Toilets
Staff Toilets are located in the Staff Room and in each toilet block. Toilets for the disabled are located near the canteen & the junior play shed.

Teaching Resources
Class Literacy & Maths resources are stored in classrooms & nearby storerooms. The Year level Coordinator manages booking this equipment. The Student Book Hire Scheme is managed by Parents & Citizen’s Assoc. staff through the P&C office. Families otherwise purchase their own student resources.
Photocopying is managed and booked through the teacher aides via a “slip” system.
Art & Craft Resources can be ordered using an “order slip” available in the staff room.
Library Teaching Resources including booking class sets of books, Black line masters resources, video & digital cameras are accessed & booked directly through Library Staff.
Science Equipment can be booked through teacher aides.
Internet connected classroom computers. Staff & Students are issued with a confidential Managed Internet (MIS) password shortly after enrolment.
The Assembly Hall, The Hall Verandah Games area; Sports Stadium; Recreational Dance (Assembly Hall); Hall Kitchen are booked through One Portal.

Recreational Programs
available during student breaks include:
Computer Club; Lego Club; Library;
Hall Verandah Games area;
Recreational Dance (Assembly Hall);
Directed Play. These are advertised to the student community through Daily Notices on One Portal.

Important Contact Numbers:
School Phone: 5559 6333
Before/After School Care: 0432 002 072
Parents & Citizens Office: 5534 7503
Emergency Services: 000

Emergency & Evacuation Procedures
Emergency & Evacuation Procedures are displayed in each building & next to the Evacuation Maps, fire extinguishers and fire blankets in each building.
Class Teachers have a list of all children in their class available at all times.

Potential dangers and threats requiring evacuation or shut in include fire, dangerous person, toxic spill in or near school, livestock running loose, & bad weather.

Staff follow Emergency & Evacuation Procedures whenever they identify a potential danger or threat.

Relief Teachers & Teacher Aides & Volunteers & Visitors & Contractors
Relief Teachers report to the Administration Office upon arrival to take up duty. They collect a nametag and Teacher Relief Information from the office prior to commencing work.
Relief Teacher Aides report to the Administration Office upon arrival to take up duty. They collect a nametag from the office and timetable prior to commencement of work.
Volunteers & Visitors report to the office upon arrival at school to sign in. They must follow school procedures, the directions given by office staff, supervising teachers, deputy principals & the principal.
Contractors report to the Administration Office before commencing work. The Office notifies the Business Manager of their arrival and completes appropriate paperwork before commencing work on the site.

While at this school:
- Staff wear identification name badges.
- Visitors/Volunteers “sign-in” and wear identification badges.
- All personnel annually “sign-off” at the administration office that they have received and read this induction information.
- Everyone wears clothing appropriate to safe participation in school activities. This includes sun protection and footwear.

Workplace Health & Safety
Staff and visitors/volunteers:
- Make safe and report HAZARDS that are identified in the school.
- Implement procedures which make this a healthy and safe workplace.
- Observe and implement Education Queensland Policy & Procedures available at the following website: http://education.qld.gov.au/strategic/eppr/ Topics include sports, education programs, and privacy amongst others.

http://www.currumbiss.eq.edu.au
All Staff & Visitors to the school are to familiarize themselves with the following information before commencing any activities at this worksite.

See back for EMERGENCY procedures
School Overview

New Staff are to report to the administration office on arrival. All forms (eg commencement advice, leave, etc) are available through a Deputy Principal.

Classroom Teachers taking leave (sick, emergent, family) must telephone 5559 6377 and leave a message (before 6:45am if possible) so that a replacement teacher can be engaged.

Non-Teaching staff taking leave must telephone 5559 6380 and leave a message on the answering machine.

New Students must enrol in accordance with Education Queensland’s enrolment procedures. The student uniform correctly worn is considered appropriate for safe participation in school activities.

All jewellery must be considered hazardous and removed / made safe where necessary.

Class Attendance is captured electronically twice a day by the classroom teacher using an electronic roll.

Student Absences: Parents must provide a written explanation for the absence(s).

Classrooms have student & teacher furniture, cupboards, AV equipment and Internet connected computers. This equipment may only be moved with the approval of the Line Manager & must be noted by the Business Manager. This ensures annual stock takes are conducted smoothly.

Classes arranged by Year Level from Prep to Year 7 are generally grouped together. Eating areas and play areas are nearby to year level classrooms. This creates a "villages within a school" environment. Each class has a single or shared permanent part time teacher(s).

Complimentary Class Programs provided by specialist teachers include LOTE, Music, H&PE, Choir, Library, & Music Specialists. Their timetable is managed by the appropriate Deputy Principal.

Teaching Programs are planned and implemented using KLA and associated documents available on the school staff website (password protected at www.currumbin.qld.edu.au) and OneSchool.

Teacher Aides are managed by a Deputy Principal. Timetables are published each term.

Buddy Classes: Junior & Senior classes are encouraged to form "buddy relationships" to enhance the schools supportive culture.

Bicycles & Scooters are to be locked in the Bicycle rack enclosure before school starts.

Attendance at Seminars can be requested, booked and ordered through the Head of Curriculum.

Creekside Canteen: Staff can order meals & refreshments from the Canteen via the flexischools website or in person. Ad hoc purchases can be made during breaks.

Schools Officer requests for assistance, repair, and maintenance can be submitted in Maintenance Tasks’ on the Currumbin Way.

Computer Networking, Hardware & Software maintenance requests can be made in ‘I.T. Help’ on the Currumbin Way.

Communication

- An electronic Newsletter is published fortnightly on Thursdays. This can be received by registering via the school website.
- The Daily Notices are available on class computers.
- “Pigeon holes” for each class are in the staff room.
- Classrooms have an internal telephone system.
- A note system is used to manage general communication where students move between rooms, activities or staff.
- Staff & students use email on the MIS.
- All events, excursions & variations to school routines are recorded in a Calendar of Events. All events must be entered on One Portal calendar.

School Values (Rules)

- Respect
- (for yourself, others, property & the environment)
- Anti Bullying/Hands Off
- (Your words & actions should not harm)
- Personal Safety. (Am I managing my behaviour & not taking unnecessary risks)

Behaviour Management

All staff, volunteers, visitors and students follow the school Responsible Behaviour Plan. It is publicly available on the school website under “Reports & Policies”. A “Behaviour Management Notification Form” is used to record incidents, notify parents of student misbehaviour, and update OneSchool.

The data generated from the Behaviour Notification Forms provide information which determines the focus of all behaviour-focused interventions at school.

Committees, Meetings & Child Care

Schools Officer

- The Student Support Services Committee meets weekly to manage programming/resourceing for referred students. Referral information is available through the Guidance Officer & Deputy Principals.
- The Student Council is coordinated by a Deputy Principal. It organises events (celebrations & fund raisers) and represents the students in decision-making processes at school level.
- The Indigenous Community is represented by the Partners for Success Committee and liaises with a Deputy Principal.
- The Parents and Citizen’s Association meets on the third Friday of each month.

Workplace Officers available to school staff:

- Principal
- Business Manager
- Deputy Principals
- Head of Curriculum
- Workplace Rehabilitation Officer
- First Aide Officer
- Workplace Health & Safety Officer
- Union Representatives

Education Officers based at or providing a service to the school:

- Guidance Officer
- English as second language (ESL) teacher
- Advisory Visiting Teachers (Disabilities)
- Speech & Language Pathologist
- School Nurse (Queensland Health service)
- Dental Unit (Queensland Health service)
- Support Teacher (Literacy & Numeracy)