



*Caring & Learning Together*

*Windaroo State School*

# **Windaroo State School**

## **Information Handbook**

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# 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:	Alisha Le Brese	
Deputy Principals:	Michelle Leadbeater Valerie Paterson (M – W) Leisa Armstrong (Th & Fri) Danielle Roff	Junior School (Prep, & Yr 1) Middle School (Yrs 2, 3 & 4) Middle School (Yrs 2, 3 & 4) 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.



Alisha Le Brese  
Principal

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## SCHOOL HOURS

### Operation Hours

- ◆ School operates from 9.00am - 3:00pm Monday to Friday with the first bell at 8.50am.
- ◆ Morning Tea 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 Tuckshop. 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.

### Arriving Late

- ◆ Late Arrival slips are to be collected from the office if a student arrives after 9:00am.

### Leaving Early

- ◆ A parent/carer must come to the office for an Early Departure Slip before visiting the classroom to remove a child.
- ◆ 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 the office for an Early Departure Slip before visiting the classroom to remove a child.

### Before and After School Care

We offer to the parents of our school before and after School Care for your children which is run by the Police Citizens Youth Club. Inquiries can be made through the PCYC on 0427 783 558 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 sun safe 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 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.

## **General Appearance**

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.

## **Uniforms**

Uniforms can be purchased from The School Locker at Loganholme during their normal business hours.

## **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.

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

## **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/carers 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.

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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 concern 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, <https://sobs.com.au>. 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; email the absence to [absent@windarooross.eq.edu.au](mailto:absent@windarooross.eq.edu.au); contact the class teacher by note or email to explain the reason for absence. This helps identify truancy situations which occur on rare occasions and assists in ensuring childrens 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.

## QParents

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

Registration is by invitation email. Initial registration needs to be completed on a laptop/desktop using 100 points of identification to verify your identity.

## QSchools

Access the latest news, events and newsletters through the QSchools app available to download free on your smartphone.

## 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.

## 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:

- ◆ Email – advise any changes to your email address to enable updates to the subscription list.

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- ◆ Visiting our Website at [www.windarooos.eq.edu.au](http://www.windarooos.eq.edu.au).
  - ◆ Accessing it from Windaroo QSchools 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 the office. 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 the office 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.

**The school is not liable for any phones that have not been lodged at the school office.**

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## **FINANCE**

### **Invoice Payments**

Invoice are paid online using BPoint or QParents.

#### **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 provide these details to you.

### **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 student invoice payments. After an agreed payment plan has been discussed, 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 sought. 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 contribution debts for that student or their siblings.

### **Payment to P&C or Uniform Shop**

All Payments to Parents' and Citizens' Association or Uniform Shop need to be paid directly to them by credit card.

### **Payment to Tuckshop**

All Payments to tuckshop need to be paid directly to the Tuckshop by cash or EFTPOS.

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## **Voluntary Air Conditioning Scheme**

### **\$80 per family**

Windaroo State School have air conditioners in each classroom for all our students in both the hot summer months and cold winter days.

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

## **Student's Personal Money**

Students should not leave money in school bags, 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 student is found to have more than \$20.00 at school, their parent/carer will be notified to make them aware of the situation.

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# CURRICULUM

## National Curriculum

The Australian Curriculum is being implemented in all states and territories of Australia. The learning areas of English, Maths, Science, HASS (Humanities and the Social Sciences), Health and Physical Education, Technologies, The Arts and LOTE have been phased in as part of the curriculum 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, HASS (Humanities and the Social Sciences), Technologies, The Arts, Health and Physical Education and LOTE. 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 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, at the end of Terms 1 and 3.

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.

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## **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 may be provided by the Support Teacher: literacy and numeracy, Guidance Officer or Speech Language Pathologist depending on the needs of the child.

Support takes place in many different forms, depending on the needs of the student and programs available. It may take place in the classroom, small group, 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 Enhancement teachers is accessed as necessary.

Where parents are concerned about their child's progress discussion should take place initially with teachers and 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 or Speech Language Pathologists.

## **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.

The Preparatory (Prep) year is the first year of school for your child. It is a full-time program that runs five days per week. Your child is expected to attend full-time in order to get the most from the Prep year.

### **Students need to be five by 30 June the year they start Prep.**

## **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 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

## **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 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

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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 their 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 4 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.

## **HOMEWORK**

### **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, which 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 practice 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

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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:*

- ◆ The educational apps Reading Eggs and Mathletics available to all our students;
- ◆ 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.

### **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

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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 via a window at the back of the Administration Block. Payment can also be made on-line by BPoint and QParents.

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.

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## **Educational Devices / Bring Your Own Device Policy**

Each year we revise our requirements and expressions of interest for teachers, classes and students to use BYO Devices. This BYO Device must be an iPad with version IOS 13 or above. 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/smart watch 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 eg. 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 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.

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## 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.

## 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 a Responsible Behaviour Plan which reflects the Queensland Code of School Behaviour.

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.

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 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>
	<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>
	<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.

## Behaviour Management Record Sheet Matrix

		LEVELS ⇨			
		Minor	Major		
SCHOOL RULES ⇩		LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
<b>Be Safe</b>	1. Work and play safely	<ul style="list-style-type: none"> <li>Discuss behaviours with student</li> <li>Optional logical consequence</li> <li>No recording in Duty Folder eg. -walk with teacher -pick up litter -sit out and watch play -go back and walk -play in undercover area only</li> </ul>	<ul style="list-style-type: none"> <li>Discuss behaviours with student</li> <li>Record name and behaviour</li> <li>Immediate logical consequence eg. -walk with teacher -pick up rubbish -sit out and watch play -go back and walk -play in undercover area -remove object</li> </ul>	<ul style="list-style-type: none"> <li>Discuss behaviours with student</li> <li>Record name and behaviour</li> <li>20 min detention</li> <li>Parent notified via Behaviour Management Record Sheet</li> </ul>	<ul style="list-style-type: none"> <li>Record name and behaviour</li> <li>Red alert card sent, Administrator take child to office</li> <li>Follow up by Administrator</li> <li>Parent notified / interview held IF REQUIRED</li> <li>20 minute detention in office</li> <li>Behaviour contract IF REQUIRED</li> </ul>
	2. Always be in the appropriate area	<b>R1:L1</b> <ul style="list-style-type: none"> <li>Not wearing hat / shoes</li> <li>Running on paved areas or around buildings</li> <li>Eating gum</li> <li>Sitting on port racks</li> </ul> <b>R2:L1</b> <ul style="list-style-type: none"> <li>Not waiting outside tuckshop before 8.15am</li> <li>Playing (ball) games outside tuckshop before 8.15am</li> </ul>	<b>R1:L2</b> <ul style="list-style-type: none"> <li>Spitting on the ground</li> <li>Throwing objects at ground</li> <li>Carrying sticks</li> <li>Rough play</li> <li>Riding bike/skateboard/scooter/roller blades on school grounds</li> </ul> <b>R2:L2</b> <ul style="list-style-type: none"> <li>Eating outside of area</li> <li>Walking and eating</li> <li>Playing in and around toilets</li> <li>Leaving desk for inappropriate reason</li> </ul>	<b>R1:L3</b> <ul style="list-style-type: none"> <li>Physically intimidating</li> <li>Dangerous rough play</li> <li>Deliberately hurting or intending to hurt</li> <li>Damaging other student's clothing</li> <li>Throwing objects with potential to hurt</li> </ul> <b>R2:L3</b> <ul style="list-style-type: none"> <li>Being in an out of bounds area</li> <li>Playing outside own play area</li> <li>Playing on adventure playground, courts or oval before school</li> <li>Leaving room without permission</li> </ul>	<b>R1:L4</b> <ul style="list-style-type: none"> <li>Possession of unlawful objects or substances</li> <li>Having dangerous objects at school eg. matches, knives, screwdrivers</li> <li>Violent acts causing injury</li> <li>Throwing objects causing injury</li> </ul> <b>R2:L4</b> <ul style="list-style-type: none"> <li>Leaving school grounds</li> </ul>
<b>Be Respectful</b>	3. Follow supervisor's directions the first time	<b>R3:L1</b>	<b>R3:L2</b> <ul style="list-style-type: none"> <li>Ignoring a direction</li> </ul>	<b>R3:L3</b> <ul style="list-style-type: none"> <li>Continual insolence / disobedience</li> <li>Giving misleading information to an adult</li> </ul>	<b>R3:L4</b> <ul style="list-style-type: none"> <li>Deliberate physical, verbal or written abuse to an adult</li> <li>Giving false information to an adult</li> </ul>
	4. Act respectfully to all	<b>R4:L1</b>	<b>R4:L2</b> <ul style="list-style-type: none"> <li>Disrespectful to others eg. pulling faces, laughing/pointing at, low level name calling</li> </ul>	<b>R4:L3</b> <ul style="list-style-type: none"> <li>Offensive/threatening actions, verbal or written comments</li> <li>Encouraging someone to break a rule</li> </ul>	<b>R4:L4</b> <ul style="list-style-type: none"> <li>Deliberate / continuous physical n (including spitting), verbal or written abuse (including MSN, email &amp; text).</li> <li>Creating/spreading malicious rumours</li> </ul>
	5. Care for all personal and school property	<b>R5:L1</b> <ul style="list-style-type: none"> <li>Littering</li> <li>Inappropriate use of resources eg. water, paper, paint</li> </ul>	<b>R5:L2</b> <ul style="list-style-type: none"> <li>Disrespectful of own/others' school property</li> </ul>	<b>R5:L3</b> <ul style="list-style-type: none"> <li>Touching / using others' or school's property without permission or inappropriately</li> <li>Using multimedia inappropriately</li> <li>Misusing own property/equipment</li> <li>Misusing toilets – eg. running, playing</li> </ul>	<b>R5:L4</b> <ul style="list-style-type: none"> <li>Stealing items</li> <li>Vandalising school or private property</li> <li>Misuse / fouling of toilets</li> </ul>
<b>Be Responsible</b>	6. Be prepared for learning	<b>R6:L1</b> <ul style="list-style-type: none"> <li>Not wearing correct school uniform (studs, sleepers, watch, signet ring are acceptable)</li> <li>Bringing inappropriate toys to school</li> </ul>	<b>R6:L2</b> <ul style="list-style-type: none"> <li>Not lined up ready for class</li> <li>Mobile phone not handed in to Office</li> <li>Playing with toys in class</li> <li>Using class time inappropriately</li> <li>Loitering after school</li> </ul>	<b>R6:L3</b> <ul style="list-style-type: none"> <li>Work refusal</li> <li>Inappropriate use of toys / iPods etc</li> </ul>	<b>R6:L4</b> <ul style="list-style-type: none"> <li>Continuous refusal to work</li> <li>Use of mobile phone during school hours</li> </ul>
	<b>Other</b>	Other: L1 _____	Other: L2 _____	Other: L3 _____	Other: L4 _____

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## 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, repeated 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

### 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 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.

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- ◆ 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.

## 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 fileservers space 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.

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**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.

### 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.

### 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

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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.

## Third Party Software Suppliers

To provide for a number of different learning opportunities and to cater for a variety of learning needs, we sometimes use software supplied by a 3rd Party Company. These companies are Risk Reviewed by an Ed Qld team and they must meet strict standards for Privacy and Security of all data held within their product. These reviews are available to all school and are then provided to parents to also read if they want further information. Sometimes the school pays for these subscriptions, but others are parent funded on a class by class basis. By giving permission for your child to access these software programs, you are allowing us to provide the most basic of information to enable access to occur. This permission is by way of an Electronic Form emailed out to all parents.

## 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

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## GENERAL INFORMATION

### Tuckshop

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

The Tuckshop is run by a paid convenor, supported by School Management and volunteer parents/carers. It operates for breakfast, 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.

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

### Ordering from the Tuckshop

The Tuckshop operates an online ordering system using an app called QKR, which can be downloaded onto your smart device.

### 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 Tuckshop.

At the end of each term the lost property is sorted and the named articles are returned to the owners.

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 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.

### 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.**

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## HEALTH & SAFETY

### School Grounds Supervision

Teachers provide rostered supervision in the school grounds during first and second break 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 Tuckshop 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 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 3:00pm. It is not our policy to place children at risk by sending them home early. If a thunderstorm or hail presents a danger at 3:00pm, 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 the office on request.

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

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Pedestrians wishing to traverse Mt Warren Boulevard on the crossing opposite the school's front entrance are provided supervision by crossing supervisors 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 Boulevard, 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 **MUST** have the prescribing doctor's name and written instructions on the container AND must be lodged with the school for security purposes.
- ◆ authority forms **MUST** be completed when leaving medication with the school administration.
- ◆ administering of the medication will be carried out by an adult staff member designated by the principal.
- ◆ **PLEASE NOTE: non-prescribed medications such as analgesics, cough mixtures and the like should NOT be brought to school and cannot be administered by school staff.**

## Casualty Procedures

Our school has a 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 the school office 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 procedures listed in the "Medicines at School" section of this handbook.

## 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).
Vomiting (Norovirus)	Exclude until diarrhoea has ceased for 24 hours.
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).

## 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 utilise 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. 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 and 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.

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## 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 dates set at the Annual General Meeting in March and are advised to the community through the school newsletter and P&C Facebook page.

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 is 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.

### 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 Tuckshop** - Our Tuckshop 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 Tuckshop 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.