



together we grow

# **CURRIMUNDI**

## **SPECIAL SCHOOL**

### Parent Handbook

#### Office Staff

Principal  
Deputy Principal  
Business Services Managers

Guidance Officer  
Head of Curriculum  
Administration Officer

Alwyn Green  
Frank Van der Kooy  
Elizabeth Petrie (HR)  
Helen Beasley (Finance & Facilities)  
Susheela Millburn  
Carolyn Waugh  
Alicia Cox

### **School details**

Buderim Street  
Currimundi, Q, 4551

PO Box 9  
Moffat Beach, Q, 4551

Phone: 54910222 Fax: 54910200

Email: [the.principal@currimunspeceq.edu.au](mailto:the.principal@currimunspeceq.edu.au)

School hours: 8.45 am – 2.45 pm

### **CURRIMUNDI SPECIAL SCHOOL**

The vision for Currimundi Special School is to achieve the best educational outcomes for every student through:

- ❖ Fostering a supportive, secure and safe environment
- ❖ Facilitating student independence
- ❖ Providing access to and supporting participation in relevant, quality, inclusive programs
- ❖ Empowering students and staff to achieve positive outcomes
- ❖ Developing self esteem through high but achievable expectations and providing opportunities to experience success

***Currimundi Special School aims to develop each student as a:***

#### **... learner**

Our core business is the development of children and young people as learners. Curriculum develops the understandings, skills and attitudes for lifelong learning that are vital to the success of students in school, in further education and training and in the workplace.

#### **... person**

Our programs provide the foundation for each student's intellectual, physical, social, emotional, and moral development, enabling them to discover and develop their capabilities and talents through a balanced education of the whole person.

#### **... community member**

We strive to prepare students with the knowledge, understandings, skills and values to be active, informed citizens and to participate in the social and economic life of the community.

#### **... contributor to society**

Our curriculum encourages students to develop independence to be critical thinkers, problem-solvers and innovators. It supports students to apply their knowledge and skills to their experiences beyond school and to contribute to the local, national and global society.

**ABSENCES:**

If your child is unwell or will be absent from school for one or more days, please notify the school office.

If your child receives transport assistance, please notify the bus company/driver as well.

**ACCIDENTS:**

Unfortunately no matter how careful we are, accidents will happen. If your child is involved in a minor accident, they will be given first aid at the school and the school will contact you by phone. If you are not able to be contacted by phone, a message will be left, and a note put in the communication book that your child brings to school each day. If the accident is more serious and we feel further medical attention is needed, we will make every endeavour to contact you. In an emergency situation, the ambulance will be called.

Parents should ensure that the school has the correct current telephone number (and emergency contact numbers) to enable contact to be made when necessary

**ADMISSIONS:**

All admissions into the school will be via the procedures set down in the Education Provision for Students with Disabilities Policy and Management Plan. On admission, parents are requested to complete an enrolment details form for the school. The details are then entered onto the OneSchool database.

**ARRIVAL / DEPARTURE:**

It is recommended that students do not arrive before 8.30 am unless unavoidable.

If a child has to leave the school before the end of the school day, the parent must notify the school. It should be noted that in our efforts to care and protect all students it is not policy for us to release a student to another party without the express permission of their parent, legal guardian or caregiver. Once again, it is imperative that you notify administration if you wish your child to be collected from school by another person.

**APPOINTMENTS:**

Parents are very welcome to make an appointment to see teachers, Deputy Principal or the Principal at any time to discuss their child's progress. Timely notice is advisable to ensure staff can make necessary arrangements for the meeting.

**ASSEMBLY:**

Assembly is held each Friday afternoon at 2pm in our hall. Weekly awards are given to students. Parents and visitors are welcome to attend.

**BEHAVIOUR:**

Children are expected to behave appropriately at all times, on the way to school, at school and going home from school. Our school has a written school policy for Behaviour Management. Parents are welcome to view this document. This program aims to assist students develop self-management skills and take on the responsibility for their own decisions and choices.

**BUS INFORMATION:****School buses:**

The school owns five buses which are used by students to access a number of programs and facilities outside the school grounds as part of their educational program.

The running costs for the five buses are quite considerable and it is helpful if parents can contribute towards these costs. The P & C asks for a \$50 contribution per family each year to help with these costs.

**Buses – to and from school**

Transport to and from school is provided by a private contractor, if the transport assistance application is approved. Education Queensland initially approves the transport assistance application and forwards it to Queensland Transport. Pick ups and drop offs are directly at the child's place of residence and cannot be varied. Please be aware that there are guidelines applied to the distance you may reside from Currimundi Special School to be eligible for transport.

We recommend to Parents/Caregivers that before making a change of residence you check with the school that your new place of residence falls within the required parameters. A move out of our area could necessitate your child attending a closer facility to retain transport arrangements. This service has no relationship to the school's own buses.

Teachers/ Teacher Aides are rostered to supervise children as they arrive on the school buses and are also rostered to supervise children as they leave the school to catch the bus home in the afternoon.

### **CAMPS**

Many classes in the school have camps or sleepovers during the year. These are extremely beneficial and parents are encouraged to allow their child to participate. All camps are carefully planned and well supervised. Costs for these outings vary, but we always aim for a realistic price.

### **CHANGE OF PERSONAL DETAILS:**

Please advise the school of any changes of address, telephone numbers, place of work, emergency contacts etc. Parents will appreciate the necessity to have correct contact details in the event of emergencies.

### **CLOTHING AND EQUIPMENT:**

This should be clearly marked otherwise items will end up as lost property.

### **COMMUNICATION:**

Communication between school and parents/caregivers is extremely important and valued highly at Currimundi Special School. Regular informal communication is encouraged and is complemented by the following more formal methods of communication:

- Regular newsletters
- Teacher-parent communication books
- Program planning (IEP) meeting
- Set plan (SETP) meetings

### **CONCERNS:**

If you have a concern which relates to the classroom or a school activity, you are encouraged to firstly contact the class teacher. However, for general concerns, please contact the Deputy Principal or Principal.

### **CURRICULUM:**

Every students educational program is developed using a range of curriculum tools. These tools are:

- the Individual Education Plan (IEP)
- the Senior Education and Training Plan (SETP)
- the Australian curriculum
- the school curriculum framework
- the class program
- the student portfolio
- school pedagogical framework

The school curriculum framework document is best described as a set of outcome statements that describe the academic, social and personal achievements we believe students attending Currimundi Special School should try to achieve during their time at school. It's important to note that our curriculum tools are designed to allow teachers to tailor class programs to suit the different abilities and skills of students.

The class program is developed by each teacher and details the academic learning and the personal and social skill development for the class for a set period of time. This could be a term, semester or year. The class program also details the range of activities that teachers will use as well as the evaluation tools that will be used to assess students' learning.

The student portfolio is used to track student progress and to collect work samples, data sheets, test scores and other information about that student's progress in a particular year. The information is constantly being updated and renewed as required by the teacher. At the end of each year, the portfolio is handed to the next teacher and forms an important part of the handover process.

The pedagogical framework outlines the principles that guide the way teachers teach at Currimundi Special School.

Guiding Principles of Pedagogy	PRODUCTIVE PEDAGOGIES			
	<i>Intellectual Quality</i>	<i>Supportive Classroom Environment</i>	<i>Connectedness</i>	<i>Recognition of Difference</i>
Implementation of the principle of minimal support to foster each child's optimal independence		✓		✓
Provide opportunities for repeated practice over a range of settings and programs including school, home and community to improve skills and aid in generalisation	✓	✓	✓	
Tasks are success focused and teachers base new learning on old learning, set appropriate goals, ensure expectations are high but realistic and value the intrinsic worthiness of each student	✓	✓	✓	✓
Learning is best achieved through programs which are based on functionality and relevance to a larger social context in which the students live or will be living in the future	✓	✓	✓	
Irrespective of the extreme diversity of students with the school, IEPs and SetP ensure the needs of each student are met		✓	✓	✓
The entire staff supports an individual teachers strategy for a particular student ensuring cooperative and consistent whole school approach. This is achieved through effective communication between staff members and a commitment to the team. The professional judgement of each individual staff member is valued		✓		✓
To provide a structured environment where expectations and boundaries are clearly defined		✓		✓

If you wish to view the whole pedagogical framework, please contact the school.

#### **CUSTODY:**

A court order issued relating to custody of a student or parental access restrictions must be shown to the Principal or Deputy Principal and a copy given to the school. The school will comply with the directions of the order. We would appreciate notification of any changes or amendments to the Order.

#### **FIRE DRILLS / LOCKDOWN**

A copy of the evacuation procedures and a map of assembly areas are displayed in each classroom. Emergency procedures are practiced on a regular basis (once per term) to ensure the effective evacuation of the premises in times of emergency situations.

#### **GUIDANCE OFFICER:**

A school Guidance Officer is assigned to Currimundi Special School three days per week. Appointments may be made by calling the office on 54910222.

#### **HATS AND SHOES:**

Our rule is – no hat, no play!

Children are required to wear hats when outside the classroom. Sun-safe policy recommends a legionnaire or wide-brimmed hat (available from the uniform shop) as best protection. Shoes should be worn at all times. Joggers are suitable for school activities, which includes play, physical education and sport.

#### **HEALTH ISSUES:**

- **HEAD LICE:**

These unwelcome guests may arrive at any time. To minimise student discomfort and the spread of head lice, it is advisable to check your child's hair regularly. Where lice are discovered, please notify the class teacher. If the school discovers lice, the parents will be contacted. We would ask that the child be treated for head lice before they return to school.

- **ILLNESS:**

Children should not be sent to school sick. We have a number of children at our school for whom catching a minor illness can have very serious consequences. If your child becomes ill at school, our response will be determined by the apparent seriousness of the signs and symptoms. Often, a child will be given some quiet time where recovery sometimes occurs after a short rest. If the illness is more serious, we will try to contact you at your home or place of work, with a view to sending the child home. If, in our opinion, the child requires urgent medical attention, this will be sought immediately, even if attempts to contact parents are unsuccessful.

- **INFECTIOUS DISEASES:**

Please see the table at the end of this booklet. If you are in doubt please contact the office for clarification.

- **MEDICATION:**

Prescription medication WILL NOT be given to children without written request from the parent and/or doctor. Medications must be in the original packaging, have a clear instruction pharmaceutical label and handed directly to the class teacher/office on arrival. Any changes in dosage or frequency must be accompanied by a letter from the doctor. All dispensing of medication is supervised and signed for each day by the class teacher.

For all non prescription medication the school must have a letter from a doctor stating the dosage, frequency and end date.

▪ **NUT ALLERGIES:**

We have a number of students who experience severe reactions to nuts and nut products (especially peanuts). We ask that no nuts or nut products be sent to school for morning tea or lunch. We realise that these foods are often favourites for many children, however the serious health risks to some of our students needs to take priority. If you could help us by not sending nuts or nut products to school it will be appreciated.

**INDIVIDUAL EDUCATION PLAN – IEP:**

Most parents will be reasonable familiar with the IEP process. Twice a year everyone involved with the student's educational program will participate in developing a small number of goals which will become the focus for that child's learning. The critical participants in this process are the teacher and parent/caregivers. Others who may be invited to participate are therapists, specialist staff, outside agencies, medical personnel.

At Currimundi Special School we have IEP meetings early in Semester 1 and early in Semester 2.

**NEWSLETTERS:**

Each month, a school newsletter is sent home. If you would prefer an electronic copy be emailed to your home, please let the school office know.

**PARENTS & CITIZENS:**

Parents are welcome to become members of the Parent's and Citizen's Association. Meetings are held on the first Thursday of the month at 6.30pm in the staffroom.

We are indeed fortunate that the fundraising activities initiated by the P & C in the past have enabled us to purchase Interactive Whiteboards, Ipads, play equipment, and a wide range of other resources. The P & C also helps to finance the registration and insurance of our five school buses. Our school buses are regularly used throughout the school year for excursions, community access outings and sporting events.

**PARENT TEACHER MEETINGS:**

Parent/Teacher meetings are scheduled regularly throughout the year.

Parents in consultation with teachers negotiate either an 'Individual Education Plan' or Senior Education Transition Plan (SETP) which prioritises key goals for a 6-month period. Planning meetings are usually held in February and July/August.

**REFUND POLICY**

Should any money parents have paid for their children to attend school activities need to be refunded, money will be refunded in total after a request for refund is received in writing by the Parent or Carer.

**REPORTING**

School reports are sent out at the end of each semester (June and December).

**SEMESTERS:**

Students are entitled to 24 semesters of schooling i.e. 2 semesters per year. An extension of 2 semesters may be applied for on the basis of educational grounds. This is at the discretion of the Principal. Additional semesters are at the discretion of the Regional Director of North Coast Region and the Minister for Education.

**SWIMMING:**

At Currimundi Special School students are very fortunate to be able to participate in a swimming program all year round in our hydrotherapy pool. Swimming programs are devised by our trained swimming instructors. Hydrotherapy programs are planned in consultations with relevant therapists.

**TRANSPORT:**

Contract mini buses arrive at approximately 8.30am and depart at 2.50pm. Each student is on a bus list or parent pick up list.

Teachers and teacher aides are rostered for bus supervision. For insurance purposes students are transported to and from their home address ONLY.

Blue Gum Buses  
Phone: 54991809

**TUCKSHOP:**

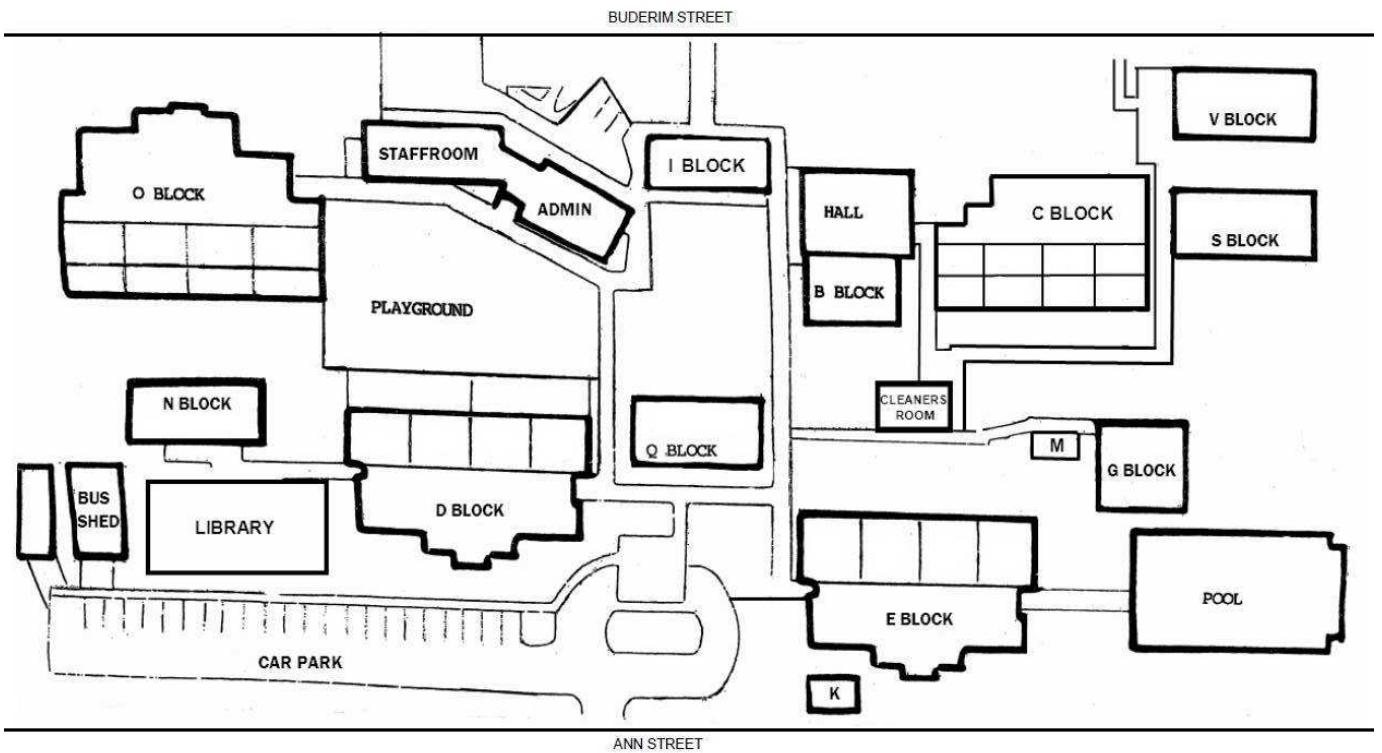
The school does not operate a 'canteen' as such, although a hot meal is available to students each Friday. This tuckshop is run by one of the senior classes as part of their vocational education program. An order form is sent home with students in their communication book early in the week, with payment required by Wednesday of each week.

**UNIFORMS:**

The school recommends that school uniforms be worn. Uniforms are available for purchase via our uniform shop. Please fill out the order form on the following page and drop it off at the school office.

**VISITORS TO THE SCHOOL:**

Visitors are welcome at the school but are asked to report to the reception desk, in the office, where a visitors tag will be issued. For security reasons, it is imperative that all visitors are issued with this form of identification.



# Currimundi Special School

School Map

**CURRIMUNDI SPECIAL SCHOOL UNIFORM ORDER FORM**

To place an order, please:

1. complete the form below;
2. send **cash** and the form in an envelope to school with your child (correct money appreciated) or a **cheque** payable to Currimundi Special School P&C Association.

Orders will generally be filled once a week, generally Friday.

If you would like an appointment or have questions please email: [pandc@currimunspecs.eq.edu.au](mailto:pandc@currimunspecs.eq.edu.au)

**Student Name:** \_\_\_\_\_ **Class Group:** \_\_\_\_\_

**Parent/Carer Name:** \_\_\_\_\_ **Contact Phone Number:** \_\_\_\_\_

Item	Price	Sizes											Total cost													
		2	4	6	8	10	12	14	16	18	20	22		24	26											
Polo shirt	\$20																									
Shorts	\$12																									
Rugby shorts	\$12																									
Jacket	\$45																									
Hat	\$7	Small	Med	Large	XL																					
<b>Total</b>													\$													



## ***NHMRC Recommended Exclusion Periods***

The National Health and Medical Research Council (NHMRC) provide '*Recommended minimum periods of exclusion from school, pre-school and child care centres for cases of and contact with infectious diseases*'

<b>Condition</b>	<b>Exclusion of cases</b>
Chicken pox	Exclude until fully recovered or for at least five days after the eruption first appears. Note that some remaining scabs are not reason for continued exclusion
Conjunctivitis	Exclude until the discharge from the eyes has stopped unless doctor has diagnosed a non-infectious conjunctivitis
Diarrhoea	Exclude until there has not been a loose bowel motion for 24 hours
Glandular fever	Exclusion is not necessary
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before seven days after the onset of jaundice or illness
Hepatitis B	Exclusion is not necessary
Hepatitis C	Exclusion is not necessary
Herpes simplex (cold sores, fever blisters)	Children unable to comply with the appropriate hygiene practices to minimise transmission should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible
Influenza and influenza like illnesses	Exclude until well
Measles	Exclude for at least four days after the onset of rash
Meningitis (bacterial)	Exclude until well
Meningococcal infection	Exclude until adequate carrier eradication therapy has been completed
Ringworm, scabies, pediculosis (lice), trachoma	Re-admit the day after appropriate treatment has commenced
Rubella (german measles)	Exclude until fully recovered or for at least four days after the onset of rash
Streptococcal infection	Exclude until the child has received antibiotic treatment for at least 24 hours
Whooping cough	Exclude the child for five days after starting antibiotic treatment
Worms (intestinal)	Exclude if diarrhoea present