



# Kawana Waters State College

*A Community of Learning*

## ***P-12 Information Booklet***

[www.kawanawatersc.eq.edu.au](http://www.kawanawatersc.eq.edu.au)

# College Principal's Message

Kawana Waters State College is a co-educational, Independent Public School. We are a Queensland Government State School offering education from Prep to Year 12 on two adjacent campuses, separated by an environmental wetland area. The College, situated on the coastal strip between Mooloolaba and Caloundra on the picturesque Sunshine Coast, approximately 100km north of Brisbane. The College is set between the Pacific Ocean and the world class sports and rowing precincts of Sunshine Coast Stadium and Kawana Sports Precinct, Kawana Aquatics Centre and Lake Kawana. Across Lake Kawana, the College forms part of the vibrant and innovative health, business and Arts precinct including the Sunshine Coast University Hospital, which will employ up to 3500 people in health and ancillary services. Our close partnerships with this precinct, the University of the Sunshine Coast and Education Queensland International mean that academic pathways and international perspectives are abundant at Kawana Waters State College.

Kawana Waters State College strives to make this precinct the educational experience of choice for young people aged 5 to 18 globally. We enjoy a vibrant International Student program with opportunities for local students to travel and study overseas as well as welcoming international students to engage in a first class educational experience.

Our local and international students also have the opportunity to apply for inclusion in our Programs of Excellence in Academic Curriculum Extension (ACE), Football, Arts and Aquatics. Many students have gained State and National honours from these programs. In NAPLAN, the relative gain is significantly above the national average in nearly all dimensions of Years 3, 5, 7 and 9. Kawana Waters State College continues to be a dynamic and innovative College.

The values of our College are clearly articulated and vibrantly endorsed in daily College life. Our College website, is designed to positively communicate these values and celebrate College experiences. I encourage you to explore it further at [www.kawanawaterssc.eq.edu.au](http://www.kawanawaterssc.eq.edu.au).

Kawana Waters State College is a "Choose Your Own Device" College. All students are expected to purchase their own Laptop (Yr 1-12) and bring it to class.

There is a range of options available for families to assist them to achieve this outcome. The College is committed to providing supportive learning environments for all students and is keen to assist students with personal laptop/tablet devices.

We welcome you to Kawana Waters State College and look forward to a productive partnership with parents to ensure that the very best outcome for every student at our College is achieved. Our clearly stated goal to engage our community begins with this partnership.



Colin Allen-Waters  
College Principal

# COLLEGE INFORMATION

<b>College Principal</b>	Colin Allen-Waters
<b>Head of Campus – Secondary</b>	Elly Gerbo
<b>Head of Campus – Primary</b>	Brendan Smith
<b>Deputy Principal – Secondary Campus</b>	Anne Allen
<b>Deputy Principal – Secondary Campus</b>	Brett Allan
<b>Deputy Principal – Secondary Campus</b>	Judy Brown
<b>Deputy Principal – Primary Campus</b>	Lyn Duffy
<b>Head of Special Education Services</b>	Steve Olsen
<b>Business Manager - HR/Facilities/Assets</b>	Deb Egan
<b>Business Manager - Finance</b>	Louise Schultz

## Contacts:

**Student Absences**            5436 9366

**Primary Telephone**        5436 9333                    **Fax** 5436 9300  
**Secondary Telephone**    5436 9388

**Canteen**        **Primary**        5436 9331  
                      **Secondary**    5436 9364

**Website:**        [www.kawanawatersssc.eq.edu.au](http://www.kawanawatersssc.eq.edu.au)

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**Postal Address:**                    Kawana Waters State College  
  (Primary Campus) or (Secondary Campus)  
  P.O. Box 1049  
  BUDDINA QLD 4575

**Street Address:**                    Kawana Waters State College  
  (Primary Campus) or (Secondary Campus)  
  119 Sportsmans Parade  
  BOKARINA QLD 4575

**Please Note:** Information in this document is current at the time of printing however, details may change. Please check the website for up to date details.

Latest update November 2018

# KAWANA WATERS STATE COLLEGE



## What do we believe?



## Guiding Principles

**Vision** Kawana Waters State College is an international community of learners achieving excellence.

**Statement of Purpose** We strive to develop life-long learners who make a positive contribution to a global society.

**Values** Respect, Excellence, Diversity, Enjoyment.

**Beliefs** At Kawana Waters State College, we believe all people can learn.

## What do we do?



## Research Informed Practices

### Focus

- Quality Learning
- Collective Capacity
- Enjoyment and Celebration

### Pedagogical Framework

- The new Art and Science of Teaching

- ✓ *Strengthening the delivery for continual improvement of Quality Learning.*
- ✓ *Providing us with a better understanding of:*
  - who our learners are and what learning needs to take place
  - how to track and measure student performance.

## How do we do it?



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## ***Aerosol Deodorants***

Students are not permitted to use or bring aerosol deodorants due to the increased risk to students and staff with allergies and asthma. These people can suffer respiratory attacks. Students are encouraged to use roll on deodorants.

## ***Attendance/Absences***

Parents have a responsibility to ensure regular attendance of their children at school. The Education Act states that a child must have a legitimate reason for absence e.g. illness.

The College uses an automated program for monitoring absences and truancy. Parents are requested to contact the College by phone (5436 9366), text (0429 471 066), QParent message or email (absences@kawanawaterssc.eq.edu.au) prior to 9:00am if their child is going to be absent and provide a reason for the absence.

- Each day at approximately 10:00am, a text message is sent to parents whose children have not attended Home Group/morning roll call and are unexplained absent (UA). Parents are requested to reply with the reason for their child's absence.
- Continued unexplained absences will result in a phone call to parents, followed by the first letter in a process to recommend prosecution for students of compulsory age who are failing to attend school on a regular basis. Students in Years 11 and 12 are at risk of having their enrolment cancelled.
- Students who are absent, due to illness for 3 or more continuous days are required to produce a Medical Certificate from a doctor to support the absence.

### **\* Exemption from Compulsory Education**

Students who are absent for 11 or more consecutive school days must apply for an Exemption from Compulsory Schooling & Compulsory Participation.

Parents/caregivers should phone the College and speak with the Attendance Officer regarding this process, and obtain the Application for *Exemption from Compulsory Schooling & Compulsory Participation Form* to complete and return to the College as soon as possible for processing. The College Principal approves this exemption if there are legitimate reasons for the absence.

### **\* Late Arrivals**

**Students must report to the Admin Office (primary) or Student Services Office in the Humanities Block (secondary) upon late arrival at College to receive a late slip to be presented to the class teacher. A note, phone call, text message or email from the parent with explanation is required.**

### **\* Early Departures**

If a student must leave early for a commitment that is unavoidable, parents **must provide a note of explanation** (dated and signed). Alternatively, a phone call can be made to 5436 9366 (secondary) or 5436 9333 (primary). Prior to leaving, the student **must be signed out** at the relevant campus office. Students leaving campus early, without permission, will be treated as truants and consequences will apply. **Only persons who are listed as family contacts in our records are authorised to sign out students.**

### **\* Students Leaving Grounds**

Students will not be permitted to leave the College grounds during school hours unless:-

- A parent/guardian arrives to collect the child
- A telephone call/note is provided to the College requesting a child to ride or walk home during school hours (secondary only). Secondary students must sign out at the Student Services office and Primary students must be collected from the office
- The College reserves the right to refuse permission for a child to leave early until the identity of the collector is verified.

### **\* Truancy/Unexplained Absences**

Students are expected to attend every class on every day. Reports are run on a daily basis to verify that students are present in every class. Head of Departments (HOD) follow up and consequences are applied. Lunchtime detentions may be issued to primary students. Failure to attend detentions will result in further consequences.

## ***Bicycles, Scooters & Skateboards***

Bike racks are provided inside the grounds. Bicycle chains/locks are highly recommended. Students are not permitted to ride bikes, scooters or skateboards within the College perimeter. The racks are out of bounds to all children unless depositing or withdrawing bikes. Scooters and skateboards are also to be locked in the bike racks with a lock and chain. It is the student's responsibility to ensure that bikes, scooters and skateboards are secure.

Parents are urged to assist in promoting safe practices for their children who ride bicycles. This includes an understanding of road rules and the wearing of helmets. Students will not be permitted to leave the College grounds on a bike if they are not wearing a helmet.

## ***Bus Transport***

Transport issues to and from the College are under the direction of the Transport Department. Contact **Buslink** (☎ 5476 6622) for full details of pick-up and drop-off times and locations, or visit the website at <http://www.buslinkqld.com.au/suncoast/suncoast.htm>



## ***Canteen and Uniform Shops***

Both canteens and uniform shop operate for the convenience of students & families.

**The secondary canteen** is open before school at 7:45am and then again at first and second breaks. Coffee & snacks are available all day until 2pm. Flexischool is preferred ordering option. Please order before 8:30am. To contact the canteen please phone ☎ 5436 9364.



**The primary canteen** operates on the flexischool system ([flexischools.com.au](http://flexischools.com.au)) and is open during first and second breaks. Drinks, snacks, iceblocks, slushies & more are available during both breaks. To contact the canteen or uniform shop please phone ☎ 5436 9331.

**The uniform shop** is located on the Primary Campus and opening times are:-

Monday - Closed

Tuesday & Wednesday – 8:15am to 10:00am

Thursday & Friday – 2:00pm to 3:30pm

All items of our College uniform are available from the uniform shop located in the Primary Canteen or via flexischools ([flexischools.com.au](http://flexischools.com.au)).

## ***Cars***

### **\* Parking**

Parental parking in staff carpark areas poses a safety risk to children as they walk through the car park, consequently staff car parks are not available for parent or student use. This includes the internal car parks on both campuses and the access road to the MPS. Carparks are signposted to indicate that non-staff parking is not permitted.

### **\* Students Driving Cars to School**

Students with a driver's license who intend to drive to and from school must complete a **Driver Registration form** available from the Student Services Office (Humanities Block) or the Year 12 Co-ordinator. Students are not permitted to access their vehicles during class time or between breaks. Students are not permitted to drive other students on excursions or to College events nor are students permitted to drive themselves on excursions or events for which a bus has been organised.

## ***Chaplaincy***

This school community provides a chaplaincy program endorsed by the school's Parents and Citizens' Association and available on a voluntary basis to all students. Information about the school's chaplaincy program is on the school's website. The chaplain is involved in a range of activities, which [are free of religious or spiritual content](#).

Parent consent, or in some cases, the student's consent is required for participation in specific activities with religious or spiritual content. If the principal decides that the student has the appropriate level of maturity and understanding to give informed consent, the student can sign this form themselves. Otherwise, the parent must sign the form on the student's behalf.

# Classroom Requirements

## \* Primary

Classroom requirements / booklists are available from the Primary Campus office. Each school year, the College negotiates with suppliers for the tender of classroom requirements in a pre-ordered book pack at a very reasonable rate.

Parents who choose to use this service can have book packs home delivered on a pre-arranged date before the commencement of the school year.

## \* Secondary

Parents will be required to supply the stationery listed in the Student Resource Scheme (SRS) booklet ready to start the year. Other specific requirements for selected subjects will be advised by individual teachers.

## College Council

Kawana Waters State College has a College Council. Membership of the College Council includes the College Principal, Heads of Campus, President of the P&C, two parents, two staff and two student representatives. This group collaboratively sets the strategic direction of the College and monitors the achievement of our goals.

## Computers/ICT

The College's "Choose Your Own Device" (CYOD) program (with parent & community support) enabling students to bring their own device to school and connect to the internet, curriculum network and printers. As the primary source of student ICT use within the College, the CYOD program enables students to engage with their curriculum using devices of their choice seamlessly within and outside of the classroom.



The CYOD program is supported by a number of devices in areas of the school, to complement the CYOD program. Further details about appropriate devices, type of access available and management costs are available on our school website.

School Website: <https://kawanawaterssc.eq.edu.au/Pages/default.aspx>

The 21st Century teaching and learning experience of the College is enhanced through industry leading interactive technology and collaboration facilities across the College enabling students to reach their potential. Students also have access to the latest industry standard software packages including: AutoCAD, Adobe, Microsoft Office (including the Class Notebook online learning platform) and an extensive range of curriculum software. ICT is integrated throughout all curriculum and teaching areas from Prep to Year 12.

## Crossings

Children crossing roads must cross **ONLY** at the supervised crossing. Staff employed by Queensland Transport, supervise Sportsmans Parade (outside the primary campus) and Meridan Street crossings on school days. Pedestrians and motorists must respect and obey the Crossing Supervisors at all times (between 7:50am – 8:50am and 2:20pm – 3:10pm).



Children should be familiar with and obey the following rules:

- Approach crossing in an orderly manner and wait at the kerb – remember no pushing/shouting etc
- After the Crossing Supervisor has stopped the traffic, the supervisor's whistle indicates you may cross the road (Walking only)
- One sharp whistle blast means "STOP" immediately
- Remember bicycle/skateboards must be pushed or carried across the crossing

**Flashing lights** - Flashing light school zone signs are on Nicklin Way on the eastern boundary of Kawana Waters State College, and two sets on Sportsman Parade, one in front of the Primary Campus and one near the entrance to the Kawana Aquatic Centre.



You will notice that the signs look similar to standard school zone signs with the important addition of a red flashing ring around the speed limit as well as two flashing yellow lights at the top of the sign. The installation of flashing light school zone signs is proven to improve visibility of school zones, serving as an active reminder for motorists to slow down.

So next time you're travelling to school to drop off or pick up your child keep an eye out for the signs and make sure you adhere to the signed speed limit.



# Curriculum

Kawana Waters State College offers a versatile curriculum from Prep to Year 12, which caters for a wide range of student needs.

Our curriculum offerings include quality academic courses for our students who aspire to transition to tertiary education. For students who aspire to other areas of either further study, traineeship or the workforce, we offer a wide variety of subject choices, usually a combination of academic and vocational subjects.

## \* Primary

Formal learning begins in the preparatory classrooms then develops through the primary years, where students are encouraged to develop a sense of belonging, to learn who they are and how they learn. Students from Prep to Year Six engage in a wide variety of areas of learning and engage in units of work in each of these learning areas – units which require students to develop and build on skills within the learning areas, as well as applying these skills to given problems and investigations by using higher order thinking skills.

Students engage in units of work within each of the learning areas

- |               |                        |   |
|---------------|------------------------|---|
| • English     | • The Arts             | • Humanities/Social Science               |
| • Mathematics | • Design & Technology  | • Health and Physical Education           |
| • Science     | • Digital Technologies | • Languages other than English (Japanese) |



The general capabilities (literacy, numeracy, information and communication technology (ICT), critical and creative thinking, personal and social capability, ethical behaviour and intercultural understanding) are embedded in the learning areas which are informed by ACARA's (Australian Curriculum Assessment and Reporting Authority) Australian Curriculum.

These general capabilities encompass the knowledge, skills, behaviours and dispositions that, together with curriculum content in each learning area and the cross-curriculum priorities, will assist students to live and work successfully in the twenty-first century. They ensure the development of children to have a strong sense of identity and wellbeing, are connected with and contribute to their world, are confident and involved learners and effective communicators.

Curriculum at Kawana Waters State College is both relevant to the lives of our students and addresses the contemporary issues they face. With these considerations, the curriculum gives special attention to these three cross curriculum priorities, which are embedded in all learning areas.

- Aboriginal and Torres Strait Islander histories and cultures
- Skills for 21<sup>st</sup> Century Learning
- Sustainability

When teachers are planning learning experiences for the students in their classes, consideration is given to the needs of individual students in each class (differentiation). This may result in students participating in different learning experiences within one year level or even within one class. Students who excel in a particular learning area, or aspect of a learning area, may be provided with opportunities to be further challenged in this area, thus extending their skills, knowledge and understanding. Students who find a particular aspect difficult may be encouraged to revisit skills and knowledge and apply them to a different situation, thus further providing opportunity for them to develop and improve their skills in this area. On some occasions, students may be completing these tasks in small groups or even individually with either the class teacher, a teacher aide, Support Teacher: Literacy & Numeracy, or even on some occasions, independently.

\* **Secondary** See individual Subject Information Booklets

## Standardised Testing

Department of Education Queensland mandates that all students in Years 3, 5, 7 and 9 participate in NAPLAN (National Assessment Program – Literacy and Numeracy) assessment tasks in term two. Students are assessed in the areas of Reading, Writing, Language Conventions (Spelling, Grammar and Punctuation) and Numeracy. Parents receive a report which indicates their level of success in each of these areas.

## ***Dental Service***

The College is visited regularly by the Queensland Health Dental Service. A dental examination is offered to all consenting students aged 5 to 18 years. The dental unit is fully staffed and equipped to handle most dental work. Dental work does not proceed without the consent of the parent or guardian. For all enquiries regarding this Dental Service please do not hesitate to contact Kawana Oral Health on 5493 2327.

## ***Dress Code***

**Kawana Waters State College is a UNIFORM COLLEGE**

Our College Uniform and Dress Code has been officially endorsed by the Parents & Citizens Association. Please refer to our website for the full Dress Code Policy. [Day uniform is to be worn on days that students do not participate in HPE and other sports activities.](#) **Please note that students are required to wear formal day uniform when representing the College at events both at school or offsite. This includes formal parades, College photo days and most excursions (except camps).**

## ***Enrolment Procedures***

Parents and caregivers intending to enrol their student at Kawana Waters State College are required to follow the process on our website under the enrolment tab. Proof of birth date (such as Birth Certificate or Passport) and proof of residency within our enrolment catchment is mandatory for all students.

As part of this process, parents will make contact with our Enrolment Officer by email at [enrolments@kawanawaterssc.eq.edu.au](mailto:enrolments@kawanawaterssc.eq.edu.au) or by telephone at 54369330 to discuss their child's enrolment and to receive further information about our College. Please bring your child's birth certificate and latest report to your interview as enrolment cannot progress without these. You must also show your proof of residency within the Kawana Waters State College enrolment catchment.

## ***Enrolment Management Plan***

Kawana Waters State College recognises as its prime obligation, the provision of access to an appropriate educational service for students whose principal place of residence is within the College's catchment area. Because of enrolment capacity and growth, Kawana Waters State College may be unable to meet this obligation in the future, unless action is taken now to manage enrolments. The Principal must restrict enrolment of out-of-catchment students to ensure in-catchment students can enrol at their local state school, without requiring additional facilities.

The College Enrolment Management Plan (EMP) sets out the conditions under which students may be enrolled into Kawana Waters State College, subject to any other requirements or limitations in the [Education \(General Provisions\) Act 2006](#). Kawana Waters State College has a maximum Student Enrolment Capacity.

A catchment map defines the catchment area for Kawana Waters State College. We operate under an equidistant catchment area and under a negotiated catchment area. The College's catchment map is available to be viewed online at: <http://www.qgso.qld.gov.au/maps/edmap> or at either of our College offices. As Kawana Waters State College is a Prep to Year 12 campus, we have separate catchment areas for primary and secondary.

### ***Students within catchment***

Any student, whose principal place of residence is within the College's catchment areas is (subject to the *Education (General Provisions) Act 2006*) entitled to enrol at the College. The College Principal will reserve places for students who move into the catchment area throughout the College year.

Parents or legal guardians who wish to enrol their child at the College **will need to** demonstrate that the student's principal place of residence is within the catchment area.

### ***Out-of-Catchment applications***

Out-of-catchment students applying for enrolment at this College are placed on a waiting list, assessed in order of receipt and prioritised. These applications will remain current only for the College year in which they are applying to enrol.

### ***Decisions on Enrolment***

The Principal is responsible for all decisions on enrolments.

### ***Gazettal Date***

The School Enrolment Management Plan of Kawana Waters State College was gazetted in 2014.

## Prep Enrolments

Birthdate	Eligible for Prep Year in:	Eligible for Year 1 in:
Child born 1 July 2013 to 30 June 2014	2019	2020
Child born 1 July 2014 to 30 June 2015	2020	2021
Child born 1 July 2015 to 30 June 2016	2021	2022
Child born 1 July 2016 to 30 June 2017	2022	2023

Please complete all enrolment forms and policy agreements as per the website enrolment process, prior to booking your enrolment interview. Prep students must be delivered to class and collected from class by a parent each day.

## ***Extra Curricular Activities***

### **Instrumental Music & Ensembles**

Kawana Waters State College offers students from Years 3 to 12 opportunities to participate in the Instrumental Music Program. The program aims to develop student's musical skills and enable students to participate in various ensembles within the College community.

The College Ensembles support the College at major functions. The ensembles also provide music to the wider community through performances at shopping centres, retirement villages, community functions and music festivals on the Sunshine Coast.

Opportunities exist for students to progress through the Education Queensland Instrumental Music proficiency levels and external examinations. Individual students and ensembles also have the opportunity to participate in local eisteddfods and other competitions.

Participation in the Instrumental Program also involves membership of an Ensemble.

Instruction is free of charge and occurs on a rotational basis throughout the school week. We encourage students to buy their own instruments however the College will hire you an instrument if available. A small hire fee per year (currently \$80) goes towards the upkeep and maintenance of these instruments. Instruments will not be issued until the hire fee is paid. While instruction is free, we ask that each student in the program pays a fee (\$75) to support the purchase of sheet music, musical scores, music stands and other equipment.

A College choir plus various vocal groups also operate. All of these groups are in demand for local functions and several performances occur annually.

### **Performing Arts**

Performing Arts is held in high regard, providing quality performance items for both College and Community functions. The College Theatre Companies; consisting of the Senior Theatre Company (SKIT) and Junior Theatre Company (SKITTLES) are recognised in the community as talented and committed performers. An array of exciting and high profile opportunities are created for students in all Performing Arts disciplines, including Dance and Music.

Contact Mr Jeff Day (HOD Arts), 5436 9329 for more information.

### **Sport**

Sport is a compulsory part of our curriculum and essential for the health and well-being of young adolescents. We ask that parents support this program by ensuring that their students participate in the program and attend all organised sporting carnivals. After school competition occurs in a large variety of sports, either at a school level, or at a local club level.



## Enrichment Activities

The following are also on offer:

- Mathematics Competitions (Australian and local)
- English Competitions (Australian)
- National Geography Competition
- Constitutional Convention
- Interschool debating and public speaking
- Hospitality courses (including catering and functions)
- Computer activities (both competitions and clubs)
- Lego League
- Bee-Bot Programming Club
- Water-based activities (eg. Scuba diving, surfing competitions, etc)
- ICAS - International Competitions and Assessments in Maths, English, Science and Digital Technology
- Opti-MINDS
- Brainways day of excellence
- Robotics Club
- Environmental Group
- Art (Exhibitions and visiting artists)
- Drama Presentations
- Writers' Workshops
- National Computer Quiz
- Chess Club
- Script Writing Club

## Camps and Excursions

In the primary years, excursions, sleepovers or camps will be linked to the annual units of study. These opportunities may change each year.

In the secondary years, excursions & camps relating to curriculum are conducted throughout the year. Some excursions (eg. theatre experiences and water activities) may be conducted outside of school hours.

## Facilities

All buildings in the College are low-set. Classroom accommodation is adequate for the College's needs and a large multi-purpose stadium (MPS) provides a high quality indoor facility that is used regularly by the College and the local community. Multi-purpose hardcourts are also situated on both campuses.

Our College facilities have been enhanced by the College Innovation Centre and Science Technology and Information Centre (STIC). This hall and flexible learning space has quality stage lighting, sound equipment and a film and television green screen. The College has a modern special education centre and has recently added a purpose build Helath Education hub and simulated hospital ward to enhance our focus on Health Education.

The lake development opposite the College provides a world-class water sports venue with a landscaped public access area. The Kawana Waters Sports Complex and Sunshine Coast Stadium including the aquatic facilities, complement our on-site facilities. The College has significant open and oval spaces

## Hours - College

Formal tuition commences at 8:50am and ends at 2:50pm.

**Primary Campus** – Children must arrive after 8:20am and before 8:40am. (**Supervision is not rostered prior to 8:20am**). Outside School Hours Care is available.



**Primary Campus Office:** 8:00am to 3:30pm

**Secondary Campus Office:** 8:00am to 3:30pm

**Secondary Campus** – Formal tuition commences at 8:50am and ends at 2:50pm. Senior school students may have flexible timetables between 7:40am and 4:00pm

## Insurance

Parents are advised that the Department of Education does not have Personal Accident Insurance cover for students. Physical education, particularly contact sports, carries inherent risks of injury. It is a personal decision for parents as to the type and level of private insurance they arrange to cover students for any accidental injury that may occur.

## Interschool Sport

### \* Primary

Students in Years 5 & 6 have the opportunity to compete in interschool sport with Coastal District schools in close proximity in term 3 in a variety of sports including rugby league, soccer, netball, touch football and oztag. Games are played over fortnightly Fridays at a variety of local venues.



### \* Secondary

Students in Years 7 and 8 have the opportunity to compete in interschool sport in a variety of sports including football, netball, AFL and others. Games are played at a variety of venues on Wednesday afternoons for Years 8 & 9 and Thursday afternoons for Year 7. Students also have the opportunity to compete in a range of after-school sporting competitions including netball and soccer.

## Lost Property

**Our advice is to NAME EVERYTHING**

Lost property is collected and every endeavour is made to return goods to their owners. This is simple when articles are named, however it is often difficult to locate an owner when articles are not named. Please do not write on the labels as these can be removed. A waterproof pen is recommended.

## Medication at College

Only medication prescribed by a qualified medical practitioner and essential for a child's wellbeing, can be dispensed by staff at the College.

Non prescribed medications (eg. panadol, aspirin, cough mixture etc) can only be administered by College staff if labelled by a pharmacy and the required form is completed.

Education Queensland Regulations require that, before medication is administered:-

- (i) A parent has completed a medication form signed by the doctor (*available at the office*)
- (ii) The label on the medication clearly states:
  - (a) the name of the child
  - (b) the dosage and times for it to be taken

**Please Note:** Medication must be sent in the packaging with the original dosage attached by the chemist.

All medication is locked away at the office and dispensed according to the doctor's or pharmacist's instructions. Details are entered in an official register. Please advise the office if medical information for your child changes. Students who need a ventolin puffer should have this with them at all times.

Students with anaphalaxis, severe asthma, diabetes or other significant conditions **MUST** have a Health Plan provided to the College and update it annually.

## Mobile Phones and Other Electronic Devices

### \* Primary Campus

On the Primary Campus all mobile phones and other electronic devices except iPads and laptops must be signed into the office on arrival at the College. Phones can be collected after the bell rings to go home in the afternoon. All other electronic devices should be left at home unless they are specifically required for classroom work and are authorised under the 'Choose Your Own Device' Agreement.



The *iSMART* program is an integral part of the daily learning at school and at home. Students in Year 1 to Year 6 are required to have a **family owned** laptop or notebook at school each day. Ipads will be provided to Prep students to use in class in 2019.

The College takes no responsibility for mobile phones and other electronic equipment that are lost, stolen or damaged.

### \* Secondary Campus

Students are permitted to bring mobile phones on to the College grounds. Unless being used with your teacher's permission, these devices are to be turned off and out of sight during class, parades, assemblies and all other functions where you are being addressed by students, staff or visitors to the College. Mobile phones are to be switched off in emergencies unless directed otherwise by College staff. This includes SMS messages. *Students wishing to use these devices in special circumstances should negotiate*

arrangements with relevant College staff. **Please see the Choose Your Own Device (CYOD) policy on the website or ask at the office.**

If students are found with their mobile phone on during a test, any marks for that assessment item will immediately be cancelled. In-phone device cameras are not to be used for photographing or sending photos taken on College grounds.

Action will be taken against any student who photographs, films or records other individuals without their consent or who sends harassing or threatening messages. Consequences for students in serious breach of this policy are - the device being prohibited from College grounds and other consequences as outlined in the 'Behaviour Management Plan'. The College will not accept any responsibility if the mobile phone/ipad/MP3/personal computer is lost, stolen or damaged.

## **Money Matters**

### **Student Resource Scheme & Subject Fees**

Detailed information regarding College fees can be found in the "Student Resource Scheme & Subject Fees" (SRS) booklet on the College website or available in hard copy from the College offices. Please read this documentation and complete the Agreement form when enrolling and then again annually in September/October for the upcoming year.

Payment options are BPoint, Netbank, Cash, Eftpos, Centrepay or through QParents. More information about these options is outlined in the Student Resource Scheme booklet.

[Students are not permitted to attend excursions unless the SRS payments are up to date.](#)

### **Refund Policy**

State schools are able to charge a fee for:

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

Refunds for the Student Resource Scheme (SRS) from Prep – Year 12 will be made:

- after completion of the "Release Form" advising of the final date of attendance at the College, next school attending and signed by the parent
- on a pro-rata basis based on the number of weeks attended in the current year in relation to a 40 week school year less consumables already used

Refunds for Programs of Excellence and senior subject fee payments will be made:

- on notification of subject change to another subject
- on a pro-rata basis based on a 40 week school year less uniforms and supplies already provided to the student (eg. *Coaching etc.*)

College excursions and camps enhance a student's learning by providing opportunities for the student to participate in activities outside the normal school routine. All planned excursions are approved by the Principal and endorsed by the Parents and Citizens Association.

College fees for excursions and camps are calculated on a cost recovery only basis, according to the number of students who have indicated their attendance. Participation of students in an excursion or camp is indicated through payment of the excursion or camp fee and provision of a permission form completed by the parent/carer.

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

If a parent/carer wishes to **apply** for a refund due to their child's non-participation in an excursion or camp activity, they may do so by completing a 'Request for Refund' form available from the College website or offices. Where possible, the request should include the receipt or receipt number relating to the payment for which a refund is being sought.

Refunds will be made as a credit against the student's account at the college, and used for costs in the future unless specifically noted by the parent on the "Request for Refund" form.

Department of Education policy references:

Education (General Provisions) Act 2006; SCM-PR-002: School Excursions; FNM-PR-019: State Education Fees

## Newsletters

The Kawana Waters State College newsletter is available online via 'Schoolzine'. Please visit <http://kawanawaterssc.schoolzineneewsletters.com/subscribe> and register to have the newsletter sent to your email address. There will be no hardcopy newsletter supplied by the College unless requested. If you install the QSchools App on your mobile phone – and you are registered for our electronic newsletter, it will be available on your phone. Newsletters are produced monthly and weekly ews alerts are emailed to all families.



## Out of Hours School Care

Helping Hands Network provides Out of Hours School Care for the College. Care is provided for children from 6:45am until the start of school and from the finish of school until 6:00pm. Contact details are: [kawana@helpinghandsnetwork.com.au](mailto:kawana@helpinghandsnetwork.com.au) or phone 0429 810 002. Children are not permitted to be on the College grounds before 8:20am or after 3:00pm as they can be enrolled in the Out of Hours School Care Program. Rates are very reasonable and the program provides interesting, fun and educational activities for students. Vacation Care is also available from 7:00am to 6:00pm daily. Please don't hesitate to see the Co-ordinator for an obligation free quote taking your Child Care Benefits and rebate into consideration. Enrolment forms and contact information is also available from the Primary Campus office. *Parents of primary aged children are encouraged to enroll their child in Out of Hours School Care. This will allow use of the service in the advent of a family emergency or unexpected late pick up.*



## Parents and Citizens Association (P&C) Welcomes You!

**It takes a village:** As the saying goes, "It takes a village to raise a child," and the same is true for creating and maintaining a positive and nurturing school environment. The Kawana Waters State College P&C is a supportive group of parents and community members who are committed to supporting students and the College so that students can be provided with opportunities and facilities that benefit them and their education. The key focus areas for the P&C are:

- a) to foster general community interest in educational matters;
- b) to endeavour to bring about closer co-operation between the parents of students attending the College, other members of the community and the staff and students of the College;
- c) to provide advice and recommendations to the Principal of the College on issues and concerns in respect of students and the general operation and management of the College;
- d) to provide or assist in the provision of financial or other resources or services for the benefit of students of the College; and
- e) to participate in any committee or other body comprising members of the College and wider community, which will contribute to the general benefit of students attending the College.

The P & C holds fundraising ventures and other activities throughout each year and your support of these activities is always appreciated.

Please consider becoming a volunteer at our College. **Volunteers are always welcome.** There are many ways that you may be able to help. For more information about volunteering at the College, please phone one of our offices.

Consider volunteering or becoming an active member of the P&C as you will gain a deeper understanding of the College culture and the decision-making process. Learn the 'why' behind the many decisions being made at the College. If you are a parent of a student or an interested community member you are invited to become members of our P&C.

Meetings are held on the third Thursday of the month in the Secondary Campus conference room from 3:10 – 4:10pm. These meetings provide a good means of keeping up to date with what is happening at the College with reports from the Principal, Treasurer and the P&C. Come, share your voice, and help us support student and teachers.

## ***Parent Concerns – “Putting Things Right”***

At times parents may have a concern, a problem or a complaint about a College related matter. It is vital that any concerns are brought to our attention so that we can resolve the issue with the person or persons involved.

Issues you think are serious should be raised with teachers or administration. We are committed to dealing positively with your concerns. It helps us to learn how we can do things better for you. We will endeavour to ensure that any issues are resolved quickly, however, sometimes a more complex matter will take time.

Effective partnerships between parents, students and our College are important to educational success. One part of that partnership is trust and openness. We need to be able to talk to each other when we have concerns, so that issues can be worked out.

## ***Parent Visits to the College***

Parents are welcome to visit the College to discuss their child's progress, behaviour etc, at any time during the year. It is essential to make an appointment with staff members to ensure they will be available to meet with you. Parents are most welcome to meet with the teachers, Heads of Department, Year Co-ordinators, Deputy Principals and Principals or to address any issues.

## ***Policies and Agreements***

All College policies and Agreements are available from either the office or on our website at [www.kawanawaterssc.eq.edu.au](http://www.kawanawaterssc.eq.edu.au).

## ***Programs of Excellence***

### ***Academic Curriculum Extension Program (ACE) in Year 7 to Year 9***

Eligible students selected to be part of this program will be placed with other Highly Able and Gifted students in the areas of English, mathematics, science and humanities. Teachers allocated to these classes will cater for these students through an array of strategies that meet their specific needs. For more information about the program please contact Mr Jim Bailey – Head of Department (Science), on 5436 9398.

### ***Aquatics Program of Excellence***

An Aquatics Program currently enrolls students in Years 7, 8 & 9. Students interested in applying for the Aquatics Program should contact Mr Tim Morrow on 5436 9363.



### ***Arts Program of Excellence***

The Arts Program of Excellence provides students who have special interest and skills in the Arts with rigorous lessons, tailored learning experiences and customised performance projects that support and enable students to excel.

#### **The program aims to:**

- Offer students in Years 7, 8 and 9 who are skillful and artistic in the area of **Dance or Drama** an extended curriculum.
- Extend students personal and performance development through a comprehensive assortment of workshops and performance activities.
- Inspire and encourage links between the College, the community and the Arts by accessing professionals within the industry and through performance based projects.

#### **We are looking for students with the following qualities to join the program:**

- Intense interest in Dance or Drama.
- Talent to excel in Dance or Drama (demonstration of potential in audition, interview and workshop).
- Skill to work effectively as part of a group/ensemble.
- Preparedness to accept challenges and undertake tasks in which they are unfamiliar.
- Age adequate literacy skills (ideally a minimum B in English in Years 7 to 9).
- Leadership qualities.
- Willingness to participate in after-school hours performances, workshops and events.

For more information please contact Mr Jeff Day (HOD Arts), 5436 9329.



### **Football Program of Excellence**

The College runs a very successful Football (Soccer) Program. Students interested in applying for the Football Program should contact the Football Program co-ordinators Mr Stuart Michael and Mr Adam Walker on 5436 9363.

### **International**

Kawana Waters State College provides senior secondary schooling to full fee-paying International students from a range of countries including Norway, Germany, Japan, Italy and Brazil. If you are interested in becoming a Homestay family please contact our Homestay Co-ordinator, Vanessa Moraes on 5436 9339 or 0459 859 187.

### **Sunshine Coast Technical Trade Training Centre**

The Sunshine Coast Technical Trade Training Centre (**SCTTTC**) is the Sunshine Coast's lead training facility for future-focused secondary students. The SCTTTC delivers programs of study in:

- Construction
- Engineering
- Plumbing
- Automotive
- Resource & Infrastructure Work Preparation
- Surveying & Spatial Information Services
- Electrotechnology
- Health Support Services

It will provide vocational qualifications and tertiary pathways, preparing students for the workplace or further education and training. By working with industry and our education and training partners, SCTTTC will develop and deliver high quality programs to students designed to meet the needs of industry. KWSC is a founding member of the SCTTTC and we are focused on ensuring the SCTTTC offers high quality, highly relevant training in a wide range of trade areas.

For more information please phone the SCTTTC on 5436 8444.

## **QParents**

The QParents secure online parent portal is a web and mobile application that provides parents and legal guardians of Queensland state school student's access to their child's student information, in one place.

QParents will assist both staff and parents in sharing and responding to information in a cost effective and efficient way. QParents will allow parents to connect instantly with their child's school to access and manage their child's student information including:

- Attendance and absence details, including the ability to let the school know of changes to normal routine, such as when a child is unwell or has to leave early
- Academic report cards
- Class timetables
- Unpaid invoice details, payment portal and payment history
- Personal student details, including the ability to update information such as medical conditions, address and telephone numbers
- Enrolment details.

### **The benefits of QParents**

#### **Convenience and time savings for parents**

- Parents can view or update their child's details when and where it is convenient.
- Provides an opportunity to enhance the role parents play in their child's educational journey.

#### **Greater transparency of information**

• Improves accountability between parents and schools by providing parents with timely access to their child's information online.

- Allows parents to have greater access to information relating to the child's educational journey.

#### **Contemporary state-wide solution**

- Secure 24/7 access online.
- Any-time, anywhere accessibility — access QParents on your smart phone, tablet or computer.

QParents is a scalable solution that has the potential to become a centralised information hub for parents to help them manage their child's educational journey.

## Improved administration efficiencies for schools

- Allows schools the opportunity to streamline their administrative processes.
- Schools have an opportunity to share information online.

## Why QParents Was Developed?

State schools currently share a variety of important information with parents about their child's education ranging from enrolment details, attendance records, behaviour, academic report cards to class timetables and school events. An important part of this is the maintenance of up-to-date, accurate student details. Whilst this information is shared via a wide range of communication methods ranging from parent-teacher interviews, emails, telephone, in-person, newsletters, report cards, school websites to the school bag, state schools and parents have asked the department to develop a communication mechanism that will provide parents with timely and accurate access to this information via a secure online channel.

## Help and further information

For more information about QParents please visit:

<http://www.qld.gov.au/education/schools/information/pages/QParents.html>.

For help, visit <https://QParents.qld.edu.au/#/help> or call 13 QGOV (13 74 68)

## QSchools App for Mobile Phones

Through the Department of Education and Training, Queensland school communities can interact with their favourite state schools using the QSchools smartphone app thus enabling you to have the Kawana Waters State College website on your phone or iPad.



The QSchools app is a convenient way to receive up-to-the-minute information from and about schools. The app features are designed to integrate with the department's preferred school website platform, to allow users to see when news, events and newsletters are posted to their selected school website. Users can also see other useful information provided by the school, such as tuckshop menus, uniform shop information, class times and the College and the Department social media feeds. The College community can also receive emergency announcements such as natural disasters and school closures through this app.

The QSchools app is particularly useful to parents who have students in different schools, as the app manages updates from multiple schools. To start your journey visit [www.kawanawatersssc.eq.edu.au](http://www.kawanawatersssc.eq.edu.au) with your smart phone or iPad and look for the Qschools logo on the right hand of the home page. You will need your Apple iTunes or Google Play logon and password.

Find our College by using text search, postcode, school name, suburb or your current location. Any changes to the College website will result in you being informed via updates to the Kawana Waters State College QSchools app.

## Religious Instruction

Religious Instruction lessons are held once a week with an Ecumenical focus for students in Years 1 to 6 when instructors are available. Please complete the form in the Enrolment Application to advise us of your child's participation in this program.

## Reporting To Parents

Assessment of student progress is an on-going process. The emphasis is on the individual and endeavours to see each child progress to his/her ability. Formal reporting periods occur four times per year for Secondary and twice a year for Primary, however parents are encouraged to make contact with teachers at any time during the year.

### \* Primary Reporting Schedule - Prep to Year 6

<b>Term 1</b>	Prep students are monitored on Early Years Curriculum Guidelines learning areas; social and personal learning, health and physical learning and active learning process. Introductory student review discussed in face to face interviews with parents All Prep-Year 6 students have been assessed for literacy and numeracy progress
<b>Term 2</b>	National testing/NAPLAN Years 3 & 5 Prep students continue to be monitored as per term 1 End of Semester 1 report for all Prep to Year 6 students is emailed home during the final week of Semester 1
<b>Term 3</b>	Student performance reviews Prep to Year 6 conducted as face to face interviews Prep students continue to be monitored as per terms 1 and 2 Year 3 & 5 Naplan reports All Prep-Year 6 students have been re-assessed for literacy and numeracy progress
<b>Term 4</b>	Prep students continue to be monitored as per previous terms End of Semester 2 report for all Prep to Year 6 students is emailed home during the final week of Semester 2 Student performance reviews at teacher or parent request (Prep-Year 6)

### \* Secondary Reporting Schedule - Years 7 to 12

<b>Term 2</b>	Interim report emailed home - approximately week 1 of term 2 Face to face student performance interviews National testing/NAPLAN Years 7 & 9
<b>Term 3</b>	End Semester report emailed home - approximately week 1 of term 3 Face to face student performance interviews
<b>Term 4</b>	Interim report emailed home – approximately week 1 of term 4 End Semester report emailed home final week term 4

## Sickness and Accidents

If children are injured or become too unwell to work in the classroom they are taken to the first aid room. Whenever students exhibit minor symptoms they will be treated by our first aid staff, otherwise we will endeavour to contact parents/guardians to arrange for the student to be collected. In the case of a serious injury occurring to your child which may require urgent medical attention, every attempt is made to contact parents as soon as possible and if required the student will be transported to hospital by ambulance.

**Please ensure our records are kept up to date so we have your current address, telephone numbers, email address and contacts.** Both the College and the family will benefit from the accuracy of this data, if it is required in an emergency.

## Social Media

Please take the time to set up access to our College Facebook site. Current updates, student highlights and emergency notifications will be made using this medium. Links to set up are available from our website.

## ***Student Banking***

Students in Prep to Year 6 can make deposits every Thursday morning using the Commonwealth Savings Bank. An account can be opened by depositing 10 cents or more. Our School Banking program is managed voluntarily by P&C Association representatives who process transactions electronically. Our College receives a small commission on transactions. Withdrawals require a parent's signature and can only be processed at the Bank or an Agency. Children transferring from another school may transfer their account by contacting the Bank. Application packages can be collected **from the Primary Campus office.**



## ***Special Education Programs***

Kawana Waters State College provides a range of support modes and programs across the College to meet the individual needs of our students with disabilities. These include in class support, individualised lessons and small group tutorials. Each student with a disability has a case manager who works in collaboration with support staff, teachers, parents and the wider community to develop the most appropriate and inclusive programs for them.

## ***Staff***

The College is characterised by a highly experienced & committed staff comprising:

- College Principal
- Heads of Campus
- Deputy Principals
- Head of Special Education Services
- Head of Departments (HOD)
- Head of Curriculum – Primary
- Guidance Officers – Primary & Secondary
- Classroom Teachers
- Teacher-Librarians
- Support Teachers – Literacy and Numeracy
- Special Education Teachers
- Instrumental Music Teachers
- Business Service Managers
- Administration Officers
- IT Staff
- Teacher Aides
- Indigenous Education Worker
- School-Based Police Officer
- School Chaplain
- School-Based Youth Health Nurse
- Science Operations Officer
- Schools Officers
- Cleaners

## ***Sports House System***

Children are allocated to sporting houses on a family basis in the primary campus and by roll class on the secondary campus. Continuing P – 12 students remain in their foundation house where possible.

Our houses and colours are:



Pacific Swordfish - Blue



Tasman Sharks - Yellow



Coral Stingrays – Red

## ***Student Leadership***

The College is represented by elected College Captains. Students from Years 7 to 12 are elected to the Senior Council and from Years 5 & 6 to Primary Student Leadership positions.

## ***Third Party Website Risk and Mitigation Parent Agreement***

Kawana Waters State College uses a range of websites to deliver curriculum to students in different and engaging ways. Many of these websites are hosted by third party organisations and therefore, the College takes steps to ensure the safety and security of the students and their information. As part of this process, the College has developed a list of sites that we use and strategies implemented by staff to lower or remove the risk to students and their information. Each year it is a requirement that Parents\ Guardians agree to their students undertaking this risk and our mitigation strategies to lower the risk. If the parents do not agree then the student either cannot take part, or the parent will be asked to sign and approve each of the sites individually when the students undertake this with their teachers. Agreeing to

this website risk and mitigation table for all sites will mean that Parents\ Guardians will not have to sign multiple forms and return them to the College each time a teacher would like to use a website.

A copy of the website risk and mitigation table is available on the school website (<https://kawanawaterssc.eq.edu.au/Facilities/Computersandtechnology/Pages/Computersandtechnology.aspx>), or from the Administration Office of either campus. If you have any questions regarding this form or the acceptance procedure please contact Matthew Clark (IT Manager).

## ***Unique Student Identifier (USI) for Year 10, 11 and 12 students***

You are required to obtain a Unique Student Identifier (USI). Once you have your USI please advise Office staff at the College as it needs to be recorded on your school profile.

- **What is a Unique Student Identifier (USI)**

A Unique Student Identifier (USI) is a reference number made up of numbers and letters that give students access to their USI account. A USI will allow an individual's USI account to be linked to the National Vocational Education and Training (VET) Data collection allowing an individual to see all of their training results from all providers including training units and qualifications.

The USI will make it easier for students to find and collate their VET achievements into a single authenticated transcript. It will also ensure that students' VET records are not lost.

The USI is available on line and at no cost to the student. This USI will stay with the student for life and be recorded with every nationally recognised VET course that is completed.

Students go to website <http://www.usi.gov.au> to access their USI. (Please ensure that students use their school email address).

## ***Volunteer Programs***

Parents are encouraged to support their child and their child's class by volunteering on a parent roster. Parents working in classrooms may be asked to listen to children read, take a small group for activities, prepare materials, help listen to spelling or work one-on-one with an individual child. Or you may be able to help in our canteens or with other P & C activities.



We really value parents help, especially when the Primary Campus students attend the Kawana Waters Aquatic Centre swimming lessons. Volunteer parents are encouraged to apply for a 'Working with Children' Blue Card at no cost. Applications are available from the office.

**All volunteers are asked to sign in through the College offices.**

Kawana Waters State College is your College. We encourage all parents/carers to look for ways to support the great learning that happens in so many ways in our College. Being a volunteer is one way you can help.

The Kawana Waters State College P & C needs your help. Please contact our P & C President to find out more. Contact details: [PandC@kawanawaterssc.eq.edu.au](mailto:PandC@kawanawaterssc.eq.edu.au)

## Who do you ask when?

<b>Concern or Issue</b>	<b>Who to ask</b>
Subject issues such as results, tests, progress or homework	Primary - Class Teacher Secondary - Class Teacher or Head of Department for that subject
General progress, behaviour, settling in problems, minor school conflicts	Primary - Class teacher Secondary - Home Group Teacher or Year Co-ordinator for that year level
Sports Matters	Primary - PE teacher Secondary - Sports Coach or Sports Co-ordinator - HPE Head of Department
Course and subject selection - Secondary	Deputy Principals
Serious personal or family issues, university entrance information, job guidance	Guidance Officer
Mentoring and Pastoral care	Year Level Coordinator or Chaplain
Problems associated with student health and/or well-being	School-based Youth Health nurse – Secondary students only
Problems associated with legal matters	School-based police officer
Serious problems associated with personal development, dress, attitude to school and life, lack of purpose, poor conduct	Year Co-ordinator for that year level Heads of Department Guidance Officer Youth Health Nurse Chaplain Head of Campus – Primary or Secondary Deputy Principals
General problems not easily resolved by others (day to day organisation, travel to and from College, disputes, theft, loss of materials or confidential issues)	Head of Campus – Primary or Secondary Deputy Principals Heads of Department
Attendance Matters	Primary - Class teacher or Deputy Principal Secondary - Deputy Principal or Attendance Officer
Finance Matters Receipting	Business Manager - Finance/Admin Secondary Office
Use of College facilities during out of College hours (our facilities are regularly booked for functions and sports activities)	Business Manager - HR, Facilities & Assets
Issues related to the operation of the College	College Principal Head of Campus – Primary or Secondary
College Community relations, concerns about teaching, or other issues	College Principal

Question	Answer								
My child has been verified with a disability as a Special Education student. How can I enrol him/her?	You need to contact the Head of Special Education Services. Phone: 5436 9375								
Are uniforms compulsory?	Yes. This can be enforced under the Education Act 2006.								
<p>How do I purchase the College uniform?</p> <p>More information is available online from the College website:  <a href="http://www.kawanawaterssc.eq.edu.au">www.kawanawaterssc.eq.edu.au</a></p>	<p>The College Uniform Shop is open on the Primary Campus:</p> <table data-bbox="798 604 1404 739"> <tr> <td>Tuesday</td> <td>8.15 am – 10.00 am</td> </tr> <tr> <td>Wednesday</td> <td>8.15 am – 10.00 am</td> </tr> <tr> <td>Thursday</td> <td>2.00 pm – 3.30 pm</td> </tr> <tr> <td>Friday</td> <td>2.00 pm – 3.30 pm</td> </tr> </table> <p>You may pay by cash, cheque or credit card.</p> <p>NB – Eftpos only available on Thursday &amp; Friday</p>	Tuesday	8.15 am – 10.00 am	Wednesday	8.15 am – 10.00 am	Thursday	2.00 pm – 3.30 pm	Friday	2.00 pm – 3.30 pm
Tuesday	8.15 am – 10.00 am								
Wednesday	8.15 am – 10.00 am								
Thursday	2.00 pm – 3.30 pm								
Friday	2.00 pm – 3.30 pm								
What do we need to provide before my enrolment interview?	See checklist on front page. Please note that if all information required is not provided prior to enrolment interview, the enrolment cannot proceed.								
How do I get information about bus timetables and bus routes?	Phone Buslink 5476 6622 or online at <a href="http://www.buslinkqld.com.au">www.buslinkqld.com.au</a>								
How do I know what subjects my Secondary student has been given?	Students will receive a timetable on their first day.								
What should I bring on the first day of school?	Students in Years P-12 will be required to bring all items from their stationery / book lists.								
Where do I go on the first day?	With the exception of arrival on the first day of the year, you are to report to the Administration Office on your first day.								

