



Parent Information Booklet

Woodhill State School

Established 1873.

“Together We Care, Grow, and Learn.”

Welcome to Woodhill State School. We are very proud of our school and I am delighted to have your family join us as part of our community. I sincerely hope you have a prosperous and rewarding association with our school.

The Woodhill School and community is about providing a positive, safe, challenging and supportive educational environment for all children. In seeking to achieve this we encourage open and effective communication amongst teaching staff, children and parents. We are constantly striving to enhance these partnerships in order to gain the best educational outcomes for your child.

Our mission Statement, **“Together We Care, Grow and Learn”**, is central to our school ideal. This overarches our values and directs our school in everything we do. Our school community works very hard to ensure our children’s development is a caring, learning experience.

It is a well-known fact that the most important learning in a person’s life occurs in the first five years. Our role is to extend this learning in a classroom environment to ensure that all students continue their learning and achieve to the best of their ability.

You are most welcome to join us in educating your child. Your involvement at school can have an important impact on the learning of students whether you assist in the classroom (reading groups, maths groups, art, computers, and sports) Tuckshop or helping with banking and book club. If you can help in our school in some way, it is greatly appreciated by all. This also shows your children that you are enthusiastic in their learning and gives you an opportunity to see and be a part of your children’s learning and the decision making at school.

It is important to keep in touch with your child’s learning activities by talking to your children and their teachers about their schooling. Be involved in the Parents & Citizens Association and other committees, read the school newsletter carefully each week and ask questions of staff or other parents if there is information you do not understand. Helping out in any way and knowing what is expected of your children while they are at school can only assist their learning.

Staff work hard to ensure that our school is a great school and a safe place for students, staff, parents and carers.

Regards,

Shelby Lucas

Principal

WOODHILL STATE SCHOOL

Contact Details:

Address 6027 Mt Lindesay Hwy, Woodhill, Qld, 4285

PHONE (07) 55489222
FAX (07) 55489200

EMAIL the.principal@woodhillss.eq.edu.au

WEB SITE www.woodhillss.eq.edu.au

OFFICE HOURS 8.30am – 3.30pm (Mon – Fri)

SCHOOL HOURS 8.45am – 3pm (Mon – Fri)

Term Dates 2015

School Resumes Term 1	Tues 27 January – Thurs 2 April
Term 2	Mon 20 April – Fri 26 June
Term 3	Mon 13 July – Fri 18 September
Term 4	Tues 6 October – Fri 11 December

STAFF DETAILS (as at 2014)

Principal Mrs Shelly Lucas

Class Teachers Mrs Jann Higgins
Mr Tim Mason
Mr John Clem
Mrs Janeen Donovan
Ms Laurelle Richter
Mrs Natasha Buckley
Mrs Sue Lovegrove
Mrs Lyn Borkiet
Mrs Rebecca Goldsworthy
Mr Ruben Ugarte

Specialist Staff Mrs Toni Wallace CCT/ICT/GEM/NCT
Mrs Julie Tomley Library/Literacy
Mr Tim Mason LOTE
Students with Disabilities
Literacy and numeracy intervention.
Mrs Karen Down Literacy and numeracy intervention.
Mr Paul Grimshaw Literacy and numeracy intervention.
Ms Susie Neal Physical Education
Mrs Jennie Newton Music

Support Staff Mr Adam Ryder Guidance Officer
Mrs Jann Higgins Behaviour Advisory Team
Mrs Toni Wallace Support Teacher Literacy and Numeracy
Mr Jamie Sharpe School Chaplain
Mr Ian Phillips Adopt-A-Cop

Teacher Aides Mrs Carmel Perkins
Ms Cherrie Miller
Mrs Mandy Hyde
Mrs Megan Hayes
Mrs Sarah Briggs
Mrs Christie Richardson
Mrs Mandy Phillips
Mrs Sue Mason

ENROLMENT OF STUDENTS

ELIGIBILITY:

The State Education Act states that a child may be enrolled in a State School, once a child has attained the age of five by June 30 in Prep.

PROOF OF AGE:

Documentary proof of Date of Birth will be required for all Prep students.

Proof of age for all other Year levels is indicated on the Transfer form.

The following proof of age will be required upon admission.

- Child's Birth Certificate; or
- Baptismal Certificate; or
- Hospital or Child Welfare Clinic Record; or
- Statutory Declaration from Courthouse, to be attached to the Enrolment form.

ENROLMENT:

An Orientation Day will take place in Term 4 each year. On this day all prospective Prep and other year level students for the following year may attend the school with their parents between 9.00 a.m. and 11.00 p.m. At this time parents will be given information on school procedure and be asked to complete an Enrolment Form and Enrolment Agreement if they have not already done so. This will enable speedy enrolment on the first day of School in the following year.

WHAT CAN YOU DO TO PREPARE YOUR CHILD FOR SCHOOL ????

Every parent wants their child to be ready - PHYSICALLY, MENTALLY, SOCIALLY and EMOTIONALLY - to enjoy the adventure of discovering that they have within themselves the power to do things that they have never done before. Children can only demonstrate their best mental talent if they are well prepared physically and emotionally for school. Teachers hope that all children will enter school healthy, happy and confident that school is going to be a pleasant place.

If you can encourage your child to know the alphabet and to count from one to ten before commencing the school year, they will have a really great start to their school life.

The school / parent partnership is essential to the child's success during their school years.

WAYS TO HELP YOUR CHILD.

1. Follow a regular pattern for sleep, meals and play, so that your child will feel secure and knows what to expect. As January approaches, this routine should be one that will fit comfortably into school hours. Seek advice from a paediatrician where these procedures are not part of the normal routine.
2. Read stories to your child using age appropriate reading material. Retell stories paying attention to the order in which the events took place. This is very valuable training. Visit the local Library and become regular borrowers so that there are a variety of books available at home.

3. Talk to your child from babyhood. The most important years of life for learning are from two to five. Speak clearly, carefully so that they can hear words correctly pronounced.
4. Show your child how to print their name if they ask. Only the first letter is a capital. The rest are small letters.
5. Teach your child the letters of the alphabet and to count from one to ten.
PRINT NAME ON ALL OF YOUR CHILD'S BELONGINGS.
6. Arrange for your child to have a thorough medical examination by your Doctor so that any trouble may be corrected before school starts.
7. Make sure that your child's health habits are good:
PLENTY OF REST;
A GOOD BALANCED DIET;
TEETH HYGIENE;
FREQUENT BATHING AND CLEAN CLOTHES.
8. Inform the teacher of any apparent tendencies, such as weak kidneys, poor hearing, epilepsy etc.
9. Show your approval when your child reads, draws, writes or makes things. Model things for and with your children as often as possible and for as long as it takes for them to understand and be able to master what you're showing them. Do not pressure your child for quick results. Always show that you are confident in their ability. Never let a child know that you are anxious about their ability. Do not compare your children - members in a family differ and it is terribly unwise to compare any one child with another.
10. Encourage your child to play with other children. Arrange for your child to play at a friend's or relative's home without you so that they will be comfortable being away from you, before commencing School.
11. **If you have a nervous child, leave them with the teacher and go immediately.** Once you have gone tears and tantrums usually disappear. Never let a child stay at home just because they are reluctant to go to school. If the child does return home, contact the school and return the child at once. If it is necessary for a child to be absent, send a written note giving the reasons. This is a legal requirement.

GENERAL INFORMATION

A to Z about our school.....

This section of the Information Booklet is compiled in alphabetical order for ease of reference. If you have any further enquires, please contact the School.

ABSENCES.

In the event of your child being absent, phone the school, or send a note with the child on the day they return to school. It is important that we know why students are absent. It is also a legal requirement under the General Education Provisions Act – 2006.

Students who are away from school for 3 days without parent permission (unexplained absence) are deemed to be truant. Parents will be contacted for an explanation, which must be realistic and defensible. Where periods of prolonged absence or a pattern of regular absence occurs, parents will be sent letters asking for an explanation. This may result in police intervention and huge fines placed on parents where unsatisfactory explanations are not forthcoming.

Motto – Make sure that student absences are correctly reported to school each day.

ACCIDENTS.

In the event of your child sustaining an injury which we feel necessitates expert attention, an Ambulance will be called and your child will be taken to Hospital. Where it is possible, the parent will be contacted immediately. Contact is not made with minor cuts and abrasions or where an ice pack is all the TLC that's required.

ADDRESSES.

At the time of enrolling your child we will record your address in our records. From time to time, people change their addresses. If you change your address, you are asked to contact the school and notify us of your new address. Likewise with your telephone numbers and the emergency contacts you have given us.

THIS IS MOST IMPORTANT.

ADMINISTRATION Building

The school office is your first point of contact. Office Hours are from 8.30am until 3.30pm each day. The administration centre of our school has an access at the front that is for use by Parents and Students. The entrance at the rear is a staff entrance only. Enquiries can be made at any time between the hours 8.30 – 3.30 daily. (Teachers are best contacted before and after school).

If there is an issue relating to the classroom, your first point of contact should be with your child's teacher.

If you need to see the Principal or your child's teacher please ring to make an appointment.

ARRIVAL TIME – NOT before 8.15am

School begins at 8:45 am each day. It is important that your child be ready to begin classes promptly at that time. If your child is late, please sign them in at the office and obtain a late slip. This late slip needs to be handed to the teacher.

Pupils are not expected at school before 8.30 am. Once at school students are to be seated in the undercover area used for Assemblies, until the bell goes at 8.45. (Teachers are not required to be on duty until 8.40 am)

PLEASE BE PROMPT.

BANKING

The Commonwealth Bank provides a banking service for all children to access. The P&C Association representative processes the student bankbooks. Students in Prep are given banking information packages early in the year. Parents are encouraged to take up this opportunity. The bank pays a commission (0.35) to the school/ P&C for completing the banking task. This money is put towards services provided to students at the school.

BILLY CART DERBY

The Billy Cart Derby is an exciting time of the year. It is the major fundraiser for the P&C Association for the year. It takes a lot of organising and preparation. Why not become part of the Billy Cart Derby Committee and help out? You will find it very rewarding.

BOOK CLUB

Once a month children can order books from the Scholastic Book Club. Order forms are sent home with the school newsletter. If you intend purchasing books, please complete the order form and return it with the necessary money. (Cheques are to be made payable to the Scholastic Book Club). The school receives a commission of one book for every ten (10) books ordered.

BOOKS AND STATIONERY

The school will continue to use a Book Pack scheme through Office Choice whereby orders are placed at the end of the current year to be filled and then delivered. This will save parents having to do the shopping themselves. All Students will then be able to commence the school year with a complete set of stationery and work books.

ALL equipment, including pencils and pens, should be **CLEARLY MARKED WITH THE PUPIL'S NAME**

BUS INFORMATION

A teacher is rostered to supervise children from 3.00pm until 4.00pm. A bus roll will be marked each afternoon. Parents picking up children who normally travel by bus in the afternoon must advise the office early enough in the day so that no unnecessary searches are made for "missing children". Should you wish your child to catch a different bus or be placed on a bus for the day, the office also needs to be notified.

Children, especially younger ones, should not be responsible for verbal messages about bus changes.

Waiting for the bus at school:

1. All students need to sit in designated bus lines & pick up areas as soon as they leave their classroom at 3.00pm.
2. Students are asked to sit quietly in bus lines so that instructions from the teacher on duty can be heard clearly. This is not a designated playtime.
3. Students waiting for parents need to be seated at the stop, drop and go zone at the front of the school near the C and K building. (See appendices)

Bus Rules at the bus stops (interchange & pick up points)

1. Students must behave correctly at all times, following all school rules at the bus stops.
2. Students need to follow all road safety and stranger danger rules and beware of the possible hazards.
3. Stand well back from the edge of the road, so that the driver can see you and pull into kerb safely.
4. Line up, children enter bus in grade order starting with the lowest grades first.

5. Enter the bus one at a time.
6. If your parents are meeting you at the bus stop, have them meet you where you get off the bus, so that you can cross the road together.

Bus Rules on the bus

1. Children will remain seated at all times.
2. Use manners.
3. Respect bus driver, other travellers by talking to your neighbour only and not yelling or talking to others in other seats. The noise level will be kept to an absolute minimum.
4. Walk down the aisle holding on to the seats as you go, make sure your school bag is placed in the correct place.
5. Remain seated until the bus stops, at your bus stop or your school. Exit carefully.
6. When you get off the bus, move right away and stand clear of the roadway and wait for the bus to move away.

CARS IN THE SCHOOL GROUNDS

The bus turnaround and car park is part of the school grounds. Parents are permitted to use this area specifically to **pick up and drop off** students. There is a designated area for picking up and dropping off. Please follow the signage. (See appendices).

PLEASE USE EXTREME CAUTION AS CHILDREN CAN BE UNPREDICTABLE. If you are required to park, please use the main area at the front of the school and **NOT** the administration area by the office or the bus lane. For safety reasons (students and staff) no vehicles are to be driven in the school grounds unless specific permission has been sought from the Principal or Groundsman. Education Queensland accepts no liability for damage to vehicles in school grounds.

CHANGE OF DETAILS If you change your address or telephone number during the year please let the office know so that the school records may be kept up to date. This makes it easier to contact parents, especially if your child has been injured.

CODE OF SCHOOL BEHAVIOUR POLICY

Our Responsible Behaviour Plan for Students is available on our website. Please also see our behaviour consequences grid in the appendix.

Our school rules are: Be Safe: Be a Learner: Be Respectful and Be Responsible. These rules must be obeyed by all students. All rules follow patterns of common-sense behaviour, respect, manners, health and safety. Students will be constantly reminded of the rules throughout the year and your support will be expected and appreciated. New families to our school are required sign off on their acceptance and support of our Responsible Behaviour Plan. It is vitally important that parents and students know what is expected.

Children are expected to behave themselves at all times -on the way to school, at school and going home from school.

Our school has an excellent School Behaviour Policy, however even with this there are times when the spontaneous reaction of students can lead to serious consequences for other students and it is impossible for us to stop these unforeseen outbursts. It's at these times that parents need to be supportive and look at the big picture and overall progress being made for

all students. Our school enlists the support of the District Behaviour Advisory Team to work with students, staff and parents to develop alternative programs for students with challenging behaviours and to support through the assistance of two guidance officers.

Our school focuses on gaining positive behaviour through positive rewards. Student of the week and Merit certificates lead to Bronze, Silver and Gold awards for students. These awards bring with them their own level of positive bonuses for students. We also have a rewards day each term for those students who are showing the positive behaviour that we strive for at the school.

COMMUNICATION

Communication is the key to having an excellent partnership with our community. Ultimately however, you, the parents, have to make the effort to read and act on the information that is sent out by the school.

We have several avenues through which we endeavour to achieve good communication.

- School Newsletter sent home fortnightly-electronically is our preferred method.
- School website.
- Facebook
- Communication books – For selected students
- Daily contact - Formal and Informal discussions and questions with staff.
- Parade
- Parent Teacher Interviews and Student Reports.
- P&C Meetings and Newsletters
- Community Barbecue

Discussing matters with other parents can at times be enlightening, however it can also have the opposite impact, especially if you are talking to a parent who has an axe to grind or is disgruntled by some aspect of the school, teacher, etc.

It's always better to gain your information direct from the school news sources or come and talk to the Principal.

Motto – Don't listen to or engage in GOSSIP as it usually makes things worse!!

COMPUTERS IN OUR SCHOOL

As part of every student's learning, children have ample opportunities to use various forms of technology. As well as desk top computers we have five I Pads in each class, 30 laptops as well as a class set which is utilised by our senior students. Each of our computers are linked to the Internet; a very useful learning tool in the classroom. Parents and students need to complete and sign a Technology Agreement so they understand their responsibilities in the use of the Internet and email.

CONFISCATED PROPERTY

Children are discouraged from bringing any personal property/ belongings from home to school. Parents will be asked to collect property/ belongings, which interfere with the learning of others or are deemed unsafe, from the office. All care will be taken but no responsibility will be accepted or assumed by any member of staff for any such items brought to school. This includes mobile phones, Ipods, walkmans, etc.

DENTAL

Our school also has a tooth brushing program where each student in Prep – Yr. 7 is given a free toothbrush and toothpaste for specific use at school. A Dental nurse visits the classroom early each year to demonstrate the correct tooth brushing technique.

DEPARTURE TIME

The school day concludes at 3.00pm and children who are not waiting for parents or buses or involved in supervised sporting or academic activities are to leave the grounds promptly. Students waiting for parents are to wait in the Stop, drop and go zone. Students waiting for buses are to wait quietly in the designated area.

PREP-Year 2 Students will be walked to the undercover area by their teachers at 3 p.m.
PLEASE WAIT FOR YOUR CHILD HERE.

DRESS CODE

Our school has a Dress Code, which has been ratified by the P&C Association. Dress codes are now in all schools and under the new Act are enforceable.

A copy of the dress code is included in the appendix. Parents enrolling at our school will be given a copy of the code and will need to sign off that they have been given a copy. Students who do not follow the code will be penalised for non-compliance. Students who are school or house captains will not be able to represent the school or take on their responsibility positions when not in uniform.

The dress code not only covers the school uniform (see uniforms) but also covers jewellery, hair style, make up, nail polish, footwear, etc.

Refer to the Dress Code in the appendix.

EDUCATIONAL SERVICES

This school has access to the services of Speech Pathologist, Guidance Officer, S.W.D. teacher, Behaviour Advisory, and support staff, consultant teachers in some areas of the curriculum, a school chaplain and an Adopt a Cop.

EMERGENCY RECORD

The information provided by parents on the enrolment forms is used to create an emergency record for each child in case of an emergency, serious illness or custody orders.

To ensure that this record is kept up to date, it is essential that you notify the school, immediately of any changes to.

- Home or work addresses and phone numbers (This include mobile numbers)
- Emergency contacts of people who can come and collect your children
- Serious illnesses, allergies, etc
- Legal access to children & custody arrangements

EXCURSIONS

All classes organise excursions to enhance learning from activities taken in the classroom. We encourage all students to participate in excursions as they are valuable learning experiences. Parents are asked to sign a permission form on enrolment to cover all Local Area excursions which include house and standard sporting activities. (Brainstorm, Arts council, Swimming, Athletics) Final approval is given through the receiving of money for activities. Permission forms are sent home for other excursions outside the school.

Our Responsible Behaviour Plan impacts on students who are not yet responsible for their behaviour. Our policy clearly states that students, who have 3 major detentions or the equivalent in the preceding 4 weeks prior to an excursion or camp, are not permitted to participate in the outing. (The principal may decide that a student can still participate, based on certain conditions, worked out with the parents and teachers) This guarantees that children who participate will listen to instructions and not put any other participant in danger by doing the

wrong thing. Excursions and Camps are considered to be a privilege and an extension of their learning. Students, who cannot behave, limit the learning opportunities of other students as well as posing a safety risk for themselves.

No excursions from the school will be undertaken unless due notice has been given to parents. No child will be allowed to attend the excursion unless a permission to participate form has been received at the school. Excursions that involve the whole school day or camps for more than a day require specific approval from the Principal. Because excursions are learning experiences outside the classroom, it is important that we have as many students involved as possible. This not only reduces the cost of the excursion but it makes the learning experience more valuable for more students.

FIRE and LOCKDOWN DRILLS

These drills are carried out at least once per term to ensure that we are ready in the event of an emergency.

Any parents, carers or visitors present at school at this time must also adhere to the correct procedures.

A fire drill is a long continuous bell. Please proceed to the area adjacent to the senior adventure playground.

A lock down is signified by several intermittent rings. Please go to the nearest building and await instructions.

FIRST AID

Minor First Aid is administered by staff. All serious incidents are recorded. Should a child need hospitalisation due to a serious accident/ illness and parents cannot be contacted, an ambulance will be organised to take the child to hospital to ensure the fastest possible medical attention. Every effort will then be made to contact parents using their nominated emergency contacts.

FIRST DAY AT SCHOOL

Sometimes starting your child at school can be an awe-inspiring occasion, not only for your child but for yourself. Things that will help your child settle in school are as follows: -

1. Enrol your child at the Administration Centre if this was not done on the Open Day last year.
2. Take your child into the classroom to meet the teacher and introduce your child. The teacher will show you where bags and hat are to be kept. All belongings are to be clearly named. Class lists will be on parade.
3. If there is a medical condition or a custody order concerning your child, let the teacher know as soon as possible. A copy of custody orders must be lodged at the office.
4. Know dismissal time. Be sure both Teacher and Child know how the child will be returning home *i.e.* be picked up by parent or neighbour or by bus etc.
5. Enrolment forms are to be completed prior to a student being allowed into class.
6. If you wish to come to the classroom, for whatever reason (ie. problem, curiosity, to discuss your child's progress etc.) please do not hesitate. You're welcome in YOUR child's classroom. This is best organised by discussing this with the teacher and arranging a suitable time. (We ask that in the first few days parents don't stay near classrooms for too long so that children settle into routines). It saves upsetting children or them wanting to go home. Please be aware

that teachers prepare work in the mornings. Interviews during class lesson time is NOT permitted as all class teachers have a duty of care and can not exercise this while talking to parents.

GRADUATION

The Year 6/7 graduation is held in the last week or two of the year. There are several awards that students in year 6/7 can aim for, including DUX, Most Consistent, Sport and Citizenship. All teaching staff are involved in the selection of students for these awards. Parents of year 6/7 students are asked to be aware that graduation does take place at this time and not organise their holidays early, without speaking to the year 6/7 teacher.

HATS

Our school has a Sun smart Policy and as such requires that each child must wear a broad brim hat for protection from the sun, when participating in outside activities - lunch time play, physical education activities, moving to and from swimming classes at the pool etc. This policy is rigidly enforced throughout the school year. We provide all classrooms with sunscreen and encourage students to use this as required.

The school hat is the only hat to be worn as it is part of our dress code and it also has a broad brim and therefore conforms to the sun smart policy.

New students to the school are provided with a complementary school hat.

HEAD LICE POLICY

The detection and treatment of head lice is the responsibility of families. Our school supports families in that role in a number of ways.

- Reducing head to head contact between all children in class activities and discouraging the sharing of hats, combs, etc.
- Teaching students about head lice in class lessons
- Run parent information sessions with the school nurse as required.

An occurrence of head lice MUST be reported to the SCHOOL immediately so preventive measures can be taken for all children.

Our school has head lice information located in the appendix. Please take the time to familiarise yourself with this.

HOMEWORK

The school has a homework policy.

Homework is set to provide students the opportunity to revise work learnt in school, consolidate that learning, to develop self-reliance and independence in furthering their education. Homework is a great way for parents to work with students and see the work that is expected across the year level.

Homework is also available from the school's website.

Parents are expected to read with their children. (Reading is important at all year levels) This shows the children that you are interested, allows you to see that the text is being read accurately and to assist students to decode words when they are stuck by encouraging them to sound the words out, look at the beginning of the word and word chunks. It also allows you and your child to talk about the book and what happened or the meaning of words. This is just as important as the reading itself.

Any difficulties experienced by students doing homework should be brought to the attention of their teacher so that necessary action may be taken, or the homework modified. Do not pursue the homework if it is too difficult. This only creates upset in the home. Simply write a note to the teacher concerned or come in and discuss the problem.

Homework may take the form of set workbooks, project work and internet activities.

Time involved in homework depends on the year level and ability of the student. Generally, provided that a child is working solidly and in an environment where they are not interrupted or don't have television, homework for more than 10-15 minutes (Prep-3), 30 - 35 minutes (year 4-5), 35 – 45 minutes (year 6-7) is not expected. When homework is completed in your house will depend on your own internal organisation.

HYGIENE

Where large groups of children are gathered, it is important that all sores and boils be covered; that each child has tissues or a handkerchief and that regular checks are kept on children's hair for head lice or their eggs. Parents are to refer to the exclusion information above and the appendix on head lice & health related issues. **This information must be followed for the wellbeing of all students in our community.**

INCURSIONS

These are great experiences for students of all ages encouraging participation across the curriculum including the arts, teaching students about positive behaviours and personal responsibility. These are of a high standard and are part of our school curriculum. A small charge (\$5-6) is attached to these performances, which, along with Parents and Citizens funding, covers the cost of the shows.

We encourage ALL families to take the opportunity to have their children attend these shows.

INFECTIOUS DISEASE

It is often the case that children catch any one of a range of infectious diseases. To stop these from spreading it is important that parents strictly follow the Time Out sheet in the appendix, which clearly outlines the length of time children must stay away from school. Communication with the school about all of these sorts of issues is vitally important.

INTER-SCHOOL SPORTS

Our students are invited to participate in a range of sporting events across the district.

Our students participate with the Townsvale School's athletics program every year (Gleneagle, Hills, Veresdale Scrub & Woodhill) This is predominantly to select the Townsvale team for the district athletics.

In Term 2 the school runs a cluster basketball challenge with local schools and in the beginning of Term 3 we run a soccer challenge. These are for our senior students.

The Kingfisher Challenge in term 3 allows students in years 5-7 to be involved in rugby league and netball.

INTERVIEWS

Parents are welcome to have an interview with the principal to discuss whole school issues that impact on their children. An appointment is required to be made through the office. Teachers are sometimes available before and after school, however to speak with a teacher at length, an appointment is required. Teachers will not be available during the day.

Please organise an appointment through the school office and inform the relevant teacher/principal of the issue you need to discuss so that necessary information can be organised.

JEWELLERY

Jewellery, other than wristwatches, is not regarded as suitable school attire and therefore is **not to be worn**. This includes rings, necklaces, and eyebrow/nose/tongue/belly studs and applies to both boys and girls. Exceptions to this are:

- Children who have pierced ears may wear plain sleepers or plain studs. Dangling earrings can cause injury during school activities.
- Medical Alert Bracelet

No responsibility can be taken for lost property.

LEAVING THE SCHOOL GROUNDS

In the interest of safety, children are **not permitted** to leave the grounds once they have come to school, unless accompanied by a parent or carer who has **written** permission. The note must be shown to a teacher and taken to the office, before permission is granted. If a parent comes to collect his/her children during any part of the school day, the parent is required to complete the appropriate forms and the sign out book, at the office before going to the classroom to collect the child. Please do not just take a child from the playground. A sign out book is used at the office. Children are only to be picked up at the classroom, where parents have a sign out sheet completed at the office, or from the office itself.

LIBRARY

All children are encouraged to borrow regularly from the school library. The loan period for books is one (1) week. All children are required to have a LIBRARY BAG (APPROX. 30CM X 40CM.). The purpose of this bag is to protect the library book during transit to and from school. Any strong fabric is suitable for a library bag. It should have a drawstring or elastic through the top. A simple, serviceable library bag can be a supermarket green shopping bag or one made from a tea towel or a pillow case. Children are encouraged to be responsible for the care of their library books. In the event of DAMAGE, the book should be returned to the Library for repair. Parents should NOT try to repair the damage with materials available at home.

LOST PROPERTY

All property should be named in a prominent place. Lost property is stored on the shelves outside the Girls Toilet and is available for inspection at any time. Lost unnamed Uniforms will be washed and sold through the Uniform Store at the end of each term. Lost property not claimed at the end of a year is donated to a charity.

ALL items of clothing need to be clearly named.

MAKE UP AND NAIL POLISH

Neither of these items are regarded as acceptable for school.

MEDICAL PROBLEMS

The school needs to be officially notified of any medical problem from which pupils might suffer. Pupils are also required to report to their class teacher any accident they may have suffered or anything else which causes them distress. No medical treatment is allowed in the school except First Aid which is given by teachers or by staff at the office, as the immediate, temporary treatment in case of an accident. In the event of serious accidents an ambulance will be contacted. Where possible, parents or their emergency contact will be notified of more serious injuries. After the emergency has been met, responsibility rests with the parents, doctor or the person responsible for medical care. The school's obligation extends to placing the injured person in the care of the proper people.

MEDICATION

All schools have a medical register where any and all medications, dispensed to students are recorded. Parents must take any short-term medications to the school office. Dispensing of medications is only done from the office when accompanied by an action plan which has been completed by a doctor. Where long term medication is to be given, the instructions provided must be written by a pharmacist at the doctor's direction (i.e. the Pharmacist's label on the drugs is to be shown to the Principal or teacher for record purposes). The medication container must be clearly labelled as to time and dosage of medication. Parents must request the teacher **IN WRITING** (Through the Principal so that records may be kept) to administer prescribed medications. Children are permitted to carry ASTHMA medication on them for use as required. These must be named.

According to Education Queensland Policy, Aspirin, Paracetamol, Cough mixtures and other non-prescription drugs will not be dispensed by the school for illnesses, nor are they permitted in the school.

MOBILE PHONES & OTHER ELECTRONIC DEVICES

Mobile phones are to be handed in to the office upon arrival at school. They can then be collected at 3 p.m. Under no circumstances are students permitted to have mobile phones in the classroom or playground.

Walkmans, Ipods or other electronic devices are to be left at home. This reduces the chance of theft or damage to very valuable equipment or toys.

The school takes no responsibility for these items if brought to school.

MONEY COLLECTIONS

Frequently, you will be asked to send money along to school for various activities, such as Arts Council, Swimming, Excursions, Camps and the like. The school now encourages parents to pay by **direct deposit**. Please contact the Office for account details and your child's Identification number.

If you choose to send cash, please place the money in a securely sealed and **clearly labelled** envelope and forward to the class teacher or parents may pay directly at the school office. Family payments are acceptable but only for the one specific activity. Money left in bags or desks only encourages dishonesty. No responsibility can be taken for money not handed in to a teacher or to the Office. Your cooperation will save us much time.

Cash collection days are Thursdays and Fridays only. All money should be given to the classroom teacher.

PARADE

Parade is an excellent time for students and classes to showcase what they can do. It is a time when we acknowledge students (students of the week & Merit awards) who have been performing well in class and those who perform some kind of community service. (Gotchas) Our school band performs now and again and important messages are announced on behalf of P&C, student council and staff.

We usually have many parents attend parade. Please come along.

PARENT AND CITIZENS ASSOCIATION

Our P&C AGM is held early in Term 1 of each year. All office Bearers are selected at this meeting and the sub committees are formed. **The P&C needs your help to get involved; other wise the services that are provided by the P&C may be lost.** As parents and carers you are automatically able to become members of the Parent and Citizens' Association. This entitles you to having a vote and a say in decisions made by the P&C as well as at the school level.

The aim of the association is to provide more access to and improve educational opportunities and resources for our students. This is achieved by raising funds, (which can then be used to off set costs for bus travel, etc) and being involved in activities at the school and providing services for all families and students.(Tuck shop, Uniform shop, support-a-reader, sports days, etc)

Meetings are held on the third Monday evening of each month. Please keep an eye out for notices in the newsletter. Sub--committees are formed to deal with specific matters. For example, Fundraising, Tuck shop, Uniform shop, Billy Cart Derby etc. The P&C Association put out their own monthly newsletter.

PARENTAL PARTICIPATION IN SCHOOL

More emphasis is being placed on parent participation in school activities than ever before. For a long time, we have encouraged parents to be voluntary aides and help out in class programs, reading programs, craft, sports, etc. We will continue to encourage this participation as well as in school planning sessions Parent training is offered periodically throughout the year for general volunteering, Support – a – Reader and Support – a – Writer etc. Parent help, provides assistance to teachers and children and allows parents an insight into the educational activities of the school. At the beginning of each school year, a request for assistance is sent in the newsletter. If you can assist in this regard, please fill in the form and return to the school. It is policy that volunteer aides are used in a rostered organised manner. This is done for both legal and organisational reasons. Volunteers are required to sign in and out at the school office each time they come to work in the school. By being a member of the school P&C, volunteers are covered by the P&C Insurance.

All volunteers must participate in a volunteering induction program before assisting in the classroom.

Volunteers who are not parents will need to have a “Working with Children” Blue Card.

PAYMENTS

At Woodhill State School we encourage our parents and carers to pay all fees for excursions, uniforms and other expenses promptly. Payments for services and or uniforms should be made prior to receipt of any items. This policy extends to all fundraising events hosted by the P and C.

Where a payment is not received prior to the event or prior to the supply of goods the School and P and C committee reserves its rights to issue an invoice to those particular parties involved and in the event of non-payment reserves their rights for recovery of any amounts unpaid.

In the event that you are experiencing financial hardship or are otherwise unable to pay within the appropriate time frames we encourage our parents and carers to contact the office or members of the P and C Executive (in the case of uniform supply or other P & C Fundraising events) , to discuss these concerns directly.

Please note: we do not have EFTPOS and credit card facilities at the school.

Payments for incursions or excursions can be made in two ways. Firstly, we can accept cash or cheques at the office on either a Thursday or Friday or payments can be made to the school through your internet banking.

Please make payments to Woodhill State School

- BSB 064 400 Account number 00090138
- leave your surname
- state what the payment is for (e.g. Smith, Swimming)

P&C payments

Payments related to the P&C (Uniform and Billy Cart Derby).

Please make payment to Woodhill State School P&C via internet banking to:

- BSB 064 400 Account number 00900276
- leave your surname
- state what the payment is for (e.g. Smith, Swimming)

Or payments can be made by cash or cheque can be dropped into the at the school office on Thursday or Friday.

PERSONAL APPEARANCE

Just as standards to conduct and speech are important, so are standards of personal neatness, tidiness and grooming. Hair should always be clean, neat and tidy. All aspects of personal hygiene should receive appropriate attention. The following is deemed unacceptable.

- Tattoos
- Make up
- Nail Polish
- Hair Colour (Exceptions are made for children to wear washable sports house colour on sports day)
- Shaved heads-with or without rats tails
- Haircuts that are less than a number two, including tracks and patterns. Please save these for the holidays.

PLAYGROUND SUPERVISION

The playground is continually monitored throughout the day, from 8.30 a.m. until the last bus leaves. It is unwise to send children to school too early as teachers are busy preparing the day's activities and therefore children cannot be closely supervised. Students are not to be at school prior to 8.30am.

PREP

Children must turn 5 by 30th June in the year in which they are to enter Prep.

REFUND POLICY

Refund Guidelines for Excursions and Camps

At Woodhill State School, we are committed to providing a safe and supportive learning environment for students, staff and volunteers. This commitment includes the health and safety of staff and students when conducting curriculum activities in the school or in other locations.

School excursions and camps enhance a student's learning by providing opportunities for the student to participate in activities, both curriculum-related and recreational, outside the normal school routine. All planned school excursions are approved by the Principal and endorsed by the Parents and Citizens Association.

State schools are able to charge a fee for:

- An educational service including materials and consumables not defined as instruction, administration and facilities for the education of the student;
- An education service purchased from a provider other than the school where the provider charges the school; and
- A specialised educational program.

A school fee is directed to the purpose for which it is charged.

School fees for excursions and camps are calculated on a cost recovery only basis, according to the number of students who have indicated their attendance.

Participation of students in an excursion or camp is indicated through payment of the excursion or camp fee and provision of a permission form completed by the parent/carer.

As the school budget cannot meet any shortfalls in funding for an excursion or camp due to the subsequent non-participation of a student who had previously indicated attendance of the activity, fees already paid for an excursion or school camp may be refunded in full or in part or not at all, having regard to the associated expenses incurred and the circumstances of the non-participation.

If a parent/carer wishes to apply for a refund due to their child's non-participation in an excursion or camp activity, they may do so by completing a Request for Refund form available from the school office. Where possible, the request should include the receipt relating to the payment for which a refund is being sought.

It is preferred that refunds be made as a credit against the student's account at the school, and used for any cost in the future.

Department of Education and Training policy references:

Education (General Provisions) Act 2006; SCM-PR-002: School Excursions; FNM-PR-019: State Education Fees

RELIGIOUS EDUCATION CLASSES

Religious Education taken across the school is non-denominational. Visiting Ministers or their nominated and accredited instructors run the half hour classes for all students in years 1-7 depending on the availability of RE teachers.

Non denominational students are required to purchase a booklet to attend R.E.

REPORTING

Student assessment is an on going process which leads to reporting to parents four times a year. Formal written reporting to parents of pupil's progress will take place twice per year. (June & Dec) Oral reports in the form of parent-teacher interviews take place in Term 1 & 3 just prior to the holidays. All written reports align with the State and National reporting requirements which involves a 5 point scale of student achievement in all learning areas based on the expectations of students at the year level in which they are enrolled.

REWARDS

Our school believes in Rewards for positive behaviour and encouraging better choices, in preference to using consequences as the stick to improving poor choices made by students. "Student of the week" and "Merit" awards and Gotchas are used in the main. Students who gain enough points by being award winners are eligible for Gold, Silver and Bronze awards for excellence in behaviour and academic work. Students receive further rewards and recognition by gaining one of these three awards.

SAFETY

STAFF - All staff are issued with identification badges which are worn at all times within the school and while on excursions.

Voluntary Workers – All volunteers who assist in the school **must report to the office** each day, sign the visitors register and collect a stick-on name tag valid only for the duration of that visit. Volunteers who do not have children at the school must have a "**blue card**". More information can be obtained from the school office.

Parents Visiting Classes – Parents are NOT permitted to go to the classrooms between 8.45am – 3.00pm unless in the role of a voluntary helper which has been pre- arranged with the class teacher. ALL visitors to the school **MUST** first report to the office. If you wish to see your child's teacher please report to the school office or make arrangements with the class teacher outside of teaching hours.

SCHOOL AGE CARE

Our school now offers 'School Age Care' before and after school as well as vacation care. The provider is Logan PCYC. It is currently running from the wet area, ground floor of D block. For more information contact Logan PCYC or the school office.

This service is on loan and will only survive with community support.

SCHOOL CAPTAINS & HOUSE CAPTAINS

Students in year 6 and 7 have the opportunity to be selected as School or House captains. To nominate for these positions students are to prepare a speech to read at a special parade. They are selected by their peers and staff.

School and house captains are required to set a positive role model for others by always wearing their school uniform, adhering to the Dress Code and following school rules. Serious breaches of school rules will result in the loss of their position either permanently or for a specified time, depending on the seriousness of the breach.

SCHOOL COMMUNITY BARBEQUE

Our School Finale Evening

This is our end of year celebration:

- It's the last opportunity for students to show off their skills to parents.

- Each class presents a performance to entertain the community.
- A barbeque tea is provided by the P&C.
- An Art display will be located in the resource centre.

All students are expected to take part and have usually prepared a performance for the evening.

SCHOOL LUNCH

The school encourages a healthy eating program and suggests appropriate lunches would include sandwiches and fruit. All children eat their lunch at the same time (11.15 am – 11.25am & 1.15pm – 1.30pm). Where a child cannot eat all of their lunch we encourage them to take the remainder home so you can gauge the amount of lunch to give your child. Children are supervised in their class rooms at eating times.

Bubblegum, lollies and fizzy drinks are not permitted at school.

SCHOOL PHOTOGRAPHS

These are taken each year by visiting photographers. Class photographs, Individual and Family photos are taken. Photos are also taken of special groups such as School captains, Instrumental, House captains, etc. Photos are usually taken in Term 1. Parents are asked to pay for the photos prior to printing. Special envelopes are sent home for families to complete and return with the money for the photos that they want to purchase.

SCHOOL SPORT & PHYSICAL EDUCATION

Our students participate in two sports houses for Athletics and Cross Country carnivals. These are:

Stinson – Blue: O'Reilly – Orange;

Our Athletics carnival is in term 3, Cross Country carnivals are usually in term 2.

Participation in all sporting programs is compulsory for all students.

Some students will participate in interschool competitions. This is a choice selection and will depend on their skill level and whether they are selected through game trials.

SCHOOL TIMES

School **commences** daily at 8.45 a.m. and **concludes** at 3.00 p.m.

<u>TIMES:</u>	First bell-line up	8.40 am
	Into School	8.45 am
	Morning Recess	11.25 am – 11.45 am
	Lunch	1.30 pm – 2 pm

SPECIALIST TEACHING

Our school offers Physical Education, Music and Languages Other Than English (LOTE) as well as Instrumental Music. All year levels receive instruction in PE and Music, while students gain varying degrees of Japanese instruction and culture.

STOP, DROP AND GO

Please read the attached appendix explaining the procedure for using the Stop, Drop and Go area.

STUDENT BANKING.

Banking is conducted each week by the Parents and Citizens Assoc with the day being nominated at the start of the year and advertised through the school. Deposits are to be made in multiples of \$1.00. If parents wish, children may open an account and commence banking.

(Existing accounts can be transferred from anywhere in Australia). There is no obligation for children to take part in banking, but over eight years it is an ideal way for them to save and teaches them really good habits.

STUDENT COUNCIL

Each year children from year 3 -7 are elected to form the student council. This group meets regularly and provides for a student voice in the operation of school activities. They nominate a task to be tackled with the funds they raise. Projects selected must benefit all students at the school.

SUN SAFE POLICY

Woodhill has a NO HAT/ NO PLAY policy which is enforced by all staff on playground duty. The school hat is required to be worn if children are going to be outside playing or working. This applies before and after school. Sun visors and caps are not permitted as they do not provide adequate sun safety.

Singlets and sleeveless shirts are not permitted for the same reasons. Please read the school Dress Code in the appendix.

Our school has a commitment to the Sun smart program through the provision of shade structures and availability of sunscreen in all classes.

SWIMMING

Learn to swim classes are to be conducted in Term 4 with the Preps to year 2's.

Travel to the Beaudesert Pool will be by bus. All students are instructed by qualified teachers, and instructors according to their level of water confidence and ability.

TUCKSHOP

Our tuckshop is a Healthy School's Tuckshop. It is a sub-committee of the P&C and operates in the school one day per week. (Currently Friday)

Menus are sent out at the beginning of each term. To ensure that your child does get their lunch, please write their name, year level and order on a lunch bag and enclose the money in plastic wrap or tissue. Orders are to be placed in the class lunch basket each Thursday. If change is required, the children will pick it up when they collect their lunch.

Of course our tuckshop cannot function without your help. If you would like to help on tuckshop days and can assist between the hours of 9.00. a.m. and 2.30 p.m., your help would be very much appreciated. A form is sent home at the beginning of each term for completion by parents (if you can assist) so that your name can be placed on a roster.

Orders need to be placed by Thursday morning.

UNIFORMS

Our school has adopted a compulsory "Dress Code" under the "Education General Provisions Act" – 2006. Our dress code is enforceable.

All children are required to wear the school uniform (Including the hat) at all times while at school, on excursions or representing the school. Parents are responsible to ensure that the school uniform is worn and kept in good condition. There will be consequences for students who do not wear the uniform when required to do so.

The uniform shop has all items required for the school uniform and is open Fridays from 9.00 am. Orders for uniforms can be left at the school office.

The uniform is comprised of the following



GIRLS

School Green Polo Shirt and Plain Black Skirt or Shorts, or Dress

BOYS

School Green Polo Shirt and Plain Black Shorts.

SPORTS UNIFORM

with House Polo
Shirt.

Plain Black shorts or skirt

TRACKSUITS

Plain Green/black tracksuit tops and black
pants

FOOTWEAR

Children are required to wear closed-in
shoes. Thongs and sandals are not
permitted.

WET WEATHER

During wet days, students remain in their classes with teacher supervision.

If the weather is extremely cold, students are often returned to class to play quiet indoor games or they can go to the library to watch a DVD.

No outside play is permitted in the rain or mud!!

APPENDIX

- DRESS CODE
- TUCKSHOP MENU – Sample from 2014
- INFECTIOUS DISEASE – INFORMATION
- HEADLICE INFORMATION
- BEHAVIOUR GRID
- STOP, DROP AND GO PROCEDURE
- UNIFORM SHOP LAY-BY TERMS AND CONDITIONS