

CLIFFORD PARK SPECIAL SCHOOL



INFORMATION BOOKLET



CLIFFORD PARK SPECIAL SCHOOL

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Clifford Park Special School Website:

<https://cliffordparkspeceq.edu.au>

Clifford Park Special School is live on Facebook:

www.facebook.com/CliffordParkSpecialSchool

Our Mission Statement

Clifford Park Special School develops each student's potential and abilities by providing individualised learning programs for our diverse population. This allows every student to CONNECT LEARN and ACHIEVE in a supportive school environment.

We want those that we engage with to feel:

- that their curriculum plan is tailored to their individual and specific support needs;
- welcomed, respected and included and have a place of purpose;
- empowered to work towards a variety of inclusive post school options;
- assured that they have a meaningful pathway in place;
- confident in the knowledge base and skills of our professional community.

Location

Clifford Park Special School is located at 19 Rob Street, Toowoomba. It was opened in 1990.

Clifford Park Rob Street Campus

Site Description

The Clifford Park Campus is located at 19 Rob Street, Newtown on an attractive landscaped site. Its facilities include teaching blocks, an administration block, and a multi-purpose block containing a kitchen. Our heated indoor swimming pool was opened in February 2012. All buildings are wheelchair accessible and are joined by covered walkways. All classrooms have internet network connections and are provided with modern information communication technology. In addition, we have a library, an activities room and a computer room where classes of students can engage in lessons. Situated in the grounds are two adventure playgrounds, an in-ground trampoline, an oval, a basketball court, and a Training and Employment Centre.

Students

Clifford Park Special School is a Queensland Department of Education secondary school setting, that provides extensive levels of educational support to a diverse

student population. All of our students have an intellectual disability. More than half of students at Clifford Park Campus also have other complexities which may include, mental health diagnoses, and or additional disability categories such as physical disabilities, Hearing impairment, visual impairment, and or autism spectrum disorder (ASD).

Enrolment

The Department of Education enrolment processes for Special Schools are followed for enrolment at Clifford Park Special School. A parent or legal guardian, can apply for enrolment by completing forms that can be downloaded from our website (<https://cliffordparkspecs.eq.edu.au>) or collected from the school office. Approval to enrol a student in this special school is granted by the Toowoomba Regional Office. It is recommended that parents and guardians who wish to seek enrolment contact the school to arrange a visit.

School Leaving Age

The age at which students can leave a special school is the same as for students in state high schools and is governed by Department of Education policy, Allocation of State Education. Parents/carers can request a copy of this policy from the school office. Parents are notified at the end of reporting periods, about the number of semesters of state education that their child has remaining. At Clifford Park Special School, the majority of students complete 26 semesters of state education either at the end of the year in which they turn 17 or at the end of the year in which they turn 18.

Teaching and Learning at Clifford Park Campus

At Clifford Park Special School, we follow the required curriculum. For students in Years 7 to 10, this is the Australian Curriculum. We ensure that learning is 'on the same basis' and is personalised to each student. The Australian Curriculum Flowchart (<http://www.australiancurriculum.edu.au/studentdiversity/meeting-diverse-learning-needs>) forms the basis of our approach towards meet the learning needs of all students. Every student in Years 7 to 10 has an Individual Curriculum Plan (ICP).

The curriculum in Years 11 and 12 is developed from the QCAA Guideline for Individual Learning. Teachers document the intended learning, across two years, in a Curriculum Plan. This plan is then submitted to QCAA. At the end of Year 12, the student's achievements are documented on a Queensland Certificate of Individual Achievement. This certificate is issued by QCAA.

The Student Plan Meeting

Teachers meet with parents/carers twice a year in Term One and Term Three. Student Plan Meetings are collaborative and involve all stakeholders. Current learning levels are considered and reasonable adjustments and targeted learning expectations are discussed.

For students who are in Years 7 to 10, an Individual Curriculum Plan (ICP) is deliberated and then developed. For students in Years 11 and 12 the Individual Curriculum Plan, is reviewed.

In addition, all students have individual Learning Expectations developed around the areas of literacy and numeracy. The Student Plan also incorporates other meaningful

programs that a child may engage in to meet their particular learning needs, including Learn to Swim programs. For students in the care and protection of the Department of Communities, Child Safety, an Education Support Plan is written and reviewed annually as part of the child's Student Plan.

The Student Plan is reported on twice yearly at the end of Term Two and Term Four.

Learning Cohorts

There are two learning cohorts at Clifford Park Special School:

1. *Junior Secondary Learning Cohort*

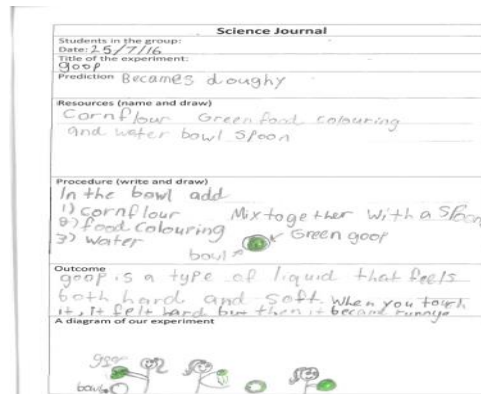
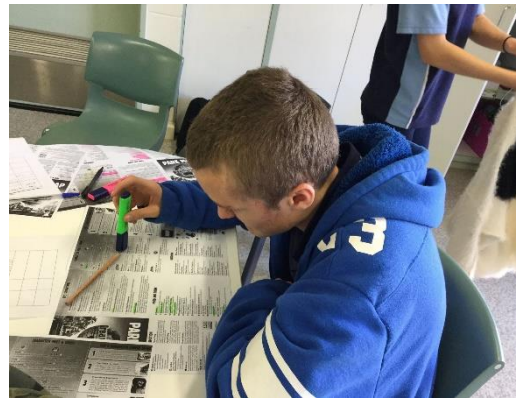
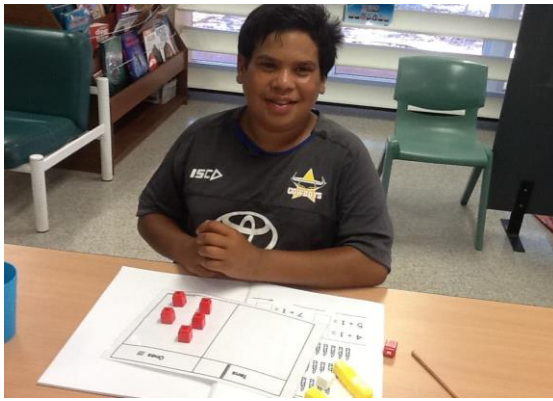
Students in the Junior Secondary Cohort are students in Years 7 to 10. Students engage with age-equivalent content from the Australian Curriculum learning areas of English, Maths, Science, History, Geography, Technologies, Health and Physical Education, Languages and The Arts. Teachers align individual learning at different levels along the Foundation to Year 10, or General Capabilities 1B to 1D, with age-equivalent learning area content. All students in the Junior Secondary Learning Cohort have an emphasis on literacy and numeracy and these are developed through Individual Learning Expectations.

2. *Senior Secondary Learning Cohort*

Students in the Senior Secondary Cohort are students in Years 11 and 12. The Year 11 and 12 students study the Social and Community Studies unit of work from the Applied Syllabus Humanities and Social Sciences. Teachers personalise individual student's learning through alignment to the Guideline for Individual Learning.

Pedagogical Approaches

Explicit Instruction, Pearson's Gradual Release, RAMR (Reality, Abstraction, Mathematics, Reflection) Cycle, Comprehensive Literacy and Sounds Write are the fundamental pedagogies used in the all learning cohorts at Clifford Park Special School. Learning units are developed using the fundamentals of Universal Design for Learning. In addition, other strategies are used for students who have complex communication needs and require specialised communication interventions, including Alternative and Augmentative Communication devices. No systems are used exclusively and a holistic approach to meet individual needs is considered.



2

Planning Alternate Tomorrow with Hope (PATH) for Students

PATH plans are developed with all students aged 16 years and over. PATHs are designed to assist students to make the transition from school to post school life and give students opportunities to explore their interests and build on skills required for post school life. PATHs are created by the student, their families and other support structures.

This strong emphasis on forward planning for students for post school life is reflective of our Right Person, Right Place philosophy for engaging in meaningful communities after the student leaves school. Individual student goals are translated into four main areas of PATH programs:

- **Post School Sampling Programs (PSSP):** The school has strong links with local service providers who can provide programs for students after they leave school. The PSSP provides opportunities for students (and their parents/carers) to sample different service providers to assist them in making informed decisions regarding post school placements.
- **Work Programs:** Students engage in work programs either based at school or in the local community to learn and practice work skills. Examples of work programs include the Recycling Program, Canteen Program, as well as volunteering at Lifeline, Food Assist or Organic Gardens.



- *Work Experience:* Students experience work in the community with local businesses, including supported employment options. Students are also able to access Registered Training Organisations (RTO) to complete Certificate Courses, including Traineeships, in areas of their interest and to support their work experience.
- *Work Placements:* Work placements are negotiated between students and places of employment, including supported employment options, in the hope of the placement continuing after the student leaves school. Work placements require the services of an Employment Agency to assist with procedures.

PATH plans form the basis of the Senior Education Transition Plan (SETP) required for all senior students.

Physical Education

Physical Education is an important element of the curriculum offered at the school. Most students participate in a weekly swimming program/hydrotherapy program operating in the school's heated swimming pool. In addition, some students participate in a half hour of moderate physical activity on days when they are not swimming or participating in organised sporting activities. Clifford Park organises a school-wide Athletics Carnival and Cross-Country Carnival, with some students selected to compete in the regional Special School Athletics, and Cross-Country events.



Positive Behaviour for Learning (PBL)

The school uses a positive behaviour support approach to manage student behaviour. Our Responsible Behaviour Plan for Students outlines positive behaviour support processes used with students at this school. Our school expectations are:

- We are respectful
- We are responsible
- We are safe
- We are resilient



At Clifford Park Special School, there is a strong emphasis on rewarding the behaviours related to expectations through our LIKES system. Students can swap LIKES they receive each week for tangible items at the LIKES room. In addition, students can work towards receiving/participating in weekly PBL events as well as engaging in twice termly Major PBL Event.

For students who require a more individualised focus on behavioural intervention, student specific support plans, may be developed.

A copy of our Student Code of Conduct can be obtained at the school office or online on our website.

Support Services

Students who require extra assistance can be referred for assessment and possible program support from a Speech Language Pathologist, an Occupational Therapist and a Physiotherapist based at the school. This support can take the form of input into the student's Support Plan and support to classroom teachers.

A Guidance Officer and Social Worker attends the school and is available to provide assistance and counselling to parents, students and staff in a range of areas including student progress, behaviour management and appropriate placement. A school nurse is employed at the school on a part-time basis and is available to assist staff to support students with medical problems and to train staff to perform specialised medical procedures required by some students.

Personal Care Assistance

Some students require intensive adult assistance when eating and drinking and require modification to their mealtimes. Students requiring specialised procedures and/or intensive adult contact and support when eating and/or drinking are supported by trained school staff working under the supervision of the speech language pathologist or school nurse. An individual student Mealtime Assistance Plan is developed in consultation with the parent and student's medical specialist.

Students who require personal assistance in other areas of personal living have planned procedures in place. A *Manual Handling Risk Assessment* is developed to implement safe and dignified methods of delivering personal care to students who require adult assistance.

Routine or Emergency Health Plans

Some students may have complex health needs that require routine or emergency management at school. The school nurse develops a Health Plan in consultation with the parent/carers and medical specialist to address health needs arising at school. The nurse provides training to the school staff working with the student about the implementation of the Health Plan.

Routine School Day Timetable

School hours are listed on the table below:

Monday - Friday	
Class Session One	8:50am –10:25am
First Break - Meal	10:25am -10:45am
First Break - Play	10:45am -11:15am
Class Session Two	11:15am -12:40pm

Second Break - Meal	12:40pm -1:00pm
Second Break - Play	1:00pm -1:30pm
Class Session Three	1:30pm –3:00pm

Staff are on duty to supervise students on and off transport to school between 8:00am and 8:50am and between 3:00pm and 3:30pm each day.

A whole school assembly is held on Monday mornings at 9:15am (junior school) and 9:45am (senior school).

Transport Assistance to School

Queensland Transport can provide assistance to parents to transport their child to and from school. The principal is responsible for assessing students' entitlement to transport assistance. Applications for transport assistance are completed at the school but approved at our regional office and arranged by Queensland Transport. Changes to transport arrangements take time to organise. Parents are requested to give as much notice as possible (7 days) of changes of address and other adjustments to transport requirements. Parents are required to notify the taxi or bus company in advance if their child is going to be absent from school.

First Aid

If First Aid becomes necessary, a trained staff member will give initial treatment. If necessary, an ambulance will be called to take the student to hospital and parents will be notified. If parents cannot be contacted, the school will endeavour to notify the emergency contact that the parents give the school on enrolment of their child.

Student Absences and Illnesses

It is now mandatory practice for the school to inform the parent/caregiver *each day* that a child has not arrived at school without prior notification of their absence. A text notifying the designated caregiver, is sent by the school's administration.

If students are absent from school, parents are required to notify the school by phone (46145366) or in writing stating the reason for the absence of their child.

If students become ill at school and are unable to continue with their educational program, parents will be contacted and asked to make arrangements for the care of their sick child. The sick bed will be used for short-term recovery only.

If a student contracts an infectious disease, the Department of Education requires that the student be excluded from the school for set periods of time until the condition is no longer contagious.

Medication

Staff can dispense medication with approval from the principal. Only medications prescribed by a doctor may be dispensed at school. A parent or carer must make arrangements personally. A permission form needs to be filled in and signed by the child's parent/carer. The medication container provided by a chemist needs to be brought to school by the parent/carer indicating specific times at which medication is

to be administered, name of the medication and quantity as prescribed by the doctor. This includes the administration of Paracetamol, aspirin and other analgesics.



Voluntary Contributions

Parents are asked to pay a voluntary contribution of \$25.00 per term for our Transport Levy. This helps us to defray the cost of our four buses and two cars, and the use of taxis. These forms of transport are used to convey students to community-based educational activities.

In addition, students are required to pay costs incurred for community based educational, recreational and sporting activities. Parents are notified of these activities by teachers.

Payments

Our preferred methods for payments are:

- BPOINT  <https://www.bpoint.com.au/payments/dete>
(link can be found on Invoice),
- EFTPOS is available at the school office, and
- Qkr!  mobile application

Student Resource Scheme - Textbook Allowance

The Department of Education and Training pays a Textbook Allowance to the school for each student. The school applies these funds to the purchase of educational items as per the resource list provided.

Parents can choose to opt out of this Textbook Allowance Scheme and the school will arrange for the allowance to be paid out to the parent. However, in this case parents will be responsible for providing the student with the items that would otherwise have been provided by the scheme and/or pay for the resources and equipment as per the list provided. The value of the resources and equipment is greater than the Textbook and Resource Allowance.

Complaints Management

Informal complaints received at the school by phone or other electronic devices will be referred to the school principal who will contact the complainant, investigate the complaint and give a verbal response to the complainant within a time-frame negotiated with the complainant.

Formal complaints made in writing to the school will be investigated by the school principal and an initial response made in writing to the complainant within three working days of receiving the written complaint.

Complaint process can be viewed on the school website.

School Mobile Phone Policy

Students are not encouraged to bring mobile phones to school. If they do so they must abide by strict rules. Phones must be switched off during classroom sessions. A phone can be used to listen to music during break periods if this is appropriate for the student. However, if any student uses their phone to ring, message or respond to calls, they will be required to surrender the phone to school administrative staff and collect from the school office at the conclusion of the school day (3.00pm).

Parent Consent for Voluntary Student Activities

Parents are required to complete all permissions and consents listed on the Permissions and Consents page in the School Enrolment Form by answering yes or no to each statement and signing the bottom of the form. Individual consent forms related to specific activities are sent home to be signed as activities and excursions arise. Only written consent is acceptable from a parent/caregiver to indicate permission is given.

Parents and Citizens Association

The Clifford Park Special School Parents and Citizens Association meets at the school once a month. All parents and friends are welcome and are encouraged to attend.

Lost Property

Please ensure that all clothing and personal property is clearly marked with your child's name. A lost property container is held in the administration block.

School Uniform

Students are encouraged to wear the school uniform. The school polo shirt is Navy Blue with Sky Blue short sleeves and inserts. The shirt collar is embossed with the school's name. Navy Blue shorts, long pants, or skirt can be worn with the Clifford Park Special School polo shirt.

The School P&C Association sells the school polo shirt and track suit which can be bought directly from the school office.

Excluding the polo shirt, all uniform items are navy blue in colour and can be purchased from any retail clothing outlet. The school office also holds a number of used uniforms which can be purchased for a very low price.

Polo shirts: Navy blue polo shirt with sky blue inserts and embossed collar
(available from school office)

Shorts: Navy blue (retail shop only)

Skort: Navy blue (available at the school office)

Socks: Short navy blue (retail shop only)

Shoes: Black - school leather or "sneaker" type (retail shop only)

Hat: Navy blue cloth hat or legionnaires cap (retail shop only)

Tracksuit Top: Navy blue top zipped jacket (available from school office)

Tracksuit Bottom: Navy blue with zipped inserts (available from school office)

Tights or Leggings: Navy blue (retail shop only)

Long Sleeved Skivvy/jumper: Navy blue (retail shop only)

SunSmart

Students at Clifford Park Special School are encouraged to use Sun Smart strategies, including the wearing of hats and sunglasses, staying in the shade, and using sunscreen.

Contact the school if you would like to view our SunSmart policy.

