

# Handbook

Central State School Handbook  
Dear Parents,

Welcome to Charters Towers Central State School, a school which prides itself on providing children with a quality education for over 125 years. Our purpose is to provide educational opportunities for each child to reach their potential in a safe and supportive learning environment.

A strong home/school partnership is of vital importance in the education of our students. Our school community values parents participating in all activities related to the education of our children. The school runs a number of programs which can only be effective with volunteer assistance. We look forward to working in partnership with you to give your child the best educational opportunity for him/her to become an effective citizen.

Gavin Moncur  
Principal

Our Mission is to provide for children an education which allows them to develop individually as valued citizens

## ABOUT OUR SCHOOL

Charters Towers Central State School is located in High Street, approximately 1 km from the CBD and Post Office.

The School complex consists of a, Special Education Unit and Primary School catering for students from Prep to Year Seven. The curriculum encompasses a wide array of learning areas including literacy, numeracy, life pathways, sciences and technologies, active citizenship, visual and performing arts (including music, choir and instrumental) and cultural studies including Japanese as the Language Other Than English (LOTE). Students are encouraged to explore specific talents through other programs like the Options Program.

Students with special needs are catered for with an integrated program which may involve some time in the Special Education Unit, in classrooms or working in small groups under teacher-aide guidance.

The school is also a member of the Alliance of Charters Towers State Schools (ACTSS) and as such, has a reciprocal arrangement with all state schools for resource use and access to a wide range of educational activities and training for students, parents and staff of the school community.

We value each student and endeavour to cater for unique learning needs so that they become valued citizens in society.

## CONTACTS

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Charters Towers Central State School  
CODE OF BEHAVIOUR

I WILL TAKE RESPONSIBILITY FOR THE THINGS I SAY AND DO

1. KEEP MY HANDS AND FEET TO MYSELF

2. STOP&hellip;..

THINK BEFORE I ACT

DO THE RIGHT THING

3. ALWAYS PUT IN MY BEST EFFORT

4. FOLLOW SCHOOL STAFF DIRECTIONS

5. RESPECT EACH OTHER AND ALL PROPERTY

I HAVE NO RIGHT TO SPOIL ANOTHER PERSON'S DAY

## SCHOOL RULES FOR CHARTERS TOWERS CENTRAL STATE SCHOOL

The following school rules have been drawn up for the well-being of the children of the school. Obey them to ensure happiness for all.

### ARRIVING AND DEPARTING

1. Children are not to arrive until 8.30am if they arrive before this time, parents are to supervise their child until 8.30am. Bus children will go to the tuckshop area when they arrive.
2. Cyclists must wheel their bicycles to the racks. On the way from school bicycles must not be mounted until the road is reached. By law, bicycle helmets are to be worn by all cyclists.
3. On arrival at school, children go to the Tuckshop Area until dismissed.
4. At 8.45 am students proceed to classroom to set up their desk for the day and put away school bag.

### PLAYGROUND

1. Children are to avoid running on concrete and bitumen
2. Dangerous play is not allowed.
3. Students are not allowed to loiter or play in toilets.

### MORNING TEA AND LUNCH

All students eat with their class and teacher

1. Children remain seated until they are dismissed by teacher.
2. Teachers will not dismiss students until area and is clean and tidy
3. A Lunch Pass is necessary for students to go home at lunch. Children need to collect their lunch pass from the Office, go straight home and return to school immediately after eating and return lunch pass to the Office.
4. At the end of the Play Time for each break students should get a drink and if needed go to the toilet, then line up with their class to wait for the class teacher.
5. Hats are required to play outside. Students without a hat need to remain at Library during Playtime. (Caps are not accepted as hats.)

### LEAVING SCHOOL GROUNDS

1. Children are not permitted to leave the grounds during the school day without permission. Parent/Guardian permission is required to be handed to the class teacher should a child need to leave the school grounds during school hours. An adult must also sign the children &ldquo;OUT&rdquo; on a form in the office.
2. Children with a lunch pass may leave the grounds at 12.45p.m. to proceed directly home and return to school immediately after eating.

## BEHAVIOUR IN BUILDING

1. Students walk on verandahs or in rooms.
2. Children must not be in rooms or on verandahs unless supervised by a teacher.

3. Entry into school must be quiet and orderly.

## GENERAL

1. Jewellery, toys and play things stay at home.
2. No chewing gum or Bubble Gum to brought to school.
3. Keep all books etc., clean, tidy and covered.
4. Students should pick up papers or rubbish to maintain the tidiness of the school grounds.
5. Bad language will not be tolerated.
6. Children should not have amounts of money at School unless it is for a purpose specified from their parents. Money should be in an envelope clearly marked with the purpose.

## Central State School Uniform

At Central State School, we wear our School Uniform with great pride. It distinguishes us as members of a School Community which is proud of its long traditions in Charters Towers.

## UNIFORM - GIRLS

Gold T-Shirt with Blue Trim around sleeves and Blue Collar with School Emblem in Royal Blue on the front.  
Royal Blue Shorts. There are two styles:- Elastic Waist, Pocket in side seam, Length to knee. Elastic back, zip front with two tucks in front waist band, length to knee.  
A wrap around blue pleated skirt can also be worn everyday.  
White Socks, Joggers, Blue Hat .  
(A polyester and cotton hat with wide brim).

## UNIFORM - BOYS

Gold T-shirt with blue trim around sleeves and blue collar with school emblem in royal blue on the front.  
Royal Blue Shorts, White Socks, Joggers.

## SPORTS UNIFORM - INTERHOUSE

House T/Shirts, in sports house colours are available by ordering through the school. These may be worn by children at

inter-house contests and Health & Physical Education classes.

#### WEARING OF HATS

Our school's Sun Safety Policy of "NO HAT NO PLAY" encourages children to be conscious of the effects of the sun. It is the rule that children without a hat are to sit in the Covered Tuckshop Area. At Central children are required to wear full brimmed hats for best protection. Parents are requested to support this policy. Hats printed with the Central State School logo are available from Titleys. These need to be clearly marked with your child's name. Caps are not accepted as hats.

#### WEARING OF SHOES

Shoes are considered an essential part of school dress for the protection of the feet and to help develop pride in appearance. The number of foot injuries decrease with an increase in shoe wearing.

#### SCHOOL OPERATIONS

##### ADMISSIONS

Enrolments are accepted at all stages throughout the year.

Regulation 23 of the State Education Act states:- A Principal may enrol a child who has attained the age of 5 years on or before 30 June in the year they are to commence Prep.

For the purpose of enrolment of a child in any year, an admission form and some proof of birth date, such as Birth Certificate, or Clinic Book etc must be provided.

##### SCHOOL TIMES

The designated drop off and pick up areas is in Aland Street. ( Staff are to use Mexican Street entrance.)

Children should not arrive before 8:30a.m. Any child who has to arrive before 8.30a.m. may enter the grounds and sit in the Tuckshop Covered Area near the Aland Street entrance. All children upon arrival are to sit in this area until dismissed at 8.30a.m. They are to then go to their classrooms to prepare for the day. Tuckshop orders are to be handed to class teachers.

8.45a.m. All children should be at school by this time to enter into classrooms to prepare for school day.

8.55a.m. School commences

10.30a.m. Morning Tea

10.45a.m. Morning Tea play permitted

11.10a.m. Stop Play, visit toilets, drinks, line up for class

11.15a.m. Mid morning session commences

12.45p.m. Lunch

1.00p.m. Lunch period - Play permitted

1.25p.m. Stop play, visit toilets, drinks, line up for class  
1.30p.m. School commences  
3.00p.m. Dismissal

## SCHOOL VACATIONS

2007

### Spring Vacation

School finishes Friday 21st September

Pupil Free Day Monday 8th October

School resumes Tuesday 9th October

Pupil Free Day Monday 22th October

### Summer Vacation

School finishes Friday 14th December

2008

School resumes TUESDAY 29TH JANUARY 2008

### Easter Vacation

School finishes Friday 4th April

Pupil Freeday Monday 14th April

School resumes Tuesday 15th April

### Winter Vacation

School finishes Friday 27th June

Pupil Free Day Monday 14th July

School resumes Tuesday 15th July

### Spring Vacation

School finishes Friday 19th September

Pupil Free Day Monday 6th October

School resumes Tuesday 7th October

Pupil Free Day Monday 20th October

### Summer Vacation

School finishes Friday 12th December

School resumes Tuesday 27th January 2007

## Tuckshop

The school tuckshop operates every Wednesday, Thursday & Friday. A list of goods & prices for sale is issued at the commencement of each semester.

Parent assistance is always required to assist at tuckshop. If you are able to help please contact the school office or the tuckshop convenor, through the school office. This may be in the form of food preparation, service at break times or other fundraising activities

## TUCKSHOP ARRANGEMENTS PREP TO 7

For all pupils, parents are asked to send with their children A PAPER BAG with their LUNCH ORDER AND NAME WRITTEN ON THE OUTSIDE . Money should be enclosed in an envelope inside a paper bag. If more than the exact amount is enclosed change will be returned in the packet with the lunch. However if possible, CORRECT MONEY will be more convenient. Students should take their packet directly to the class teacher. The teachers then arrange for the lunch orders to be collected from the Tuckshop. Tuckshop is available from the first day of term for all classes.

## MONEY AT SCHOOL

Children are allowed to have spending money at School ONLY when it is for a purpose indicated by a note from the Parent or Guardian. To alleviate the risks and temptations, we strongly request that Parents adhere to this rule. It is important when any money sent to school for payment is in an envelope with the student's name, class, amount and what the payment is for.

## SIGNING CHILDREN IN AND OUT OF SCHOOL

In situations where children need to be taken out of the school for medical or dental appointments or for other reasons e.g. leaving school early, parents are requested to sign a form at the office. Children cannot leave the school unless accompanied by an adult.

## VOLUNTARY TEACHER AIDES

Some parents at present act as voluntary teacher aides. These people visit the school at times mutually convenient and carry out work arranged by the teacher. No special training is necessary and this assistance is greatly appreciated. Help is needed with providing an adult ear for reading groups, help with craft, and in higher grades, help with writing is most valuable for our students. Please talk to your child's teacher.

## ABSENTEEISM

Schools are obliged to report on absenteeism. To help with this information parents are requested to inform the school through a written note or a telephone call when their children are absent.

## LOST PROPERTY

Lost property is not gathered in a collection for reclaiming. Students are required to be responsible for their own property at all times. To alleviate this problem please name all items. In this way we can return lost items e.g. hats, lunch boxes, jackets (in winter).

## JEWELLERY

Acceptable earrings are studs or sleepers. Dangling earrings are potentially dangerous during play time. Children with excessive items of jewellery will be asked to remove them. No responsibility will be accepted for lost items.

## PARENTS & CITIZENS ASSOCIATION

It is the wish of every school staff that they be supported by a keen and energetic Parent Association. You are invited to support your child by attending monthly "P & C" Meetings. Regular monthly meetings will be held at 7.00 pm. on the second Tuesday of every month, including February, unless advised otherwise.

Help in the Tuckshop is also greatly appreciated. If you can help even for a short while during the day in food preparation or selling, please contact the Tuckshop convenor.

## FUND RAISING BY P & C ASSOCIATION

This is limited generally to one function per term. One major function is always the fete which is generally a most successful event.

## SCHOOL CURRICULUM NEW BASICS

Central State School operates with the Education Queensland's New Basics Curriculum. The Curriculum is written around 4 Curriculum Organizers instead of subject areas. The four Curriculum Organizers are:

1. Life Pathways and Social Futures [Who am I and where am I going]
2. Multiliteracies and Communications Media [How do I make sense of and communicate with the world]
3. Active Citizenship [What are my rights and responsibilities in communities, cultures and economics?]
4. Environments and Technology [How do I describe, analyse and shape the world around me?]

This new curriculum structure is designed to help students deal with their future – to be literate and active communicators, use new technologies, understand and deal with diverse communities and different cultures and prepare them for new worlds of work and global activities.

## HEALTH & PHYSICAL EDUCATION

H.P.E. activities are part of the normal school curriculum and our school has the services of a H.P.E. teacher. It is expected that every child participates in all H.P.E. lessons unless a medical condition necessitates his/her withdrawal. Please advise of any such medical condition in writing.

## MUSIC

Music is one part of the total education of a child. The task of our school is to present opportunity for every child to learn to understand the contribution music makes to their lives.

Through Music Education, the child is led to an awareness of music and an appreciation of the part music plays in their own lives and the lives of others.

The aim of Music Education at Central is to nourish the artist that is present to some degree in every child. This can be achieved through the development of the child's

- . Awareness of music

Response to music and

- . Capacity to express themselves in Music

To this end every class in our school receives one music lesson per week from the Specialist Music Teacher with the classroom teacher providing opportunities for encouragement and development throughout the week.

#### Instrumental Music

Central offers the opportunity for selected Year 5, 6 & 7 children to receive group tuition in a variety of Woodwind, Brass and Percussion Instruments. The children commence tuition in Year 5 and have the opportunity to continue this on to Secondary School.

The Instrumental Teacher visits our school on a regular basis each week. Each child receives one lesson (in a group of similar instruments) per week plus ensemble practice in our School Band.

#### SCHOOL BAND

Membership of our School Band is a compulsory part of the Instrumental Program. Both bands practice every week and perform at school and community functions.

#### SCHOOL CHOIR

Membership of the Choir is open to all children in Years 4-7. The choir sings a variety of unison and two-part music. Performances are often given at school and community functions.

#### LOTE

The Japanese language is the Language Other Than English taught at our school by a visiting language specialist teacher. It is currently a requirement of Education Queensland that all students in Years 5, 6 and 7 study a LOTE. The study of a foreign language can be beneficial in a number of ways including cultural and social understandings, awareness and acceptance of others, study skills and mental recall training.

#### OPTIONS PROGRAM

An Options Program runs for students in middle and upper primary school on a weekly basis.

The aims of the program are to:

- a) allow students to develop individual talents.
- b) explore potential business initiatives.
- c) develop teamwork and collaboration skills.
- d) pursue individual interests.

Students are given the choice of a number of options relating to disciplines such as technology, business enterprise, leisure, sport, culture and visual and performing arts.

## PERCEPTIONAL MOTOR PROGRAM (PMP)

This program is offered to all Junior Primary Students and is designed to enhance fine and gross motor co-ordination and literacy and numeracy skills. Students begin the program in the last semester of preschool.

## INFORMATION TECHNOLOGY

Access to information technology and word processing has been provided in every classroom. There are also computer labs set up at the school to ensure all students have adequate access to computers and programs designed to enhance education in the 21st century. Internet access and awareness is a feature of classes across our school.

Students and parents are expected to sign an Internet Use Agreement (usually on enrolment) to ensure the computers are used for their intended purpose &ndash; Education!!

## RELIGIOUS EDUCATION

One half-hour per week is allotted to Ministers for Religious Education.

Jehovah Witness and Mormon children attend lessons given by people of their own faith. All other children stay in their normal classes and receive lessons by members organised by the Minister's Fraternal. All follow a common curriculum and the teacher could belong to the Anglican; Roman Catholic; Uniting Church or Gospel Outreach or Salvation Army. Parents desiring any change to this arrangement should inform the Principal in writing of their wishes.

## EDUCATIONAL EXCURSIONS

Excursions to places of educational interest are an important part of the school curriculum. Parents will be advised of such visits and their consent sought. On occasions, parents may be requested to assist with transport or supervision.