

W O O N
W C H O W O R T
A R O W A W O R T

**The Kumbari Avenue
School – Gold Coast**
*An Education Queensland
State School*



**Cnr. Kumbari Avenue & Smith Street
PO Box 377, Southport, Qld. 4215**

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We provide excellence in education through an inclusive curriculum, with quality programs that identify and address barriers, acknowledge diversity and develop in our students the knowledge, skills, attitudes and processes to participate equally in inclusive education.

TABLE OF CONTENTS

INTRODUCTION	4
STATEMENT OF PURPOSE	5
VALUES	5
SCHOOL PROFILE	6
SCHOOL DETAILS	7
SCHOOL TERMS	7
PUBLIC HOLIDAYS & PUPIL FREE DAYS 2005	8
SCHOOL PERIOD TIMES	8
ABSENTEEISM	9
ACCIDENTS	9
ADMISSIONS	9
APPOINTMENTS	9
BEHAVIOUR MANAGEMENT	9
BICYCLES	9
BUSES	10
CAMPS	10
CHANGES TO STANDARD BUS ARRANGEMENTS	10
COLLECTING YOUR STUDENT	10
COMMUNITY-BASED AND OUT-OF-SCHOOL ACTIVITIES	11
COMMUNICATION	11
CONTRIBUTION SCHEME	11
CURRICULUM	11
CONCEPTUAL MODEL	12
CUSTODY	13
DENTAL CLINIC/HEALTH NURSE	13
DIARIES	13
DONATIONS	13
GENERAL SAFETY REGULATIONS	13
GOLD COAST FAMILY SUPPORT GROUP	13
GUIDANCE OFFICER	13
HEAD LICE	14
HORSERIDING	14
HYDROTHERAPY POOL	14
SCHOOL-BASED MANGEMENT MODEL	15
HOSPITAL EDUCATION FACILITY	16
INDIVIDUAL EDUCATION PLAN	16
ILLNESS	16
INCLUSIVE EDUCATION	16
LEAVING AGE	18
LOST PROPERTY	18
MEDCIAL RECORDS/MEDICATION	19

MONEY COLLECTION	19
MOTOR VEHICLES	19
NURSING SERVICE	19
PARENTS & CITIZENS ASSOCIATION	19
REPORTS	20
RESPIRE CARE	20
SCHOOL COUNCIL	20
SCHOOL LUNCHESES	20
SMOKING	21
SNOEZELEN ROOM	21
SUN SAFETY	21
THERAPY	22
TRANSPORT	22
UNIFORMS	22
VACCINATIONS	23
VISITS TO SCHOOL	24
VOLUNTEERS	24
VOCATIONAL EDUCATION	24

I**N**TRODUCTION

Welcome to The Kumbari Avenue School – Gold Coast: *An Education Queensland State School*. The school (formerly known as The Southport Special School) was established in 1970 and is one of the largest facilities of its kind in Queensland.

Outlined in this booklet is general information on the school at present – its policies, procedures, organisation and curriculum.

As a parent/guardian or visitor this information should help you gain an insight into The Kumbari Avenue School – Gold Coast.

A range of more detailed publications and information is also available from the office.

R.J. Scanlan
Principal

We provide excellence in education through an inclusive curriculum, with quality programs that identify and address barriers, acknowledge diversity and develop in our students the knowledge, skills, attitudes and processes to participate equally in inclusive education.

The Kumbari Avenue School – Gold Coast: *An Education Queensland State School* offers: Specialised Services through Inclusive Practices. Students participate in learning in the most appropriate environment, not necessarily a classroom.

S TATEMENT OF PURPOSE

Achieving the best educational outcomes for every student by:

- Offering specialised services through inclusive practices, in which students participate in learning in the most appropriate environment, not necessarily a classroom.
- Fostering a supportive, secure and safe environment
- Facilitating student quality of life
- Empowering students and staff to achieve positive outcomes.

At The Kumbari Avenue School – Gold Coast we are committed to:

S TUDENTS

- Best interest of students through equipping them for all-of-life.

Q UALITY

- The best we can do to provide a Special Education focus with integrity and inclusivity.

A CCOUNTABILITY

- Personal and team accountability in meeting the need for individualised programs that are appropriate and relevant to age, ability and individual development.

V ALUES

In terms of “Value”, we are committed to an educational provision that acknowledges:

- The intrinsic worth of all people and the positive contribution that differences among groups and individuals make to the whole society.
- All school personnel including – Students, Administrators, Teachers, Teacher-Aides, Specialist Services staff, Support Personnel, Therapists, Caregivers, Volunteers, Parents and the community as educational partners, doing the very best they can do.
- An educational focus in which the student is recognised as an individual challenged educationally, therapeutically and afforded dignity.
- Personal accountability for programs that are appropriate and relevant to age, ability, individual development and in the best interest of students.

We provide excellence in education through an inclusive curriculum, with quality programs that identify and address barriers, acknowledge diversity and develop in our students the knowledge, skills, attitudes and processes to participate equally in inclusive education.

In addition we value:

- ↔ Individuality
- ↔ Personal respect
- ↔ Self-discipline
- ↔ Community-based programs
- ↔ Self-esteem
- ↔ Appropriate functional activities

We believe:

- ↔ All people have the right to develop to their potential
- ↔ In working as a team in partnership with parents
- ↔ Programs should focus on individual needs
- ↔ Each student can become a contributing and valued member of a community
- ↔ We should encourage and empower students and staff to make appropriate decisions and to accept personal responsibility

SSCHOOL PROFILE

SCHOOL STAFFING & CLIENTELE

Approximately 115 pupils, in the age range 9 – 18+ years, from all over the Gold Coast and Hinterland are enrolled at The Kumbari Avenue School – Gold Coast. There is a capacity for students (from regular schools and other school centres) to be provided with ongoing education services while hospitalised at the Gold Coast Hospital, through the Special Education Class (SEC) attached to The Kumbari Avenue School – Gold Coast. Students with Autistic Spectrum Disorder (ASD) in regular schools receive services from Advisory Visiting staff based at The Kumbari Avenue School – Gold Coast. Students in Special Education settings and regular school receive therapy support from the Therapy Services Team, based at The Kumbari Avenue School – Gold Coast.

The school operates an inclusive curriculum, from 0 – 18+ years, accommodating the Foundation Learning Area, Key Learning Areas and Senior-Schooling over two overlapping program orientations.

1. ***Activity/Therapy orientation.*** This orientation features a multidisciplinary approach, using a range of staffing expertise to design and deliver individualised education for students with high levels of multiple impairments. It operates across Early Intervention, Junior, Middle School and Senior 'School levels.
2. ***General and Vocational Education orientation.*** This is a non-Activity/Therapy orientation catering for students who do not have high levels of multiple impairments. It features life-skills and community activities across Early Intervention, Junior, Middle School and Senior School levels. This orientation also includes Senior Secondary/Senior Schooling Vocational Education Programs for Secondary School-aged students with disabilities, including Queensland Studies Authority (QSA) programs.

Bothy the orientations above include participation in our Inclusion Activities ie. shared programming with the State Primary School (Musgrave Hill State School) and State Secondary School (Southport State High School) on our shared campus.

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SCHOOL DETAILS

LOCATION: cnr. Kumbari Avenue & Smith Street
Southport
Queensland
4215

POSTAL ADDRESS: PO Box 377
Southport
Queensland
4215

WEBSITE: www.kumbariave.eq.edu.au

6 administration@kumbariave.eq.edu.au

3 (07) 5531 3651

7 (07) 5531 1651

Office Hours: 7.30am to 3.45pm

Principal: M.D. Warltier

Deputy Principal: Kate Chapman

Registrar: Michelle Allan

SCHOOL TERMS 2005

Term 1	commences:	24 th January 2005
	ends:	24 th March 2005
Term 2	PUPIL FREE DAY	4 th April 2005
	commences:	5 th April, 2005
	ends:	17 th June, 2005
Term 3	PUPIL FREE DAY	4 th July 2005
	PUPIL FREE DAY	17 th August 2005
	commences:	5 th July 2005
	ends:	9 th September 2005
Term 4	PUPIL FREE DAY	10 th October 2005
	commences:	26 th September 2005
	ends:	9 th December 2005

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PUBLIC HOLIDAYS & PUPIL FREE DAYS 2005

26 th January 2005	Australia Day
25 th March 2005	Good Friday
28 th March 2005	Easter Monday
4 th April 2005	Pupil Free Day
25 th April 2005	ANZAC Day
2 nd May 2005	Labour Day
13 th June 2005	Queens Birthday
4 th July 2005	Pupil Free Day
17 th August 2005	Pupil Free Day – EKKA Show Day
2 nd September 2005	Gold Coast Show Day
10 th October 2005	Pupil Free Day

SCHOOL PERIOD TIMES

08.45am	Start of school day
10.00am	Junior & Middle School morning tea
10.30am	Junior & Middle School morning tea ends
10.30am	Senior School morning tea
11.00am	Senior School morning tea ends
11.30am	Junior & Middle School lunch
12.30pm	Junior & Middle School lunch ends
12.30pm	Senior School lunch
1.30pm	Senior School lunch ends
2.30pm	Students taken to transport area
2.45pm	End of school day
As required	2.10pm Whole School Assembly

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A BSENTEEISM

When a student is absent from school through illness, parents are asked to notify the school the same morning. This may be either by telephone, or by a note given to the Bus Supervisor. Parents are asked to try to make medical appointments outside of school hours.

A CCIDENTS

If minor accidents occur at school, treatment will be given by the School Nurse or Teacher. When the accident is more serious, a parent/caregiver will be contacted. **IT IS IMPORTANT THAT WE HAVE A CURRENT EMERGENCY CONTACT NUMBER.** If a parent cannot be contacted the ambulance will be called.

A DMISSIONS

All admissions are effected through the Ascertainment process. Admissions are coordinated by the school (telephone no. 5531 3651) and the Gold Coast North District Office, 56 Anne Street, Southport, 4215 (telephone no. 5583 6222).

A PPOINTMENTS

Parents are welcome to make an appointment to see Teachers, Deputy Principal or the Principal at any time to discuss their student's progress. Timely notice is desirable to ensure that necessary arrangements can be made.

B EHAVIOUR MANAGEMENT

Our school implements a ***Behaviour Management Plan***, which establishes a set of procedures to manage student behaviour. The program supports the conditions necessary for your student's effective schooling.

We believe that schooling is about success and that we have an obligation to protect the right of ALL STUDENTS TO LEARN and ALL TEACHERS TO TEACH.

The emphasis is on promoting responsible behaviour.

To ensure that everyone is well informed, details of the program are distributed to all concerned each year.

B ICYCLES

Children riding bicycles to school must have written permission from parents and must comply with the law, which states all bicycle riders must wear a helmet. Bikes are not to be ridden in the school grounds.

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BUSES

The school currently owns and operates an 18 seater Asia Combi and 8 seater Mitsubishi Starwagon, a Toyota Hiace Minibus and a Toyota Coaster Wheelchair bus.

All buses are fitted with standard approved seatbelts.

It is essential that parents contribute towards the cost of running these vehicles.

Transport to and from school is provided by a private contractor. Education Queensland initially approves the transport applicant and forwards it to Queensland Transport. Pick-ups and drop-offs are directly at the child's place of residence. Please be aware that there are guidelines applied to the distance you may reside from The Kumbari Avenue School – Gold Coast, to be eligible for transport. We recommend to Parent/Caregivers that before making a change of residence you check that your new place of residence falls within the required parameters. A move out of our area could necessitate your student attending a closer facility to retain transport arrangements. This service has no relationship to the school's own minibuses.

CAMPS

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

CHANGES TO STANDARD BUS ARRANGEMENTS

If your student normally catches a bus, but you wish to collect him/her, please ensure that you notify Administration and your student's teacher, in advance, of the change in plans. Notification, in advance, should also be sent to the Administration if your student is attending after school care or activities and not returning home on their regular bus.

It should be noted that in our efforts to care and protect all students it is not policy for us to release any student to another party without the express permission of their parent, legal guardian or caregiver. Once again it is imperative that you notify administration if you wish your student to be picked up by another person.

COLLECTING YOUR STUDENT

Parents wishing to regularly collect their student after school are asked to arrive at dismissal time, 2.30pm, and to ensure that the student's name is marked off by the teacher on duty in the designated area.

Students should not be picked up from the classroom but from the designated Parent Pick-Up area.

Please park only in the car parks designated VISITORS.

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COMMUNITY-BASED AND OUT-OF-SCHOOL ACTIVITIES

Most classes have regular out-of-school activities. These all provide valuable experiences and teach a range of skills.

COMMUNICATION

The open policy of the school encourages informal communication supported by the following:

- Newsletter (fortnightly)
- P & C Association Meetings
- Teacher-Parent Communication Booklets
- Individual Education Planning
- Parent Information Meetings
- School Council Meetings
- School-based Management

To ensure a satisfactory standard of communication between the school and parents/guardians, notification of changes to phone numbers, addresses, medications, alternative contacts or guardianship should be made to administration.

CONTRIBUTION SCHEME

A voluntary Term Contribution rate (GST exclusive) is recommended by the school and the P & C Association to cover the following:

Program development and student requisites.

The school mini-buses used to transport students to community-based education activities, eg. bowling, horseriding etc.

TOTAL payable per Term	\$60.00
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P & C Contribution per annum	\$25.00
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TOTAL payable for year	<u>\$265.00</u>
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The school operates a fleet of mini-buses at its own expense, with no government assistance – your help is needed to “keep-them-on-the-road”.

Parents/Guardians are notified of the contribution rate at the beginning of each term and prompt payment is appreciated.

CURRICULUM

Refer to the Conceptual Model on the following page.

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CONCEPTUAL MODEL
The Kumbari Avenue School – Gold Coast: *An Education Queensland School*
CURRICULUM PLAN

OUTLINE OF CORE LEARNINGS			
EDUCATION QUEENSLAND STRATEGIC ACTION	PRESCHOOL CURRICULUM FOUNDATION LEARNING AREA	KEY LEARNING AREAS	SENIOR SCHOOLING
<p style="text-align: center;">LEARNING</p> <p>A learning framework that Prepares students for Living in complex multicultural networked societies</p>	<p>Thinking</p> <p>Communicating</p> <p>Sense of self and others</p> <p>Health & Physical understanding</p> <p>Social living and learning</p> <p>Cultural understanding</p> <p>Understanding environments</p>	<p>English (L.O.T.E. Augmentative Language)</p> <p>Mathematics</p> <p>The Arts</p> <p>Health & Physical Education</p> <p>Studies of Society & the Environment</p> <p>Science</p> <p>Technology</p>	<p>CERTIFICATE OF POST-COMPULSORY SCHOOL EDUCATION (CPCSE)</p> <p style="text-align: center;">Curriculum Organisers</p> <ul style="list-style-type: none"> • Areas of Study & Learning • Communication and Technologies • Community, Citizenship and the environment • Leisure and Recreation • Personal and Living dimensions • Vocational and Transition activities <p style="text-align: center;">School Subjects</p> <ul style="list-style-type: none"> • Life Skills English – Augmentative Language (School-Based) • Life Skills Mathematics (School-Based) • Health & Physical Education – HPE/Living Skills (School-Based) • Manual Arts (School-Based) • Hospitality/Catering (School-Based) • General Education and Training – Certificate 1 in Work Readiness 30030 QLD-QSA/Work Experience • Agricultural Science – Certificate 1 in Rural Production RTE 10103 QLD-QSA • Agricultural Science/Horticulture (School-Based)
<p style="text-align: center;">SCHOOLS</p> <p>Create Learning Communities that meet diverse student community needs</p>	"NEW BASICS"	PRODUCTIVE PEDAGOGIES	<p style="text-align: center;">SUITE OF RICH TASKS</p> <p>5 = y1 – y3</p> <p>7 = y4 – y7</p> <p>8 = y8 – y9*</p>
<p style="text-align: center;">WORKFORCE</p> <p>Ensure the workforce has the capacity and flexibility to deliver the objectives of QSE-2010</p>	<p>Life Pathways & Social Futures</p> <p>Multiliteracies and Communication Media</p> <p>Active Citizenship</p> <p>Environments & Technologies</p>	<p>Recognition of Difference</p> <p>Connectedness</p> <p>Intellectual Quality</p> <p>Supportive classroom environment</p>	<p>Range and balance</p> <p>Diversity</p> <p>Operational fields of knowledge</p> <p>Repertoires of practice</p> <p style="text-align: center;"><i>Generic skills</i></p> <p>Intensity</p> <p>Content validity</p> <p>Developmental</p> <p>Assessable</p> <p>Communicate requirements and expectations</p>
TRIAL SCHOOLS			

1-1000-110 011-30000 011-30000 011-30000

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CUSTODY

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

DENTAL CLINIC/HEALTH NURSE

All parents are offered a permission form for dental examinations and work to be carried out at the Clinic, next to the school, when it is in operation.

Queensland Health provides the School Dental Service offering treatment to students from 4 years of age through until completion of Year 10, or its equivalent.

Medical History/Consent Forms are issued to each child and must be completed and returned prior to children receiving an examination. After the examination, parents/guardians will receive a statement of treatment needs, which must be signed prior to treatment commencing.

The team providing this service consists of a Dentist, School Dental Therapists and Dental Assistants. Dental Therapists working under the direction of a Dentist will carry out most of the Dental procedures.

DIARIES

Teachers are encouraged to send home daily message books with each student. These contain reminders about our activities, or notes on the child's day. Parents may write in these, if they wish, and return them to school the following day.

DONATIONS

Donations to our Building Fund or our Library/Resource Centre fund at tax deductible (please contact the Registrar).

GENERAL SAFETY REGULATIONS

The regulations of the Workplace Safety Act require all people working in Manual Arts workshops, Hospitality/Catering practical rooms, Agricultural Science and, in particular, Physical Education lessons to wear protective footwear at all times. Students who do not display the correct footwear will be excluded from participating in these programs.

GOLD COAST FAMILY SUPPORT GROUP

After School Care programs are run by the Gold Coast Family Support Group. We encourage parents/guardians to take advantage of this service. For more information please contact 55 640 655.

GUIDANCE OFFICE

A Guidance Officer visits the school weekly and is available for consultation by appointment. Contact can be made through Administration.

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HHEAD LICE

These unwelcome guests may arrive at any time. It is advisable to check student's hair regularly. Where lice are discovered, please notify the School Nurse.

HORSERIDING

The program provides for enjoyment, recreation, sport and training for students with disabilities, with a view to increasing their independence and self-confidence and enabling social contact with others with equestrian interests.

HYDROTHERAPY POOL

The school boasts a Hydrotherapy Pool. At time of printing it is envisaged that the pool will be operational by Term 2, 2005. Not all students will have access to this facility. Initially, programs will be put in place for students with high support needs and mobility problems. Parents are requested to pay special attention to any documentation sent home in regard to participation in this activity and to supply any medical information requested.

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SCHOOL-BASED MANAGEMENT MODEL
THE KUMBARI AVENUE SCHOOL – GOLD COAST: *An Education Queensland State School*

DESTINATION 2010

POSITIVE SUPPORTIVE SELF-DIRECTED COMMUNITY OF PEOPLE

SCHOOL COUNCIL	PRINCIPAL DEPUTY PRINCIPAL	PARENTS & CITIZENS ASSOCIATION
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PARTNERSHIP AGREEMENT/SCHOOL SELFASSESSMENT/TRIENNIAL SCHOOL REVIEW SCHOOL ANNUAL REPORT & OPERATIONAL PLAN (SAROP) SCHOOL CURRICULUM PLAN	LOCAL CONSULTATIVE COMMITTEE L.C.C.
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SCHOOL MANAGEMENT TEAM

REGISTRAR

OTHER PROFESSIONAL STAFF/LINE MANAGEMENT MEETINGS	TEACHING STAFF MEETINGS	ANCILLARY STAFF MEETINGS
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YEAR LEVEL COORDINATORS

PROGRAM MANAGERS/
SERVICE DELIVERERS

LEARNING	SCHOOLS	SCHOOL WORKFORCE
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POSITIVE SUPPORTIVE SELF-DIRECTED COMMUNITY OF PEOPLE

IMPLEMENT A LEARNING FRAMEWORK TO PREPARE STUDENTS FOR LIVING IN COMPLEX MULTICULTURAL NETWORKED SOCIETIES	CREATE LEARNING COMMUNITIES THAT MEET DIVERSE STUDENT AND COMMUNITY NEEDS	ENSURE THE WORKFORCE HAS THE CAPACITY AND FLEXIBILITY TO DELIVER THE OBJECTIVES OF QSE-2010
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“STRATEGIC”

“OPERATIONAL”

Leadership Group
 Vision for High Morale
 Restorative Justice
4 C's

HOSPITAL EDUCATION FACILITY

The Kumbari Avenue School – Gold Coast provides educational services at the Gold Coast District Hospital for all students from all schools on the Gold Coast. As part of the hospital community, the class endeavours to provide the hospitalised student with the opportunity to continue his/her education program. The “hospital” teacher arranges the necessary home and school liaison to effect this.

INDIVIDUAL EDUCATION PLAN

An IEP is negotiated for every student. The IEP process involves a “team” meeting to select the student’s individual disability specific program priorities.

IEP’s are developed and reviewed in March of each year.

ILLNESS

Students who are unwell should not attend school. In some cases, students who have been ill with an infectious disease may not be able to return to school, until they are fully recovered. Students with certain skin disease may usually return once appropriate treatment has commenced (please contact Administration for details).

There are recommended periods of exclusion from school. Individual cases and circumstances may warrant particular measures (again, please contact Administration for further details).

In cases of doubt, or for guidance in cases of certain conditions, advice may also be sought from the relevant clinician, Child Health Medical Officer or Medical Officer of Health. Similarly, advice on possible preventative measures should be sought, if cases occur in boarding institutions, or amongst students housed in dormitory type accommodation.

Carriers of disease such as Hepatitis B and AIDS are not excluded without the explicit approval of the Director-General of Education, on the advice of the Director-General Health and Medical Services.

INCLUSIVE EDUCATION

The Inclusion/Access programs (including Inclusion Classes) at Southport State High School operate and are resourced as Satellites of The Kumbari Avenue School – Gold Coast. Prior to placement in Inclusion/Access programs, all inclusion students must be enrolled at and attending The Kumbari Avenue School – Gold Coast. In addition to meeting certain selection criteria for inclusion, students and parents need to be aware of their joint responsibilities. Students should pay all appropriate contributions. The accounts for this are handled by The Kumbari Avenue School – Gold Coast. Students must also wear the full school uniform for the host school at all time (including appropriate footwear etc.)

Enrolment Process

Students must be enrolled at and attending The Kumbari Avenue School – Gold Coast. No student can be enrolled in the Inclusion/Access Programs (including Inclusion classes) without formal consultation with the Guidance Officer and the Principal of The Kumbari Avenue School – Gold Coast.

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If students meet the Selection Criteria for enrolment, parents are required to complete the enrolment procedures, in addition to a ‘Parental Officer and Agreement’ form. The procedure includes: consultation with relevant School Guidance Officer/s and the Inclusion/Access Coordinator.

All Enrolments are Temporary, Part-Time program placements.

Selection Criteria

- Age and Ability appropriate
- Behaviour adjustment needs and program capacity
- Educational needs and program capacity
- Recommendation by:
 - Principal (The Kumbari Avenue School – Gold Coast)
 - Guidance Officer/s (The Kumbari Avenue School – Gold Coast/Host schools)
 - Inclusion/Access (including Inclusion Classes) Teacher/s
 - Host school/Setting Representative/Principal
 - Inclusion/Access Coordinator
- Identification of students for whom part-time placement into the various Inclusion/Access programs (including Inclusion/Classes) would be beneficial and appropriate
- Social skills, Age-appropriateness and functionality
- Degree of benefit from social interaction with other students (must be a focus with the IEP)
- After discussion with Inclusion/Access Coordinator, Class Teacher/s, Inclusion Access Teacher/s and Guidance Officer/s, Year Level Coordinators complete documentation to arrange placement for student on a trial basis (approximately 4 weeks). The placement is reviewed and a report submitted to The Kumbari Avenue School – Gold Coast
- Only after positive, formal review is Temporary, Part-Time Program placements confirmed
- All students must be capable of being moved between schools and be able to function appropriately in the Inclusion/Access setting (including Inclusion classes).
- Certain inappropriate behaviours can result in immediate removal from any of the Inclusion/Access programs and the student returned to The Kumbari Avenue School – Gold Coast. The Inclusion Teacher/s is/are to contact The Kumbari Avenue School – Gold Coast administration. A designated person will be sent to retrieve and escort the student back to The Kumbari Avenue School – Gold Coast.
- All instances, as above, are to be reported to the Principal/s of the Host schools, the Guidance Officer/s and the Principal, The Kumbari Avenue School – Gold Coast, to facilitate a placement review.
- Only ‘approved’ students are to participate. Any changes must be negotiated with the Inclusion Teacher/s and the Inclusion/Access Coordinator.
- Places in the Inclusion/Access programs (including Inclusion classes) are not available for students relocating from another School/State, until they meet the set Criteria.

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- Places in the Inclusion/Access programs (including Inclusion classes) are to be available for students deemed suitable and who are already attending The Kumbari Avenue School – Gold Coast.
- A Uniform Pool has been established for students to borrow appropriate uniforms. All Inclusion students must wear the full, appropriate Host school uniform when participating in Inclusion programs.

L EAVING AGE

Changes to the *Education (General Provisions) Act 1989*, were approved by Parliament in late 1997. The Education Act now states that all students may:

- Access 24 Semesters of State Education ie. twelve years of schooling;
- Apply for an additional four Semesters (up to two allocations of two Semesters) provided at the discretion of the Principal, and
- In exceptional circumstances, apply for a further two Semesters at the discretion of the Director-General of Education.

The Queensland Government has introduced new laws as part of the Education and Training Reforms for the Future – ETRF. Currently the laws affect young people who are enrolled in Year 7 from 2003 and will pertain to Year 10, 2006.

The new laws:

- Make it compulsory for young people to stay at school until they finish Year 10 or have turned 16, whichever comes first.
- Require young people to then participate in education and training for:
 - A further two years, or
 - Until they have gained a Senior Certificate at the end of Year 12, or
 - Until they have gained a Certificate III vocational qualification, or
 - Until they have turned 17.

There will be exemptions for young people who enter full-time work, after they have completed Year 10, or turned 16

L OST PROPERTY.

If each student has all belongings clearly marked with his or her name, the return of lost or misplaced property is made much easier. All items of unclaimed property are displayed at regular intervals to give students the opportunity to reclaim their belongings.

Items of lost property are kept in the Multipurpose Block and students have only to ask permission of the Janitor/School Officer before going to check the container. At the end of each Semester unclaimed articles are donated to charity.

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MEDICAL RECORDS/MEDICATION

Each parent is sent a medical information sheet. It is vital that every parent completes the form and returns it to school, as soon as possible.

Prescribed medication may be administered at school by the School Nurse/Teacher, but, must be accompanied by a note giving clear instructions and parental permission. A form will then be sent home, by the Nurse, to be filled in and returned immediately. All medications sent in must be clearly labelled with name, dose and times to be given. A medication register is kept by the School Nurse and is signed whenever medication is given.

We again ask you to complete the medical information sheet and return it to school as soon as possible.

To assist us in keeping our records accurate and up-to-date, we ask that you notify the School Nurse when changes in your student's medication or diagnosis occur.

MONEY COLLECTION

With the exception of P & C money, (which will be collected at the office), money for excursions, sport etc. is to be given to the child's class teacher.

MOTOR VEHICLES

Cars are permitted to park only in the designated areas. As we have limited space, all visitors and parents are asked to show consideration when parking. No cars are to be parked in the delivery area at the front of the office.

NURSING SERVICES

The school has a Registered Nurse on staff.

PARENTS & CITIZENS ASSOCIATION

The school has an active P & C Association which meets on the second Tuesday of the Month at the school. The aims of the Association as defined in the Constitution are:

- To foster general community interest in educational matters;
- To endeavour to bring about closer cooperation between parents of the students attending the school, other members of the community and the teachers and students at the school;
- To provide, if requested by the Principal, or if the Association considers it desirable to do so, advice and recommendations to the Principal of the school upon issues and concerns in respect of students attending the school;

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- To provide, if requested by the principal, or if the Association considers it desirable to do so, advice and recommendations to the Principal of the school upon the general operation and management of the school;
- To provide or assist in the provision of financial or other resources or services for the benefit of the students of the school;
- By resolution in that behalf, at an annual general meeting, general meeting or special meeting of the Association, to assist a State pre-school centre associated with the school to the extent provided under the Education (General Provisions) Act 1989.
- To perform any other functions, not consistent with the Education (General Provisions) Act 1989, as the Minister may from time to time determine.

REPORTS

School reports are sent out at the end of each Semester (ie. June and December). Interviews may be arranged by special request, but, generally parents discuss their student's progress at the IEP (Individual Education Plan) meeting mentioned previously.

RESPITE CARE

Parents are requested to notify the office if their student is going into respite and requires a change to their transport arrangements. Please be aware that if the office is not notified your child will not be provided with transport between the respite centre and school.

SCHOOL COUNCIL

A School Council was established in 1989 as a component of School-Based Management. Further details are available from the office.

SCHOOL LUNCHES

As part of each student's education, we teach about good health and hygiene. In trying to develop good, nutritious eating habits in children, it is necessary to have a policy on lunches and drinks. We believe the eating habits, which promote good health, are essential.

The Commonwealth Department of Health suggests that foods should be selected from the five basic food groups with the aim of:

- Decreasing fat
- Decreasing refined sugar
- Decreasing salt
- Increasing complex and carbohydrates and fibre

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SUGGESTIONS:

- Recess: a snack and piece of fruit
- Lunch: a sandwich or alternative, plus a snack, or piece of fruit
- Drinks: cold water is preferred. Alternatively – milk or juice popper

All students have access to refrigerators to keep drinks/lunches cool – advisable during summer.

The shared Tuckshop with Musgrave Hill State Primary School offers a range of nutritious hot/cold foods – a current price list and menu are available from the office of The Kumbari Avenue School – Gold Coast.

NOT RECOMMENDED:

It is advantageous for students' health to avoid the following in school lunches:

- Sweets, lollies or chocolate
- Chocolate coated food bars
- Sticky/messy cake
- Soft drinks and strong cordial

Nutrition information and suggestions for school lunches will be sent home periodically by the School Nurse.

S MOKING

The school is a NON-SMOKING ZONE. This applies to all buildings and the enclosed grounds. All staff, students, visitors are required to abide by this Government instruction, whilst on the premises.

S NOEZELLEN ROOM

A ‘Snoezelen’ Room is an extension of a concept which originated in Holland.

It describes a type of relaxing environment, which will serve to stimulate and relax students. While the Snoezelen approach emphasises relaxation and leisure in an environment which allows the individual time and space to explore at their own pace. Educational outcomes can be identified and achieved in this environment.

The school utilises this ‘sensory’ room in helping some students cope with the daily challenge of life. It can be of great assistance in ameliorating some behaviours.

S UN SAFETY

OUR RULE IS – NO HAT!!!! NO PLAY!!!!

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THERAPY

Some of the Gold Coast Therapy Services are based at and managed through The Kumbari Avenue School – Gold coast, including: Occupational Therapy and Physiotherapy. The therapists work at a number of schools and are only on site at The Kumbari Avenue School – Gold Coast on particular days. The therapists prioritise their case workloads. Referral forms are available at the school (these are completed by teachers and signed by parents/guardians).

TRANSPORT

A variety of transport assistance modes are available, including free transport to and from school for eligible students. Parents and guardians are reminded that should they be considering moving their place of residence, they should check that the proposed new address falls within the designated transport area, thus ensuring that their student will be eligible for free transport to The Kumbari Avenue School – Gold Coast (see under Buses).

UNIFORMS

A uniform has benefits, including neatness, smart appearance, lower long term costs for parents and for some students, assistance in identification in the community.

There is no longer a tailored school uniform. Our generic uniform is:

- Light blue top
- Navy bottom
- Navy blue hat or cap
- Covered footwear (white socks encouraged)

The idea is to cut costs for families. You may purchase generic uniform clothing from the regular commercial outlets (eg. K-Mart, Target, etc.)

There is no specification on the type of top (may be T-shirt, blouse or collared shirt) or bottom (may be shorts, skirt, long pants etc.)

All students are required to attend school in the uniform colours.

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VACCINATIONS

FOR CHILDREN BORN BEFORE 1 ST MAY 2000			FOR CHILDREN BORN ON OR AFTER 1 ST MAY 2000		
AGE	DISEASE	VACCINE	AGE	DISEASE	VACCINE
2 months	Diphtheria, Tetanus, Pertussis, <i>Haemophilus Influenzae type B</i> ** Poliomyelitis	DTPa Hb TITER or Pedvax OPV	Birth **	Hepatitis B	Hep B
4 months	Diphtheria, Tetanus, Pertussis, <i>Haemophilus Influenzae type B</i> ** Poliomyelitis	DTPa Hb TITER or Pedvax OPV	2 months	Diphtheria, Tetanus, Pertussis, Hepatitis B, <i>Haemophilus Influenzae type B</i> ** Poliomyelitis	DTPa – Hep B Pedevax OPV
6 months	Diphtheria, Tetanus, Pertussis, <i>Haemophilus Influenzae type B</i> ** Poliomyelitis	DTPa Hb TITER or Pedvax OPV	4 months	Diphtheria, Tetanus, Pertussis, Hepatitis B, <i>Haemophilus Influenzae type B</i> ** Poliomyelitis	DTPa – Hep B Pedvax OPV
12 months	Measles, Mumps, Rubella <i>Haemophilus Influenzae type B</i> **	MMR Pedvax	6 months	Diphtheria, Tetanus, Pertussis, Hepatitis B, Poliomyelitis	DTPa – Hep B OPV
18 months	Diphtheria, Tetanus, Pertussis	DTPa Hb TITER	12 months	Measles, Mumps, Rubella, <i>Haemophilus Influenzae type B</i> **	MMR Pedvax
4 years to 5 years	Diphtheria, Tetanus, Pertussis, Measles, Mumps, Rubella, Poliomyelitis	DTPa MMR OPV	18 months	Diphtheria, Tetanus, Pertussis	DTPa
13 years** 1 month later 5 months later 2 nd dose	Hepatitis B Hepatitis B Hepatitis B	Hep B Hep B Hep B	4 years	Diphtheria, Tetanus, Pertussis, Measles, Mumps, Rubella, Poliomyelitis	DTPa MMR OPV
15 to 19 years	Diphtheria, Tetanus Poliomyelitis	ADT OPV	13 years*** 1 month later 5 months later 2 nd dose	Hepatitis B Hepatitis B Hepatitis B	Hep B Hep B Hep B
Notes: ** Hib TITER (HbOC) is given at 2, 4, 6 and 18 months Pedvax (PRP_OMP) is given at 2, 4, and 12 months *** Adolescent Hepatitis B vaccination is free for all 13 year olds but is not necessary for those children who have previously received three doses of Hepatitis B vaccine			15 – 19 years	Diphtheria, Tetanus Poliomyelitis	ADT OPV
			Notes: ** Hepatitis B vaccine (HBV) should be given to all infants and should not be delayed beyond 7 days after birth. Infants whose mothers are Hepatitis B surface antigen positive (HbsAg+ve3) should also be given Hepatitis B immunoglobulin (HBIG) within 12 hours of birth. *** Adolescent Hepatitis B vaccination is free for all 13 years olds but is not necessary for those children who have previously received three doses of Hepatitis B vaccine.		

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VISITS TO SCHOOL

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

If you wish to see the Principal, or some other staff member, please telephone, or call for an appointment.

VOLUNTEERS

Voluntary assistance in classroom and outside activities is welcome. Help is also needed in the administration area. Parents, however, are required to work with students, other than their own.

Please contact the office for further information. All volunteers must be trained and will wear a volunteer's name tag at all times.

VOCATIONAL EDUCATION

- A number of community-based programs currently operate
- Work Experience Education where applicable, is engaged in by all Senior students. This cannot be conducted satisfactorily without the full cooperation of all parents concerned. The present legislation allows students to participate in formal Work Experience programs.
- Personal Future Action Plans provide the program direction for students' eventual post-school placement at the endpoint of schooling.
- All Senior students are required to participate in the programs nominated by the Senior School.

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20th January 2005

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