Keppel Sands State School

NEW

PARENT

INFORMATION

BOOKLET
Mission Statement:
The mission of Keppel Sands State School is to encourage active learners for tomorrow. Located in the tranquil setting of a beachside paradise, Keppel Sands State School is a small school which embodies its motto "Active Learners for Tomorrow." We focus upon explicit teaching, goal setting and strong teaching practices to ensure that our students experience success at school. We aim to foster a school environment whereby students want to come to school to learn and thrive.

At Keppel Sands State School students and staff focus upon building a school based upon respect. Respect is a basic moral value and one which we aspire to enhance in our students. We show respect towards our staff and students, our work and our belongings and to our community. We see respect as a non-negotiable aspect of our school and our lives in general and value and honour this to the letter.

We engage in collegial networking with other small schools from our Keppel Coast cluster to ensure continuity and growth and to provide support to our fellow colleagues.

Keppel Sands State School embraces its role as a reef guardian. The sea theme is evident where ever you look; from the seagull on the school badge to the ocean blue of the school uniform.

Surrounded by palms, and located as you enter the small safe town, this setting is hard to beat. Students enjoy the relaxed family atmosphere with after school games at the local beach. This mood is projected into the school supportive environment through enthusiastic engagement in the curriculum, a strong sports profile and a resounding respect for each other.

Location:
Keppel Sands State School is a small school located in the township of Keppel Sands near Rockhampton in central QLD. We are approximately 40kms from Rockhampton and located directly within the coastal township of Keppel Sands.
Enrolment:
Approximately 17 children attend the school from Prep through to Year 7. This enrolment does vary minimally, however the school enjoys a high attendance rate and has a stable student body population.

Organisation:
The school is organised into a single composite class with one teaching Principal and a full time teacher aide. We are also staffed with a part-time administration officer, part time cleaner and casual groundsmen.

Curriculum Programs and Delivery:
Staff members develop the school’s educational program through the principles of effective teaching and learning within a co-operative framework and with a commitment to life-long learning. At Keppel Sands State School we value each student as an individual learner with individual needs and learning styles. The school offers the full range of curricula, including learning through technology. LOTE [Language Other Than English] is Japanese and is taught in years 5, 6 and 7. Internal monitoring of children’s performance includes diagnostic tests and criteria based assessments are planned and stringently monitored to assess student learning and teaching effectiveness. As a parent, you are your child’s first teacher and play a major role in your child’s educational development. Your attitude towards learning, school and your child’s teacher is of the utmost importance. We invite you to take an active interest in our school and your child’s learning journey by attending and becoming involved in our P & C Association, Classroom activities, Working bees and Parent Information sessions.

Behaviour Management:
The school’s Responsible Behaviour Plan focuses on providing a safe and supportive learning environment. As students of Keppel Sands State School, we are representatives of our community and hence we pride ourselves on setting a high standard of behaviour and carrying ourselves well. All behaviour management is detailed within our School Responsible Behaviour Plan.

School Hours
Monday to Friday: 9:00 am to 3:00 pm.
No supervision of students is offered before or after school.
Children should not arrive at school before 8:30am.

School Day:
9:00 am - 11:00 am  First Session
11:00 am - 11:45 am  Lunch
11:45 am - 1:30 pm  Second Session
1:30 pm – 2:00 pm  Afternoon Tea
2:00 pm - 3:00 pm  Third Session

We would request that children arrive at school no earlier than 8:30 am and prior to the bell to allow time to prepare for lessons commencing at 9:00am. Children will not be allowed in the classroom until the classroom teacher has arrived. During lunch breaks, children are under the direct supervision of teachers at all times.
ABSENCES
The State Education Act states that children must attend school and shall be absent only when they have a valid excuse. It is important if a child is away from school for a day, or is sick for any length of time, that the class teacher/s be contacted. This may be done by a written note, personal contact, or a phone call to the school office, which explains the child’s absence. If your child is away from school, unexplained, contact may be made with you by school personnel to ensure their safety. This policy is also enforced for late arrivals. We need to be notified of reasons why students are late. Please note students marked ‘late’ on the roll are recorded at the office as being absent for ½ the day. Students not attending regularly are placed at a disadvantage as our curriculum is intensive and students who miss work may have great difficulty in “picking up” later. If prolonged absence is unavoidable please contact the teacher to arrange work for your child. If a student leaves early due to sickness or any other reason: The parent or guardian must sign a book located at the office.

ACCIDENTS
The school staff, within the Education Departments Work Place Health & Safety Guidelines, will treat minor cuts and scratches, which may occur at school. In the case of an accident or illness at school, parents will be contacted by phone. Should an accident occur which is serious and requires qualified medical attention, both the ambulance and parents will be contacted as quickly as possible.

ADMISSION:
To be eligible to enrol your child in the preparatory year, children must be five by 30 June in the year they begin prep. Children enrolling in Year 1 must be six by 30 June in that year.

Birth date: Eligible to enrol in Prep year
Born 1 July 2006 – 30 June 2007 2012
Born 1 July 2007 – 30 June 2008 2013
Born 1 July 2008 – 30 June 2009 2014
Born 1 July 2009 – 30 June 2010 2015

Proof of age MUST be presented at the time of enrolment (e.g. birth certificate).
To enrol a child, parents and caregivers are provided with an enrolment package. The enrolment package includes information about the school’s enrolment agreement, and yearly booklist or resource levy scheme. Parents or carers complete an application for enrolment, and must provide the following information
· Proof of date of birth (birth certificate, transfer certificate)
· Proof of parent identity (eg drivers licence, medicare card, welfare card)
· Proof of residency: for Australian residents – rates notice, utility bill, rental receipt for non-Australian residents - passport and visa
· Transfer Note if available from previous school

When creating official school records, the name on the child’s birth certificate is used. Students are able to enrol under a surname the enrolling parent requests if such an action is not intended to defraud, to contravene a court order or infringe the other parent’s rights. All information collected will be kept confidential, please refer to the EDUCATION QUEENSLAND’S PRIVACY STATEMENT located towards the end of this booklet for further details.
ATTENDANCE/ACHIEVEMENT/BEHAVIOUR
While students are enrolled in and attend state schools, school staff will collect personal information about their academic performance, attendance and behaviour for the purpose of monitoring their educational progress and providing educational programs to suit the needs of the student. Year 3, 5 and 7 student names are passed on to the Queensland Studies Authority for the purpose of issuing individual reports in relation to the assessment of numeracy and literacy skills of students. This personal information can be disclosed to other third parties without the individual’s consent where authorised or required by law.

CHAPLAIN
A chaplaincy program is a service at our school to provide students, staff and parents with support which may have a religious and/or spiritual component. Chaplaincy services provide an additional adult role model in schools. Whilst personally modelling and owning their own faith positions or belief, chaplains avoid any implications that any one religion, denomination or other set of beliefs is advantageous or superior to any other denomination, religion or belief. Our school chaplain has been with us for a number of years and is a well liked and respected member of Keppel Sands State School and the Keppel sands community. Due to the size of our school, students have ready access to our chaplaincy if they so desire. Should you NOT wish for your child to participate in the Chaplaincy program, you need to notify the school in writing.

CHILDREN AND YOUNG PEOPLE IN THE CARE OF THE STATE – DATA-MATCHING
The Department of Education and Department of Families conduct a data-matching program to improve school achievement outcomes for children and young people in care. The data-matching program involves a comparison, through a unique identifier, of certain personal information of children and young people in care and those children of similar age in the general school student population, including those who have specific needs. This personal information may include:
· achievement levels;
· retention rates;
· age;
· school year levels;
· school disciplinary absences; and
· student movement between schools.

COMMUNICATIONS
The school regularly issues a newsletter to parents as well as providing numerous letters or notes home. Being a small school, a lot of information is discussed face to face. Parents are encouraged to discuss their children’s progress with the teaching Principal at any time throughout the year (preferably after school). Again, any queries or worries (at the classroom level) may be discussed with the child's teacher at a suitable time, in a suitable manner.

EMERGENCY INFORMATION
Upon enrolment, the school prepares emergency information gathered from the Enrolment Form that is completed by parents. It is the responsibility of the parents to advise the school should there be any change in these particulars, e.g. changes of address, place of employment, emergency contacts, telephone numbers etc. This information is of the utmost importance in the case of accident or sickness. Please advise the school by phone or written note should any such change occur.
EMERGENCY EVACUATION
The design of our school allows for relatively swift evacuation in case of fire or other emergency. Regular evacuation and Lock Down drills are conducted each term to familiarise pupils with evacuation procedures. All staff are required to participate in these drills if present on the school site at the time.

ENROLMENT
The Department of Education is collecting the information on this form for the purpose of school enrolment and student management. Personal information collected by the Department is protected by the Queensland Government’s information Standard 42 – Information Privacy. However, in accordance with information Sharing Protocols and Memoranda of Understanding, some of this information may be passed on to government agencies. Some of these state government agencies include Queensland Health, Queensland Transport, Queensland Police Service and Department of Families. The Commonwealth Government, through Centrelink, may require information for matching purposes in relation to the payment of study assistance benefits to some students. Personal information on the enrolment form can be disclosed to other third parties without the individual’s consent where authorised or required by law.

EXCURSIONS & CAMPS
Excursions that enhance the unit of work being covered at school and are considered cost effective are organised by the school. These are always well advertised in advance. Where possible the costs are kept to a minimum to allow all children to attend. Planned excursions will be communicated to you via the school newsletter or special notices. When private transport is being used, Government regulations require us to sight the driver’s licence and third party insurance.

HATS
Our students are to wear the correct Keppel Sands State School hats. It is a wide brimmed hat, dark blue in colour. We aim to be a sun-safe school and are very aware of the sun’s damaging effects. Broad-brimmed hats are required under our ‘No Hat – No Play’ policy.

HOMEWORK
Homework is set on a regular basis and parents are asked to ensure that children do this work with care.

The homework guidelines for different age groups, as set by Education Queensland, are as follows:

- In the Prep year, generally students will not be set homework
- Homework in Years 1, 2, 3 could be up to - but generally not more than - an hour each week
- Homework in Years 4 and 5 could be up to - but generally not more than - 2-3 hours each week
- Homework in Years 6 and 7 could be up to - but generally not more than - 3-4 hours each week

At Keppel Sands, our school policy is to set homework from Monday to Thursday nights, with completed homework handed in on a Friday. Incomplete homework without valid excuse will require the student to complete this work during lunchtime (for no longer than 20 minutes each lunchtime, in accordance with EQ detention policy).

Homework is set as a consolidation and revision exercise to assist classroom learning and develop organisational skills and study discipline. It will typically include reading, some written work, spelling, and basic maths skills.

We encourage parents to assist with homework when necessary and write to or approach the teacher about areas that may have presented problems.

Parents and caregivers can help their children by:

- reading to them, talking with them and involving them in tasks at home including shopping, playing games and physical activity
- helping them to complete tasks by discussing key questions or directing them to resources
- encouraging them to organise their time and take responsibility for their learning
· encouraging them to read and to take an interest in and discuss current local, national and international events
· helping them to balance the amount of time spent completing homework, watching television, playing computer games, playing sport and engaging in other recreational activities
· contacting the relevant teacher to discuss any concerns about the nature of homework and their children's approach to the homework

HYGIENE AND HEALTH
Parents are asked to make regular checks for head lice and advise the school accordingly.
It is the parent’s responsibility to ensure their child’s head remains free of lice and nits (eggs).
Weekly head inspection at home of all children in the family and prompt treatment is the preventative measure. Advice on treatment is available from the school. Should head lice be detected all families will be issued with a notice advising of the fact and preventive measures, which should be taken.

ILLNESS
Should your child become ill while at school, we will contact parents first, followed by the nominated emergency contacts as per the most up to date details provided. Please keep the school office informed of any change to your phone number, address, alternate contact names or your child’s medical condition. This is vital in case your child is involved in an accident at school. All such information is strictly confidential.

Pupils who are unwell should not be allowed to attend school. As a general rule, pupils who have been ill with an infectious disease should not return to school until they have fully recovered.

LIBRARY
Students use our library for both leisure and borrowing. Students must have a library bag to carry and protect books borrowed from the school. Library bags can be purchased through the P&C. Damaged or lost books must be replaced or paid for by parents.

LOST PROPERTY
All items brought to school should be clearly labelled with the student’s name. It is worthwhile checking these labels regularly as they may wear off. Please ensure that all your child's belongings are clearly named. Unclaimed items will be donated to the second hand uniform pool or a charitable organisation at the end of each year.

MEDICATION
From time to time, it may be necessary for pupils to bring medication to school as part of a continuing course of antibiotics, medicine etc. With respect to medication it is Education Queensland and school policy that the following procedures are followed:
1. A delegated staff member can only accept medication in the original package with the dosage instruction as written by the pharmacist (at the doctor's direction).
2. The medication needs to be accompanied by written authorisation from parents/guardian stating the correct dosage and times to be administered. The dosage and times should also be stated on the container, which must be a pharmaceutical container with child’s details. (a generic form is available from the school office)
3. At no time should medication for one student be administered to another student.
4. Medication must be kept in the office while at the school. Unused medication must be returned to the parent.
5. Parent/guardian must notify the school in writing when a change of dosage is required. This instruction must be accompanied by a letter from a medical practitioner.
6. Medications such as asthma puffers should be kept up to date, as staff are not permitted by law to administer out of date medication.
7. Non-prescribed oral medication, (over the counter medications) are not to be
administered and cannot be brought to school. Parents / caregivers not wishing to adhere to the above guidelines can come to the school at the necessary times and administer the medication to their own child. Schools are required to maintain a Medication Register, which is kept at the office. Panadol, Aspirin, Cough Medicines etc. also require a Letter of Authorisation from a Doctor. Children who use Ventolin puffers or similar for the treatment of Asthma may keep them in their possession, however, parents are asked to advise the school in writing of this need. Asthma puffers may accompany students, although we prefer these remain in the office or with the teacher in the classroom to prevent loss or nuisance of such. If the puffer does need to be kept on the student, then a spare should be provided to be kept in the office.

**MONEY COLLECTIONS**

It is requested that all monies being sent to school for excursions, donations etc, be forwarded in the envelope attached to the excursion note, which should be marked with the child’s name and reason for which the money is being sent. The parent/guardian permission details also need to be completed and returned with the envelope. It is appreciated that correct monies be sent to the school prior to the activity. Children will be issued with a receipt for any payment made to the school.

**RELIGIOUS INSTRUCTION**

Religious instruction (RI) is offered at the school and is conducted on Tuesday afternoons from 2:00pm – 2:45pm. Our religious instruction is provided by a long time member of the community who has worked with our school and surrounding schools for a number of years. The program is Christian based (non denominational). Students participate in accordance with the information provided on the completed Parent Notice for Religious Instruction forms (RIS-C1 and RIS-C2). Parents of child/ren participating in these programs will be advised if a faith group requires funds to cover the expense of materials used in RI. Students are allocated to RI based on information provided by parents on the completed Application for Student Enrolment unless other written instructions have been provided to the school.

Note: This information remains operational unless the parent informs the school otherwise in writing.

Students who are not participating in RI will be provided with other instruction in a separate supervised location. Other instruction must relate to part of a subject area already covered in class and may include, but is not restricted to:

- wider reading
- personal research
- revision / homework tasks

Parents will be advised of any changes to the RI program to ensure they are able to make an informed decision on their child’s participation.

**REPORT CARDS**

A variety of assessment evaluation techniques will be used throughout the year to provide the best overall picture of each child’s progress. Children’s progress and academic outcomes are determined by state-wide testing, diagnostic tests and criteria-based assessment. Student profiles are prepared, continued and updated during their schooling at Keppel Sands. Academic reports will be issued for each child at the end of Semester One and Semester Two.

**SCHOOL PHOTOS**

Class photographs are taken each year. All students are to be in correct school uniform for the photos.

**SWIMMING**

Keppel Sands students participate in weekly swimming lessons, in term four of each year. All lessons are conducted with supervision which exceeds Education Queensland standards. Students travel to swimming by bus. Parents are notified of the costs involved for swimming via the school newsletter.
and/or specific notes home. These costs are usually heavily subsidised either by our P&C and/or the school itself to make this great programme accessible to all. It is compulsory that ALL students wear an appropriate/specific swimming shirt/sun shirt whilst swimming. Normal cotton shirts/polyester shirts etc are NOT allowed. Education Queensland policy strictly dictates - NO SUN SHIRT = NO SWIM.

**UNIFORMS**
The accurate wearing of the school uniform conveys a significant message to our community about the expectations we have of our students and helps to create a positive perception of our school. A clean, neat and tidy uniform helps students develop a sense of belonging and enhances student pride in their school. Personal hygiene, uniform cleanliness and a neat general presentation assist students to develop self-worth and confidence in their appearance.

Our student dress code consists of an agreed standard and items of clothing, which includes a school uniform that Keppel Sands State School students wear when:

- attending or representing their school;
- travelling to and from school; and
- engaging in school activities out of school hours.

Keppel Sands student dress code reflects school community standards and is consistent with occupational health and safety and anti-discrimination legislation. We actively encourage our students to take pride in themselves and their school. One way in which this may be achieved is through adherence to the school’s dress standards. As the parent/carer and provider of your child, we seek your support in this matter.

Students may wear a watch and a school badge. Students may wear plain sleepers or studs if they have pierced ears – one per ear only. No other jewellery, make-up or nail polish will be tolerated. Covered school shoes must be worn at all times. Safety and hygiene make these a necessity. Hair should always be neatly groomed, with natural hair colours and neat hairstyles permitted. Long hair should not inhibit the learning process, and if below the collar should be secured in a presentable manner away from the face.

Students are to attend school at all times, in correct school uniform. Should there be an extenuating circumstance which affects your child’s ability to attend in school uniform, a note must be supplied to the school.

Keppel Sands State School uniforms are comprised of a light blue polo shirt with the Keppel Sands logo attached. All uniforms are to be purchased through our P&C. To accompany our shirts, students are to wear plain black shorts/skirts. Again these may be purchased through our P&C or alternatively purchased elsewhere, provided they are plain black.

School hats are also compulsory as stated earlier. These are to be purchased through the P&C. The school also has a blue school jumper which can be purchased for the cooler weather.

Our school values the highest standard of student behaviour and appearance.

**VALUABLES AT SCHOOL**
Valuables are not to be brought to school. The school will not be held responsible for their care or security, should they be at school. Toys, Cameras, MP3 players, mobile phones, radios and other such items are included as valuables. No liability will be accepted by the school in the event of loss, theft or damage of any device.

Money, if needed to be held by a child at school, must be left with the class teacher or at the office for safekeeping and must be in a clearly labelled envelope.

**VISITORS TO THE SCHOOL**
At Keppel Sands State School we welcome visitors and people who come into our school to work for or with our students to enhance student learning. To ensure the safety of these people and our students, it is necessary that arrangements for visits be made via the school office. All visitors and volunteers MUST sign the visitors register located at the office.

**WELLBEING, PROTECTION AND SAFETY**
During a student’s attendance, the Department of Education may also collect personal information that relates to the wellbeing, protection and safety of the student. This personal information may be passed on to agencies such as Queensland Health, Queensland Police Service and Department of Families in accordance with Education Queensland’s Student Protection Policy and other policies relating to student behaviour. This personal information can be disclosed to other third parties without the individual’s consent where authorised or required by law.

Keppel Sands State School has an active and engaged P&C. Our school P&C meets monthly to discuss upcoming events and further ways to better our school. Our P&C holds numerous events throughout the year, including our Easter market which is our primary fundraiser for the year. In recent years the school P&C has funded numerous events and supported our students through not only funding but also through supporting initiatives within the school and being active and involved in all facets of the school.

Our P&C Association is keen to promote the interests of, and facilitate the development and further improvement of our school for the benefit of all students. Every school parent/guardian, teacher and member of the local community is eligible for membership of the P&C and entitled to contribute to meetings and activities of our Association. The current executive is eager to involve any person who wishes to learn more about the school and its operations, and those who would like to contribute to the school environment in any way.

NOTE:
If you have any questions about privacy or access to information, you may contact Education Queensland’s Privacy Contact Officer on 3237 0546.
### 2014 School Calendar

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Note: The calendar includes school holidays, public holidays, staff professional development days, flexible staff professional development days, and school terms.