I am proud to be the Principal of such an energetic and dynamic school, nestled behind beautiful Dicky Beach. Currimundi Primary School is a welcoming place for everyone. It’s a place where children, parents and staff are happy and want to be; where they feel supported and respected for the individual contributions they make; where everyone is treated with dignity and respect.

Three key components make us successful:

1. A Safe and Collaborative Culture

2. Effective Teaching in Every Classroom

3. A Guaranteed and Viable Curriculum

Our school is a school that improves the performance of every learner, with respected and experienced teachers that connect with every student. It is my firm belief that – ‘kids don’t care how much you know, until they know how much you care.’

Our school’s vision, ‘Riding the Waves To Success’, tells all students that they can have success. That success takes many different forms and we need to value and celebrate all successes. At Currimundi Primary School, there will always be learning waves for us to ride. We need to be confident to have a go and accept that we will fall off from time to time. The lifesavers, our teachers, will make sure that the conditions are right for us to dive straight into our learning waves.

We take pride in our behaviour, cooperation and manners - we refer to it as ‘Currimundi Courtesy’. Our positive ‘Responsible Behaviour Plan for Students’ supports the provision of a safe environment for all through the use of rewards and consequences. Parental support of this program is a crucial component to ensure successful outcomes for our students.

We strive to ensure that students leave Currimundi Primary School with the confidence, skill and ability to contribute as valuable citizens of our global community, to have a healthy respect for themselves and others, and to foster a burning desire to make a difference in our world.

Noel Baggs

Noel Baggs
Principal
OUR VISION

The school’s vision statement “Riding the Waves To Success” utilises our school’s unique coastal environment as a basis for a shared understanding of teaching and learning that sums up our belief that all students can enjoy success if they are empowered with the skills, knowledge and the time to meet meaningful challenges.

HISTORY OF OUR SCHOOL

Currimundi Primary School is situated 4 kilometres north of Caloundra, and was established in 1977. Catering for the needs of these students is a staff consisting of a Principal, Deputy Principal, Head of Curriculum, Business Services Manager, 40 teachers, several visiting Specialist Teachers and 15 Ancillary staff members.

Literacy and Numeracy are the foundation of the school curriculum. Our school is working from the National Curriculum. Students are provided with the opportunities to study Italian through the Languages Other Than English Programs (Years 5 and 6 only), enhance their musical potential through the bass / woodwind and strings Instrumental Programs, String Ensemble and the Instrumental Band and to further their skills in sport through participation in an Inter-School, Intra-School and Recreational Sport programs and Surfing Excellence Program. Students with special needs are catered for through our Special Education Program.

The whole school community is encouraged to participate in the decision-making processes through an extensive consultation process involving both staff and parents. Program management and committee structures provide for active input from parents, teachers and students when appropriate. These initiatives are strongly supported by the Parents and Citizens Association.
# SCHOOL DIRECTORY

**LOCATION**
17 Buderim Street  
Caloundra Qld 4551

**POSTAL ADDRESS**
PO Box 159  
Caloundra Qld 4551

**TELEPHONE NUMBERS**

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary</td>
<td>5436 6888</td>
</tr>
<tr>
<td>Tuckshop</td>
<td>5436 6828</td>
</tr>
<tr>
<td>Fax</td>
<td>5436 6800</td>
</tr>
<tr>
<td>SMS Absent Line</td>
<td>0427016460</td>
</tr>
<tr>
<td>Absentee Line</td>
<td>5436 6866</td>
</tr>
</tbody>
</table>

**WEBSITE**
www://currimunss.eq.edu.au

**EMAIL ADDRESS**
principal@currimunss.eq.edu.au

**PRINCIPAL**
Mr Noel Baggs

**DEPUTY PRINCIPAL**
Ms Jill Pass

**MEETINGS**
Parents & Citizens Association  
2<sup>nd</sup> Monday of the month – 3:00pm to 4:00pm  
Held in the School Library
8:00 am  School Office opens.

8:20 am  Students may enter the school grounds and wait quietly.

8:35 am  Students enter classrooms under teacher supervision and prepare for the school day.

8:40 am  First session commences.

10:40 am  First session concludes. First break commences. Students remain seated to eat in designated area for 10 minutes.

10:50 am  Students may commence play when released by teachers on duty.

11:15 am  Play ceases and classes reassemble at classroom entrances.

11:20 am  Middle session commences.

1:20 pm  Middle session concludes. Second break begins. Students to remain seated to eat in designated area for 10 minutes.

1:30 pm  Students may commence play when released by teachers on duty.

1:45 pm  Play ceases and classes reassemble at classroom entrances.

1:50 pm  Afternoon session commences.

2:40 pm  Afternoon session concludes. Classes are dismissed.
Currimundi Primary School offers a challenging and future oriented curriculum that focuses on preparing students to be lifelong learners. Our whole of school curriculum is across the Key Learning Areas of English, Mathematics, Science, Geography, History, Technology, the Arts, Health and Physical Education and Languages - Italian.

Each student is supported and encouraged to become:

- A knowledgeable person with a deep understanding
- A complex thinker
- A creative person
- An active investigator
- An effective communicator
- A participant in an independent world and
- A reflective and self-directed learner

Teachers at Currimundi Primary School have planned with the Head of Curriculum to become familiar with the new Australian Curriculum. The Australian Curriculum is the foundation for future student learning, growth and active participation in the Australian community. It sets out essential knowledge, understanding, skills and capabilities and provides a national standard for student achievement in core learning areas.

Literacy and Numeracy are recognised as the cornerstones of learning at Currimundi Primary School. Therefore, as well as addressing English and Mathematics within the key learning areas, time is also set aside within the school day for the teaching of Literacy and Numeracy routines. These routines have been identified as, but are not limited to:

- Number facts
- Basic numeration skills
- Spelling
- Phonics (Soundwaves, Letterland)
- Grammar Instruction
- Punctuation Instruction
Details of School Plans, Budgeting and Accountability procedures are provided in the following documents:

- The Quadrennial School Review → 4 year School Strategic Plan 2015 - 2018

The School Strategic Plan spans 4 years and articulates the school’s direction and guides the school community as it works together to achieve improved student outcomes. The development of the document must provide opportunities to involve staff, parents and other community members in long-term planning of a differentiated approach in response to identified needs.

- The Annual Improvement Plan (AIP)

The Annual Improvement Plan is a brief operational planning and accountability document that spans a period of twelve months. It details the way in which the school will manage resources and the delivery of services to achieve:

- strategies articulated in the State Schools Strategy 2014 - 2018
- school determined activities derived from the School Strategic Plan

The AIP includes:

- all activities and performance measures as outlined in the Annual Statement of Expectations
- school-determined activities derived from the Strategic Plan
- intended outcomes and monitoring strategies
- performance targets
- School Budget linked to the planned activities

The AIP is developed collaboratively by the Principal and the community.
RESPONSIBLE BEHAVIOUR PLAN FOR STUDENTS

Rules are designed to keep people and their property safe. Our overriding school rule “KEEP HANDS, FEET, INAPPROPRIATE COMMENTS AND OBJECTS TO YOURSELF” aims to maintain a supportive and safe environment for all, particularly our students. By acknowledging and rewarding acts of courtesy, cooperation and striving to improve, we strive for the ultimate goal of self discipline. We are encouraging students to understand that to be successful in any task or with any group of people then they need to achieve and consistently use “4 expectations”. They are Respect, Caring, Responsibility and Active Learning. If students understand how these keys break into smaller components and they use these pieces all the time, then this will benefit them in their home and school life.

Students need to learn that all choices result in consequences. Choices in behaviour may result in positive or negative consequences. These consequences may be natural or imposed.

Our school like many other schools across the State, operates on a Level System. A student who consistently displays both Currimundi Courtesy and self discipline for the whole semester, will experience the positive consequence of a Level One Certificate issued with his/her Semester Report. A Level 1 Behaviour Excellence Certificate is the highest award for any student at our school. Students may move across Levels. A Level 4 student has displayed behaviour that has required input support from four other stakeholders (eg Class Teacher, Parent/Carer, Administration, Guidance Officer) to strive for appropriate self discipline. High unacceptable behaviour, whether one off or continued, results in REFLECTION and possible suspension. Unable to attend school camps and school excursions may be possible consequences. Each situation is considered individually.

An incentive reward system subsidised by the school for self disciplined students is our Level 1 Reward Activity Days. Any student who is a Level 1 at the end of term is eligible to participate in a Level 1 Reward Activity. Last year 99% of our students attended Level 1 Reward activities.
COMMUNICATION

BETWEEN SCHOOL AND HOME:
Please keep us informed of current emergency contact numbers and names, as well as change of address, work telephone numbers or home circumstances.

WRITE A NOTE:
This saves confusion that might arise from a spoken message from you to us and vice versa. We also expect that a note to the appropriate teacher will follow any absence or phone our Absentee Line on 5436 6866.

CUSTODY ORDERS:
We need to have copies of any formal Custody or Restraining Orders before we can take any appropriate action.

NEWSLETTER:
Our school eNewsletter goes out Thursday fortnightly to your e-mail address. Please make sure that the school has the most current and correct e-mail address for you to receive this information. The eNewsletters are also available on our school’s website. You can also subscribe to our Newsletter from the link on this Newsletter.

SCHOOL BUDGET:
A combined School Budget is prepared annually and it can be perused at any time.

SCHOOL PLANNING OVERVIEW AND ACTION PLANS:
These are available for parents to peruse on request. Reports which are provided by the Principal at each Parents and Citizens Association meeting relate to the implementation of significant aspects of School Planning.
GENERAL INFORMATION

ABSENT STUDENTS:

To improve our attendance procedures, we will be informing parents / caregivers about any unexplained absences for their child. The school expects parents / caregivers to contact the school in advance if they know their child is to be absent.

Currimundi State School sends an SMS message to the parent’s mobile phone if a student is recorded as being absent without an explanation. If you are not receiving text messages and believe you should be, please contact the school on 5436 6888 as soon as possible to confirm that we have your correct mobile phone details.

The message will arrive on the phone displaying the number, "0427 016 460". Parents should store this number in their mobile phone under “Currimundi SS” so that when the message arrives, the parent is aware the message has come from the school.

Alternatively simply press the reply option on your mobile phone when you receive a message from the school and add your son or daughter’s Roll Class, name, the reason they are absent or late and the date of absence.

If you are receiving SMS messages, it is important that you reply to the school within 7 days (Government legislation requires it). The easiest way to respond to text messages is by reply SMS.

Remember – "EVERY DAY COUNTS!"

EXEMPTIONS FROM COMPULSORY SCHOOL and COMPULSORY PARTICIPATION

What is an exemption and why do I need it?

Every parent of a child of compulsory school age or a young person in the compulsory participation phase has a legal obligation to ensure their child is enrolled and attending school or participating in an eligible option.

Parents can apply for an exemption from this obligation when their child cannot attend or it would be unreasonable in all the circumstances for their child to attend school or participate in an eligible option for a period of more than 10 consecutive school days.

Situations where an application for an exemption may be made include:

- Illness
- Family reasons
- Family holidays
- Cultural or religious reasons

If your child is exempt from compulsory schooling, you are excused from your obligation in relation to compulsory school or compulsory participation. The school principal is not responsible for providing an educational program to your child, however they may provide advice on other educational options available.

Who decides to grant or not grant an exemption?

For state school students: Decision about exemptions for up to one school year are made by the Principal of the school the student attends. Decisions about exemptions for more than one school year are made by the relevant Regional Director of the Department of Education, Training and Employment, responsible for the supervision of the school your child attends.

Applying for an Exemption

You are encouraged to discuss with the school whether an application for exemption is a suitable option. The school can provide you with an application form for an exemption. It is important that supporting documentation and evidence are attached to the application.

When a decision about the exemption has been made, you will be informed in writing whether or not the exemption has been granted and if any conditions have been imposed. If you are not satisfied with the decision made, you can make a submission for the decision to be reviewed.
AFTER HOURS USE OF GROUNDS / BUILDINGS:
The school buildings and grounds are only to be used after hours by staff and groups or persons with written authority of the Principal. In all other cases it will be considered as trespass and persons found on the premises will be escorted off the grounds or reported to Police. Unauthorised entry may lead to prosecution. Passing through the school property as a means of shortcut is not permitted.

ARRIVAL:
Students who arrive early in the mornings do so at the parent’s own risk. There is NO rostered supervision. Under NO circumstances are students to use sporting or playground equipment before or after school. Children who arrive at school after our first bell (8:40am) are required to present at the office and obtain a ‘Late’ slip. Children presenting at school later than 9:15am must obtain a ‘Late’ slip, however will be marked as absent for the morning session.

ASSEMBLIES:
Assembly is held every Monday afternoon at 1:50 pm in our school hall. Assembly for the lower school (Prep to Year 2) is held on ‘even’ weeks and upper school (Year 3 to Year 6) on ‘odd weeks’. All parents and caregivers are welcome to attend. Whole school parades are also held.

BANKING:
The school operates an Electronic Banking System with the Commonwealth Bank each Wednesday. By participating in the School Banking Scheme, parents are able to teach their children good saving habits, as well as supporting the school as the bank pays a commission to the school for each deposit made. Further information is available from the school office.

BEACH:
Students are NOT permitted to go to the beach unless supervised by a teacher. A permission form will always to home prior to an excursion. Teachers occasionally use the beach for lessons which is encouraged by the school.

BICYCLES / SCOOTERS / SKATEBOARDS:
Racks are provided within the grounds for students’ bicycles. Students are NOT permitted to ride bicycles, scooters or skateboards in the school grounds or across the pedestrian crossing. We expect that students display respect for the law by wearing bicycle helmets. Bicycles and scooters should be locked during the day and will be the responsibility of the owner to ensure the safety standards are met.

BUSES:
Please direct all enquiries to Buslink on 5476 6622.
**CAMPS:**
Each year, students in Years 5 and 6 attend camp. The aim of school camps is to increase the child’s skills of independence, to expose them to specialised activities and to develop their ability to work as a confident and competent team member. School camps are an exciting highlight of the school year for our senior students.

**CHAPLAINCY:**
The school chaplain’s role is to support students and the wider school community in a range of ways including assisting students explore their spirituality; providing guidance on religious, values and ethical matters; helping staff in offering welfare services and support in cases of bereavement, family breakdown or other crisis and loss situations. Chaplains will respect the range of religious views and affiliations, and cultural traditions in the school community, and be approachable by students of all faiths. Contact the school office on days and times that our school chaplain visits our school.

**COMPLIMENT OR MAKING A COMPLAINT:**
Your feedback helps us to continue to improve our services as well as telling us what we are doing well.
If you wish to compliment the school you can:
- Tell a member of our staff.
- Write your comments and provide to our office staff in the administration block.
- Email your comments to principal@currimunss.eq.edu.au
- Nominate a teacher through the "National Excellence in Teaching Awards". Details are available via the school’s newsletter.
- Contact Education Queensland Sunshine Coast North District Office at – PO Box 5489, Maroochydore Qld or phone 5459 9152.

If you are unhappy with any part of our service, please:
- Tell a member of staff as soon as possible.
- Contact the school’s office on 5436 6888 and arrange a convenient time for an interview with a member of the administrative team.
- Email your concerns to principal@currimunss.eq.edu.au
- Contact Education Queensland Sunshine Coast North District Office at – PO Box 5489, Maroochydore Qld or phone 5459 9152.

If you wish to make a complaint remember:
- Your feedback is important to us.
- It will be taken seriously.
- It will not negatively affect the service that you or your children receive from our school.
- If not resolved at the first point of contact, the complaint will be acknowledged within five working days by telephone, in person, by email or in writing.

**DENTAL:**
A Dental Service is provided free of charge. Please contact the school for details. The mobile clinic makes visits to our school. Phone: 0419 799 367 or 5491 1311 or 0413 369 343.

**ENROLMENT MANAGEMENT PLAN (EMP) – We are a ‘Zoned School’:**
There is NO zoning attached to Prep enrolments at Currimundi State School, until capacity is reached. However if you live out of our catchment area you must fill out the ‘Expression of Interest for Out of Catchment Enrolment Form’.
The Department’s responsibility is to provide facilities to meet the educational needs of the core curriculum for in-catchment students. The School Enrolment Management Plan (School EMP) procedure requires Principals at
schools with capacity constraints to effectively manage enrolments. Principals must restrict out-of-catchment enrolments and ensure in-catchment students can enrol at their local state school without requiring additional facilities. Due to the enrolment management plan, parents or legal guardians who wish to enrol their child at the school will need to demonstrate that the student’s principal residence is within the catchment area. Current proof of residency at the address indicated can be provided by way of one of each of the following:

- One primary source – a current lease agreement, or rates notice, or unconditional sale agreement, and
- One secondary source – a utility bill (e.g. electricity, gas) showing this same address and parent’s/legal guardian’s name.

The catchment area map can be seen on our school website – www.currimunss.eq.edu.au

**EXCURSIONS:**

Excursions require parental consent and payment of costs involved, except for trips within walking distance of the school. Specific conditions apply to each excursion eg practical footwear, a wide brim hat. You will be advised of these requirements in special notices issued in advance of each excursion by your child’s teacher.

**GUIDANCE SERVICES:**

A Guidance Officer is based at the school two days a week to assess children who appear to have special needs. If your child is selected for an assessment, an appointment will be made for parents for an interview with the Guidance Officer. The school’s Support Teacher (Literacy & Numeracy) works with students with special requirements and offers support to the class teacher.

**HEAD LICE:**

Head Lice are a problem in all schools. Please check your child’s hair regularly and if lice are found, apply a recommended treatment. Prevent reinfestation by:-

- Regular checking every week.
- Checking and treating other family members.
- Cautioning children not to use other children’s hats, brushes and combs.

Failure to take these necessary precautions could mean a child being sent home.

**HEALTH PLANS:**

If your child suffers from a medical condition, serious allergy or requires a specialised health procedure, a detailed health plan should be recorded at school. The health plan clarifies all management aspects of the health condition within the school environment. Please discuss establishing a health plan for your child with the administration team if needed. If your child requires medication for asthma, parents / carers must complete a permission form available from the school office and provide a written advice from the child’s medical practitioner.

**HOMEWORK POLICY:**

Homework helps students by complementing and reinforcing classroom learning, fostering good lifelong learning and study habits, and providing an opportunity for students to be responsible for their own learning.

Homework is an opportunity for parents to participate in their child’s education. Parents, in partnership with the school, should encourage children to establish good homework patterns from early primary school.

Students benefit from completing homework regularly. Homework helps them develop organisational and time-management skills, self discipline, skills in using out-of-school resources and personal responsibility for learning. We also have a Home Reading Program that starts in the Prep year.
Responsibilities of Students

- Set aside a time each day when homework can be done.
- Complete homework to a satisfactory standard.
- Do your best and discuss any difficulties with your teacher.
- Return completed homework by the set return date.

Responsibilities of Parents / Carers

- Ensure that each child sets aside some time each day to do homework.
- Supervise homework and assist when necessary.
- Provide an appropriate place where children can do homework.
- Check whether homework has been completed and sign children’s tasks where appropriate.
- Let your child’s teacher know if there is a genuine reason that homework was not completed.
- Discuss the situation with your child’s teacher if your child is having difficulty completing homework without large amounts of parental input.

Responsibilities of Teachers

- Ensure students and parents / caregivers are aware of the school’s homework policy and the classroom homework expectations.
- Set varied and meaningful tasks related to class work and tasks that are appropriate to students’ learning needs.
- Provide appropriate feedback in regards to homework completion.
- Help students develop the organisational and time management skills needed for them to be responsible for their learning.
- Communicate with parents / caregivers any problems concerning their children’s homework.

Homework Guide

<table>
<thead>
<tr>
<th>Year Level</th>
<th>Activities</th>
<th>Maximum Homework Time allocation per day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prep</td>
<td>Parents are encouraged to read to their prep child on a daily basis</td>
<td>10 minutes</td>
</tr>
<tr>
<td>Year 1</td>
<td>Mainly consists of daily reading to, with or by parents / caregivers.</td>
<td>15 minutes</td>
</tr>
<tr>
<td>Year 2 &amp; 3</td>
<td>10 minutes of daily independent reading. Homework mainly consists of practicing weekly spelling and a weekly maths concept.</td>
<td>20 minutes</td>
</tr>
<tr>
<td>Year 4 &amp; 5</td>
<td>15 minutes of daily independent reading. Homework will include weekly spellings, completion / extension of class work, research, multiplication tables and a weekly maths concept.</td>
<td>30 minutes</td>
</tr>
<tr>
<td>Year 6</td>
<td>20 minutes of daily independent reading. Homework will include weekly spellings and a weekly maths concept. Homework may also include completion / extension of class work and additional research. Some components of Key Assessment Tasks will also be included in the homework schedule.</td>
<td>45 minutes</td>
</tr>
</tbody>
</table>

INFECTIOUS DISEASES:

Some of the common childhood diseases necessitate exclusion of the child from school until the risk of infecting others has passed. Any doubts in this regard should be discussed with the Principal.
INJURIES TO STUDENTS:

Minor injuries will be treated at school. In the event of a major injury, if parents cannot be contacted quickly, the school will attempt to act as it considers a parent would act eg contact the ambulance, relative or neighbour. Please ensure we have up-to-date telephone numbers of contact people. To ensure the student’s well being, the school has numerous staff members with a current first aid certificate.

INSURANCE COVER FOR STUDENTS UNDERTAKING PHYSICAL ACTIVITIES:

Physical activity and physical education, particularly contact sports, carry inherent risks of injury. Most injuries are caused by accidents, not negligence or a breach of duty of care.

The Department of Education, Training and the Arts has public liability cover for all approved school activities. However, personal accident insurance cover is the responsibility of parents. The Department is liable to pay compensation for personal injury (including medical costs) for students injured at school or playing school sport only when injury has been caused by the negligence of the Department. Each claim is assessed on a case-by-case basis and no automatic payments are made.

When a student is injured at school as a result of an accident, all costs associated with the injury (including medical costs) are the responsibility of the parent or caregiver. It is a personal decision for parents as to the type and level of private insurance they arrange to cover students for any accidental injury that may occur. Medicare and private health insurance may cover some of the costs depending on their private insurance arrangements.

Parents are also responsible for personal accident cover for students participating in regional and Queensland representative teams.

INTERNET:

It is acceptable for students to use school computers and network infrastructure for; assigned class work and assignments set by teachers; developing literacy, communication and information skills; authoring text, artwork, audio and visual material for publication on the Intranet or Internet, solely for educational purposes as supervised and approved by the school; conducting research for school activities and projects; communicating with other students, teachers, parents or experts in relation to school work; and access to online references such as dictionaries, encyclopaedias, etc. Students can also collaborate, research and learn through Education Queensland’s e-learning environment. All internet access is fully supervised by a teacher. Upon enrolment, Currimundi Primary School asks students and parents / caregivers to sign an ‘Internet Agreement Form’. Information for students and their parents on school network usage is available from the office.

INTERVIEWS:

Parent / Teacher interviews are conducted at the end of Term 1 (Understanding the Learner) and at the beginning of Term 3 (Unpacking the Report Card) if requested. Incidental interviews are made by appointment at any time. You are encouraged to meet with your child’s teacher to discuss progress. Interviews form part of school reporting.

LATE ARRIVALS / EARLY DEPARTURES FROM SCHOOL:

All children are expected to be at school by 8:30 am. Children arriving after 8:40am will need to present themselves at the office to receive a ‘Late Slip’ before they go to their classroom. If you have to collect your child from school before the end of the school day, you should come to the office to sign them out and receive an ‘Early Departure Slip’. These procedures will allow the class rolls to be accurately marked with late arrivals and early departure details.
**LEAVING SCHOOL GROUNDS:**

In the interests of safety, students are **NOT** permitted to leave the grounds once they have come to school unless written authority is given by a parent. This note must be shown to a teacher before permission may be granted. Students must come directly to school and travel directly home. Parents or guardians collecting students throughout the day **must** call at the office and sign the ‘Register of Children Leaving Campus during School Hours’ before students can leave the school grounds.

**LOST PROPERTY:**

Check the lost property boxes. Please ensure your child’s name is on all items of clothing to enable property is returned to your child / children.

**MEDICATION AT SCHOOL:**

If your child requires medication at school, the following procedure is to be followed:

- Only **PRESCRIBED** medication (with an accompanying letter from a medical practitioner) will be considered to be administered.
- Parents are requested to complete a ‘Permission Form’ available from the school office.
- Pharmacists’ instructions are to be written clearly on the container.
- Analgesics *eg* Aspirin or Panadol and other over the counter medication will not be given unless prescribed by a medical practitioner with an Authority to Administer Medication Form.

In many cases, it is possible to work out a timetable that allows for medication to be administered only at home *eg* before or after school and before bed time. It would be an advantage to discuss this with your doctor when a prescription is issued. Asthma medication is to be self administered by the child under the supervision of the child’s own teacher if necessary. Asthmatic students need permission from the principal to self administer this medication. Parents are to discuss this with the administration team.

**MOBILE PHONE POLICY:**

The use of mobile phones, iPods and similar electronic devices can be disruptive to the learning environment of all students. The use of mobile phones can also allow students access to unsuitable images, text and spoken communications.

The school recognises that there are times when it is genuinely appropriate and beneficial for students to have access to a mobile phone. Students may, for example, need to contact parents after school to confirm or change a collection time from an after school activity. Therefore, students who have a genuine need to bring such devices into the school grounds **must hand it in at the office on arrival at school and collect it at the end of the school day.** The school will contact parents should a student have a genuine need to be in communication with a parent during the course of the school day.

Mobile phones and other electronic devices should be brought onto the school grounds **only at the owner’s risk.** No liability will be accepted by the school in the event of the loss, theft or damage of any device unless it can be established that the loss, theft or damage resulted from the department’s negligence.

Appropriate disciplinary action will be taken against any student who uses in-phone cameras to photograph or film other individuals without their consent. Similarly, appropriate disciplinary action will be taken against any student who sends threatening or harassing messages, accesses inappropriate material via telecommunications or who is caught using a mobile phone to cheat in exams or assessments.

This policy also applied to students during school excursions, extra curricular activities and whilst attending school camps. Students are not permitted to take mobile phones with them on school excursions. Parents will be advised of the accompanying teacher’s mobile phone contact number in the case that emergency contact is required.
**PARKING:**

Parking facilities are provided in Buderim Street. Parents are not to park in any illegal areas. In the interests of safety, please consider other children when collecting your children from school. Please do not park in any *No Standing Zones*. There is a ‘drop off’ area in the car park near the tennis courts at the front of the school. This area is for the quick dropping off of your children only (‘kiss and go’) and is not provided for picking up children. The car park off Buderim Street (near the Administration building) is for staff, delivery vehicles, emergency vehicles, limited disable parking and special purposes only. No parental parking is provided in the administration driveway. Please be aware of ‘2 minute parking zones’ at the front of our school.

**PAYMENTS / REFUNDS: (Collection of monies from Students)**

You will receive an invoice prior to excursions, camps and some classroom activities, however activities such as individual participation in eisteddfods, competitions or Level 1 Reward Activities may not require an invoice to be produced. We attempt to provide a list of anticipated expenses for each year level for the current year. These are estimates only and variations may occur. This will be provided early in the first term.

To assist office and teaching staff in the organisation of events for your child / children, payment must be made by the due date. It is not acceptable to leave payment to the day of the activity as there are many organisational procedures that have to be addressed prior to and on the day by the classroom teacher and office staff. Please ensure your child is catered for in advance so there is not unnecessary pressure on them by the due date and their permission note has been completed. Please assist us also by providing the correct money for activities as we do not carry cash on our premises. Our school policy is ‘No Payment - No Participation’. The only exception to this is if a ‘Payment Participation Form’ has been completed with a member of our administration, when unforeseen circumstances arise to prevent payment by the due date.

**Payment Participation Forms**

- Families suffering financial hardship may set up a ‘Payment Participation’ to any of the following activities - excursions, camps, school activities, Instrumental Music Program or Student Resource Scheme. This can be set up with a member of our administration team by completing a proforma which sets out a plan for payment over a period of time.

The following is a list of procedures to ensure all payments made to the school are received and recorded correctly. Whether you are paying for an excursion, swimming or sporting activity, the procedures are the same:

- **Ensure your child is catered for in advance so there is no unnecessary pressure on them and they know they are able to participate because payment has been made for them by the due date & their permission note has been completed.**
- **Provide the correct money for activities as we do not carry cash on our premises.**
- **Payment and permission slip should be forwarded in a sealed envelope with the child’s name, grade and activity on the front to the classroom teacher.**
- **BPoint is our school’s preferred method of payment.**
- Mastercard, Visa and Eftpos payments can be made at the school office. Credit Card payment will be accepted over the phone and Direct Credit via internet banking is also available.
- **We also have Centrepay Deductions (through Centrelink) – forms available from the office.**

**Outstanding Payment**

- Families with outstanding amounts for activities for which students have participated, but have not finalised payment, are not able to participate in further activities until the current debt is cleared. All payments made will be credited towards the current outstanding amount for that particular family.

**Refund Guidelines**

At Currimundi we are committed to providing a safe and supportive learning environment for students, staff and volunteers. This commitment includes the health and safety of staff and students when conducting curriculum activities in the school or in other locations. School excursions and camps enhance a student’s learning by
providing opportunities for the student to participate in activities, both curriculum related and recreational, outside the normal school routine. State schools are able to charge a fee for:

- An educational service including materials and consumables not defined as instruction, administration and facilities for the education of the student;
- An educational service purchased from a provider other than the school where the provider charges the school; and
- A specialised educational program.

A school fee is directed to the purpose for which it is charged. School fees for extra-curricular activities are calculated on a cost recovery only basis, according to the number of students who have indicated their attendance. Participation of students in an extra-curricular activity is indicated through payment of the fee and provision of a permission form completed by the parent.

As the school budget cannot meet any shortfalls in funding for an extra-curricular activity due to the subsequent non-participation of a student who had previously indicated attendance of the activity, fees already paid for an extra-curricular activity may be refunded in full or in part or not at all, having regard to the associated expenses incurred and the circumstances of the non-participation.

Refunds are not granted automatically if students do not attend an activity. If a parent wishes to apply for a refund due to their child’s non-participation in an extra-curricular activity, they may do so by completing a ‘Request for Refund’ form available from the school office. Where possible, the request should include the receipt relating to the payment for which a refund is being sought.

It is preferred that refunds be made as a credit against the student’s account at the school and used to offset any future charges or if there is any outstanding debt for this student or his/her siblings, the school reserves the right to apply any approved refunds to this debt.

**PROBLEMS:**

Please discuss any problems directly with your child’s teacher. Administration staff members are also available to help should that be necessary. Parents are requested to make an appointment.

**RELIGIOUS INSTRUCTION:**

The Religious Instruction lessons offered at Currimundi Primary School are taken by volunteer Religious Instructors. These Religious Instructors are authorised by a local church to conduct lessons at our school. All lessons offered are non-denominational ecumenical lessons focussed on Christianity Instruction. The School’s Religious Instruction Timetabler, who is the Deputy Principal, will liaise with the Religious Instruction Coordinator (link between faith groups and school). To discuss any aspect of the religious instruction program, please contact the Deputy Principal through the school’s office on 5436 6888. At enrolment, parents provide written advice to the school in regards to their child’s participation or non-participation in religious instruction lessons.

**Withdrawing students who are attending Religious Instruction** – In accordance with s.76 EGPA parents may withdraw their child/children from all religious instruction by notifying the Principal in writing. Students who are not participating in religious instruction are provided with other instruction in a separate location. Other instruction may include, but not limited to, personal research and/or assignments; revision of class work – which could include online programs (i.e. Mathletics, Reading Eggs) and wider reading – such as independent reading appropriate for the student.

**RESOURCE CENTRE:**

Currimundi Primary School is very proud of our Resource Centre. A computerised borrowing system has made it very efficient. Books can be borrowed on a weekly basis by students. Parents / carers are asked to ensure that children take care of books borrowed. Parents / carers will be asked to replace any book damaged or lost. The Resource Centre contains a wide range of other resources for students’ use such as computers, puzzles and games. All are welcome to visit.
SCHOOL RULES:
Students are informed of the School Rules and are expected to obey all rules. Please refer to the school’s ‘Responsible Behaviour Plan for Students’ for a list of school rules.

SCHOOL SUPPLIES:
A list of recommended purchases for your child’s use is provided on your child’s book list. These requirements are essential for your child to be fully prepared to participate in all learning activities.

SPORT:
The school caters for both summer and winter sport. Both Inter-School and Inter-House competitions are arranged. All students participate in an Athletics Carnival each year as well as a Beach Carnival in Semester 2. Swimming instruction is provided for students from Prep to Year 4. In Semester 2, students in Year 4 to Year 6 participate in a swimming carnival. Year 5 and 6 students participate in a Surf Skills Program, which focuses on surf awareness, surf safety, body boarding and surfboard riding. There is a charge for these programs. The sporting programs at Currimundi encourage participation from all students and form an integral part of the school sports program.

SPORTS HOUSES:
Children are allocated into Sports Houses on enrolment at the school. The four Sports Houses are:

<table>
<thead>
<tr>
<th>BILINGA</th>
<th>GLENORA</th>
<th>RUNGI</th>
<th>YERANDA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue</td>
<td>Green</td>
<td>Red</td>
<td>Yellow</td>
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</table>

STUDENT DRESS CODE
Currimundi Primary School is a ‘Uniform School’ where students are expected to wear the school uniform. Clothing that is offensive or likely to disrupt, or negatively influence the normal operation of the school is not permitted. Students are to wear the Currimundi Primary School shirt and black shorts, culottes, skorts or a skirt. During the winter months, students are permitted to wear black track suit pants and a green school jumper or green coloured jumper. They are also required to wear predominately black enclosed running shoes (not ‘slip on’ shoes) and white socks. A green wide brimmed hat is to be worn for all outdoor activities to ensure sun safety. Currimundi Primary School is a Sun Safety accredited school and follows the Sun-Safe guidelines of the Queensland Cancer Society. Students must not wear jewellery to school unless it is a necklace of religious significance that bears a significant religious symbol, earrings that are small plain studs or sleepers, a watch, a flat signet ring or medical alert bracelet. Nail polish, make up, brightly coloured hair dyes and facial piercing are not acceptable. All students with long hair (hair that is able to be tied back), female and male, should have their hair tied back at all times. Wearing the school uniform enhances the school tone and instils in the students a feeling of pride and a sense of belonging. The correct school uniform can be purchased from the school Tuckshop. A Second Hand Uniform Shop web page is run by the P & C Association. Visit https://currimunss.eq.edu.au/Facilities/Uniform shop for more details.

The Currimundi Primary School Student Dress Code has been endorsed by the school’s Parents & Citizens Association. Students may be issued with a ‘Reflection’ for ongoing un-cooperative behaviour should they be
unwilling to take reasonable steps to modify their dress to meet the criteria of the school’s endorsed Student Dress Code.

**SUN SAFETY:**

Students are required to wear a wide brim hat at all times they are in the sun. Staff and parents who are supervising students in the sun are also requested to wear a wide brimmed hat (7.5cm brim). Parents are encouraged to apply or provide sunscreen to exposed skin areas. Sunglasses which have UV protective lenses may also be worn.

**SURFING EXCELLENCE PROGRAM:**

This program commenced in 2004 and is an initiative of the school and wider community. Students selected for the program participate in training sessions and competitions in conjunction with Surfing Australia.

**TUCKSHOP:**

The Tuckshop - Currimunchi Café - operates daily. Menus (summer and winter) are available from the Tuckshop. Parents are required to write orders on a suitably sized paper bag, place money securely inside and place in the ‘mail box’ located outside the Tuckshop before the first bell in the morning. Uniforms are available from the Tuckshop. The Tuckshop is a valuable part of our school and is staffed by a Convenor and volunteer helpers. Your help in the Tuckshop would be welcome!

**VEHICLE PARKING POLICY:**

The car park at the front of the school (Administration car park) is **not** to be used as a drop off / pick up area. This car park is a **NO PARKING** area and is only to be used for designated staff parking, official visitors, physically impaired persons, deliveries, picking up sick or injured students and emergency vehicles. Other vehicles are only permitted if in receipt of written authorisation from the Principal.

The car park at the oval end of the school is made available for parking for staff, volunteers, visitors and for parents to drop off and pick up students. All drivers must observe safe driving practices within the car park areas and cars must be removed from parking areas before 6:00pm. Suspicious activities within car park areas should be reported immediately to Administration.

**VISITOR POLICY:**

All visitors to the school (including parents assisting in classrooms, collecting students for appointments, having interviews with staff etc) must report to the school office before proceeding elsewhere on the campus to sign a Visitor’s Register and obtain an ‘Official School Visitor / Volunteer’ badge/sticker which must be worn at all times. Persons found without this identification must be referred to administration for supply of identification. It is a requirement for all staff to direct visitors to the administration office and, if necessary, to challenge the bona fides of all strangers. All visitors are to observe satisfactory conduct. If a visitor / volunteer is not a parent or a legal carer of a student enrolled and they are 18 years old or over, they need to hold a current ‘Working With Children’ Blue Card and a copy needs to be taken of this card and hold on file at the schools’ office. The Principal has the power to remove aggressive persons from the site.

**VOLUNTEERS:**

Class volunteers are welcome to help in many ways. See your child’s class teacher for information. Volunteers are expected to call at the office, sign a Register and to wear a badge/sticker identifying them as an ‘Official School Visitor / Volunteer’. If a visitor / volunteer is not a parent or a legal carer of a student enrolled, and they are 18 years old or over, they need to hold a current ‘Working With Children’ Blue Card and a copy needs to be taken of this card and hold on file at the schools’ office.
The PARENTS AND CITIZENS’ ASSOCIATION (P & C) of any school has a very important part to play in the life of the school. The P & C meet on the third Monday of each month in the school Library from 3pm to 4pm. All interested persons are welcome to attend these meetings. Reports by all Sub-Committees and the Principal are presented at each meeting. Please register as a member.

Currimundi Primary School P & C Association Parent Representative Program – this involves receiving emails from your classroom representative with information regarding school, classroom and P & C events. Alternatively you are invited to be involved in your child/children’s classroom by being the Parent Representative. This would involve – sending out text or email reminders for your class e.g. surf skills tomorrow; organising simple social get-togethers so parents/caregivers can get to know each other e.g. play at the beach after school; one-off teacher messages e.g. teacher is looking for empty boxes for art; P & C reminders.

THE P & C AIDS TO:

- Foster community interest in educational matters.
- Bring about closer co-operation between the parents, students, staff and community.
- To assist in the provision of financial resources for the benefit of the school.

THE P & C NEEDS:

- Your support at meetings.
- Your support of social and fundraising activities.
- Your attendance at special nights.
- Your financial and physical support for various projects.

FOR YOUR CHILDREN’S BENEFIT, THE P & C ASSISTS IN SUPPLYING:

- The construction of any new playground areas, tennis courts, cricket nets, basketball courts etc.
- Sporting equipment – bats, balls, goal posts etc.
- Teaching aids – reading schemes, library books, encyclopaedias, curriculum resources etc.
- Tuckshop facilities – refrigerators, stoves, hot water system, deep freezers etc.
- Classroom computer equipment and accessories.
- Playground beautification – trees, plants, gardens etc.
- Musical instruments.
- Information Communication Technology.
- And much more.

RECENT ACHIEVEMENTS:

- Provided over $25 000 in funds towards shade shelter, ICT and Wi-Fi improvements.
- Provided signed apparel from World Surfing Champion, Joel Parkinson for fundraising events.
- Initiated ‘Play in the Park’ afternoons for new and old families to catch up.
- Provided funds for a new commercial fridge in our School Hall kitchen.
- Provided funds for new school banners for promotional use.
- Supports World Teachers Day with morning tea for the staff.
- Establishment of a Second Hand Uniform Shop.
- Pledged an annual $10 000 towards ICT.
- Supported the Salvation Army with Christmas hampers for families in need.
- Provided funds for outdoor lighting to exterior of Hall and custom build cupboards for sports equipment.
- Supplied the Tuckshop with two new microwaves ovens and Prep classes with two laminators.
**OUTSIDE SCHOOL HOURS CARE:**
The P & C offers Before School, After School and Vacation Care for students in Prep to Year 6. Details about the fun and varied program can be made by contacting the Co-ordinator (Sandra Parker) on 0412 264 756.

**TERM AND VACATION DATES**

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
</tr>
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<tbody>
<tr>
<td><strong>SCHOOL COMMENCES:</strong></td>
<td>Monday 23rd January, 2017</td>
</tr>
<tr>
<td>Term 1 ends:</td>
<td>Friday 31st March, 2017</td>
</tr>
<tr>
<td><strong>School Holidays</strong></td>
<td>3rd April to 17th April</td>
</tr>
<tr>
<td>Term 2 begins:</td>
<td>Tuesday 18th April</td>
</tr>
<tr>
<td>Term 2 ends:</td>
<td>Friday 23rd June</td>
</tr>
<tr>
<td><strong>School Holidays</strong></td>
<td>26th June to 7th July</td>
</tr>
<tr>
<td>Term 3 begins:</td>
<td>Monday 10th July</td>
</tr>
<tr>
<td>Term 3 ends:</td>
<td>Friday 15th September</td>
</tr>
<tr>
<td><strong>School Holidays</strong></td>
<td>18th September to 29th September</td>
</tr>
<tr>
<td>Term 4 begins:</td>
<td>Tuesday 3rd October</td>
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<tr>
<td>Term 4 ends:</td>
<td>Friday 8th December, 2017</td>
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</tbody>
</table>

**STUDENT FREE DAYS FOR 2017**

- Monday 16th October

**PUBLIC HOLIDAYS FOR 2017**

- Australia Day - Thursday 26th January
- Good Friday - 14th April
- Easter Monday - 17th April
- ANZAC Day Holiday - Tuesday 25th April
- Labour Day - Monday 1st May
- Caloundra Show Holiday - Friday 26th May
- Queen’s Birthday - Monday 2nd October

(All the above mentioned dates are to be confirmed)
SPECIAL PROGRAMS

LANGUAGES
Currimundi Primary School offers Italian as a Language in Years 5 and 6.

INSTRUMENTAL MUSIC
The extension Music Program includes a Strings Program (Years 3 to 6) and Woodwind/Brass/Percussion Program (Years 5 to 6) and Senior and Junior Choirs. All musically keen, interested students are invited to participate in these programs. A number of instruments have been purchased for loan to students for a maximum of 12 months. After this time parents are expected to purchase an instrument. There is a levy of $40 per student per year (Instrument Programs) to participate in these programs if the student has their own instrument. If an instrument is hired from the school, there is a further cost of $30 per year.

CLASSROOM MUSIC
Students are involved in a well developed Class Music Program. Singing, listening, playing, moving, creating, reading and writing activities reinforce sequential skill development.

PHYSICAL EDUCATION AND SPORT
Years Prep to 4  A program which aims at skill development through activities and games. Swimming is for Years Prep to Year 4.

Years 5 to 6  A program involving recreational sports, athletics, surf education and surfing for Years 5 to 6 is also organised.

SPECIAL NEEDS – LEARNING SUPPORT
The school has access to a variety of Support Services eg: Learning Support Teacher, Guidance Counsellor, Regional Behaviour Management Team, Speech Therapist, English as a Second Language Teacher, Integration Teachers and a School Chaplin. Involvement of students in programs offered by these personnel follows consultation with parents.

EXTENSION AND ENRICHMENT
The school aims to extend capable students to their full potential by offering challenging activities in their field of interests or abilities eg: extension literacy and numeracy classes from Prep to Year 6, Optiminds, extension assessment projects, participation in local, regional and state competitions in Mathematics, Spelling, English and Science skills, instrumental music, story book writing, problem solving and newspaper quizzes. Teachers plan in Year Level Teams to develop a curriculum designed to meet the needs of all students. Each student is encouraged to work to the best of their ability on developmentally appropriate activities and projects. Parents are informed of the content and purpose of each unit and invited to a Learning Celebration for the term. Teachers use school internally monitoring data and are involved in coaching sessions with their peers and administration in order to continually provide high quality programs and teaching to students.
| A | Medication | 15 |
|   | Mobile Phone Policy | 15 |
|   | B | After Hours use of grounds | 10 |
|   | C | Banking | 10 |
|   | D | Beach | 10 |
|   | E | Bicycles/Scooters/Skateboards | 10 |
|   | F | Buses | 10 |
|   | G | Camps | 11 |
|   | H | Chaplaincy | 11 |
|   | I | Communication | 8 |
|   | J | Compliments / Complaints | 11/12 |
|   | K | Curriculum Framework | 5 |
|   | L | Dental | 12 |
|   | M | Enrolment Management Plan | 11/12 |
|   | N | Excursions | 12 |
|   | O | Guidance Services | 12 |
|   | P | Head Lice | 12 |
|   | Q | Health Plans | 12 |
|   | R | History of our School | 2 |
|   | S | Homework Policy | 12/13 |
|   | T | Infectious Diseases | 13 |
|   | U | Injury to students | 14 |
|   | V | Insurance | 14 |
|   | W | Internet | 14 |
|   | X | Interviews | 14 |
|   | Y | Late Arrivals / Early Departure | 14 |
|   | Z | Leaving school grounds | 15 |
|   |   | Lost Property | 15 |
|   |   | Arrivals | 10 |
|   |   | Assemblies | 10 |
|   |   | Banking | 10 |
|   |   | Beach | 10 |
|   |   | Bicycles/Scooters/Skateboards | 10 |
|   |   | Buses | 10 |
|   |   | Camps | 11 |
|   |   | Chaplaincy | 11 |
|   |   | Communication | 8 |
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