

CLAREMONT

SPECIAL SCHOOL

Vision

Respect Independence Communication High self esteem



Parent Handbook

2021

School Expectations



Webpage: www.claremontspecs.eq.edu.au

Facebook: <https://www.facebook.com/ClaremontSSS/>

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Welcome to Claremont State Special School

Principal	Patricia Thiedeman (Miss Trish)
Acting Principal	Alastair Hanna (Mr Hanna) Monday and Friday
Deputy Principals	Alastair Hanna (Mr Hanna) Melissa McLaren (Mrs McLaren)
Heads of Department	Kate Troyahn (Miss Kate) Phoebe Schey (Miss Phoebe)
Business Manager	Kaye Carter
Admin Officers	Judy Usher Viv Neville
School address	138 Robertson Road Silkstone Q 4304
Postal address	P.O. Box 495 Booval Qld. 4304
Telephone	3813 5333
Fax:	3813 5300
Email	admin@claremontspecs.eq.edu.au
Webpage	www.claremontspecs.eq.edu.au
Facebook	https://www.facebook.com/ClaremontSSS/
School hours	8.50 a.m. – 2.40 p.m.
Office Hours	7:30 a.m. – 3:30 p.m.

SCHOOL PURPOSE, VALUES and BELIEFS

VISION:

Respect Independence Communication High self esteem

We strive to create a **RICH** environment that fosters respect, independence, communication, and the development of high self-esteem in our students, and to embed the behaviours within and across our whole school community.

OUR MORAL PURPOSE:

To ensure every student at Claremont is afforded with every opportunity to succeed, reach their potential, and successfully transition to post school life as confident, respectful, individuals who can communicate to the best of their ability across a variety of contexts.

VALUES and BELIEFS:

we value

- Respectful and caring relations between students, staff and parents.
- Teamwork and supportive collegial relationships.
- Inclusive teaching and learning practices.
- **RICH** learning environments.
- Excellence in teaching and learning and high professional standards.
- Research, evidence based pedagogies and innovative programming.

we believe

- All students can learn and succeed when engaged and provided with appropriate supports and learning opportunities.
- In supporting and developing **RICH** students.
- Knowing and understanding students is core to student learning and wellbeing outcomes.
- Student communication is the key to improving engagements in, and access to learning opportunities.
- Every day counts in the education of our students.

School Expectations



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CURRICULUM:

Claremont Special School offers a unique program designed specifically to meet your child's needs. The program is designed and implemented by a committed and enthusiastic team of professionals including classroom teachers, therapists, specialist teachers and teacher aides.

Our team will work with you to develop an Individual Curriculum Plan (ICP), Senior Education Transition Plan (SET Plan) and PATH which when incorporated in a comprehensive school learning framework, will develop your child's abilities and enhance their potential to learn.

Claremont offers a range of curriculum programs including:

- Key learning areas from the Australian Curriculum including English, Maths, Science, HASS, Health and Physical Education, Technology, The Arts.
- Physical education including swimming, ball skills including cricket, soccer, lawn bowls, touch football; gymnastics; and perceptual motor programs for young students
- Sporting Schools Program
- Therapy support from OT, SLP and PT
- Community based learning programs
- Vocational and Post School Life options: –
 - Certificate 1 Access to Pathways
 - Certificate 1 Agrifoods
 - Certificate 1 in digital Technologies
 - Certificate 1 Volunteering
 - Work Experience- internal and external
 - Functional Literacy and Numeracy
 - ASDAN certificates
- Positive Behaviour for Learning Support
- Sensory programs for students with sensory deficits
- Augmentative Communication and Intensive Interaction
- Stephanie Alexander Kitchen Garden program
- Music therapy
- Visual Arts
- School choir
- Life Skills
- Guidance Officer Support

SCHOOL FACILITIES, RESOURCES and EQUIPMENT

• ADMINISTRATION BLOCK

All parents must report to the school's administration on entry to the school when visiting during the day.

• BUSES

Claremont owns four mini-buses. The buses are for use in Community Based Programs which enhance the educational teaching and learning outcomes of classroom programs. They are also used for swimming, sporting events, school camps and work experience. Bus timetables are developed at the beginning of each term. The P and C seek support from the parents by asking for a voluntary contribution of \$20 per term to help fund the running costs.

- **PROGRAM AREAS: ART, THERAPY/MOTOR DEVELOPMENT, SENSORY, SAKG/CANTEEN**

The school has a purpose built industrial kitchen, art room, therapy room, fitness room and multisensory rooms inclusive of black and white sensory rooms.

SCHOOL UNIFORMS:

The students at Claremont are expected to wear the school uniform. This is supported by the school P and C Association. If at any time this is not a possibility the students must adhere to the dress code. (See below)

The school uniform is available for sale from the P and C Association.

The school uniform comprises:

BOYS	GIRLS
<p>Summer:</p> <ul style="list-style-type: none"> • Royal Blue Polo Shirt (with collar) • Senior School Shirt (year 12 only) • Royal Blue Shorts • Royal Blue Sun Safe Hat- bucket or broad-brimmed hat (caps are NOT permitted) • School Shoes or good quality sneakers (For Workplace Health & Safety requirements covered shoes are required for all activities) 	<p>Summer:</p> <ul style="list-style-type: none"> • Royal Blue Polo Shirt (with collar) • Senior School Shirt (year 12 only) • Royal Blue Skirt or Shorts • Royal Blue Sun Safe Hat- bucket or broad-brimmed hat (caps are NOT permitted) • School Shoes or good quality sneakers (For Workplace Health & Safety requirements covered shoes are required for all activities)
<p>Winter:</p> <ul style="list-style-type: none"> • Royal Blue Sweater or jacket • Royal Blue Track Pants, Shorts or dark coloured long pants • Hat, shoes as above 	<p>Winter:</p> <ul style="list-style-type: none"> • Royal Blue Sweater or Jacket • Royal Blue Track Pants, Shorts or Skirt or dark coloured long pants • Hat, shoes as above

DRESS CODE: *If a student is unable to wear the school uniform on certain days they must adhere to the following dress code:*

- No hoodies covering face
- No caps. Students must wear a sun safe hat – bucket or broad-brimmed hat as per Department of Education policy
- No logos, slogans or offensive pictures on clothing
- No short skirts or shorts revealing buttocks. Skirts and shorts to be no shorter than mid-thigh
- Covered shoulders – no tops with narrow straps and no low cut outfits
- No singlets or basketball singlets
- No masks, coloured hair pieces or costumes (unless part of a free dress theme day)
- Covered shoes and sandals to address Workplace Health & Safety requirements
- No make-up
- No costume jewellery other than sleepers or studs in ears
- No piercings, tattoos
- No torn shorts, pants and shirts.
- Boys are clean shaven

LABELLING AND LOST PROPERTY

Everything that a student brings to school should be clearly labelled with their name. This includes all items of clothing, shoes, books, equipment, lunch boxes etc.

Lost property is stored in the Admin Block.

BRINGING PERSONAL ITEMS TO SCHOOL:

The school's policy has been designed to prevent damage, theft, and arguments about personal items.

Personal items **not permitted** at Claremont Special School include:

- masks, fake hair and costumes (unless part of a free dress day)
- toys, devices (not including communication devices)
- noncompliant hats and jumpers with offensive slogans
- makeup, nail polish
- costume jewellery
- expensive personal items
- video games
- pets (unless approved therapy animals)
- aerosol body sprays (not permitted under Health, Safety and Wellbeing policies)
- energy drinks and soft drinks

Personal items **permitted** at Claremont Special School include:

- therapeutic items e.g. chewies, comfort items, calmers, books, photos
- communication devices, AAC device, PODD
- doctor approved medications
- personal grooming items e.g. roll-on deodorant, comb, brush
- watch
- mobile phones (senior school students and approved UM students only and requires a student/parent agreement)

This policy has been endorsed by the P&C and the parent body as a strategy to avoid loss and conflict amongst students.

SPECIALIST SUPPORT STAFF AT CLAREMONT

CHAPLAIN

The school chaplain works at the school on a Wednesday and alternate Fridays supporting the breakfast club, implementing a drumming program, and a self-esteem/teamwork program. The chaplain supports parents, students and staff when requested.

GUIDANCE OFFICER

While the school guidance officer is based at Claremont, the GO visits the school on a weekly basis on a Monday, Tuesday and alternate Fridays. The role of the school guidance officer includes the following:

- Psychological assessment
- Assisting in the verification process of impairment
- Consultation and support
- Linking with outside agencies
- Providing confidential counselling
- Support for students and their families.

A referral to the school guidance officer is made by contacting the Principal.

THERAPY SERVICES

Therapists focus on the outcomes reflected in the student's ICP, and use their professional skills to help the student's team set the priority goals. Therefore, therapists working in an educational setting do not focus on the disability but rather on other areas such as the tasks the student is involved in at school, the school setting itself, and the impact of the student's disability on their school day.

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The type of service will vary according to the needs of the student and his or her educational program. It may include liaison with other services, teachers, families, informal and formal assessment, staff training, equipment prescription and/or programming.

OCCUPATIONAL THERAPIST



Hello! My name is Lisa Lawrence and I am the Occupational Therapist at Claremont Special School. I have thoroughly enjoyed working with students and staff from 2019 and look forward to getting to know more of Claremont's students and staff in 2021.

My main focus as Claremont's school-based Occupational Therapist is supporting students to participate in all activities which may occur during their school day. Activities including: learning, playing, using objects and technology, interacting with their peers and teachers, and self-care.

Occupational Therapy services provided to schools include: providing information to school staff; supporting the use of assistive technology or other personalised resources; and working with teachers on adjusting learning activities, routines or classroom environments to support student or class needs and abilities.

If you have any questions about Occupational Therapy services for your child, please feel to contact me through your child's class teacher.

PHYSIOTHERAPIST



Hi, my name is Kara Crook and I am the physiotherapist at Claremont Special School. It has been a great pleasure to work with the many students and staff here over the past few years.

My main focus is to ensure that all children can physically access and participate in all areas of the school curriculum. I do this through various means depending on the child's needs. Some examples are:

Seating: Ensuring children have the correct sized desk and chair so that they can sit safely and stably to pay attention, learn and do fine motor desk top activities

Perceptual- Motor Program: I run a weekly gross motor style program for all junior classes which focus on improving children's strength, co-ordination, body space awareness, and balance through activities such as balance beams, hoops, hurdles, mini tramp, rebound nets, floor mats and other fun equipment

Assessment: Providing information to parents and teachers about physical conditions such as low muscle tone, normal gross motor development, balance, foot pronation, frequent tipping, specific conditions and syndromes, sensory behaviour, etc.

Orthotics: help with the recommendations of wearing and monitoring of Orthotics at school such as ankle foot orthoses (AFOs).

If you have any concerns about your child's physical or gross motor development, or what I can offer as a physiotherapist, please feel free to contact me via your child's class teacher.

SPEECH LANGUAGE PATHOLOGIST



My name is Emma Goldston and I will be working at Claremont Wednesday to Friday. I thought I would take this opportunity to talk a little bit about Speech Pathology service in special schools.

What do Speech-Language Pathologists do in schools?

SLPs work as part of the educational team to maximize students' access to the curriculum, participation and achievement of competencies in communication, key learning areas and eating and drinking. As a result of curriculum access, and participation and achievement in communication development being the primary role of school based SLPs, a whole class approach is generally adopted.

The SLP may be involved in enhancing functional communication, mealtime management, visual support and speech and language development.

A wide variety of services are used to complete this task, such as:

- Workshops targeting specific areas (e.g. AAC, PODD, Mealtime Management)
- Consultation for communication systems with teachers, parents, allied health therapists, outside agencies (e.g. PODD, PECS, Makaton)
- Consultation for mealtime management (e.g. appropriate positioning, food and drink alterations)
- Class programs (e.g., Four Blocks for literacy development)
- Class resourcing (e.g. communication systems, routine visuals, behaviour management visual tools)
- Strategies for enhancing communication (individualized strategies based on communication profile and classroom goals)
- Service management (referral process, determining the array of services to match school needs, student need discussion)
- Direct services (e.g. assessment of a student)

SLP Student Referrals

At the beginning of each year teachers are asked to refer students requiring intervention from the school Speech-Language Pathologist

Once the referral forms are returned, the communication team at Claremont Special School meets to prioritise services. Unfortunately, not everyone who is referred will be able to be seen; however, I am more than happy to be contacted about any particular questions and concerns that may arise.

Once the communication team has prioritised the students who will receive intervention from the SLP, parent permission forms are sent home. Once the parent permission form is returned, the student can then receive intervention and support from the SLP.

PHYSICAL EDUCATION AND SWIMMING

Physical Education, swimming and gymnastics are part of the Claremont Special School curriculum. A physical education teacher visits the school 3 days each week. Interschool athletics carnivals are held throughout the year and include athletics, swimming, touch football, lawn bowls, cricket, soccer, under eights day, etc.

SCHOOL COSTS AND FEES

COMMUNITY ACCESS:

To support the costs involved in operating the four school buses which support community access, the P and C ask the parents to contribute by way of a voluntary contribution. Most students will use the bus on a regular basis. This can be paid in a lump sum of \$80 for the year or \$20 per term.

Please note: the school does not have credit card or EFT facilities. The Qkr! App is used by the school for the following:

- School canteen orders. **Orders must be made online by 9:30am on the day of the canteen order**
- P and C Uniform Shop
- P and C Volunteering Bus Contribution
- Excursion payments



SCHOOL FEES”

During the year students participate in a range of activities/programs that incur a cost. These may include:

- Community access programs e.g. sports
- Excursions
- Camps

When these activities are planned, you will receive information from the school including a permission form to be completed and information about the cost. Payment will be made at the time of the activity.

If you experience difficulty in paying these fees, please see the Principal or the Business Manager (Kaye Carter) so that special arrangements can be made.

The Department of Education does not have Personal Accident Insurance cover for students.

SCHOOL PROCEDURES and POLICIES

STARTING / FINISHING TIMES:

The school day begins at **8.50am** and concludes at **2.40pm**. Morning tea is taken at class teacher discretion but is usually at **10.30am**. There is a separate Senior, Middle and Junior school lunch time. After eating lunch, students participate in games and activities.

ARRIVALS AND DEPARTURES

Students must enter and exit the school through the front gate beside admin and if walking from the street through the gate at the front of the school.

For safety, no parent or student entering the school by foot should walk up the driveway. Please use the footpath provided.

Students are not to arrive at school before 8.30am. The first bell is at 8.30am when staff begin their rostered duty. Staff on duty are responsible for receiving students at the front gate of the school. All students will be marked on the daily roll on arrival.

At 2.40pm the school day concludes. Students exit the school through the front gate departing the school by bus or parent collection.

If students arrive late to school, the parent must report to the administration officer. Parents are not permitted to enter areas of the school unless first signing in at the front administration desk.

Arrangements are made with respite providers for students attending Respite Care Programs. Parents wishing to take their child home early or for appointments through the day, must report to the school office first as they are required to sign their child out in the Early Departure Register. **Parents and not the child must notify admin if arrangements for collection change.**

ASSEMBLY;

A whole school assembly is held at our school each week on a Wednesday afternoon and alternate between junior and lower middle school and the senior and upper middle school. A full school assembly is held on the last Wednesday of each term. Parents are most welcome to attend. At this gathering we endeavour to create a close, friendly atmosphere amongst students, teachers and parents to help build school spirit and morale. During the twenty minute assembly, we recognise achievements and endeavours, celebrate special events/ days and deliver birthday greetings, welcome new students and staff.

BREAKFAST CLUB:

The school staff, senior students, and parent volunteers run the breakfast club each Monday, Wednesday and Friday between 8:30am and 9am. The YMCA provide food to support the breakfast club which is also supplemented by parent contributions of spreads and juice.

CANTEEN:

Students in the Senior Class operate a morning tea/ lunch time CANTEEN twice a week. Canteen menus are made available to students. *Qkr!* is used for online orders which must be made before 9:30am. Parents not using the app should return the order with payment to the school on a Wednesday and Friday.

COMMUNICATION:

Communication with parents is seen as vital to the success of each student's program.

Close communication is maintained between staff and parents through:

- Communication Books...a message book that travels between home and school each day
- Telephones...every classroom has a telephone, however unless it is an emergency, we request parents only ring before or after school to minimise class disruptions. Messages will be taken by the school admin officer and teachers will return phone calls during their breaks.
- Emails: parents can contact the school by email at: admin@claremontspecs.eq.edu.au or email the class teacher
- Class dojo as organised between the teacher and parent
- Meetings are held with the teacher and /or therapists to discuss individual student's programs and progress. Parents are encouraged to visit the school. Please make a suitable time with your classroom teacher
- School Newsletters...a newsletter is sent home every month on a Monday to keep parents informed of activities and other news of importance to the whole school
- School website...provides access to school documents, policies, newsletters and current events. www.claremontspecs.eq.edu.au
- School Facebook <https://www.facebook.com/ClaremontSSS/>

COMMUNICATIONS FROM THE SCHOOL:

All written communications from the school including permission forms, newsletters and information sheets will be sent home via email on the same day each week. **The nominated day to start the 2021 school year is Monday.** Parents who do not have an email will be provided with a hard copy. It is essential that parents return all permission forms by the due date nominated on the communication.

COMPLAINTS – CONCERNS

Schools are busy places and we want to ensure you have access to the Principal, staff and specialists when you require it. Should you require information about any aspect of the school's operation, the best way to do this is to phone the school and make an appointment.

All concerns will be addressed with appropriate consideration of the welfare of our students, and in a confidential manner.

CUSTODY:

If a Custody Order is current, a copy of the Order must be given to the school. If there is no Custody Order the school is legally bound to allow access to both parents/carers. If there is no Custody Order on file and a non-custodial parent requests access to the child, we must by law allow this request, however we will make every reasonable effort to contact the parent/carer who enrolled the child at the school.

EMERGENCY MEDICAL SITUATIONS:

If your child is injured at school or is seen to be at risk, you will be contacted immediately. If parents or their nominated person cannot be contacted, the school will call for an ambulance to provide treatment. This means it is very important that our records are up-to-date. Please notify the Admin Office if there are any changes to contact numbers or the names of people to be contacted in an emergency. Please ensure all people identified by you are aware of your nomination.

FAMILY DETAILS / EMERGENCY INFORMATION:

Parents are requested to notify the school of changes of address or phone numbers as soon as possible so that contact details and emergency information can be kept up to date. **If you access transport it is essential to contact the school prior to your move as it takes approx. 2 weeks to organise the change to transport. Please be aware that to access transport you must live closest to Claremont Special. If you move and you are closest to another special school, it will result in a school move if you require transport assistance.**

Please advise where there are family changes – estrangement, divorce, custody orders, bereavement etc. as these can cause changes in a child's behaviour and attitudes. We may be able to assist the student with the situation if we are notified.

HEALTH AND SICKNESS:

In order to maintain the good health of the children and the staff, it is a recommended school policy that your child does not attend when he/she has any type of infectious disease or illness e.g. colds, flu, chicken pox, headlice, measles, mumps, ringworms etc. **Please refer to the infectious disease guidelines attached to this handbook for detailed advice.**

The following is a list of some recommended exclusion times necessary to maintain the health of the whole school community.

- **Head Lice** – Treat properly and return to school following day. Treatment information is available through the school.
- **Chicken Pox**- Keep at home for at least 5 days after the rash first appears and until the last blister has scabbed.
- **Measles and German measles** – Keep at home for at least 4 days after rash appears.
- **Mumps** – Exclude for 9 days or until swelling goes down.
- **Gastroenteritis**– Keep at home until gastroenteritis has ceased for 24 hours.
- **Impetigo/School Sores and Ringworm** – Keep at home until treated. Sores on exposed skin are to be covered.
- **Flu and flu like illnesses** – Keep at home until well.
- **Conjunctivitis** – Keep at home until discharge has ceased.
- Children with a temperature, vomiting and/or diarrhoea should not attend school for at least 24 hours after the symptoms subside.

- You will appreciate that many of the children are very prone to infections therefore with your assistance we should be able to maintain a high standard of health among children and staff.

HOMEWOK POLICY:

The P-12 curriculum, reporting and assessment framework specifies that all state schools must develop a Homework Policy in consultation with the school community. Parents, carers and teachers were consulted in the development of an authentic Homework Policy for Claremont Special School.

Purpose of Homework:

Homework provides students with opportunities to consolidate their classroom learning and behaviour beyond the classroom and involve family members in their learning. It also helps children develop organisational and time management skills. At Claremont we believe that homework should reinforce learning that has taken place in the classroom and help students establish a deeper knowledge and understanding of the relevant curriculum. *Homework will only be implemented at the request of the parent.*

School Responsibilities:

- Ensure the school community is aware of Claremont's Homework Policy and review when appropriate.

Teacher Responsibilities:

- Negotiate with parents or carers the suitability of homework for their child on an annual basis
- Provide homework that directly relates to the curriculum being covered in class, ensuring no new material is introduced as homework
- Check homework regularly and provide timely feedback. Teachers will not provide a consequence for incomplete homework
- Ensure the student has all relevant materials to complete homework tasks
- Explicitly teach strategies pertaining to the homework, including organisational and time-management skills
- Discuss with parents or carers any developing problems and suggesting strategies to assist with their homework

Parent or Carer Responsibilities:

- Help your child complete homework by reading key questions and directing them to resources. Parent involvement is critical if homework is going to be beneficial
- Encourage your child to organise their time and take responsibility for learning
- Explain to your child the benefits and purpose of homework
- Contact the relevant teacher to discuss any concerns about the nature of homework

Student Responsibilities:

- Discuss with their teacher and their parents the homework expectations
- Accept responsibility for completing homework tasks within set time frames
- Seek assistance when difficulties arise
- Organise your time at home to complete homework tasks

MEDICAL PROCEDURES:

The staff attend first aid on campus. The school has a number of prepared first aid kits for use by individual class groups and when off campus on community based instruction. A number of staff members also hold current First Aid certificates.

MEDICATION FOR CHILDREN:

Where a child requires medication at school, parents must complete a **written authorisation** so the Principal can authorise a staff member to administer the medication.

- It is a Department of Education requirement that instructions provided must be written by a pharmacist at a doctor's direction (e.g. **only prescription items**).
- The medication container should be the original one issued by a pharmacist indicating specific times at which the medication is to be administered, as well as the exact quantity.
- The medication date must be current.
- Teachers are not allowed to administer non-prescribed medication (e.g. Panadol) unless prescribed by a doctor.
- Daily medication is administered in the classroom and a medication register is maintained daily.

Please notify the school immediately if there are any changes or modifications to your child's medication as this can affect your child's behaviour and may have side effects which need to be noted and communicated to you.

NEWSLETTERS:

A School Newsletter is sent home each month on a Monday. The newsletter contains information about upcoming events, school achievements and activities and general school news.

P & C ASSOCIATION:

The P&C Association meet monthly to discuss a range of issues affecting the operation of the school and student programs. Parents and staff who attend these meetings form an effective advisory group who can influence the school's strategic direction. They have an important role to play in lobbying for services for disabled children.

PARENT PARTICIPATION:

Parents are welcomed into the school as an integral part of the education program. The school encourages parent participation in whatever form parents are able to assist. This can include:

- Assisting in school excursions, camps and breakfast club
- Membership in the P&C
- Assistance with fundraising activities
- Participation in Celebration Days

The school holds an event for parents at the commencement of each year so that you can see your child's classroom, meet the staff and other parents.

In addition, the school runs parent information sessions on topics of interest to parents. If you have any suggestions for these kinds of activities that would best meet your needs, please let us know.

PHOTOGRAPHS:

Each year we engage the services of commercial photographers to photograph all class groups. These are available for parents/caregivers to purchase.

SCHOOL CAPTAINS:

School captains are elected each year from the senior students. Students elected to the position are good role models and portray the school values and beliefs and they have high expectations of themselves.

SCHOOL PERMISSION FORMS:

It is a requirement of the Department of Education that parents provide written permission and/or details on entry and or an annual basis or when the situation changes for agreement/support of specific school policies, educational programs and specific individual student details e.g. medical information.

Claremont Special School requires parents to give permission/ details for:

- Media consent and use of student photograph, name, video image, work samples
- Medical information and medications
- Community based program access and travel on the school bus
- Library borrowing
- Swimming
- Electronic device policy including mobile phone usage, computers, internet, etc
- Work experience
- Junior Trampoline
- PG videos
- Relationships and Sexuality program

SCHOOL SECURITY:

Claremont Special School is protected by electronic security. All staff are required to wear name badges while on school premises. All visitors e.g. teacher education students, parents, parent helpers, visiting staff etc. must report to the office to register and be allocated a visitor's badge. Parents wishing to take their children home early or for appointments through the day, must report to the office first as they are required to sign their child out in the **Early Departure Register**.

POSITIVE BEHAVIOUR for LEARNING PROGRAM

At Claremont we believe that every student has the right to feel safe and to learn in an environment that is as stress free as possible.

Claremont has adopted a whole of school approach to education called **Positive Behaviour for Learning**. This supports the belief that all behaviour is purposeful and that in order to address that behaviour we must also address the reason for that behaviour occurring. This necessitates the use of a variety of strategies which may vary according to the individual involved. These may include such things as changing the environment, teaching correct responses to stressful situations, imposing consequences, and implementing structured social skills programs.

Student Code of Conduct as approved by the P&C and the Assistant Regional Executive Director is available on the school webpage www.claremontspecs.eq.edu.au and on request from the school office. This plan outlines the school rules and expected behaviours of all students. These school rules and expected behaviours are displayed throughout the school and are explicitly taught to students on a regular basis.

STUDENT EXPECTATIONS (as per cover page)

I CAN LEARN

I AM RESPECTFUL

I AM RESPONSIBLE

I AM SAFE

STUDENT ABSENCES:

All schools in Queensland are committed to providing safe and supportive learning environments for all students which address their educational needs.

At Claremont Special School we believe every child can learn and that Every Day Counts for our students. It is a school expectation that students attend every day (Monday to Friday from 8:50am – 2:40pm). Regular school attendance is vital and missing school days can have a big impact on a child's future. Missing one day a fortnight (which is 90% attendance) means a student will miss four full weeks by the end of the year. By Year 10 this means that they will have missed more than an entire year of school. While sickness and family emergencies may impact on school attendance our aim at Claremont Special School is that all students will attend more than 95% of the time

Parents are asked to notify the school so that the class teacher/administration is aware of the child's absence. It is preferable for parents to phone on the day of the absence (ph: 38135333) and prior to school commencing. There is a dedicated absentee line available. Please identify the reason for the illness e.g. sick.

Parents will receive a text message identifying your child is absent from school if the school does not have a valid reason for the absence. You can reply to this message and identify a reason for the absence. If you have not notified the office by phone re an absence, a communication must be sent on the child's return to class. If no communication is received, your child's absence will be marked on the class roll as "unauthorised" for Department of Education purposes.

If your child misses more than ½ hour at the beginning or end of the school day, it is classed as a ½ day absence. **It is the parent's responsibility to notify the bus/taxi service if your child is not attending school.**

No student will be permitted to leave the grounds except on approved school activities unless a request in writing is presented to the Principal.

LONG UNEXPLAINED ABSENCES:

Parents are responsible to ensure their child attends school on a regular basis. Parents will be contacted by the principal if your child has not attended school for long unexplained periods. Parents may be prosecuted for failing to have your child/children attend school.

STUDENT BANKING:

School banking through the Commonwealth Bank occurs each Wednesday. Please contact the admin officer if you would like your child to participate.

STUDENT MATERIALS / BOOK LISTS:

At the beginning of each year parents are provided with a list of materials required by all students. Students who are 12 years old as of 1 January or older are entitled to the Student Resource Scheme allowance and will be provided with the materials on their list by the school as long as parents provide the school with written consent. If this does not happen, parents will have to provide all materials and meet expenses for their child.

Please label everything your child brings to school.

Children should also come with water bottles, sun safe hat, morning tea and lunch on the first day. It is often better to provide too much rather than too little at this time until children settle into a routine.

STUDENT TEXT BOOK AND RESOURCE ALLOWANCE:

The text book and resource allowance provides financial assistance to parents/caregivers to offset textbook and education resource costs. The allowance is paid by the Department of Education through the school. Parents will receive the allowance through participating in the school's textbook and resource scheme. The following students are eligible:

- Students 12 years old at 1 January
- Students 15 years old at 1 January

The P & C ensure that parents are consulted annually on the way the school plans to manage the textbook and resource allowance and approve the booklist of materials and resources that the school will provide using the allowance for 2021.

SUN SAFE POLICY

We are committed to:

- Increasing the amount of shade in the school grounds
- Encouraging all teachers, staff, parents and volunteers to act as positive role models for children in all aspects of SunSmart behaviour

- Ensuring that all students, staff, parents, volunteers wear sun safe hats – broad brimmed, bucket or legionnaire style caps that protect the face, neck and ears.



- Ensuring that sunscreen is available for all outdoor activities.
- Ensuring that students wear 'rash shirts' while at their Swimming and Water Safety Program
- Students without adequate sun protection play in shaded or covered areas at morning tea and lunch times
- Providing school uniforms in which the shirts have collars and sleeves; broad-brimmed hats and legionnaire style caps
- Ensuring that adequate shade and/or minimise steps to minimise exposure to the sun is provided at sporting carnivals and outdoor activities.

TRANSPORT:

- If a student is absent from school it is the parent's responsibility to notify the bus/ taxi company direct.
- There is a code of conduct for travel on the bus which all students must obey. Should there be any breaches of the code of conduct, parents will be advised by the bus company and the school will also be notified. Repeated breaches may result in the loss of transport privileges.
- If parents change address and require access to transport, the department will only grant it if you attend your closest special school. Please contact the school prior to change of address. Paperwork must be completed and approved by the region when there is a change in transport. This cannot be organised with the bus company.

WEBSITE: www.claremontspecs.eq.edu.au

Claremont Special School has its own website where parents/community can access up to date information regarding school policies, annual school report, newsletters and upcoming events etc.

INFECTIOUS DISEASES

Policy and Procedures Register – HLS-PR-004: Infection Control

The following pages show disease/condition and the related time off (exclusion period) required. RECOMMENDED EXCLUSION periods are based on the time that a person with a specific disease or condition might be infectious to others. RECOMMENDED NON-EXCLUSION means there is not a significant risk of infection to others. A person who is not excluded because of infectivity may need to remain at home because of infectivity may need to remain at home because they do not feel well.

The following exclusion periods are based on the recommendations given by the National Health and Medical Research Council.

Condition	Exclusion of cases	Exclusion of contacts
Amoebiasis (Entamoeba histolytica)	Exclude until diarrhoea ceases.	Not excluded.
Campylobacter	Exclude until diarrhoea has ceased.	Not excluded.
Chicken pox	Exclude until fully recovered or for at least five days after the eruption first appears and until all blisters have dried.	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their

		own protection. Otherwise not excluded.
Conjunctivitis	Exclude until discharge from eyes has ceased.	Not excluded.
Cytomegalovirus Infection	Exclusion not necessary.	Not excluded.
Diarrhoea	Exclude until diarrhoea has ceased.	Not excluded.
Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later.	Exclude family/household contacts until cleared to return by an appropriate health authority.
Glandular fever (mononucleosis)	Exclusion is not necessary.	Not excluded.
Hand, Foot and Mouth disease	Until all blisters have dried.	Not excluded.
Head Lice (Pediculosis)	Exclude until the day after appropriate treatment has commenced	Not excluded
Haemophilus type b (Hib)	Exclude until medical certificate of recovery is received.	Not excluded.
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before seven days after the onset of jaundice or illness.	Not excluded.
Hepatitis B	Exclusion is not necessary.	Not excluded.
Hepatitis C	Exclusion is not necessary.	Not excluded.
Herpes ("cold sores")	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible.	Not excluded.
Hookworm	Exclusion not necessary.	Not excluded.
Human immun.-deficiency virus infection (HIV AIDS virus)	Exclusion is not necessary unless the child has a secondary infection.	Not excluded.
Condition	Exclusion of cases	Exclusion of contacts
Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.	Not excluded.
Influenza and influenza like illnesses	Exclusion not necessary.	Not excluded.
Leprosy	Exclude until approval to return has been given by an appropriate health authority.	Not excluded.
Measles	Exclude for at least four days after onset of rash.	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case they may return to school.
Meningitis (bacterial)	Exclude until well.	Not excluded.
Meningococcal infection	Exclude until adequate carrier eradication therapy has been completed.	Not excluded if receiving rifampicin.

Molluscum contagiosum	Exclusion not necessary.	Not excluded.
Mumps	Exclude for nine days or until swelling goes down (whichever is sooner).	Not excluded.
Parvovirus (erythema infectiousum fifth disease)	Exclusion not necessary.	Not excluded.
Poliomyelitis	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery.	Not excluded.
Ringworm, scabies, pediculosis (lice), trachoma	Re-admit the day after appropriate treatment has commenced.	Not excluded.
Rubella (German measles)	Exclude until fully recovered or for at least four days after the onset of rash.	Not excluded.
Salmonella, Shigella	Exclude until diarrhoea ceases.	Not excluded.
Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the person feels well.	Not excluded.
Tuberculosis	Exclude until a medical certificate from an appropriate health authority is received.	Not excluded.
Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by an appropriate health authority.	Not excluded unless considered necessary by public health authorities.
Whooping cough	Exclude the child for five days after starting antibiotic treatment.	Exclude unimmunised household contacts aged less than 7 years for 14 days after the last exposure to infection or until they have taken five days of a 10-day course of antibiotics. (Exclude close child care contacts until they have commenced antibiotics).
Worms (intestinal)	Exclude if diarrhoea present.	Not excluded.