



# Rockhampton Special School

## Handbook For Parents/Carers



### SCHOOL VISION

"Every student achieving success in life"

### SCHOOL VALUES

RESPECT ~ POSITIVITY ~ INTEGRITY

**Street and Mailing Address:** Rockhampton Special School  
91-115 William Street  
Rockhampton QLD 4700

**Phone Number:** (07) 4937 5333

**Fax Number:** (07) 4922 6012

**Principal's email:** [the.principal@rockhampspecs.eq.edu.au](mailto:the.principal@rockhampspecs.eq.edu.au)

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

**Office Hours:** 8:00am – 4.00pm

### **SCHOOL ADMINISTRATION**

<b>Principal</b>	Erin King
<b>Deputy Principal</b>	Kelly Simmonson (Acting)
<b>Head of Curriculum</b>	Lynne Rydstrom (Acting)
<b>Business Manager</b>	Christine Corkill
<b>Administrative Officer</b>	Michelle Taylor

### **SCHOOL PROFILE**

Rockhampton Special School is located on the south side of Rockhampton and is part of the CQ region. Our school implements the Australian Curriculum from Prep to Year 12. We ensure that our students access and participate in high quality education and are fully engaged with the curriculum through developing highly individualised programs responsive to individual student learning needs. Every member of the school community, including teachers, support staff, volunteers, families and students work collaboratively to ensure students can access and participate in all aspects of school life.

We work with students, parents and caregivers and other organisations including teacher and professional associations, as respected and valued partners in inclusive education. We support students, parents, caregivers and families to have a voice and be heard. Their views are considered in decision making at all levels.

Our school has a major focus on communication for access to learning and all students are exposed to various communication systems including the use of the Pragmatic Organisational Dynamic Display (PODD), Auslan (as part of the whole school LOTE program) and other various supports. We develop the capability of staff by providing continual professional learning and mentorship.

The school has eleven classes across three cohorts. In 2019 there are six Primary classes, four Secondary classes and one Transition class. These classes are arranged by chronological age and are based on individual student learning requirements.

Rockhampton Special School also provides an educational service to school aged patients, and children or siblings of patients at the Rockhampton Hospital. The success of this service requires close liaison with Queensland Health staff and students' home schools.

Staff at Rockhampton Special School include: Principal, Deputy Principal, Head of Curriculum, Business Manager, Administration Officer, Experienced Classroom Teachers and Teacher Aides, Grounds Officer and Cleaners. Out school team liaises closely with other community agencies to provide improved student learning outcomes.

**Additional information can be found on the school website**

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

## **SCHOOL HOURS**

- The official hours of school programs are from 8.55am – 2:55pm
- Staff are rostered for supervision of students from 8.30am until 8.55am and until students leave to be transported home in the afternoon at 2:45pm - 3.00pm.
- Taxi drivers, bus drivers and parents who transport their children to school should **not** bring the students to school before 8.30am and no later than 8.55am to provide students with adequate time to prepare for the day. This is to ensure maximum safety for the students.

## **DAILY ROUTINE**

8.30am – 8.55am	Students arrive for school
8.55am – 11.00am	Session 1
11.00am – 11.15am	MORNING TEA
11.15am – 11.40am	1 <sup>st</sup> Play Break
11.40am – 1.40pm	Session 2
1.40pm – 1.50pm	LUNCH
1.50pm – 2.10pm	2 <sup>nd</sup> Play Break
2.10pm – 2.45pm	Session 3
2.45pm – 2.55pm	Travel Training

## **2019 Important Dates**

### **TERM DATES – 2019**

<b>Term</b>	<b>Date</b>	<b>Length</b>
Term 1	Tuesday 29 January–Friday 5 April	10 weeks
Term 2	Tuesday 23 April–Friday 28 June	10 weeks
Term 3	Monday 15 July–Friday 20 September	10 weeks
Term 4	Tuesday 8 October–Friday 13 December	10 weeks

### **PUBLIC HOLIDAYS – 2019**

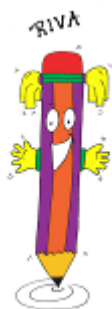
Australia Day – Monday 28<sup>th</sup> January  
Good Friday – Friday 19<sup>th</sup> April  
Easter Monday – Monday 22<sup>nd</sup> April  
ANZAC Day – Thursday 25<sup>th</sup> April  
Labour Day – Monday 6<sup>th</sup> May  
Show Holiday – Thursday 13<sup>th</sup> June  
Queen’s Birthday – Monday 7<sup>th</sup> October

### **PUPIL FREE DAYS – 2019**

Term 4 – Monday 21<sup>st</sup> October

## **PARADE (Held every Friday afternoon in the Hall at 2.00pm)**

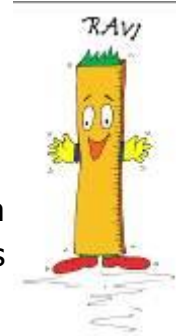
1. Greeting
2. National Anthem (Advance Australia Fair)
3. Student of the Week and Principal Awards
4. Birthday Awards
5. Ravi and Riva Awards and Milestone Achievements
6. Announcements/News



## **BEHAVIOUR MANAGEMENT**

### **POSITIVE BEHAVIOUR FOR LEARNING**

Rockhampton Special School is a PBL school which is a whole-school approach focusing on improving a school's ability to teach and support positive behaviour for all.



The school has a Responsible Behaviour Plan for Students which is part of the enrolment package. If you would like additional copies of these documents please contact the school office. Many students will have an individual student support plan that will be compiled in consultation with parents and caregivers so that they have maximum opportunity to access the curriculum.

At Rockhampton Special School we are helping students to prepare for their place in the wider community. In addition to academic, communication and mobility skills, we assist our students to develop and exhibit appropriate behaviours enabling them to mix socially and behave appropriately with others in the community. To do this we are building a learning environment that is happy, pleasant and caring place to be, for both staff and students. This means that all members of the school community are required to behave in an acceptable, positive manner allowing all students the opportunity to learn and play safely without interference or distraction, and staff the opportunity to provide stimulating learning experiences.

Our school endeavours to celebrate success in good behaviour and we follow the three school rules: Be Responsible, Be Respectful and Be Safe.

**PLEASE REFER TO THE RESPONSIBLE BEHAVIOUR PLAN AND PBL PAMPHLET IN YOUR ENROLMENT PACKAGE.**

## **VOLUNTEERS**

Volunteers can be anyone who wishes to provide a service free of charge to Rockhampton Special School and contribute to either one or some of the following:

- The educational experiences of students;
- Development or maintenance of facilities;
- The development or maintenance of resources;
- The provision of services which support students during their school day;
- Any other school activity.

The Volunteer Policy outlines the expectations and school procedures. Volunteers who do not have a child attending the school will be required to undergo a criminal history check. An application form is available from the school's office.

The Commission for Children and Young People is responsible for administering an employment screening service for persons engaging in child-related employment. This screening will be known as the "working with children check". This check will require that the preferred applicant for a position identified as child-related employment undergo a criminal history check that will include a search of Queensland and interstate police databases.

The Commission will, on the basis of a person's criminal history, determine their suitability to work with children and young people. The 'blue card' will be issued upon acceptance. If interested in volunteering at the school, please contact the Principal or Deputy Principal for further details.

## **SHARING INFORMATION**

Events in a family, such as major illness, visits from relatives, accidents or deaths of relatives, friends or pets, can be a major concern or excitement for children and markedly affect their behaviour. It is important for the home and the school to share information, which will affect the child, so it would be appreciated if open channels of communication were maintained. Each child will have a Communication Book (exercise pad or diary) that will be used on a daily basis. This book will detail an overview of the learning for the day and will keep you informed of any upcoming changes or events. Parents are encouraged to use the book on a daily basis also.

## **BOOKLIST**

A booklist will be sent home at the end of each year. They are also available at the front office prior to the commencement of school and at the end of the year before the holidays.

## **CONTACTING TEACHERS/INTERVIEWS**

Parents/caregivers are welcome at the school at any time however parents are not encouraged in classrooms during learning time so that other students are not distracted from their learning. It would be advisable to contact the teacher prior to visits as the student may be accessing a program not held on the school premises. The most convenient times to contact teachers would be during break times:

MORNING TEA ( <i>First Break</i> )	11:00am - 11:40am
LUNCH ( <i>Second Break</i> )	1:40pm - 2:10pm

Interviews may be requested by the teacher or parent. Parents requesting an interview should request this through a letter or phone call to the school. Parents are unable to seek an interview with teachers while teachers are working with students.

## **HEALTH & HYGIENE**

**Policy:** The Department of Education is committed to provide safe working environments for school communities. Although this policy refers specifically to schools, infection control procedures are warranted for all staff, volunteers and students at all Department of Education workplaces.

Staff at Rockhampton Special School are aware that students may have high medical needs and are particularly careful to observe strict infection control procedures.

## **ALLERGIES**

It is the responsibility of parents to notify the school if their child is at risk of an anaphylactic reaction. This will enable Rockhampton Special School to provide appropriate support in the management of your child's health.

Staff are trained to recognise symptoms of an allergic reaction and apply emergency care to a child suffering from anaphylaxis.



## **ILLNESS/MEDICATION PROCEDURE**



Parents/caregivers are asked to consider other students and staff before sending a sick child to school.

Parents/caregivers are asked to inform the school administration or teacher if their child is to be absent from school. A medical certificate may be required if the student is to be absent for more than 3 days.

The school Principal will assess students who become ill at school. Should the student need to be sent home, parents/caregivers would be notified and asked to arrange for the child to be taken home.

Children suffering from infectious diseases may be excluded from attendance at school for varying lengths of time. Please refer to the Department of Health Time Out poster in your enrolment package. Parents should be guided by the advice of their Doctor.

Student's immunisations should be current i.e. Diphtheria, Tetanus and Pertussis, Poliomyelitis, Measles, Mumps and Rubella. Hepatitis B is optional.

If your child requires medication at school, parents are to complete and sign an Administration of Medication at School Record Sheet which is available from Administration. All medication is to be clearly and correctly labeled. Medication records are maintained by the school when medication is administered.

## **DENTAL SERVICE**

If you wish for your child to be seen by the School Dental Service, their contact details are as follows:

### Rockhampton

Allenstown School Dental Clinic	(07) 4922 2673
Berserker School Dental Clinic	(07) 4926 2319
Frenchville School Dental Clinic	(07) 4926 2874
Park Avenue School Dental Clinic	(07) 4922 2729

### Capricorn Coast

Yeppoon School Dental Clinic	(07) 4939 2479
------------------------------	----------------

## **SCHOOL NURSE**

The Department of Education Nursing Service aims to build the capacity of non-nursing staff in schools to confidently and competently provide health care to students with specialised health needs, enabling them to participate in all aspects of their education program.

Working with staff in your school, registered nurses can help manage the specialised health needs for your students by:

- assessing individual students health needs;
- developing individualised student health and emergency plans;
- providing specific training for school staff to meet the specialised health needs/interventions of specific students;
- providing ongoing support and refresher training;
- liaising directly with individual student's healthcare provider, specialist health team, doctor or healthcare professional.

Registered nurses also work with schools to:

- develop best practice management strategies for students with specialised health needs;
- provide support and advice for students, parents and school staff;
- facilitate and provide advice on accessing health equipment and supplies;
- work copllaboratively with the educational team to develop the individual student's independence and confidence to self-manage their own health needs.

## **ACCIDENTS AND EMERGENCIES**

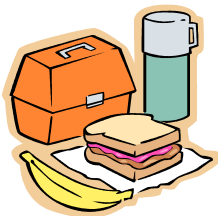
In minor cases, treatment will be given by staff trained in first aid. In cases where it is judged further treatment is required, parents/ambulance will be called. Every attempt will be made to contact parents. If unable to be contacted, further treatment will be given to the student on the parents' behalf. If the student needs to be transferred via ambulance and the parent is not available, a staff member will accompany and stay with the student until the parent/caregiver or relative arrives to take charge.



Information given on the Application for Enrolment provides the school with information for contacts in case of emergency. Please advise the school of **ANY CHANGES** in these details.

## **PARKING**

For drop off in the morning, parents can access the entrance on Denison Street. A staff member is on duty from 8:30am who greets students in the morning and supervises them as they enter the school. If parents are dropping off after school has commenced or are picking up before the end of school, they are able to park on Kent Street at the front of Administration.



## **LUNCHES**

The school promotes healthy eating.

Rockhampton Special School aligns with the *Healthy Food and Drink Supply Strategy for Queensland Schools* which relates to healthy food and drink choices for students. A copy of this strategy is available at the front office.

## **BUS/TAXI PROCEDURE**

Staff supervise the arrival of students between 8:30am and 8:55am.



Teachers supervise the students from their class requiring transport home in the afternoons. Please notify the school of any changes to pick-up or drop-off routine.

Please be aware that it is the parent's responsibility to notify the taxi company should a student not require transport on a particular day. (To enquire about eligibility for Student Transport please contact Administration.)

## **STUDENT ABSENCES**

For each student to achieve success, regular and punctual attendance at school is essential. A student's absence, by law must be explained in writing or by telephone by the parent/carer. If a student will be leaving school before the end of the school day, parents are requested to sign the student out from Administration.

## **EXCURSIONS**

Students will participate in a variety of part day excursions. These form an important part of the curriculum. Parents and carers will be made aware of these trips via the class timetable and individual communication book.

Whole day excursions may be offered to students from time to time. Permission forms for student participation will be sent home prior to the event.

## **PARENT & CITIZENS ASSOCIATION**

Meetings are held monthly and an Annual General Meeting is held at the beginning of each year. The committee focuses on fundraising and general school participation. All parents and carers are welcome to attend. Meeting times and dates will be published in the fortnightly newsletter.

## **SCHOOL NEWSLETTER**

A newsletter is sent home each fortnight and is on the website. It contains information about school activities, as well as individual class and student achievements.

## **SUN SAFETY**

The school has a sun safety policy which is available from the school office. All students are expected to wear hats and sunscreen when outside. Sunscreen will be provided by the school. Sunscreen is located in each individual classroom. A 'no hat – no play' policy is followed at Rockhampton Special School.

## **STUDENT UNIFORM**

The Rockhampton Special School uniform consists of a green, navy and white polo shirt and navy shorts. Closed-in shoes are expected to be worn at all times. Uniforms can be purchased from the school office. Please see price list below:

- Shirts - \$25
- Shorts - \$12
- Hats - \$12

Some second-hand uniforms are also available at times from the school office. Please enquire for sizes and costs. Students are expected to wear a uniform unless alternative arrangements are made with school administration.

## **FIRE DRILL AND EVACUATION PROCEDURE**

Fire drills and evacuations are staged each term to ensure that students and staff are familiar with emergency procedures. There is a siren which is played over the PA system for the whole school to hear. Each room has an emergency evacuation plan to which people must adhere.

## **ALERT AND LOCKDOWN PROCEDURES**

Rockhampton Special School has three types of alert/lockdown procedures – Yellow Alert, Red Alert and Black Lockdown. Please be assured in the event of an alert or a lockdown that the **overriding consideration for the school is the safety and wellbeing of your child.**

For full details on our school Alert and Lockdown Policy and Procedures please see administration.