



*Caring & Learning Together*

*Windaroo State School*

# WINDAROO STATE SCHOOL

## INFORMATION HANDBOOK

# Statement of Purpose

Windaroo is a caring school community committed to quality education for all

# Key Values

Care

Co-operation

Respect

Responsibility

Self-Esteem

Self-Reliance

# Guiding Principles

Responding to children's needs in a socially just manner

Management/operation through consultation and collaboration

Partnership with and accountability to the community

Valuing people and their contributions

# School Rules

Be Safe   Be Responsible   Be Respectful

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## SCHOOL DIRECTORY

Principal:	Bobby Harding		
Deputy Principals:	Michelle Leadbeater	Junior School	(Prep, Yr 1 & Yr 2)
	Valerie Paterson	Middle School	(Yrs 3 & 4)
	Danielle Roff	Senior School	(Yrs 5 & 6)
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## WELCOME

Windaroo State School is a school that prides itself in “Caring and Learning Together”. As Principal, I believe that we must commit to this ethos to provide the best educational opportunity for every child. Your role as parents/carers is critical as we are partners in the education of your child.

Please take an active role in school life in any way you feel you can contribute. The most valuable lesson we teach our children is that we as adults respect school, learning, excellence in manners and dress. If we model positive relationships and attitudes to school, our children will develop these positive relationships also.

Please take time to get to know your child’s teacher, keep in regular contact and share the good, the bad and the concerns that we face as parents.

At Windaroo we strive to provide high standards of behaviour, strong values, excellence in academic programs, support for each child’s learning needs and that our students wear their uniforms with pride.

I commend our school to you and look forward to sharing in your child’s growth and education.

Bobby Harding,  
Principal



<b>WINDAROO STATE SCHOOL</b> <b>PRINCIPAL:</b> Bobby Harding	300 Mount Warren Blvd Mount Warren Park Q 4207	School Band: 10	Our Quadrennial school review year was: 2017	
<b>SCHOOL CONTEXT / PROFILE:</b> Windaroo State School opened in January 1992 and has experienced rapid growth. Our students are friendly, outgoing, courteous, well behaved and display pride in their school and their uniform. The school is located just off the Beenleigh-Beaudesert highway in Mount Warren Park. It is in the Logan Council section of Queensland's rapidly growing "South Eastern Corridor".				
<p><b>Vision</b></p> <ul style="list-style-type: none"> <li>We believe in creating a learning environment that provides for quality literacy and numeracy teaching and learning experiences.</li> <li>We believe in fostering a caring learning environment.</li> <li>We believe in responding to student needs in a socially just manner.</li> </ul> <p><b>Windaroo State School Pedagogical Framework</b> Our pedagogical framework stands on three pillars which encompass our vision, beliefs and actions. Windaroo State School's pillars are:</p> <ul style="list-style-type: none"> <li><b>Informed and Effective Teaching and Learning</b></li> <li><b>Positive and Caring Relationships</b></li> <li><b>High Expectations</b></li> </ul> <p><b>Principles supporting our Pedagogical Framework (refer to Pedagogical Framework booklet for complete list of actions)</b></p> <p><b>Student-centred planning</b></p> <ul style="list-style-type: none"> <li>Teachers collect a variety of data from standardised and diagnostic testing (WAF), pre-assessing of concepts within an upcoming unit, formative and summative assessment and the monitoring of students' learning. This data informs curriculum design and delivery, allowing more personalised learning and targeted resourcing and assists with learning goals for every student.</li> </ul> <p><b>High expectations</b></p> <ul style="list-style-type: none"> <li>High expectations (including student behaviour) for every learner are established and maintained by all staff.</li> <li>Teachers develop learning goals and targets with every student using student data about current knowledge and skills, needs and interests.</li> <li>Targeted professional learning is facilitated through coaching and mentoring.</li> <li>Administration conducts a walk-through program to provide feedback to staff and gather data for professional development planning.</li> <li>Teachers provide targeted feedback and support to students to achieve their goals and targets.</li> </ul> <p><b>Alignment of curriculum, pedagogy and assessment</b></p> <ul style="list-style-type: none"> <li>Whole school, year level and unit plans are aligned to the Australian Curriculum and may be adapted from Curriculum into the Classroom units.</li> <li>Teachers utilise assessment data when planning units to ensure all student teaching and learning needs are met.</li> <li>Teachers refer to the Dimensions of Teaching and Learning – Curriculum Intent, Assessment, Sequencing Teaching and Learning, Making Judgements and Feedback during planning stage.</li> </ul> <p><b>Evidence-based decision-making</b></p> <ul style="list-style-type: none"> <li>Teachers analyse a range of data (standardised testing and in class assessments) to make judgements about student progress to inform teaching and learning.</li> <li>Teachers select a range of researched-based teaching practices for effective teaching</li> <li>Pedagogical Coach supports teachers to reflect on their teaching practices.</li> <li>Parents are provided feedback on student progress four times a year. Face-to-face interviews occur in term one and three, written report cards are provided in term two and four.</li> </ul> <p><b>Targeted &amp; scaffolded instruction</b></p> <ul style="list-style-type: none"> <li>Pre- and Post- assessment data is analysed and used to inform unit planning to ensure targeted instruction for students</li> <li>Teachers use a range of agreed teaching strategies in teaching e.g. Gradual Release of Responsibility, WALT &amp; WILF, strategies within the Dimensions of Teaching and Learning model</li> <li>Teachers provide differentiated instruction utilising the Maker Model (Content, Process, Product, Environment) to adjust learning for every student</li> </ul> <p><b>Safe, supportive, connected &amp; inclusive environments</b></p> <ul style="list-style-type: none"> <li>Teachers recognise the diverse range of students within their class. Teaching and learning and classroom organisation cater for these differences.</li> <li>Teachers develop a safe, supportive environment for students by developing caring relationships with all children in their classroom through genuine interest, understanding and respect of every child.</li> <li>Clear expectations and routines for student learning and behaviour are established through classroom routines, and the school's responsible behaviour plan.</li> </ul>	<p><b>School Priorities</b></p> <p><b>Improvement Agenda</b></p> <p><b>Windaroo SS English Plan</b></p> <ul style="list-style-type: none"> <li>Embed pedagogical strategies (as per Pedagogical framework and English Plan) in English across Reading, Writing, Speaking and Listening.</li> <li>Use of streamlined unit overviews to inform whole school, year level and classroom planning of English.</li> <li>Consolidate and monitor use of key programs such as STRIVE, Words Their Way, Seven Steps to Writing and QAR.</li> <li>Provide professional development for staff on goal setting for students and providing feedback to students and peers.</li> </ul> <p><b>Windaroo SS Maths Plan</b></p> <ul style="list-style-type: none"> <li>Implement a set of agreed pedagogical practices (as per Pedagogical framework and Maths Plan) across the whole school.</li> <li>Implement a whole school Number Facts Scope and Sequence across the school.</li> <li>Provide professional development to the staff on pedagogical practices including the POLYA Problem Solving Strategies.</li> </ul> <p><b>Students in the upper two bands for Reading and Mathematics</b></p> <ul style="list-style-type: none"> <li>Implementation and monitoring of consistent U2B strategies of text complexity, effective questioning, independent learning and critical thinking</li> <li>Implement a range of effective U2B strategies for Mathematics in classrooms and as part of the Enhancement Team program</li> <li>Provide professional development on identifying data using a range of formative, summative and diagnostic assessment tools and extend high performing students.</li> <li>Identify through data, high performing students and extend their knowledge through engagement in problem solving and reasoning strategies.</li> </ul> <p><b>NAPLAN</b></p> <ul style="list-style-type: none"> <li>All Domains to use current and historic trends to identify needs of students in Reading.</li> <li>All Domains to use the "Tracking to NAPLAN" document with key strategies and targets for student in Reading and Numeracy</li> </ul>	<p><b>Performance Drivers</b></p> <ul style="list-style-type: none"> <li>School Annual Implementation Plan</li> <li>Performance Plan Reviews</li> <li>Senior Teacher Roles and Responsibilities</li> <li>Assessment Framework – analysis of data</li> <li>Teaching and Learning Audit reviews</li> </ul> <ul style="list-style-type: none"> <li>A-E data review</li> </ul> <ul style="list-style-type: none"> <li>School Opinion Surveys (staff, parents, students)</li> </ul> <ul style="list-style-type: none"> <li>NAPLAN</li> </ul> <ul style="list-style-type: none"> <li>School ICT Index</li> </ul> <ul style="list-style-type: none"> <li>Environmental Footprint Action Plan</li> <li>Closing the Gap in Reading, Writing and Numeracy for our indigenous students</li> <li>Attendance rate increase of Indigenous students</li> </ul>	<p><b>Target</b></p> <p>All staff</p> <p>Increase % of students achieving U2B: Maths - 45% in Yr 3 and 5 Reading – 45% in yr 3, 50% in Yr 5</p> <p>Above state for Pedagogy – teaching practices and standards expected (students) and Resourcing – resources within the school (parents)</p> <p>Increase percentage of at or above NAPLAN NMS from 94.5% (2014) in Year 3 reading to 98% (2017) in Year 5 reading</p> <p>Achieving all "A"s</p> <p>Within 5 points</p> <p>80% in the 90-100% range for Indigenous students</p>	<p><b>Date</b></p> <p>2020</p> <p>2017</p> <p>2020</p> <p>2017</p> <p>2017</p> <p>2017</p> <p>2017</p>
<p><b>Management Structure</b></p> <ul style="list-style-type: none"> <li>IPS School Council</li> <li>IARC – Improvement and Resourcing Committee</li> <li>LCC – Local Consultative Committee</li> <li>Management Committee</li> <li>Curriculum Committee</li> <li>English Committee</li> <li>Maths and Science Committee</li> <li>ICT Committee</li> <li>SNAC – Special Needs Action Committee</li> <li>WHS – Workplace, Health and Safety Committee</li> <li>SEP – Special Education Program</li> <li>PCA – Parent and Citizens' Association</li> </ul>	<p><b>Values:</b></p> <ul style="list-style-type: none"> <li>Care</li> <li>Co-operation</li> <li>Respect</li> <li>Responsibility</li> <li>Self Esteem</li> <li>Self Reliance</li> </ul> <p><b>School Communication</b></p> <ul style="list-style-type: none"> <li>Staff – One Portal, email, website, telephone, Admin Yellow Notices</li> <li>Parents – Newsletters, Facebook and website, QParents, Skoolbag app, foyer displays, neon sign, SMS</li> <li>Students – One Portal (via teacher), virtual classroom, edStudio, newsletters, website.</li> </ul>	<p><b>Monitoring Framework of Performance Drivers</b></p> <p><b>Windaroo SS Assessment Framework</b></p> <ul style="list-style-type: none"> <li>Prep – sight words, PM benchmarks (second semester), WTW, Early Start (twice a year)</li> <li>Year 1 –sight words, PM benchmarks, Westwood Spelling, WTW, Early Start (end of year)</li> <li>Year 2 - sight words, PM benchmarks, Westwood Spelling, WTW, PAT-R, Pat-Maths, Early Start (end of year)</li> <li>Year 3 – 6 - Westwood Spelling, WTW, Pat-R, Probe, PAT-Maths</li> </ul> <p><b>Teacher/DP Reviews</b></p> <p>Each semester</p> <ul style="list-style-type: none"> <li><b>Auditing Criteria</b> <ol style="list-style-type: none"> <li>A Culture That Promotes Learning</li> <li>Analysis and Discussion of Data</li> <li>An Explicit Improvement Agenda</li> <li>Targeted Use of School Resources</li> <li>An Expert Teaching Team</li> <li>Systemic Curriculum Delivery</li> <li>Differentiated Classroom Learning</li> <li>Effective Teaching Practices</li> </ol> </li> </ul> <p><b>Windaroo Teaching and Learning Audit Response</b></p> <p><b>School Annual Report</b></p> <ul style="list-style-type: none"> <li>Analysis of school profile.</li> <li>School Opinion Survey – parent, staff, student</li> <li>Annual Improvement Plan review by Program Managers</li> <li>Management Committee Annual Review.</li> </ul> <p><b>School ICT Index</b></p> <ul style="list-style-type: none"> <li>School Opinion Survey</li> <li>ICT Committee Review.</li> </ul>		

## SCHOOL HOURS

### Operation Hours

- ◆ School operates from 9:00am - 3:00pm Monday to Friday with the first bell at 8.50am.
- ◆ Recess is 11:00am-11:30am and lunch 1:00pm-1:50pm.
- ◆ Arriving late to school can cause all sorts of problems as attendance rolls have been marked, notes and payments already sent to the office and lunch orders already sent to the canteen. Late arrival at school is often embarrassing and uncomfortable for the student, an interruption to the teacher and a disruption to the learning time of other students. Generally speaking, the first learning session is one of the most important in relation to children's functioning ability (eg. Alertness) and is when we focus on literacy and numeracy development. These two areas are the foundation of academic success.
- ◆ At Windaroo State School we expect all children to be at school by the first bell at 8:50am, classrooms are open then and the children are expected to organise their belongings for the day ahead. By 9:00am bell we expect everyone to be ready for the first teaching session. Our belief is: "Be at school, be on time: that's the rule". The most important message here for parents is that every time your child is late for school it is costing your child a learning experience, as well as interrupting the learning time for others. We ask for parent support in ensuring that we have 'on time' starts to the school day.
- ◆ Late Arrival slips are to be collected from the office if a student arrives after 9:00am.
- ◆ A parent / carer must come to Reception for an Early Departure Slip before visiting the classroom to remove a child.
- ◆ All students under the Education Act must be at school unless ill. Parents /carers must inform the school if a child is absent from school. This can be done by using QParents; emailing [absent@windaroo.ss.eq.edu.au](mailto:absent@windaroo.ss.eq.edu.au); phoning 3382 4333 Option 1; contact the class teacher with a note explaining the reason for absence.

### Before and After School Care

We offer to the parents of our school Before and After School Care for your children, run by the Police Citizens Youth Club. Inquiries can be made through the PCYC on 3287 3938 or by phoning 3807 1675 during "after school hours".

## UNIFORMS

### Dress Standards and Uniform Policy

The way children dress has quite an influence on the way they behave and for this reason our students are expected to attend school clean and dressed in a manner that engenders pride. Our school community has endorsed a formal uniform policy under the guidelines of the Education Act 2006.

Our Parents' and Citizens' Association has designed a uniform that is very attractive and comfortable whilst affording good sun protection. Children can be proud to wear it and are expected to do so. A brief description is provided below.

**Girls:** Dress in green check fabric. Culottes in bottle green.  
Over Blouse with band - fabric as above (must not be worn with basketball shorts).  
Basketball shorts in bottle green. Polo Shirt in green with purple inserts on the side.

**Boys:** Pocketed Shirt in green check fabric with bottle green collar.  
Shorts in bottle green (Cargo or Stubbies). Polo Shirt in green with purple inserts on the side.  
Basketball shorts in bottle green.

**Winter** Green fleece zippered jacket or microfibre zippered jacket (patterns NOT acceptable)

**Boys & Girls:** Full length green microfibre trackpants / fleece pants

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**Footwear:** Black shoes or joggers with white socks.  
Girls may wear bottle green or black footed tights under their uniform during winter.

**Hats:** Bucket hats in bottle Green.  
(Baseball caps and visors do not comply with Sunsafe Guidelines required under Government regulations.)

**Backpack:** Green backpacks suitably sized for primary students.  
All uniform items are available through our Uniform Shop. Second-hand uniforms are available through the Uniform Shop.

**No Hat, No Play:** In view of the high incidence of sun cancer in our state we have adopted a "no hat, no play" policy where children without a hat will be required to remain under cover to play for their own welfare. Children are encouraged to wear a "broad spectrum" sunscreen, particularly during sporting and swimming activities. The wearing of sunglasses is permitted, however children should not wear sunglasses for certain activities such as body contact sports. Likewise it is essential that children wear shoes, not sandals or thongs for safety. Make-up or nail polish is not permitted. Hair is to be neat and tidy, with shoulder length hair tied or pinned up. Hair accessories are to be limited and in school colours. Sensible and appropriate hair styles are to be encouraged. Exotic haircuts / hairstyles such as mullets, rat tails, strips, cut outs or any other hairstyle as deemed unacceptable by the Principal in consultation with the P&C. Hair colours are not allowed. Jewellery should be kept to a minimum. A watch, studs or sleepers are acceptable. For safety reasons, we ask that children not wear large earrings, necklaces, chains or bracelets except for school issued 'Value Token' bands. The uniform should be worn as a whole outfit without adding or deleting other pieces. On Free Dress Days—no midriff exposing tops are to be worn. The wearing of our school uniform encourages the belonging of our school family.

## Uniform Shop

The school's Uniform Shop is open on:

MONDAY: 8:00 – 9:00am  
TUESDAY: 8.00am - 9.30am  
THURSDAY: 2.30pm – 3:30pm

Extra hours will be scheduled during the first week of the school year. Contact the reception for these extra hours. *Current Uniform Price Lists are available from Reception, Uniform Shop or online on the School Website at [www.windaroo.ss.eq.edu.au](http://www.windaroo.ss.eq.edu.au)*

## COMMUNICATION

Open two way communication between the class teacher and parents/carers is the most valuable support you can give your child. Getting to know your child's teacher and working with them in a positive way will benefit your child and it creates positive attitudes to school and learning.

If you have issues, the class teacher should be your first contact. Administration are always happy to meet with parents/carers about concerns should you require further support. A positive parent/carer school relationship benefits your child.

## Social Media

Parental and community feedback is important for schools. If you have a compliment, complaint or enquiry about an issue at school, the best approach is to speak directly to the school about the matter, rather than discussing it in a public forum.

Just as you would discourage your child from behaving inappropriately online, it's important to remember that sometimes negative comments that parents and care givers post about their school community have a greater impact than expected.

Reputations of teachers, schools, principals and even parents can be permanently damaged and in some cases, serious instances of inappropriate online behaviour are dealt with by the police and the court system.

Communication between school and home occurs via email so please ensure your email contact details are kept up to date with the school.



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## Parent - Teacher Interviews

Parent Teacher Interviews occur twice a year and are an important part of the communication process between school and home. These interviews occur towards the end of term one and term three to provide feedback about the student's progress at school. It is at these points that any areas of concerns can be raised and a plan to improve these can be implemented for the next term before the Report Card is produced. We have an online booking system which opens prior to interviews. Here, parents can login and choose timeslots that are available for all of their children without the need for consultation between teachers to avoid clashes etc. Information about this process is made available as the interview timeslot draws closer.

## Report Cards

Report Cards are a more formalised part of the communication process about your child's achievement. These are available on QParents and emailed twice a year at the end of each Semester in June and December. These reports outline each Key Learning Area (KLA) of the school curriculum and the Academic Achievement and Effort attained by the student.

There is also reflection on their involvement, participation and attitude with class and school activities. Please keep your current email address up to date with the front office staff.

## Advice regarding absences

It is an offence under the Education Act 2006 for your child to be absent from school without a legitimate reason. Therefore whenever your child is absent from school you should contact the school using one of several communication tools to explain their absence. These include via QParents, or email the absence to [absent@windarooos.eq.edu.au](mailto:absent@windarooos.eq.edu.au), or contact the class teacher by note, email or face to face to explain the reason for absence. This helps identify truancy situations which occur on rare occasions and assists in ensuring children's greater security. Where a prolonged absence is anticipated, notification to this effect is required. Student absences are recorded and investigated when legitimate reasons are not given. Penalties apply for parents who fail to ensure their children attend school.

At Windaroo State School we expect all children to be at school by the first bell at 8:50am, classrooms are open then and the children are expected to organise their belongings for the day ahead. By 9:00am bell we expect everyone to be ready for the first teaching session. Our belief is "Be at school, be on time: that's the expectation" The important message here for parents/carers is that every time your child is late for school it is costing your child a learning experience, as well as interrupting the learning time for others. We ask for parent/carer support in ensuring that we have 'on time' starts to EVERY school day.

When a child has an appointment or needs to leave school early, please send a note to their teacher in the morning. No child is permitted to leave the school grounds during school time without parental permission.

A parent / carer who is identified on the student's Emergency Contact List must come to Reception for an Early Departure Slip before visiting the classroom to remove a child.

**QPARENTS** - Register by accessing <https://qparents.qld.edu.au>

QParents is a secure online portal that is free for all Queensland state schools to use, and gives parents quick easy access to their students' information twenty-four hours a day, both primary and high school. It is an innovative online communication tool that's free of charge for both the school and parents to use.

- \* advise student absences and check your child's attendance
- \* see and pay outstanding invoices
- \* current and past student reports available for perusal
- \* advice of upcoming student excursions

## SMS4Schools

SMS4Schools is a text messaging service delivered directly to your phone to provide you with immediate notification that your child is absent from school when no explanation has been received as well as excursion payment reminders and urgent information regarding school emergencies or closure.

## Skoolbag

Skoolbag is a free App that can be downloaded to ANY phone that has internet capabilities. The App provides information around the school newsletter, payment reminders, urgent messages about event or sport cancellations due to weather, meetings, tuckshop menus.

## Newsletters

The school newsletter, "*Windaroo E-Weekly*" and "*E-News Flash*" are electronic publications. They contain important information from administration, staff and the P&C, and school news of interest. With our E-Weekly service the distance between the school and parents is shortened as parents are able to experience firsthand activities the school is currently undertaking and the latest information on Academic, Health, Sport and class areas that may interest you. This way the whole family can share the success stories of your children. As with assemblies, we'd like to hear of any child's success outside of school so that it can be published in the *Windaroo E-Weekly*.

You can access the Windaroo E-Weekly by:

- ◆ By email – advise any changes to your email address to enable changes to the subscription list.
- ◆ Visiting our Website at [www.windarooos.eq.edu.au](http://www.windarooos.eq.edu.au).
- ◆ Accessing it from Windaroo Skoolbag App. on your smart phone.

If you do not have access to the internet please notify the office so we can organise for a hard copy to be sent home with your child. By not accessing this service you may be missing out on reading about your child's activities and important school communications.

## Contact Detail Changes

If you have changed your address, phone number, emergency contact information, email address or any other information relevant to the school, please keep us informed through Reception. It is imperative that the school has a range of current emergency contacts should your student become ill/injured at school.

## Assemblies

It is not the school's policy to conduct daily school assemblies as the school has other means of communication to impart daily messages to students and staff. Assemblies are held on a weekly basis in the Lone Pine Hall with junior and senior phases held alternately. Please check with Reception to find out the days/times when these are currently held.

During "assembly" the administration, other staff and children are involved in communicating information to the school at large, awards and other presentations are made, visitors are welcomed and classes are encouraged to perform items. This is an important part of our school life and plays a key role in developing school identity and spirit. If children have received trophies or other awards from clubs and activities outside the school, they are invited to bring these along to their assembly so that we can congratulate them in front of their fellow students. Parents/carers are invited to be part of the audience of our regular assemblies.

## Mobile Phones

Unless there is a clear and definite reason why a parent/carer considers it necessary to permit a student to bring a mobile phone to school, they are not permitted. Parent/carers written permission is required each year stating the reason the student needs to bring a mobile phone to school. Students must lodge their mobile phone with the office each morning and collect in the afternoon after school. Students are responsible to remember to follow this procedure and to collect the phone each day. Students are not permitted to carry mobile phones around the grounds or to have them in classrooms or school bags. Failure to follow the guidelines will result in permission to bring mobile phones to school being denied.

## FINANCE

### Invoice Payments

We request that payments be made via BPoint, QParents or at the cash collection window (at the rear of the Administration Block) on **Monday, Wednesday and Friday mornings only** from 8:15am—9:30am

#### **Pay by BPoint or QParents: *Credit Card ONLY***

On the bottom of your invoice you will find a BPoint web address. Click on this and it will take you directly to a payment portal which will be prefilled with your student's details. Complete credit card details and your payment will be automatically applied within our school receipting system. Alternatively view your outstanding invoices in QParents and click the invoice you wish to pay.

#### **Pay by phone: *Credit Card ONLY***

Phone 1300 631 073 and quote your Customer Reference Number and invoice number to make your payment. If you don't have the necessary numbers, you can find these on the original invoice or phone our office and we will assist and transfer your call immediately to the BPoint payment line.

#### **Pay in Person: *Payment by Credit or Debit Card, Cash or Cheque***

Payment can be made at the Cash Collection Window at the rear of the School Administration block between 8:15am and 9.30am on Monday, Wednesday or Friday ONLY.

### Payment Plans

If you wish to take advantage of a payment plan for camp, etc, please advise the school office. This is designed to assist you in managing large amount student invoice payments. After discussing with you how much and how often you wish to pay, we send you an email with a link. This link will direct you to a BPoint direct debit web page where it has been prefilled with student/invoice specific information and also the frequency and amount of payment. Once accepted, you will receive an email 24hrs before a deduction is due to remind you of the direct debit.

### Refund Policy

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

If a parent/carer wishes to apply for a refund due to the child's non-participation in an excursion or camp activity, they may do so by completing a Request for Refund form available from the school office. Where possible, the request should include the original receipt relating to the payment for which a refund is being sort. In the case of non-participation due to illness a medical certificate may also be required. A refund due from school activities can be applied against outstanding student Resource Scheme debts for that student or their siblings.

### Payment to P&C, Canteen or Uniform Shop

All Payments to Parents' and Citizens' Association, Canteen or Uniform Shop need to be paid directly to them by cash or cheque only (credit card accepted at Uniform Shop only); but can be left at school reception. Flexischools is available for online canteen ordering, register at [www.flexischools.com.au](http://www.flexischools.com.au).

## **Voluntary Air Conditioning Scheme**

### **\$80 per student or \$100 per family for 2 or more students**

How lucky are we at Windaroo State School to have air conditioners in each classroom for all our students both in the hot summer months and cold winter days. Our school is the only school in the area which is fully air conditioned.

To continue this great asset we would appreciate your contribution of \$80 per student or \$100 per family of two or more students to help us maintain our Air Conditioning Scheme. Your contribution ensures that air conditioners are serviced, maintained and replaced when required.

## **Student Banking**

Banking is conducted by members of the P&C on behalf of the Commonwealth Bank through the school once a week on **Tuesday**. Children place bankbooks and deposits in a special carry bag in their classroom before school. This is then collected, the deposits processed and booklets returned to students later in the day. Younger family members with Dollarmite accounts are also welcome to use this facility.

If you wish to use this service it will be necessary for you to open a Dollarmite account with the Commonwealth Bank in your child's name at your local branch.

## **Children's Personal Money**

The school encourages children at all times to hand in money payable to the school at the cash collection window on arrival at school. Children should not leave money in school bags, in tidy trays or on the desk for obvious reasons. To avoid the risk of loose money being lost from a pocket etc. please ensure it is secured in a purse or envelope clearly marked with the child's name and class.

If a child is found to have more than \$20.00 at school, their parent/carer will be notified to make them aware of the situation.

## CURRICULUM

### National Curriculum

The Australian Curriculum is being implemented in all states and territories of Australia. The learning areas of English, Maths, Science, History and Geography have been phased in at Windaroo State School.

The curriculum includes:

- ◆ Rationale and Aims
- ◆ Content and Proficiency Strands
- ◆ General Capabilities
- ◆ Cross-Curriculum Priorities
- ◆ Year Level Descriptors
- ◆ Year Level Achievement Standards.

For more information go to: [www.australiancurriculum.edu.au](http://www.australiancurriculum.edu.au)

### Our Curriculum

Education Queensland has provided curriculum programs called 'Curriculum into the Classroom for Schools'. These programs are based on the Australian Curriculum and are in the areas of English, Maths, Science, History and Geography. Other Learning Areas within our school curriculum are Technology, The Arts and Health and Physical Education. While some components of these Learning Areas are taught individually many of the learning outcomes for our students are achieved through an integrated approach to curriculum.

At Windaroo we view curriculum in a broad sense. That is, we see it as being much more than just basic skills, important as these are. Curriculum is also seen to be more wide-reaching than that which takes place only in the classroom. All of the child's experiences, both at school and outside the school, constitute learning and contribute towards the shaping of the person. We therefore believe that learning should take into account children's interests and their wider life outside the school. It needs to generate in them an enthusiasm for learning and a desire to understand the world around them. It needs to give them knowledge and skills, which empower them for further learning and for life.

We recognise at the same time that one of the most important skills in life is the ability to live and work harmoniously with others. Our school therefore, places an emphasis upon social skills and cooperative learning ensuring that children have adequate opportunity to grow as individuals whilst at the same time being able to learn how to contribute to the life of the group.

To achieve the goal of assisting each child towards reaching their full potential we provide a quality learning program that is broad in its scope and centred upon children's needs and interests; one that is stimulating, challenging and yet provides every child with the opportunity to experience success and, above all, inspires them to want to become lifelong learners. At the same time it produces competence in basic skills.

Teachers prepare and implement units of work in English, Mathematics, Science and in other Learning Areas. These units will be tailored to meet the needs of all students, including high achievers and those needing intervention and support. Teachers will provide appropriate reports on the outcomes achieved by all students in both academic and other areas.

Our school reports to parents/carers twice yearly using the Education Queensland format. A five point rating scale indicates student achievement across the eight Learning Areas. These ratings are moderated across the year level. Parents/carers are also invited to discuss student progress at a face to face meeting each semester.

As a developing school we are continuously involved in the long term task of adapting the various state curriculum programs to suit the needs of our own students. .

We encourage you to take the opportunity at Windaroo to become involved in your child's learning by showing an interest in their work, by helping at the school whenever able and by being involved in the processes and programs we will be providing for you as a parent.

## **Supporting Students with Special Needs**

Students in our school initially receive support from their class teacher. Where a higher level of support is required the class teacher, with permission from the parents/carers, completes a referral for the Special Needs Committee. Support can be provided by the Support Teacher: literacy and numeracy, Guidance Officer, Speech Language Pathologist, Special Education Teacher and Advisory Visiting Teacher, depending on the needs of the child.

Support takes place in many different forms, depending on the needs of the student. It may take place in the classroom, small group withdrawal, individual counselling and individual support. It can also vary from short term to long term and be provided by specialist teachers and/or teacher aides. Students experiencing learning difficulties are referred to the Special Needs Committee. Teachers in conjunction with support staff work together to address the needs of the student.

Students with disabilities who have been verified following Education Queensland guidelines are eligible for an Education Adjustment Profile. These students will have an Individual Support Plan (ISP) and/or an Individual Curriculum Plan (ICP). These plans target specific needs of the child and provide a whole team approach to their education.

Students of exceptional ability are also catered for in our school with programs and resources being developed to assist them also towards their full potential. Academic, cultural, sporting and social/leadership opportunities are offered in order to nurture broad development of our students. Once again the support of our support teachers is accessed as necessary.

Students who may need assistance in a range of areas (academic through to behaviour) are prioritised through the Special Needs Committee. Where parents are concerned over their children's progress discussion should take place initially with teachers and other school staff such as the year level Deputy Principal. When it is felt that additional support is necessary the school then accesses appropriate itinerant support staff such as a Guidance Officer, Speech Language Pathologists, Communications Teacher and Advisory Visiting Teachers.

## **Prep at Windaroo**

At Windaroo we have purpose built prep year facilities that provide the best possible learning environments for our prep students.

Kindergartens and other childcare providers will continue to offer programs for children prior to the preparatory year. The Government provides funding to the Creche and Kindergarten Association and they have provided a facility at Windaroo State School.

## **Learning in Prep**

In Prep children learn in many different ways including play, organised games, explicit instruction and investigation. They develop important life skills by working with other children and adults. Prep makes connections between school and what your child learns at home and in early childhood education and care. During the course of the Prep year the children will learn to develop:

- A positive approach to learning
- Independence and confidence
- Thinking and problem-solving skills
- Language skills
- Early literacy and numeracy
- Physical abilities

Students will need to be five by 30 June in the year they start Prep.

The following chart will show when children will start the Prep Year.

<b>Birth Date:</b>	<b>Eligible for Prep in:</b>
Child born 1 July 2012 to 30 June 2013	2018
Child born 1 July 2013 to 30 June 2014	2019
Child born 1 July 2014 to 30 June 2015	2020

## **Physical Education, Sport and Recreation**

Our intention is to provide a wide range of fitness activities and physical skills plus sporting and recreation experiences within a program led by our Physical Education Resource Teacher. Facilities within our school campus are developing and together with those in the wider community are being capitalised upon, as are the skills of parents/carers and other community members in the pursuit of a broad based program.

Emphasis is placed upon fitness and basic skills with components of outdoor education, aquatics, athletics, dance, gymnastics and games comprising the program. "Aussie Sports" plays a valuable role and a balance is sought between social and competitive matches in the sporting program. Interschool and intraschool sport is encouraged.

A camping and outdoor education program has been developed whilst lunchtime sport and recreation activities are provided.

## **Science Program**

The Science program at Windaroo State School is unique in that it is treated as a specialist subject. Each week, students from Prep to Year 5 come to our purpose built science room for their lesson. Two of our science teachers at Windaroo are previous winners of the Peter Doherty Award for Science Teaching Excellence, and our school has also been the recipient of "The Prime Minister's Prize for Excellence in Science Teaching in Primary Schools".

The "Green Team", a club open to all students in the school has worked together to develop over two acres of gardens around the science room and is sustained financially by selling our vegetables each week.

## **Instrumental Music Program**

An Instrumental Music Program, with qualified instructors, operates for brass, wind and percussion at the school for children in Years 5 to 6, and strings in Years 3 - 6.

A limited number of instruments are supplied by the school but parents/carers are encouraged to provide one for their child wherever possible.

Children on the program are withdrawn for 30 minutes instruction weekly whilst various ensembles operate to provide children with group music experience. These groups train out of school time usually during the lunch hour or before school. This Instrumental Music Program operates under a "user pays" system where an annual fee applies.

## **Hassle Free Homework**

This booklet is designed to ease the tensions sometimes caused by homework and to familiarise parents/carers with Windaroo State School's Homework Policy. It's been designed as a result of surveys and discussions between staff, students and parents/carers. We hope it will clarify our expectations of students and be of value to you as you support and assist your child. We welcome your viewpoint and suggestions, and have tried to respond to a range of those as we developed both the Homework Policy and the Hassle Free Homework booklet.

## **Why Set Homework?**

Most of us see homework as being valuable as it provides opportunities for students to practise skills and revise or reinforce work done in class. It helps students to develop study habits and time management skills, whilst promoting independence and self-discipline. Also, it helps parents/carers to be aware of classroom learning and promotes direct involvement in their children's learning.



## What Sort of Homework is Set?

*Home Reading* is an essential feature of homework for children in all year levels. Younger children (P-2) will bring a reading book home most nights to read to you and this may require checking off on a record sheet. Windaroo State School is also able to offer an online reading program called Reading Eggs. Children receive a username and password through their class teacher, which allows them access to an abundance of reading texts online. For those children unable to access computers at home, provisions have been made in Homework clubs before school and during breaks to access computers.

*Spelling* is likely to be set for all year levels, and the school's spelling program requires words targeted to be suited to each child's spelling developmental phase. This means that, whilst there may be a core of words for the class, students will vary in the number of words they are required to learn. Your child's teacher will explain the process for checking spelling or sight words.

*Basic maths facts and computations* will often be set and need to be practised to ensure these important building blocks for learning are solid. The school has provided access for our children to Mathletics. Mathletics is an online program that allows children to practice a range of Mathematical skills in a fun, engaging and challenging way. Children receive a username and password through their class teacher. Class teachers may set specific tasks to be completed for homework.

Sometimes students will be required to prepare or practise a talk at home, or to complete a piece of writing. Other English activities could include a word building activity or a comprehension task. Homework may be a project or research activity with clearly set criteria and expectations of parental input. Home tasks in report writing might include proof-reading, rewriting, illustration and presentation details.

The policy of this school is to ensure a child's homework expectations reflect learning abilities / needs.

## When is it Set and How Much?

Teachers normally set homework over a 4 night weekly period, generally Monday to Thursday. Some teachers set homework for a 4 day period from midweek to midweek – but still only 4 nights' work – to eliminate the "Monday blues". (Example – homework sheet goes home on Wednesday, comes back Tuesday.) Our policy is to ensure weekends are homework free for parents/carers that desire this, allowing children and their families to be flexible and plan completion of homework around other commitments.

Year 1 children are not expected to spend any more than 5–15 minutes nightly on homework. This gradually increases until Year 3 where it may take from 10–25 minutes. By Year 6, 20-45 minutes would be reasonable. (These suggested nightly limits would include home reading.) Naturally some children will take longer than others, but if your child is taking a significantly longer amount of time completing homework, it is best to contact your child's class teacher.

## What if There's No Homework?

Sometimes students complete their contacted homework in a day or two, and would like to do more. Sometimes you find yourself with time to work with your child and their homework is completed. Also, due to short weeks, holidays and special excursions, a child might not be assigned homework.

*Here are some suggestions for informal homework activities:*

- ◆ Read library books with / to your child;
- ◆ Keep diaries and other forms of writing (letters, lists, etc);
- ◆ Learn some practical task about the house (gardening, cooking, sewing, etc);
- ◆ Discuss current affairs from radio, TV or newspaper;
- ◆ Older children may be encouraged to watch such shows each night;
- ◆ Join a local library, select books together;
- ◆ Participate in sporting or cultural activities;
- ◆ Conduct open-ended investigations;
- ◆ Encourage participation in a hobby.



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## How Will I Know What My Child's Teacher's Homework Guidelines Are?

Parents/carers will receive a letter from the class teacher, detailing the types of homework activities that will be expected to be done, the approximate time to be spent on homework and the teacher's expectations and requirements for completion. There will be a return portion for you to sign and send back, to show you and your child have discussed these guidelines.

## How Can I Best Help With My Child's Homework?

Children work better once they've established routines, but they may need assistance in setting up those routines. You can help your child become better organised with the following suggestions:

- ◆ **Establish a homework place:** Encourage your child to work at the same place every day. It should be quiet and free from other distractions. Your child should come to expect this space to be available for homework activities.
- ◆ **Establish a homework time:** Encourage your child to work at the same time every day. Make sure this time doesn't clash with other favourite activities and discourage rival activities at this time.
- ◆ **Agree on who will help and what kind of help will be given.**
- ◆ **Provide support and encouragement for genuine effort:** None of us works at a maximum capacity 24 hours a day. And remember your child has put in a full day at school on a range of academic tasks. Avoid excessive correction, so your child sees you as an encourager, not a punisher.
- ◆ **Check for completion:** Yes, homework is your child's responsibility. Checking to see that it is complete shows your interest, and setting up home structures to encourage completion builds responsibility. Example: "When you have finished your homework, you may watch TV."
- ◆ **Confer with Class Teacher when problems occur:** This communication will show your child that home and school are together in support of their education and will also help teachers *to ensure appropriate homework expectations are in place.*

## Excursions

As part of our goal to make learning as meaningful as possible children will be taken on educational excursions from time to time. The type, number and cost of excursions will be carefully planned so as not to burden parents unduly, financially.

There is a school policy on camps and excursions. These excursions are generally organised on a class basis and supplement the work already being done in the classroom.

Prior to any excursion full information will be provided in writing and your consent sought. We request your assistance in returning permission forms and payment by the date requested. For your information, our cash collection times are from 8:15am-9:30am Mondays, Wednesdays and Fridays and cash collection is done via a window at the back of the Administration Block. Payment can also be made on-line by BPoint and QParent.

Often parents/carers may be requested to provide transport where there are smaller groups involved. We appreciate this valuable support but insist that children be accommodated **one to each seatbelt only** in these instances. Each vehicle used for conveying students must be currently registered, covered by Third Party Insurance and driven by a licensed driver.

**Refunds:** Please refer to our **Refund Policy** in the "Finance" section.

## Educational Devices / Bring Your Own Device Policy

Students are able to bring to school personally owned digital devices to work with in their classrooms if approved or requested by the class teacher. This device may be an iPad, iPod Touch, iPhone or similar Android versions or eReader. Devices are to be used for learning purposes ONLY as directed by the teacher.

**Students and Parents must sign an agreement to:**

- ◆ use it for learning purposes as directed by their teacher;

- ◆ act responsibly and not use the device to find, create or send information that might be harmful, inappropriate or hurtful to them or anyone else;
- ◆ respect others when they talk to, and work with them online, and never write or participate in online bullying;
- ◆ only use applications/games that have an appropriate age rating and that have been approved by their teacher;
- ◆ never access the internet through 3/4G, hotspots, or other independent network connection;
- ◆ never connect to another device via Bluetooth, Personal Hotspot or Pairing.
- ◆ only access the school wireless network for educational purposes;
- ◆ never download apps through the school network unless instructed by their teacher.
- ◆ never use their phone/device to call people during the school day;
- ◆ never photograph or video any incidents at school, including behavioural incidents such as fights; and to always leave their device in the locked classroom during break times
- ◆ act in a responsible and ethical manner,
- ◆ not use cloud based storage services e.g. icloud or dropbox to store, send, access or share information
- ◆ protect the privacy of others, never sharing images or messages via Messaging, Chat, Emails, Facebook, Facetime or any other social media application.

**When using their device as a camera they will:**

- ◆ only take photos and record sound or video when it is part of a class or lesson as directed by their teacher;
- ◆ seek permission from individuals (as per ICT User agreement and Media Release Form) before publishing photos, recorded sound or video to anyone else or to any online space. This includes uploading materials to the Learning Place, edStudio/edAlbum, blogs or the Windaroo SS website;
- ◆ seek teacher permission (as per ICT User agreement and Media Release Form) before uploading any content to any websites;
- ◆ protect the privacy of others and never post private information about another person, at home or at school.

It is also the responsibility of parent/carer to ensure that explicit content is not brought in on devices from home. If a student misuses their device a parent/carer **MUST** come to the School to collect the device. It will not be given back to the student.

## **CHAPLAINCY SERVICE**

The school Chaplain is a safe person for young people to connect with at school, providing a listening ear, caring presence and message of hope. They care for students struggling with confusing relationships, peer pressure and self-esteem issues, family breakdown, depression, bullying, physical, sexual and emotional abuse.

Chaplains run positive, fun activities for young people, both in and out of school and foster a supportive, caring school community. This includes support for at-risk students, support for staff and families from the wider school community and spiritual support and direction for the school community.

The partnership between the school and the Chaplain, supported by local churches, businesses and community organisations, provides a network of local support and assistance. These positive relationships help young people to face issues and provide hope, meaning and purpose.

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## BEHAVIOUR MANAGEMENT

At Windaroo we set high expectations of children in relation to manners and behaviour. It is our belief that when we set clear expectations that everyone understands, when we acknowledge and reward good behaviour and when we have predictable and appropriate consequences for misbehaviour, children will achieve and maintain the high standard expected of them.

We value your partnership as parents/carers in supporting us if a behaviour problem arises.

Our school has implemented the Responsible Behaviour Plan which reflects the Queensland Code of School Behaviour. This was reviewed in Semester One 2017.

Teachers develop their Class Behaviour Plans in accordance with the School Plan with their classes on an annual basis and will provide a copy for your information. Should you wish to discuss any aspect with us, please don't hesitate to contact your child's teacher, or an administrator.

### Our School Rules

#### Everyone has the right to:

- ◆ Feel safe, cared for and respected
- ◆ Learn and play without disruption

#### Everyone is expected to:

- ◆ Be Responsible for their own behaviour
- ◆ Respect the rights of others

To help ensure a safe, supportive environment, the following school rules which teach and promote our high standards of responsible behaviour are essential.

#### All students will:

Be Safe

Be Responsible

Be Respectful

Each week teachers will discuss at length a school rule linked to a Behaviour of the Week to ensure that every child understands fully what each rule means.



## Schoolwide Expectations Teaching Matrix

A set of behavioural expectations in specific settings has been attached to each of our three school rules. The Schoolwide Expectations Teaching Matrix below outlines our agreed rules and specific behavioural expectations in all school settings.

<b>SCHOOLWIDE EXPECTATIONS TEACHING MATRIX</b>						
	<b>ALL AREAS</b>	<b>CLASSROOM</b>	<b>PLAYGROUND</b>	<b>STAIRWELL</b>	<b>TOILETS</b>	<b>BUS LINES/BIKE RACKS</b>
<b>BE SAFE</b>	<ul style="list-style-type: none"> <li>▪ Use equipment appropriately</li> <li>▪ Keep hands, feet and objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>▪ Walk</li> <li>▪ Sit still</li> <li>▪ Enter and exit room in an orderly manner</li> </ul>	<ul style="list-style-type: none"> <li>▪ Participate in school approved games</li> <li>▪ Wear shoes and socks at all times</li> <li>▪ Be sun safe; wear a broad brimmed hat</li> </ul>	<ul style="list-style-type: none"> <li>▪ Rails are for hands</li> <li>▪ Walk one step at a time</li> <li>▪ Carry items</li> <li>▪ Keep passage ways clear at all times</li> </ul>	<ul style="list-style-type: none"> <li>▪ Wash hands</li> <li>▪ Walk</li> </ul>	<ul style="list-style-type: none"> <li>▪ Use own bike/scooter only</li> <li>▪ Walk bike/scooter to the gate</li> <li>▪ Wait inside the gate until the bus stops</li> </ul>
<b>BE RESPECTFUL</b>	<ul style="list-style-type: none"> <li>▪ Respect others' personal space and property</li> <li>▪ Care for equipment</li> <li>▪ Clean up after yourself</li> <li>▪ Use polite language</li> <li>▪ Wait your turn</li> </ul>	<ul style="list-style-type: none"> <li>▪ Raise your hand to speak</li> <li>▪ Respect others' right to learn</li> <li>▪ Talk in turns</li> <li>▪ Be a good listener</li> </ul>	<ul style="list-style-type: none"> <li>▪ Play fairly – take turns, invite others to join in and follow rules</li> <li>▪ Care for the environment</li> </ul>	<ul style="list-style-type: none"> <li>▪ Walk quietly and orderly so that others are not disturbed</li> </ul>	<ul style="list-style-type: none"> <li>▪ Respect privacy of others</li> </ul>	<ul style="list-style-type: none"> <li>▪ Wait your turn</li> <li>▪ Keep your belongings nearby</li> <li>▪ Have your bus pass ready</li> </ul>
<b>BE RESPONSIBLE</b>	<ul style="list-style-type: none"> <li>▪ Ask permission to leave the classroom</li> <li>▪ Be on time</li> <li>▪ Be in the right place at the right time</li> <li>▪ Follow instructions straight away</li> </ul>	<ul style="list-style-type: none"> <li>▪ Be prepared</li> <li>▪ Complete set tasks</li> <li>▪ Take an active role in classroom activities</li> <li>▪ Keep work space tidy</li> <li>▪ Be honest</li> </ul>	<ul style="list-style-type: none"> <li>▪ Be a problem solver</li> <li>▪ Return equipment to appropriate place at the sports bell</li> </ul>	<ul style="list-style-type: none"> <li>▪ Move peacefully in single file</li> </ul>	<ul style="list-style-type: none"> <li>▪ Use toilets during breaks</li> </ul>	<ul style="list-style-type: none"> <li>▪ Have your name marked on the bus roll</li> <li>▪ Leave school promptly</li> </ul>

These expectations are communicated to students via a number of strategies, including:

- ◆ Behaviour lessons conducted by classroom teachers
- ◆ Reinforcement of learning from behaviour lessons on School Assemblies and during active supervision by staff during classroom and non-classroom activities.

## BULLYING – NO WAY

See Responsible Behaviour Plan – available on our Website.

At Windaroo State School we aim to promote Behaviour Management in a Supportive School Environment where all members of the school community have the right to work and interact without disruption in a safe, supportive environment which promotes cooperation and learning.

### What is Bullying?

Bullying is any type of **repeated behaviour**, intentionally or unintentionally towards a person/persons causing physical hurt or emotional pain.

**Bullying can be:-**

- ◆ **Physical** - e.g. *pushing, hitting, kicking, tripping, crashing on purpose, property damage, throwing items to cause physical harm, stand over tactics.*
- ◆ **Verbal** - e.g. threatening, verbal intimidation, rude remarks, ridicule, demanding money or services, using words that suggest weakness, ugliness, sexual reference or which attack ethnic or religious characteristics.
- ◆ **Emotional** -e.g. gestures, repeating whispering, exclusion, spreading nasty rumours or gossip, passing notes, manipulation of friends.
- ◆ **Digital / Online** – by posting information or pictures online using social media or email

### Implications of Bullying

- ◆ **Targets/Victims** - depression, low self-esteem, poor physical health, school refusal, retaliation, suicide.
- ◆ **Bullies** - low esteem, delinquency, low educational achievement, six times more likely to have a criminal conviction.

### Why do Bullies bully?

An imbalance or abuse of power is at the heart of bullying and harassment. Power imbalance underpins all incidents of verbal, physical and emotional abuse as well as gender and racist violence. Bullies repeatedly use this power to oppress others less powerful than themselves on the basis of gender, racial background, religious or cultural beliefs, physical appearance, abilities and disability and socio-economic status.

### What can we do about bullying?

- ◆ Raise awareness— education about bullying.
- ◆ Survey to identify bullies and locations within the school where bullying happens.
- ◆ Ensure bullying is reported—encourage and promote reporting of bullying.
- ◆ Develop student social skills so that they can be assertive towards students who bully.
- ◆ Active duty of care by all school staff and parents/carers.

### What are we doing at Windaroo State School to prevent bullying from happening?

- ◆ Share bullying information with the school community on awareness raising through the school newsletter, forums, assemblies and display.
- ◆ Continue to educate students by providing lessons that provide them with information about bullying, the different types of bullying and strategies to deal with bullying (e.g. conflict resolution, problem solving).
- ◆ Invite people into our school to share with students bullying scenarios using The Arts as a stimulus e.g. Brain Storm Productions
- ◆ Promote the key values of our school - care, co-operation respect, responsibility, self-esteem and self-reliance.
- ◆ Provide a consistent school process for reporting and investigating any type of bullying with the school.

- ◆ Rewarding students who have been supportive and caring towards others within the school.
- ◆ Display resources around the school campus that reinforces positive actions against bullying and discuss on school assemblies bullying related issues.
- ◆ Promote an ongoing Protective Behaviours class program.
- ◆ Support target/victims - individuals/groups of students who have been bullied and teach them assertive behaviours.
- ◆ Train students to engage in the Big Buddies Program.
- ◆ Involvement of students in extra curricula activities (e.g. Inter School Sport, Chess Club, Choirs, Instrumental Music, Imaginary Play Program, Info Centre activities and Computer Lab. etc).
- ◆ Informal observations by all staff of students in and out of the classroom.

If a student is involved in any type of bullying towards another student /s, the class teacher must complete the Bullying Recording Sheet – pink copy and refer to the Domain Administrator to investigate.

(Domain Administrator to provide verbal/written feedback to referring teacher by way of Administrator's Bullying Feedback Sheet – blue copy.)

#### **1<sup>st</sup> Referral:-**

Student to discuss incident with Domain Administrator and the student will complete a 20 minute detention in the detention room.

#### **Further Referrals:**

- ◆ Class teacher or Domain Administrator will proceed with '**The Method of Shared Concern**' (Behaviour Management Program (refer to Appendix 5B) through a joint interview. Parent informed of actions.
- ◆ Class teacher monitors progress, completes interview stages and reports on the progress to Domain Administrator.

*Formal stakeholders meeting involving Principal. Guidance Officer and/or Chaplain notified if necessary.*

## **INTERNET ACCEPTABLE USE POLICY**

As part of the quality educational programs, Windaroo State School provides computer facilities to allow students and staff to access the internet via the Department Wide Area Network. Access is conditional on users complying with existing rules and Acceptable Use Policies which are incorporated in this document.

To enable your child to be a registered user of our computer facilities for these purposes, an Internet Use Consent, included in the Permissions section of the Enrolment Form, is to be signed by both student and parent/carer. Signed permission forms will remain current while your child attends Windaroo State School unless documentation is received stating otherwise.

### **Conditions and Rules for Use**

**1. Acceptable Use - Access to the internet is to facilitate communications in support of research and education, by providing access to unique resources and an opportunity for collaborative work.**

To remain eligible as a user, accessing the school's computer facilities must be in support of and consistent with the educational objectives of Education Queensland's Computers In Learning Policy.

Transmission of any material in violation of any School/Department Policy or Federal/State regulation is prohibited. This includes, but is not limited to, copyrighting material, threatening or obscene material.

Use for commercial activities is not acceptable. Use for product advertisement or lobbying is also prohibited.

**2. Privilege** - The use of Internet is a privilege, not a right. Inappropriate use, including any violation of these conditions and rules, may result in cancellation of the privilege.

**3. Monitoring** - Windaroo State School reserves the right to review any material on user accounts and to monitor fileserverspace in order to make determinations on whether specific uses of the network are inappropriate.

**4. Network Etiquette** - All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- ◆ Be polite.
- ◆ Do not get abusive in your messages to others.
- ◆ Use appropriate language.
- ◆ Do not swear, use vulgarities or any other inappropriate language.
- ◆ Do not engage in activities which are prohibited under state or federal law.
- ◆ Do not reveal your personal *address or phone numbers of students or colleagues*.

Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail.

Messages relating to or in support of illegal activities will be reported to the authorities and may result in the loss of user privileges.

Do not use the network in such a way that you would disrupt the use of the network by other users.

**5. No Warranties** - Use of any information obtained via the Internet is at the user's own risk. Windaroo State School or Education Queensland accepts no responsibility for the accuracy or quality of information obtained through its services.

All users need to consider the source of any information they obtain, and consider how valid that information may be.

**6. Security** - Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on Internet, you must notify a teacher or the system administrator. Do not demonstrate the problem to other users.

Attempts to log on as a system administrator may result in cancellation of user privileges. Any user identified as a security risk may be denied access to Internet by Windaroo State School.

**7. Vandalism and Harassment** - Vandalism and harassment will result in cancellation of user privileges.

Vandalism is defined as any malicious attempt to harm, modify (settings), and / or destroy data of another user, Internet, or other networks. This includes, but is not limited to, the uploading or creating of computer viruses and interfering with computer settings.

Harassment is defined as the persistent annoyance of another user, or the interference of another user's work. Harassment includes, but is not limited to, the sending of unwanted mail and interfering with computer settings.

## **8. Procedures for Use**

### Education tasks

Students will only access the internet for set educational tasks. The students will not be given free time or open access. These sites will be bookmarked by the teacher. Children who need to find a site that is not bookmarked must be accompanied by a teacher.

### Supervision

Student activity on the internet will be supervised by staff and screens will be positioned to facilitate supervision.

### Down Loading

A committee will be formed to discuss and design a school policy on downloading. Until a decision is made **NO-ONE** is permitted to use the school's account or hardware to download anything from the internet.

### Printing



Only information for education purposes may be printed and students must gain permission from their teacher before doing so.

#### Publishing of Student Work

Student information **must not** be published without written permission of the parent / carer.

#### Personal Details & Photos

Children are not to use their last name on published work on the internet or e-mails. While group photos can be published on the school's home page, no individual names will be printed with them. Personal profiles may be published, however individual photos must not accompany them. Individual photos may be sent via e-mail to keypals, if the exchange is organised by the teacher.

#### E-mail

Year 6 students are taught to use their email accounts at the start of the year in preparation for high school.

**9. Encounter of Controversial Material** - Users may encounter material which is controversial and which users, parents, teachers or administrators may consider inappropriate or offensive. However, on a global network it is impossible to screen or filter the content of all data. It is the users responsibility not to initiate access to such material or to distribute such material by copying, storing or printing. If the user comes across such material they must click on the **back** command and immediately report to the teacher.

### **Consequences for Improper Use**

Any user violating these rules, is subject to loss of network privileges and any other school Behaviour Management Plan options.

### **Student Agreement**

Students understand that the Internet can connect them to useful information stored on computers around the world.

While they have access to the Internet students:

- ◆ will use it only for educational purposes.
- ◆ will not look for anything that is illegal, dangerous or offensive.
- ◆ if they accidentally *come across something that is illegal, dangerous or offensive, they will:*
  - clear any offensive pictures or information from the screen and
  - immediately, quietly, inform their teacher.
- ◆ will not reveal home addresses or phone numbers or post photos – their's or anyone else's.
- ◆ will not use the Internet to annoy or offend anyone else.
- ◆ understand that if the school decides they have broken these rules, appropriate action will be taken. This may *include loss of their Internet access for some time.*

### **Internet Use Consent**

*(Please read before indicating your agreement or otherwise on the "permissions form" which accompanies our enrolment package.)*

#### **Student**

I understand that the Internet can connect me to useful information stored on computers around the world.

While I have access to the Internet:

- ◆ I will use it only for educational purposes.
- ◆ I will not look for anything that is illegal, dangerous or offensive.
- ◆ If I accidentally come across something that is illegal, dangerous or offensive, I will:
  - clear any offensive pictures or information from my screen and
  - immediately, quietly, inform my teacher.



- ◆ I will not reveal home addresses or phone numbers – mine or anyone else’s.
- ◆ I will not use the Internet to annoy or offend anyone else.
- ◆ I understand that if the school decides I have broken these rules, appropriate action will be taken. This may include loss of my Internet access for some time.

### Parent or Carer

I understand that the Internet can provide students with valuable learning experiences.

I also understand that it gives access to information on computers around the world; that the school cannot control what is on those computers; and that a very small part of that information can be illegal, dangerous or offensive.

I accept that my child understands this responsibility, and I hereby give my permission (as per the “permissions form” with enrolment forms) for him/her to access the Internet under the school rules. I understand that students breaking these rules will be subject to appropriate action by the school. This may include loss of Internet access for some time.

### Media Release

Technology in our school is such that we are able to publish photographs of our students in school publications and have pictures on our Website. At times, student photographs may be used to promote school activities within community newspapers and our Education Queensland publications.

In order to respect your privacy, and the privacy of your children, we seek your permission to use photographs in which your child might be involved.

*(Please read before indicating your agreement or otherwise on the “permission form” which is include in our enrolment form*

- ◆ I hereby authorise Education Queensland ("The Department") and/or its agents to make use of:
  - a) Still or moving pictures of my child or me
  - b) My voice or my child's voice
  - c) My child's schoolwork
- ◆ I acknowledge that the Department is not bound to make use of the products listed in Item 1 or the Release Form in the completed projected or any subsequent projects.
- ◆ I acknowledge that I am not entitled to remuneration, residual, royalties or any other payment from the Department *in respect to my involvement in the project and any use by the Department of any part of the project that was produced with my assistance.*
- ◆ I acknowledge that I have no claim to copyright in any respect or portion of the project and that copyright shall vest in the Department.
- ◆ I agree that the material may be used in all formats and media, as representations, reproductions or adaptations either complete or in part, alone or in conjunction with any wording or drawing, for all uses including Departmental and State of Queensland advertising and commercial purposes without need for further *consent or permission from me.*

## GENERAL INFORMATION

### Canteen

Our Canteen operates under the Smart Choices guidelines and provides a range of healthy foods for students.

The Canteen is run by a paid convenor, supported by a Canteen Management Committee and volunteer parents/carers. It operates for morning tea and lunches from Monday to Friday. We depend upon the support of parents/carers to continue operating at this level. Any help given benefits our school. Please ask our convenor to put your name on a roster.

The canteen operates an online ordering system. **Log on to [www.flexischools.com.au](http://www.flexischools.com.au) to register.**

A menu / price list goes home at the beginning of the new year and is available on our school website.

### **Care of Belongings and Lost Property**

Please mark each of your child's belongings (whether books, stationery items or clothing) with their name clearly. This not only assists us in returning found items to their rightful owners but can also avoid disputes. Lost property can be found in a 'lost property box' at either end of the teaching blocks, and a cupboard in the Multi Purpose Covered Area behind the Canteen.

At the end of each term the lost property is sorted and the named articles are returned to the owners. The unnamed property is placed on display on the path near the entrance to the school. You will be notified in *Windaroo E-Weekly* when this is going to happen.

It is also highly advised that students not bring toys or valuables from home unless for a specific purpose, as the school cannot be liable for loss, theft or breakage.

### **Book List (Student Requirements List)**

A core Book and Stationery List is available from Reception for each school year level. Items on these lists can be purchased from Holmview News. It is also published on the school website and SKOOLBAG.

### **Transport**

Depending on where families live in relation to the school, children may be eligible for free bus transport, an Education Department Cash Conveyance Allowance or may be able to access buses on a "user pays" basis. Children who live more than 3.2 kilometres by the shortest trafficable route from the nearest State Primary School are eligible for either the free bus or the allowance. Please contact the bus company direct.

Information on bus services may be gained by ringing the following bus companies:

**Logan City: 3200 9606**

**Cav Queensland (Logan Coaches): 5546 3077**

**Surfside: 5571 6555**

**Veolia: 3287 1427.**

## **HEALTH & SAFETY**

### **School Grounds Supervision**

Teachers provide rostered supervision in the school grounds during recess and lunchtime as part of school policy. Children should not arrive at school before 8.15am for their own safety, however where both parents are working and find it impossible to comply with this request, before school care can be arranged through the PCYC.

### **Before School & After School**

At Windaroo, there is no formally rostered supervision of students before the commencement of school at 8:50am. While school staff, in the course of their morning preparations, will respond to emergent student needs, the following information is provided:

- ◆ Students should NOT ARRIVE prior to 8:15am unless prior arrangements have been made with administration.
- ◆ Any student who arrives before 8:15am must remain in the seated area in front of the Canteen until the 8:15am bell sounds.
- ◆ Unsupervised play on the Adventure/playgrounds, oval and courts is not permitted.
- ◆ Large ball games are not permitted.
- ◆ The use of *bats and hard balls* is not permitted at any time during the day unless under staff supervision.

Your assistance in ensuring that children do not arrive at school too early would be appreciated, however all children should be at school no later than fifteen minutes before the start of the day.

Students need to be collected as soon as possible after the 3:00pm bell.

## Evacuation & Lockdown Procedures

Our school has carefully developed evacuation and lockdown procedures to prepare for contingencies such as fires and bomb threats or intruder alert. Each building has a displayed sheet describing procedures to be followed and the evacuation route for that building. Students and staff are regularly trained in the procedures to ensure that all operates smoothly in the unlikely event of incidents occurring.

If you are providing assistance in any building within the school campus please familiarise yourself with our evacuation procedures and join in if we are having a practice. A copy can be located in any school building.

## Wet Weather Procedure

On very wet days our procedures vary to better cater for children's safety needs. Whilst we will not, apart from in exceptional circumstances, change the length of the school day parents who may be concerned over rising creek waters and general conditions may collect their children before 3:00p.m. It is not our policy to place children at risk by sending them home early on our own accord. If a thunderstorm or hail presents a danger, children will be kept in their classes until parents collect them or the danger passes. Bus children will assemble in the Lone Pine Hall and will be escorted to buses as they arrive. A copy of our 'Storm Alert' policy is available from Reception and is placed in our school e-newsletter during storm season.

\*\* A text message may be sent.

## Parking and Student Collection

Parking for parents/carers plus student set down and collection areas have been provided outside the school. We ask that you take particular care in observing all traffic signs in our vicinity; parking should be in marked areas only and we request that you be alert for children.

**Please do not enter the school grounds in your vehicle unless a prior arrangement has been made with the Principal.** The off street parking areas within the grounds are for staff and visitors only. Application Forms for school parking permits to enable parents of students with limited mobility to park within the school grounds are available from Reception on request.

*Motorists who do not observe all signs in the vicinity of the school are endangering the lives of our students.*

Pedestrians wishing to traverse Mt Warren Boulevard on the crossing opposite the school's front entrance are provided supervision by "Lollipops" for a period before and after school.

The "Drop and Go" is a designated area for the drop off and collection of your children in a safe manner. This will allow you to safely deliver your child/children to school and be on your way without having to leave your vehicle. Stopping in the "Drop and Go" area is limited to a 2 min stop, this will allow the next person to do the same, assisting to ease congestion. Children are required to continue to use the pedestrian crossing, to both enter and leave the school grounds.

When you pull into the "drop and go" you MUST move to the front of the lane/queue, you cannot leave any gaps in the lane. You will then be able to collect your child/children and move off. If your children have not arrived in 2 mins, you must move off, do the loop and re-join the queue. If the lane is full you must not block Mt.Warren Blvd, but continue to loop or park elsewhere.

## Medicines at School

Should your child require medication prescribed by a **medical practitioner** whilst at school Education Queensland requires that:

- ◆ the medication, with the pharmacist's written instruction and including the prescribing doctor's name on the container, must be lodged with the school for security purposes.
- ◆ administering of the medication will be carried out by an adult staff member designated by the principal.
- ◆ non-prescribed medications such as analgesics, cough mixtures and the like should not be brought to school and *cannot be administered by school staff.*

Authority forms are available from Reception and should be completed when leaving medication with the school administration.

## Casualty Procedures

Our school has at least one First Aid Officer on rostered duty whose role is to care for children injured at school. Whenever first aid has been administered at school for anything other than minor injuries we will notify you by note, or will make every effort to contact you by phone where the injury is of a more serious nature. On occasions children require transport to medical attention or treatment by Ambulance and if parents/carers are unable to be contacted we cannot hesitate to take such action as part of our "duty of care".

## Asthma

The school has a comprehensive Asthma Policy to facilitate quality care of asthmatic children. It is important that you advise Reception if you have a child with this condition. Information concerning the severity of your child's condition will then be placed upon our records to ensure appropriate care can be provided by the school.

Should your child require asthma medication at school you will need to supply the school with a current Asthma Management Plan from the prescribing doctor and follow the "Medicines at School" procedures above.

A copy of our Asthma Policy will be provided for your interest; please feel free to make suggestions as to how this may be improved.

## Exclusion periods for illness:

For your guidance, the table below provides information regarding the period of time children are excluded from school as a result of having contracted infectious or contagious diseases. It has been prepared by the Australian Medical Association and adopted by Education Queensland.

WHEN CAN I GO BACK TO SCHOOL?	
Disease	Period of Exclusion
Chicken Pox	Exclude for at least 5 days after the first appearance of the rash and the last blister has scabbed over. (Some remaining scabs are not a reason for continued exclusion.)
Conjunctivitis (acute infection)	Exclude until discharge from eyes has ceased.
Diarrhoea	Exclude until diarrhoea has ceased for 24 hours.
German Measles (Rubella)	Exclude for at least 4 days after the rash first appears.
Hand, Foot and Mouth Disease	Exclude until all blisters have dried.
Hepatitis A	Exclude until a medical certificate of recovery is received, after 7 days from the onset of illness or jaundice.
Herpes (cold sores)	Exclude if child cannot comply with good hygiene practices while sores are weeping. (Sores should be covered with a dressing where possible.)
Influenza	Exclude until well.
Measles	Exclude for at least 4 days after the rash first appears.
Meningococcal infection	Exclude until well
Mumps	Exclude for 9 days or until swelling goes down.
Parvovirus (slapped cheek)	Exclusion not necessary
Ringworm, Scabies Trachoma	Exclude until day after proper treatment started.
Streptococcal Infection (Including Scarlet Fever)	Exclude until child has received antibiotic treatment for at least 24 hours and feels well.
School Sores (Impetigo)	Exclude until proper treatment has started. (Sores on exposed skin should be covered with a watertight dressing).
Whooping Cough	Exclude for 14 days from onset of coughing or until child has taken 5 days of a 7-day course of antibiotics (erythromycin).

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## Head Lice

### Position Statement:

Education Queensland has a responsibility for minimising risk to all school community members of being affected by head lice while on school premises, but parents have responsibility for control, detection and treatment of head lice among students. Windaroo must utilize departmental guidelines for minimising the presence of headlice at school and procedures for managing headlice incidents. *WH&S Act 1995*.

### Expectations of our School

To help control head lice, it is reasonable to expect that our school will:

- ◆ Distribute school procedures and information on the control, detection and treatment of headlice to parents/carers and staff at the beginning of the school year or when required;
- ◆ Advise parents/carers to be vigilant, particularly during periods of heavy lice infestation; implement classroom organisation and teaching programs, as well as guidelines for play, that minimise head to head contact during outbreaks of headlice;
- ◆ Support parents/carers through practical advice and a sympathetic attitude to avoid stigmatising families who have difficulty complying with control measures and
- ◆ Request *parents/carers not to send children with headlice to school until treatment has begun*.

## Dental Service

Free dental treatment is offered to all children in the school through the Department of Health. This is provided by a dentist or dental therapist, depending upon the nature of the treatment required. Should you wish to access this service, you can access this service by phoning 1300 300 850.

## Insurance cover for students undertaking physical activities

Physical activity and physical education, particularly contact sports, carry inherent risks of injury.

Parents/carers are advised that the Department of Education Training 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/carers as to the type and level of private insurance they arrange to cover students for any accidental injury that may occur.

## PARENT/CARER PARTICIPATION

Today's school is one where staff and parents/carers work together as partners in providing quality learning opportunities for children. Windaroo is committed to achieving this goal through providing a wide range of possibilities for parent participation. It is important that you take advantage of this situation. Recent studies reveal that children whose parents play an active role in their schooling achieve higher results on academic tests. Whether you've been involved in your child's school before or not we hope you'll become part of building Windaroo into a truly exciting school for your child. There are many ways you can do this:

### Parents & Citizens Association (P&C)

Our Parents' and Citizens' Association meets in the Lone Pine Hall on specific dates. These dates are set at the Annual General Meeting in March and are advised to the community through the school newsletter, P&C Facebook page and Skoolbag app.

We encourage all parents and carers to attend these meetings so our goals for each year are achieved and our children receive the benefits of your involvement. Tea and coffee are available.

The association receives regular reports from our principal and teachers in charge, together with updates from the various committees in the school. It provides advice and support to the principal and staff and is involved in making many decisions pertaining to the school.

Our keen Fundraising Committee organises activities not only to raise our much needed funds, but making as many of these as possible fun, family situations.

## Helping Make Decisions

Our Parents and Citizens Association is a very important body, often contributing to important decisions about the school's operation and its future, and provides valuable advice to the school's administration team. You are encouraged to attend its advertised meetings.

Quite often surveys will be sent home seeking your opinion on topics or asking how you think we're going. The information our community provides in these is used to influence our planning, including our annual budget, and improvement.

## Rolling Up Your Sleeves

**In the Classroom** - Teachers usually could do with an extra pair of hands with twenty to thirty hungry minds to feed. Please let them know of your availability when they survey for assistance.

**With Support Programs** - We're always in need of more help for children who are experiencing learning difficulties and provide training so that you can be both confident and effective.

**In the Information Centre (Library)** - With the large number of new books and other resources that we're continually adding to our collection, there's no shortage of work for helpers in covering etc.

**In the Canteen** - Our canteen is always in need of more helpers. We'd love to hear from extra helpers even if only for an hour or two per fortnight. Without helpers there is always the risk that the canteen will close.

**In Fundraising** - Whilst our government grants meet so many of our needs, a rapidly growing school still needs a lot of financial assistance if it is to provide the resources for an increasing number of children. Please support any fundraising activities as best you can and, if possible, become part of our Fundraising Subcommittee.

We hope you'll be available to assist in many of the above ways and thus provide an even higher standard of education for your child and others.

Throughout the year we'll be offering courses or information sessions designed to assist you as a parent of a young learner. These have proven to be very popular and are valued by our parents because of their usefulness. Watch "*Windaroo e-Weekly*" for details.