

Ithaca Creek State School



Parent Handbook 2023



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Welcome

to Ithaca Creek State School and our learning community.

I am confident that your association with this school will be a happy and productive one. The primary years of schooling have a special place in the educational experience of our children. These years are crucial in a child's development and provide the foundation for future success as lifelong learners.

We believe that such a foundation is built in a safe, happy and supportive environment where students remain enthusiastic learners. This is facilitated through positive relationships between teachers and students and by developing and delivering programs that are responsive to the needs of all of our learners.

Ithaca Creek is one of Queensland's Independent Public School. Ithaca Creek has also been identified as a high performing school in all areas of education and it is our collective responsibility to ensure this reputation is enhanced and maintained.

Our relationship with the local community is very important, and many of the activities held at the school are focussed on developing the community bond with the school and with/within the local community.

A positive partnership between home and school (maintained by many forms of communication) is of fundamental significance in enabling children to achieve their best possible learning outcomes.

We are seeking to encourage a life-long love of, and excitement for learning. Students who are safe, happy and confident to take risks and supported in each of these are in the best place to achieve their best.

At Ithaca Creek State School we are fortunate to have a team of very experienced teachers and very capable support staff. Any member of this team is happy to assist you with any queries you have.

I look forward to a mutually beneficial partnership with you during your years at Ithaca Creek State School.

Chris Erbacher

Principal



ICSS SHARED EXPECTATIONS

- **Be safe**
Value yourself and others
Stop, Think, Do
Play safely
- **Be responsible**
Right time, right place
Follow instructions
Work quietly and neatly
Be prepared
Put your rubbish in the bins
- **Be respectful**
My job, your job
Complete work on time
Respect your own belongings and those of others
- **Own your own behaviour**
Be friendly and caring
Let others learn

ICSS CODE OF BEHAVIOUR

Ithaca Creek State School Rules

	Yes	No
Playgrounds	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Years 1-6 on oval playground <input checked="" type="checkbox"/> Years 2 & 3 on Middle years playground equipment <input checked="" type="checkbox"/> Prep on Prep Playground ONLY <input checked="" type="checkbox"/> All students allowed in Jungle Area <input checked="" type="checkbox"/> Students allowed on playground when the teacher arrives <input checked="" type="checkbox"/> Only one on a slide / monkey bars at a time going one way <input checked="" type="checkbox"/> Gymnastics on middle years playground (handstands, cartwheels, somersaults) 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> On playgrounds before or after school <input checked="" type="checkbox"/> Chasing games on or around play equipment <input checked="" type="checkbox"/> Gymnastics on middle years playground (flips, arches, pyramids, headstands, lifting others) <input checked="" type="checkbox"/> Food or drinks <input checked="" type="checkbox"/> Playing under playground equipment <input checked="" type="checkbox"/> Climbing up poles at built playground equipment
Oval	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Playing starts when the teacher arrives <input checked="" type="checkbox"/> Students wait at the pool gate <input checked="" type="checkbox"/> Collect balls that go out of school grounds with teacher supervision <input checked="" type="checkbox"/> Keep hands and feet to yourself <input checked="" type="checkbox"/> Use the 'High 5' strategy to help when problems arise <input checked="" type="checkbox"/> See a teacher immediately if issues or concerns keep on going, must be dealt with on oval <input checked="" type="checkbox"/> Hat to be worn 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Playing behind the shed <input checked="" type="checkbox"/> Near the fences <input checked="" type="checkbox"/> Leaving the school grounds without teacher direction <input checked="" type="checkbox"/> Ball games near the fence line <input checked="" type="checkbox"/> Food or drinks <input checked="" type="checkbox"/> Sitting on railings, walls or stairs <input checked="" type="checkbox"/> Building of forts on or around <input checked="" type="checkbox"/> Entry/exit from oval through the Outdoor Learning Classroom (OLC)
Hard Surfaces i.e. bitumen, concrete, fake grass areas, timber decks	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Walking <input checked="" type="checkbox"/> Quiet games <input checked="" type="checkbox"/> Handball <input checked="" type="checkbox"/> Skipping 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Running <input checked="" type="checkbox"/> Gymnastics <input checked="" type="checkbox"/> Kicking games <input checked="" type="checkbox"/> Tiggy Games
General @ Playtimes or Before/After School	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Students follow teachers' directions the first time <input checked="" type="checkbox"/> Respect others' privacy in toilets <input checked="" type="checkbox"/> Stop on the teacher's instruction <input checked="" type="checkbox"/> Wear a hat to play <input checked="" type="checkbox"/> Prep- Year 1 Students sit under B Block <input checked="" type="checkbox"/> Year 2-3 students sit under L Block <input checked="" type="checkbox"/> Year 4-6 students sit under A Block / Quad before school <input checked="" type="checkbox"/> Bags in port racks after 8.45 am <input checked="" type="checkbox"/> Small balls after 8.30am <input checked="" type="checkbox"/> Bikes and scooters put away 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Big balls, kicking or racquet games before school <input checked="" type="checkbox"/> No hat no play outside (Students remain in their eating area undercover) <input checked="" type="checkbox"/> Jumping over seats <input checked="" type="checkbox"/> Sitting on port racks, brick walls <input checked="" type="checkbox"/> Tackle or contact games <input checked="" type="checkbox"/> Near classrooms or port racks before the 8.45 bell, after 3 pm or during play <input checked="" type="checkbox"/> Students behind the library <input checked="" type="checkbox"/> Students walking around before 8.30am <input checked="" type="checkbox"/> Playing or food/drinks in or around the toilets <input checked="" type="checkbox"/> Riding bikes, scooters or skateboards

		<input checked="" type="checkbox"/> Throwing of objects other than balls <input checked="" type="checkbox"/> Sitting in stairwells of B Block
Eating Areas	<input checked="" type="checkbox"/> Students wait to be dismissed by the teacher when the area is tidy <input checked="" type="checkbox"/> Students sit to eat <input checked="" type="checkbox"/> Put litter in the bins provided <input checked="" type="checkbox"/> Lunch boxes moved out of walkways and under B Block moved to concrete rises	<input checked="" type="checkbox"/> Litter on the ground, seats etc. <input checked="" type="checkbox"/> Leaving eating area with rubbish or food scraps
General	<input checked="" type="checkbox"/> P-2 students walk on stairwells in double line <input checked="" type="checkbox"/> 3-6 students walk in stairwells single file <input checked="" type="checkbox"/> All students keep to the left of stairs when going up/down <input checked="" type="checkbox"/> Hats are the ticket on a bus for sporting events and outdoor excursions <input checked="" type="checkbox"/> Closed shoes at school <input checked="" type="checkbox"/> Students go to the office if parents are late i.e. 3.20 pm <input checked="" type="checkbox"/> Go straight home or to OSHC at 3.00 pm	<input checked="" type="checkbox"/> Self-referrals to First-Aid <input checked="" type="checkbox"/> Jewellery other than watch, stud/sleeper earrings and/or signet ring <input checked="" type="checkbox"/> Nail polish <input checked="" type="checkbox"/> Drawing or tattoos on skin that is visible <input checked="" type="checkbox"/> Caps <input checked="" type="checkbox"/> Games after school
Outdoor Learning Classroom (OLC)	<input checked="" type="checkbox"/> Hat <input checked="" type="checkbox"/> Climbing, exploring, jumping, risk taking play on rocks & pipes <input checked="" type="checkbox"/> Shoes off <input checked="" type="checkbox"/> P -2 ONLY	<input checked="" type="checkbox"/> Running <input checked="" type="checkbox"/> Food or drinks <input checked="" type="checkbox"/> Jumping from pipes to deck <input checked="" type="checkbox"/> Tiggy games
Jungle	<input checked="" type="checkbox"/> Hat <input checked="" type="checkbox"/> Climbing, swinging, jumping, hanging <input checked="" type="checkbox"/> Tiggy Games <input checked="" type="checkbox"/> First Lunch – 3-6 <input checked="" type="checkbox"/> Second Lunch – P-2	<input checked="" type="checkbox"/> Food or drinks <input checked="" type="checkbox"/> Throwing rocks <input checked="" type="checkbox"/> Climbing trees that are above your own height <input checked="" type="checkbox"/> Year 1-5 on tree swings

1 CURRENT ORGANISATION

The Ithaca Creek State School campus caters for Students from Preparatory to Year Six.

ADMISSION AGE

Birth date:	Eligible for Prep Year in:
Child born 1 July 2016 to 30 June 2017	2022
Child born 1 July 2017 to 30 June 2018	2023
Child born 1 July 2018 to 30 June 2019	2024
Child born 1 July 2019 to 30 June 2020	2025

ADMISSION POLICY

All students in Years Prep – 6 who reside within the local catchment area have right to enrolment. Applicants must include evidence of age. Proof of residency is required.

Enrolment of students from outside the local catchment area will be managed to ensure that the total current and forecast enrolments do not exceed the school's current built capacity and where applicable will ensure there is an even spread of students across year levels or class groupings.

All applications made on the basis that the Principal Place of Residence of the applicant's parents is within the Defined Local Catchment Area must include evidence (original documents) upon application for enrolment, as follows:

- Original documents providing evidence of age and of Australian Citizenship, Permanent Residence status, or of Visa Category eligibility to enrol in a Queensland State School, and,
- Original birth certificate, (which, if Australian, may also provide evidence of Australian Citizenship) or other document/s that verify the age of the applicant and which identify the local resident as the parent of the applicant.

This may require places to be held for students who locate within the catchment boundary throughout the school year.

Siblings of students have the right to enrol while their siblings are still attending the school.

Students who have enrolled at the school and live in the local catchment area but move to an area outside the catchment boundary can continue to be enrolled.

Siblings of these students will be considered for admission in accordance with the admissions criteria in the school's enrolment management plan.

ADMISSIONS CRITERIA

Students who reside outside the school's enrolment boundary who apply for enrolment at the school will be put on a waiting list. Where there is spare capacity, students will be considered for enrolment based on the following criteria and order of priority for that waiting list.

Management of waiting list

- Siblings of students already enrolled
- Students who reside outside the enrolment boundary and who officially leave the school will be considered for re-admission
- Students whose parent or legal guardian is employed by the school

ENROLMENTS / ADMISSION / BOOKLISTS

Enrolments: Enrolment forms for new children will be issued on request. Parents are requested to return all enrolment forms to the school and arrange an enrolment interview with the Deputy Principal. Where a form is not received, children may not be enrolled on the first day of school. Proof of the child's date of birth will be required for Prep enrolments and students from non state Qld schools.

Book Lists: Book lists are sent home to parents at the end of each school year. Parents then have the choice of purchasing through the school (Schoolstuff.com.au) or by personal shopping. Prep parents will be invoiced for bulk items purchased by the school early in Term 1 for resources that will be shared amongst Prep students within each class.

SPECIALIST SUBJECT TEACHERS

The staff includes an

- Teacher of Spanish (Year 6)
- Classroom Music Teacher
- Physical Education Teacher
- Dance
- Drama/Health
- Instrumental Music (strings) and two (band) Teachers

The weekly time allocation for each of these specialists is dependent upon enrolment and organisational arrangements.

INCLUSION SUPPORT STAFF

The school has a two Inclusion Support Teachers and a STLaN (Support Teacher - Literacy & Numeracy), Gifted Education Mentor (GEM) and a Guidance Officer on staff part time and accesses various special education staff according to need. Special education staff includes a Speech Language Pathologist, Advisory Visiting Teachers for Intellectual, Physical, Hearing and Visual impairments, and Inclusion.

Access to special education staff requires a process of referral to the school's Student Services Committee which meet weekly.

Parents may refer their child independent of the internal process. In all other cases students are identified and referred by classroom teachers. Please contact your child's classroom teacher at the earliest where you have concerns, if previous specialist reports have been obtained eg. Paediatric Assessment, Speech Language Pathologist, please ensure copies have been provided to the school office.

ANCILLARY STAFF

The school office is staffed by a Business Manager (Vanda Nocon) and two Administration Officers (Felicity Allaway & Marie Boman). The school has a number of Teacher Aides all who support teachers with student learning and classroom programs. The school has **four Cleaners** and a Schools Officer (Mick Hogan).

ABSENCE FROM SCHOOL

Please see the ICSS Attendance Policy.

All absences from school require explanation. If there is prior knowledge of an absence, the child's teacher is to be notified before the absence occurs. In all other cases the school office must be advised prior to 8.50am on the day via Student Absence Phone No. 3514 9360 or via QParents. If you email the classroom teacher about your child being absent or going to be absent please also CC admin@ithacacreekss.eq.edu.au

Parents will be sent a SMS on the day their child is absent from school (if we are unaware of the absence) so that all children can be accounted for. If this is not correct information please contact the office immediately.

If an absence of ten days or more is required an application for Exemption from Compulsory Schooling must be completed and can be downloaded from the school website.

Regular attendance is imperative for success at school. The nature of teaching and learning is such that prior experience is built on by introducing new and varied experiences. Time lost can interfere with this process.

Please attempt to make specialist appointments out of school hours.

STUDENT LEADERSHIP POSITIONS

School Captains & Vice Captains: Students are selected annually by the staff and peers to act as the school leaders. This process is done in the first week of the new school year. The elected group report directly to the Principal/Deputy.

School Leaders: All students in Years 6 are involved in leadership programs and given leadership opportunities in the many areas of our school community.

House Captains: For each House, two captains are elected at the start of the year by ballot with all the children from Years 5 to 6 voting. Children may vote only within their Houses.

Student Executive Leaders : 2 students from each Year 6 class will be voted in from their class to assist Year 3, 4 and 5 students at Student Council Meetings held each term.

Arts Captains: 2 students - Nominated by Music/Dance and Instrumental teachers

TechKnow Captains: 2 students – Nominated by eLearning Mentor
Active School Travel Captains – 1 per Year 6 class - Self nominated

Student Leaders Induction takes place at the Week 4 assembly of Term 1.

School Captains & Vice Captains are also invited to participate in the Mount Cootha Cluster Student Leadership Camp which runs over 2 days in Week 6 of Term 1. In 2021/22 this will occur at Grovely SS.

ALLOCATION OF CHILDREN TO HOUSES

Upon enrolment, children are allocated on a rotational basis whilst attempting to keep numbers in Houses as equal as possible. Children from the same family belong to the same House.

We have 3 houses. Cook - Red
Oxley - Blue
Bowen- Yellow

2 THE SCHOOL YEAR -

Term	Dates	Length
Term 1	Monday January – Friday April	10 weeks
Term 2	Tuesday April - Friday June	10 weeks
Term 3	Monday July- Friday September	10 weeks
Term 4	Tuesday October - Friday December	10 weeks

**Pupil Free Days – 2021 – Term 1 Week 0 – Thursday /Friday January
Term 3 – Week 8, Friday September**

THE SCHOOL DAY

Arrival at school: The most appropriate time for children to arrive at school is from 8.20am onwards. For parents who need it, before school care is available from Ithaca Creek Outside School Hours Care which is a sub-committee of the P&C.

The 8.45 am bell is a signal to students that they may enter the buildings to prepare for the day.

At 8.50am commencement of instruction will begin. For safety reasons students are not allowed to use the ovals or playground equipment before school.

After arriving at school the children are required to remain in the central school area (Quad) - shelter, shade and seating is available under the main building (A Block), in the B Block Undercroft and in the Hall. Teacher Aides will be on supervision duty from 8.20-8.45am. When students have been asked to come early for a particular activity, they will be under the supervision of the organising teacher or coach. NO children are permitted to be on play equipment before school. We ask that parents help keep this rule with younger

siblings too. Children must sit in each area from the time of arrival till 8.30am when the Teacher Aide will allow students to move around, go to the toilet, play handball only.

School Dismissal: Once dismissed, students are to proceed straight home or to a place of parent's knowledge and approval. Children should not be left waiting at school for long periods. A bell is sounded at 3:20pm and all students who have not been collected are to report to the school office at this time. **Children are not to remain at school for the purpose of play even if accompanied by a parent/ caregiver as the school grounds are licenced to OSHC from 3pm.**

Parents who arrive in vehicles to pick up students are asked to observe the road safety rules with regard to parking of vehicles. Cars **MUST NOT** be driven into the Lugg Street Car Park in front of the school for the purpose of delivering/collecting children.

There is a two minute maximum DROP-OFF ZONE in Lugg Street. The roadway into the school grounds from Lugg Street **will be locked from 8.15am -9.00am and again from 2.30 – 3.15pm.**

The Dacca Street Car Park provides another area for parents to be able to pick up their children. The access road in the Dacca Street Car Park must be kept clear of vehicles for emergency reasons.

Grace Street and Primrose Terrace are also exit and entry points that can be useful and help disperse congestion.

Supervision is provided at Lugg St, Dacca St and Primrose Tce till 3.15pm.

UNIFORMS

Students of Ithaca Creek State School are required to wear correct school uniform. Full school uniform is to be worn each day unless notified in writing or advertised in the school newsletter.

**SUNSAFE HATS MUST BE WORN DURING PLAY AND SPORT TIMES
NO HAT = PLAY UNDER A or B BLOCKS**

**ALL ITEMS OF CLOTHING ARE TO BE MARKED CLEARLY
WITH THE CHILD'S NAME (Including hats)**

The Uniform Shop is open on Tuesday and Thursday mornings from 8:15am to 9:15am.

DAY WEAR

Polo shirts, shorts, dresses, skorts, hats, school logo bags, swimming bags, swimming caps, sun-shirts / rashies, house colour T-shirts, scrunchies / headbands, soccer socks, painting smocks, chair bags, zip jackets, track pants and school fabric are available at the **school Uniform Shop**. There is also a good selection of second-hand clothing.

GIRLS' UNIFORM

Maroon polo shirt with gold trim, maroon skirt / skort or shorts, white socks, black leather shoes or black joggers, maroon bucket or broad-brimmed hat.

OR

Maroon checked dress - Butterick pattern 943 Style B back with A front.

BOYS' UNIFORM

Maroon polo shirt with gold trim, maroon shorts, white socks, black leather shoes or black joggers, maroon bucket or broad-brimmed hat.

SPORTS UNIFORM

As per UNIFORM.

WINTER UNIFORM

Maroon zip jacket or jumper, track pants.

SHOES

Full black shoes and laces/velcro, white sock (no coloured varieties accepted)

YEAR 6 SHIRT

A unique shirt will be available for Year 6 Leaders (all year 6 students) only from the uniform shop.

JEWELLERY

Apart from plain sleepers/studs, watches or jewellery worn for religious purposes, jewellery is not to be worn to school. All jewellery must be removed for swimming and all other sports. The wearing of watches is acceptable on the grounds of keeping time commitments only and sound educational reasons.

MOBILE PHONES (See StudentCode of Conduct)

Mobile phones are not permitted to be used by students during the school day. All phones must be handed to the office at the beginning of the day 8.45am and are to be collected from the office at 3pm.

3 CURRICULUM

The Australian National Curriculum identifies what should be taught and what is important for students to have opportunities to know and be able to do. The curriculum describes **WAYS OF WORKING** and **KNOWLEDGE AND UNDERSTANDING** that students need for ongoing learning, social and personal competence and participation in a democratic society. The Australian National Curriculum and Queensland's interpretation (C2C) informs curriculum planning.

Ithaca Creek State School offers our students a curriculum which engages, enables and empowers students to think, create, communicate, investigate, participate, reflect and understand within the globalised society of the 21st Century. We believe every child should experience a learning environment that is challenging, structured, enjoyable and safe. We believe children should be encouraged to become independent learners and are able to work collaboratively to achieve their goals. To support their success in learning, we believe our educational program needs to be built around a framework of basic skills in literacy, numeracy, social skills, technology, philosophical enquiry and mindfulness.

LEARNING AREAS

Organisation:

- Core learning outcomes are organised under banks of integrated units
- Literacy, Numeracy, Technology design and Social Skills are the core components of integrated units
- Science, HASS (History, Geography, Civics and Citizenship and Economics and Business) The Arts, Languages and HPE provide contexts for learning experiences
- Unit planning identifies and maps core learning outcomes across the curriculum program
- Philosophy in the classroom is the study of being, knowledge, social authority, morality and beauty. Teachers engage students in developing valid arguments inductive and deductive reasoning within a community of enquiry.
- Mindfulness – Smiling Minds Program

THE PREP CURRICULUM

The *Early Years Curriculum Guidelines* are designed to better prepare children for school. The Prep curriculum is based on active learning, which includes inquiry, investigation and play.

In Prep, children will be:

- Constructing using blocks, collage and manipulative equipment to develop early mathematical concepts and skills
- Initiating and participating in dramatic play to build an understanding of the world around them
- Drawing and painting to encourage oral language, reading and writing skills
- Writing stories and copying signs as part of their play, constructions and art
- Playing and investigating independently, in pairs, small groups and as a whole class
- Actively making choices about what and how they learn
- Investigating and learning how to inquire about their interests
- Planning collaboratively with the teacher using a plan-do-reflect model
- Participating in music and language experiences.

Children will need to be five by 30 June in the year they enrol in Prep.

We encourage supervised risk taking through Nature Pedagogy. The school is fortunate to have our Kitchen Garden, Jungle Area and Nature Play Space to support our student's connectedness to the physical environment.

SCHOOL LIBRARY / RESOURCE CENTRE

The school has a well-equipped Teaching and Learning Centre (TLC). There is an excellent selection of fiction and non-fiction resources.

The aim of the TLC is to provide appropriate resources for the school community so that effective resource-based teaching and learning can take place in every curriculum area. The Resource Centre caters for the classroom program, the learning needs of children and their interests and abilities.

The TLC is also open at both lunch breaks (P-2 First break) (3-6 Second break) for student use.

INSTRUMENTAL MUSIC

As well as the class music program organised by the teacher, children have the opportunity to learn to play a musical instrument. Education Queensland instructors visit the school on a regular weekly basis, (Mondays) teaching children to play a musical instrument.

Education Queensland Scheme: Three visiting instructors teach many different kinds of orchestral instruments to the children.

Such instruments include Strings (Yrs 3-6), Percussion, Brass and Woodwind (Yrs 4-6).

PHYSICAL EDUCATION

SWIMMING

Swimming is an integral part of the school curriculum. A swimming timetable will be advertised early in Term 1 and Term 4. If children are unable to take part in swimming lessons due to medical reasons, an explanatory note or email should be sent to the Class Teacher. Children suffering from any kind of infection, or from sores and skin complaints, are to be excluded from swimming classes.

Swimming caps are compulsory for all students using the pool. Girls must wear a one-piece swimsuit and a sun-safe swim shirt / rashie is required for both boys and girls. (These are available for purchase from the school Uniform Shop). Studs and sleepers earrings are the only jewellery to be worn in the pool. **Sunscreen should be applied at home before school** and can be reapplied at school if swimming later in the day.

There is always a need for parent spotters during class swimming lessons. Prep X 5 parents and Years 1-6 X1 parent.

Parents able to assist are asked to offer their services to the class teachers.

INTERHOUSE SPORT

Inter-house Trophies:

MK & JD Canham Shield	-	Swimming
Wendy Edmond Shield	-	Athletics

TECHNOLOGY

At Ithaca Creek State School we acknowledge the importance of and the role that ICT's have in education, the workforce and society. This school uses ICT's to broaden the educational options and opportunities available to our students. We acknowledge the positive impact ICT's have on children's attitude to learning and hence the improved outcomes for all students.

Internet

Guidelines on the use of the Internet in the classroom have been drawn up. Students are made aware of their responsibilities in the responsible use of the Internet for their research. All students must sign an Internet Usage Agreement.

In 2022 students in Year 3-6 will work in 1:1 ipad classrooms.

Students in P-2 access a set of 8 iPads in the classroom and Year 6 access – whole class set shared between classes.

LANGUAGES

from German to Spanish with students in years 3-4 beginning with Spanish and Year 6 completing their primary schooling with German. Students from years -6 will receive Language instruction by a specialist teacher each week.

ASSESSMENT AND REPORTING

The school year is based on a semester program, with each semester being broken into two terms. Written reports on your child's academic progress and social development are prepared each semester. Opportunities for students to share their learning journey will be arranged class by class and facilitated by each student's folio of student learning (FoSL). This allows for two way evaluation of each child's learning progress, with added information being given from both parents and teachers alike. The FoSL will be sent home to parents at the end of each school year.

REPORTING TO PARENTS

Formal interviews will be offered twice annually (Term 1 and Term 3). Parents are invited to speak with the teacher as often as is necessary. Teachers are unable to arrange interviews with parents during teaching time, unless in an emergency. A mutually suitable time, before or after school, for such interviews, should be arranged between the teacher and the parent in advance.

On certain occasions, the telephone, letters or email can be used for parent/teacher communication, but the personal interview is by far the most appropriate form of communication. Besides the formal report cards emailed home at the end of each semester, other forms of written reports may be used from time to time.

EXCURSIONS/INCURSIONS

From time to time, the whole school, most cohorts may take part in special activities such as excursions, incursions or camps.

Notification will be given and permission sought for your child's participation. Parents will be kept fully informed of the reasons for, and arrangements, regarding each trip. Where costs are involved, teachers are asked to give ample notice so parents can budget for this.

In the case of parents driving students to an excursion, it is a school requirement for the parents to submit a photocopy of their drivers licence and a photocopy of the registration papers (third party insurance) to the office. This is a safety requirement in the case of an accident.

SCHOOL CAMPS

In 2022 students in Year 3-6 will have the opportunity to partake in a school camp.

Year 3 – Term 4 Week 2 (Mon-Tues) – Camp North Pine

Year 4 – Term 3 Week 8 (Mon - Wed) – TBC

Year 5 – Term 3 Week 8 (Wed - Fri) – Currimundi

Year 6 – Term 4 (Mon pm – Fri) - Canberra

CLASSROOM PARENT REPRESENTATIVE

Each year, parent volunteers are called upon to undertake the role of classroom parent representative. This role is highly valued by the school. Parent reps meet with the Principal following each P & C Meeting and help bridge the communication between Administration, Classroom teacher and Parents.

4 SCHOOL COUNCIL

As an Independent Public School, Ithaca Creek State School is required to operate a School Council. The School Council is made up of:

- Principal
- Deputy Principal
- 2 Staff members
- P & C President
- 2 Parent representatives

A Chair and Secretary are nominated annually.

The School Council is responsible for reviewing the strategic direction of the school and provide advice and feedback on strategic matters.

5 PARENTS AND CITIZENS' ASSOCIATION

Meetings of the Ithaca Creek State School Parents and Citizens' Association are held in the Library at 7:00 pm on the 4th Tuesday of each month unless otherwise advised through the school newsletter. All parents are invited to become members of the Parents and Citizens' Association and are warmly welcomed at the meetings and encouraged to become actively involved in the school.

Meetings provide a forum for discussion of various issues related to the school, its students and curriculum. The Parents and Citizens' Association fulfils a major role in the school through fundraising activities and social events. The Parents and Citizens' Association also provide services such as the Tuckshop, Uniform Shop and Outside School Hours Care and Swim Club.

TUCKSHOP

The school tuckshop is staffed on a roster basis, by parent volunteers. If you are able to assist, please contact the Tuckshop Convenor – on 3514 9333 or sharonley@yahoo.com. The tuckshop presently operates two days a week (**Tuesday and Friday**) and offers a wide variety of nutritional and interesting food at economical prices. More information is available on the school website.

UNIFORM SHOP

The Uniform Shop is open on and Thursday mornings from 8: am to 9:15 am.

Before school starts in January – there are special opening hours for new families and Prep Parents. Please check the school website for days and hours.

OHSC

Outside Hours School Care is operated by the Ithaca Creek State School P & C, approved by the department of Education and assessed under the National Quality Standards. OHSC runs every school day from 7.00 – 8.45am and from 3.00 – 6.00pm and from 7.00am – 6.00pm on school holidays and Pupil Free days. The service does not run on public holidays and for 2 weeks over Christmas holidays. OHSC can be contacted by phone on or email ithaosch@bigpond.net.au

SWIMMING CLUB

Because the school has its own heated pool, in addition to the swimming lessons conducted as part of the school curriculum, students of this and other local schools are able to join the Ithaca Creek State School Amateur Swimming Club. The club operates as a sub-committee of the Parents and Citizens' Association.

Families of students wishing to become members are required to pay a yearly membership fee. Details of fees, etc., will be conveyed to parents by circular at the beginning of each swimming season. Club membership is voluntary. The Club conducts Learn-to-swim classes and Squad Training. For further information please email swimclubsecretary@icsspandc.com (best contact method) or phone 3172 4238 after 4pm.

5 GENERAL SCHOOL MATTERS

BELL TIMES

8.45	Children move to classrooms	
8.50	Lesson 1	Mark Roll
9.20	Lesson 2	Brain Break
9.50	Lesson 3	
10.20	Lesson 4	
10.50	1 st Eating Break	Teacher RP
11.00	1 st Play Time	
11.30	FINISH PLAY	
11.30	Lesson 5	
12.00	Lesson 6	
12.30	Lesson 7	
1.00	Lesson 8	
1.30	2 nd Eating Break	
1.40	2 nd Play Time	
2.10	FINISH PLAY	
2.10	Lesson 9	Mark Roll
3.00	End of School Day	
3.20	ALL FAMILIES TO VACATE SCHOOL GROUNDS	

MOVEMENT BETWEEN HOME AND SCHOOL

All children should be thoroughly familiar with the route to be used between home and school. Parents should also be familiar with the route their children most frequently use.

Children should be made aware of any road hazards, know how to cross a road, alight from a bus, etc., and should be taught road safety rules.

It is essential that children come straight to and go straight home from school each day. Your concern should ensure that your child does not loiter on the way home, does not visit friends without your approval, does not talk to strangers or go a different way home.

ENTRY/LEAVING SCHOOL GROUNDS

Having arrived at school in the morning a child is not to leave the school grounds until being dismissed at 3.00 pm. Parents wishing to collect children from school during school hours should notify the teacher and sign the Early Departure iPad at the office. If students arrive at school later than 8:50am they must report to the school office for a late slip.

Non-vehicular entry to the school can be made by way of Lugg Street (bottom gate only), Dacca Street and Primrose Terrace. Parents collecting children may meet them at the bottom Lugg Street gate, or if so desired, may wait for them on the Quad area. Parking is available in the Dacca Street school car park.

There is a DROP-OFF ZONE in Lugg Street and Dacca Street (maximum 2 minutes). The driver cannot leave the car.

BICYCLES/VEHICLES

Bicycles

1. Only pupils who know their Road Safety Rules should be permitted to ride bicycles to school.
2. Bicycles are not to be borrowed or lent without parental approval.
3. Doubling is not permitted.
4. Every effort is made to ensure the safe-keeping of a student's bike, but to guarantee total protection is difficult.
5. Cyclists should padlock their bicycles. Bikes should be clearly identifiable. Measures should be taken for bicycles and cyclists on wet days.
6. By law all cyclists are required to wear an approved helmet.
7. Students are not permitted to ride bicycles in the school grounds.

Scooters/Skateboards/Roller Skates/Roller Blades **are not** to be ridden in the school grounds.

Vehicles: Parents wishing to collect children after school, in private vehicles, are asked to ensure that students are picked up at dismissal time, and not left to wait at the school for long periods. A bell is sounded at 3:20pm and all students who have not been collected are to wait in the school office area, where staff will contact parents/caregivers.

Pets are NOT to be brought onto the school grounds under any circumstances unless prior approval has been granted by the Principal/Deputy.

LOST PROPERTY

Parents are asked to ensure that all articles of clothing and equipment are clearly marked with the student's name. Unclaimed lost property is kept at the school for no longer than one term, after which it is displayed for collection and, if still unclaimed, it is given to charity or donated to the second hand uniform supplies at the Uniform Shop.

WET DAYS

Normal school hours are kept on wet days. When storms are forecast and we monitor the BOM you will be notified by SMS if a Lockdown at 3pm is required, please be patient and respectful of our decision in the interest of safety for all.

Children are not dismissed until 3.00 pm. Children should possess adequate wet-weather clothing for these wet days; umbrellas are a safety concern so wet-weather clothing should be a raincoat and rain hat.

ACCIDENTS

Every care is taken to prevent accidents from happening. However, accidents do happen from time to time. Many of these are of a minor nature and are treated at school. There are some however, that require further attention. If this is the case, the child's parents, Doctor or the QES are contacted for further action. For this purpose, it is important that our school records are up to date and contain as many Emergency Contacts as possible for each child.

EMERGENCY CONTACTS

Parents are requested to notify the school of change/additions to addresses or phone numbers (including work numbers) as soon as possible. This will ensure staff are able to contact you in case of illness, accidents or distress.

AMBULANCE

For serious accidents (breaks etc.) the QES is contacted, with the child most likely being transported to Lady Cilento Children's Hospital.

FIRST AID

No treatment is permitted in the school except First Aid. This is immediate, temporary treatment given by the school staff in the case of an accident. After the emergency has been met, the responsibility rests with parents, doctors or ambulance. The school's responsibility extends to placing the injured person in the care of those responsible. In cases of serious accident, the QES is summoned to transport the *injured child to a doctor or hospital if required*.

Any head injury minor or otherwise will be treated initially with first aid and parents notified immediately.

MEDICATION AT SCHOOL

Parents need to be aware that Education Queensland provides strict guidelines for schools to follow regarding administration of medicine to students. **It is unwise for children to carry medication and self-administer.** The brief guidelines are set out below and parents are asked to adhere to these so students can be administered their required prescribed medicine.

- Parents are required to see the office to fill in a Request to administer medication at school form.
- Written instructions by the pharmacist at the doctor's direction, on the label of the medication, are to be provided with the medication.
- Specific times as well as quantity to be administered must be indicated.

NB: We cannot accept the instructions for an amount of medicine from parents/ guardians.

It is unwise, and could be dangerous, for children to carry medication. The only exception may be asthma medication for which a written request must be made to the Principal. Such a request must include all the information detailed above and guarantee that the child knows how to use the medication correctly.

MEDICAL CONDITIONS

The school asks to be officially advised of any medical problem from which a student may suffer.

Schedule of common illnesses and periods of exclusion:

- Chicken Pox - to be excluded for at least 7 days from the beginning of illness or until the last lesion has healed.
- Measles - to be excluded for at least 7 days from the appearance of the rash or until medical certificate of recovery is produced.
- Mumps - to be excluded for at least 14 days after the onset of the symptoms.
- Rubella - as for measles.

Impetigo (school sores), ringworm, head lice, and general sores and abscesses should be acted upon immediately with proper treatment and medication being administered. Some information is available from the school on these matters.

ONGOING MEDICAL CONDITIONS

Some students in our school live with a life-threatening condition, such as anaphylaxis, asthma, Type 1 Diabetes and childhood cancer. Special health plans must be developed for each one of these students in negotiating with medical practitioners, parents and school administration. Other families are asked to support the health and wellbeing of these students by complying with any requests relating to diet or health. This will be advised by the class teacher eg. eliminating nut products from lunch boxes, notifying school immediately of any contagious illnesses.

Admin will notify parents on an annual basis to have all health plans and medications updated. If anything changes after being examined by a medical practitioner with regards your child's health/health plan please notify the office as soon as possible.

EATING

Your child will require 3 packs of food daily and a water bottle clearly named.

- Mid-morning, students may have Brain Break eg. fresh or dried fruit and or vegetables ONLY.
- First break (main meal) healthy lunch (protein and carbohydrate heavy) eg. Chicken and salad sandwich, yoghurt and fruit.
- Second break (small snack) eg. fruit, cheese & crackers.

We would appreciate commercial drinks, processed food eg. chips / muesli bars not be brought to school as these items are heavy in additives, sugar and low in nutrition. Reusable packaging is encouraged out of respect for the environment and local waterways. We will be operating with Waste Free Wednesdays again in 2021 and request all lunches come to school with no throw away packaging as there will be no BINS in play on this day, all waste is to go home with students.

COMMUNICATION

The school endeavours to keep parents informed via weekly newsletters and the school website, Facebook, Twitter, Instagram and QParents. Classroom teachers routinely send out class/cohort information to families via email and paper notes if necessary.

The school may issue an SMS message/reminder in circumstances of high importance.

HOMEWORK

All year levels from Prep –Year 6 have established homework routines and expectations. This is discussed further at Parent Teacher Information night. Please refer to the ICSS Homework Policy.

STUDENT RESOURCE SCHEME AND VOLUNTARY CONTRIBUTION

The school operates a student resource scheme to assist with supplying curriculum needs, in particular consumable items eg. cooking, art and online subscriptions (Mathletics/Spelling City etc).

The iPad Resource Scheme is specifically to support the ongoing replenishment of IT resources to ensure our students have access to up- to -date technology. At ICSS we utilise iPads which is our preferred technology platform.

6 ASSOCIATED FACILITIES

USE OF SCHOOL FACILITIES

The school hall, the oval and various rooms in the school building may be used by responsible bodies from within the community, but only with the prior approval and knowledge of the Principal and on the completion of a Short-Term or Long-Term Lease Arrangement Form. User pays principles will apply when using school facilities and school equipment. Please contact the school office for further information.

PHONE NUMBERS

School	3514 9333
Fax	3514 9300
Student Absence Line	3514 9360
Tuckshop	3514 9326
Outside School Hours Care	3514 9333
Swimming Club	3369 6079

EMAIL ADDRESSES

the.principal@ithacacreekss.eq.edu.au

admin@ithacacreekss.eq.edu.au

bsm@ithacacreekss.eq.edu.au

SCHOOL WEBSITE

www.ithacacreekss.eq.edu.au

Staff List

Role	Name	On Site	Email
Principal	Chris Erbacher		cerba3@eq.edu.au
Deputy	Danielle FREEMAN		dfree19@
Student Services	Janelle Crawford		ajgra1@
STLaN	Helen ALSTERS	Mon,Tues, Thurs	halst1@
Support	Kimberley Aplin	Tues-Thurs	
GO	Jane GRAW	Wed - Fri	jgraw1@
PA	John DRUERY		jdru12@
PB	Georgina Elgin		gxelg0@
PC	Janelle Cridland		jcrld6@
PD	Kate SEYMOUR		kseym21@
1A	Millie Morrison-Davies		
1B	Jade Martin		
1C	Emma Armitage		earmi12@
1D	Melissa Curtis		mcurt94@
2A	Tarryn GRANT		tbern20@
2B	Chelsea Hendersen		
2C	Melissa Hyde		mhyde21@
2E	Loren McInnery		lxmci3@
3A	Caroline Carey (Claire Allen)	Thurs	ccare6@ /
3B	Anne Bowren		abowr5@
3C	Kath Nolan		knola7@
3D	Frankie O’Ryan (T1) Erin Clinton		
4A	Kylie Rathborne	Fri	
4B	Belinda Horton		bhort1@
4C	Lindy Allman (Claire Allen)		lallm1@ /
4D	Veronica Flesaru		
5A	Stephanie Blackwell (Mel McPhail)		sblac140@
5B	Deb Hirst		dxhir0@
5C	Shae Hong		
5D	Kate Humphreys		
6A	Katrina Parker		
6B	Janelle Reordan - Harris		jreor1@
6C	Helen Willett	Mon,Tues,	
eLearning	Marsha SPIKER		mlspi0@
HPE	Justin Beveridge		jlbev0@
Music	Connie LIEN		clien1@
Dance	Kimberlie Murphy		
Spanish	Jose Laboe Ferreria	Wed	
Drama / Health	Mel Frost	Mon-Thurs	mfros21@
Jnr Band	Jane Elliott	Mon	chayw16@
Instrumental	Lochlin Dormer	Mon	
Strings	Emma Nixon	Mon	
BSM	Vanda Nocon		vnoco1@
ADMIN	Felicity Allaway		fmars5@
ADMIN	Alleha Read		aread100@
IT TECH	Paul Lappin		
Schools Officer	Clint Hertrick		
Tuckshop	Tania Anderson	Tues, Wed, Fri	
Uniform Shop	Laura Dean	Wed - Thur	

