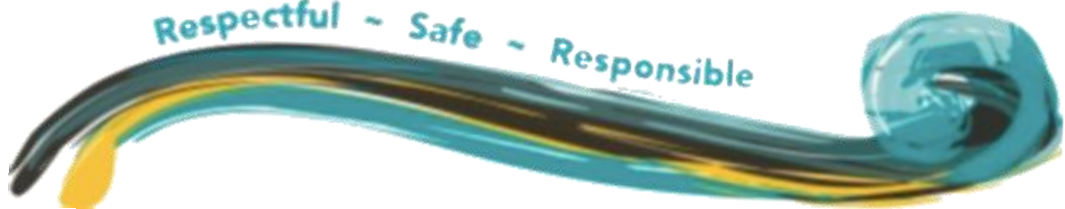


# KIRWAN STATE SCHOOL



# 2023

Respectful ~ Safe ~ Responsible



# INFORMATION BOOKLET



# Introduction

*Welcome to Kirwan State School.*

*Whether you have just joined us or have been with us for some time, may your association with Kirwan State School be educationally rewarding for you and your children.*

*The following pages contain details of the many aspects of this school's organisation. Please keep this document so that you can refer to it whenever the need arises.*

## 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**

**PLEASE NOTE:**

*The word "parents" is used in this document to mean all persons who have the primary care responsibilities for the child enrolled.*

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

**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

S

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## ADMISSION AND ENROLMENT INFORMATION

### ***Enrolment Management Plan***

This school has the task of managing the number of students enrolled to ensure that all are adequately catered for in the facilities available. This means that a defined catchment area is outlined (often called a zone) and a maximum number of students for the school is set. A map outlining the catchment area or zone is available for inspection on the Department of Education website. All students residing in the catchment area are guaranteed enrolment at this school. 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.

Any 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 Year (Prep) of education before starting Year One. 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.

### ***Documentary Evidence***

#### ***- Prep Year***

***Original documentary evidence of date of birth is required.***

#### ***- Year One Students – not previously enrolled elsewhere***

Children must turn six by 30 June in the year they enrol to be eligible for admission. It is necessary for positive documentary evidence (viz. birth certificate) to be available for sighting at the time of enrolment.

### ***Enrolment Procedure***

Enrolling a student is a two-stage process consisting of:

- Stage 1: Application for Enrolment, and
- Stage 2: Interview for Enrolment (with student)

#### ***Stage 1:***

- a. Parents provide a birth certificate for child and proof of residency and then complete the *Enrolment Application Form*.
- b. Make a suitable appointment time with a school administrator for interview. (Office staff are able to advise/assist with this.)

#### ***Stage 2:***

Interview – meet with a school administrator (Principal/Deputy Principal/Head of Inclusive Practice/Head of Curriculum) to discuss the application and suitable placement for the student.

## 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 NQ Cowboys. Our Adopt-A-Cowboy visits our school to work with classes and also as an official guest at ceremonies (time permitting).

## 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 IN 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). Stray animals are referred to the local animal pound for removal. This is to ensure the safety and health of students and staff.

## ARRIVAL AT SCHOOL

All students should be ready for school by 8:50am each morning. Bags, hats and extra clothing must be stored in the racks provided. Bicycles are to be parked in the bicycle compound, which is locked daily at 9:00am and reopened at 2:40pm. Class work begins at 8:50am.

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.

## 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.

## 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 (studentabsence@kirwanss.eq.edu.au) to school.
3. Respond to the school's SMS texting service.
4. Update absences via the QParents application.
5. Telephone call to school on the student absence line – 4799 1866.

Students will be marked as being absent without reason until parents give reasons for absences. If there has been no explanation forthcoming for an absence, letters will be sent. In the event a student is absent for 3 consecutive days without explanation, a letter will be sent to the parent/carer. This letter is to be returned to the school office for updating of student absences.

If your child is 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 payment window 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 requiring them to attend appointments during school hours or to leave school earlier than the normal finish time.

## **Permission to Leave School Grounds During School Hours**





Students are not permitted to leave the school grounds 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 COVID-19, 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".

## **BEHAVIOUR**

Every society and group in society needs a set of guidelines or rules by which to function. Schools need to set the parameters of student behaviour so that expectations are clearly set out. The school can then function with rules based on fundamental justice, fair treatment for all, safety, consideration of others and care of the environment.

- 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 well-being 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. Bolty stickers/cards/certificates are given to students in acknowledgement of good behaviour.

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

-----  
At Kirwan State School, we strive to excel by being  
**Safe**  
**Respectful**  
**Responsible**  
Learners  
-----

## **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.

## **BLUE CARDS AND MANDATORY TRAINING**



**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; *or*
- a legal guardian of a child enrolled at the school; *or*
- if the person is a volunteer guest of a school and is:
  - observing or supplying information or entertainment to ten or more people, *and*
  - the activity is for ten days or less on no more than two occasions per year.
- a volunteer at a national or state event organised by a school or recognised body:
  - for a sporting, cultural or skill-based activity, *and*
  - the event is attended by more than 100 people, *and*
  - the work is for ten days or less on no more than two occasions per year, *and*
  - the person is unlikely to be alone with a child without another adult present.

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

**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.

## BUILDINGS

Buildings are of open plan design. Each permanent classroom block contains two double teaching spaces and a withdrawal room. Each modular block contains one double teaching space. All buildings are air-conditioned. The complex also boasts the Johnathan Thurston Multi-Purpose Centre and the Resource and Technology Centre, together with four covered games areas. A four-bay shed bought and built by the P&C serves as storage for physical education equipment, as well as additional P&C and school equipment.

## 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.

## CAMPING AND EXCURSION PROGRAMS

A school camping and excursion program is an integral part of the curriculum. Students may experience excursions that are relevant to curricula being studied. Some year levels may 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 (day advised in newsletter annually) to provide students with additional activity options at school during breaks. (Enquiries may be made at the office.)

## 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;
- school fete (when applicable);
- excursions, sport.

Many parents have valuable skills, talents or expertise in areas such as art and craft, sport, drama, cooking, dancing, typing etc. Please contact the school office or your child's teacher if you are able to help in any of these (or other) areas. Parent helper skilling programs are held on a regular basis in numeracy and literacy. Insurance conditions require that all voluntary workers indicate that they are in the school. A 'sign-on' book, located at the office and in each classroom, must be completed every time a volunteer is in the school.

## 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, HASS, HPE, Technology, 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 and what your child learns at home and in 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 COMMUNITY SUPPORT GROUP**

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;
- Welcoming/Farewell activities;
- Parent surveys; and
- Parent Chat Group (meetings each fortnight).

## **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 telephone numbers and addresses are up to date, in case of an emergency.

## **FUNDRAISING**

Throughout the year, our P&C Association is very active organising fundraising activities. Proceeds raised assist in providing additional resources and facilities for the school. Mother's Day & Father's Day stalls and school discos are always a huge success. Fundraising has enabled the P&C to supply the school with sports equipment for lunchtime play, new cold drinking taps and much more to benefit students.

It is policy NOT to allow any form of fundraising by outside organisations e.g. scout, guide, band or sporting groups, to be conducted within the school unless official approval has been obtained from the Principal and the P&C Association.

## **GATES**

Access is gained from the following gateways;

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

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

Single gateways are located in front of the Administration Block, in front of the Music Block and from Greenwood Estate. 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 by the majority of students and visitors.

- **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 chicane in the fence, west of the basketball courts. Cyclists should not use the double gates of the staff car park or access the school through the staff car park. Access is also available through the gate at the back of the school. Under no circumstances should cyclists use other gateways. 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.

## GROUNDS

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 work at home from Monday to Thursday. 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:

Year 1:..... 5 minutes	Year 2: .....5 minutes	Year 3: ..... 10 minutes
Year 4:..... 15 minutes	Year 5: .....20 minutes	Year 6: ..... 30 minutes

Individual class homework policies can be further clarified with class teachers. Homework is NOT compulsory.

The aims of homework programs are:

- to be an arrangement between teacher and student;
- to be within the ability range of the child for whom it is set;
- to encourage students to develop self-study habits and effective utilisation of time.

## INSURANCE

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

## KIRWAN INCLUSIVE PRACTICE PROGRAM

### **Admissions**

Admissions to the Kirwan Inclusive Practice Program can be arranged through the Principal or Head of Inclusive Practice at Kirwan State School.

### **Educational Provision**

The Kirwan Inclusive Practice Program caters for children with a range of disabilities. Students spend the day in a mainstream setting, and are withdrawn for specific tasks only, depending on individual needs. Students with disabilities operate within the whole-school policy framework.

## LEARNING SUPPORT

- **Gifted Education Queensland (Differentiation)**

This school provides a curriculum to maximise the capacity of all students to achieve.

- **Specialists**

The school is provided with the services of:

- ⇒ Speech Pathologist (visiting the school)
- ⇒ Advisory Teachers (Vision, Physical Impairment, Hearing)
- ⇒ Guidance Officer
- ⇒ Behaviour Support Teachers
- ⇒ Instructional Coaches
- ⇒ ST:LaNs (Support Teachers: Literacy and Numeracy)
- ⇒ Occupational Therapists and Physiotherapists (*by request for identified students*)

## LOST PROPERTY

It is essential that all items be **labelled** with the **child's name** so that they may be returned to the owner. 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, whereupon any unmarked or unclaimed items are donated to charity 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

Medications may be administered to students by school staff. However, there are strict conditions under which we must operate. **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. Parents MUST provide written and signed request and instructions to the school office. If your child needs medication at school please collect the relevant form 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 a member of the Administration Team.

## MOBILE DENTAL CLINIC

Students may be treated by *School Dental Therapists* during their visits to the school. Dental Clinic Staff will contact parents through the school to determine who wish their children to attend the clinic.

## 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 payment window (NOT class teachers) between 8:15am – 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.

## 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 during lunch times. 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 \$80 per student / per instrument**  
**IM Program – with a student owned instrument \$50 per student / per instrument**  
**IM Program – Keyboard \$80 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 Theory.
- 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 is 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 Theory (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 also available for purchase.



Music shirts can be ordered and paid for through the school. Students are required to wear their music uniform with pride to every formal performance and competition.

### **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 \$21 which includes breakfast (6:30am – 8:50am). The After School Care cost is \$26.50 which includes afternoon tea. The Vacation Care fee is a base fee of \$60 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](mailto: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 for enrolling students.)

## **PARENT HELPERS**

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 voluntary workers indicate that they are in the school by using a 'sign-on' book, which is located at the office and in each classroom and must be completed every time a volunteer is in the school.

## **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](mailto: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 student window between 8:15am – 9:15am 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:

- Attendance details
- Behaviour
- Report cards and assessment dates

## 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.

## RESOURCE CENTRE (LIBRARY) - BORROWING PROCEDURES

The Resource Centre is open for borrowing each school day before school (after 8:30 am) and at first break.

*Students in the Prep, Year 1 and Year 2* classes borrow one book at a time for a maximum of two weeks. Each child in Prep to Year 2 must have a library bag before a book may be borrowed. *Students in the Year 3-6* classes may borrow two resources for a maximum period of two weeks. 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. Should a student finish reading a book in less than a week, the student may immediately borrow another book.

### **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.

## SCHOOL GOVERNANCE

Kirwan State School is an Independent Public School.

To deliver the best outcomes for students, school and community, an Annual School Plan is developed and implemented. The Annual Improvement Plan (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.

## SCHOOL HOURS

### **Hours of School**

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

### **Sessions**

The school day is broken into three sessions as follows:

- 8:40am.....Readiness 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**

Students should not enter the school grounds before 8:15am (when supervision starts) unless accompanied and supervised by a responsible 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. Upon dismissal, students are to walk to their classroom and wait quietly until the teacher permits entry to the classroom.

## **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. Upon sounding of the bell, parents are to walk to the area where they have advised their children to wait for them. Students will be dismissed at 2:50pm and should be promptly collected by parents/carers/older siblings. There is no play after school; this includes on play equipment. (There is no supervision of students after school.)

## **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 Inclusive Practice
- Head of Curriculum
- Business Manager

Should a parent wish to talk to the classroom teacher or School Administration management 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 school administration management 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
- Non-Contact Time Teacher
- Support Teachers: Literacy & Numeracy
- Behaviour Support Teachers
- Language Teacher (French)
- Local Relieving and District 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 (including a Health Room Attendant)
- School Officers (Grounds and Facilities)
- Teacher Aides (including a Defence School Mentor (DSM), Indigenous Aides, Inclusive Support Teacher Aides, Prep Aides, Learning Support Aides, Classroom & Library 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.

### **INCLUSIVE SUPPORT TEACHER AIDES:**

Students with disabilities, with required adjustments to access the curriculum, are assisted by our Special Education Program Aides.

### **GENERAL AND LEARNING SUPPORT AIDES:**

These Aides assist in the delivery of literacy and numeracy intervention and speech follow-up programs.

### **LIBRARY AIDE:**

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

## **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 staff personnel.

## **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)

## **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.

## 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 8:50am and between 2:45pm and 3:25pm. 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.

## 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



Any 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](mailto:pandc@kirwanss.eq.edu.au). Please refer to the flyer available at the school office.

The P&C also orders and sells school hats (in reversible house colours) and jumpers with our Kirwan colours throughout the year. Orders can also be made via the Flexi-schools website. (Please refer to the pamphlet provided.)

## **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, skirt or shorts;  
or,
- (c) An overblouse made from the same check material as the dress and worn with skirt, skirt 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
- Tropic T-Shirts – 7 Castlemaine Street, Kirwan

### **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

## **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.

## **VISITORS AND VOLUNTEERS**

While visitors and volunteers at school are welcome, all visitors/volunteers to the school during school hours must report to the Administration Block to sign the Visitors Book in the school office. The only variations to this practice will be for notified ‘Open Days’ including Interhouse Athletics, and for Assembly. *Visitors/Volunteers not complying with this policy may be asked to leave the premises.* For information regarding volunteers and the need for blue cards and mandatory training, please refer to the relevant section of this booklet.

## **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.



