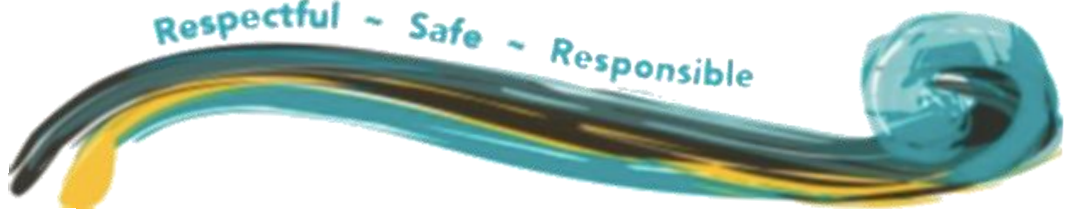


KIRWAN STATE SCHOOL



2026

Respectful ~ Safe ~ Responsible



INFORMATION BOOKLET

Vision Statement

Kirwan State School's Vision is:

**To prepare every student for the future
by providing quality educational outcomes
within a safe, supportive and challenging environment.**

As learners we strive to excel by being:

- Safe
- Respectful
- Responsible

School Motto

The Kirwan State School motto is:

Strive to Excel

G

Verse 1:

Standing here proud and tall
 I strive to excel and I give my all
 Life-long learner, I work my hardest
 To be my best

N

Chorus:

Kirwan Primary, look for the green and gold
 Hold your head high like a lightning bolt
 I'm free to be me
 At Kirwan Primary

O

S

Verse 2:

We work together one and all
 We help each other to stand tall
 Safe ~ Respectful ~ Responsible
 Is who we are

L

Chorus:

Kirwan Primary, look for the green and gold
 Hold your head high like a lightning bolt
 I'm free to be me
 At Kirwan Primary

O

O

Rap:

We're reef guardians through and through
 We recycle what we can to help you
 We love our sports and musicals
 A sun safe school
 We Rock, We Rule!

H

C

Chorus:

Kirwan Primary, look for the green and gold
 Hold your head high like a lightning bolt
 I'm free to be me
 I'm free to be me
 I'm free to be me
 At Kirwan Primary

S

SCHOOL HOURS

Hours of School

All year levels: 8:50am to 2:50pm.

Sessions

The school day is broken into three sessions as follows:

- 8:40amReadiness bell for 8:50am start.
All students should be at school no later than 8:45am.
- 8:50am - 10:50am... Morning Session
- 11:30am - 1:30pm... Middle Session
- 2:00pm - 2:50pm.....Afternoon Session
Classes are dismissed at 2:50pm.

ARRIVAL AT SCHOOL

All students should be ready for school by 8:50am each morning. There are risks associated with students arriving at school too early. Parents are to ensure that children are safely supervised. Students in Years Prep - 6 must wait quietly in the designated area until released by staff at approximately 8:35am. **Staff accept no responsibility for supervising children before 8:15am.** Students are not to play on play equipment before or after school, even if supervised by an adult.

ATTENDANCE

Absenteeism

Parents are required to advise the school of reasons for their child's absence from school. A student's word is not acceptable.

Parents may advise of absences by any of the following options:

1. Letter/note to teacher or office.
2. Email to school - studentabsence@kirwanss.eq.edu.au
3. Respond to the school's SMS texting service. Do not text the school unless you have received one asking for an absence explanation.
4. Update absences via the QParents application.
5. Telephone call to school on the student absence line – 4799 1866.

Students will be marked as absent without reason until parents/carers provide an explanation. In the event a student is absent for 3 consecutive days without explanation, a letter will be sent home. This letter is to be completed by parent or carer and returned to the school office for updating of student absences.

If you plan for your child to be away for more than ten days, please complete an *Application for Exemption from Compulsory Schooling*, available from the school office.

Students Arriving Late/Leaving Early

Any student arriving late to school (after 8:50am) should present to the student counter for a late slip, prior to going to class; and be signed in by a parent (from 9:30am onwards). Parents need to also sign out students when collecting them early.

Students are not permitted to leave the school grounds alone during school hours.

Access to Students

Should parents require access to their child/ren during school hours, it is policy that all inquiries are made through the school's office which is located in the Administration Block. Parents must not go to

classrooms or the playground to collect students. Office staff will arrange this. A phone call to the office prior to arrival to collect children early is preferred. This procedure (signing in and out) is necessary to ensure the safety and safe-keeping of all students.

Compulsory Exclusion from School Through Illness

Students who contract such illnesses as chicken pox, conjunctivitis, school sores etc, must remain at home for a specified minimum length of time. Periods of time for exclusion are contained in the separate leaflet "*Time Out*".

GATES

Access is gained from the following gates:

- **Pedestrian: (Students & Visitors)**

Single gates are located in front of the Administration Block, in front of the Music Block and from Overton Circuit. Walkways to other buildings are accessible via the main concrete pedestrian path between the Prep Block and the Administration Block. This path is the preferred access route.

- **Cyclists:**

Cyclists must walk their bikes in front of the school along Burnda Street for safety reasons. Cyclists entering the school grounds should use the entrance in front of the bike shed. Cyclists should not access the school through the staff car park. Access is also available through the gate at the back of the school. Bicycles are required to be wheeled to the bicycle enclosure. The bike enclosure will be locked during school hours. Keys are available from the office.

- **Vehicular: (Services Road)**

A double gate west of the Administration Block provides for delivery vehicles and emergencies only.

NO PEDESTRIAN OR UNAUTHORISED PARENT VEHICULAR ACCESS IS PERMITTED THROUGH THESE DOUBLE GATES.

- **Staff Vehicles:**

The double gate west of the Services Road is used for staff vehicles ONLY. **NO PEDESTRIAN OR UNAUTHORISED PARENT VEHICULAR ACCESS IS PERMITTED.** These gates are locked during peak hours to prevent vehicle movement around students.

All gates are closed at 3:30pm daily with the Overton Circuit gate closing at 9:30am & 3:30pm.

MOBILE PHONES AND PERSONAL TECHNOLOGY DEVICES

Bringing personal technology devices (including but not limited to mobile phones, smart watches and iPads) to school is not encouraged by the school due to privacy and child safety regulations and the potential for theft.

However, if they are brought to school, they **MUST** be signed in via the student counter (NOT class teachers) between 8:00am – 9:15am for storage during school hours and signed out by the owner at the end of the day. Personal technology devices should only be used after school. Please note that the school accepts no responsibility for any personal technology devices that are lost, stolen or damaged.

STUDENT VOLUNTARY FINANCIAL CONTRIBUTIONS

The Student Voluntary Financial Contribution cost is \$50 per student per year. The provision of the contribution ensures that well-resourced learning by our students remains our key focus. The contribution is not a fundraiser by the school. The purpose of the contribution is to enhance the level of resources available for student learning so that maximum student outcomes can be achieved.

Items provided by the scheme are as follows:

- Resources/art consumables for use in class.
- Resources for information technology, software and hardware.
- Upkeep of readers, library books, etc.

TUCKSHOP

The P&C Association is responsible for the running of the school's tuckshop. Its chief aim is to provide nutritional food for the students. While a paid convenor is employed, parents/caregivers are encouraged to work voluntarily on a roster basis.

Trading Hours

The school tuckshop operates on each school day throughout the year, during first and second break, and is attended from 8:30am to 2:00pm.

- Term One: The tuckshop commences in Week 1 and remains open every day.
- Term Two: Remains open every day.
- Term Three: Remains open every day.
- Term Four: Remains open every day but may change in the last week of term.

Students are able to choose their lunches from a variety of food lines and place orders using the ordering procedure. Some snack foods are available for purchase during first and second breaks. **Parents are asked to include a signed note where the child has \$10 or more to spend at break time.**

Ordering Procedure

Parents are asked to provide a *suitably sized paper bag*, containing correct money, to pay for food that is ordered. On the outside of the paper bag, record the child's order etc. *Plastic bags and envelopes should not be used for orders.*

Ordering Procedure Format - *EXAMPLE ONLY*

<u>First Break</u>	
1 Cheese Crispbread	.70c
1 Orange Juice	\$1.50
<u>Name:</u> Tom Jones <u>Year:</u> 5C	

<u>Second Break</u>	
1 Salad Sandwich	\$3.50
1 Flavoured Milk	\$2.00
<u>Name:</u> Tom Jones <u>Year:</u> 5C	

Students who order frozen items will receive a stamp on the bag. The bag is to be taken to the tuckshop at break time to collect the item.

It is recommended that lunch orders be filled in at home so that parents are aware of what is being ordered. Paper bags are obtainable from the tuckshop as per tuckshop price list. Should it be necessary to give change, the bag will be marked as follows:

⑤ which means 5c change.

Change is included with the completed lunch order.

Frozen items, drinks etc. may be ordered as well as sandwiches, etc. Students cannot purchase hot lunch items 'over the counter'. Food lines in this category are not available for purchase unless they are pre-ordered. PLEASE NOTE THAT THE TUCKSHOP CANNOT CHANGE LARGE NOTES IN THE MORNING.

Orders and payments can also be made via the Qkr! app. Please refer to the flyer available at the school office. Orders via Qkr! must be placed by 7:00am on the day the order is needed. Tuckshop also accepts EFTPOS and cash.

Voluntary Assistance

At the commencement of Semester 1, a request for volunteer helpers will be issued. Volunteer helpers are crucial to the successful operation of the tuckshop which can operate daily **only** if sufficient offers of assistance are received. A complimentary lunch is given to volunteers on each day worked to say 'thank you'. Guidelines for volunteers are available from the Tuckshop Convenor.

Price List

Parents will receive a copy of the latest price list at the commencement of the school year. Variations at other times will be advised by way of 'Kirnews'.

Credit

There is no credit available at the Tuckshop. To avoid any embarrassment, please do not ask.

UNIFORM SHOP

The P&C runs a Uniform Shop selling good quality pre-loved uniforms. Orders can be placed using the Qkr! app or by emailing pandc@kirwanss.eq.edu.au.

The P&C also sells school hats and jumpers throughout the year. Orders can be made via the Qkr! app. (Information about Qkr! can be obtained from the school office or on our website.)

UNIFORMS

Wearing Of School Uniforms

All children should be in school uniform when at school. This includes a sun-safe hat and closed-in shoes. Children will not be permitted to represent the school if they are not compliant with the uniform policy. Each year, the Year 6s may wear a senior shirt on any day in lieu of the school shirt. Outlandish hair accessories, styles and hair colours are not to be worn at school except on sporting days (team support). Similarly, coloured nail polish and temporary tattoos are not permitted.

Jewellery

The only jewellery permitted at school are the following items:

- wristwatch
- one pair of sleeper or small stud earrings
- one signet ring
- medical identification/alerts if required

Students wearing jewellery other than permissible items will be required to remove it immediately.

No responsibility is taken for the safekeeping of any form of jewellery worn by students.

Naming of Clothing

PARENTS: PLEASE LABEL ALL ITEMS OF CLOTHING DISTINCTLY.

This could well prevent your child's 'lost' property being donated to a charitable organisation from time to time.

Girls' Uniform

Either:

(a) Blue check dress with collar, drop waist and buttons to the waist. The skirt has inverted pleats back and front;

or,

(b) Teal school screen-printed polo shirt with black skirt, skort or shorts;

or,

(c) An overblouse made from the same check material as the dress and worn with skirt, skort or shorts.

and:

- A black bucket sun-smart hat (with school logo) or a black bucket sun-smart hat, or black hat with a broad brim. (**NOTE: Other cap styles and visors are NOT acceptable.**)
- Closed-in footwear.

Boys' Uniform

Either:

(a) Teal screen-printed polo shirt worn with black shorts;

or,

(b) Check shirts made from blue check material worn with black shorts.

and:

- A black bucket sun-smart hat (with school logo) or a black bucket sun-smart hat, or black hat with a broad brim or a legionnaire style cap. (**NOTE: Other cap styles and visors are NOT acceptable.**)
- Closed-in footwear.

Availability: The above uniforms are available for purchase from:

- School Uniform Shop (second-hand uniforms only)
- Lowes Menswear – Willows Shoppingtown

Sport Uniforms (Boys and Girls)

HOUSE UNIFORMS

- *T-Shirt*
 - ⇒ Border..... *Green*
 - ⇒ Perkins..... *Blue*
 - ⇒ Freeman ... *Red*
 - ⇒ Wilson..... *Yellow*
- *Shorts*
 - ⇒ black stubbies-style or basketball shorts
- *Skirts*
 - ⇒ black perma-pleat style (preferably)
- *Shoes*
 - ⇒ Although white sneakers or joggers are preferable, the choice of sports shoes is left to parents.

Acceptable Swimwear

GIRLS

- One-piece swimming costume. Should a two-piece costume be worn, a t-shirt must be worn over the top.

BOYS

- Regular swim shorts or swimming togs.

Band/Orchestra/Choir ("Music") Uniform

All students who accept membership to the *school band, orchestra and choirs* are expected to wear the "music" uniform at all public performances. The uniform consists of:-

- the school "music" shirt which is available for purchase from the Music Block
- Years 4-6 – Long black dress pants
- Years 1-3 – Normal school uniform bottoms
- closed-in black shoes

ADOPT-A-COP

Kirwan State School is pleased to have an Adopt-A-Cop who is stationed with the Kirwan Police. Our Adopt-A-Cop visits our school from time to time as part of his community policing.

ADOPT-A-COWBOY

Kirwan State School has a long-standing relationship with the North Queensland Cowboys. Our Adopt-A-Cowboy visits our school to work with classes and also as an official guest at ceremonies.

AEROSOL CANS

Students are not permitted to bring aerosol cans to school. These include spray deodorant and body perfume. Students are welcome to bring roll-on and/or stick deodorant but are expected to use these in a responsible manner.

ANIMALS ON SCHOOL GROUNDS

For health and safety reasons, parents are asked NOT to bring dogs into the school grounds (even if the dog is on a leash). This does not apply to our Therapy Dog, Luka. Stray animals are referred to the local animal pound for removal. This is to ensure the safety and health of students and staff. \

ASSEMBLIES

Assembly for students in Prep – Year 3 is held on Wednesday afternoon from 2:00pm and for students in Years 4 – 6 on Thursday afternoon from 2:00pm. Parents and carers are welcome to attend.

BEHAVIOUR

- Students are to behave in a manner that does not endanger themselves or other students or property.
- Actions of students must ensure the health and wellbeing of all.
- Students undertaking activities will do so in a manner that displays self-control.
- It is the duty of all to maintain a clean, safe and neat environment.
- All students should take pride in wearing their school uniform.
- Respect all others, themselves and property through friendly, non-threatening actions and behaviours.

The ***Student Code of Conduct*** (which can be accessed through the school website) provides the process to be followed for inappropriate behaviour. When it is deemed necessary, parents will be made aware and invited to the school to discuss any concerns. Students are acknowledged for good behaviour in a variety of ways.

At time of enrolment, parents will be invited to sign an Enrolment Agreement to indicate their understanding of the school's Responsible Behaviour Plan.

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" At Kirwan State School, we strive to excel by being

"

" ***Safe***

" ***Respectful***

" ***Responsible***

" Learners

"

=====

BIKES

Bikes/scooters are to be parked in the bike shed, which is locked daily at 9:00am and reopened at 2:40pm.

BIRTHDAYS

Please keep cakes/sweets for celebrations at home. At school your child's birthday can be celebrated/acknowledged in other ways. Please discuss any issues with your child's teacher.

BULLYING

Kirwan State School has zero tolerance to bullying. Specific behaviours and strategies are taught to minimise incidents of bullying-type behaviour and provide a reporting framework if this does occur.

CAMPS AND EXCURSIONS

Students may experience excursions that are relevant to curriculum being studied. Some year levels will participate in overnight camps. Students are invited to participate in these programs upon meeting set criteria.

Aim: The aim of this program is to provide the opportunity for students to develop, through social interaction, the following skills: confidence, co-operation, tolerance of others; and as well, to experience a range of environmental learning related to various aspects of the curriculum.

Cost: Costs of all camps and excursions are kept to a minimum.

Parents should be aware that the Department of Education and Training (DET) does not have Personal Insurance Cover for students.

CHAPLAIN

A school Chaplain works in liaison with school Administration staff and teachers to enhance a safe and supportive school environment for all. This service also adds to the spiritual dimension of the school by supporting students and staff in the exploration of their faith. A "JAFFA Club" operates to provide students with additional activity options at school during breaks.

COMMUNITY INVOLVEMENT

The school aims to promote positive parent participation in:

- school and classroom activities;
- decision-making processes;
- school programs;
- community activities;
- school and student success.

Opportunities for involvement include:

- classroom support;
- Parents and Citizens Association;
- musicals;
- Tuckshop;
- school reviews and evaluations;
- numeracy and literacy intervention;
- Uniform Shop;
- excursions, sport.

CURRICULUM

Curriculum is the core business of schools. It directly affects the present and future of each child. Learning and teaching are the central activities of the school. Curriculum is dynamic and encompasses:

- the learning environment,
- resources,
- teaching approaches and strategies,
- assessment programs and methods,
- the values and ethos of the school, and
- the relationships and behaviours among students and teachers.

These are all interconnected and provide the experiences that contribute to student learning.

The school follows the Australian Curriculum with English, Maths, Science, Humanities and Social Sciences (HASS), Health and Physical Education (HPE), Technology, Languages Other Than English (LOTE) and The Arts fully implemented in line with the recommended time allocations set by the Department of Education.

Prep

The Prep curriculum is determined by the Australian Curriculum in English, Mathematics, Science, HASS, The Arts, Technology, LOTE (French) and Health and Physical Education (HPE). In Prep, children learn in many different ways including play, and inquiry-based and explicit instruction. Prep makes connections between school, what your child learns at home and early childhood education.

Years 1-6

The curriculum for Years 1 to 6 is planned so that students have multiple opportunities to achieve and consolidate knowledge, skills and understandings. The curriculum content is the core of a student's learning program and is addressed in all Key Learning Areas (KLAs) in each year level.

The KLAs for each year level are:

- English
- Mathematics
- Science
- Humanities and Social Sciences (HASS)
- The Arts (Visual arts, Dance, Drama, Music, Media)
- Technology (Digital and Design)
- Health and Physical Education (HPE)
- LOTE (French) – Various years levels

DEFENCE SCHOOL MENTOR

The aim of the Defence Community Support Group is to identify (and address) the needs of the parents and students of defence families with regards to mobility. Structures currently in place at Kirwan to support defence force students include:

- Identified class lists and buddy system
- Learning support and monitoring
- Get-togethers (Kid's Club - lunch time)
- DCO internal referral form
- Defence School Mentor
- Regular meeting of DCO Committee
- Welcome/Farewell activities
- Parent surveys

DENTAL VAN

Students may be treated by *School Dental Therapists* during their visits to the school. Parents and carers will receive a form to complete to give permission for their child to attend the dental van when it is onsite.

ENROLMENT INFORMATION

Enrolment Management Plan

A defined catchment area, often called a zone, is outlined in the plan and a maximum number of students for the school is set. A map outlining the catchment area or zone is available on the Department of Education website. All students residing in the catchment area are guaranteed enrolment. Please be aware that you will need to provide proof of address. Kirwan State School has a maximum student enrolment capacity of 902 students. All students currently enrolled, and their siblings, will continue to be guaranteed ongoing enrolment.

Further information can be obtained by making an appointment with one of the administration team.

Preparatory Year (Prep) Students

Children of eligible age attend a full-time compulsory Preparatory (Prep) Year. Prep is the first year of schooling. It develops children's independence and prepares them for Year One. Education for the Prep year is five days a week and enrolled students are required to attend the full week. To begin school, children need to be five by 30 June in the year they enrol in Prep. Parents/carers must provide an original birth certificate for sighting and attend an interview with a member of the administration team before the child starts school.

FIRST AID

For minor injuries, staff will administer first aid and contact parents when necessary. The Queensland Ambulance Service will be called to administer urgent treatment or provide transport in more serious circumstances. Every effort will be made to contact parents or the nominated emergency contact. Parents are requested to ensure that school records of phone numbers and addresses are up to date, in case of an emergency.

GROUND

The school is built on a 4.5-hectare site. The building platform occupies half of this area. An athletics track, long jump pit, practice wicket complex, two multipurpose synpave basketball/netball courts, and tennis courts complement the oval playing area.

Three covered adventure playgrounds have been installed and additional shaded areas are provided for student use on the oval. Terraced seating and paving, shaded by sail cloths, extend a large covered play area, and a large "meet and greet" area is located adjacent to the Administration Block.

HOMEWORK

Homework is set on the basis that students may consolidate and support learning at home. Tasks may be set daily or they may be presented in 'contract' form. For example, a task may be set on Monday for completion and presentation on Friday morning.

It is reasonable to expect that the quantities of home lessons will occupy the following maximum periods of time per day:

Prep - Year 2:

approximately 1 hour per week

Suggested: 10 minutes reading per day

Year 3 – 4:

approximately 1 - 2 hours per week

Suggested: 10-20 minutes reading per day

Literacy/numeracy activities (e.g., sentence work, number facts, spelling)

Year 5 – 6:

approximately 2 - 3 hours per week

Suggested: 20-30 minutes reading per day

Literacy/numeracy activities (e.g., sentence work, number facts, spelling)

Homework should:

- consolidate learning;
- practice and reinforce skills taught;
- relate to the curriculum;
- cater to individual needs;
- develop student independence as a learner; and
- be optional for students to complete.

INCLUSIVE PRACTICE PROGRAM

The Kirwan State School Support Model meets and operates within the DoE Inclusion Policy. All students are in their classrooms with their teacher every day for all curriculum learning. Students with disabilities are supported by their Classroom Teacher, Support Teacher and Support Teacher Aide/s in their classrooms.

Adjustments are made to cater for all learners whether they have a diagnosed disability or require additional support to participate in the curriculum to the best of their abilities. Students with specific disabilities that require alternate communication strategies are catered for on an individual need basis.

All teacher aides are trained in specific health procedures such as Diabetes, Colostomy/Illeostomy Care by our Departmental Registered Nurses.

Kirwan State School is implementing Universal Design for Learning (UDL) and Multi-Tiered Levels of Support (MTSS) as a whole school approach to offering reasonable adjustments for all students.

Specialist Supports available at Kirwan State School include:

- Education Adjustment Support Teachers
- Wellbeing and Engagement Support Teachers
- Full time Guidance Officer
- Speech Language Pathologist service
- Advisory Teachers (Vision, Physical and Hearing impairments)
- Departmental Occupational Therapist and Physiotherapist

INSURANCE

Parents should be aware that the Department of Education (DOE) does not have Personal Insurance Cover for students.

LIBRARY (RESOURCE CENTRE) - BORROWING PROCEDURES

The Resource Centre is open for borrowing at first break and each class visits the library each week. Students may borrow one book at a time for a maximum of two weeks. Students in Prep to Year 2 must have a library bag before a book may be borrowed. If a student finishes reading a book in less than 2 weeks, they may immediately borrow another book. An extension may be obtained by having the loan renewed.

Lost and damaged resources

If a student loses an item borrowed from the Resource Centre, all borrowing privileges are withdrawn until the replacement cost of the item is paid or the item is found and returned. This is aimed at teaching students' responsibility and care of library materials. The student still has access to the Resource Centre and classroom resources.

LOST PROPERTY

It is essential that all items be **labelled** with the **child's name** so that they may be returned. Lost property is kept on a clothes rack located at the back of the Administration Block. Lost property parades are conducted on a regular basis in an attempt to reunite owner and property, and any unmarked or unclaimed items are then donated to charity at the end of each term.

LUNCH

Food Requirements

There are two designated breaks in the school day. School staff assigned to playground duty supervise eating at these times. Healthy eating habits are encouraged (healthy snacks plus a healthy lunch). Students are discouraged from sharing food. No food bans are currently in place. Staff need to be alerted to allergies (if applicable).

Sending food in a small esky or cooler bag is recommended as not all classrooms have fridges or storage space.

Water Bottle (filled with water, NOT juice or cordial) – this water bottle will be readily accessible to the student throughout the course of the day.

Physical Activity

Physical activity in schools typically involves students participating in PE and school sport. A hat and appropriate footwear **MUST** be worn during these activities.

MEDICATION AT SCHOOL

Only medicine that is prescribed by a medical practitioner and supplied on prescription can be administered by school staff. The medication must be supplied to the school in the original container that has the doctor's instructions clearly labelled on the outside. If your child needs medication at school, please complete the relevant forms available from the school office.

School staff cannot administer "over the counter" medications, even those from pharmacies. "Over the counter" means those not prescribed by a medical practitioner. Examples include cough medicines or analgesics (Panadol, Neurofen, etc). Students are not allowed to have medications or "over the counter" products in their possession at school for safety reasons. Such products will be removed for safe keeping until an adult collects same.

Parents or carers may administer prescribed medication or "over the counter" medication to their child at school, by prior arrangement with office staff.

MUSIC PROGRAM

Classroom Music

Every student from Prep to Year 6 participates in one half-hour classroom music lesson every week. The program is designed to ensure that students are able to sing, read, play and compose on numerous instruments by the end of Year 6. The program also gives students numerous opportunities to perform, create and reflect the music pieces they learn, access music across cultures, and build upon the music found in their own lives. The school provides access to many musical instruments, including ukuleles, glockenspiels, xylophones and other percussion instruments. Year 4 to 6 students are required to purchase their own music book in Year 4 and can continue to use it in Years 5 and 6.

Choir

Choir is open to all students from Year 1 to Year 6 who love to sing. Junior Choir is for students in Years 1 - 3; Senior Choir is for students in Years 4 – 6. Rehearsals are held weekly. Neither choir is auditioned for, and students who do well in their classroom weekly lessons are personally invited to join choir as an extension of their voice learning experience. In Term 2 some Senior Choir students may be invited to participate in the Townsville Choral Workshop. In Term 3, both choirs participate in the Townsville Eisteddfod.

Student Resource Scheme (SRS) Instrumental Music Program

Kirwan State School operates an Instrumental Music Program through the Department of Education's Student Resource Scheme (SRS). This allows more choice for parents regarding fees and resourcing students for lessons. The Instrumental Music (IM) Program includes instruments in brass, woodwind, strings, percussion and the keyboard.

How does the SRS work?

- The SRS is a user pays scheme.
- Students may choose to *opt in* or *opt out* of the SRS.
- Students who "*opt out*" of the SRS must provide their own instrument and all related equipment themselves, i.e., reeds, rosin, creams and oils, plus tutor books and a suitable bag to carry all equipment.

IM Program – with a school owned instrument \$90 per student/per instrument

IM Program – with a student owned instrument \$60 per student/per instrument

IM Program – Keyboard \$90 per student

What does the SRS fee pay for?

- A music bag to store all equipment, to be used over the years participating in the program.
- Music tutor books. All students start with Book 1 and will progress to Book 2 when their instrumental teacher says they are ready, regardless of how many years in the program.
- Resources at school to learn with – music stands, photocopying of music/notes, stationery, purchasing of ensemble music for the Concert Band/String Orchestra.
- Equipment to play and maintain the instrument – rosin, strings, reeds, creams, cleaning cloths etc.
- Administrative costs related to maintaining the scheme.

Instrumental instructors visit the school to provide weekly group lessons for students in the IM Program. The IM Program operates as an extension of the school music curriculum. A recruitment and selection process are carried out by the instrumental music staff to determine those students who may be offered a place in the Instrumental Music Program. From Year 3, students are able to commence instruction on string instruments. From Year 4, students may commence instruction on brass, woodwind or percussion instruments.

Keyboard Program

Students in Year 1 can be considered for a place in our Keyboard Program and if accepted, can participate in the program until the end of Year 3. Students will need to purchase their own keyboard for home practice. Students have access to weekly lessons. The Student Resource Scheme levy applies to all keyboard students.

Ensembles

Ensembles include String Orchestra, Concert Band and Percussion Ensemble. Instrumental students are automatically placed into an ensemble once they have achieved the desired level of competency on their instrument, typically in the second year of learning. Each ensemble rehearses weekly, either before school or during lunch breaks, depending on the conductor's availability. These rehearsals prepare students to perform at school parades, various public events throughout the year and at the Townsville Eisteddfod.

Participation in an ensemble and all rehearsals and performances are compulsory as part of the Instrumental Music Program.

Music Uniform

Every instrumental and choir student is required to purchase a music uniform. Students are required to purchase a music shirt as well as long black pants to wear with closed-in black shoes and black socks. Hair accessories in school colours are available for purchase from the Uniform Shop.

Students are required to wear their music uniform with pride to every formal performance and competition. Music shirts can be ordered and paid for through the Qkr! app. Information on how to download this app can be found in the school newsletter

Concerts/Workshops

All Choir and Ensemble students are given the opportunity to perform regularly throughout the year. Students participate in the Townsville Eisteddfod each year. The Townsville Eisteddfod is held at the Civic Theatre during the last 2 weeks of Term 3. Some Senior Choir students in Years 5 and 6 may also be selected to participate in the Townsville Choral Workshop, held at the end of Term 2. Information regarding assembly performances, concerts and the eisteddfod is always given to parents well in advance, with notes sent home and information displayed in Kirnews. Participation in the instrumental regional workshops is expected. Workshops can be held during school time and out of school hours. Participation in all performances is compulsory as part of the program, including our end-of-year concert.

NEWSLETTER

Each fortnight, on Tuesday, 'Kirnews' (our newsletter) is emailed to parents and carers. This newsletter contains items of news relating to curriculum, class events, P&C Association activities and decisions, coming events, participation in school management, decision-making and community notices etc. All news items must be received at the school office NO LATER than Monday (9:00am) of the week in which publication is desired.

OUTSIDE SCHOOL HOURS CARE

An Outside School Hours Care facility is available to parents of students of Kirwan State School. This facility is operated on the school grounds by PCYC Queensland. The centre provides a program based on children's interests and needs, run by qualified staff. Opening hours are from 6:30am – 6:00pm weekdays (including during Vacation Care periods). The fee for Before School Care is \$24.00 which includes breakfast (6:30am – 8:50am). The After School Care cost is \$29.50 which includes afternoon tea. The Vacation Care fee is a base fee of \$67.00 per day (includes afternoon tea), with additional

costs incurred for various crafts, incursions and excursions; additional prices dependent upon activity. Notice of Vacation Care bookings goes out at least 3 weeks before the holidays. Check the bookings closure date for each term and book early as positions do fill quickly. For any enquiries, please contact OSHC staff on 0419 592 579 or email kirwanoshc@pcyc.org.au. (Please Note: These prices are reviewed in January each year and are subject to change. Spaces are limited and are not guaranteed.)

PARENTS' AND CITIZENS' ASSOCIATION

This committee is an important part of the school community. The P&C is managed by an Executive Committee who, with other members, work closely with the school Principal for the benefit of the students at the school.

It aims to:

- stimulate the interest of parents and carers in the education of their children and education in general;
- provide a forum for parents, teachers and members of the community to be involved with topics relevant to primary education;
- be involved in decision-making and reviews of school practices;
- fundraise for resources to support school programs.

As many parents as possible are encouraged to attend the meetings. To contact the P&C, please email pandc@kirwanss.eq.edu.au.

PARKING FACILITIES

STAFF car parking facilities are available in the school grounds. ***Under no circumstances should parents use this car park or the Administration entrance to the keyhole.*** Designated parking for parents and carers is available on Burnda Street and Overton Circuit.

PHYSICAL EDUCATION

Participation in Physical Education is compulsory except where there is a Medical Certificate or a letter from a parent or carer provided. Hats must be worn and correct footwear and water bottles are required.

PAYMENTS – CASHLESS WHERE POSSIBLE

Our school's preferred method of payment for school activities is via Qkr! or BPoint.

Qkr is a CBA app that is a secure, easy way to order, and pay for school items from your mobile phone at a time that suits you.

Benefits of Qkr!

- A secure app allows fast and easy payments.
- Flexibility to pay fees and school activities online or from any smart device.
- Two parents can each set up an independent account for the same student (no details are shared).
- No need to bring cash to school.
- No need to load funds in advance.



How does it work?

Simply download the *Qkr!* App from the App store (iPhone) or Google Play (Android). Instructions on how to download the app can also be found in the school newsletter.

B-Point information can be found in the bottom left-hand corner of student invoices. You will receive a receipt at time of payment when using B-Point. Payment is auto matched against the student's account.

EFT is accepted at the front counter in the Administration building between 8:00am – 3:00pm daily.

*We respectfully request payment by cash, **only** if there is no other option for payment.*

QPARENTS

QParents is a secure, online portal that has been created by the Department of Education and Training to provide parents of Queensland state school students with twenty-four-hour access to their child's information, and to communicate directly with their child's school.

QParents provides secure, online access to student information such as:

- Address details
- Attendance details
- Behaviour records
- Student photo
- Report cards (from QLD state schools)

REPORTING

Reporting – Prep to Year 6

A full written report is emailed out to all parents/carers twice yearly, at the end of Semester 1 and at the end of Semester 2. There will be formal oral reporting (parent-teacher conversations) at the end of Term 1 and the end of Term 3.

SCHOOL GOVERNANCE

Kirwan State School is an Independent Public School.

To deliver the best outcomes for students, school and community, the Annual Improvement Plan (AIP) is developed and implemented. The AIP is driven by a four-year School Strategic Plan. Each AIP has specific improvement strategies, targets and associated budget requirements and is developed from a data-driven, reflective review cycle.

Each year the AIP and specific school planning are directly accountable to school and community needs. Our 'School Council' enables greater involvement of the school community and key stakeholders in assisting the strategic direction of the school. Our School Council approves and monitors the school strategic direction, strengthening local decision-making.

School planning is available upon request or accessible on our website.

Arrival at School

Students should not enter the school grounds before 8:15am (when supervision starts) unless accompanied and supervised by an adult. On arrival, students (and parents/carers) are asked to wait in designated areas until dismissed, at approximately 8:35am. It is the parents' or carers' (including older siblings) responsibility to supervise children before school begins. There is no play before school; this includes on play equipment.

General Arrival and Departure of Students

STUDENT COLLECTION – PARENT WAITING AREA

Parents/carers are asked to wait in “The Shed” near the Tuckshop until 2:50pm when the final bell for the day sounds. After this bell parents may meet their children in their designated meeting place.

There is no play after school; this includes on play equipment. (There is no supervision of students after 3:15pm.)

SPORT

House Teams

Each child, upon admission, is allotted to one of the school's four house teams viz. Freeman, Wilson, Perkins or Border. It is the policy to place families of children in the same house team. An Athletics carnival and a Fun Run are offered for all year levels.

Interschool Sports

The school offers Interschool Sport to students in Years 5 and 6. There are a range of sports to choose from. The school also participates in a range of Gala Day competitions.

The Interschool Swimming team is selected from trials (held before school) and consists of students aged 8 years or older. The Red Track Interschool Athletics team is selected following the Interhouse Athletics Carnival and consists of chosen students aged 7 upwards.

Students representing the school in teams must wear school sports uniform. For some sports, sets of special school team shirts are maintained by the school, and the teachers taking these sports will distribute, re-collect and organise laundering of these clothing items on a weekly basis. Safety equipment will be provided for students where required. Students may need to provide additional safety equipment. *Parents need to provide mouth guards for their children for AFL, soccer, hockey, rugby league and union. (This is now compulsory.)*

Parents should be aware that the Department of Education (DOE) does not have Personal Insurance Cover for students.

Swimming

Learn to Swim classes will be offered for two consecutive year levels - Years 2 and 3. These classes are supervised by teachers and are under the direction of qualified swimming instructors. Swimming is part of the school program and all students are expected to take part. Details of the current year's program, including dates and costs involved, will be communicated to parents when confirmed.

STAFF

School Administration Management Team

The school administration management team consists of:

- Principal
- Deputy Principals
- Head of Special Education Services
- Head of Curriculum
- Business Manager

Should a parent wish to talk to the classroom teacher or a member of the Administration team, a mutual time will be arranged through the school office.

Office Hours

The school office is open between the hours of 8:00am and 3:30pm Monday – Friday.

Business Manager

The Business Manager provides support and leadership in the provision of administration, finance, facilities management, school support staff management and is a member of the school leadership team.

School Office Staff

The Administration team is supported by school office staff.

Teaching Staff**- Class Teachers**

A complete list of teachers and class allocations is issued annually when student placements are finalised. From time to time, depending on student enrolment numbers and staffing allocations, composite classes may be formed. The class teacher is usually the first point of contact for parents with student issues.

- Resource Teachers

As well as class teachers, the school is staffed with the following resource personnel.

FULL-TIME:

- Music and ARTS Teachers
- Physical Education Teacher
- Inclusive Practice Teachers
- Guidance Officer
- Support Teachers: Wellbeing and Engagement
- Language Teacher (French)
- Local Relieving Teachers
- Digital Technology Teacher

PART-TIME:

- Instrumental Music Teachers - strings, woodwind, brass, percussion
- Visiting Speech Pathologist, Occupational Therapist and Physiotherapist
- Visiting Advisory Teachers
- Chaplain

School Support Staff

Staff and students have the services of a number of experienced and respected school support staff, including:

- Full-time and part-time office staff
- School Officers (Grounds and Facilities)
- Teacher Aides (including a Defence School Mentor (DSM), Indigenous Aides, Inclusive Support Teacher Aides, Prep Aides and Classroom Aides).

INDIGENOUS AIDES:

The school Indigenous Aides work in classrooms and have an Indigenous room located in the Multi-Purpose Hall available for students to mingle and gather to learn more about their cultures.

DEFENCE SCHOOL MENTOR (DSM):

The Defence School Mentor provides intervention in classrooms and has a Defence Room where students may go at either break to play games, make articles to send to deployed troops or talk to the aide. Defence parents are invited to meet each Tuesday fortnight at 2:00pm for a Parent Chat Group and afternoon tea.

PREP AIDES:

A Prep Aide is allocated to each Prep class to assist in the settling of students and to assist the teacher in the delivery of the Prep program.

SUPPORT TEACHER AIDES:

Support teacher aides are allocated to each year level. Students with diagnosed disabilities and students who require additional support with the curriculum and social/emotional regulation to be successful learners are provided support under the direction of the Classroom teacher and Support teacher.

Support Teacher Aides are all trained in health procedures such as Diabetes, Anaphylaxis, Asthma and Colostomy/Illeostomy care.

LIBRARY AIDE:

The Library Aide assists in the daily running of the Library/Resource Centre and helping students.

STUDENT COUNCIL

Membership of this council consists of two elected representatives from each Year 6 class, and one elected representative from each Year 4 and Year 5 class, together with the School Captains.

The role of the Student Council is to:

- represent all students;
- discuss issues that arise from time to time;
- make staff and the P&C Association aware of these issues;
- liaise with staff, students and the P&C Association;
- take action after careful consideration and approval by Principal, staff, and the P&C Association;
- raise a small amount of funds to support various small projects around the school;
- attend and support community events;
- assist in daily school protocols; and
- meet regularly.

The Student Council operates under the guidance of school staff.

STUDENT LEADERSHIP

Student Leadership is based on the following beliefs:

- To provide an active and supportive role in student management.
- To provide a role model for all students.
- To represent the school on required occasions.
- To assist other students and to promote the needs and interests of the students within the school community.
- To provide opportunities for students to be involved in school decision-making.

A selection process will determine those students who will assume leadership roles.

The designated leadership roles include:

- Help Mates (Year 3)
- School Captains (Year 6)
- School Vice-Captains (Year 6)
- House Captains (Year 6)
- House Vice-Captains (Year 6)
- Music Captains (Year 6)
- Student Councillors (Years 4, 5 and 6)

SUN SAFETY

Broad-brim or bucket hats are a requirement of our school uniform. (Note: Other cap styles and visors are not acceptable.) Our school hat is available from the school's uniform shop, via the Qkr! app and falls within the requirements recommended by the Queensland Cancer Association. Hats are to be worn during any outdoor activity for the school, e.g., sporting events. It is recommended that sunscreen be applied before arrival at school.

SUPERVISED CROSSINGS

Five supervised crossings are operational – one in Thuringowa Drive, one in Charles Street, one in Toohey Street, one in Burnda Street and one in Lomond Street. These are supervised at varying times between 7:45am and 8:45am and between 2:45pm and 3:15pm. In the interests of child safety, all students who walk or cycle must use one of these crossings when travelling to and from school. Under no circumstances should students cross either of the above-mentioned streets at any other location unless supervised by an adult. No responsibility can be taken for the safety of those students who choose not to use these crossings.

UNIVERSITY STUDENTS/PRE-SERVICE TEACHERS

Kirwan State School is a training school for Bachelor of Education students at James Cook University as well as TAFE Cert 3 students (Teacher Aides). From time-to-time students attend the school for two, three, six or seven-week periods to gain practical experience in the classroom teaching situation. They are supervised by Administration personnel and class teachers.

VOLUNTEERS

Parents are always welcome to assist in their child's classroom. At all times this assistance is teacher-directed in line with school policy. All volunteers must sign in at the office upon arrival. Volunteers will be provided with a visitor pass.

Parents who volunteer their services or conduct activities at their child's school do not require a Blue Card. Parents who are paid employees at the school, however, do require a Blue Card.

Volunteers (18 years+), and trainee students, irrespective of age and doing a practical placement as part of their studies, are required to hold a current and valid Blue Card prior to commencing activities in/arranged by a school, (e.g., camps, sports or excursions), and will need to apply for their own Blue Card. They must not commence providing child-related activities until they hold a current and valid Blue Card. The frequency of contact a volunteer has with children and young people is irrelevant.

Volunteers must complete 'Mandatory All-Staff Training' and must have a current Blue Card.

There are certain circumstances where a volunteer may be exempt from requiring a Blue Card. For example:

- a volunteer parent of a child enrolled at the school unless they are a restricted person
- a legal guardian of a child enrolled at the school
- the volunteer work is for less than 7 days per year

Non-custodial grandparents and all other relatives require a Blue Card prior to volunteering to participate in school activities. They are required to hold a current and valid Blue Card **prior to commencing** any volunteer work.

WORK EXPERIENCE STUDENTS

Year 10, 11 and 12 work experience students from local secondary schools gain practical experience on a short-term basis as classroom helpers. The situation is co-ordinated and supervised by Administration staff.