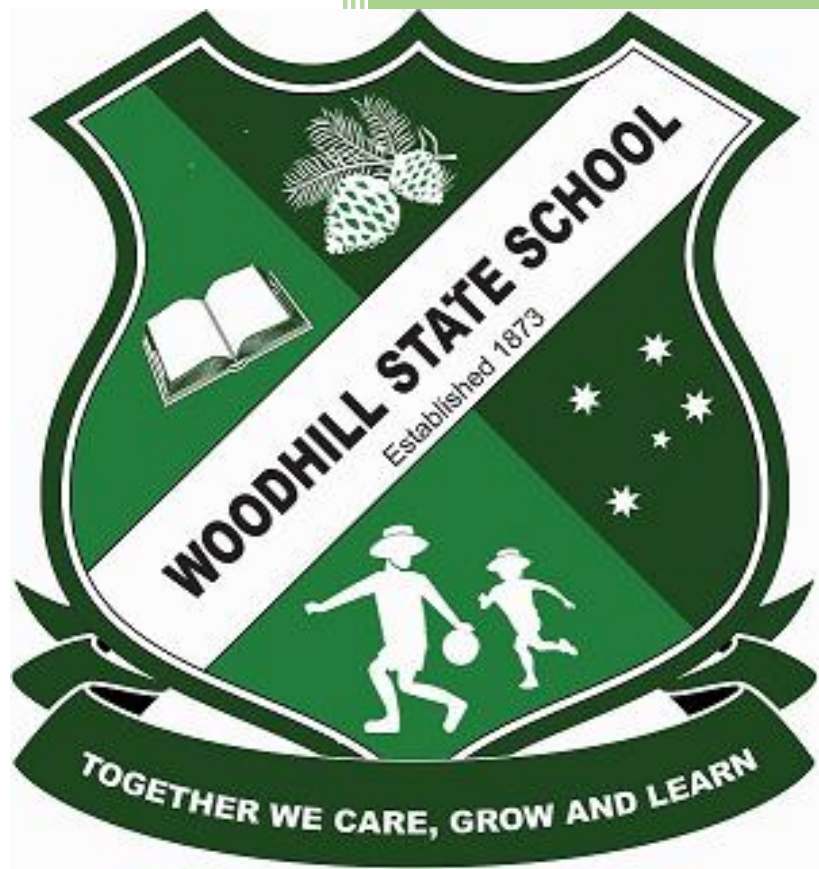


2024

Parent Information Handbook



Woodhill State School

Woodhill State School

Established 1873.
“Together We Care, Grow, and Learn.”

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

A key priority of Woodhill State School and our community is to foster a safe, challenging and inclusive educational environment for all children. In seeking to achieve this, we encourage respectful, open and effective communication amongst teaching staff, parents/carers and students. 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 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 fortnight 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,

Shelly Lucas

Principal

Commencing at Our School

School contact details

Administration: Phone (07) 5548 9222

Address: 6027 Mt Lindesay Highway, Woodhill QLD 4285

Email: Administration admin@woodhillss.eq.edu.au

Absences studentabsence@woodhillss.eq.edu.au

Website: www.woodhillss.eq.edu.au

The school administration building is located at the front of the school and is open from 8:00am until 4pm 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.

All visitors to the school are required to sign in at the office prior to entering the school grounds.

Term dates 2023

Term	Dates	Length
Term 1	Monday 22 January – Thursday 28 March	10 Weeks
Term 2	Monday 15 April – Friday 21 June	10 Weeks
Term 3	Monday 8 July – Friday 13 September	10 Weeks
Term 4	Monday 30 September – Friday 13 December	11 Weeks

The School Day - Bell times

Session	Start	Finish
1 st Session	8:40am	10:45am
1 st Break	10:45am	11:25am
2 nd Session	11:25am	1:25pm
2 nd Break	1:25pm	2:10pm
3 rd Session	2:10pm	3:00pm

STAFF DETAILS

Principal

Ms Shelly Lucas

SUPPORT STAFF

Head of Department- Curriculum

Mrs Jann Higgins

Inclusion Coach

Mrs Kate Watson

School Chaplain

Mr Jamie Sharp

Guidance Officer

Mrs Mary Campanella

SPECIALIST STAFF

The Arts

Mrs Jenny Newton

NCT and Health

Mrs Elizabeth Perkins

Physical Education

Mrs Kate Watson

TEACHERS

Mrs Karen Down

kdown42@eq.edu.au

Miss Sarah Devlin

sldev0@eq.edu.au

Miss Shanice Drummond

sdrum25@eq.edu.au

Mr Tim Mason

tmaso71@eq.edu.au

Miss Trish Hewitt

phewi4@eq.edu.au

Ms Deborah Kim

dkim102@eq.edu.au

Mrs Juley Baldock

jxnill0@eq.edu.au

TEACHER AIDES

Mrs Carmel Perkins

Mrs Mandy Phillips

Mrs Hailey Mayes

Mrs Trudy Ives

Mrs Mandy Hyde

Mrs Margie Burton

Mrs Pauline Dimmick

Ms Renae Gault

Mrs Teresa Hinton

BUSINESS MANAGER

Mrs Sarah Briggs

ADMINISTRATION OFFICER

Ms Renae Gault

CLEANERSMrs Pauline Dimmick, Mrs Maxine Lane and
Mrs Wendy Drummond**FACILITIES OFFICER**

Mr Dallas Slatter

Student Enrolments

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.

Woodhill State School recognises as its prime obligation, the provision of access to an appropriate service for students whose principal place of residence is within the school's catchment area. Because of the enrolment capacity and growth Woodhill State School may be unable to meet this obligation in the future, unless action is taken now to manage enrolments. The Principal must restrict enrolment of out-of-catchment students to ensure in-catchment students can enrol at their local state school, without requiring additional facilities.

To enrol you must reside within our catchment area which can be found at <https://www.qgso.qld.gov.au/maps/edmap/>

Enrolment of students from outside the local catchment area is restricted to ensure that the total current and forecast enrolments do not exceed the Student Enrolment Capacity. This school can only enroll out-of-catchment students:

I. if there is sufficient spare capacity after reserving places for students who move into the catchment during the year; and

II. After considering the school's projected future enrolment growth.

Out-of-catchment students applying for enrolment at this school are placed on a waiting list and assessed in order of receipt.

All new enrolments will require an Enrolment Interview with the Principal or delegate so please contact the office to arrange a suitable time.

Date of Birth	Calendar Year and School Year Level				
	2023	2024	2025	2026	2027
July 1 2011 – June 30 2012	6	7	8	9	10
July 1 2012 – June 30 2013	5	6	7	8	9
July 1 2013 – June 20 2014	4	5	6	7	8
July 1 2014 – June 30 2015	3	4	5	6	7
July 1 2015 – June 30 2016	2	3	4	5	6
July 1 2016 – June 30 2017	1	2	3	4	5
July 1 2017 – June 30 2018	Prep	1	2	3	4
July 1 2018 – June 30 2019	Pre-Prep	Prep	1	2	3
July 1 2019 – June 30 2020		Pre-Prep	Prep	1	2
July 1 2020 – June 30 2021			Pre-Prep	Prep	1
July 1 2021 – June 30 2022				Pre-Prep	Prep

Proof of age

Documentary proof of Date of Birth will be required for all prep students. The following proof of age will be required upon admission:

- Child's Birth Certificate; or
- Statutory Declaration from the Courthouse, to be attached to the enrolment form.

Preparing your child for school

Every parent wants their child to be ready for school – 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.

Children who have had an adequate amount of sleep and have eaten breakfast can concentrate better and have a longer attention span which helps them to learn and study well. They can also perform better physically after eating breakfast, as there is more energy available to their muscles. Breakfast can improve behaviour and mood, as children have improved concentration and aren't tired, irritable or hungry.

If you have a child starting school next year, these are some things they should know to help provide a smooth transition into primary school:

- They should know their basic colours – red, blue, green, yellow, orange, pink, brown, black and purple
- Know basic shapes – square, rectangle, triangle and circle
- Be able to count orally to 10
- Be able to recognise some numbers
- Know the days of the week
- Be able to recognise their own name
- Be able to hold a pencil correctly
- Be able to hold scissors correctly
- Know that they read a book left to right and top to bottom and that the marks on the page are letters and they go together to make words
- Understand that sometimes, in school they will hear the word 'no'.

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

Ways to help your child

- 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.
- Read stories to your child using age appropriate reading materials. Retell stories, paying attention to the order in which the events took place. This is very valuable training and wonderful parent-child time together. Visit the local Library and become regular borrowers so that there are a variety of books available at home.
- Talk to your child from babyhood. The most important years of life for learning are from two to five. Speak clearly and carefully so that they can hear words correctly pronounced and learn how to correct their own speech and grammar.
- Show your child how to write their name if they ask. Only the first letter is a capital, the rest are small letters.

- Teach your child some of the letters of the alphabet and practise counting from one to ten.
- Arrange for your child to have a health check by your Doctor. A health check prior to starting school can identify both health and developmental issues that can become problematic during school years. The health check should consist of a hearing test, eye check, speech and language development, fine and gross motor skills and a dental health check-up.
- Make sure that your child's health habits are good:
 - Plenty of sleep
 - A healthy balanced diet
 - Brush teeth twice a day
 - Frequent bathing and clean clothes
 - Limit screen time before bed
- Inform the teacher of any medical issues, such as asthma, allergies, poor hearing and epilepsy.
- Show your approval when your child reads, draws, writes or makes things. Model things for and with your child 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 child with others in the family or friends children, as they differ and it is unwise to compare any one child with another.
- 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.
- 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 it is necessary for a child to be absent, send a written note giving the reasons or phone the school. This is a legal requirement.

General Information - A to Z about our school:

Absence policy

Under the law you must make sure your child is enrolled and attends school on all school days unless there is a reasonable excuse. The reasons listed below are **NOT** considered reasonable excuses:

- A day off for their birthday
- A day off because relatives are visiting
- A day off to be with parents at home
- A day off to go shopping

The safety and wellbeing of students are the highest priorities for Education Queensland. Schools must monitor attendance of students and follow up with parents and caregivers any unexplained absences. State schools are required to notify parents on the same day a student is absent from school without explanation.




If your child is absent from school and the absence is unexplained, a text message will be sent requesting an explanation. There are a variety of ways you can respond:

- Telephone the school on 5548 9222
- Explain the absence through QParents
- Reply to the SMS
- Send a note with your child on their return
- Email: studentabsence@woodhillss.eq.edu.au

If the absence remains unexplained, a letter generated by the Department of Education will be sent home requesting an explanation for the absence. This must be returned to the school within 3 days.

Does your child have a chance to be successful?

1 or 2 days a week doesn't seem much but.....

If your child misses....	That equals....	Which is.....	and over 13 years of schooling that's...	Which means the best your child might perform is ...
1 day per fortnight	20 Days per year	4 weeks per year	Nearly <u>1.5 years</u>	 Your Child Other Children Equal to finishing in grade 11
1 day per week	40 Days per year	8 weeks per year	Over <u>2.5 years</u>	 Your Child Other Children Equal to finishing in grade 10
2 days per week	80 Days per year	16 weeks per year	Over <u>5 years</u>	 Your Child Other Children Equal to finishing in grade 7
3 days per week	120 Days per year	24 weeks per year	Nearly <u>8 years</u>	 Your Child Other Children Equal to finishing at grade 4

Accidents and illnesses

Our school has a First-Aid room where we are able to house students until a parent arrives and treat minor injuries.

In the event of your child sustaining an injury at school 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.

Addresses

At the time of enrolling your child, we will record your address in our records. It is essential that we have accurate records of students' personal information, including address, phone and emergency contact details. If there are any changes to your child's details, please inform the administration office immediately by calling 5548 9222 or via email to admin@woodhillss.eq.edu.au

Administration

Office hours are from **8am 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. Your child's teacher is your first point of contact, enquires can be made via email, or in some cases, via Seesaw.

Arrival time

Students should **not** arrive at school before 8:15am. Students arriving before this time will be unsupervised. School begins at 8:40am each day (teachers are not required to be on duty until 8:40am). It is important that your child be ready to begin classes promptly at that time.

Once at school, students are to be seated in undercover area until 8:30am when our morning run begins.

Regularly arriving late to school has a detrimental impact on student learning. The school day begins at 8:40am. Late arrival is processed through the office. Students arriving late to school, come to the office with an adult who signs them in, giving the reason for the late arrival. A late slip will be issued to the student, which is handed to the teacher on arrival to the classroom.

Every minute counts...			
When your child misses just...	that equals	which is	and therefore, from Kindy to Year 12, that is,
10 minutes a day	50 minutes of learning a week	Nearly 1 ½ weeks per year	Nearly ½ year of school
20 minutes a day	1 hour and 40 minutes of learning a week	Nearly 2 ½ weeks per year	Nearly a year of school
½ hour a day	½ a day of learning each week	4 weeks per year	Nearly 1 ½ years of learning
1 hour each day	1 whole day of learning each week	8 weeks per year or nearly a term a year.	Over 2 ½ years of learning

Your child's best learning time is at the beginning of the day

Birthdays

If parents choose to send a birthday treats to school, the teachers would prefer to hand out cupcakes or ice blocks. Check with the classroom teacher for children who have food allergies.

Books and stationery

The school will continue to use a book pack scheme through a school selected stationery supplier 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 student's name.

Bus Information

Woodhill State School staff are rostered to supervise bus students 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 in the undercover area as soon as they leave their classrooms at 3:00pm.
2. Students are asked to sit quietly in the bus lines so that instructions from the teacher on duty can be heard clearly. This is not a designated playtime.

Bus rules (interchange and pick up points)

1. Students must behave appropriately at all times, following all school rules at the bus stops.
2. Students need to follow all road safety and stranger dangers rules and beware of possible hazards.
3. Stand well back from the edge of the road, so that the driver can see the child and pull into the kerb safely.
4. Line up then students enter the bus in year level order.
5. Enter the bus one at a time.
6. If parents meet their child at the bus stop, meet them where the child gets off the bus, so that an adult can cross the road with the child.

Bus rules (on the bus)

1. Children will remain seated at all times.
2. Use manners.
3. Respect the bus driver and other travellers by talking to bus neighbours only and not yelling or talking to others in other seats. The noise level will then be kept to a minimum.
4. Walk down the aisle holding on to the seats as you go, make sure school bags are placed in the correct situation – under the seat.
5. Remain seated until the bus stops, at your bus stop or your school. Exit carefully.
6. When getting off the bus, move right away and stand clear of the roadway and wait for the bus to move away.
7. If there is an issue/incident on the bus involving your child, please contact the bus company.

Car Park

The bus turnaround and car park are **NOT** part of the school grounds. Parents are permitted to use this area specifically to pick up and drop off students. Please follow the signage. **Please use extreme caution as children can be unpredictable.** If you park, please use the main area at the front of the school and not the administration area by the office, teacher’s carpark or the bus lane.

For safety reasons, no vehicles are to be driven into the school grounds unless specific permission has been sought from the Principal or Facilities Officer.

Education Queensland accepts no liability for damage to vehicles in the school grounds.

Change of details

If you change your address, telephone number or email address during the year please let the office know by calling 5548 9222 or via email at admin@woodhillss.eq.edu.au so that the school records may be kept up to date.

Communication

School communication to parents and carers is generally sent via SMS or email. It is therefore important to keep the school informed of any changes to your contact details. The school's event calendar is also available on the school website and is updated frequently to ensure that the most current information is available.

Respectful communication is the key to having an excellent partnership within 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 is emailed home
- School Website
- Facebook P&C page
- Communication books – for selected students
- Daily contact – formal and informal discussions with staff
- Weekly Parade
- Parent Teacher Interviews and Student Reports
- Teachers' emails
- P&C Meetings
- Seesaw

Discussing matters with other parents can sometimes 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 or a teacher or such. It is always better to gain your information directly from the school news sources or come in and make an appointment to speak to your child's class teacher.

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 your child's teacher, please email them or phone administration to make an appointment.

A full list of staff contact details is available on the school's website

<https://woodhillss.eq.edu.au/our-school/our-staff>

Parent concern	Who to contact
A subject or homework area	Classroom teacher
Payments	Administration

Public transport information	Park Ridge Transit
Legal issues	Classroom teacher or administration
Lost property	Classroom teacher
Absence from school	Classroom teacher or administration
Playground incidents	Classroom teacher
Enrolment enquiries	Administration
C&K enquiries	Woodhill C&K 5543 1721
Student health	Classroom teacher or administration
Personal or school related issues that are impacting on social and emotional well-being	Classroom teacher

Computers

As part of every student's learning, students have ample opportunities to use various forms of technology. As well as desk top computers in the Resource Centre, we have iPads in each class. Each of our computers are linked to the internet; a very useful learning tool in the classroom. Parents and students need to read and sign the Internet Agreement on enrolment, so they understand their responsibilities in the use of the internet and email.

Confiscated property

Students 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. Mobile phones that students use on their journey to and from school, must be handed in to the office prior to class commencing. They can be collected after 3pm. 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 and so on.

Curriculum

At Woodhill State School, we base all our enacted curriculum program on the Australian Curriculum. This creates a creative, aligned and engaging learning experience for our students.

Departure time

The school day concludes at 3:00pm, 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 Parent Plaza by their teacher at 3pm. Please wait for your child there.

Dress code

Woodhill State School is a full uniform school. The school is committed to building a proud reputation and the uniform is regarded by the school community as being important in encouraging

a sense of self-esteem, belonging and self-discipline in our students. All students are expected to observe the details of the correct attire and appearance, always presenting in a clean, neat and tidy manner. 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. For students who arrive at school not in the correct uniform, the class teacher or administration will phone the parent/carer to request the correct uniform. Student leaders will not be able to represent the school or take on their responsibilities when not in uniform. The dress code not only covers the school uniform (see uniforms) but also covers jewellery, hair styles, make up, nail polish, footwear and so on.

Woodhill State School and the P&C have endorsed the following expectations of students with regards to uniform and personal appearance:

- Broad-brimmed school hats must be worn outside.
- All uniform items, with the exception of shoes and socks, can be purchased from the uniform shop.
- Shoes and socks must be worn at all times while students are at school. This includes travel to and from school.
- The wearing of jewellery items is limited to stud earrings or sleepers, watches and medical bracelets/necklaces. This minimises possible loss, damage or risk of personal injury.
- Students are to be appropriately groomed at all times, hair must be tied back if it is long enough to tie back. Shaved heads-including tracks and designs- with or without rat's tails are not permitted.
- For the sake of student's modesty, please ensure your child's shorts/skirt are of a suitable length. If your child wears bike pants or leggings, they need to be worn under skirts, skorts or shorts, not as a uniform item on their own.
- Skirts, shorts, skorts, long pants and jumpers all need to be plain black or bottle green – no advertising logos/stripes/pictures.
- Please ensure that your child's uniform items are clearly named, as this helps us to return clothing items to their rightful owners.



Educational services

Woodhill State School has access to the services of Speech Language Pathologist, Guidance Officer, Inclusion Coach, Head of Department-Curriculum and a school chaplain.

Electronic devices

Mobile phones, smart watches and other electronic devices are to be handed in to the office upon arrival at school. They can then be collected at 3pm. Under no circumstances other than medical, are students permitted to have mobile phones in the classroom or playground.

Other electronic devices such as AirPods and iPads are to be left at home as 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.

Emergency contacts

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 change to:

- Home or work addresses and phone numbers
- Emergency contacts of people who can collect your child
- Serious illnesses, allergies and medications
- Legal access to children and custody arrangements

Excursions and Incursions

Excursions and incursions are organised to enhance learning beyond the classroom. We encourage all students to participate in them, as they are valuable learning experiences. Parents are asked to sign a permission form on enrolment to cover all local area excursion which include in-house and standard sporting activities. Final approval is given through the receiving of money for activities. Permission forms are sent home for other excursion outside of school.

No excursions from the school will be undertaken unless due notice has been given to parents. No students will be allowed to attend an excursion, unless a permission to participate form has been received by the school.

Excursions and Camps are considered to be a privilege and an extension of students' learning. Students, who do not behave, limit the learning opportunities of other students as well as posing a safety risk for themselves and others. Students who are not yet responsible for their own behaviour may not be permitted to participate in these learning opportunities.

Extreme weather events

During wet and extreme weather (excessively hot or cold, cyclonic winds, thunderstorms or dust storms etc.) days students remain in their classroom with teacher supervision during the breaks. In the event that extreme weather occurs at 3pm, Stop, Drop and Go will be cancelled and parents will be required to collect students from the classroom or under cover area.

Fire and lockdown drills

Fire and lockdown drills are carried out at least once a term to ensure that we are ready in the event of an emergency. Parents, carers and 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 emergency evacuation meeting point which is located adjacent to the senior adventure playground.

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

First aid

Minor first aid is administered by staff. All serious incidents are recorded in our incident register. Should a student need hospitalisation due to a serious accident or 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 contact details.

First day of school

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

- Read aloud to your child. Reading helps to develop an imagination, because it allows listeners to form a picture in their minds. It also helps to develop an awareness of the patterns of language, that the marks on the page are words that have meaning.
- Provide a variety of experiences to stimulate your child's imagination.
- Sing familiar songs and nursery rhymes together with your child.
- Show respect for your child's natural curiosity. Be patient and try to find the time to answer the many questions they ask.
- Help your child become responsible by encouraging them to pass on school notices and newsletters or to pack their own school bag each day.
- Find opportunities to write with your child. This includes writing their own name, making lists and writing letters.
- Leave plenty of time to get ready.
- Make a nutritious breakfast. This is essential for sustained energy and concentration.
- Talk through the daily routine – start, lunch and finish times.
- Be flexible in the early days of school as children may take a little while to settle-in.
- Encourage your child to be independent by helping them get used to putting on and doing up their shoes, caring for and putting away their things, carrying their bag and identifying their belongings.

We ask that in the first few days of school parents drop off and leave **quickly**. This helps to settle the children into the routine of school and reduces the chances of them getting upset. Should you wish to volunteer in class or arrange a time to speak to your child's teacher, it is best organised by contacting the classroom teacher and arranging a suitable time. To volunteer in the classroom or tuckshop, you will need to complete the parent induction program. Interviews during class lesson time are NOT permitted, as all class teachers have a duty of care and cannot exercise this while talking to parents.

A full list of staff contact details is available on the school's website

<https://woodhillss.eq.edu.au/our-school/our-staff>

Graduation

In term four, the graduation dinner is held to celebrate the achievements of our year six graduates. There are awards that students may aim for, including *Most Consistent*, *Sport* and *Citizenship*. Teaching and administrative staff are involved in the selection of students for these awards.

Parents of year six students are asked to be aware that graduation takes place late in term four, so please do not organise holidays early.

Guidance Officer

A guidance officer visits our school twice a week throughout the year to support our students who are experiencing educational, emotional or behavioural difficulties. Arrangements are made in consultation with parents and the classroom teacher.

Hats

Woodhill State School has a *Sun Smart Policy* and as such requires that each student wears a broad brim hat for protection from the sun when participating in outside activities, lunch time play and physical education activities. This policy is rigidly enforced throughout the school year. The school hat is the only hat to be worn, as it is a part of our dress code and conforms to the sun smart policy. New students to the school are provided with a complementary school hat.

Head lice

Head lice are small, wingless, egg laying insects found on the human head. They grow to about 3.5mm (the size of a sesame seed or pin head). Head lice live on the hair and feed by sucking blood from the scalp. Detection of adult lice or nymphs on the scalp is the best way to determine if head lice are present. While most people with head lice will not develop an itch, a small number of people develop an itch due to an allergic reaction to the saliva of the louse.

Treatment should only be applied when live lice are found on the head. To break the cycle, all infested people should be treated at the same time. There are two methods of treatment:

1. Non-insecticidal treatment using conditioner and combing technique
2. Treatment with synthetic or natural insecticides or other chemicals

It is essential to check the effectiveness of every treatment after a product has been used on the hair for the recommended amount of time and before washing it out:

- Comb the hair with a fine-tooth head lice comb, wiping the comb onto a white tissue after each sweep.
- Repeat until whole head is combed and little treatment formulation is visible on the hair.
- After five minutes examine the tissues and assess the lice as dead (no movement), inactive or active.

Head lice do not jump or fly. They are spread mainly by head to head contact. An occurrence of head lice must be reported to the school immediately so preventive measures can be taken for all students. Queensland Health's *Head Lice Information Sheet* can be located in the appendix.

Homework

Woodhill State School has a homework policy. Homework is set to provide students the opportunity to revise work learnt in school, consolidate that learning and 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.

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 contact your child's class teacher to discuss the problem.

It is reasonable to expect that the following time be allocated to homework:

- Prep year: Maximum of one hour per week
- Years 1 and 2: Maximum of one and a quarter hours per week
- Year 3: Maximum of one and a half hours per week
- Years 4 and 5: Maximum of two hours per week
- Years 6: Maximum of three hours per week

House system

On enrolment, all students are allocated one of two houses; Stinson (Blue) or O'Reilly (Orange). Athletics and other sporting activities are conducted on an inter-house basis. Students are requested to wear house colours on Sports Day and Cross Country.

Hygiene

Woodhill State School maintains appropriate health and hygiene measures, including:

- Staff, students or visitors must **not** attend the school if they are sick
- Regular hand washing and sanitising, particularly before and after eating
- Thorough cleaning of classrooms
- Regular cleaning of playground equipment and classroom materials

In line with the Queensland Government advice Woodhill State School will continue to adhere to enhanced hygiene measures in order to provide safe facilities and protect the health, safety and wellbeing of students, staff and the school community.

Inclusion

Inclusive education means that students from all backgrounds and abilities are able to access and participate in education and achieve success. Students experience inclusive education when they can access and fully participate in learning, alongside their similar-aged peers, supported by reasonable adjustments and/or teaching strategies tailored to meet their individual needs.

Woodhill State School is committed to providing a high-quality education for all our students. The Inclusive Education Policy commits the department to continuing its journey towards a more inclusive education system at policy and regional levels, as a part of everyday practice in schools.

For more information on Inclusion please visit <https://education.qld.gov.au/students/inclusive-education>

Infectious disease

The human body can provide places for disease causing germs and parasites to grow and multiply. These places include the skin and in and around the openings of the body. It is less likely that germs and parasites will get inside the body if people have good personal hygiene habits.

It is often the case that children catch any one of a range of infectious diseases. To stop these from spreading it is vital that parents strictly follow the Queensland Health time out fact sheet at https://www.health.qld.gov.au/_data/assets/pdf_file/0022/426820/timeout_poster.pdf which

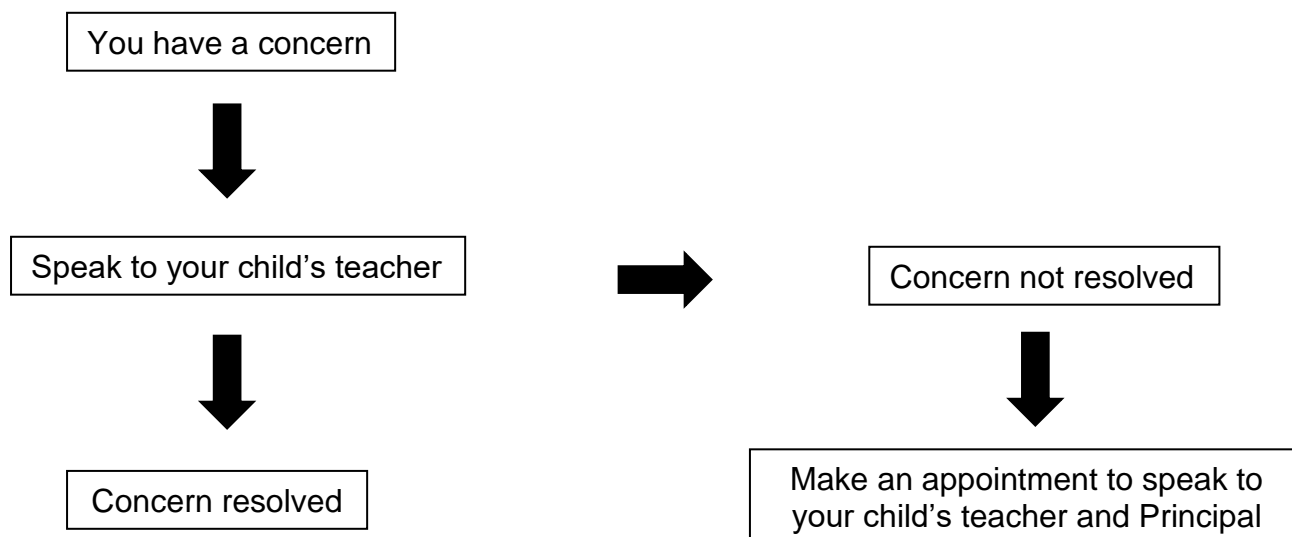
clearly outlines the length of time children must stay away from school. Communication with the school about all of these types of issues is extremely important.

Inter-school sports

Woodhill State School students are invited to participate in a range of sporting events across the district. The Kingfisher Challenge in term three allows students in years five and six to be involved in rugby league and netball.

Interviews

Should you have any concerns regarding your child, please contact their class teacher to arrange an appointment. This can be done face to face, email, seesaw or telephone. If you feel that your concerns have not been adequately addressed, please contact the office to arrange an interview with the Principal and class teacher. Organise an appointment through the school office, so they can inform the relevant teacher and the Principal of the issue you need to discuss, so that necessary information may then be organised.



Invoice and debtor statements

Student invoices (e.g. excursions, incursions and swimming) are emailed as they arise. In the event you that you are experiencing financial hardship or otherwise unable to pay within the appropriate time frames we encourage our parents/carers to contact the office to set up a negotiated payment plan.

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
- A specialised program

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

Jewellery

Jewellery, other than wrist watches are not regarded as suitable school attire and therefore are not to be worn. This includes rings, necklaces, and eyebrow/nose/tongue/belly studs and applies to all students. Exceptions to this are:

- Children who have pierced ears may wear plain studs. Dangling earrings may cause injury during school activities.
- Medical alert bracelets

No responsibility can be taken for lost property

Leaving the school grounds

In the interest of safety, students are not permitted to leave the school grounds once they have arrived at school. If they are required to leave school during the day for an appointment, sickness or the like, a parent/carer must sign out their child from school office. This is expected to be an unusual, rather than a regular occurrence.

Lost property

All property, including clothing should be named in a prominent place. Lost unnamed uniforms will be washed and sold through the uniform shop at the end of each term.

Lunches

Woodhill State School encourages healthy eating and suggests appropriate lunches which might include sandwiches and fruit. All children eat their lunch at the same time (10:45am – 10:55am & 1:25pm – 1:40pm). Where a student cannot eat all of their food 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.



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 conditions from which students might suffer. Students 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 staff at the office, as 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 parent/s, doctor or the person responsible for medical care. The school's obligation extends to placing the injured person in the care of the appropriate person.

Medication

If you require staff to administer medication to your child at school please contact the office in the first instance to discuss your child's requirements. Please note that school staff will only administer medication that:

- Has been prescribed by a medical practitioner (e.g. doctor, dentist)
- Is in its original packaging and
- Has an attached pharmacy label

Office staff will ask you to complete and sign the administering medication at school permission forms. If your child requires more than one medication you will need to complete a form for each medication.

If your child is at risk of anaphylaxis, it is important for you to provide the school with their emergency medication and *Anaphylaxis Action Plan*, completed by your doctor. This action plan provides the instructions for the school to administer their medication in an emergency, which is specific to respond to their health condition.

If your child has asthma and requires assistance to administer their medication, you must provide the school with your child's emergency medication and their *Asthma Action Plan*, completed by your doctor. An *Asthma Action Plan* provides specific instructions for the school to administer your child's medication.

Before you provide your child's medication, check the expiry date to ensure there is enough for the time period. It is also a good idea to take a note of the expiry date so that you can replace the medication before it expires.

Please note, school staff will not administer medication that you can buy over-the-counter at chemists and supermarkets (e.g. paracetamol, eye drops, cough syrup) unless it has been prescribed by your child's qualified health practitioner.

When your child's medication is no longer required to be kept at school, please collect all unused medication.

Thank you for assisting the school in keeping our students safe and healthy.

NAPLAN

The National Assessment Program: Literacy and Numeracy occurs in years 3 and 5. These are a special series of tests designed to assess a student's progress in the area of Literacy and Numeracy. These tests are designed and written by an external agency, not the school. All students will receive a report advising parents how their child has performed. All results are treated as confidential.

Newsletters

Our newsletter is produced fortnightly and is emailed to families. It's also available on the school's website. If you require a paper copy of the newsletter, please contact the office or email admin@woodhillss.eq.edu.au.

Outside school hours care

PCYC Queensland is one of the state's largest providers of outside school hours' care. The service at Woodhill State School is managed by PCYC Logan and is facilitated by fully qualified and enthusiastic staff.

For more information please email woodhillsac@pcyc.org.au or call 0488 742 512

Parade

Parade is an excellent opportunity for students to share what they are doing in class, for special efforts to be acknowledged and for students to practise leadership and social skills. Parade is a time to celebrate group and individual achievements. *Student of the Week* and *Merit Awards* from every class are presented at parade. We invite parents to join us and help us build school spirit as well as a respectful and an harmonious atmosphere throughout the school. Parade is each Friday at 8:45am in the Undercover Area.

Parent and Citizens Association

Our P&C AGM is generally held in Term One. All office bearers are selected at this meeting and the sub-committees are formed. The P&C needs your help, otherwise the services that are provided by them may be lost. As parents, carers and citizens, you are automatically able to become members of the Parents 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 offset costs for bus travel etc.) and being involved in activities at the school and providing services for all families and students.

The School Administrators present a written report to each meeting of the Association and these meetings provide a valuable forum for parents to express their views on the policies of the school. Times and dates for P&C meetings are advised through the school's newsletter and website.

Parent code of conduct

We welcome parents, carers and visitors into our school and expect that you will:

- Be polite to others
- Act as a positive role model
- Recognise and respect personal differences

- Use the school's communication process to address concerns
- Ensure your child attends school ready to learn
- Support the Student Code of Conduct
- Recognise every student is important to us
- Contribute to a positive school culture
- Work together with staff to resolve issues or concerns
- Respect people's privacy

Working together with their school community, Woodhill State School staff support the learning and wellbeing of every student, and are entitled to a safe work environment.

Parent Inductions

Woodhill State School encourages parent involvement throughout the school whether it is in the tuckshop, or on excursions, or helping out in your child's class. If you are interested in volunteering, you are required to complete a one-hour volunteer induction session. These are usually held once a term. Volunteers who are not parents will need to have a "Working with Children" blue card.

Volunteers are required to sign in and out at the school office each time they come to volunteer in the school.

Payments

Payments for incursions or excursions can be made in three ways. Our two preferred methods are either BPOINT or direct deposit via internet banking. We can however accept cash at the office on either a Thursday or Friday. Please note; **we do not have EFTPOS or credit card facilities at the school.**

Please make direct deposit payments to Woodhill State School:

- BSB 064 400 Account Number 00090138
- Reference your child's name
- State what the payment is for (e.g. swimming)

P&C payments related to the Uniform shop and other events can be made to:

- BSB 633 108 Account number 146 031 984
- Leave your child's name
- State what the payment is for (e.g. uniforms)

Personal appearance (students)

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:

- Temporary Tattoos
- Make up
- Nail polish
- Hair colour (exceptions are made for students 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.

Prep

Prep was introduced into Queensland schools in 2007. From 2017, Queensland children are required to undertake prep, prior to year one. Prep is a full-time program that children attend Monday – Friday during normal school hours.

In prep, your child will have opportunities to learn in many different ways. This includes active learning such as play-based and enquiry-based approaches. They make decisions, solve problems, develop thinking skills, collaborate, communicate and develop a positive sense of self.

Students learn about:

- Speaking, listening, reading and writing
- Mathematics and problem solving
- Science, exploring interesting and important questions about the biological, physical and technological world
- History, beginning to examine and enquire about the past to develop curiosity and imagination

Prep students also learn about:

- Negotiating rights, roles and responsibilities and developing social skills for working and playing with others
- Zones of Regulation
- Diverse social and cultural practices of people in their community
- Making healthy choices
- Experimenting with materials in a variety of creative, imaginative and innovative ways
- Technology in everyday life
- Music, movement and art

Children **must** turn five by 30 June in the year which they are to enter prep.

Positive behaviour for learning

Positive behaviour for learning brings together the whole school community to contribute to developing a positive, safe and supportive learning culture. It assists schools to improve social, emotional, behavioural and academic outcomes for students, and allows teachers and students to have more time to focus on relationships and classroom instruction. Students and staff benefit from:

- Reduced problem behaviour
- Increases time focused on instruction
- Improved social-emotional wellbeing
- Positive and respectful relationships among students and staff
- Support for teachers to teach, model and respond effectively to student needs
- A predictable learning environment where staff and student know what is expected to deliver effective practices which can be sustained over time

QParents App

Qparents has been created by the Department of Education and Training to provide parents of Queensland state school students with secure 24hr online access to their child's information. This portal allows you to securely access information about your child and to communicate directly with your child's school. You will have access to your child's attendance, positive behaviour, end of semester reports and invoicing.

QSchools App

The QSchools App is a convenient way for parents to receive notifications from the school as soon as they have been uploaded to the school website. Search for the app 'QSchools' and download to your mobile device.

Refund policy

School incursions, excursion 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 incursions, excursions and camps are approved by the Principal and endorsed by the P&C.

School fees for these activities are calculated on a cost recovery only basis, according to the number of students who have indicated their attendance. 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 or 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 to Refund* form available from the school office. Where possible, a 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 costs in the future.

Reporting

Academic reporting involves communicating with parents, carers and students about student achievement and effort for each learning area. Reporting builds the school-parent partnership to improve student learning. School reporting processes are clear and transparent for parents, so they understand:

- The learning expectations for the students
- The student's achievement against expected standards
- How well the student is engaging with the expected learning; and
- How the student may be able to improve

Formal reporting to parents of a student's progress will take place twice a year. Oral reports in the form of parent-teacher interviews usually take place in terms one and three, just prior to the school holidays. In terms two and four, report cards are emailed to parents. Families without access to email are to notify administration so that a paper copy can be issued.

Resolving issues respectfully

A key priority of Woodhill State School staff, parents and families is to foster a safe and healthy learning environment for all students. As a parent of a school-aged child, there may be times when issues arise that affect your child, for example a playground incident with another child or issues within the classroom. How those issues are handled can make a significant difference to the learning and development of our students and the positive environments we aim to create and nurture. The following information can assist parents, families and school staff to manage issues respectfully and reach an outcome that is in the best interest of the student:

- Discuss with your child – ask your child questions (who, what, where, when, how)
- Discuss with your child’s teacher about academic or social issues
- Discuss with administration about general school issues
- Discuss with the school P&C association about services managed by the P&C
- Discuss with the Principal or leadership team if the issue remains unresolved

Parents and visitors to our school community can demonstrate respectful behaviour by:

- Using polite spoken and written language
- Speaking and behaving respectfully at all times
- Being compassionate when interacting with others
- Informing staff if the behaviour of others is negatively impacting them or their family
- Respecting staff time by accepting they will respond to appropriate communication when able
- Requesting a meeting to discuss any concerns about their child’s education – allowing staff time to prepare and appreciating their time constraints
- Consider the privacy of all school community member at all times, and understand that the school cannot share confidential information
- Not making negative comments or gossiping about other school community members, including students – in person, in writing or on social media
- Taking responsibility for their child arriving and departing school safely and on time, every day
- Reading and encouraging their child to understand and follow the *Student Code of Conduct*

Rewards

Woodhill State 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. Awards are given daily (Dojos) and weekly (student of the week and merit awards). Student of the Week awards are worth five points and Merit certificates are worth three points. Once a student reaches eight points they are awarded a bronze certificate, 16 points a silver certificate and 24 points a gold certificate.

Safety

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

Volunteers – All volunteers who assist in the school must report to the office each day, sign the visitors register and collect a visitor’s badge. Volunteers who don’t have children at the school must have a blue card.

Parents visiting classrooms – Parents are not permitted to go to the classrooms between 8:40am and 3:00pm unless in the role of a voluntary helper which has been prearranged with the class teacher. ALL visitors must first report to the office. If you wish to see your child's teacher please report to the school office to make arrangements with the class teacher outside of teaching hours.

School captains and house captains

Students in year six 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 photographs

School photos are taken each year by visiting photographers. Class photographs, individual and family photos are taken as well as special groups such as school captains, instrumental, house captains and so on. Photos are usually taken in term one. Parents are asked to pay prior to printing. Special envelopes are sent home for families to complete and return with the money.

School rules

Our school rules are: *Be Safe, Be a Learner, Be Respectful and Be Responsible*. These rules must be followed by all students. All rules are based in common-sense behaviour, respect, manners, health and safety. Students will be regularly reminded of the rules throughout the year and your support will be expected and appreciated.

At times, disciplinary consequences may be used as a part of a student's educative process. The role of disciplinary consequences is to assist students to understand behavioural expectation and to learn more acceptable ways of interacting and engaging with others.

Woodhill State School's consequence grid can be found on our website:

<https://woodhillss.eq.edu.au/supportandresources/formsanddocuments/documents/behaviour/consequence%20grid%202021.pdf>

School sport

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

1. Stinson – Blue
2. O'Reilly – Orange

Our Cross-Country is in term one and the athletics carnival in term two. 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.

Specialist teaching

Head of Department – Curriculum: The HOD-C liaises with teachers to plan, co-ordinate and facilitate the provision of continual learning for teachers and support staff, and to support the teachers in delivering an engaging, challenging curriculum for all students within the policy expectations of Education Queensland.

The Arts – The Arts have the capacity to engage, inspire and enrich all students, exciting the imagination and encouraging them to reach their creative and expressive potential. The Arts offers students the opportunity to study five subjects; Dance, Media Arts, Visual Arts, Drama and Music. The five subjects enable students to learn how to create, design, represent, communicate and share their imagined and conceptual ideas, emotions, observations and experiences.

Health and Physical Education – All students participate in the HPE program. The program aims to maximise participation in physical activities, develop fitness, increase skills, improve health knowledge and understandings and encourage good sportsmanship and teamwork. In term four, swimming lessons are held for students in years prep to two.

Languages (Japanese) is designed to enable all students to learn a language in addition to English. A specialist teacher provides instruction in Japanese to students in years five and six once a week.

Stop Drop and Go

The *Stop, Drop and Go* zone is designed to give parents and carers a safe, quick and convenient option for dropping off and picking up their children. This is extremely effective for parents with older children who are capable of getting themselves in and out of the car, with their bags.

Parents and carers using the *Stop, Drop and Go* zone are required to display a family name card on the passenger side visor, clearly visible so staff on duty are able to have children ready to enter their car. You can get a laminated family name card from the office or make your own, as long as it is easily read from a distance.

A few simple rules for everyone to follow and this is a great alternative to having to find a parking spot in the car park or on the highway.

Using the *Stop, Drop and Go* on the way to school:

- Students must be ready, with their bags, to exit the **passenger side** of your car immediately. If your child needs your attention, if their bag is in the boot, or you need to delay for any reason, you **MUST** use the car park. If you delay it can endanger students' safety
- No driver side doors are to be opened when in this lane. It is not safe for anyone to walk on the road area. It is dangerous and increases the risk of injuries.
- Patiently wait your turn
- Drop off your child in the three drop bays only. When your turn comes, move to the front of the bay and let your child exit on the kerb side of the vehicle. The concreted area on the northern side of the crossing is NOT a drop zone.
- The *Stop, Drop and Go* lane is shared with buses. **Buses have priority** in this lane.

Using the *Stop, Drop and Go* after school:

- Display your family name card on your front passenger side visor. Displaying your family name on the dashboard makes it difficult for staff to see.

- Patiently wait your turn! Your child will be called by the supervising staff and directed to the drop bay as you approach. If your child is not there, go around again. **Do not wait in the drop bay.** Holding up other people increases student endangerment.
- No overtaking unless directed by a staff member. You endanger children when you overtake.
- Students are to have their belongings ready to put in the car- not in the boot.
- Pick up from the three drop bays only. When your turn comes, move to the front bay where your child will be waiting for you. Do not let your child enter your car anywhere else in this lane.
- Please **do not** stop your car on the pedestrian crossing. Stopping on the crossing hinders the flow of pedestrians moving into the car park.
- *Stop, Drop and Go* closes after the last car leaves around 3:10pm, before the buses start arriving. Students remaining, wait in the undercover area with the bus students.
- The *Stop, Drop and Go* lane is shared with buses. **Buses have priority** in this lane.

Student Code of Conduct

Every Student Succeeding is the shared vision of Queensland state schools. Woodhill State School is committed to providing a safe and respectful learning environment for all students, staff, parents/carers and visitors.

The *Student Code of Conduct* clearly sets out expectations about staff responsibilities to support students to understand and meet discipline expectations of the school, and guidance on the application, where required, of disciplinary consequence. This document is available on our website and is provided to newly enrolled students and their parents.

<https://woodhillss.eq.edu.au/supportandresources/formsanddocuments/documents/behaviour/student%20code%20of%20conduct%202020-2023.pdf>

Any student or parents/carers who have questions or would like to discuss the *Student Code of Conduct* or our positive behaviour framework, are encouraged to speak with the class teacher (case manager).

Student council

A student council is a group of student leaders who work together with an adult advisor to collaborate with others to impact their school community. Each year students from years 3-6 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

Queensland state schools play an important role in educating students about and promoting the importance of sun safe policies. The development of the sun safe policies involved a consultative process with the school community, including school staff, students, parents and parents and citizens' association.

Woodhill State School is committed to the sun smart program through:

- Providing effective educational programs on sun safety and preventative measures
- Maximising the use of available shade for outdoor activities

- Providing flexible planning of activities to reduce time spent in the sun between 10:00am and 2:00pm
- Wearing of protective clothing, including appropriate hats, when in the sun during the school day, except where the wearing of hats may pose a risk the students' safety due to reduced visibility or interfering with activity skills (e.g. sprints, high jump etc)
- Wearing a swim shirt during swimming lessons
- Promotes the importance of parents, staff and voluntary helpers as role models for students in relation to sun protection strategies

Woodhill State School has a “No Hat No Play” policy which we enforce in all outdoor areas.

Swimming lessons

Learn to swim classes are to be conducted with the preps to year two.. Travel to the pool for lessons is via bus. All students are instructed by qualified swimming teachers, and instructors according to their level of water confidence and ability.

Tuckshop

Our canteen is organised by our P & C and ‘staffed’ by volunteers. It is a sub-committee of the P&C and operates a few times per term. More information is published, well in advance of the tuckshop day, for pre-orders. If you have time to assist please, notify the P&C President.

Uniform shop

All students 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 correct uniform when required.

The uniform shop has all items required for the school uniform and is open Mondays from 8am to 8:30am. (This can change depending on the availability of volunteers). Order forms can be submitted online or handed in at the office. Orders may be collected from the uniform shop during opening hours or sent home via your child’s classroom.

Donations of second-hand items are always welcome. These can be left at the school office or brought to the uniform shop during opening hours.

The uniform is comprised of the following:

School Uniform				
	Top	Bottom	Socks	Shoes
Can be worn by all year levels everyday	SHIRT: WSS Green polo shirt JUMPER: WSS printed green fleece jacket OR black microfibre zip up jacket OR plain black jumper. (no hoodies) SCHOOL DRESS: Girls check dress	SHORTS: Plain black school shorts SKIRTS or SKORTS: Plain black TRACK PANTS: Black track pants	Plain white or plain black ankle socks	Fully enclosed joggers or school shoes

Hats	As a part of the Department of Education’s Sun Safe Policy, students must have a wide brimmed hat on while playing in outdoor areas including excursions. Woodhill State School hats are available at our uniform shop.
Jewellery	The wearing of jewellery items is to be kept to a minimum due to possible loss, damage or risk of personal injury. Items permitted are sleepers, studs (2 max in ears only) and a watch. All other jewellery including dangly earrings, bracelets, chains, necklaces or anklets are not considered appropriate.
Hair	Students are expected to be well groomed at all times. Outlandish hairstyles and outlandish colours are not permitted. Shaved heads including tracks and designs with or without rats’ tails are not permitted. Hair must be tied back if it is long enough to tie back.

Wet weather

Education Queensland is required to ensure the safety and well-being of its students and staff. Woodhill State School will take all reasonable steps to ensure that students are provided with a safe and comfortable environment during break times and exit safely from the school grounds at the end of the day.

In the event of heavy rainfall at 3:00pm, *Stop, Drop and Go* will be cancelled and parents will need to collect their children from the Undercover Area. If there is impending rain or storm activity, office staff will SMS parent/carers giving them permission to come earlier and collect their children from classrooms.

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

Woodhill Wonders

In order to improve the developmental outcomes for students, Woodhill State School has established a pre-prep program called ‘Woodhill Wonders’. The program was developed to support children and families to experience a smooth transition to school, which evidence shows is essential for good developmental outcomes.

In the pre-prep program, children and their families are invited to join the school for activities each Friday in terms three and four of the year before they start school. The program is facilitated collaboratively by the Principal, prep teachers and prep teacher aides.

The program:

- Encourages involvement and social interaction for children, parents and staff
- Assists children with optimal school transition and readiness to engage in all the opportunities offered at school
- Improves parent involvement and relationships with their children and the school
- Helps children become more familiar with their new school environment, other students, teachers and the principal
- Gives children the opportunity for social interaction

Please phone 5548 9222 to register your interest or if you require any further information.

Zones of Regulation

Zones of Regulation is an approach used to support the development of self-regulation in children. The *Zones of Regulation* is geared towards helping students gain skills in consciously regulating their actions, which in turn leads to increased control and problem-solving abilities. Using a cognitive behaviour approach, the learning activities are designed to help students recognise what the four different zones are and when they are in that zone. The four zones are represented by a different colour. Students learn how to use strategies or tools to stay in a zone or move from one to another.

The Zones of Regulation

BLUE Zone	GREEN Zone	YELLOW Zone	RED Zone
Sad Sick Tired Bored Moving slowly	Happy Calm Feeling OK Focused Ready to learn	Stressed Frustrated Worried Silly/Wiggly Excited Afraid	Mad Mean Terrified Yelling/Hitting Panicked Enraged
<i>Low state of alertness</i>	<i>I'm in control of myself</i>	<i>I'm partly in control</i>	<i>I'm out of control</i>