

Clayfield College 2016



Primary School Families Handbook





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Mrs Susan Hendriks

Information for Primary School Parents

The Primary School at Clayfield College provides an excellent co-educational learning environment with state of the art facilities for students from Pre-Prep to Year 6. Clayfield College is a nurturing Christian school with high academic student achievement and excellent teaching staff. We are known for:

- Our ability to cater to the needs of the individual student
- An exceptional Music Program
- Offering so many co-curricular opportunities
- Engaging in innovative initiatives like 'Bring your own Technology' (BYOT).

You are also encouraged to read through and become familiar with the:

- Clayfield College website www.clayfield.qld.edu.au
- Parent Lounge
- Primary School Academic Handbook
- Prep - Year 12 Pastoral Care Handbook
- Years 3 - 6 Diary

This handbook was compiled so that all members of our community could have some insight in to the workings of the Primary School at Clayfield College. This book can be used as a reference throughout the year. It will be both useful and time-saving in understanding certain procedures, finding important phone numbers or where rooms are located around the College. Clayfield College has a enviable reputation and tradition which has been built up over the last eighty years. With parental support, the College will continue to provide a safe and happy learning environment. A consistent approach between school and home will be essential as we work together to provide an excellent education for your child.

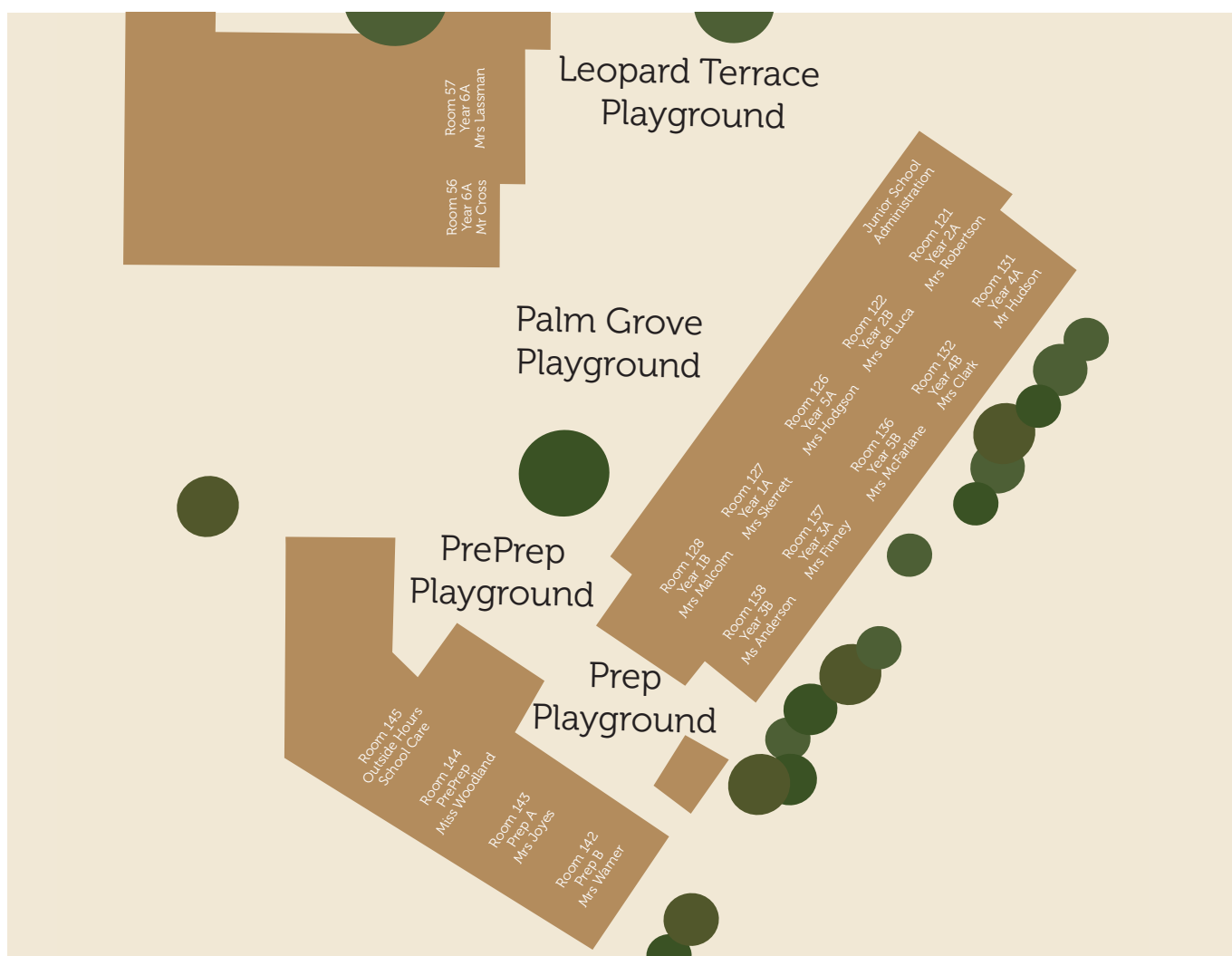
We hope that parents participate fully in as many activities as possible and that you gain much enjoyment from your association with the College. Children should be aware that a successful student is one who approaches school life with zest and enthusiasm, determined to seize every opportunity, both in the classroom and out. By working together, we can have a happy and productive year for everyone.

Welcome!

Mrs Susan Hendriks
Dean of Primary



Primary School Core Classrooms 2016



College Telephone Directory

College Contacts

College Reception	(07) 3262 0262
College Fax	(07) 3262 0225
College Address	23 Gregory Street, Clayfield QLD 4011 Australia
College Postal Address	PO Box 387 Clayfield QLD 4011 Australia
Email Address	info@clayfield.qld.edu.au
Website Address	www.clayfield.qld.edu.au

All staff can be contacted by email:

Letter of first name, then last name @clayfield.qld.edu.au, for example: jsmith@clayfield.qld.edu.au

Primary School Contacts

Primary School Reception	(07) 3262 0274 or juniorreception@clayfield.qld.edu.au
Primary School Fax	(07) 3262 0212
College Shop	(07) 3262 0251
Enrolments	(07) 3262 0220
College Tuckshop	(07) 3262 0226
College Health Centre	(07) 3262 0443
Boarding House	(07) 3262 0221
Outside Hours School Care	(07) 3262 0271
Clayfield Aquatics Centre	(07) 3262 0228
Delta Gymnastics	(07) 3262 0055
Premier Dance Studio	(07) 3369 1133



Clayfield College Information

Our Vision

Clayfield College will be a learning community where all are encouraged to grow, serve and develop their abilities in our Christian environment.

Motto

“Luceat Lux Vestra”- “Let Your Light Shine” (Matt. 5:16)

Colours

Green, gold and blue

School Hymn

*O God our help in ages past,
Our hope for years to come,
Our shelter from the stormy blast,
And our eternal home.*

*Before the hills in order stood,
Or earth received her frame,
From everlasting Thou art God,
To endless years the same.*

*Beneath the shadow of Thy throne,
Thy saints have dwelt secure,
Sufficient is Thine arm alone,
And our defence is sure.*

*O God, our help in ages past,
Our hope for years to come,
Be Thou our guard while troubles last,
And our eternal home.*

History

The school was originally opened by Mr A Rudd, M.A., L.L.B., as Clayfield College in 1902 catering for boys, and began its life in Bonney Avenue and then in buildings fronting Bayview Terrace.

In 1918, it was bought by the Presbyterian and Methodist Schools Association and a brick building erected, which opened on March 2, 1920. It was renamed the Brisbane Boys' College with Mr Rudd still as Headmaster. By the end of 1930, it proved inadequate for a boys' school, so the boys moved to a new location at Toowong.

On 9 February 1931, the school was reopened as Clayfield College, with an enrolment of 9 pupils. Clayfield College acted as a feeder school for Somerville House until the late 1930s and continues as a sister school to both Somerville House and Brisbane Boys' College. A more recent addition to the PMSA family is the Sunshine Coast Grammar School.





PMSA

PMSA

Overview & Mission of the PMSA

The Presbyterian and Methodist Schools Association (PMSA) was established in 1918, and operates four schools and one child care centre in South-East Queensland. Its members are appointed from the Presbyterian and Uniting Churches in Queensland and it is governed by a Council of fifteen members.

The PMSA's mission is to provide outstanding teaching and learning environments for our students and staff, in schools built on Christian teachings, to enable our students to discover and then develop their God-given talents, so that they may achieve personal excellence, live a fulfilling and satisfying life and make a meaningful contribution to family and society. The PMSA provides over 5,000 students with an education of excellence in a Christian and caring environment. These schools are Clayfield College, Sunshine Coast Grammar, Brisbane Boys College and Somerville House.

PMSA Values

Relationships	Founded on God's relationship with us – love, justice, compassion, forgiveness
Care	Providing a safe environment for growth and development, respecting self and the needs of others
Ethics	Integrity, seeking the truth, right thinking and right action
Personal Development	Growth, resilience, learning from our mistakes and successes, continuous improvement, self-management
Excellence	Encouraging all to fulfil their potential
Celebration	Recognising and celebrating the achievements of students, staff and our wider community

PMSA Council

The governing body of Clayfield College is the Presbyterian and Methodist Schools Association PMSA.

The Councillors of the PMSA are appointed by the Presbyterian and Uniting Churches and by the Council itself.

School Council

The PMSA governs Clayfield College through a School Council, with delegated powers to ensure successful operation, maintenance and development of Clayfield College, within the vision, mission, values and strategic plans of the PMSA.

Parent Partnerships

Parents and Friends' Association

Parents are cordially invited to attend the meetings of the Parents and Friends' Association held at 7:30pm, usually on the third Tuesday of each month, during school terms.

Tuckshop

Parents are encouraged to volunteer their time to help out in the Tuckshop from Tuesday to Friday.

College Shop

Uniforms, clothing pool items, stationery and souvenirs can be purchased in this shop which is situated under the Assembly Hall near the Bayview Terrace gate. The hours are

Monday – Friday 8:00am – 3:30pm
(Closed 12noon – 12:30pm for lunch)

Primary Support Group

A sub-committee for the P&F, the Primary Support Group (PSG) is made up of Primary School parents. Its functions are to raise funds specifically for Primary School and to organise social events for both parents and students through the Parent Class Coordinators. It is a great way to meet other families.

Primary Support Group Executive

President

Paula Neilsen paula@neilsens.com.au

Vice President

Aaron Liang aaron.liang@ocsinternational.com.au

Treasurer

Yvette McNeill yvette.mcneill@anz.com

Secretary

Amy Wiggins wiggins.30.amy@gmail.com

Dates for Meetings in 2016

All meetings held in the College Boardroom unless otherwise advised. They commence after Assembly at about 9.20am.

29 Jan	Meeting
5 Feb	PSG Welcome Morning Tea
26 Feb	Meeting
11 Mar	PSG Cup Cake Stall
23 Mar	Name the Bunny Competition
15 Apr	Meeting
30 Apr	P&F Trivia Night
5 & 6 May	Mother's Day Stall
27 May	Meeting
10 Jun	Meeting
22 Jul	Meeting
1 & 2 Sep	Fathers' Day Stall
9 Sep	PSG Disco
30 Sep	Meeting
28 Oct	Meeting
25 Nov	Meeting





College Facilities

The Primary School building houses ten spacious and well-designed classrooms spread over two levels for the Years 1-5 students, together with Primary Reception and Administration. The double glazed windows and curved façade to Sandgate Road, deflects and reduces road and traffic noise, while the aerodynamic roof improves air circulation and reduces air-conditioning costs.

Each Year 1-5 classroom has glassed computer/withdrawal areas that provide learning spaces for individual and small group learning. Plentiful storage spaces ensure that students have easy access to educational resources, equipment, books, kits and games. The extra wide verandas with bi-folding classroom doors provide breakout areas for hands on, creative learning. The Year 6 classes are housed in the lower floor of the Middle Years Building facing Leopard Terrace. They open out onto a small but colourful courtyard.

The Prep Centre houses the two Prep classrooms and the Pre-Prep classroom. These rooms have air conditioning with a kitchen, teacher work areas, storerooms and bi-folding doors which allow easy access to outside learning areas. The fenced outside play spaces have plenty of storage areas for play equipment and also include a cubby house, shaded sandpits, basketball hoops and other climbing equipment. Attached to this centre is the Outside Hours School Care room operated by *Children First* which caters for before and after school, and school holiday child care.

The playground areas of Palm Grove, Leopard Terrace and the Main Oval are the outdoor spaces where the students are encouraged to be physically active. The playground equipment was chosen to provide physically challenging opportunities for our students in the latest innovative equipment designs. Under-building water tanks supplement the irrigation of the lawns and gardens.

The Amphitheatre provides an undercover space with shaded tiered seating for a variety of purposes including: musical or theatrical presentations and shows, a sitting area for students to eat their lunch during break times and an outdoor learning space.

The Nancy Ashburn Learning Resource Centre was completed in 2015 and houses the P-12 resource collection.

Other College facilities utilised by Primary School students include: Assembly Hall, PE Centre, Tuckshop, Pool Centre, Tennis Courts and the Chapel.

Primary School Staff

Teaching Staff

Mrs Sue Hendriks	Dean of Primary
Mrs Tonia Lassman	Deputy Dean of Primary - Teaching and Learning
Mr Wayne Cross	Deputy Dean of Primary - Pastoral
Mrs Angela Clark	ICT Leader (PP-6)
Rev Paul Yarrow	Chaplain
Mrs Jann Howard	Head of Learning Support & Enrichment P-12
Miss Helen Woodland	Pre-Prep
Mrs Correne Joyes	Prep A
Mrs Maree Warner	Prep B
Mrs Jo Skerrett	Year 1A
Mrs Cheryl Malcolm	Year 1B
Mrs Chris Robertson	Year 2A
Mrs Nicky de Luca	Year 2B
Mrs Susan Finney	Year 3A
Ms Maryan Anderson	Year 3B
Mr Bret Hudson	Year 4A
Mrs Angela Clark	Year 4B
Mrs Danielle Hodgson	Year 5A
Mrs Elizabeth McFarlane	Year 5B
Mrs Tonia Lassman	Year 6A
Mr Wayne Cross	Year 6B
Mrs Carolyn Bennett	Assistant Chaplain/Christian Education
Ms Perrie Bourke	Art/ICT
Mrs Margaret Harrington	EALD (English as Another Language/Dialect)
Miss Nicole Williams	Health & Physical Education/ Andrews Cup Coordinator
Ms Peta Richardson	Health & Physical Education

Mrs Cheralyn Patterson	Food Technology
Mr James Lloyd	Control Technology
Ms Bianca den Hallander	Drama
Mrs Rachel McDonald	Learning Support & Enrichment
Mrs Samantha Lennon	Learning Support & Enrichment
Mrs Ann Slade	Music
Mrs Wendy Rolls	Music
Mrs Angela Lockyer	Music
Ms Ashlee Cochrane	Japanese
Ms Ruby Chen	Japanese/Chinese
Ms Carole Berry	Spanish

Teacher Aides

Mrs Gail Frankcom	General
Mrs Emma Bertie	Pre-Prep
Mrs Amanda Healy	Prep A
Miss Angela Armstrong	Prep B
Ms Diane Carlson	Learning Support
Mrs Sheila Woodward	Learning Support
Ms Joanne Delbridge	Library

Administration

Mrs Glenda Atkins	Primary School SReception
Mrs Sarah Wyer	Personal Assistant to the Dean of Primary



School Procedures

Absenteeism/Extended Absences

If your child is absent from school due to illness, please phone the Primary School Reception, between 8:00am – 9:00am on the day of absence on 3262 0274. If they are not present for roll call in Pastoral Care time, students will be documented as late and will need to go to the Primary School Reception before going to class to confirm they have arrived safely. If students are leaving school early they also need to be signed out by their parents/caregivers at the Primary School Reception.

Frequent absences from school can interrupt the child's learning and the development of good working habits and social relationships. Parents should always endeavour to make medical, dental and other appointments out of school hours. Family holidays should coincide with school vacations and only in extraordinary circumstances should holidays be arranged during school terms. Permission for any child to be absent for family holidays must be requested in advance, in writing from the Dean of Primary. This is best done by email.

For these extended absences the class teacher may encourage possible activities for the student which could include:

- Writing a journal.
- Scrapbook a visual diary.
- Engage in online subject based websites i.e. Intrepica and Mathletics.
- Reading every day including eBooks, novels and magazines.

- Write letters, postcards or a travel blog to the class.

Such activities will not be assessed and nor will they form part of the academic program.

Academic Handbook

This document outlines the academic curriculum and the specialised programs taught in Primary School at Clayfield College. See the College website for an electronic copy.

Age of Enrolment

Queensland Department of Education Guidelines are followed when enrolling children into Primary School. Under these guidelines, for a student to enter Pre-Prep they must have turned 4 by June 30 of the year of entry, or in the case of Prep, turned 5 by June 30 of the year of entry. For all enrolment information please contact the Enrolment Office at enrol@clayfield.qld.edu.au or phone: 3262 0220.

Animals in the school grounds

Even on a leash, animals are not permitted on school property at any time. Special permission may be sort from the Dean of Primary if an animal is brought for educational purposes. The animal then must be on a lead or in a cage, to and from school. The animal must stay outside the classroom to maintain the cleanliness of the classrooms and to cater for students with animal allergies. Students must wash their hands after any contact with an animal.

App for Apple and Android devices

The Clayfield College iPhone/iPad and Android App is available from the App store as a free download. This app is designed to allow parents access to information about events and daily activities at the College. It is updated daily to ensure the most current information is available.

You do not need to receive every alert. One of the features of this app is that you can sign up for only those notices and events that you wish to know about. So, if your child is in Year 5, you can choose to receive only Primary School information on the app, and not any information for Secondary School parents. When you first open the App, please edit your preferences in the SETTINGS section.

Assembly

Assemblies for Primary School (P-6) are conducted every Friday morning at 8:30am in the Assembly Hall or alternatively in the Chapel on occasions. Student participation is the main focus for these Assemblies and parents are welcome to join us, especially if your child is to receive an award or their class is presenting an item. Special Assemblies are also held to celebrate Foundation Day, Harmony Day and Academic Awards.

Birthday Parties

Please do not ask teachers to hand out invitations to birthday parties unless every member of the class is invited. The school staff must not be expected to take the RSVPs or organise the transport. This is the responsibility of the family conducting the party. Children are not to attend birthday parties in school uniform.

Booklists

Clayfield College has set up a Booklist service through Campion Education Queensland. Parents are able to order their child's entire booklist, with all textbook and stationery requirements, online. The dates for when this service is available are emailed to parents and are also published in our College Newsletter; usually in Term 4 each year.

From this time, parents are able to visit the Clayfield College website- www.clayfield.qld.edu.au and locate the Campion Education icon (on the left hand side, half way down) on the Home page. Click on the icon and follow the prompts. Orders for these booklists need to be placed by a certain date each year. Unfortunately, for those parents who miss this deadline it will be necessary to source the required textbook and stationery items themselves.

Boys

Boys are encouraged to complete their schooling at Clayfield College until the end of Year 6. Clayfield families have the opportunity to keep their sons at Clayfield until the end of Year 6 before transitioning into Year 7 at the boys' school of their choice. Such a move, ensures the opportunity for siblings to support each other at school, offers ease of drop offs and pickups for Clayfield parents and caregivers, and provides sustained access to our quality coeducational environment for the primary years of schooling. Clayfield boys have priority transfer to our brother school – Brisbane Boys College; however, a separate application must be made for this enrolment. A discount is available for any other siblings attending a PMSA school.

BYOT (Bring Your Own Technology)

Clayfield College is committed to enhancing student learning by integrating relevant technologies into teaching and learning experiences. We will do this with our newly developed BYOT program, through which students will access, communicate, collaborate and create in their daily learning experiences.

Students, under teacher direction, will bring their own technology devices (e.g. laptops, tablets and/ or iPads) into the classroom. Students can access our filtered Wi-Fi internet through our BYOT Wireless or the VMWARE VIEW Horizon App, where they can work virtually on the Clayfield SOE (Standard Operating Environment).

In Primary School, students are informed by their teachers which days and activities, they require their devices to be here at school. The devices will need to be handed into the core teacher on those specified day/s. During the school day, students will not be permitted to access their technology devices outside of the classroom unless under direct staff supervision. For example, at lunchtime students may utilise their BYOT in the Nancy Ashburn Learning Resource Centre. For outside classroom use, all devices are to be handed in to the Primary School Reception, where they will be signed in at the beginning of the day and signed out at the end of the day.

If these rulings are not adhered to, the technology may be confiscated and only returned personally to a parent. The College takes no responsibility for technology not handed in at the office for safekeeping. More information on BYOT is available on the website: - www.clayfield.qld.edu.au

Car Parking

Like most inner-city schools, parking at Clayfield College is limited. Parents are requested to use the drop off and pick up areas on Circular Drive for P-3 students and Bayview Terrace for Years 4-5 students. If circumstances require that you need to personally come into the school grounds, parking will need to be accessed in the streets surrounding the school. Staff car parks, the Main Oval or the Outside Hours School Care car park are not available for parent parking.

Changes to Student Status

Families are reminded that a half-term's notice must be provided in writing to the Principal if a student is to be withdrawn or if there is to be change of enrolment status (e.g.: change from Boarder to Day Student). If notice is not provided, fees for half a term plus GST will be charged in lieu of notice. Please note that this fee cannot be waived. This policy is outlined in the annual Fee Schedule and the Clayfield College Business Regulations.

Chapel Services

All Primary School students participate in our weekly Chapel services. These services take place on Tuesdays from 12:30pm. The Chaplain oversees Chapel Worship and Christian Education lessons through which students are encouraged to understand and appreciate Christian beliefs, values and practices. The virtues of faith, love and hope are nurtured in the students. Throughout the year all Primary School families are invited to your child's respective House Chapel. Generally these House Chapels occur on

a Sunday afternoon at 5:00pm; however, dates and other details will be advertised in the newsletter or on the App.

Circular Drive

Parking is not permitted in Circular Drive before 9:00am and between 2:30pm - 3:00pm. During this time it is a pick-up/drop-off zone only. Parking in the emergency car park is not permitted at any time. School finish times are staggered to assist the afternoon collection of children. The smooth and safe management of the afternoon pick-up depends on everyone observing the procedures and showing the ultimate care and consideration for everyone else using Circular Drive. Parents are asked to observe the road rules and common courtesy when collecting children by car. There are things that you can do to ease the congestion and most importantly of all, allow us to keep the area safe.

These include:

- Prep and Years 1, 2 & 3 students should be collected from Circular Drive while students in Years 4 to 6 are collected from Bayview Terrace. Naturally, siblings can wait together.
- Years 4-12 students may be picked up from Circular Drive after 3:30pm.
- Remain in the lane – do not deviate from where the traffic cones direct you.
- The first car in the queue must stop near the top of Circular Drive as directed by the signs and staff member on duty.
- Remain with your car and encourage your children to enter the car as quickly as possible. Movement in and out of cars must happen quickly to allow the continuous flow of the large volume of traffic using this roadway.
- If your children are not at the collection point, you cannot park but must exit Circular Drive and drive through again later.
- Allow yourself plenty of time – you won't be going anywhere in a hurry so don't allow yourself to become stressed or annoyed. Bad temper and road rage doesn't help you to move any faster and dangerous, impatient driving puts our students at risk.
- Instil in your children the need to listen carefully and obey the teachers' directions.
- On exiting Circular Drive it is left hand turn ONLY from Circular Drive into Gregory Street.

Class Placements

All parents are reminded that allocation of students to all classes is the professional and operational responsibility of school staff and that a great deal of care and time is taken in such vital decision making.

Many factors are relevant, and outlined here are the main criteria that are considered:

- Ability levels – we aim to have an even spread of ability levels across each class. All children have strengths and weaknesses in different areas of the curriculum and, as such, need to be taken into consideration.
- Teaching/learning styles – we take into consideration the match between individual children’s learning styles and the teaching style of individual teachers.
- Friendships – we try to ensure that all children are in a class with people whom we feel they are likely to form friendships. At other times, we may choose to separate students who, whilst being friends, are a distracting influence on each other in a classroom, where one is the dominant partner in a friendship or where they are over-reliant on each other to the exclusion of others and need to be encouraged to increase their friendship circle.
- Group dynamics – we try to ensure that we have an even spread of personality styles, behavioural styles, etc. and that the group dynamics are such that each class will bond well and harmonise as a group. In some year levels the number of boys in a cohort declines. It is the operational responsibility of the Primary Leadership Team, to determine the group dynamics, and the best learning option for each cohort.

As you will appreciate, consideration of all these factors makes class placement a very time consuming and thought provoking process. Each child is considered carefully as an individual, our ultimate aim being to ensure that each child is placed in a class where they will be given the optimal chance for happiness and success. We feel positive that the extensive time and care that we give to this process, together with the talented and committed team of staff into whose classes we are placing each child, mean that we are able to produce the best possible class combinations

to benefit each and every child.

Your trust in our decision-making, your appreciation of the time and care that goes into this process, and your respect for the competence and dedication of every member of our teaching team are greatly appreciated.

Communication Channels for Parents and Caregivers

While the Principal and Dean of Primary are available to address parent requests, your child’s Class Teacher is your first point of contact. All notes, queries etc. should be directed to him/her. Urgent email messages; however, should be directed to the Primary School Reception as teachers often cannot access their emails when they have a full day of teaching. For:

- Daily absence/extended absence for medical reasons contact Primary School Reception on 3262 0274.
- Late arrivals/early departures via email to Class Teacher.
- Special permission for extended absences for non-medical reasons contact the Dean of Primary in advance, in writing.
- Student welfare/behaviour issues contact the Class Teacher or Deputy Dean of Primary – Pastoral.
- Academic/classroom issues contact the Class Teacher, relevant Specialist Teacher or Deputy Dean Primary – Teaching and Learning (P-6).
- Learning Support and Enrichment issues contact the Class Teacher, Learning Support Teacher or Head of Learning Support and Enrichment on 3262 0274.
- Andrews Cup sport Years 2-6 contact the Andrews Cup Sports Coordinator.
- Music co-curricular / specialist lessons / individual instrumental lessons contact the Director of Instrumental Music or Head of Music.
- Spiritual needs contact the Christian Education Teacher, Assistant to the Chaplain or Chaplain on 3262 0266.
- Enrolments/withdrawals contact the Enrolments Manager on 3262 0220.
- Accounts and financial matters contact Business Office Personnel.

- Boarding House matters contact Boarding House Supervisors or Head of Boarding.

Contact Details

Records are maintained so that you can be notified in an emergency e.g. your child may be injured or become ill. Staff may also wish to contact you urgently to discuss a change in routine or an academic matter. It is essential that these records are up-to-date. Please notify the Primary School Reception or log on to Parent Lounge if your address, phone numbers or other important circumstances change.

Custody Orders

Please ensure that the Core Teacher and Dean of Primary are notified in writing of any custody or access orders that are in effect for your child, if there are likely to be problems. Copies of these orders are to be placed on file.

Early Arrival

Classes begin at 8:30am. The school cannot accept responsibility for any children who arrive before 8:10am unless they have been specifically requested to attend early morning sports or music practices at which they will be supervised. Students who are observed by staff at school before 8:00am may be taken to Outside Hours School Care. Ideally, students should arrive at school between 8.10am and 8.25am. It is requested that they deliver their bags to the classroom bag racks then proceed to the Amphitheatre for teacher supervision.

Early Departures

Students will be only permitted to leave the school grounds early, when the Class Teacher has received prior notification from a parent in writing, or, if there has been a change of plans, by phone.

Emergency Procedures

Fire drills are held several times a year. This procedure is the responsibility of the staff and is carried out regularly and with precision by the whole college. When the alarm is sounded, everyone is to remain calm and move as quickly as possible to the nearest exit. Proceed to the Main Oval and line up in classes.

Lockdown Drills occur when the "Code Red" statement is repeated 3 times. The students should immediately ensure they are not visible from outside the room and sit quietly. Students who are not in their classroom should go to the nearest room. All doors will be

locked and remain so until there is an announcement informing the school that the lockdown situation has been resolved.

End of School Day

Lessons conclude at 2:30pm for Prep, 2:55pm for Years 1 and 2, 3:00pm for Years 3 to 5 and 3:05pm for Year 6. Classrooms must be tidied, homework books gathered, chairs put up, windows closed, lights, air-conditioners and computers turned off, lunch boxes and musical instruments retrieved before classes can be dismissed. Even after being dismissed, the children must pack their bags and collect hats, swimming bags etc before proceeding downstairs. Some, who have HPE after lunch, will also need to change. It is unrealistic to expect the children to arrive at Circular Drive by 3:00pm, especially if they have come from a lesson not held in their own classroom such as HPE, Music or one that requires a lot of cleaning up such as Art.

Excursions

Many varied excursions take place throughout the year, where various groupings of Primary School students are involved. As excursion costs are included in the fee statement, usually no money has to be collected. Every effort is made to keep costs down and it precludes the need for constant money collection at school. Before any excursion or visit takes place, a letter will be sent home with all the information of the event and a permission form which is to be signed by a parent or caregiver. Despite the parent's approval, the Dean of Primary may, at her discretion, prevent students from going on an excursion if she thinks they have not, or will not uphold the College's good reputation.

Homework

It is this school's policy to give homework on a regular basis; however, the aim is not to burden a child with a lot of extra repetitive work but to help set appropriate work patterns that will stand the child in good stead throughout his/her schooling. Reading practice is essential from Prep - Year 6.

These following set homework times are suggested for each year level.

Year 1	10 – 15 minutes
Year 2	15 – 20 minutes
Year 3	20 minutes
Year 4	20 – 30 minutes
Year 5	30 – 40 minutes
Year 6	45 minutes

Primary School Hours

8:30am	Students in their classrooms for Pastoral Care time
8:40am	Lesson 1a
9:20am	Lesson 1b
10:00am	Morning Tea
10:30am	Lesson 2a
11:10am	Lesson 2b
11:50pm	Lesson 3a
12:30pm	Lesson 3b
1:10pm	Lunch
1:50pm	Lesson 4a
2:25pm	Lesson 4b
2:30pm (however children are to be picked up by 3pm)	Class finishes for Pre-Prep
2:45pm	Class finishes for Prep
2:55pm	Class finishes for Years 1 & 2
3:00pm	Class finishes for Years 3-5
3:05pm	Class finishes for Year 6

ICT Access

Clayfield College has seven computer labs for teachers and students to access. All students from Prep to Year 6 have at least one timetabled lesson each week in these rooms and have access to them at other times.

Each Year 1-5 classroom has six to eight laptop computers which all children in that class have access to. Wireless access to the Internet and email is available throughout the college. Interactive whiteboards are in use in all core classrooms from P-6 and in many of the specialist classes. The early-years classes have access to 25 iPads and an interactive table while Pre-Prep also has touch screen technology.

Learning Support & Enrichment Teachers

The Primary School has Learning Support & Enrichment Teachers and Teacher Aides who work with children with these needs. These children are identified through observations by the class teacher and the Learning Support teachers, and screener tests done in the beginning of the year. Because of time limitations, those perceived by the school as having the greatest need will receive this specialist attention. All Learning Support and Enrichment is done with the children in small group work with either a teacher or a teacher aide.

Lost Property

Because of the large number of identical items worn by our students, it is essential that everything is clearly named. If something is found which is named, it is returned to the child via his/her Class Teacher. Unidentifiable items are placed on the Lost Property trolley outside the Primary School Reception. Remember to put your child's name on second hand goods and to rename items during the year when wear and tear causes names to fade. Unnamed items are displayed outside the Primary School Reception to be reclaimed by their owners.

Mobile Phones

It is acknowledged that many of our students now have mobile phones; however, they are not to be used during the day unless under the direct supervision of a staff member e.g. BYOT. Mobiles must be left at the Primary School Reception at the beginning of the day and checked out again at the end of the day. If this ruling is not adhered to, the technology may be confiscated and only returned personally to a parent. The College takes no responsibility for technology not handed in at the office for safekeeping.



Music Ensembles and Choirs

All Clayfield College Primary School Ensembles and choirs have the following expectations. Please note if your child is in a choir and instrumental ensemble, full commitment is expected to all ensembles to qualify for a Music Excellence Badge.

1. Attend rehearsals each week on the designated day and time allocated.
2. Attend extra rehearsals as required in preparation for competitions, festivals or concerts the ensembles/choirs.
3. Attend all rehearsals prepared and with the correct equipment.
4. Attend all concerts and performances in the calendar year.
5. Participate in any competition or festival the ensemble/choir may enter for the calendar year.
6. Participate with enthusiasm, commitment and respect in all rehearsals and performances.
7. Notify the Director explaining any absences via email/ written notification. Advance notice of absences should be given to the Director of the ensemble where possible.

Music Excellence Badge

Primary School students involved in the music program will be awarded a Music Excellence badge at the end of the year if they have met all of the above expectations. Students must attend all performances for their ensembles in order to receive a Music Excellence badge. Accurate rolls will be kept by the Director to monitor attendance at rehearsals and performances. Absences, explained or otherwise, will be marked on the roll.

Nancy Ashburn Learning Resource Centre

The Nancy Ashburn Learning Resource Centre collection contains a comprehensive selection of Junior Fiction, Fiction, Non Fiction, e-books and Reference books. Prep to Year 6 students have Class Borrowing timetabled each week. In addition to these Class Borrowing times and other teacher run lessons, the Learning Resource Centre is open for students from 8:15am-8:30am, at lunch time from 1:20pm-1:45pm and from 3:00pm-3:15pm every day unless otherwise advised.

- All students are encouraged to borrow books from the resource centre on a regular basis.
- No item may be removed unless it has been processed in the correct way.
- Books must be returned by the due date.
- Parents of children who lose school library books may be asked to replace them or to provide money so the librarian can replace the book.

Newsletter

A college newsletter is emailed home every week. If you are not receiving this newsletter by email please make sure the Primary School Reception has your correct email address or log on to Parent Lounge on TASS to change your details. The Principal, Dean of Primary and other staff members communicate to parents about events that occur each week. This weekly publication contains important up-to-date information so that you know what is happening in the College.

Notes

The teachers, Parents & Friends Association, the Primary Support Group and other groups within the college often send home letters, emails, app alerts or notes. Keep an eye out for these important messages each week.

Outside Hours School Care (OHSC)

At Clayfield College, OHSC is operated by *Children First*, a separate entity to Clayfield College. *Children First* provides care for school age children – before and after school, and during holiday times. *Children First* is registered as an After School Care provider for school age children only, and as Pre-Prep children are not recognised by the government as school age, *Children First* is unable to care for Pre-Prep children.

For their own safety, Prep and Years 1–3 students who have not been collected by 3:20pm from Circular Drive are automatically placed in Outside Hours School Care. Those students who are enrolled in afterschool activities (e.g. swimming, gymnastics) will be taken down to these activities by the OHSC staff. For further information please call: 3262 0271.

Parents taking Photographs or Video Footage at School Events

It is preferred that parents take photographs or video footage of their own child or children. Where this is difficult to achieve we ask that the images are not shared outside your own family; and certainly not on electronic media in the public domain, e.g. You Tube. We endeavour to respect the privacy of all our families.

Parent/Teacher Interviews

The time formally given for interviews is at the end of Semester 1; however, if a particular aspect of your child's progress is troubling you, you can arrange to see staff at any time suitable to all parties. Impromptu interviews are satisfying for neither party and interrupt a busy teacher's preparation or teaching time, so always make an appointment.

Parent Lounge

Parents can access relevant information pertaining to their child through our Parent Lounge via the Clayfield College website. School events, reports for Years 1–6, updating of contact details, timetable information and much more is available online.

The Parent Lounge log in is located on our Clayfield College website. On the top right-hand corner, please click on Log in to My Clayfield, then Parent Lounge.

By inserting your username and password you will be able to access information. Your username is your account number (which can be found at the top of your school account statements). Your

initial password will be 'password' which you will then be able to change. You can reset your password if you have forgotten it.

Payments

Payments to Clayfield College for enrolment fees, tours, excursions, activities, donations, Parents and Friends Association activities or other invoices can be made directly to the Business Office or the Primary School Reception. Payment by credit card can be made at the Business Office and online payments can also be made through the Clayfield College website.

PG Rated Movies

From time to time during the school year, students may have the opportunity to watch movies for various educational reasons, under the guidance of a teacher. An email will be sent home on such occasions for families to opt out for their child to view a movie.

Playground

The adventure playground equipment on Leopard Terrace and Palm Grove is suitable for children of all Primary School age, with the proviso that no more than 4 children use the large spinner at any time; and no more than 2 use the smaller spinners. Shoes with rubber soles must be worn in all playground areas. Running and chasing, and ball games are encouraged on the oval and little field. Children are only permitted to play in the playground when an adult is supervising and when they are wearing the appropriate sun-safe hat.

Playground Sporting Equipment Loans

A considerable amount of playground sporting equipment is available for our students to borrow during lunch times from the storeroom outside the Primary Reception e.g. hoops, balls, scoops, stilts and skipping ropes. Individuals are responsible for personally returning the items they borrow. Failure to do so may mean they are excluded from future borrowing.

Playground Supervision

A teacher supervises children in the Amphitheatre from 8:10am each morning. Supervision is also carried out by staff throughout the morning tea and lunch breaks. The children waiting for collection at Circular Drive are supervised until 3:20pm by which time the majority should have left the school grounds. Prep and Years 1 – 2 children who have not been collected by 3:20pm may be taken to Outside School Hours Care.

Private Tutors

Often parents engage the services of private outside tutors to support their child with their homework. These tutors are most welcome to view the class academic overviews which are sent home at the beginning of each term, the class Learning Place page and any of the student's bookwork in an effort to tailor their tutoring programs to the individual child.

Rail Passes

Queensland Rail offer specially discounted tickets for primary school students travelling to and from school. You may obtain a Season Rail Ticket by completing an application form which is available online at www.queenslandrail.com.au

Reporting to Parents

Interim Reports are provided at the end of Term 1 for Years 1-6. Written Reports are issued at the end of Semester 1 and 2 for Prep-Year 6. All Years 1-6 reports are available on TASS through Parent Lounge. The Prep reports are mailed home at the end of each semester. Transition Statements are provided for Pre-Prep students at the end of the year and are presented at an end of year interview. Prep -Year 6 children, who have attended for a complete semester, will receive a full academic report. Children, who have attended for only a term, will be issued with a written overview of academic and pastoral progress.

School Calendars

School calendars are issued to all children at the beginning of the year. Dates for major functions and sporting events for the whole school are set out. As changes will inevitably occur, please read the weekly newsletter for updates.

Speech Night

This is usually held on an evening at the end of October, at the Queensland Performing Arts Centre (QPAC). Some musicians may be required and their attendance and that of the prize-winners is compulsory. School uniform without the hat is the required dress for any student attending. Other Primary School families are welcome to attend; these children wear their uniforms and sit with their parents in the auditorium. Practice for this event occurs on the day of Speech Night.

Speech Night Awards Policy

Academic Excellence Awards are awarded to the students in

Year 3 who achieved an A grade in at least five of the seven key learning areas. They are also awarded to students in Years 4-6 who achieved an A grade in at least six of the eight key learning areas. Music, Drama and Art are calculated as one key learning area, called the Arts and Control, Food and Information Technologies are also counted as one key learning area, called Technology.

Special Awards are allocated at the year level determined by the donor in discussion with the Principal. In collaboration, staff will determine the winners of such awards according to the conditions stated by the donor.

Details for Years 3 – 6

- Old Girls' Association Primary School Encouragement Prize for a student in Years 3-6
- Christian Education Prizes- one per year level
- Gillian Earnshaw Cup for Primary School Swimming
- Judy Johnson Music Prize
- Susan Barker Prize for Work, Sport and Leadership in Primary School
- The Ida Kennedy Prize for a Year 6 student – continuing
- Ozacom Creative Art Prize
- Lois Southern Award for Literature in Primary School
- The Martin Cup for Best All Round Sports Person in Primary School for a Year 6 student
- The Merrill Rylance Award for Academic Excellence for a Year 6 student
- The Brian Savins Award for a boy in Year 4, 5 or 6.

Storm Policy

In the event of a storm, which could include strong winds, hail or lightning, coinciding with school dismissal we may hold the children in class until the danger has passed. If it is raining, the students will be dismissed as normal.

Tuckshop

At Clayfield College we follow the 'healthy tuckshop' standards. We offer food in the green and amber ranges set up by the Queensland Government. All food is prepared and sold in terms of approved portion control.

Flexischools Online Ordering is available through the tuckshop and is available for Primary School students from Prep- Year 6. This very convenient system allows parents to order their child's morning tea or lunch online. Once registered with www.flexischools.com.au, you will be able to access the current menu and order accordingly.

Tuckshop is open four days per week (Tuesday - Friday) for breakfast, morning tea and lunch.

- Breakfast is available daily from the counter from 7.45am - 8.20am.
- Morning Tea and Lunches for Prep - Year 6 can only be ordered online in 2016.
- The class tuckshop box for Prep - Year 5 will still be utilized. Class helpers will then take and retrieve the box from the tuckshop at the appropriate times.
- Year 6 may order online or purchase their morning tea and lunch at the tuckshop using the 'canteen style' system we have in place. Students walk through the tuckshop and choose their food, drinks, ice blocks themselves and then pay at one of the two cash registers at the exit. The online pre-ordered lunches are pre-prepared and the students simply collect their order at the beginning of each lunch break.

Some other points:

- Primary School students from Years 1 - 5 may go to the tuckshop to purchase additional items after they have finished their lunch and after 1:20pm
- On Mondays, various groups across the College organise and run special fundraising lunches, via an ordering system.
- The water ice-blocks will be the only frozen items to be ordered and delivered to the classroom for Prep only.
- Children are not to congregate around the tuckshop as they need to make their purchases and return immediately to the Amphitheatre.

Use of Telephone

The children are not permitted to use school phones without special permission and under adult supervision. They are not permitted to make phone calls home for forgotten swimming costumes, lunches, homework or projects without permission from their teacher. Incoming messages will be accepted by the Primary School Reception.

Visitors' Badges

Visitors must report to the Primary School Reception to sign in and collect a Visitor's Badge and sign out at the end of your visit. This includes any person who is not a staff member, so parents coming to assist in classrooms need to follow this procedure. Adults on site without a badge will be approached with a request to go immediately to the office.

Visitors' Confidentiality

Please note there are confidentiality issues related to all adults assisting in the classrooms. We cannot stress enough how important it is that you give your total commitment to confidentiality with the classes and do not share your observations outside the classroom. It is expected by both the College and parent community.

You will be required to work with a variety of children in the class where you must resist making comparisons between children and avoid making or passing on judgements. Please recognise and understand that all children are different. They come to school with a wide range of levels, learn at very different rates and current indicators may not predict future achievements. They need your understanding, tolerance and protection. If this confidentiality is breached the visitor's assistance may no longer be required.



School Health

Asthma

Children with asthma must always carry an asthma puffer. The school must be informed about students with severe asthma.

Anaphylaxis

Students with severe and life threatening allergies should have an EpiPen on themselves and another that is kept in the Health Centre. Parents are to supply an up to date 'Action Plan for Anaphylaxis' for their child. These plans are kept in the Health Centre, classrooms and in playground duty folders so that staff are aware of these students health needs. To ensure that this health communication is clear, we have also sourced red silicone wrist bands for our anaphylactic students to wear. These red bands have 'Medical Alert' and 'EpiPen' written on them in black. If you would like your child to wear one of these bands please ask at the Primary School Reception.

First Aid Kits

First Aid Kits are taken by College staff members to all off campus sporting events, excursions and outdoor education camps.

Health Centre

The Health Centre is located off Circular Drive to the right and immediately behind the Music building. The staff who run the Health Centre provide first aid and will contact parents asking that children be collected if they cannot be cared for at the school. In very serious or urgent cases, an ambulance may be called.

Head Lice

As head lice are a recurring problem in Australian schools, parents are asked to be vigilant about checking their child's head and immediately treating family members and washing all hats, pillows, etc. if an infestation is found. You will be notified if your child is found to have head lice. He/she will be taken to the Health Centre and you will be contacted to collect your child to begin treatment. Your child may return to school the day after a recognised treatment has been applied. A note will be sent home to all class members. Please be proactive in dealing with this problem.

Infectious Diseases

Some medical conditions require exclusion from school to prevent the spread of infectious diseases among staff and children. The link below is a poster titled, *Time Out* which provides information on the recommended minimum exclusion periods for infectious conditions so that the school can meet the requirements of the Public Health Act 2005:

http://www.health.qld.gov.au/ph/documents/cdb/timeout_poster.pdf

In order to protect the remainder of the children, those suffering from infectious diseases must remain at home for the duration of their illness. Infectious sores or lesions should receive medical attention and be kept covered. Children must not swim while suffering any infection. Please keep the HPE teacher and the Class Teacher up to date with any treatment your child may be receiving. If staff have any doubts about contagion, the school reserves the right to make an on-the-spot decision which is in the best interest of the majority.

It is highly recommended that your child is fully immunised against vaccine preventable illnesses.

Medical Information

Please fully inform the College about any health/medical issues that your child has. It is important that we are aware and that this information is received and updated as soon as it becomes known to you. Each year we expect that parents of students with severe medical problems will update the management and treatment information provided to the school complete with a recent photograph of the child.

Medication

At times, it is necessary for children under doctor's instructions, to take medication during school hours. All medication must be handed in to the College Health Centre where staff will administer the medicine only when a form has been completed by a parent. It is the parents' responsibility to ensure that this medication is not out of date. Medication must also be supplied in its original container. Medication forms can be obtained from the College Health Centre. Staff are not permitted to give common painkillers such as Panadol, without written approval.

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Notes regarding Injuries/Physical Disabilities

All Physical Education classes, including swimming, are compulsory. If your child is suffering from an injury or other physical disability which prevents him/her from participating, he/she must have a note from a parent. Similarly, when a child is able to resume Physical Education lessons or sport after an injury, a letter must be provided.

No Nuts at School

A number of students across the College have diagnosed allergic reactions, with the peanut allergy being most common. It is requested that all parents provide nut free lunches for their children to ensure the risks to the health of these anaphylactic children are minimised. If children are found to have brought nuts or nut based products for lunch they may be asked to take them home.

Sickness

Children should not attend school if there is doubt about their health or wellbeing. Besides the risk of infecting other children, it is time consuming for the Class Teacher to attend to a sick child; however, if a child becomes ill at school, every care will be taken and parents notified. If you are notified that your child is unwell, please organise to have the child collected straight away from the College Health Centre. The school does not have the facilities or personnel to provide long-term care and a sick child is unhappy and uncomfortable at school.

External Specialist Contact Details

The diagnosis of students with learning difficulties or any form of impairment will only be carried out by relevant external health practitioners. The classroom teachers, in conjunction with the Learning Support Department, may identify a student of concern, where they will then follow up by contacting the parents and recommending that they seek the assistance of a medical or allied health professional. Below are the contact details of various professional associations in Queensland.

Occupational Therapist

Occupational Therapist Association Qld

Office Location:
Suite 8, 416 Logan Rd,
Stones Corner Q 4120

Correspondence:
PO Box 729,
Stones Corner Qld 4120

Office Hours: Monday to Friday 9.00am - 4.00 pm

Phone: 07 3397 6744

Fax: 07 3397 6599

Email: info@otqld.org.au

www.ausot.com.au

Speech Pathologist

In Queensland, our Branch Office address is Qld Speech Pathology Australia

PO Box 655
Indooroopilly QLD 4068

Phone/Fax: 07 3870 8542

Email: sppathqld@bigpond.com.com

www.speechpathologyaustralia.org.au

You can generally contact the office on Monday and Tuesday or leave a message. Email is also a good way to contact the office.

Psychologist

Association of Private Practising Psychologists Qld

The Secretary, APPP (Qld) Inc
PO Box 141
Sandgate QLD 4017

Phone: (07) 3839 0064

Toll free outside Brisbane: 1800 802 554

<http://www.apppq.org.au/>

If you would like to check if your specialist is registered in Qld please use these links:

www.psychologyboard.qld.gov.au/
www.speechpathboard.qld.gov.au
www.occuptherapyboard.qld.gov.au



Co-Curricular Activities

Many co-curricular activities are offered at Clayfield College which include Music, Sport, Cultural, Community and Academic groups. The **Co-Curricular Handbook** has all the details. Educational research consistently suggests that those students who are actively involved in the life of their school are more likely to be happy and successful at school.

Some **activities or clubs** are organised and directed by the Primary School teachers and these activities are provided at no cost to the students. They include: ICT gurus, Building Club, Soccer Club, Lego Club, The Arcade, Computer Club, Choirs, Recorder Club, Batter Up, Run for Fun Club, Netty Nippers and Hockey Hitters. Most of these activities are conducted during lunchtimes.

The afterschool activities are usually delivered by **external providers** and these require additional payment. Usually these activities require payment to the coach concerned. Please place

the payment for each extra activity in a marked, sealed envelope and hand to the co-curricular teacher or coach at the first lesson. They include squad swimming, tennis, Speech & Drama, gymnastics, Brainways, Auskick, Go Sports, Milo Sports- hockey, cricket, rugby and Artbox.

Individual Instrumental Music Tuition is also on offer where students can learn a variety of musical instruments, for example: piano and stringed instruments etc. Lessons are provided weekly for 30 minutes duration. These lessons will rotate throughout the school day for all students. More information is available in the Music section of the College Website.



Girls Sport

Andrews Cup

Established in 1938, the Andrews Cup Sports Association now comprises of ten member schools that share similar values and traditions, with respect to the active participation of primary girls in healthy sporting pursuits, through a carnival style competition. Our sporting carnivals cater for girls from Years 2-6.

Andrews Cup Sporting Code of Behaviour

- WINNING is a vital ingredient of any sporting tradition, but should not be placed more highly than the SPIRIT and ENJOYMENT of the game or the development of appropriate behaviour related to losing or winning.
- Good performances from either/any team should be acknowledged. Encourage your children to clap the opposition and their own players following a good performance.
- The basis for all sport rests with encouragement of honest effort and the development of skills.
- Children learn best from a good example being set.
- Children should be taught and encouraged to play by the rules as laid down, and abide by the referee's/umpire's decision.
- Positive encouragement is valuable and appreciated - ridicule and harassment is not.

- Overzealous and loud support is often detrimental to the performance of children and is unacceptable.
- Outbursts questioning the decision of referees or umpires are unacceptable.
- Games are played for the fun and benefit of children not as a demonstration of their parent's previous sporting proficiencies or inefficiencies.
- The needs and goals of the children should be the prime objective. If a positive, encouraging comment cannot be made - it is better to say nothing.

Teams

The Andrews Cup Coordinator is responsible for overseeing the training and selection of all Andrews Cup teams. For some sports, the Andrews Cup Coordinator also uses external selectors and coaches to assist with these processes in order to produce the best outcomes for all competitors. They do this as fairly as possible taking into account all factors. As per the Andrews Cup guidelines, Clayfield College fields its best possible team for each competition.

Training Sessions

Sports practice sessions are a necessary and important aspect of competition and are an essential and compulsory aspect of the Andrews Cup program.

It is not appropriate for any student to undertake their own private or externally organised training without first honouring their expected commitment to Andrews Cup training sessions. Students who wish to be considered for selection in an Andrews Cup sporting team must attend all organised training sessions before undertaking any private or external coaching. Please note this does not preclude additional, private coaching; however, such external coaching must come second to Andrews Cup organised sessions. Students should not leave training sessions early so as to attend private coaching sessions.

Students who do not attend all training sessions (without a valid and appropriate reason) may not be considered for Andrews Cup representation.

Sportsmanship

The highest level of sporting behaviour is expected from Clayfield College students and supporters at all times.

Andrews Cup Coaches Awards are awarded to one student in each team or age group for each of the eight Andrews Cup sports. The criteria for selection will be based on:

- Development of skill
- Effort
- Motivation
- Team spirit (as demonstrated throughout the season).

Conditions of Awards

The display of good sportsmanship, putting the goals of the game before those of the individual, and the upholding of the philosophies of the College and the Sports Association at all times.

- Regular attendance, punctuality and conscientious effort at meetings, practice sessions and competition.
- Prior notification of absence must be in writing to the staff member in charge.
- Cooperation with the teacher in charge, the coach and other team members.
- The teacher in charge may refuse to consider a student for these awards if all the above conditions have not been met.

Sportsperson of the Year

This award goes to girls who have represented the school in seven or more Andrews Cup competitions and/or have been a school state or national representative (i.e. the student must have played in a state or national team at a national level). Any student who has competed in sports that are not offered through the school, may be considered for this award provided that they have competed at an exceptional level in a state or national competition and upon submission of appropriate documentation (for example, a gymnast competing in the Queensland State Gymnastics Championships must be placed in the top 5 overall in that competition to be considered for this award).

The Sports Merit Award is given to recognise those girls who have participated in five or more of the Andrews Cup competitions throughout the year and/or have been a school sports regional representative competing in a state competition. A gymnast competing in the Qld State Gymnastic Titles must be placed 6th – 10th overall in that competition to be considered for this award.



Representative Banner

All students who represent Clayfield College in one or more Andrews Cup sports, represent at the City District, Metropolitan North or State level, will receive a personalised representative banner, outlining their individual achievements. Students will receive this banner at the Andrews Cup Awards celebration afternoon held each year towards the end of Term 4.

Andrews Cup Metropolitan Meets

Clayfield College girls in Years 2 – 6 will have the opportunity to participate in a range of Andrews Cup Metropolitan (Metro) Meets. The Andrews Cup Association has, in the past, been the provider of an informal lead-in season to the formal Andrews Cup competition events. The Andrews Cup Metro Meets will formalise these lead-in events.

The Metro Meets will run under the umbrella of the Andrews Cup Association and will focus on skill development, with increased opportunities for student participation and competition. As well as the Andrews Cup Schools, St Peters and All Hallows School have been invited to participate in these meets. The Metro Meets program will provide a series of lead-in events to the Andrews Cup Competition in the following sports:

- Swimming
- Cross Country
- Athletics
- Touch Football
- Netball

For more information please see the Co-Curricular Handbook.





Boys Sport

At Clayfield College we want to ensure that all students are given lots of opportunities to “Let their light shine”! We have provided a number of avenues for boys to engage in ‘boys focussed sporting activities’.

- Extra Curricula Activities provided by external providers which include Auskick, Go Sports- cricket and soccer, hockey, rugby, Shaw Park Tennis, Clayfield Aquatics.
- Lunchtime Clubs are run by staff members. These include Hockey Hitters, Batter Up and Run for Fun.
- Sports skills sessions for all the boys. These may include- Rookies to Reds, Auskick, Basketball, Tennis and Milo Cricket.
- Inter School Sports Days, with Brisbane Boys College and Ipswich Boys Grammar, are conducted at various times throughout the year.
- Boys are encouraged to train with the girls for some Andrews Cup sports e.g. Cross Country, Athletics and Swimming.
- Interschool team sports are organised for Years 4-6 with City District Gala Days and ISSC (Independent Schools Sporting Competition).
- Those boys who are 10 years and above, who excel in a particular sport are also given the opportunity to attend district (City District) or regional (Metropolitan North), then possibly state sporting events e.g. Swimming, Cross Country or Athletics.

Check the Co-Curricular Handbook for more details.

Yearly Overview of Sporting Opportunities for Boys at Clayfield College

Term 1	Term 2	Term 3	Term 4
Go Sports CC Oval Years 1 – 6	Go Sports CC Oval Years 1 – 6	Go Sports CC Oval Years 1 – 6	Go Sports CC Oval Years 1 – 6
Interschool Sports Day 1 per Term	Interschool Sports Day 1 per Term	Interschool Sports Day 1 per Term	Interschool Sports Day 1 per Term
Swimming Squad Years 3 – 5			Swimming Squad Years 3 – 5
Cross Country Squad * Years 2 – 6		Athletics Squad * Years 2 – 6	

* Starts mid-term and finishes mid-term.

Year Round Activities

Swimming			
Clayfield Aquatics – CC Pool	(07) 3262 0228	tdilger@clayfield.qld.edu.au	Prep – Year 6
Gymnastics			
Delta Gymnastics – PE Centre	(07) 3262 0055	admin@deltagym.com.au	Prep – Year 6
Tennis			
Shaw Park Tennis Courts	(07) 3266 1660	info@shawparktennis.com.au	Prep – Year 6
Dance			
Premier Dance Studio – PE Centre	(07) 3369 1133		Prep – Year 6
Interhouse Carnivals			
Swimming, Athletics, Cross Country, Netball, Rounders, Pool Capers			Prep – Year 6
City District Sports			
			Years 4, 5 & 6
ISSA- Independent Schools Sports Association			
			Years 4, 5 & 6

Pastoral Care

The comprehensive Pastoral Care Program at Clayfield College recognises the needs of each individual student. Significant opportunities for each student's spiritual, social, emotional, physical, cultural and thus academic growth are provided through the program. The program's ultimate aim is for students to feel they are worthwhile members of the community, all with very special qualities to offer. The intention is for every student's individuality to be valued and for students to treat each other with courtesy and respect.

Behaviour

Students are at all times expected to show:

- Consideration and respect for themselves, others, school and our environment.
- Integrity, honesty, tolerance, responsibility and punctuality.
- Kindness, fairness, good manners and cooperative skills appropriate to their age.
- Adherence to school rules and respect for Clayfield College by wearing the uniform correctly.

Each class teacher is responsible for developing a classroom discipline program that will establish classroom rules and expectations incorporate systems of positive reinforcement and consequences that are age appropriate. Consequences need to be consistent across the Primary School. After first warning these possible steps may follow:

Primary School Behaviour Steps

Please refer to Appendix A.

Houses

Each student from Prep-Year 12 will be allocated to one of the six Houses - Ashburn (green), Campbell (blue), Gibson (gold), Henderson (red), Radcliffe (aqua) and Youngman (purple), and remains in that House for all their schooling at the College. No assessment is made of the children's sporting ability. The placements are usually made on a numerical basis so that the number of children in each house at each year level is as close as possible. Students may be allocated to a house based on past family history. Brothers and sisters are placed in the same houses as their siblings. House shirts and badges can be purchased through the College Shop.

Interhouse Competitions

These take place throughout the year where children take part in the Interhouse carnivals- Swimming, Cross Country, Athletics, Rounders and Netball. The emphasis is on participation and earning points for the House, rather than individual glory. Ribbons and certificates are awarded to age champions for their overall placing.

Merit Certificates

Stickers are given at all year levels for a variety of reasons as this school's main method of positive reinforcement. Stickers result in Merit Certificates which are presented at Assembly. When a child has 5 merit certificates, they are given to the Dean of Primary via the core teacher from which a Dean of Primary Award is organised. Then, when a child has ten Merit Certificates, they are given to the Dean of Primary via the core teacher, so a Principal's Award can be organised. The Merit Certificates must be provided before any award can be given, so please keep each certificate.

Outdoor Education Program

The Outdoor Education Program aims to provide challenges which extend each student beyond his or her perceived limits physically, emotionally and psychologically. Students have opportunities to move outside their comfort zones, participate in team building, make new friendships, to support teams, develop leadership skills and practice decision-making and problem-solving, all of which develop independence in a safe and supportive framework. All outdoor education experiences are facilitated by experienced and accredited specialist staff, and supervised by College staff.

Personal Development

Clayfield College is proudly a Mind Matters school practising a whole school approach to mental health. The Personal Development program for Primary School uses KidsMatter resources, amongst others, to address the different needs and interests of students while acknowledging their level of maturity. KidsMatter is a social, emotional and wellbeing framework for primary schools and has proven to make a positive difference to the lives of Australian children- <http://www.kidsmatter.edu.au> A designated lesson per week with the core teacher, addresses topics associated with an individual's development of self-awareness and self-respect, along with interpersonal relationship

building. In the delivery of the program, emphasis is placed on preventative measures as well as on problem-solving strategies.

Playground Behaviour Management Consequences

- Where children show lack of consideration and respect to others in the playground they may be given Time Out /Loss of Play or given community service tasks i.e. picking up litter. Follow up with classroom teacher is required for serious or repetitive behaviour.
- Dangerous refusal to follow instructions may require assistance from other staff.

Star Badges

The College has instigated a system for recognising long term membership of the school community. The Clayfield College star badges provide physical recognition and celebration of a student's time at the College. Students will receive a badge after spending four years at the College, then a second badge after eight years, and a third after twelve years. Students who have attended the College for their entire schooling, that is from Pre-Prep or Prep through to Year 12, will receive a fourth star. For details of how to wear these stars please see the *Students Rights and Responsibilities* section of this handbook. These badges will be presented at the start of each year at an Assembly.

Student Leadership

Student leadership encompasses a broad range of formal and informal activities beginning with daily opportunities in Pre-Prep and Prep. In Years 1-6 Class Leader positions change each semester and the expectations and responsibilities increase as the students grow and mature. In the final years of Primary School, students have the opportunity to nominate and stand for House Leader selection at the beginning of each semester. Chapel monitors are also selected each semester. Students in the upper years may also be chosen as Sport and Music Group Leaders and Library Monitors.

The aim is to give as many girls and boys as possible the opportunity to develop leadership skills and to help them learn that responsibility goes with the privilege of leading their peers. They are encouraged to recognise the qualities of competent leaders and the importance of cooperative and supportive

followers and participants.

Student leadership at Clayfield College provides students with the opportunity to recognise and develop skills in personal leadership. Personal leadership refers to:

- Being in control of one's actions.
- Identifying one's own strengths and weaknesses.
- Having a vision and taking action.
- Committing to being the best one can be.
- Accepting and coping with changes that occur.





Students' Rights and Responsibilities

The students' rights and responsibilities are based on respect for others, the promotion of efficiency, good conduct and safety. These rights and responsibilities are based on many years of experience and they have all proved necessary for the smooth running of the College. It is the responsibility of both parents and students to be aware of the expectations of the College. Parents are encouraged to support their children with these rights and responsibilities.

At all times, in public places and within the College, behaviour is expected to be such as to bring credit to Clayfield College. Positive expressions of good behaviour include offering help or direction to visitors at the school, offering seats immediately to adults in public transport, giving help to elderly people entering or alighting from buses and opening doors for adults etc.

Bad language and other unbecoming behaviour will not be tolerated. Students should also use discretion and consideration when talking about others. Vicious gossip is very destructive.

Bags

- Students are to carry their belongings and books in the regulation Clayfield College bags (available from College Shop).
- All bags must be placed tidily in the bag racks outside each classroom.

Bathing caps and lycra long sleeved solar-shirts (rashies) must be worn by all boys and girls when swimming in the school pool. Clayfield College swimming togs should also be worn.

Behaviour in buildings

- Quiet must be observed in classrooms, on verandahs and stairwells.
- Walking is required in classrooms, on verandahs, on concrete areas or on the stairs.
- Children may only enter classrooms during morning tea or lunch when specifically directed to do so by a staff member.

Eating and Drinking

- Students must eat their morning teas and lunches in the Amphitheatre. Eating is not allowed in classrooms and within the school buildings and stairwells. On wet weather days children are permitted to eat on the verandahs.
- Eating and drinking in the street or on public transport when travelling to or from school shows poor manners.
- Chewing gum and bubble gum are not allowed at school.

Free Dress Days – Dress Code

Dress standards must be such that no member of the school community will feel offended or embarrassed. Normal school rules apply to the wearing of jewellery, make-up and hair.

- Footwear: Must be comfortable and safe with respect to classroom and general movement around the school grounds and buildings i.e. No open back footwear, e.g. thongs, masseur sandals, etc.)

- Tops: Tops/blouses/shirts/t-shirts – must be of a suitable length to remain tucked into skirts/jeans/slacks etc. No midriff tops or off the shoulder tops. No halter neck tops or dresses. Slogans, logos, etc. must be in fitting with the image of Clayfield College.
- Shorts: Must be 'long shorts' – i.e. $\frac{3}{4}$ length to knee length. No slashed/frayed shorts or jeans.
- Skirts/Dresses: No minis. All skirts or dresses must be of a suitable length to maximise sitting comfortably and not to cause offence.
- PE classes: If they have a PE class or sports training on a free dress day, students must still change into regulation sporting uniforms.

Grooming

- Clean uniforms in a good state of repair must be worn neatly at all times.
- A high standard of personal hygiene and cleanliness is to be maintained.

Hair

Hairstyles should be moderate and conservative for both girls and boys – extremes of fashion are not permitted. The hairstyle should also allow the school hat to be worn correctly.

For Girls:

- Hair must be pinned back from the face.
- When hair reaches the collar, it must be tied back in a ponytail or plaits. Bottle green ribbons or scrunchies are to be worn over all bands.
- Hair should not be bunched up on the top of the head.
- Clips, combs and Alice bands in a dark or bottle green colour, may be worn by girls while they are in Primary School.
- Hair must not be tinted or dyed even during the school holidays.
- Hair extensions, beads or any other adornments are not permitted.

For Boys:

- Tidy hair cut with hair not reaching the collar.

Hats

- Hats must be worn by boys (boater) and girls (Panama hat) to and from school regardless of the form of transport used.
- Hats must always be clean and in a good state of repair.
- The sun safe bucket style hats or the legionnaire's hats must be worn by all students whilst in the playground at morning tea and lunch. A 'no hat – no play, no fun today' policy is enforced.
- Only those students who participate in Andrews Cup may wear the Clayfield College sports cap and it can only be worn during Andrews Cup events. The students are not to wear the Clayfield College sports cap in the school yard.
- All hats are available from the College Shop.

Jewellery

- Only small silver or gold wrist watches with black, navy or white bands or the official Clayfield College watch are allowed.
- Girls with pierced ears are only permitted to wear one matching pair of small gold or silver sleepers or plain studs in the first hole of each ear.
- Any other jewellery worn to school may be confiscated and will be returned on the last day of term.

Litter

Rubbish bins are provided inside and outside the buildings. Children are responsible for putting their own rubbish in the receptacles provided. The general tidiness of the school is the responsibility of all members of the school community.

Lollies

Children are not to bring lollies/chocolates, Easter Eggs or Christmas Candy Canes to school for themselves or others. The College encourages healthy food choices.



Make-up

No make-up. This includes nail polish, glitter, mascara, hair mousse, gel, coloured hair spray or unnatural tans.

Playground Rules

- Walk on concrete paths.
- Play sensibly.
- Toilets are not the place to play or eat.
- No playing on playground equipment before school. "Be safe today. No teacher no play."
- "No Hat No Play – No Fun Today!"
- Always see a teacher first when any play or sporting equipment goes into out of bounds areas or beyond the school fence.
- All children playing the playground must wear shoes or runners.

Property

- The children are expected to take good care of their own property. Expensive toys and other valuable items should not be brought to school. Cards, games, toys are not allowed at school. Children should not carry excessive sums of money. Money or valuables should not be left in school bags but given to a teacher or Mrs Atkins at the Primary School Reception for safekeeping.
- Marking desks or tables, defacing walls or any wilful damage done to school property does not show respect to the school or others.
- Breakages should be reported immediately to a member of staff.

Rain Protection

Children are expected to arrive at school in such a condition that they remain comfortable all day. Please ensure that your child has complete protection for rainy days and that it is worn to school.

School Uniform

- Regulation uniform must be worn unless stated otherwise.
- All items of the uniform must be clearly named.

Pre-Prep students wear a unisex uniform of green shorts and Clayfield College blue polo shirt all year round. A bottle green tracksuit may be worn over this in Terms 2 and 3.

For P- 6 Girls

- Dress uniforms must be worn at the correct length – just below the knee.
- In Terms 1 & 4, girls should wear ankle height white socks folded (not rolled) with regulation black laced or black Velcro highly polished leather school shoes (no metal buckles or higher heels).
- In Terms 2 & 3, girls should wear knee high white socks with regulation black laced or black Velcro highly polished leather shoes (no metal buckles or higher heels). If wanted, the wearing of black Mary-Jane's is for Prep – Year 2 only.

Badges for girls

- The school badge is to be worn between the collars in the top centre of the uniform.
- The house badge is to be worn on the left collar of the uniform with the exception of boarders who wear the house badge on the right collar and their boarding badge on the left collar.
- The music badge is to be worn on the right collar of the uniform (Years 2-6)
- The star badge is to be worn just below the school badge in the centre of the uniform



For P-6 Boys

- Green shirts with short sleeves tucked into the top of grey shorts
- In Terms 1 & 4, boys should wear folded ankle height grey socks with green stripes, together with regulation black laced or black Velcro highly polished leather school shoes.
- In Terms 2 & 3, boys should wear folded knee high grey socks with green stripes, together with regulation black laced or black Velcro highly polished leather school shoes (no black joggers/ sports shoes).

Badges for boys

- The school badge is to be worn on the right pocket of the uniform.
- The house badge is to be worn on the left pocket of the uniform.
- The music badge is to be worn on the right pocket of the uniform (Years 2-6)
- The star badge is to be worn on the left pocket of the uniform.



In Winter

- Clayfield College green jumpers, scarves and green vests can be worn in winter.
- The children who 'feel the cold' may need to wear singlets/ spencers under their uniforms.

Sports Uniforms

- Each child is to have a blue polo shirt with a coloured stripe in their house colour together with green shorts.

- Predominantly white sports shoes with white laces are to be worn with white sport socks of ankle length. Very short socks or sockettes are not to be worn under any circumstances.
- Preps have a bottle green tracksuit which can be worn with their HPE uniform on the day that they have HPE only.
- From Year 1, the Clayfield College tracksuit can be worn at school for HPE lessons ONLY; that is, not for other lessons or when travelling to and from school. Track suit pants are not to be rolled.
- Sports uniforms are not to be worn to or from school. The only exception is for practice which begins before 8:00am or finishes after 4:00pm and the students are travelling to/from school by car i.e. they are not using public transport or walking.
- Long sleeved rashies are to be worn for swimming lessons.
- All directions given by the Crossing Supervisor must be obeyed without question.
- Behaviour at the station, in trains, at bus stops and in buses should be of the highest standard at all times.
- Parents and students should be aware that in 2006, Queensland Transport published a Code of Conduct for school children travelling by bus. Failure to comply with these expectations has serious consequences. www.tmr.qld.gov.au/Travel-and-transport/School-transport/Code-of-conduct.aspx.
- Those needing to cross Sandgate Road must do so at the lights or go through the tunnel.
- No Clayfield College students should be found in shops in the local area. They must travel directly from home to school and school to home. Once home, they should change out of school uniform.

Sun Protection must be applied before each swimming lesson. The children are encouraged to protect their skin by wearing and reapplying sunscreen every day. A pump pack of sunscreen is available in each core classroom. It is compulsory to wear a long sleeved shirt or lycra top over the togs to help prevent the skin receiving sun damage.

Tidiness

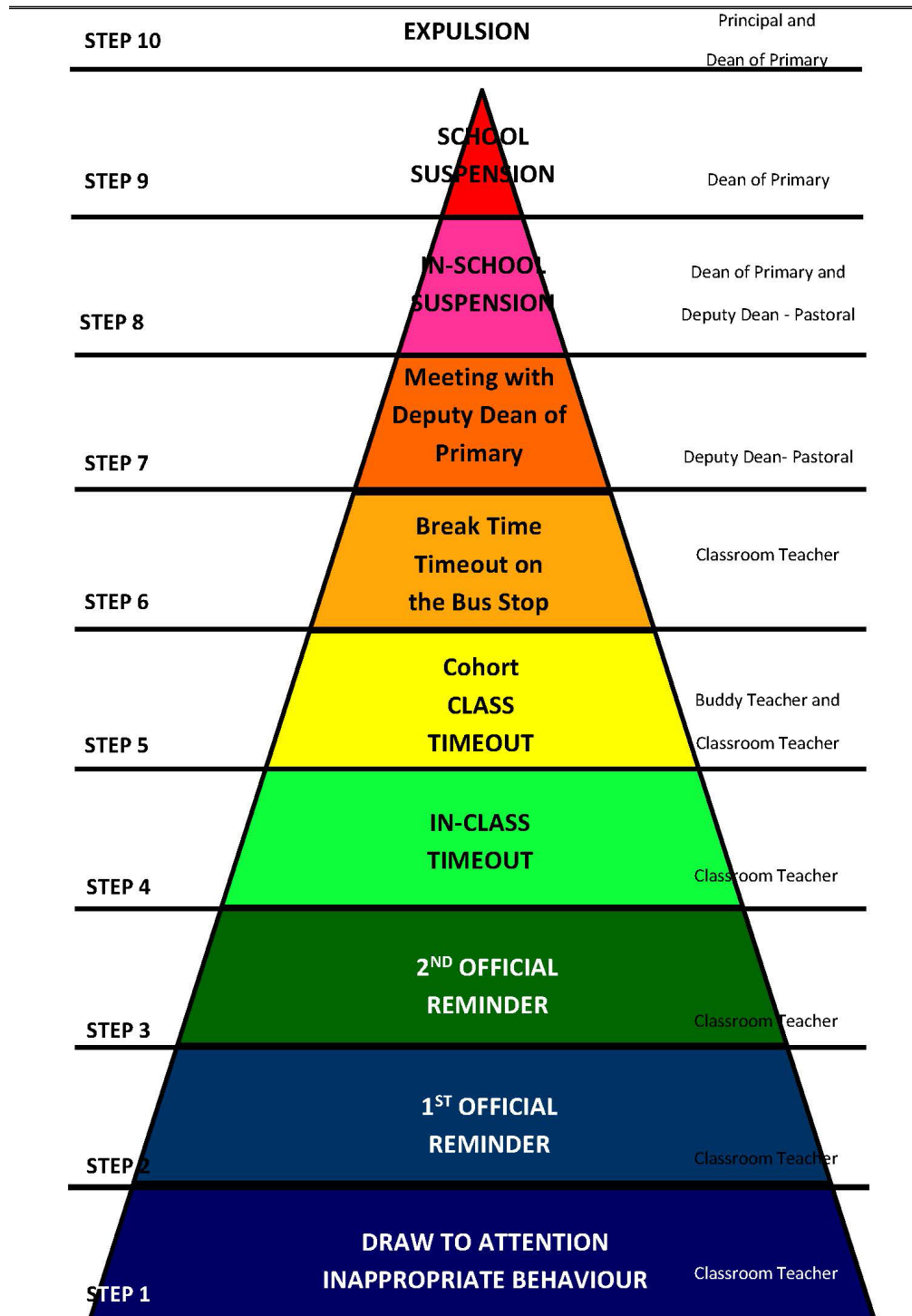
- In classrooms, litter is to be placed in the bins provided. All desks, bag racks and shelves are to be kept clean and tidy. Books and folders must not be placed on the floor.
- At the conclusion of the last lesson of the day in each classroom, lights, fans and air conditioners are to be turned off, windows shut and locked and floors tidied.
- In the grounds, all the students are responsible for maintaining cleanliness and tidiness.

Travelling Rules

- Unless they are arriving from or departing by car, children should not use the Circular Drive entrance in Gregory Street.
- Children who walk to the station must take the route through the Chapel Courtyard, past the tuckshop and down the ramp beside the Assembly Hall to the crossing on Bayview Terrace.
- Directions given by Year 12's and teachers at the gate must be complied with.



Appendix A





23 Gregory Street, Clayfield QLD 4011
PO Box 387, Clayfield QLD 4011

For general information please contact:

Ph: 07 3262 0262