

Woolloowin State School



Parent Handbook 2015

Welcome From The Principal

It is with great pleasure that I welcome you to Woolloowin State School.

With an enrolment of approximately 300 students, our school is large enough to ensure we have the resources and facilities we require to cater for the learning needs of our students, but we are small enough that we are able to provide a family atmosphere and care for the individual.

Our school is committed to providing diverse opportunities that engage children, equipping them with a range of skills and knowledge in order to become successful learners within the school context and beyond.

The staff at Woolloowin State School is caring and committed to providing every opportunity for each student to work to the best of their ability and realise their potential. Our parents are supportive and our hard working Parents and Citizen's Committee help us to achieve our goals.

Our school offers quality facilities, with all classrooms air conditioned to allow our students to learn in a comfortable setting. To help ensure our students are engaged in quality learning experiences, interactive whiteboards are installed in every classroom to allow for interesting and engaging activities to take place.

If you would like to know more about our wonderful school, please do not hesitate to contact me.

Regards

Chris Hansen



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School's Out: 3357 2020



School Hours:	<u>Prep</u>	<u>Years 1 to 6</u>
1 st Bell		8:55am
Class Begins	8.50am	9:00am
First Break	11:00am -11:45am	11:00am -11:45am
Second Break	1:30pm - 2:00pm	1:30pm - 2:00pm
School Finishes	2.50pm	3:00pm

Office Hours: 8:00am – 3:30pm

Uniform Shop: 8:30am – 9:00am Monday - Friday

Our Vision:

To provide all students with the foundations for achievement, wellbeing and positive relationships to enable them to be well prepared for life success.

Our Values:

Respect - We show respect to each other, to our school and to ourselves.

Honesty - We act with honesty in all of our interactions.

Participation - We value learning and we take part in all opportunities provided to us to the best of our ability.

Resilience - We support each other and work to 'bounce back' when things get difficult.

Co-operation - We work together to get the job done.

Queensland Term Dates – 2014

Term	Term dates	Duration
Term 1	Tuesday 27 January - Thursday 2 April	10 weeks
Term 2	Monday 20 April - Friday 26 June	10 weeks
Term 3	Monday 13 July - Friday 18 September	10 weeks
Term 4	Tuesday 6 October - Friday 11 December	10 weeks



Absences

A parent/guardian of a child of compulsory school age, enrolled at Woolloowin State School, has the legal obligation to ensure that their child attends school on every school day. Under the law, parents must make sure their child is enrolled and attends school on ALL school days unless there is a reasonable excuse. You must not keep your child away from school for minor reasons. Going shopping, visiting family, staying up late, being tired or extending school holidays are not acceptable reasons to be away from school. Research shows that students who have a good attendance record are more likely to achieve high results. If a child is sick, parents are required to contact the school on the morning of the absence.

Visit the Department of Education and Training website for more information:

www.education.qld.gov.au/everydaycounts

Accidents

In the case of an accident, every endeavour is made to contact the parents. If the parent cannot be contacted, the emergency contacts identified by parents on enrolment will be contacted. In the event that no one can be contacted, the Principal will decide on the best action for the child, such as calling an ambulance.

It is the parents' responsibility to ensure that the records held at school are correct. Please notify the school office immediately of any changes of address or contact numbers (both home and work). It is important that we have current contact details in the event of an emergency.

Arrivals and Departures

Students are not to arrive at school prior to 8:30am. Students who arrive at school before 8:30am sit at the chess board until the bell rings at 8:30. Staff cannot be responsible for the care and well-being of students who arrive at school before this time. For this reason, it is not advisable for children to arrive at school earlier than necessary. Students who arrive at school before this time should be enrolled at our Outside School Hours Care program, School's Out.

It is important that children are at school on time ready to begin lessons at 9:00am (Prep at 8.50am). Students arriving late may miss out on important information or the commencement of the lesson. This can cause disruption to the learning of that child as well as the rest of the class. If a student arrives late to school they must report to the office accompanied by a parent/guardian. The child will be issued with a late slip which must be presented to the class teacher on arrival at the classroom. Students are not permitted to leave school grounds before 3:00pm, unless they have been signed out as an Early Departure by a parent/guardian.

If a person other than the parent / guardian is to take a child home, then the parent must contact the office to inform the school. Identification may be required if this person is not known to office staff.

After school, students waiting for their parents move to their respective pick up area. Students are not to play in the playground after school, as there is no supervision. Parents are responsible for the safety of their children after school.

Students going to After School Care should move immediately to the hall as soon as they are dismissed from class.

A bell will ring at 3:15pm each afternoon. If a child has not been collected by that time, they should report to the office. The office staff will contact the parent. The child may be placed in After School Care if the parent has not arrived.

Parking: Parking is available in our Pick Up/Drop Off (PUDO) area. (Please see rules below). Parking is also available in Norman Street and we also have a rear pedestrian entry to the school from Kedron Park Road. Parent parking is not permitted in the staff car park.

Short Term Parking (STP) Area

1. Drive in PUDO right-hand lane.
2. Time limit 10 minutes 8.40 – 9.00am mornings and 2.50 – 3.10pm afternoons on school days.
3. Parents/carers may exceed 10 minute parking times if using STP area from before 8.40am, during 9.00am – 2.50pm and after 3.10pm school days.
4. Parents/carers must cross over at the red rug to pick up children.
5. STP area is rear in, angle parking only.
6. Parents/carers are requested to reinforce the road rule *look to the right, look to the left and look to the right again* before crossing.
7. Children are not permitted to enter the PUDO unless they:
 - Are with an adult to cross the red rug;
 - Observe their vehicle is in the pick-up lane (keeping to the school side of the yellow line on the footpath);
 - Are called forward by the PUDO supervisor.

Pick Up/Drop Off (PUDO) only Area

1. Standing only at any time; drivers may not leave vehicles.
2. Drivers are asked to always drive to a bay as far to the front of the PUDO as possible.
3. Children are to leave/enter cars from kerb (facing school) side only.
4. School bags etc. are to be placed inside cabins and not put into boots.
5. If a child is not present, vehicles using the pick-up lane must be prepared to reverse into the short stay car park or alternatively drive around the block.

Assembly

Whole school assembly is held every Friday morning in the hall at 9:00am and all families and friends are welcome and encouraged to attend. Assemblies are compered by Wooloowin students and messages by teachers and the Principal are provided to the school community. Student of the Week Awards, Blue Card Awards, Band Draw Awards are given out at Assembly as well as any other class or school presentations or celebrations.

Morning tea is provided for parents following assembly.

Behaviour Management

Wooloowin State School's Responsible Behaviour Plan for Students outlines the expectations for student behaviour as well as possible consequences for students who breach the school rules. This plan was developed collaboratively with the school community. The full plan is available from the school web site: www.wooloowinss.eq.edu.au

Bicycles and Scooters

Bicycles / scooters must be walked through the school grounds. Bicycles / scooters are to be stored within the bike racks provided. The school will endeavour to lock the bike enclosure each day, but it is strongly recommended that bikes/scooters are locked using a chain and padlock by the student. The school accepts no responsibility for the security of bicycles and scooters brought into the school grounds. Students are to enter and depart the school grounds, exercising care, through the closest school gate.

Book Lists

A list of requirements for each year level is provided prior to the end of the school year to ensure that children are fully prepared for the commencement of the new year.

A service, provided by a company (Edsco) in fourth term, will collect order forms and provide the resources ordered. The order form is available from the school office or on our website. Completed order forms can be returned to the school office for a specified time during term 4, otherwise it will need to be sent directly to Edsco. The book pack will then be delivered to your home. It is vital that students have all necessary equipment ready for the start of the new school year.

A student resource levy is available to all Prep parents in place of a book list to cover the cost of all consumables to be used for the year.

Chaplaincy

The purpose of our chaplaincy program is to enhance the development and implementation of initiatives that improve the wellbeing, participation and achievement of students through the provision of chaplaincy/pastoral care services. Our chaplain is a support person for students, parents and staff.

Communication

Communication between home and school is vital to ensure students are given every opportunity to succeed.

- Our school e-newsletter which is emailed home each Thursday is our main form of communication. Please make sure we have a current email address so that you receive the newsletter. If, for any reason you are not receiving the weekly newsletter, you can subscribe through our school web site. A hard copy of the school newsletter can be collected from the school office if parents do not have access to the internet.
- Information about school events and achievements are advertised on our school notice board on Lutwyche Road.
- Class notes or emails may be sent home by teachers to inform or gain permission regarding special events or to keep parents informed about class programs.
- All teachers have an Education Queensland email address. Often sending an email can be an effective form of communication if parents are unable to come to school to meet with teachers. Please see your class teacher or contact the office to receive teachers' email addresses.
- Our school web site www.woolowinss.eq.edu.au contains a variety of information regarding school policies, events, past newsletters, class curriculum, etc to keep families informed.
- Report Cards are issued at the end of Term 2 and Term 4. Parents or teachers may request an interview following the release of report cards.
- Formal interviews are offered to parents at the end of term 1 and term 3. To allow working parents to attend, interviews are held in the hall after school and into the evening on the same day. An online booking system is utilised to make booking multiple times for siblings easier.
- Parents are welcome to meet with teachers at any time of the year to discuss their child's progress. Unscheduled meetings before school are difficult for teachers as they are preparing for the day. Please either contact the office or contact the teacher to make a mutually convenient time to meet.
- If parents have any questions or concerns or they would like to raise an issue, your child's teacher is the first point of contact. If the issue cannot be resolved, parents should make a time to meet with the teacher and the principal together to work on a successful outcome.

Curriculum

The Australian Curriculum is being developed progressively. The Foundation to Year 10 Australian Curriculum for English, mathematics, science, history and geography will be taught in 2015.



For other Key Learning Areas (studies of society and the environment, health and physical education, the arts and languages other than English), we will still be working to the Queensland Curriculum, Assessment and Reporting Framework.

Our teachers provide a differentiated approach to teaching to ensure the needs of all our students are met.

Please visit our school web site to find an overview of term curriculum overviews for each class.

Enrolment

Wooloowin State School has an Enrolment Management Plan which means we have limited ability to accept enrolments outside our school's catchment area. Please check the catchment map which is available through our school web site. To be eligible to enrol in Prep, a child must turn five years old by 30 June in the year they intend to commence Prep. If enrolling for the first time in a Queensland state primary school, a copy of the child's birth certificate must be provided (or alternative document such as passport or visa if a birth certificate is not available). If not an Australian citizen, provide passport and visa details or other documents as requested by the school will be required on enrolment.

An enrolment form which can be located on our school website or at the school office must be completed for each child who enrolls. An enrolment interview will be conducted by the Principal to ensure parents and students are aware of a number of important school policies and procedures.

Birthdate	Eligible for Prep In:	Eligible for Year 1 in:
Child born 1 July 2009 to 30 June 2010	2015	2016
Child born 1 July 2010 to 30 June 2011	2016	2017
Child born 1 July 2011 to 30 June 2012	2017	2018

Excursions / Incursions

Throughout the year teachers arrange excursions and incursions for classes and student groups. These are normally organised in conjunction with topics being covered in the Australian Curriculum. Parents and helpers may be needed from time to time. In such circumstances parents are encouraged to participate wherever possible. Full information regarding these events will be available from your class teacher, school office and school website.

Extra-Curricular Activities

Each year we offer a range of extra-curricular activities for our students. These include Recorder Band, School Choir, Strings and Instrumental Band, Active After School Sport, Interschool Sport Gala Days, Underwater Hockey and Flipperball. We also have private after school activities that are available on school grounds including Art Lessons, Swimming Tuition and Science Club. Information regarding all of these activities will be provided at the office and on the School Website at the beginning of each term.

Fire Drill / Evacuation / Lock Down

Procedures have been adopted which allow for speedy evacuation in cases of emergency. Classes regularly practice these procedures and all class teachers are familiar with emergency protocol. When using school facilities, please familiarise yourself with evacuation documentation which is displayed in all rooms.

Head lice

Head lice are an ongoing concern and affect many students. It is the parents' responsibility to ensure that hair is checked regularly (at best twice a week.) Parents will be notified by letter if head lice are found in the hair of a student in a classroom. We request that parents act promptly to prevent further infestation. There are many products on the market but the best and easiest may be 'combing' conditioner through the hair with a 'fine tooth comb' every 2 days.

Homework Policy

Homework will be given to students at this school according to Education Queensland guidelines. Here at Wooloowin, we use a homework grid that may be given weekly or fortnightly. This grid is designed to broaden the definition of homework and may contain a range of academic, pastoral, cultural and outdoor activities. It may also contain an activity outlined by a class teacher that will reinforce learning which has taken place within school.

In the Early Phase of Learning (Prep to Year 3) many activities at home or in play can assist children to develop literacy, numeracy and problem-solving skills.

Homework tasks may include:

- daily reading to, with, and by parents/caregivers or other family members;
- linking concepts with familiar activities such as shopping, preparation of food, local environment and family outings;

- conversations about what is happening at school;
- preparation for oral presentations;
- opportunities to write for meaningful purposes.

In the Prep Year, generally students will not be set formal homework, but they may take reading books home and have sight words to practise.

In Years 1, 2 and 3, set homework could be up to but generally not more than 1 hour per week.

In the Middle Phase (Year 4 to Year 9) some homework can be completed daily or over a weekly or fortnightly period and may:

- include daily independent reading;
- be coordinated across different subject areas;
- include extension of class work, projects and research.

Homework in Year 4 and Year 5 could be up to but generally not more than 2-3 hours per week.

Homework in Year 6 could be up to but generally not more than 3-4 hours per week.

Information & Communication Technology

Schools are now educating a generation of students who are growing up in a digital world. As the use of ICT continues to grow globally, students will increasingly demand an education that embraces ICT. All children from Prep to Year 6 will use the computers with programs ranging from skill development through to word processing.

We aim to make pupils aware of the value of computers and to feel confident in using them. All classrooms have access to the internet. Woolloowin State School has two computer labs, one located in our new building and the other in our Resource Centre. All classes are able to access the labs with their classroom teacher and school teacher librarian.

Each classroom is equipped with an Interactive Whiteboard and computers and each teacher has access to ipads and ipods to motivate and engage the students in classroom learning.

Lost Property

Please mark all items of clothing and equipment with your child's name and class.

Marked items are returned to the owner. Unmarked items are placed in the lost property trolley below the Prep classroom veranda.

Lote

Students at Woolloowin have the opportunity to learn Languages Other Than English from Year 5 and 6. This is a compulsory curriculum area. At present our students study Japanese.

Medication

Should your child need to take prescribed medication during school hours please complete a consent form available at the school office which includes the following information:

- Name of child
- Name of medication
- Exact dose
- Exact times to be given
- Any extra instruction

The medication should be in the original labelled container.

Unprescribed medication e.g. panadol, cough mixture, etc cannot be administered at school.



Mobile Phones

If Mobile phones are brought to school, they must be turned off and handed in at the school office as soon as the

student arrives at school. They can be collected after school, but should not be used on school grounds.

Students must not bring valuable personal technology devices like cameras, digital video cameras or MP3 players to school as there is a risk of damage or theft. Such devices will be confiscated by school staff and may be collected at the end of the day from the school office. Breaches of this prohibition may result in disciplinary consequences.

Money collection

All money to be paid to the school must be taken to the school office. Please ensure the money is in an envelope and your child's name, grade and the reason for the money collection is placed clearly on the front of the envelope. Specific envelopes are available from the school office.

Music

Students at Woolloowin State School are provided with many opportunities to be involved in musical activities:

- Weekly classroom music lesson with music specialist teacher;
- Recorder marching band for students in Years 3 to 6;
- Strings program available for selected students from Year 3;
- Instrumental Music program for selected students from Year 4;
- Choir for students in Years 3 to 6.

Newsletter

Our school produces an electronic newsletter which is emailed directly to you each week via our online subscription service. Our newsletter is one of the main methods the school communicates with families. To register, please complete the registration form which is available on our school web site or from the school office.

A small number of paper copies will be available from the office.

Outside School Hours Care

Woolloowin School's Out is a quality supervised outside school hours care program for prep and primary school age children. It is a non-profit organisation and is sponsored by the Woolloowin Parents and Citizens Association. The centre is licenced and accredited through The Office of Early Childhood and Care and The National Accreditation Council.

Staff are fully qualified with appropriate experience. The program includes a range of activities appropriate to age stage and development and interests. Afternoon tea is provided each day, during Vacation care and pupil free days.

For all inquiries please contact Schools Out on 3357 2020 or drop in and see the centre at any time.

Parents and Citizens Association

The Parents and Citizens Association (P&C) is the representative body of parents of students who attend Woolloowin State School, citizens with an interest in state education and the staff at Woolloowin.

The P&C and school work closely together to build a stronger school community where all children benefit. The P&C and school are committed to achieving common goals including improved school services and facilities, purposeful engagement in community focused activities and shared policies and procedures that contribute to delivering great outcomes for our children and school. This partnership is built on trust, respect and shared values with a commitment to open and honest communication.

The P&C is established under the Education (General Provisions) Act 2006 and its operations are guided by an endorsed constitution.

The P&C also manages a range of ongoing services to the school community. Services managed and operated by the P&C include:

- Wobbeongs Swimming Club;
- Outside School Hours Care;
- Tuckshop;
- Uniform Shop.

Parent /Caregivers Involvement

This school encourages the involvement of parents in the activities of the school. Children love to see their parents at the school, whether you are attending a working bee, helping in the classroom, working in the tuckshop or just talking to the teacher. All volunteer helpers must sign the register in the office upon arrival at school to avoid the entry of unauthorised persons which may threaten the safety of our students. Volunteers other than parents/guardians must produce a Blue Card.

As a parent, you play a vital role in your child's education. By getting involved in the school you can help your child make a smooth and happy start to their education.

You can do this by:

1. Introducing yourself to your child's teacher;
2. Sharing information with your child's teacher;
3. Keeping the teacher informed of any changes that may affect your child;
4. Talking positively with your child about their day;
5. Attending parent information sessions;
6. Reading the school newsletter;
7. Attending P & C meetings;
8. Volunteering to attend school excursions or participate in classroom activities e.g. reading groups or morning reading, swimming lessons etc.



Please speak to your child's teacher if you are available to help in the classroom. Please also remember to ensure younger children are fully supervised while parents are on school grounds.

Religious Instruction Years 1 - 6

Religious instruction classes are available at the school. These classes are conducted on Thursday at 12:00 or 12:30pm.

The faith groups who provide approved instructors to deliver religious instruction are:

Arrangements for programs: Cooperative Program

Participating faith group: Christian

Program of instruction authorised by the faith group: Christian Religious Education (CRE) developed by ACCESS ministries.

Students are allocated to these classes in accordance with the information provided at enrolment. This information remains operational unless the parent informs the school otherwise in writing.

Students who are not participating in religious instruction will undertake the following activities: Work set by their class teacher such as wider reading, personal research, revision / homework tasks.

Parents of child/ren participating in these programs will be advised if a faith group requires funds to cover the expense of materials used in RI.

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

Resource Centre

The Resource Centre or library is the 'hub' of teaching and learning at Woolloowin. It houses the fiction and non-fiction books, magazines, audio visual materials and a computer hub. All of these are accessible to all students.

The library is staffed by a teacher-librarian and teacher-aide. Our Teacher-Librarian works with all class teachers to plan content designed to match the outcomes of the classroom programmes. Parents are welcome to read books with their children each morning before school.

Sport House System

Children are allocated to one of two sport houses:

Tarmaroo –Red
Kunara - Green

Allocations to these houses are based on enrolment numbers and year of birth. Children from the same family are allocated to the same house.

Sport

Students in Years 5 and 6 participate in interschool sport in winter and summer with other schools from the City District Cluster.

Sun-safe

The policy at this school is NO SUN-SAFE HAT, NO PLAY. A sun-safe broad-brimmed navy blue school hat is required for every student. The school also provides sunscreen for outdoor activities, so please inform the office if your child has any allergies we should be aware of.

Swimming

We are very fortunate to have the privilege of our own pool and we certainly make sure we maximise use of the pool.

As swimming is part of our Physical Education program, which is a compulsory key learning area, all students are expected to take part in swimming lessons each week. If a child cannot swim due to health reasons, please provide a note to the class teacher.

Please remember all students are required to bring a bathing cap and sun shirt to each swimming lesson with their togs and towel.

Swimming Club

The Wobbegongs Swimming Club is held on Friday nights in Terms 1 and 4. Club nights are non-competitive, with swimming times recorded each week and children striving to beat their own times. There is healthy and affordable food for sale.

Swimmers are required to nominate for their swimming events in advance of each club meeting. This enables the club to award points and trophies at the end of each season. Nominations can be made on club night, for events to be swum at the next club night, or by seeing the relevant nominations committee member at school before assembly each Friday during the club season.

An annual membership fee is payable. For more information, visit our school web site.



Tuckshop

We are very lucky at Woolloowin to have a tuckshop that is open 5 days a week. Orders are available for both breaks through the bag system. Parents and children are asked to place orders directly through the Tuckshop before school in the morning. If your child attends Before School Care, the lovely staff will ensure your order is placed in the morning.

The Tuckshop Menu is available on our website.

Uniform

Our school has a uniform policy which has been endorsed by the P&C. Children should wear the uniform at all times. Parents are requested to ensure that their child has the appropriate uniform to wear. All articles of uniform clothing are available for purchase at the Uniform Shop.

The Woolloowin State School Dress Code can be found on our school web site and in your enrolment pack.

If you have any further questions, please do not hesitate to contact us.