Welcome to Alligator Creek State School

Ours is a co-educational rural school that is large enough to offer a range of programs, services and activities. It has a great reputation. We are proud of our well-behaved students, our supportive parent community, our dedicated staff and our grounds and resources.

Our student enrolment is usually around 320, with our school catering for Prep Year through to Year 6. The School is located 15km north of Sarina and 26km south of Mackay. We have links with the community. We believe that learning takes place more effectively when home and school are in harmony.

Therefore we invite your active support and participation in our efforts, as we will endeavour to support the beliefs and ideals of our school families.

ANNUAL SCHOOL EVENTS

School concert (biannual)
Eisteddfod participation
School Athletics Carnival
Learn-to-Swim lessons p-3
Queensland Day celebrations
ANZAC Day parade and participation in community services
Awards presentation
Year 6 graduation evening
School Fair
Camps for Years 5, 6
Under 8’s morning during Under 8’s week

OPPORTUNITIES TO VOLUNTEER

If you have a particular skill, training or interest area - let us know!

Class activities
Reading groups, Maths groups, individual and small group tasks
Excursions
P&C meetings, functions and fundraisers
Tuckshop
Grounds development

Sunsmart school
Outside School Hours Care available on site through PCYC
Participation in Whitsunday Voices and Reader’s Cup

THE VOLUNTEER

... Margaret A. Francis

The volunteer is one with a heart so sincere, No task too large, no task too small. Who will help with anything at all, Who will be there in the morning light, Or help in the dark of night. The Volunteer, our extra hand, On whose future our Children Stand. Never anyone so dear as an ACSS Volunteer!

ALLIGATOR CREEK STATE SCHOOL

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Thanks for all the little things,
The “done-and-then-forgotten” things, The “oh-it’s-simply-nothing” things That make our days much brighter. With unobtrusive, friendly things, And “never-mind-the-trouble” things, And “won’t-you-let-me-help-you” things, You’ve made our hearts much lighter.

This pamphlet should be read in conjunction with other ACSS Workplace Health and Safety topic pamphlets.
WORKING WITH CHILDREN — VOLUNTEER BLUE CARD

Parents/legal carers are not required to own a Blue Card. Persons required to complete a Volunteer Blue Card application, available through our administration personnel. The process, through the Commission for Children and Young People and Child Guardian (Brisbane), takes several weeks before the Card is received.

VEHICLE PARKING

Visitor parking is provided in the school grounds near the Administration block off Borg Road, or along Borg Road marked parking. Please do not park in the signed bus zones. Private vehicles are not permitted in the school grounds unless with specific permission from the Principal. The carpark off Grass Tree Road is designated for staff parking only.

SITE ENTRY AND SIGN-ON

All volunteers must sign a Visitors Register. This is a safety requirement to assist with knowing who is on site (eg: during an evacuation/draIl), and assists with travel insurance between school and home, if in an accident. A Register is located at the school administration block at reception. There is also a Tuckshop Register. Classrooms may also have a register. Please sign for arrival and departure.

SMOKING

Smoking is not permitted in or near any building or grounds owned by Education Queensland (including gate areas). Heavy fines apply.

DRESS CODE AND SUNSMART

The school is a registered SunSmart school with the Queensland Cancer Council. Volunteers are encouraged to act as role models when on the grounds or assisting with school activities. Volunteers should practice personal sun safety procedures, including using an outdoor umbrella and applying sunscreen. The school has a No Hat No Play policy. Volunteers should consider safety precautions eg: sports day, excursion/camp, walking up/down stairs, cooking. These may include—

Footwear: should be comfortable, preferably closed-in (heel and toe) and flat heeled;

Jewellery: sleeper/stud earrings only for physical or manual activities;

Hair: mid to long hair tied back;

Dress: appropriate for the activities being undertaken; suitable length skirts/dress/shorts for sitting on chairs/door area, collared and sleeved shirts to promote SunSmart, wide-brimmed hat, sunglasses;

Healthy Food and Drink: All personnel are encouraged to rehydrate and drink water regularly.

FIRST AID

We strive for all teacher aides and most teachers to have current Senior First Aid and CPR training. The First Aid / Sick Bay room is located in the administration block. Each buddy/classroom has a small first aid bag for minor incidences. A first aid kit is located in the tuckshop. Kits and a larger range of first aid resources are located in the office sick bay, available through administration personnel.

INJURY

Report all injuries, even if only minor. An accident/illness/dangerous event form should be completed within 24 hours with administration staff. Information is electronically entered by admin staff for record.

In the case of serious accident, the school firstly contacts the ambulance. Children are not insured against accidents either by Education Queensland or the P&C.

EMERGENCY PROCEDURES

Fire / Evacuation

EVACUATION SIGNAL is continuous ringing of the electric bell or airhorn. Evacuation Plan and Map is located inside each room near the doorway.

A practice drill is held once per term to help with familiarity of procedures and documented and retained by the WHS Advisor. If an evacuation procedure occurs, stop work immediately and proceed in an orderly manner to the assembly point shown on the site plan (oval).

Visitors must remain with a staff member. Obey instructions from any Emergency personnel (Fire, Ambulance, Police etc). Do not re-enter any building until given permission.

Lockdown

LOCKDOWN SIGNAL is via internal phone system. If a lockdown procedure occurs, stop work immediately and report to the nearest lockable safe building. Do not attempt to leave the building until the all-clear is given personally by administrative staff.

Bomb Threat

Reporting of a bomb threat should follow the Disaster Response

CLASSROOM TEACHER’S PROGRAM

The classroom or specialist teacher is the person’s responsible for students under their care and the activities students are involved in. Teachers generally advise parents of the class timetable at the commencement of the year, indicating suitable times for assistance (ie: newsletter, communication book). Teachers plan the structure of lessons and student activities so volunteers can help individuals or small groups. It is best to have any concerns addressed and activities clarified as required. The teacher may require feedback from the volunteer, as to student participation and success with activities, to inform future programming.

YOUNGER CHILDREN

The school can appreciate that parents may need to bring younger children on site while volunteering. Toddlers / young children should be supervised at all times. Students and younger children are not allowed inside the tuckshop. Parents should take steps towards the consideration to noise level and disruption (eg: bringing along colouring books, pens, toys for younger children).

STUDENT MANAGEMENT AND RESPONSIBLE BEHAVIOUR PLAN

Volunteers should report any incidences to the class teacher or teacher-in-charge of the event for him/her to manage as appropriate. Our school has rules and mantras. These are relayed to our school community through weekly parade, regular e-mails, the school website and Facebook sites.

ACKNOWLEDGEMENT AND THANKS!

The school and P&C strive to give a general thanks to volunteers for contributions. On occasion, there may be specific certificates or thanks given. Sometimes there may be a celebratory morning or afternoon tea as appreciation. The school also attempts to have media coverage throughout the year, which may include volunteers.