclude until day after approved treatment has commenced	Not excluded
Head Lice		Not excluded
Rubella (German Measles)	Exclude for at least four days after the rash first appears.	Not excluded (Female students or staff of childbearing age should check their immunity to rubella with their GP)
Streptococcal infection (including Scarlet Fever)	Exclude until child has received antibiotic treatment for at least 24 hours	Not excluded
*Tuberculosis	Exclude until well and approval to return has been given by a Public Health Unit Physician or delegate	Not excluded
*Typhoid Fever (including paratyphoid fever)	Exclude until well and approval to return has been given by a Public Health Unit Physician or delegate	Not excluded unless advised by public health authority
#*Whooping Cough (pertussis)	Exclude for 14 days from onset of coughing or until patient has taken five days of a 7 day course of antibiotics. (erythromycin)	Household contacts who have received less than 3 doses of pertussis vaccine should be excluded from childcare until they have taken 5 days of a 7 day course of erythromycin, or from 14 days after their last exposure to the infection

Medical Conditions

If your child has a serious medical condition, please inform school administration during enrolment and inform them of emergency procedures required. This information is displayed in the health room for quick reference.

Medication

If medication is to be administered during school hours, parents must complete a medication form available from the school office.

All medication must have a pharmacy label with the **student name, dosage and specific time** medication is to be administered included on the label.

Any homeopathic medications must be accompanied by a letter from your practitioner.

If these guidelines are not adhered to, school staff cannot be authorised to give medication to a student.

Asthma Medication

Students can be responsible for inhalers at school with written permission from a parent or legal guardian. Please address your request to the school principal.

*Schools and childcare centres should notify the nearest Public Health Unit as soon as possible if attending children or staff are diagnosed with any of these conditions.

**Recommendations for exclusion of persons exposed to Whooping Cough (contacts) are specific to Qld Health and may differ slightly from recommendations in "Staying Healthy in Childcare".

HOMework

Homework is an important part of the learning process and will be part of our regular learning patterns. Homework will include learning or written work, reading and consolidation or revision of work, assignment / project work. Homework is a relevant extension of learning at school. Home reading programs are a strong feature of our homework program.

We encourage you to supervise homework and to assist your child to develop effective work and study habits, whilst developing organisational skills.

OFFICE SUPPORT & SERVICES

Money Collection

Money is collected at the school office in the cash collection box located in the window of the administration block. A receipt will be issued in due course for all moneys received and the receipt sent home with your child.

EFTPOS facilities are available between 8.00am and 10.30am, Monday to Friday.

Notice of Curriculum Activities

Notice of activity costs are sent to parents each term. **Collection envelopes** are issued to all students with covering notes detailing relevant costs. Please ensure that **money** is

returned in the envelopes provided to the collection box in the **office**. **Permission forms** may also need to be signed. Please return these to **class teachers**.

Office Hours

Members of the college office staff are available from 8.00am until 3.30pm.

Phone Contact

The front office role is an extremely demanding one as they complete all office tasks required for students, parents, teachers and administration, while also responding to enquiries at the desk and on the phone. They play an important role in student safety and wellbeing, contacting parents when children are unwell and offering support to students throughout the day.

IMPORTANT NOTE:

It is very difficult for office staff to pass on messages to children who may not be in their classrooms at the time of the call, especially late in the day. Please make arrangements with children before the day begins.

PARENT INVOLVEMENT

We are a school that is owned and loved by its community. Parents are provided with opportunities to be actively involved in their school and experience a sense of ownership and partnership. Opportunities for involvement are promoted through the school newsletter. Feel free to contact the school or your child's teacher to discuss your involvement.

Parent Involvement

Parents are encouraged to keep in close contact with staff regarding student progress. Parent support for school functions, sporting events and classroom volunteers is also encouraged.

Parent Involvement Program (PIP)

Each class has a PIP representative (parent volunteer role). This representative consults with his/her teacher on how the aims of the program can be best achieved for their class. The aims of the program are:

- Parents/guardians and teachers working together to support quality teaching and learning.
- The best possible communication between teachers, parents and school.
- An increase in parent knowledge and understanding of relevant aspects of the school.
- The nurturing and development of our school's culture and community spirit.
- Social networks to support parents and families and a way of welcoming new families and children to our school.
- Welcome and introduce new families.
- Way to help the school to collect information from parents and the community.

If you feel there is a way you would like to contribute please talk to classroom teachers, P&C or Administration personnel. Some of the existing avenues for involvement are:-

Parent Volunteers

Parents can offer their services as volunteers in the college, sharing their expertise and knowledge, helping in classroom and assisting in college events. Your assistance is welcomed by:-Classroom and Specialist Teachers, Library Staff, Special Needs Teachers, Administration, P&C and Canteen.

Volunteers in the school community need to apply for or have a blue card. This is a Workplace Health and Safety requirement. For further information regarding this contact the school office.

PARENTS AND CITIZENS' ASSOCIATION

PRESIDENT:

Tony Powell

VICE PRESIDENT:

Karen Shelley
Jane Hurley

SECRETARY:

Tina Najlepszy

TREASURER:

Paul Kethro

The College P&C represents one of the many ways you can become an active member of the college community, contributing to its future direction.

Meeting Date: 2nd Wednesday of each month

Time: 7.00pm, Primary Campus

The P&C is maintained through a constitution accredited by Education Queensland. With close cooperation from school administration and staff, the P&C works to develop an optimum learning environment for all students.

- P&C Activities and Services
- Canteens and Uniform Shop.
- Funds for purchase of additional facilities and resources.
- Memberships of working parties.
- Assistance with special college events.

Support for Student Representatives

Students representing the College in sporting or special interest groups can apply for financial assistance from the P&C. You need to apply in writing to the P&C and provide confirmation from the College or education department sponsored body stating the student's representative status. College P&C Executive can assist you in this process.

PRIMARY CAMPUS TIMETABLE

Supervision for students is provided at 8.30am. Students arriving before this time who are not enrolled in the before school care program must sit in the General Covered Area near the canteen until dismissed. Once dismissed students may take their bags to classroom port racks and enter classroom if the teacher is present. They can play handball or do a quiet activity in areas near their classroom. No playground equipment can be used before school commences.

School Day Commences	8.50	Bell to get ready for first session
First Session	8.55	Session begins
First Break	11.00	Lunch in eating areas
	11.15	Play
	11.45	Warning Bell to finish play
Middle Session	11.50	Session begins
Second Break	1.30	Afternoon Tea
	1.40	Play
	1.55	Warning Bell to finish play
Afternoon Session	2.00	Session begin
	3.00	School Finishes

At eating times, students in years 3 to 6 sit in covered areas within sight of the duty person. Prep to Year 2 children sit in or outside classrooms to eat their lunch.

During play time, students are allocated areas for class groups and are provided with equipment for games and activities. No large ball games are permitted in covered areas or around buildings.

RELIGIOUS EDUCATION

The Religious Instruction Program at Chancellor State College provided by approved instructors is ecumenical and non-denominational. The faith groups who are members of this cooperative arrangement are Catholic, Assembly of God, Lutheran, Methodist, Church of Christ, Uniting Church, Baptist and Anglican. The program's coordinator is Mrs Dawn Bartle, who can be contacted on 5445 1898.

Lessons are conducted each week for all class groups, for students who are members of the participating faith groups. If you do not wish your child to participate please advise the principal in writing. Parents can provide written permission for their children who are not in that faith group, or who have no religion, to participate in Religious Education.

Religious Instruction classes are led by volunteers. Teachers remain in the classroom during these lessons. A small cost is involved to pay for the text books used in class activities.

REPORTING STUDENT PROGRESS

Written Reports are completed twice a year at the end of each semester - in June and December.

Parent-teacher interviews to discuss your child's progress are arranged twice per year. These interviews are important as they are an effective way for parents and teachers to

work together and provide a valuable opportunity to keep informed of your child's specific needs and achievements.

As partners in your child's education we seek to build a cooperative relationship so that we can all provide the most supportive and appropriate learning environment possible.

Additional interviews may be arranged at any time throughout the year.

SAFETY & WELFARE

Evacuation Procedures are displayed in rooms throughout the college. Families, volunteers and students should be familiar with these in case of an emergency. Regular practice sessions are provided as part of the school routine so that children are familiar with routines for evacuation or lockdown.

Money and Valuables

Students are discouraged from bringing valuables or toys to school. The College cannot accept responsibility for any loss or breakage.

Photos and Videos

Please be aware that some parents have requested that their children not be photographed or videoed. Student safety is a primary college concern. Check with staff before using cameras and videos to record events at school and help to maintain the confidentiality of all our families.

Play equipment is not to be used before or after school when it is not under the supervision of a member of staff.

Rules

School rules are enforced to ensure the safety of everyone in the school community. Encouraging students to conform to these rules is important for their safety.

Sunsafe

A broad-brimmed or bucket hat is necessary for students to participate in a full range of outdoor activities. This policy is supported by the College P&C.

Use of School Grounds after Hours

Parents are asked to discourage students from remaining in the school grounds once school has finished unless they are participating in a supervised after school activity.

Visitors to the School

A safe and secure school environment is a priority. It is important that all visitors in the school grounds are easily identified. All visitors (classroom helpers, library aides, volunteers, and workers) are requested to report to the office and sign a Visitor's Book or Volunteer Register and collect a name tag. Visitors are to sign out on departure. We ask that all parents and visitors support these measures in the interest of the security of our students. Students are encouraged to report anyone in the school whom they cannot identify.

STUDENT REQUIREMENTS

Student Resource Scheme

Chancellor State College operates a Student Resource Scheme which offers parents an economical alternative to the purchase of classroom resources for their child. Participation in the scheme is voluntary, but those parents who join the scheme are asked to pay a fee in return for their child to access materials and resources managed by the Scheme.

Details of the costs involved for the scheme, and resources supplied are in the Student Resource Scheme handbook.

Stationery List

A list of required stationery is available for each year level. Order forms are available in October for the following year's book requirements.

Dress Code

The Chancellor State College P & C has determined that our school is a full uniform school.

Our school community believes that our uniform is important in encouraging a sense of self esteem, pride in our school and self-discipline in students. Our school uniform is designed to create a sense of purpose, pride and ownership for students. The wearing of school uniform also ensures that outsiders to our school community are readily identifiable.

Boys - uniform consists of a Chancellor unisex polo shirt or optional dress shirt to be worn with either navy unisex shorts or cargo shorts. Optional House Sport Shirt is also available and may be worn on PE and Sports Days.

Girls - uniform consists of a Chancellor unisex polo shirt or blouse to be worn with navy unisex shorts or navy skirt. A dress is also available. Optional House Sport Shirt is also available and may be worn on PE and sports Days.

A winter polar fleece Jacket with school logo and track pants are available for purchase.

For safety reasons it is compulsory that children wear enclosed shoes to school with visible white socks. The shoes must be traditional black leather lace-up, velcro, buckle or jogger style that completely covers the foot. All shoes must be made of non-pervious materials in accordance with safe work practices. (On PE and Sports Days black or predominantly white joggers can be worn.)

Chancellor State College is a sun safe school and a School Bucket Hat or School Wide Brimmed Hat to be worn while outside.

Dress Standards

Inappropriate dress is defined as clothing or apparel that is, or could be deemed to be

- offensive
- likely to disrupt or negatively influence the normal operation of the school unsafe for students and others
- likely to result in risk to the health of the students or others
- no writing or skin marking including temporary tattoos

Jewellery

Students may wear a watch, 2 pierced holes per earlobe with either simple stud earrings or sleeper earrings. All other jewellery is considered a danger to the students well-being. Except for medical bracelets or necklaces, which are exempt from this policy - these should be pinned inside of shirts.

Workplace Health and Safety may require that jewellery be removed.

Appearance

Hairstyles should be neat, clean, tidy and of natural tone. All hair ornamentations should be kept to a minimum to include scrunchies, ribbons and elastic bands and should be in school colours of navy, jade, white and gold. Makeup and nail polish are not to be worn at school. College lanyards to accommodate students ID cards and locker keys. (Only CCS lanyards will be acceptable for safety purposes). Under Workplace Health and Safety Guidelines all other visible body piercing and tattoos are not permitted. (No studs, ring or bars are to be worn on any facial areas.)

Free Dress Days

From time to time students may be permitted to wear free dress as part of a fundraising effort for charities, etc. Students need to wear appropriately modest clothing. The usual safety regulations regarding the wearing of closed in shoes and jewellery still apply on free dress days.

STUDENT SERVICES

After Hours Activities and Care

- **Extra-curricular Activities**

These are available before and after school hours through the **Active After Schools Sports Program**. These are advertised through the newsletter and forms are available for families interested in students participating. Some of these activities are cost-free while some are fee-paying activities. They include music, martial arts, dance and a range of physical activities.

- **After Hours Care**

This is available through local care centres. Please contact these directly for more information. Playground Childcare Pty Ltd, on behalf of Chancellor State College Parents & Citizen's Association operates a before and after hours school care program for students aged 5 to 13 years. The program is available each week day from 6.30am to 9am and from 3pm to 6.30 pm in the multipurpose hall. Phone / contact 5476 5131 for further information and enrolment.

- **Vacation Care Programs**

These are available during school holidays. Contact **5476 5131** for further information and enrolment.

Canteen

The canteen operates five days a week. A Healthy Food School Menu is offered. Price lists and menus are available from the office or canteen.

The canteen is staffed by a convenor and volunteers. New helpers are always welcome. Contact the Canteen Convenor if you can offer help even for just one day a term on 5453 3112.

Orders are placed in containers in each classroom at the beginning of the school day completed orders are returned to classrooms prior to eating times. Students can purchase extra food from the tuckshop at the completion of the set eating time before going to play. Students must sit down to eat. **The Canteen can be contacted on 5453 3112.**

Ordering Procedures

Use separate bags or envelopes for First Break & Second Break orders.

Write the order on the bag or envelope with the child's name and class.

Enclose money.

Change will be returned with the bag if it is required.

Uniform Shop

The Uniform shop is located at the Secondary School Campus. It is open on Mondays from 8.00am – 12 noon and Thursdays from 8.00am-4.00pm. Please phone 5453 3246 for more information.

TERM DATES - 2008

Commencement Date:

Prep – Year 10	29 January 2008
Year 11, 12	30 January 2008

Vacation Dates:

Easter	5 April – 14 April
Winter	28 June – 14 July
Spring	20 September – 5 October
Summer	13 December – 26 January 2009

Finish Dates for 2007:

Prep - Year 9	12 December 2008
Year 10 & 11	28 November 2008
Year 12	14 November 2008

Student Free Days:

January 2008	24, 25
April	14
July	14
October	20
January 2009	22, 23

Public Holidays

Australia Day	28 January
Good Friday	21 March
Easter Monday	24 March
Anzac Day	25 April
Labour Day	5 May
Queen's Birthday	9 June
Sunshine Coast Show	13 June (proposed only)

Dates will be confirmed in the school newsletter.

TRAVEL TO AND FROM SCHOOL

Bike riders must dismount and walk across the road at crossings. Bikes are to be walked also in the area in front of the school and wheeled, not ridden, in school grounds to prevent injury to themselves or other students. Students are required by law to wear a helmet whenever they ride their bicycles and should use a bicycle lock and chain to secure their bikes to the bike rack located within the school grounds. Skateboards, roller blades and scooters are not permitted on the school grounds.

Bus Transport is available for students. Buslink can be contacted on 5476 6622. Students wait for buses inside the front gate and do not leave the school grounds until buses arrive and park. In case of rain, students wait under the Covered Area until buses arrive.

Parking, Pick Up and Drop Off

Please do not park in the **vehicle turning bay** outside the school gates. Children wait inside the school gates for the arrival of transport. Parents are requested to remain in their vehicles while waiting for children. If it is raining students wait in the covered area outside the school office where they can watch for their family car to arrive and then move to the car when it pulls up in the vehicle turning bay.

Parents are requested not to drop off or pick up children inside the school gates in the car park area near the Office block as this endangers the safety of children as they enter or leave the school grounds. These school gates are locked in the afternoon until 3.10pm.

School Crossing Supervisors are on duty outside the school to escort children safely across roads at the beginning and conclusion of the school day. Children should only cross the road at the designated crossing.

Traffic congestion is a concern for the Primary campus particularly at the end of the school day, on wet weather days and at the beginning of the school year. Chancellor State College is part of the Travel Smart School's program, a Queensland Government initiative to seek solutions to this problem. Families are encouraged to walk, cycle, use public transport or car pool to ease traffic congestion.

MAP BETWEEN PRIMARY & SECONDARY CAMPUS

