



WARWICK WEST STATE SCHOOL



2021 HANDBOOK

Security Healthy Relationships Integrity Nurturing Excellence

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Principal's Message

I am very proud to be the Principal of Warwick West State School and it is with great pleasure that I welcome you to our community.

Warwick West State School is highly regarded within the local area. It is recognised as a school that delivers exceptional academic, cultural and sporting opportunities and success. Students are provided with many opportunities to build on their potential and are encouraged to excel.



Our experienced and caring staff provides a wide range of educational opportunities to add to the core basics of literacy and numeracy. All students are actively encouraged to participate in the academic, cultural and sporting offerings of our school. Warwick West State School is a terrific place to learn.

Not only am I lucky enough to be the Principal, I have also been a proud parent of two children who attended this school. It gives me great comfort to know that my children attended a school that is committed to supporting them to be their best.

I look forward to working with your family to make this school year a very positive one and to see your child 'SHINE.'

Warm Regards,

A handwritten signature in black ink that reads "J.S. Callcott".

Jason Callcott
Principal



P&C President's Welcome

Welcome to Warwick West State School

Warwick West State School is a welcoming and friendly school with strong and valued community links. Our P&C Association is a forum for parents and the extended school community to communicate with the school and plays an important role in the life of our school.



Our role is to assist the Principal and Staff in a number of ways including:

- Encourage parents to participate in the school's development
- Develop parent participation and involvement in the school
- Discuss issues pertaining to the school and the community
- Promote and support co-operation and communication of educational matters in the wider community
- Assist the school with extra amenities for the benefit of all students

Grants

The P&C Association has been successful in obtaining Community Gambling Benefit Funds for the following projects.

- Air Conditioning in Prep buildings - \$35,000
- Upgrade mixing console in Phill Higgin's Hall – \$5,980.00 (Grants to Community SDRC)
- Bore for grounds irrigation - \$9,350 (Grants to Community SDRC)

Meetings

P&C meetings are open to all parents/carers of children attending the school and all citizens within the school community. At our monthly meetings you can hear about what's been happening around the school and upcoming events as well as having input into school programs, fundraising projects and discussing how the funds raised will be expended.

Meetings are held at the school at 6.00pm on the 2nd Monday of each month during the school term. Everyone is very welcome to attend and we always look forward to seeing new faces.

Helping

We are always looking for volunteers to assist with our fundraising events – Spring Spectacular Fete, Mother's Day and Father's Day Stalls or any number of projects that may arise throughout the year.

These events would not be successful without the efforts of hard-working parents and the school's community volunteer base, as well as our dedicated staff members.

Our P&C is committed to improving school facilities and making Warwick West State School a great place for children to learn.

I look forward to working together to help West School SHINE throughout another great year.

**Jackie Stevens
P&C President**



School Contact Details

ADDRESS	FACILITY	TELEPHONE
17 George Street WARWICK 4370 QLD	Main School Line Facsimile	07 4660 5333 07 4660 5300
SCHOOL HOURS 8.45am to 3.00pm	Student Absences Special Education Unit Tuckshop Early Development Centre	07 4660 5360 07 4660 5385 07 4660 5337 07 4660 5385
OFFICE HOURS 8.00am – 3.45pm		
Web Page:	Information about the school can be obtained by visiting our website: www.warwickwestss.eq.edu.au .	
School Email Address:	admin@warwickwestss.eq.edu.au	
School Facebook:	Facebook.com.au/WarwickWestSS	
Student Absence Email:	absences@warwickwestss.eq.edu.au	

School Profile

- Warwick West State School campus comprises the George Street complex servicing Years Prep to 6, the Special Education Unit and Early Childhood Development Centre, a Student Services Centre (housing Guidance Officers, Speech Language Pathologists, and other Support Personnel who provide a district service).
- Warwick West State School is an Independent Public School and is the largest primary school in Warwick. As a Band 8 school with 510 students we provide quality learning opportunities for students from Prep Year to Year 6. While most of our families live in Warwick, we also draw students from rural and rural residential areas. Although many families have a long history in the Warwick area we continue to welcome new families to the Southern Downs. Our students come from various social and cultural backgrounds. Children whose parents identify as being Indigenous or from the Torres Strait Islands make up approximately 13% of our student body.
- The school provides opportunities for all children to reach their potential in academic, creative, cultural, sporting and social endeavours through means such as:
 - providing a comprehensive, balanced curriculum including a Technology component,
 - providing a well-resourced library to enhance the efforts of teachers to meet curriculum, cultural and recreational needs of students,
 - encouraging a sporting tradition emphasising team participation and excellence,
 - providing a range of specialist music teachers and programs to enable all students to access musical education which is individually appropriate,
 - utilising the services of a support teacher and SEU staff who assist classroom teachers to implement appropriate programs for students with special needs,
 - utilising the services of a Languages (French) teacher, Speech Language Pathologists, School Guidance Counsellor and other consultants.



All parents have high expectations that the school will fulfil its role in providing a sound education for their children.

At Warwick West State School We Believe

each of our students can **SHINE** by ...

Security is when individuals are empowered to take risks in a safe, positive and supportive environment.

Healthy relationships We encourage healthy relationships through trust, confidence and appreciation in a non-discriminatory school environment.

Integrity is demonstrated when we value and honour each other with honesty, trust, humour, respect and co-operation.

Nurturing happens when the whole school community works together to support and encourage confidence. In a nurturing situation everyone feels valued and has the opportunity, and is encouraged, to reach his/her potential.

Excellence occurs when best practice is seen, heard and felt across the whole community.

At Warwick West State School Our Purpose is to

Provide high quality education that makes a positive difference to the lives of all students. We equip our young people for the future to enable them to contribute to a socially, economically and culturally vibrant society.

The Warwick West State School our Community Values

Security
Healthy relationships
Integrity
Nurturing
Excellence



School Routine

Arrival

It is requested that children do not arrive at school prior to 8.15am as it is not possible to provide supervision before that time. Children are not permitted to enter the buildings unless a teacher is present. Children arriving early must sit under A Block until dismissed at 8.15am to go and play. Playground equipment is not be used before school.

Students are to collect a late slip from the office and present it to the class teacher.

Prep Students	
Time	Activity
8.50 am	Bell. Play ceases. Children take bags/books to classroom
8.55 am	First work session begins
10.45 am	Toilet break
11.00 am to 11.30 am	Lunch break
12.50 pm	Toilet break
1.05 pm to 1.20 pm	Afternoon tea
2.50 pm	Pack up
3.00 pm	Bell. School finishes

Lower School - Years Prep, 1, 2 and 3	
Time	Activity
8.50 am	Bell. Play ceases. Children take bags/books to classroom
8.55 am	First work session begins
11.00 am	Lunch break
11.10 am	Bell. Play session begins
11.40 am	Bell. Play ceases. Second session begins
1.30 pm	Bell. Afternoon Tea
1.55 pm	Bell. Play ceases. Third session begins.
3.00 pm	Bell. School finishes

Upper School – Years 4, 5 and 6	
Time	Activity
8.50 am	Bell. Play ceases. Children take bags/books to classroom
8.55 am	First work session begins
10.30 am	Bell. Morning tea
10.55 am	Bell. Play ceases. Second session begins
12.45 pm	Bell. Lunch break
12.55 pm	Bell. Play session begins
1.25 pm	Bell. Play ceases. Third session begins
3.00 pm	Bell. School finishes

Lunch breaks are divided across the Upper and Lower Schools. This maximises the spaces available and reduces the number of students in the playground at any one time.

School Parade



A whole School Parade is held each morning commencing at 8.45am for general announcements, student achievements, presentation of certificates and awards for achievement, school band performances and addresses from special visitors or guests. Prep students attend our parades at various times throughout the year.

As this is the only time each week when all students and teachers are together, it is a very important occasion to foster school pride and a sense of belonging. Parents and visitors are most welcome to attend our parades.

Special whole school assemblies are held for specific events throughout the year. These include:

- Shining Star of the Month – last Friday of each month
- Captains Inauguration Ceremony – February
- ANZAC Day Ceremony – April
- Fete Promotion

These dates are subject to change and events are added throughout the year.

Enrolment Information

Prep Year

The program capitalises on the natural play of early childhood to reinforce the skills necessary for success at school. Gross-motor skills, language skills, thinking processes and social and emotional skills are monitored, as all development areas play a part in school achievement. A Prep Handbook is handed out to Parents on our Open Day in August/September.

Date of Birth	Eligible for Prep in	Eligible for Year 1 in
Child born 1 July 2015 – 30 June 2016	2021	2022
Child born 1 July 2016 – 30 June 2017	2022	2023
Child born 1 July 2017 – 30 June 2018	2023	2024
Child born 1 July 2018 – 30 June 2019	2024	2025
Child born 1 July 2019 – 30 June 2020	2025	2026
Child born 1 July 2020 – 30 June 2021	2026	2027
Child born 1 July 2021 – 30 June 2022	2027	2028

More information on Prep Year can be found on the following websites:

<https://education.qld.gov.au/schools-educators/ecec/about-prep> or
<https://education.qld.gov.au/schools-educators/ecec/information-for-families>

Enrolments will be taken through the school office on 07 4660 5333 or register via the website (www.warwickwestss.eq.edu.au). Upon enrolment, a Prep Handbook providing further information will be provided.

Orientation Day

In the last week of August, we conduct an Orientation Day for our new Prep students. Parents are able to speak with the Principal, Deputy Principal, teaching staff and representatives of the various parent groups to answer any queries they may have.



Class Placements

The placing of children into classes is not done haphazardly. It is done with a great deal of knowledge and thought about the child and his/her needs. These include:

- the academic needs of the student
- any ‘special’ needs of the students, in terms of disabilities, learning difficulties or social needs
- behaviour modification requirements for the child
- previous class placements
- maintaining various “balances” within/among classes

If parents wish to make a request concerning any of the points above, this must be put in writing to the Principal each year by the latter part of Term Four. Requests for placements with specific teachers will be considered on educational grounds only.

Curriculum and A.C.A.R.A.

At Warwick West State School we have high expectations for all our students. Our curriculum aims to support teachers to involve students actively in their own learning while valuing academic rigour and deep understanding. Our Curriculum Plan has a strong focus on literacy and numeracy.

The **Explicit Teaching of Reading** occurs in all classrooms and is supported by STLaN teachers and teacher aides. The Jolly Phonics Program begins in Prep and there is a gradual transition from a focus on “Learning to Read” to “Reading to Learn” as students progress through the year levels. Year level teachers are also supported by access to a Speech Language teacher.

The **Maths Attack Program** operates from Years 1 – 6 with teachers at each year level working as a team to provide targeted support for students in instructional groups. There is an emphasis on the explicit teaching of Maths concepts and skills, higher order thinking and problem solving strategies.

This literacy and numeracy focus is embedded in all Learning Areas of the curriculum including Maths, English, Science, Geography, History, Health and Physical Education (HPE), The Arts, Technologies and Languages (French). Our school is fortunate to have access to a Music Specialist, HPE Specialist, Languages (French) Specialist and a Teacher Librarian. Teachers use the Curriculum into the Classroom resources as a basis for common assessment across year levels. Moderation also occurs across Year Levels and with other schools.

The Curriculum Plan continues to change to meet the needs of our particular students and our community as well as responding to systemic policies and requirement. Our school is continually exploring ways to provide our students with learning opportunities that are relevant to the world of today as well as preparing our students to be active participants in meeting the challenges of tomorrow. We are committed to identifying ways to incorporate available and emerging technologies into classroom learning to prepare our students for this future.

Other curriculum offerings

Throughout the school year, students also have the opportunity to participate in numerous extra-curricular programs. These include:

- Instrumental Music Program (brass, woodwind, percussion and strings)
- Athletics Carnival
- Swimming Carnival
- NAIDOC Week



- Book Week
- Education Week
- Student Leaders' Group
- Student Council
- Readers' Cup Challenge
- National Maths/ Science/ English Testing (ICAS)
- Talks by visiting authors, athletes and community representatives
- Maths Team Challenge
- Queensland and Australia Day Activities
- Regional Sporting Representation
- ANZAC Day commemorations
- Spring Spectacular
- Carols by Candlelight
- Arts Council and other visiting artists
- Excursions related to the curriculum
- Maths Olympiad
- Interschool Sport
- Cross Country
- Tallebudgera Camp (Year 6)

Community Based Activities also include:

- Warwick Show
- Rodeo Week
- ANZAC Day Ceremony
- Jumpers and Jazz in July

Reporting to Parents

Years Prep to Six: The information contained in the school Years 1-6 Report Cards is a summary of your child's achievement in learning areas studied over the reporting period. Reports will be issued twice per year in June and December and emailed home. The report is one of a number of strategies used by our school to communicate with you throughout the year about your child's achievement, effort and behaviour. Parent-teacher interviews will also be offered twice yearly, to discuss your child's progress. The ratings awarded are for this reporting period only. Your child's overall achievement in each learning area studied over the reporting period is reported by ratings using a 5 point scale.



For students in Years 1-3, this scale includes:

RATING	descriptor
Very High	The student consistently demonstrates a very high level of knowledge, skills and understanding and is able to apply them independently in a wide range of contexts.
High	The student demonstrates a high level of knowledge, skills and understanding and is able to apply them independently in most contexts.
Sound	The student demonstrates a sound level of knowledge, skills and understanding and is able to apply them in some contexts.
Developing	The student is developing knowledge, skills and understanding and is able to apply them, with support, in some contexts.
Support Required	The student requires significant support to develop knowledge, skills and understanding.

For students in Years 4-6, this scale includes:

RATING	descriptor
A	The student consistently demonstrates a very high level of knowledge, skills and understanding and is able to apply them independently in a wide range of contexts.
B	The student demonstrates a high level of knowledge, skills and understanding and is able to apply them independently in most contexts.
C	The student demonstrates a sound level of knowledge, skills and understanding and is able to apply them, in some contexts.
D	The student demonstrates limited knowledge, skills and understanding and is able to apply them, with support, in some contexts.
E	The student demonstrates very limited knowledge, skills and understanding.

Parent -Teacher Interviews

Parent-teacher interviews are offered at the end of Semesters 1 and 2. If you would like to make an appointment to discuss your child's progress, please see the classroom teacher. Parents are most welcome to discuss their child's progress with a teacher at any time of the year and should do so at least once a year. Interviews can be arranged with any teacher by appointment. This is strongly recommended.

Specialist Lessons

HPE and Sport

Physical Education Teachers Mr Nick Meyer (Years 1 and 2) and Mr Richard Butler (Years Prep, 3 to 6) teach HPE three days each week. The role of the Physical Education Teacher is to coordinate the school's Physical Education Program and to conduct one PE lesson with each class each week.

If your child is unable to participate in Physical Education or Sport sessions due to illness or injury, a note explaining the situation is required. Children in Years 4 - 6 participate in an afternoon sports program. This includes inter-school sports or an at-school sports program.

Music

Our school has the services of a music teacher for three days each week. In addition to teaching each class Mrs Bronwyn Hamilton prepares our students for additional musical activities which include Choir, Combined Schools Concert and Sing Out.



Music – Instrumental Music Program

Children from Year 3 are able to audition to play a string instrument and children from Year 4 onwards are able to audition to play brass, woodwind or percussion instruments. For the first year that a child learns to play a musical instrument it is loaned by the school for a small fee for that year. There are places for students who have their own instruments. (Conditions apply and are found in the Instrumental Music Handbook, available upon request). For the second year students are required to have their own instruments or hire an instrument (outside school). In line with this, we are able to bring new students into the program each year. Tuition each week is free.

In addition to group lessons, students also participate in band or orchestra rehearsals outside school time, go to music camps and play at various concerts throughout the year. Students can buy their own instruments, however a number of instruments are available for hire upon application. The expected hire fee for 2019 will be \$40.00 per school instrument. This fee is used to supplement repair and maintenance costs for the school-owned instruments. A \$20.00 fee is levied on students to support the instrumental library. This library purchases sheet music for the school ensembles.

Each student receives one half hour group lesson a week in addition to any band or orchestra rehearsals. This service is only available to children in Year 4 and above for brass, woodwind and percussion instruments.

For further information please contact the school office so that you can be put in touch with one of the instrumental music instructors.

Languages (French)

At Warwick West State School, students in Years 1- 6 (with the exception of Year 2) have French lessons each week. In Prep and Year 1 the Early Learning Languages Australia (ELLA) F-2 Schools Trial Program (2019-2021) is undertaken.

Parent and Volunteer Helpers

Parents and community members are an important part of our school, and they are encouraged to become involved in school activities. Parents can offer assistance in a variety of ways:

- Classroom help – reading, maths activities and swimming
- Supervision on excursions
- Tuckshop
- Fundraising – Mother’s and Father’s Day stalls
- Spring Spectacular

Please contact your child’s teacher to find out how you can help.

Volunteers other than current parents of enrolled students are required by law to hold a Suitability Card (or “Blue” card). Application forms are available from the office.

Sport

Warwick West State School is a proud sporting school. Sport is played on an inter-school intra-school and inter-house basis, the aim being to involve all children as active participants.

Children in Years 6 have the opportunity to be involved in inter-school sport teams within the Warwick district. Usually on offer are the sports of cricket, netball, soccer and rugby league.

All children from Prep to Six are also involved in the inter-house athletics carnivals, Years 4 to 6 participate in the swimming and cross-country carnivals. Dates of these will appear on our website and parents are most welcome to attend.



Sporting Houses

There are three sports houses in our school for swimming and athletics. Your child will be allocated to one of these houses on admission. Brothers and sisters are always allocated to the same house.

Cordeaux	Red
Mitchell	Green
Sturt	Yellow

Children are encouraged to wear clothing in their house colours on sports days.

Extra Curricular Activities

The school prides itself on the extensive range of extra-curricular activities offered to students and the excellent facilities to support these additional experiences. Students are encouraged to participate in:

- Academic extensions - through a range of local, state and national competitions.
- The Arts - through Instrumental Programmes (Strings and Brass, Woodwind and Percussion), Choir, annual Whole School and Specialist Concerts.
- Sport - through the Interschool program which includes soccer, netball, rugby league, cricket, swimming, athletics and cross-country.
- Leadership - through roles such as School Captains and Vice-Captains, Sports House Captains and Student Council Representatives.

Special Events

Throughout the year a range of special events take place. These include:

- Education Week
- Book Week
- Fete – “Spring Spectacular”
- Classroom Unit Activities
- Music Concerts
- Carols by Candlelight

Handwriting

The Queensland Beginner's Alphabet

Lower Case

a b c d e f g h i j k l m n o p q r s t u v w x y z

Upper Case

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

The Queensland Cursive Alphabet

Lower Case

a b c d e f g h i j k l m n o p q r s t u v w x y z

Upper Case

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Please note that some letters are formed differently when they are joined.



Religious Instruction Classes

Religious instruction

Queensland state schools embrace a multitude of cultural, religious and non-religious beliefs. Under the *Education (General Provisions) Act 2006*, schools are to provide Religious Instruction (RI) if approached by a faith group seeking to provide RI and students of that faith attend the school.

RI informs students about the beliefs and values of a particular religion. It is delivered by volunteers of a faith group using instructional materials approved by that faith group. RI is required to be consistent with legislation and Department of Education policies and procedures.

All RI instructors must hold a blue card and participate in compulsory Student Protection and Code of Conduct training. RI instructors are only entitled to deliver the RI program outlined below. A school staff member will be present during the delivery of RI.

Participation in RI is not compulsory. Any student (except Prep and Year 1 students) may participate in RI if a parent has provided written instructions to the school.

Students are allocated to RI based on information provided by parents on the completed [Application for student enrolment](#) unless other written instructions have been provided to the school.

Note: This consent remains in effect unless the parent informs the school otherwise in writing.

A description of the RI available is provided below.

Connect Program - Religious Instruction

Participating faith groups: Anglican, Catholic, Assemblies of God, Baptist, Uniting

Authorised program: Connect Program

Aims and goals: RI is one way of promoting the spiritual development and wellbeing of young Australians.

Lesson structure: RI is offered at the school and is conducted on Monday from 12.15pm to 12.45pm for Year 4 to 6 and 11.45am to 12.15pm for Year 2 to 3.

For further information, including module and/or lesson descriptors visit: www.christianRI.org.au

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

Other Instruction

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

- activities that support social skills and school values;
- revision of class work such as literacy and/or numeracy activities;
- independent reading activities.

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



Homework

Homework provides students with opportunities to consolidate their classroom learning, pattern behaviour for lifelong learning beyond the classroom and involve family members in their learning. The setting of homework takes into account the need for students to have a balanced lifestyle which includes sufficient time for family, recreational and cultural activities. It is not expected that homework will be set on Fridays for submission on Mondays, or throughout school holiday periods.

Homework is set to reinforce some skill or concept already introduced at school, to provide an introduction to aspects of new work, which the child will be attempting in ensuing days or to complete some tasks not finished at school.

It is expected that, when homework is set, it is completed to the best of a child's ability. Supervision and assistance from parents is appreciated. Children should be encouraged to consult their teacher should any difficulties arise. It is not intended as a punishment.

Time Allocations	
Year Level	Weekly Homework Time
Prep	No homework
1	Up to an hour
2	Up to an hour
3	Up to an hour
4	Up to 2-3 hours
5	Up to 2-3 hours
6	Up to 3-4 hours

Educational Visits and Excursions

Learning through experience is an important teaching strategy. It is hoped to use several days each year for the purpose of educational visits and excursions to places of interest.

Whilst it is hoped that the trips will provide an enjoyable and different atmosphere for the children, that is not their sole purpose. All trips will be planned with objectives in mind and all trips more than half a day long will be discussed with the P&C Association in advance.

Camps

Students in Year 6 will be offered to attend the Gold Coast Recreation Centre Camp at Tallebudgera. This camp is held in the second last week of Term 1.

Students must achieve Level 3 and above on the Behaviour Level System to be eligible.

Excursions

Class excursions are organised to enhance and reinforce specific program topics covered by individual classes. At the beginning of each term an invoice will be generated, covering the cost of any excursions. A child is allowed to attend an excursion only if the permission form is returned.

Payment of costs associated with excursions/activities/camps in which your child is involved must be received at the office before the activity. Students will not be able to participate if payment is not received. Those parents having difficulty with payments are requested to contact the Business Services Manager to make alternative arrangements. Payments should be made at the Office (teachers cannot receive payments from students) on Monday - Friday from 8.00 am until 3.30 pm. EFTPOS and BPoint facilities are available.



Supporting Students with a Disability

Special Education Program (S.E.P.)

Warwick West State School promotes a supportive school environment and inclusive curriculum, incorporating within this structure a Special Education Program (S.E.P.). This means that we all work towards valuing everyone's effort and developing a safe, trusting environment free from discrimination.

The students are enrolled as pupils of Warwick West State School. The SEP is an integral part of the school campus and offers supportive programs across the unit and classroom settings for students with an Educational Adjustment Profile (EAP) in the areas of intellectual impairment, autistic spectrum disorder, hearing impairment, visual impairment, Speech Language Impairment and physical impairment.

The individual needs of each child are met through the Individual Education Plan (IEP) process, collaborative planning and cooperative implementation between the SEP, staff, parents, specialists and primary staff to enhance learning and improve outcomes for students.

Our school has access to a Guidance Officer, Speech Language Pathologist, Occupational Therapist and Physiotherapist. These support persons work closely with the Social Justice Committee, class teachers and Special Education staff to assist with the development of programs to suit individual needs.

The curriculum is derived or adapted from the primary syllabuses, giving each child access to, and participation in, the primary program. Programs offered through the unit are planned to cater for the individual needs and diverse characteristics of each child.

Where inclusive practices take place in the primary classes, the individual goals from the IEP are incorporated into the classroom program so that the children are able to learn successfully and develop positive attitudes.

Appropriate support is provided by SEP staff to achieve and maintain successful educational outcomes. The focus of all learning is through real-life and community-based activities which are meaningful and provide the students with skills they can use to gain independence in their lives.

Prior to Prep program

The Early Childhood Development Centre is situated on the Warwick West State School Campus. The program supports children from birth to 6 years of age in the Warwick Cluster, McIntyre Cluster (Goondiwindi area) and Granite Belt Cluster (Stanhope area).

The school staff, support children, staff and parents through outreach to Kindergartens, Daycare and Prep Centres as well as playgroups running daily at Warwick West, Stanthorpe and Goondiwindi. Children with a suspected disability must be referred to the ECDP by an outside agency such as Child Health, educational settings, doctors or therapists.

Guidance Officer

The Guidance Officer is able to assess children's capabilities and helps to diagnose specific learning difficulties. The Guidance Officer is also able to discuss educational and behavioural concerns with parents. Children at Warwick West State School can be referred to the Guidance Officer through the Social Justice Committee.



Speech Language Pathologist

Education Queensland employs Speech-Language Pathologists to allow for the integration of speech-language therapy with students' educational programs. Children at Warwick West State School can be referred to the Speech Language Pathologist through the Social Justice Committee. Children referred may have problems in any of the following areas; language (eg meaning, grammar, use, metalinguistics, social skills), speech sounds, fluency and voice. Support provided is based on individual students' needs. The range of services provided include assessment, program development, class programs, teacher consultation, individual or group programs, involvement in verification and parent consultation.

Occupational Therapist and Physiotherapist

These therapists can only support students with a diagnosis of a disability or children enrolled at the ECDP. They visit our school once per fortnight depending on the individual needs of the students.

Support Teacher Literacy and Numeracy

This teacher, in consultation with the classroom teacher, arranges special programs for children with learning difficulties as well as for children requiring enrichment.

If you consider your child is experiencing difficulties at school with his/her work, speedy consultation with the class teacher would be appreciated.

The process of allocating support begins with the classroom teacher who is responsible for informing the Inclusive Support Team of the support children in his/her class may require. The sharing of information is an important step in this initial stage and teachers are encouraged to talk to parents to gather as much information as possible in order to have the full picture.

Once this information has been gathered, it is passed on to the Social Justice / Special Needs Committee and all requests for support are prioritised. Using school based staff such as our Support Teacher Literacy and Numeracy, Special Education Unit Teachers, Guidance Officer, Speech Language Pathologists and Teacher Aides, the majority of special needs can be addressed. Parents also prove to be a valuable resource in working with some students with learning difficulties.

For a support program to work it is important that parents become involved. Please take this opportunity to discuss matters of concern with class teachers so they can begin a process of support, which will enable all students enrolled at our school to achieve relevant learning outcomes and access the curriculum.

Chaplaincy Program

The chaplaincy service at the school is part of our student welfare program. The chaplain's role is to assist staff, parents and the wider school community in enhancing the physical, mental, social and spiritual development of our students within a supportive environment.

Our School Chaplain is at Warwick West State School two days a week and is available to talk with students and parents in situations where care and advice is needed. For example, the Chaplain can work with students who may be facing friendship difficulties or the death of someone close to them. The Chaplain is also available to support families in crisis.



Code of School Behaviour

Under Education Queensland's "Code of School Behaviour" all students are expected to:

- Participate actively in the school's education programs;
- Take responsibility for their own behaviour and learning;
- Demonstrate respect for themselves, other members of the school community and the school environment;
- Behave in a manner that respects the rights of others, including the right to learn; and
- Co-operate with staff and others in authority.

Behaviour Level System for Years Four, Five and Six

Warwick West State School uses a behaviour management system whereby students are placed in various levels from 'Exemplary/Outstanding Behaviour Level 1, to Gross Breaches of Behaviour Level 5. All new students entering the school are placed in an 'Expected Minimum Level of Behaviour (Level 3), which is regarded as being satisfactory. An example of the level system can be found on our website (www.warwickwestss.eq.edu.au).

How it Works

Twice a term (week four and week eight) students in Year Four, Five and Six are given feedback on their behaviour level and endorsements for the focus areas of 'Behaviour and Effort' by each of their classroom teachers. Parents are provided with a copy of their child's behaviour level by mail. Parents are most welcome to discuss their child's level with their class teacher.

On the next page you will find a description of the Behaviour Levels.

WARWICK WEST STATE SCHOOL BEHAVIOUR LEVELS



EXPECTATIONS

Level 1	Level 2	Level 3	Level 4	Level 5
<p>You are an outstanding school member committed to your studies.</p> <p>Your behaviour is exemplary and this has been sustained over an extended period of time.</p> <p>You participate in a variety of activities to a high standard and make a significant contribution to our school.</p>	<ul style="list-style-type: none"> You are committed to your studies. Your behaviour is excellent and you make a positive contribution to our school as a good role model for other students. You are self-regulated and motivated in the classroom. You have participated in activities like: <ul style="list-style-type: none"> ➢ Sports training and competition ➢ Student Council meeting and events ➢ Morning parades ➢ Mentoring younger students ➢ Helping in library ➢ ANZAC Day marches ➢ Fete participation ➢ Choir, band, Garden Club, STEM Club, BEBRAS, Maths Olympiad, Readers' Cup, Premier's Reading Challenge, etc. 	<p>ALL STUDENTS START HERE</p> <p>You are learning in class and your behaviour is managed by you and your teacher.</p>	<p>You need support in becoming an independent learner. The following list includes examples of behaviours that your teacher/s has noted:</p> <ul style="list-style-type: none"> Behaviour that is unsafe to you/others Referral to Chill & Shine Room/ Pink tickets for unsafe actions, consistent disruption or failure to follow directions Referral to Principal or Deputy Failure to follow directions Disrupting others Failure to submit/finish work Incomplete homework tasks Disobedience, swearing, bullying Minor computer breaches Graffiti/vandalism, minor theft Banned items – safety concern Mobile phone breaches Absent without permission Incorrect uniform 	<p>You need intensive support and regular reminding in becoming an independent learner. The following list includes examples of behaviours that your teacher/s has noted:</p> <ul style="list-style-type: none"> Behaviour that is dangerous to you/others Refusal to follow teacher's direction Persistent disruption in class Offensive language/behaviour Repeated bullying or harassment Fighting Major theft Serious vandalism/graffiti Major computer breaches Truancy

CONSEQUENCES

Level 1 –Consequences	Level 2 – Consequences	Level 3 – Consequences	Level 4 – Consequences	Level 5 – Consequences
<p>Recognition of positive behaviour and participation through:</p> <ul style="list-style-type: none"> • Student of the Month • Positive phone call home • Personal acknowledgement by teachers and peers • Invitation to Student Council events e.g. Disco 	<p>Recognition of positive behaviour through:</p> <ul style="list-style-type: none"> • Student of the Month • Positive phone call home • Personal acknowledgement by teachers and peers • Invitation to Student Council events e.g. Disco 	<p>Recognition of positive behaviour through:</p> <ul style="list-style-type: none"> • Personal acknowledgement by teachers and peers • Negotiated positive reward at class level • Invitation to Student Council events e.g. Disco • Student of the Week 	<ul style="list-style-type: none"> • Review of participation in field trips, excursions, extracurricular activities and sport at the discretion of the Principal in consultation with the year level teachers. • Withdrawal from play • Withdrawal/Chill & Shine Room 	<ul style="list-style-type: none"> • Withdrawal of participation in field trips, excursions, extracurricular activities and sport at the discretion of the Principal in consultation with the year level teachers. • Withdrawal from play • Withdrawal/Chill & Shine Room • Suspension



Bullying Policy

Warwick West State School practices a “zero tolerance” approach to bullying in all its forms to align with Education Queensland policy and the provisions of the Child Protection Act. Our school and school community endorses each teacher’s right to teach, each student’s right to learn and the right to safety of all community members. Bullying undermines such values and prevents students from achieving their full potential in the educational and social setting. Bullying affects all members of the school community, not simply the bully and the victim, and can damage the climate of the class and the supportive environment of the school in general. For these reasons, it cannot be tolerated and it is to be addressed with immediacy and consistency.

What is Bullying?

Bullying is an **ongoing, misuse of power** in relationships involving a pattern of intentional **harmful verbal, physical or social behaviour**. (*Bullying. No Way definition, adopted by Warwick West State School 2017*).

In short, bullying occurs when there are three critical aspects:

- a misuse of power in the relationship;
- it is repeated and ongoing; and
- it involves behaviour which causes harm.

Bullying can take many forms. The *Bullying. No Way* website (<https://bullyingnoway.gov.au/WhatIsBullying/Documents/faqs.pdf>) identifies three kinds of bullying:

1. **Physical bullying** - this is when a person (or group of people) uses physical actions to bully, such as repeatedly and intentionally hitting, kicking, tripping, pushing or damaging or stealing someone’s property.
2. **Verbal bullying** - this is when a person or group repeatedly or systematically name call, use insults about their physical characteristics, tease, intimidate; use homophobic, cultural, sexist or racist remarks and verbal abuse against another person.
3. **Social Bullying** - this is when a person or group repeatedly or systematically exclude another person or share information or images about that person that will be harmful to that other person.

Things you can do if your child is being bullied

At Warwick West State School we aim to provide the best educational outcomes for every child. We achieve purpose by providing a quality curriculum which supports individual needs through a professional progressive and dedicated staff, within a safe and productive learning environment. A successful Warwick West State School student is:

- Confident and motivated for a life time of learning;
- Considerate and respectful of others;
- A positive contributor to school and community; and
- Demonstrates the school’s SHINE values.

Our staff, parents and students have a variety of expectations, experiences and beliefs about behaviour management. These beliefs are underpinned by our school’s SHINE values of:

- **Security**
- **Healthy relationships**
- **Integrity**
- **Nurturing and**
- **Excellence**



Top Tips For Kids

You always have the right to feel safe at school. It is never your fault if bullying happens to you.

At Warwick West State School we practice doing 'The 5'

If you're being bullied....

- Ignore the bully
- Tell the bully to 'Stop'
- Walk away
- Find a different friend to play with and ask them for support
- Tell an adult (teacher or parent) especially if this has been happening for a while and you have tried the first 4 suggestions.



But if it's been going on for a while and these don't work....

- Talk to your friends and ask for support
- Talk to your parents
- Talk to a teacher

If you see someone else being bullied....

- Tell the person acting like a bully to stop
- Talk to a teacher
- Don't watch or join in
- Try to change the subject
- Try to comfort and/or include the person who's being targeted

Explain that it is nothing to do with them – it is about the other person's behaviour

If you are being cyberbullied....

- Don't respond to the message or image
- Save the evidence
- Block and delete the sender
- Report the situation to the website or Internet Service Provider
- Tell trusted people – friends, adults, teachers, parents and police if necessary

Responsible Behaviour

The staff at this school recognises that all children have the right to learn and teachers the right to teach in a physically safe and emotionally stable environment. We recognise that children require guidelines in which to operate.

For these reasons, the school has developed a whole school Responsible Behaviour Plan for students (available on our website).

Each classroom will have its own responsible behaviour plan which children will be expected to follow. This plan will be established at the beginning of the school year and will be provided to parents.

Code of Conduct

All members of the school community are expected to comply with our Code of Conduct and respect the rights of others in our school community. This can be achieved by:



- Be courteous, honest and straightforward.
- Strive to achieve our best in all we do.
- Value our resources.
- Follow the specific rules and procedures governing our school.

Consequences for not following the SHINE values

Warwick West State School proactively uses the “Responsible Thinking Process”. Students who are having difficulty achieving our behaviour expectations are directed to attend the “Chill and SHINE Room”. This allows children who disrupt class activities to consider their actions and to develop a plan to allow them to rejoin class activities. If a student chooses to break a rule during playtime sessions, a pink ticket will be issued. Classroom teachers are then responsible for determining an appropriate consequence.

The ‘Chill and SHINE’ room is also used for student to reset their current attitude, to chill out, before going back to class and being able to SHINE again.

At the start of each year, each class negotiates a class set of rules, which students will be expected to follow throughout the year. This set of rules will be sent home in the first few weeks of Term 1.

At Warwick West State School, teachers explicitly teach specific behaviours each week. Each Friday, during parade, the focus of the week is introduced, then teachers explicitly teach the focus to their class the following Monday.

Reinforcement of SHINE values:

At Warwick West State School, behaviour is backed up through reinforcement, which provides students with feedback for engaging in expected school behaviour. A formal recognition and monitoring system has been developed. This reinforcement system is designed to increase the quantity and quality of positive interactions between students and staff. All staff members are trained to give consistent and appropriate acknowledgement and rewards by moving, scanning and interacting with students in the classroom and playground.

Staff members hand out SHINE tickets each day to students when they observe students following school values in both classroom and non-classroom areas. This reinforcement occurs at any time throughout the day. When staff observe a student following the values they can choose to give them a SHINE ticket or another form of reinforcement/encouragement (e.g. a smile, thumbs up, verbal praise, a sticker etc.) The students are responsible for the SHINE tickets they are given. Each student has a reward chart that is kept in class. When the student has sufficient SHINE tickets they are able to trade in our ‘Rewards Room’ at increments of 30, 60, 90, 120, 150, 180, 300 and 900 tickets. The Rewards Room opens once a week on Fridays.



Student Health and Safety

Hat Policy

Warwick West State School promotes a Sun Smart Policy. As stated in the uniforms section, headwear requirement is a Royal Blue Hat with an 8-10cm brim or a Bucket Hat. Children who do not have this requirement will not be permitted to play at recess times or during outdoor activities including Smart Moves or physical education lessons.

Parents are encouraged to have their child apply broad-spectrum, water-resistant SPF30 (or higher) sunscreen 20 minutes before leaving for school. It is impossible for teachers to apply sunscreen to all students in classes. If you feel your child is incapable of applying the sunscreen you have supplied, you are welcome to come up and apply the sunscreen yourselves.

Headlice

Head lice are transmitted through direct contact between people and through infected personal items such as combs, hats or clothes.

Treat the hair by using a special shampoo or lotion available from the chemist. Do not use the preparation more than once per week and follow instructions on the label precisely. Comb the hair thoroughly with a fine tooth comb available from the chemist. Wash all combs and brushes with the medicated shampoo.

To prevent Head Lice carefully check your child's hair regularly, particularly looking in the following areas – behind ears, nape of neck, under fringes. Wear long hair tied up or braided and caution children about using other people's combs and brushes and the exchange of hats.

Infectious diseases

Information regarding recommended Minimum Exclusion Periods for Infectious Diseases from Schools, Pre-schools, and Child Care Centres, based on National Health & Medical Research Council (NHMRC) March 2018, and draft guidelines on pertussis control can be obtained from:

http://www.health.qld.gov.au/ph/documents/cdb/timeout_poster.pdf



Illness or Injury at School

The school should officially be advised of any medical problems from which a student may suffer. Students are to report to their teacher any accident they suffer which causes them distress.

Should a student, in the opinion of staff members, require medical attention during the day, every attempt will be made to contact a parent to request him/her to take appropriate action. If a parent cannot be contacted, medical attention will be sought for the pupil on the parents' behalf.

No treatment is permitted to be given in the school, except first aid. This is the immediate, temporary treatment given in case of accident. Every attempt will be made to contact the parents and ascertain his/her wishes. If the parent cannot be contacted the ambulance will be called.

Parents are advised that the only medical service we are able to provide is first aid until more appropriate attention is arranged. We do not have the resources to tend to children for extended periods of the day. Parents are asked to check their children are fit and well to attend class each day. If in doubt, please keep your child at home rather than sending them along to school in the hope that he/she will improve during the day.

Procedures for Administration of Medication to Students at School

School staff can assist a student with medication.

Role of Parents

Parents/caregivers must undertake the following in relation to the administration of medication and/or management of health conditions.

School staff must not administer over-the-counter medication, including analgesics, homeopathic or prescribed medications unless they meet the accountability of a written request from a parent/caregiver accompanied by written advice from a medical practitioner and with the medication in the original labelled container. The exception is the reliever puffer, such as Ventolin, that is included for the emergency treatment of asthma under the guidelines.

Education Queensland has issued guidelines for the administering of medication to all State Schools. These state that long term medication may be administered only after receipt, by office staff, of written instructions by a pharmacist at a doctor's direction. The medication container needs to indicate specific times at which medication is to be administered as well as the quantity. Short-term oral medication may be administered provided it is given strictly in accordance with instructions by the student's medical practitioner and is requested by the parents in writing. If a change of dosage is required the school must receive written confirmation of the change from your doctor or specialist.

Unfortunately over-the-counter medication **cannot** be administered by school staff.

The school is required by Education Queensland to keep a record of all occasions when medication is administered at the school. This record must include copies of the necessary letters from parents and medical practitioners.

**NO CHILD IS TO BRING MEDICINE, PILLS OR SPRAY TO SCHOOL
TO BE SELF ADMINISTERED.**



Guidelines for managing and treating children with anaphylaxis

Anaphylaxis is a severe and sudden reaction to an allergen that is potentially life threatening and always requires an emergency response. Common allergens in young people are eggs, peanuts, tree nuts, cow's milk, insect stings or bites, latex, and some medications. Parents with children who have been diagnosed with anaphylaxis need to ensure that the school has comprehensive information about their child's condition.

This information will be used to complete an individual management plan to be developed in consultation with teachers, parents, medical practitioners and students, where appropriate. If your child has been diagnosed with anaphylaxis and does not yet have an individual management plan, please contact the school as soon as possible.

Contacting Parents of sick children

When a child reports to the office with a health concern his/her condition is assessed (to the best of our abilities) and then monitored. It may arise that parents/caregivers are contacted and a request is made for the parent/caregivers to collect the child. In the event of being unable to contact parents (or other emergency contacts) or their inability to attend to their child an ambulance may be called.

General Administration

Absences

Unexplained Absences – same day notification

The safety and wellbeing of our students is the highest priority for the school. From the beginning of 2017, state schools are required to notify parents on the same day a student is absent from school without explanation.

Our school has implemented a SMS messaging system to contact parents:

- Teachers will mark the roll after parade (Fridays, during parade), any student not in the classroom will be marked as Absent.
- Students who arrive after the roll has been marked will be required to go to the office to collect a LATE SLIP to present to the teacher.
- Once notified absences have been entered and the rolls have been closed, a DAILY UNEXPLAINED ABSENCE report will be run.
- A generic SMS message will be sent to parents advising of their child's absence and requesting an explanation.
- **Early Departure** - If your child has to leave school early for any reason, the collecting adult must report to the office to sign the child out. To minimise disruption to the class your child will be called to the office.

How you can help us to keep your information updated:

- Provide a preferred current mobile phone number. If your number changes, advise us immediately. Families with shared care arrangements will be required to advise the school and provide BOTH parents/carers mobile phone numbers. In the event of an unexplained absence for a child in shared care, both parents will receive an SMS message.
- Contact the school by phoning the Student Absence Line, Student Absence Email, School Website, QParents App or SMS, before 9:30am to advise any/all occasions when your child/ren will be away from school. All above contact details are included in the weekly newsletter (Blue Box).



- If/when you receive an SMS message, please reply or contact the school with your preferred option, to explain the absence OR if you believe your child/ren is/should be at school contact the school immediately to notify us.

For more information please visit our website www.warwickwestss.eq.edu.au and read the information on “everyday counts”.

It is easy to keep in touch with what is happening at school



Download the **QSchools** App for all the latest news and events info straight from our website, www.warwickwestss.eq.edu.au QSchools also has our events calendar and newsletters online.



Make sure we have your current email address to receive our weekly newsletter and other news updates — it is the easiest way to stay up to date with what is happening at school.

Reporting Student Absences

Student Absence Line: 4660 5360

Student Absence Email : studentabsence@warwickwestss.eq.edu.au

Text Message: 0428 630 947

Website: <https://warwickwestss.eq.edu.au>



QParents: Select student/s - Attendance - Notify of upcoming absences or reason for unexplained

Book Club

Warwick West State School participates in Scholastic Australia Book Club, which makes good quality books available to students at fair prices at regular intervals during the year. Students are provided with relevant order forms with a return-by date.

All monies forwarded to the school for Book Club should be clearly marked BOOK CLUB with the child's name and year level indicated. A percentage of all book club sales are returned to the school as resources that further support our curriculum programs.

Booklists

Booklists recommending stationery requirements for all year levels are provided to parents in Term 4 each year.

Crossing Supervision

Department of Transport Crossing Supervisors, supervise both before and after school, the pedestrian crossings in Clarke, Hudson, George and Pratten Streets. Students are asked to use these crossings. Parents are also asked to set a good example for their children by using these street crossings.

Pedestrians must obey the directions of the Crossing Supervisors at all times to ensure maximum safety for everyone. Drivers must come to a complete stop while the crossing is in use and must not proceed until the Supervisor has returned to the footpath. Please observe the “No Parking” regulation areas near the crossings.



Dental Van

Students have access to the dental van where dental work will be performed. This service is free to children of the school. Parental permission is required for this service.

Dogs not permitted on school grounds

Stray dogs are an occasional problem. Every endeavour is made to contact the owners, however if this is not possible, the Southern Downs Regional Council Pound will be contacted. Parents are asked not to bring their pets to school when collecting or dropping off children. Prior approval must be sought from classroom teachers before bringing animals to the classroom. Animals in general are not permitted on school grounds.

Insurance Cover for Students

Physical activity and physical education carry inherent risks of injury. Parents are advised that the Department of Education Training and the Arts does not have Personal Accident Insurance cover for students. Education Queensland has public liability cover for all approved school activities and provides compensation for students injured at school only when the Department is negligent. If this is not the case, then all costs associated with the injury are the responsibility of the parent or caregiver. It is a personal decision for parents as to the type and level of private insurance they arrange to cover students for any accidental injury that may occur.

You will notice on all permission letters to parents that involve student physical activities, the following statement: *"Physical activity and physical education, particularly contact sports, carry inherent risks of injury. Parents are advised that the Department of Education, Training and the Arts does not have Personal Accident Insurance cover for students. Education Queensland has public liability cover for all approved school activities and provides compensation for students injured at school only when the Department is negligent. If this is not the case, then all costs associated with the injury are the responsibility of the parent or caregiver."*

Lost property

After a reasonable period of time, unclaimed articles are given to some charitable organisation.

Sadly, children frequently lose things at school. It is important, therefore, that all articles and clothing which may be removed, eg. pullovers, raincoats, hats, etc. should be clearly marked with the child's name. The loss can be minimised if their belongings are labelled. Lost property is stored for collection on hangers and in boxes under A Block. Students should not bring expensive items such as toys and jewellery to school unless previously arranged with the classroom teacher. No responsibility for the loss of such items can be taken by the school.

Mobile Phone Policy

No student is to have a mobile phone at school. If it is necessary for a student to bring a mobile phone to school it is to be handed in to the school office when they arrive at school with the student's name clearly marked on the phone. The phone can then be collected at 3.00pm from the office by the student.

The school will not be responsible for damage or theft of mobile phones at school.

If a child is found to have a mobile phone during the school day, he/she will be in breach of this policy. In response to this breach the phone will be confiscated and the parent notified that they must collect the student's phone from the Principal.

If students are found to be using a mobile phone inappropriately (e.g. as a medium to harass, bully or threaten other students) there will be serious consequences, with the possibility of suspension.



Newsletters

The Warwick West State School newsletter is printed weekly and is distributed via email for families. Important dates, newsworthy items, children's contributions, community notices and tuckshop news are all included in the newsletter. The newsletter is also available on our website (www.warwickwestss.eq.edu.au) and at the office if you do not have access to the internet or email. It is a wonderful way to keep up to date with what is happening at our school.

Payments

Payment for student invoices or activities can be made by cash, cheque, BPoint or EFTpos. If paying by cash, please ensure that the correct money is included, as the school does not keep cash on the premises. Please make sure to include:

- Your child's name and class
- The amount enclosed
- Reason for payment (e.g. excursion, Arts Council etc).

Receipts will be issued and returned to your child via the classroom. Permission forms which often accompany money are also to be given to the office.

Parents and Citizens Association

The P & C is a most supportive part of the decision making process in our school. Major decisions regarding the direction of the school are made by the school in consultation with the P&C. Monthly meetings are held on the second Monday of each month at 6.00 pm in the staffroom and everyone is welcome to attend. It is an opportunity to meet other parents and to take part in discussions regarding school policy and direction such as curriculum, maintenance, facilities and fundraising.

Members of the P&C Association wish to welcome new parents to our school community. There are a number of ways you can support the P&C and your time and contribution in any of these areas would be appreciated.

- Contribute to the school's major decisions by becoming a member of P&C Association.
- Assisting at our annual "Spring Spectacular Fete", Mother's Day and Father's Day Stalls as well as other fundraising events.

Parking

Parents bringing children to school or picking up children after school are *not permitted to drive vehicles into the school grounds*. Parents are reminded of the restricted parking signs in Hudson, Pratten, George and Clarke Streets. Parents when escorting children from the school grounds and children who need to cross streets are urged to use the school crossings at Hudson, Pratten, George and Clarke Streets. *Parents are great role models.*

Refund Policy

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 educational service purchased from a provider other than the school where the provider charges the school; and
- A specialised education program.

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

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

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



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, in part or not at all, having regard to the associated expenses incurred and the circumstances of the non-participation.

If a parent/carer wishes to apply for a refund due to their child's non-participation in an excursion or camp activity, they may do so by completing the "Request for Refund" form available from the school office. Refunds will not be paid immediately, but will be paid after the reconciliation of the activity.

Refunds will be placed as a credit on your student's account unless negotiated with the Business Manager.

Telephone Messages

For the most part, the school Administrative Officers handle telephone messages; however, the Principal or Deputy Principal will always make themselves available to return calls to those who wish to speak to them. Teachers are not called to the telephone during teaching sessions but messages will be passed on to them or your child. The best way to contact a teacher is by an appointment.

Tuckshop

The tuckshop is staffed by tuckshop convenor, Robynne Yarwood, and volunteer mums, dads and grandparents. The children enjoy seeing their grandparents/parent/s helping out in the tuckshop. The tuckshop operates Wednesday, Thursday and Friday, with morning tea and lunch for years 4, 5, and 6 and lunch and afternoon tea for years Prep, 1, 2 and 3.

With about 510 students at West, our Tuckshop is a hub of activity and we are always looking for volunteers. Why not bring a friend and make a morning of it? Your children will love to see you there.

A new roster of tuckshop helpers is regularly drawn up each February. If you are interested in helping please advise our Tuckshop Convenor Robynne Yarwood at the tuckshop – phone 4660 5337.

Ordering Procedure

- Order your Tuckshop order online using Flexischools – www.flexischools.com.au by 8.15am
- Over the counter order written on paper bag as per example below. (Including name, class, lunch order including drink). It is appreciated if you do not order ice-blocks – these can be purchased over the counter after the 2nd bell
- Money to be placed in paper bag



- Order to be placed in tuckshop box in the class room before 9.00am
- Tuckshop box delivered to the tuckshop for preparation of orders
- Lunches are prepared and placed in the tuckshop box which is returned to the classroom prior to lunchtime.

On your packet you order what food your child would like for big lunch, including a drink if desired. You should indicate whether sauce is required for pies and sausage rolls.

Big Lunch eg

DAVID BROWN	LUNCH
CLASS - 3C	
1 Sausage Roll with Sauce	\$2.90
1 Flavoured Milk - choc	<u>\$2.00</u>
TOTAL	\$4.90

← Your child's name
← His/Her class

← Your child's order

Afternoon Tea - Prep Year, 1, 2 and 3 students may like to place their money and order (as per lunch order) in a brown paper bag. This system is encouraged as some younger children are still a little uncertain about handling money and purchasing over the counter.

Tuckshop packets should be folded over at the top to prevent money falling out. However please **do not** use sticky tape or staples to seal bags. A tuckshop menu and price list is forwarded home at the start of the school year. A copy is also available on our website.

Transfer from One School to Another

The school requires reasonable notice of a parent's intention to leave our School. Parents must return all books, library books etc., belonging to the school.

School Reports or Student Profiles may be forwarded at parent request. Any outstanding money owed to the school must also be finalised.

P&C Uniform Shop

Warwick LOWES store now sells all uniform requirements. Their shop is located in the Rose City Shoppingworld, on the corner of Palmerin & Grafton Streets.

The current uniform is Royal Blue skirts, shorts, skorts, bucket hats, jumpers and trackpants.
(Refer to Student Dress Code Policy at the back of this booklet)

Change of Details

If a change of address, phone number or other details occurs during the year, the school office should be notified in writing so our records can be updated. An up-to-date contact phone number is essential in case of an accident or illness.

Visitors

It is especially requested that all visitors (including parents) to the school during school hours call at the office. Visitors are asked to register on arrival via the iPad, and you will be issued with a Visitor's Badge. These badges are to be worn at all times while at Warwick West State School. This identification system assists staff to maintain a safe and secure environment for our students.



Travel To and From School

Bicycles

Students who ride to school are required to wear a bicycle helmet whenever they are on their bikes. When entering the school grounds, cyclists are asked to dismount and walk their bicycles to the bike racks. It is recommended that bicycle chains and locks are used to secure all bikes. Bike racks are located at the Clarke Street entrance.

Code of Conduct for School Bus Travel

Education Queensland and Queensland Transport have developed a code of conduct for student behaviour on school buses. Under the Code of Conduct children are expected to:

- respect other people and property
- wait for the bus in an orderly manner
- conduct themselves in an orderly manner whilst on the bus
- use designated stops
- alight from the bus in an orderly manner
- follow the driver's direction in the case of an emergency or a breakdown.

If a student does not abide by the Code of Conduct, action may be taken by the drivers which could include refusal of student's travel on the bus.

The full version of the Department of Transport's Bus Travel Code of Conduct can be viewed at:
<http://www.tmr.qld.gov.au/Travel-and-transport/School-transport/Code-of-conduct.aspx>

Bus Travel Assistance

Primary school students living more than 3.2 km (4.8 km for secondary students), by the shortest trafficable route from their nearest State or State High school, may apply for bus travel assistance.

Bus Travel Assistance (Safety Net)

To be eligible for Safety-Net allowance a student must be listed on a Health Care Card or Pensioner Concession Card, or be a student placed under a Care and Protection Order by the Department of Child Safety, and live less than 3.2 km (4.8 km secondary students) from the nearest school.

To apply for bus travel or bus travel safety-net assistance, parents or students are required to obtain an application from the bus operator/driver.

Conveyance Allowance

Conveyance Allowance is payable to parents or guardians of children who are conveyed by private motor vehicle to a Primary/Secondary school (3.2 kms primary, 4.8 kms secondary), provided that the children cannot travel to a school by a Government Funded Contract School Transport Service (kilometre-based), and to parents or guardians of children who must be conveyed by private motor vehicle more than 3.2 km to a government Funded Contract School Transport Service. Additional assistance may be available to families on drought declared primary producing properties.

Conveyance allowance is paid on a per vehicle basis, and is based upon the one way distance by the shortest trafficable route, to the nearest State school, or the nearest appropriate bus service.

Applications for Conveyance Allowance or further information about school transport assistance may be obtained by telephoning Department of Transport and Main Roads in Toowoomba on (07) 4639 0619, or writing to Department of Transport and Main Roads (School Transport Section), PO Box 629 Toowoomba 4350.



Bus Companies servicing Warwick West State School are:

- Hidleys Panoramic Coaches - 4661 2816
- West Warwick Coaches - 4661 1767

These companies can be contacted directly to ascertain bus routes and pick up/drop off points most suited to your needs.

Complaints Process

The school endeavours to function as an integral and effective part of the community it serves.

From time to time you may have concerns about your child at school or the operations of the school. These concerns may grow into bigger issues if you don't talk to the school staff about them.

Warwick West State School and Education Queensland are committed to ensuring that all parents have their concerns dealt with in a fair and equitable manner and there are processes and support structures in place to enable parents to work through any issues they may have.

Concerns should initially be directed to the teacher involved or lodged directly with Mr Jason Callcott as Principal.

If the problem cannot be resolved within the school, you should contact the Warwick District Office at "Blaketon House", 24 Palmerin Street, Warwick, 4370. The telephone number is 4667 5180.

All District Offices also provide access to a Community Participation Officer or an officer responsible for parent liaison.

As part of this process, Mr Don Grobe, who is the Assistant Regional Director (School Improvement), will be notified and involved if needed.

Parents or caregivers may also wish to contact the Queensland Council of Parents and Citizens Associations (QCPCA) on 3352 3900 or visit their website <https://pandcsqld.com.au/> for help and support.

Both the QCPCA and District Office have access to the Office of State Schooling, which administers the operation of all Queensland State Schools, to further resolve issues if required.

Privacy Statements

Enrolment

The Department of Education is collecting the information on this form for the purpose of school enrolment and student management. Personal information collected by the Department is protected by the Queensland Government's Information Standard 42 – *Information Privacy*.

However, in accordance with Information Sharing Protocols and Memoranda of Understanding, some of this information may be passed on to government agencies. Some of these state government agencies include Queensland Health, Queensland Transport, Queensland Police Service and Department of Families. The Commonwealth Government, through Centrelink, may require information for matching purposes in relation to the payment of benefits to some students.

Personal information on the enrolment form can be disclosed to other third parties without the individual's consent where authorised or required by law.



Attendance/Achievement/Behaviour

While students are enrolled in and attend state schools, school staff will collect personal information about their academic performance, attendance and behaviour for the purpose of monitoring their educational progress and providing educational programs to suit the needs of the student. Year 3 and 5 student names are passed on to the Queensland Studies Authority for the purpose of issuing individual reports in relation to the assessment of numeracy and literacy skills of students.

This personal information can be disclosed to other third parties without the individual's consent where authorised or required by law.

Wellbeing, Protection and Safety

During a student's attendance, the Department of Education may also collect personal information that relates to the wellbeing, protection and safety of the student. This personal information may be passed on to agencies such as Queensland Health, Queensland Police Service and Department of Families in accordance with Education Queensland's Student Protection Policy and other policies relating to student behaviour.

This personal information can be disclosed to other third parties without the individual's consent where authorised or required by law.

Children and Young People in the Care of the State

The Department of Education and Department of Families conduct a data-matching program to improve school achievement outcomes for children and young people in care.

The data-matching program involves a comparison, through a unique identifier, of certain personal information of children and young people in care and those children of similar age in the general school student population, including those who have specific needs. This personal information may include:

- achievement levels;
- retention rates;
- age;
- school year levels;
- school disciplinary absences; and
- student movement between schools.

You may obtain further information about the Queensland Government's privacy regime contained in Information Standard 42 – *Information Privacy* at <https://www.qld.gov.au/legal/privacy>

If you have any questions about privacy or access to information, you may contact Education Queensland's Privacy Contact Officer on 3237 0546.

Every day counts

Department of Education, Training and Employment



MOST STUDENTS ATTEND SCHOOL EVERY DAY

It's important that children are at school all day, every day



OK reasons to stay home from school

- 1. sick
- 2. natural disasters

It's NOT OK to skip school to shop, sleep in, finish an assignment, go on holidays

- 1. 2. 3.

EVERY DAY AT SCHOOL COUNTS

Missing even 1 day can make a difference

1 day off school each fortnight =
Missing more than a year of learning over 12 years

Each day's learning builds on what has been learnt before

An illustration of a stack of three books.

Good attendance begins in Prep
It's where good habits begin

An illustration of three children standing together.

For more information

Go to the Every day counts website: <http://education.qld.gov.au/everydaycounts/>

ATTEND ALL DAY, EVERY DAY

Each 1% increase in student attendance may relate to 2-3 NAPLAN scale score points *

*Based on historical data.

What parents can do

- Read the school newsletter
- Volunteer to help at school
- Go to school events
- Ask about your child's day
- Supervise homework
- Be organised at home
- Promote the importance of school
- Get to know the teacher

Get involved in your child's school



Queensland
Government



Department of Education, Training and Employment

Every day counts

Most students attend school each day



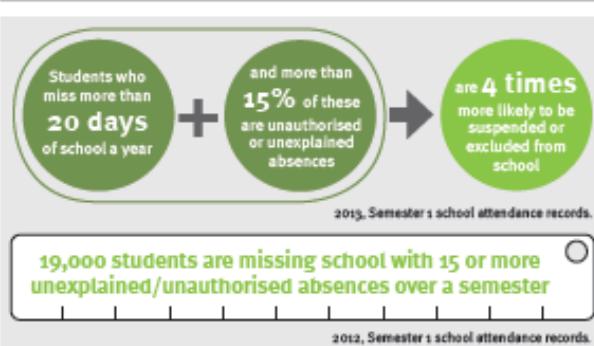
9/10
go to
school

Every day at school counts... Missing even one day can make a difference over time



Average student attendance declines in Years 8, 9 and 10

The best predictor of student attendance is their attendance rate the year before



*State school student data 2013.

For more information

Great state. Great opportunity.

March 2014

Miss school

Miss learning

Missed opportunities

Low school attendance is associated with:

- x lower academic achievement
- x early school leaving
- x future unemployment

Each **1%** increase in student attendance

may relate to **2-3** NAPLAN scale score points *

*Based on historical data.

What schools are doing to improve student attendance

- ✓ Listening to student views on non-attendance
- ✓ Connecting to families and communities
- ✓ Recognising and rewarding good attendance
- ✓ Using sanction based approaches

Go to the **Every day counts** website:
<http://education.qld.gov.au/everydaycounts/>





WARWICK WEST STATE SCHOOL SUNSMART POLICY

Rationale

Queensland has the highest rate of skin cancer in the world. Of all new cancers diagnosed in Australia each year, 80% are skin cancers. Research indicates that childhood sun exposure is an important contributing factor to the development of skin cancer in later life. Given that students are at school during peak ultraviolet radiation (UVR) times throughout the day, schools play a major role in both minimising student's UVR exposure and providing an environment where policies and procedures can positively influence student behaviour.

Skin damage, including skin cancer, is the result of cumulative exposure to the sun. Research shows that severe sunburn contributes to skin cancer and other forms of skin damage such as sunspots, blemishes and premature ageing. Most skin damage and skin cancer is therefore preventable. Ultraviolet radiation (UVR) levels are highest during the hours that children are at school. As children will spend a portion of their day outdoors, we are committed to protecting them from harmful effects of the sun. With this in mind, Warwick West State School realises the need to protect children's skin and educate them about SunSmart behaviour, thus reducing the risk of skin damage from exposure to the sun.

Aims

The policy aims to:

- provide ongoing education that promotes personal responsibility for skin cancer prevention and early detection
- provide environments that support SunSmart practices
- create an awareness of the need to reschedule outdoor activities to support SunSmart practices.

Procedures

Our school recognises that winter sun also contributes to skin damage. This policy will therefore be implemented throughout the year.

The purpose of this SunSmart policy is to ensure that all children attending our establishment are protected from the harmful effects of the sun throughout the year.

Our Commitment

Warwick West State School will:

- inform parents of the SunSmart policy when they enrol their child
- include the SunSmart policy statement in the school prospectus
- increase the amount of shade in the school grounds, where possible, by providing shelters and planting trees
- incorporate education programs that focus on skin cancer prevention into the school curriculum
- encourage all teachers and staff to act as positive role models for children in all aspects of SunSmart behaviour
- seek ongoing support from parents and the school community for the SunSmart policy and its implementation, through newsletters, parent meetings etc.
- ensure that all students and staff wear hats that protect the face, neck and ears, and encourage the wearing of a broad spectrum, water-resistant sunscreen, when involved in outdoor activities



WARWICK WEST STATE SCHOOL SUNSMART POLICY

- encourage students without adequate sun protection to use shaded or covered areas at recess and lunch times
- ensure that, wherever practicable, outdoor activities take place before 10 a.m. and after 3 p.m.
- aim to have adequate shade at sporting carnivals and other outdoor events
- ensure that broad-spectrum, water-resistant sunscreen is included in the school sports kit
- review the SunSmart policy annually

Our Expectations

Parents/carers will:

- provide a SunSmart hat for their child and ensure that they wear it to and from school. The Queensland Cancer Fund recommends the following hats:
 - 8-10 cm broad brimmed
 - legionnaire-style
- aim to have their child apply broad-spectrum, water-resistant sunscreen 20 minutes before leaving for school
- ensure that their child's clothing provides adequate protection from UVR. The Queensland Cancer Fund recommends clothing with the following features:
 - dark-coloured
 - collars and sleeves
 - closely woven fabric
 - natural fibre
- act as positive role models by practising SunSmart behaviour
- support the school's SunSmart policy and help to design and regularly update the policy.

Students will:

- be aware of the school's SunSmart policy
- take responsibility for their own health and safety by being SunSmart
- comply with SunSmart rules and guidelines by wearing suitable hats and clothing
- aim to apply broad-spectrum, water-resistant sunscreen 20 minutes before going outdoors
- use shaded or covered areas when outdoors
- act as positive role models for other students in all aspects of SunSmart behaviour
- participate in SunSmart education programs.



WARWICK WEST STATE SCHOOL HOMEWORK POLICY

Date of Revision: Semester 1, 2019

Relevant legislation and policy

<https://education.qld.gov.au/curriculums/Documents/homework.pdf#search=homework%20policy>

Statement of intent

As with every state school in Queensland Warwick West State School has developed a homework policy in consultation with our school community, particularly our Parents and Citizens' Association. The results of our consultation process clearly indicated that parents at our school believe homework is important.

We believe that homework provides our students with opportunities to consolidate their classroom learning, pattern behaviour for lifelong learning beyond the classroom and involve family members in their learning. The setting of homework takes into account the need for students to have a balanced lifestyle. This includes a balance between family life, recreation and cultural pursuits and consolidating classroom learning.

We believe that homework enhances student learning:

- is purposeful and relevant to our students needs
- is appropriate to the phase of learning (early and middle)
- is appropriate to the capacity of the student
- develops the student's independence as a learner
- is varied, challenging and clearly related to class work
- allows for student commitment to recreational, family and cultural activities.

Using varied and challenging homework appropriate to students' learning needs we believe that homework can engage students in independent learning to complement work undertaken in class through:

- revision and critical reflection to consolidate learning (practising for mastery)
- applying knowledge and skills in new contexts (a topic of interest, an authentic local issue)
- pursuing knowledge individually and imaginatively (investigating, researching, writing, designing, making)
- preparing for forthcoming classroom learning (collecting relevant materials, items, information)

Responsibilities

Principal

- Develop a school homework policy, in consultation with their school community, particularly the Parents and Citizens' Association.
- Distribute the homework policy to staff, students, and parents and caregivers (particularly at the time of student enrolment)
- Ensure the homework policy is effectively implemented.
- Include the homework policy as part of the annual school reporting

Teachers

Teachers will help students establish a routine of regular, independent study by:

- Ensuring our school's homework policy is implemented
- Setting homework on a regular basis.
- Communicate their homework expectations to parents at the beginning of the year and throughout the year as necessary.
- Establish with students and parents the procedure for monitoring the completion of homework tasks.
- Clearly communicating the purpose, benefits and expectations of all homework.
- Checking homework regularly and providing timely and useful feedback to students.
- Setting homework that is varied, challenging and directly related to class work and appropriate to students' learning needs.
- Explicitly teaching strategies to develop organisational and time-management skills and providing opportunities to practice these strategies through homework.
- Giving consideration to other academic and personal development activities (school based or other) that students could be engaged in when setting homework.
- Discussing with parents and caregivers any developing problems concerning their child's homework and suggesting strategies to assist with their homework.

Students

Students should take responsibility for their own learning by

- Being aware of the school's homework policy
- Accepting responsibility for the completion of homework tasks within set time frames.



WARWICK WEST STATE SCHOOL HOMEWORK POLICY

- Following up on comments made by teachers.
- Seeking assistance when difficulties arise
- Organise their time to manage home obligations, participation in physical activity and sports, recreational and cultural activities.

Parents

Parents and caregivers can help their children by:

- Reading to them, talking with them and involving them in tasks at home including shopping, playing games and physical activity.
- Helping them to complete tasks by discussing key questions or directing them to resources.
- Encouraging them to organise their time and take responsibility for their learning.
- Encouraging them to read and to take an interest in and discuss current local, national and international events.
- Helping them to balance the amount of time spent completing homework , watching television, playing computer games, playing sport and engaging in other recreational activities.
- Contacting the class teacher to discuss any concerns about the nature of homework and their child's progress.
- Contacting the class teacher if homework is unable to be completed ie a short note or phone call.

Homework appropriate to particular phases of learning

The following is to operate as a guide in determining the amount of set homework that students might be expected to undertake. It is of course open to parents to consult with a student's teacher about additional materials or practice exercises with which parents can assist their children at home.

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 homework.

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.

While teachers may provide students with additional work relevant to their learning which the student may undertake at home, young people during this phase should generally be independent learners exercising their own judgement as to the out-of-hours time they devote to their studies. Of course, care should be taken to ensure that a balance is maintained between the various demands of study, sporting, recreational, cultural or part-time employment activities.

Implementing the school homework policy.

Homework is valued by our school community and most students work conscientiously to ensure that they have completed tasks to the best of their ability. Students are encouraged to complete their homework in a timely and punctual manner.

Homework in State Schools

The [P-12 curriculum, assessment and reporting framework](#) specifies the requirements for each Queensland state school in delivering the curriculum from Prep to Year 12. The framework is a key reference for all state school principals, staff and school communities. Ensure the **homework policy** is effectively implemented throughout the school. Include an up-to-date school **homework policy** as part of their annual school reporting.

<https://education.qld.gov.au/curriculums/Documents/homework.pdf>



WARWICK WEST STATE SCHOOL STUDENT DRESS CODE

Warwick West State School is a strict uniform school. We have the support of our Parents and Citizens' Association to promote 100% adherence to the uniform. Our student dress code consists of an agreed standard and items of clothing, which includes a school uniform that Warwick West State School students wear when:

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

Warwick West State School Parents' and Citizens' Association supports a student dress code policy because it believes that a student dress code provides clothing that aims to contribute to a safe and supportive teaching and learning environment through:

- ready identification of students and non-students at school;
- fostering a sense of belonging; and
- developing mutual respect among students by minimising visible evidence of economic or social differences.
- promotes an effective teaching and learning environment by eliminating the distraction of competition in dress and fashion at the school

Warwick West State School's student dress code reflects school community standards and is consistent with occupational health and safety and anti-discrimination legislation.

We will actively encourage our students to take pride in themselves and their school. One way in which this may be achieved is through adherence to the school's dress standards. As the parent/carer of your child, we seek your support in this matter.

Inappropriate dress refers to clothing or apparel worn by students that is deemed to be:

- Offensive;
- Likely to disrupt, or negatively influence normal school operations;
- Unsafe for student or others; and
- Likely to result in a risk to health and safety of student or others.

In circumstances where inappropriate or unreasonable dress is worn, appropriate action will be taken.

UNIFORM FOR PREPARATORY YEAR STUDENTS CONSISTS OF

Royal blue sports shirt
Shorts or Skorts
Royal blue tracksuit
Socks and joggers
Slouch hat, Legionnaire cap or Bucket Hat

UNIFORMS FOR YEARS 1-6 STUDENTS

Girls' Uniform consists of:

Royal Blue tracksuit (winter)
Royal Blue Sports T-shirt (emblem on pocket)
and royal blue skorts or pleated skirt

Boys' Uniform consists of:

Royal Blue tracksuit (winter)
Royal Blue Sports T-shirt (emblem on pocket)
and royal blue shorts

Hat:

Warwick West School Slouch hat, Legionnaire Cap, Bucket Hat or Slouch hat. Hats must have a brim of 8cm to meet sun safe guidelines.

Footwear:

Enclosed shoes
Sandals may be worn in summer months. For safety reasons, children are not to wear thongs or other strapless footwear.

Jewellery:

Watch
Pierced earrings – sleepers or studs only.
Medical alert bracelet or necklace.
Items of significant cultural or religious belief with notification to administration.

Helmets:

Students riding bikes are legally required to wear helmets.



WARWICK WEST STATE SCHOOL DRESS CODE

School Standard	Parents are advised that	Consequences
Girls Uniform: Tracksuit- Royal Blue tracksuit (winter) Sports- Royal Blue Sports T-shirt (emblem on pocket) and royal blue skorts or pleated skirt. Boys Uniform: Tracksuit- Royal Blue tracksuit (winter) Sports- Royal Blue Sports T-shirt (emblem on pocket) and royal blue shorts.	Warwick West State School is a uniform school where students are encouraged to wear the uniform. Clothing that is ' offensive or likely to disrupt or negatively influence the normal school operations ' is not permitted. Shorts are to be blue (boys) (girls) in colour with no brand names. To represent the school on excursions, interschool sport etc all students are to wear the appropriate Warwick West School uniform.	<ul style="list-style-type: none">× Students wearing inappropriate clothing or apparel will be asked to dress appropriately.× Students not wearing school uniform may be ineligible to represent the school away from the campus.
Hats: Warwick West School Slouch hat, Legionnaire Cap or Bucket Hat	Non-wearing of a slouch hat or legionnaire cap is ' likely to result in a risk to the health of the student '. Warwick West follows the Sun-Safe guidelines of the Queensland Cancer Society. Hats must have a brim of 8cm to participate in outdoor activities.	<ul style="list-style-type: none">× Students who do not have a hat for PE will be required to sit out of this activity.× Students who do not have a sun-safe hat will be excluded from activities in the sun during play breaks.× Students who do not have a hat will be ineligible to represent the school away from the campus.
Footwear: Fully enclosed shoes or sandals in summer.	Non-wearing of shoes could be ' unsafe for the student or others '. Shoes with high heels or platforms, thongs, slip ons are not suitable.	<ul style="list-style-type: none">× A student will be asked to replace his/her shoes and will be excluded from all outdoor activities until suitably attired.
Jewellery: * Watch. * Pierced earrings – small plain sleepers or studs only. * Medical alert bracelet or necklace. * Items of significant cultural or religious belief with notification to administration.	Other jewellery may be ' unsafe for the student or others ' as such items could become caught in play equipment or could come into contact with another student causing injury. Students will be requested to remove or tape jewellery during some sport.	<ul style="list-style-type: none">× A student wearing other jewellery will be asked to remove the item and if necessary give it to the teacher for safe-keeping for the remainder of the day.
Nail Polish:	Only clear nail polish is to be worn as other colours are ' likely to disrupt or negatively influence the normal school operations '.	<ul style="list-style-type: none">× Students wearing coloured nail polish will be asked to remove it by the next day.
Hair: Collar length hair is to be plaited, braided or tied back with appropriate accessories (blue or white in colour is preferred)	To reduce the transfer of headlice long hair is to be plaited, braided or tied back with blue or white hair accessories. Long hair not tied up could be ' unsafe for the student and likely to result in a risk to health and safety of students and others '. Dyed hair and inappropriate hairstyles could ' negatively influence the normal school operations '.	<ul style="list-style-type: none">× Students will be encouraged to tie back long hair.
Helmets: Students riding bikes are legally required to wear helmets	Helmets must be securely fastened. Non-wearing of helmets is against the law and could be ' unsafe for the student and others '.	

**In all of the above circumstances Parents/Caregivers can be notified by letter that their child is not complying with the Student Dress Code.



Making a complaint

Information for parents and carers

clever • skilled • creative

During the course of your child's school years, you may have cause to make a complaint about an issue or concern you have with their education.

The Department of Education and Training is committed to ensuring that all complaints are dealt with in a fair and equitable manner. There are processes and support networks in place to enable you and your child to work through any issues or concerns you may have.

To achieve an effective resolution for all parties, when making your complaint, you should ensure you:

- provide complete and factual information in a timely manner
- deliver your complaint in a calm and reasoned manner
- avoid making frivolous or vexatious complaints
- or using deliberately false or misleading information.

You should be aware that if you are making a complaint about a staff member that, in most instances, the staff member will be told of the complaint and offered the right of reply. You also have the right to have a support person participate throughout the process.

The following four-step procedure is in place to assist parents/carers and school staff to reach an outcome that is in the best interest of the student.

1. Discuss your complaint with the class teacher

If your complaint is with your child's teacher or relates to an issue concerning your child's experience at school, make an appointment with that teacher as soon as possible through the school administration. Discuss your complaint with the teacher and give the teacher an opportunity to suggest a solution. The teacher will make a record of your complaint and report your meeting and any outcomes to the school principal. Together, both you and your child's teacher should be able to resolve the problem at this level.

2. Discuss your complaint with the principal

If after approaching your child's teacher your complaint remains unresolved, make an appointment to see the school principal to discuss the issue further. Alternatively, you and the teacher may agree to ask the principal to act as a go-between in informal conflict resolution in an attempt to resolve the problem.

If your complaint relates to more general school matters, including issues of school policy and issues of compliance or non-compliance, you should raise your complaint directly with the principal or their delegate. The principal may refer your complaint to a delegate such as the deputy principal or Business Services Manager. The staff member will make a record of your complaint and work with you to come to a resolution.

Complaints to the principal may be lodged in person, by telephone, writing or via email. Principals' email addresses can be accessed through the Schools Directory at www.education.qld.gov.au/directory/ - select the relevant school, then click on the email link.

3. Contact your local education office

If you have discussed your complaint with the principal and still feel that you have not reached a resolution, you have the right to contact your local Department of Education and Training office.

Complaints may be lodged by telephone or in writing. Your complaint should be specific in detail and outline the steps you have taken to resolve the issue. Ensure your complaint includes your full name and address and that you have signed and dated it. It is also a good idea to keep a copy for your own records.



DEPARTMENT OF EDUCATION AND TRAINING

Making a complaint

Information for parents and carers



Anonymous complaints will only be acted on if enough information has been provided to allow for follow-up with the relevant school principal.

When you contact your local education office a record will be made of your complaint. You will also be advised that your name and the nature of your complaint will be reported back to the principal of your school. Local office staff will then work with you and your school to seek a resolution.

Addresses and telephone numbers for the Department of Education and Training offices are listed in the White Pages of your local telephone directory and are also available through the Schools Directory at www.education.qld.gov.au/directory/

4. Independent review

If you have not been able to resolve your complaint through these formal processes, you can lodge

your complaint with the Queensland Ombudsman. The Ombudsman may be contacted at:

Office of the Ombudsman

GPO Box 3314, Brisbane, Qld 4001

Email: ombudsman@ombudsman.qld.gov.au

Telephone (07) 3005 7000 or

Toll Free 1800 068 908

Fax (07) 3005 7067

The role of Parents and Citizens' Associations (P&Cs)

Complaints about services that are run or managed by the P&C at your school, for example after school care or the tuckshop, should be directed to the P&C in the first instance.



Queensland Health

Time Out

Keeping your child and other kids healthy!



This poster provides information on the recommended minimum exclusion periods for infectious conditions and will assist medical practitioners, schools, pre-schools and childcare centres to meet the requirements of the Public Health Act 2005.¹

Condition	Person with the infection	Those in contact with the infected person ²
Chickenpox (varicella)	EXCLUDE until all blisters have dried. For non-immunised children, this is usually 5 days after the rash first appears, and less for immunised children.	
Cold sores (herpes simplex)	NOT EXCLUDED if the person can maintain hygiene practices to minimise the risk of transmission. Young children unable to comply with good hygiene practices should be excluded while sores are weeping. Sores should be covered with a dressing where possible.	NOT EXCLUDED
Conjunctivitis	EXCLUDE until discharge from eyes has ceased unless a doctor has diagnosed non-infectious conjunctivitis.	NOT EXCLUDED
COVID-19³	EXCLUDE for at least 10 days after the onset of illness and until they have not had any symptoms for 3 days. Contact your Public Health Unit for specialist advice.	EXCLUSION MAY APPLY Contact your Public Health Unit for specialist advice.
Cytomegalovirus (CMV)	NOT EXCLUDED Pregnant women should consult with their doctor.	NOT EXCLUDED Pregnant women should consult with their doctor.
Diarrhoea² and/or Vomiting including: • amoebiasis • campylobacter • cryptosporidium • giardia • rotavirus • salmonella • viral gastroenteritis	Exclusion periods may vary depending on the cause. EXCLUDE a single case until 24 hours after the last loose bowel motion and the person is well. EXCLUDE all persons who prepare or serve food until they have not had any diarrhoea or vomiting for 48 hours. If there are more than two cases with diarrhoea and/or vomiting in the same location, or a single case in a food handler, notify your Public Health Unit. See Information below if norovirus is confirmed or considered likely as the cause of diarrhoea and vomiting.	NOT EXCLUDED
but excluding: • norovirus • shigellosis • toxin-producing forms of E.coli (STEC)		
<i>See specific information below</i>		
Enterovirus 71 (EV71 neurological disease)	EXCLUDE until written medical clearance is received confirming the virus is no longer present in the person's bowel motions.	NOT EXCLUDED
Fungal infections of the skin and nails (ringworm/tinea)	EXCLUDE until the day after antifungal treatment has commenced. (No exclusion for thrush).	NOT EXCLUDED
Glandular fever (mononucleosis, Epstein-Barr virus)	NOT EXCLUDED	NOT EXCLUDED
German measles (rubella)⁴	EXCLUDE for 4 days after the onset of rash or until fully recovered, whichever is longer. Pregnant women should consult with their doctor.	NOT EXCLUDED Pregnant women and female staff of childbearing age should check their immunity with their doctor. Contact your Public Health Unit for specialist advice.
Haemophilus influenzae type b (Hib)	EXCLUDE until the person has completed a course of appropriate antibiotic treatment. ⁵ Contact your Public Health Unit for specialist advice.	EXCLUSION MAY APPLY Contact your Public Health Unit for specialist advice.
Hand, foot and mouth disease (EV71)	EXCLUDE until all blisters have dried.	NOT EXCLUDED
Head lice	Exclusion is not necessary if effective treatment is commenced before next attendance day (i.e. the child does not need to be sent home immediately if head lice are detected).	NOT EXCLUDED
Hepatitis A⁶	EXCLUDE until at least 7 days after the onset of jaundice or dark urine, or for 2 weeks after onset of first symptoms if no jaundice or dark urine.	NOT EXCLUDED Contact your Public Health Unit for specialist advice about vaccination or treatment for children and staff in the same room or group, children transferring to another centre and new enrolments.

1. Observing the exclusion period meets the intent of the Public Health Act 2005 for a person to be non-infectious.
2. The definition of 'contact' will vary between diseases and is sometimes complex. If unsure, contact your local Public Health Unit.
3. Diarrhoea definition is 3 or more loose stools or bowel movements in a 24 hour period that are different from normal and/or escape a child's nappy.
4. Doctors should notify the local Public Health Unit as soon as possible if children or staff are diagnosed with these conditions.
5. Appropriate antibiotic treatment; this will vary between diseases. If unsure, contact your Public Health Unit.

MAR 2020

Queensland
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Queensland Health

Condition	Person with the infection	Those in contact with the infected person ¹
Hepatitis B and C	NOT EXCLUDED Cover open wounds with waterproof dressing.	NOT EXCLUDED
Hepatitis E	EXCLUDE until at least 2 weeks after the onset of jaundice.	NOT EXCLUDED
Human immunodeficiency virus (HIV/AIDS)	NOT EXCLUDED Cover open wounds with waterproof dressing.	NOT EXCLUDED
Influenza and influenza-like illness	EXCLUDE until symptoms have resolved, normally 5–7 days.	NOT EXCLUDED
Measles⁴	EXCLUDE for 4 days after the onset of the rash. Contact your Public Health Unit for specialist advice.	EXCLUSION MAY APPLY Vaccinated or immune contacts NOT EXCLUDED . EXCLUDE Immuno-compromised contacts (including those receiving chemotherapy) until 14 days after the appearance of the rash in the last case. EXCLUDE non- or incompletely vaccinated contacts, without evidence of immunity. Contact your Public Health Unit for specialist advice.
Meningitis (bacterial)	EXCLUDE until well and has received appropriate antibiotics.	NOT EXCLUDED
Meningitis (viral)	EXCLUDE until well.	NOT EXCLUDED
Meningococcal infection⁴	EXCLUDE until 24 hours of appropriate antibiotics have been completed. Contact your Public Health Unit for specialist advice.	NOT EXCLUDED Contact your Public Health Unit for specialist advice about antibiotics and/or vaccination for close contacts ⁵ .
Molluscum contagiosum	NOT EXCLUDED	NOT EXCLUDED
Mumps	EXCLUDE for 5 days after onset of swelling. Pregnant women should consult with their doctor.	NOT EXCLUDED Pregnant women should consult with their doctor.
Norovirus	EXCLUDE until there has been no diarrhoea or vomiting for 48 hours.	NOT EXCLUDED
Roseola, sixth disease	NOT EXCLUDED	NOT EXCLUDED
Scabies	EXCLUDE until the day after treatment has commenced.	NOT EXCLUDED
School sores (impetigo)	EXCLUDE until 24 hours of appropriate antibiotics have been completed. Cover sores on exposed areas with a waterproof dressing until sores are dry, and encourage handwashing.	NOT EXCLUDED
Shiga toxin-producing <i>E.coli</i> (STEC)	EXCLUDE until diarrhoea has stopped and two samples have tested negative. Contact your Public Health Unit for specialist advice.	EXCLUSION MAY APPLY Contact your Public Health Unit for specialist advice.
Slapped cheek syndrome, fifth disease (parvovirus B19, erythema infectiosum)	NOT EXCLUDED Pregnant women should consult with their doctor.	NOT EXCLUDED Pregnant women should consult with their doctor.
Shigellosis	EXCLUDE until there has been no diarrhoea or vomiting for 48 hours. Contact your Public Health Unit for specialist advice.	EXCLUSION MAY APPLY Contact your Public Health Unit for specialist advice.
Shingles (herpes zoster)	EXCLUSION MAY APPLY If blisters can be covered with a waterproof dressing until they have dried NOT EXCLUDED . EXCLUDE if blisters are unable to be covered and until no new blisters have appeared for 24 hours.	EXCLUSION MAY APPLY Contact your Public Health Unit for specialist advice, including advice for pregnant women and any person who is immuno-compromised (including receiving chemotherapy).
Streptococcal sore throat (including scarlet fever)	EXCLUDE until 24 hours of appropriate antibiotics have been completed.	NOT EXCLUDED
Tuberculosis (TB)⁴	EXCLUDE until written medical clearance is received from the relevant Tuberculosis Control Unit.	NOT EXCLUDED
Typhoid⁴ and paratyphoid fever	EXCLUDE until diarrhoea has stopped and two samples have tested negative. Contact your Public Health Unit for specialist advice.	EXCLUSION MAY APPLY Contact your Public Health Unit for specialist advice.
Whooping cough (pertussis)⁴	EXCLUDE until 5 days after starting appropriate antibiotics or for 21 days from onset of cough. ⁶ Contact your Public Health Unit for specialist advice.	EXCLUSION MAY APPLY for those in contact with the infected person. Contact your Public Health Unit for specialist advice regarding exclusion of non- or incompletely vaccinated contacts.
Worms	EXCLUDE until diarrhoea has stopped for 24 hours and treatment has occurred.	NOT EXCLUDED



Some medical conditions require exclusion from school, childcare centres and other settings to prevent the spread of infectious diseases among staff and children.

For further information or advice about diseases or conditions not listed here:

- Contact your nearest public health unit at: www.health.qld.gov.au/system-governance/contact-us/contact/public-health-units
- National Health and Medical Research Council publication: Infectious diseases in early childhood and education and care services, 5th edition www.nhmrc.gov.au/guidelines-publications/ch55
- For fact sheets about various communicable diseases visit the Queensland Department of Health website at <http://disease-control.health.qld.gov.au>

Time Out



Use this QR Code to access a digital copy of this poster or visit
[www.health.qld.gov.au/
public-health/schools/prevention](http://www.health.qld.gov.au/public-health/schools/prevention)



Queensland
Government



2021 School calendar Queensland state schools

DECEMBER 2020	JANUARY 2021	FEBRUARY	MARCH	APRIL
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MAY	JUNE	JULY	AUGUST	SEPTEMBER
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OCTOBER	NOVEMBER	DECEMBER		
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School terms

School holidays

Public holidays

Staff development/student free days

Student free days

Student free days for some schools in regional, rural and remote areas

There are 193 school days in 2021.

Semester 1, 2021 commences for teachers on 21 January and for students on 27 January, 2021.

STAFF PROFESSIONAL DEVELOPMENT DAYS

Staff professional development days for teachers are 21 and 22 January, 15 and 16 April and 3 September 2021. Schools are able to decide when they undertake the required hours for professional development for the flexible days, as long as they are on the flexible days, in the school holidays or out of school hours.

PUBLIC HOLIDAYS

Queensland public holidays are set by the Industrial Relations Minister.

Public holidays for local show days are not shown due to diversity of dates across the state.

FINAL DATES FOR STUDENT ATTENDANCE

19 November is the final date for Year 12 attendance for receipt of a Senior Statement. 26 November is the final date for student attendance in Years 10 and 11.

Some schools in regional, rural and remote areas will close for the summer holidays on 3 December.

The information in this calendar was correct at the time of publication but may be subject to change.

For more information and the latest version of this calendar, visit

www.education.qld.gov.au