

ANNUAL SCHOOL EVENTS

School concert (biannual)
Eisteddfod participation
School Athletics Carnival
Learn-to-Swim lessons
Jump Rope For Heart
NAIDOC celebrations
Queensland Day celebrations
ANZAC Day parade and participation in community services
Junior and Senior Awards presentation
Year 7 graduation evening
School Fair
Camps for Years 5, 6 & 7

Motto:
Our Best Always

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
Before School Reading Program
Excursions
P&C meetings and committees
P&C functions and fundraisers
Tuckshop
Grounds development



TIMETABLE

8:30am	Bell for entry to classrooms and morning Morning organisation
8.45am	Session 1 2 hours
10.45am	Break 1 40 minutes
11:25am	Transition bell 5 minutes
11.30am	Session 2 1 hour 30 minutes
1.00pm	Break 2 25 minutes
1:25pm	Transition bell 5 minutes
1.30pm	Session 3 1 hour 20 minutes
2.50 pm	School finishes

Welcome!

Welcome to Alligator Creek State School

Ours is a friendly, co-educational country 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 440-450, with our school catering for Prep Year through to Year 7. The School is located 15km north of Sarina and 26km south of Mackay.

We have strong links with the community and we are part of the Sarina Links cluster of schools. We strongly 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.



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

50 GRASSTREE ROAD

ALLIGATOR CREEK

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Alligator Creek State School



INFORMATION FOR VOLUNTEERS



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 wishing to volunteer their time at school or with student activities are 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 Grasstree 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/drill), 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/floor 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 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 Officer. 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 flowchart.

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).

RESPONSIBLE BEHAVIOUR PLAN

The class teacher will communicate the Responsible Behaviour Plan to the children according to their grade level and establish accepted behaviour to promote the 4 Rules.. Volunteers should report any incidences to the class teacher or teacher-in-charge of the event for him/her to manage as appropriate.



COMMUNICATION

We have a strong commitment to open and effective communication channels.

Communication Book – This contains school information with important information and will be used by the teacher, administration staff and parent/carer for information concerning a child's daily progress at school. It is the student's responsibility to take this book home and bring to school daily.

Newsletter – weekly publication of upcoming events and achievements.

Phone Communication — It would be appreciated if telephone calls to the school were made between 8.00 am and 4.00 pm. Messages to teachers may be given to the Administrative Officer/Assistant who will pass them on to the person concerned. Teachers are not interrupted during teaching periods, unless the matter is considered urgent. The school has a telephone answering machine and messages should only be left before 8:00am and after 4:00pm as the machine is checked in the mornings only.

Verbal Communication – We are happy to personally discuss any concerns you may have, by appointment. If a matter of urgency, times may be made available.

E-mail – If available, the school will gladly e-mail information to your home.

Parade — Parade is held weekly on Tuesday afternoons in the Hall. Parents/carers are welcome to attend.

PARENTS' AND CITIZENS' ASSOCIATION

The P&C Association meets once per month. Times of meetings are advertised in the school newsletter. The P&C is the forum for all parents, who are encouraged to register as members. Parents who wish to attend meetings or do voluntary work at the school should become registered members. Our P&C helps decide on certain educational and financial issues including general fundraising, operating the tuckshop and improvements to school grounds.



WORKING CO-OPERATIVELY

The school promotes the development of productive partnerships between school and home, for the benefit of parents, students and staff. The Principal or Deputy Principal should be contacted and informed of concerns and to assist in managing the resolution of conflict. This includes topics such as: Confidentiality—volunteers are expected to maintain confidentiality of staff and student concerns Well-being—of staff, students and volunteers. Relationship concerns can cause anxiety and stress, thereby reducing the quality of positive partnerships and affecting health.

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.