

Est 1969

Woodridge North

STATE SCHOOL

· Be Responsible · Be Safe · Be Respectful · Be a Learner

Parent Handbook 2023



Office: 3380 6333 **Absences:** 3380 6366 www.woodridgenorthss.eq.edu.au

Email: principal@woodridgenorthss.eq.edu.au www.facebook.com/woodridgenorthss



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Our Vision "WOODRIDGE NORTH KIDS CAN!"

WE BELIEVE IN:

- respecting diversity of culture, values and beliefs
- developing and promoting tolerance whilst recognising individual strengths and celebrating successes
- the development of leadership, positive attitudes and effective social skills
- the provision of a wide variety of educational experiences and encouragement of excellence
- providing a safe and supportive learning environment for students, staff and members of our school community

..... what we are doing is in the best interest of our students.

School Song

Music by Bill Deer, Lyrics by a combined effort.

At Woodridge North all students are striving to excel, Hard work brings success to things that we do so well. Everything we learn will support us all life through, So thank you Woodridge North, we celebrate you.

> Diversities are many, we respect them all, Let us stand straight and tall. Give it your best in everything you do, Building a foundation for the future.

LIFE LONG LEARNING

Our programs focus on helping children develop the attributes of a life long learner:

- Knowledgeable person with deep understandings
- Complex thinker
- Creative person
- Active investigator
- Effective communicator
- Participant in an interdependent world
- Reflective and self-directed learner

School Contact Information

ADMINISTRATORS:

Principal Mr Michael McMahon
Deputy Principal Mrs Elizabeth Hancock
Head of Special Education Mrs Helen Stewart
Head of Curriculum Mrs Amber Cottrell
Business Manager Mrs Rachael Bazant

STREET ADDRESS: 3-11 Arthur Street

WOODRIDGE QLD 4114

POSTAL ADDRESS: PO Box 881

WOODRIDGE QLD 4114

TELEPHONE: 3380 6333

E-MAIL: <u>principal@woodridgenorthss.eq.edu.au</u>

WEB ADDRESS: www.woodridgenorthss.eq.edu.au

OFFICE HOURS: 8.00am – 4.00pm

School Calendar for 2023

Term Dates:

Term 1 Monday 23 January – Friday 31 March
Term 2 Monday 17 April – Friday 23 June
Term 3 Monday 10 July – Friday 15 September
Term 4 Tuesday 3 October – Friday 8 December

Australia Day (Public Holiday) Thursday 26 January First Day of School Monday 23 January

Easter Vacation Monday 3 April – Friday 14 April

Anzac Day (Public Holiday)

Labour Day (Public Holiday)

Tuesday 25 April

Monday 1 May

Winter Vacation Monday 26 June – Friday 7 July

Exhibition Days (EKKA) Monday 14 August Student Free Day Friday 2 September

Spring Vacation Monday 18 September – Friday 29 September

Queen's Birthday (Public Holiday) Monday 2 October
Summer Vacation Monday 11 December

School Timetable

The normal school day commences / concludes: 8:20am – 2.30pm

First Break – Eating 10:30am - 10:45am First Break – Play 10:45am - 11:05am Second Break – Eating 1:05pm - 1:10pm Play Break – Play 1:10pm - 1:40pm

Uniforms

Woodridge North has a distinctive uniform for both girls and boys. Woodridge North is a "uniform school" and we seek your co-operation in requesting that children wear the uniform to school and school events. The uniform should be worn as a complete ensemble and not mixed with other garments. Wearing of the uniform assists to maintain tone within the school, gives the pupil a sense of belonging and also eliminates undesirable competition in dress.

HATS AND SHOES are to be worn. Children will not be allowed in the playground without them.

If a student is unsuitably dressed, at the Principal's discretion, they may be required to change.

GIRLS Bottle green polo shirt

Bottle green skort or shorts (mid-thigh or longer) Closed in black running/school shoes and socks

School hat

Headwear must be plain bottle green, black or grey

BOYS Bottle green polo shirt

Grey shorts

Closed in black running/school shoes and socks

School hat

Winter Uniform

(Boys and Girls) Plain bottle green or plain grey jumper and tracksuit pants.

No jeans are to be worn to school except on Free Dress Days.

This uniform is to be worn on all school excursions and when representing the school.

Every child is to wear a school bucket hat when outside at school.

No nail polish, false nails, tattoos, make-up, dreads, mohawks, words or logos in hair, multiple or extreme hair adornments, cuts or hairstyles are allowed. No dyed hair is permitted unless requested by a teacher for a special event. No 'wheelie" shoes, with or without wheels.

Hair that reaches the shoulders must be tied back and off the face (boys and girls).

FREE DRESS DAYS – T-shirts must have sleeves that cover the shoulders. Shorts must be mid-thigh or longer.

Jewellery – Please see page 16 rules regarding jewellery.

School uniform items are available from Lowes at Logan Central Plaza. Plain uniform items can also be purchased from Department stores.

Accident Procedures

During the school day your child will be under the supervision of the teachers, but accidents may still happen. The procedure we follow is that, if possible, the parent is immediately notified so that the parent/caregiver can determine what course of action to take. If injuries appear too severe to allow this procedure, the child will be taken to the Public Hospital by staff members or by ambulance. *The school, however, does not assume responsibility for any cost incurred.*

Ambulance – the Ambulance Service covers everyone in Queensland.

Insurance cover for students undertaking physical activities

Physical activity and physical education, particularly contact sports, carry inherent risks of injury. Parents are advised that the Department of Education **does not** have Personal Accident Insurance cover for students. Education Queensland has public liability cover for all approved school activities and provides compensation for students injured at school only when the Department is negligent. If this is not the case, then all costs associated with the injury are the responsibility of the parent or caregiver.

It is a personal decision for parents as to the type and level of private insurance they arrange to cover students for any accidental injury that may occur.

Arrival and Departure

Travelling to/from School

Parents are asked to direct their children to use **one route only** and to ensure that they are aware of road hazards, supervised crossings, and road safety rules and talking to strangers.

If you drive to and/or pick up your children, please use the Council car park to do so. There will be many children about between 8.00am – 8.20am and at 2.30pm, so please drive carefully near the school.

CHILDREN SHOULD ARRIVE AT THE SCHOOL NO EARLIER THAN 8.00am.

If the occasion arises where a child has to arrive before 8.00am, they must wait outside the office until gates are opened. The teacher aide will then supervise all students while they are seated in the undercover area until the bell rings. Parents who wish to wait with their children are requested to also wait in the undercover area.

Students are not to play in the playgrounds before school.

Parents who collect their children from the classroom (particularly in the junior classes) each day are asked **NOT** to wait near the classroom doors, windows etc. while schoolwork is in progress. This upsets the attention of the children. Parents are welcome to wait in the undercover areas. (Please also see **Parking** and **Cyclists**)

Assemblies

Assemblies are held alternate Monday afternoons for junior and senior school from 1:50pm – 2:25pm. Parents and friends have an open invitation to attend all assemblies.

Student Attendance

Regular attendance at school is essential. Absences from school must be explained, preferably by a phone call to our absence line or our office staff, a text in reply to our absence query, a short note on return, or personal contact with office staff or the class teacher. If your child is away sick more than three days a medical certificate may be requested. If your child will be away for more than 10 school days, please see the office in advance to complete the necessary paperwork to apply for an exemption from schooling.

In Queensland the law requires you to ensure that your compulsory school age child is enrolled in a school and attends school on every school day. Where your child does not attend school and you do not have a reasonable excuse, you could be prosecuted for an offence and be liable for a fine of up to \$450 for the first offence and \$900 for further offences.

The school has a growing concern about the number of students who are absent from school on a regular basis. There appears to be a trend developing where parents are allowing their children to have days off school for unacceptable reasons. The **school** is very concerned about this issue and **will be closely monitoring all student absences**.

Punctual attendance is also important. Students must report to the administration office for a late slip if arriving after 8:30am with an explanation from parents/caregivers in the form of a note, personal or telephone contact.

If a child has to leave the school before the end of the school day, a written note or personal contact explaining the circumstances is absolutely necessary. The safety of your child is our main priority. No child will be allowed out of the school grounds during school hours unless accompanied by an adult (18 years or older). Parents wishing to collect children through the day need to call into the office and collect an early departure slip.



Behaviour Management Processes and School Rules

The following procedures apply to all students who choose to behave in ways that prevent students learning or the teacher from teaching or be disruptive or disrespectful in any way.

The procedures are designed to encourage a sense of self-responsibility and self-discipline in our students. An appropriate response by the teacher, when talking to the child about his/her behaviour, would be to ascertain the child's knowledge of alternative strategies.

In class actions	Responsible Thinking Room (RTR)/Admin	Parents	Re-Entry						
Behavioural reminders given,	Student sent to RTR teacher or RTR	Parent contacted if student is referred to	Re-entry dependant on behaviour						
backed by a visual	teacher-aide to	RTR for a major	agreement						
prompt.	develop a responsible behaviour plan.	incident, if referred twice in one day or if	negotiated with class teacher, Behaviour						
Use of buddy class or		referred three times	Support Teacher and						
time-out may be used.	If warranted, parent called with possible	in two weeks.	Admin if requested.						
	suspension.	An appointment may							
Teacher may fill in an RTR referral form.	Three or more	be requested with							
RTR referral form.	Three or more referrals in one term	parents.							
If the behaviour	results in exclusion	Intervention team							
warrants, the severe	from behaviour	meetings							
clause is used and student is sent to the office.	rewards.	automatically include parents.							

In accordance with the Code of Conduct for students representing the school in sports teams, competitions or ceremonies, having three RTR referrals or one office referral in a week will, at the discretion of administration, prevent the student form participating in the representative activity.

Upon re-entry to the school following a suspension, the PARENT is requested to attend an interview with an administration member, the child and if possible the classroom teacher and Behaviour Support Teacher. During this re-entry process a plan is made by those present to support the child's behaviour upon re-entry. This agreement is to be signed by the student before the student re-enters the school.

Student Welfare

A detailed copy of the Behaviour Management Plan for Woodridge North State School is provided to all families at the commencement of the school year or upon enrolment. A copy of local family support services is also provided.

Woodridge North State School Rules



Breakfast Club

A free Breakfast Club, funded by the YMCA, operates from the Tuckshop area Monday to Friday mornings from 8.00am for all students. Students may choose from cereal and toast. The Breakfast Club is manned by staff, senior students and volunteers.

Bus Service

No official bus service operates to/from this school but normal public bus services exist. Parents who wish their children to travel to school by bus can obtain further information by contacting the Logan City Bus Service on 3200 6754.

Community Hub

The Community Hub is located on Lindley Street. Our Community Hub leader, Silja can be contacted on 3380 6337. The Hub seeks to bring parents into closer contact with other parents, the school and people in our community. It's a place where parents and friends can meet and provides a venue for various activities and programs which are of interest to the parents and community in general. Programs run from the Hub include, playgroups, craft groups, parent information sessions and English conversation classes.

Computer Code of Conduct for Student Usage of Electronic Devices

To enable effective use of technology by all students, it is the responsibility of each student:

- To take due care of electronic and computer equipment;
- To abide by the Computer Code of Conduct.

Therefore, I will:

- Treat the computer hardware including printers, cameras, ipads, interactive whiteboards, touch screen monitors and furniture properly;
- Not install any programs or access programs of my own (using any storage devise);
- Ensure that all my personal storage devices are checked for viruses and malware before I connect them to any school computer;
- Log on to the network using only my own username and password and not that of another student; and
- Report immediately any damage I discover or observe happening.

While I have access to the Internet, I will:

- Use it only for appropriate research of topics being studied in class;
- Not search for anything that is illegal, dangerous or offensive;
- Not breach copyright by making multiple copies of anything I have downloaded; and
- Notify my teacher immediately if I accidentally access illegal, dangerous or offensive sites and close that site directly.

While I have access to E-mail, I will:

- Use it only for appropriate communication to assist me with my school studies;
- Not send an email which could be considered offensive, intimidating, dangerous, illegal or immoral;
- Not send emails containing copyright material; and
- Report any emails that are from unknown senders.

If I break any of these codes of conduct, I can expect:

- Loss of computer access for a period of time;
- Loss of internet access for a period of time;
- Extended loss of computer and/or internet access for repeated offences;
- Parents being informed of my breach of the Code of Conduct; and
- Suspension or exclusion for serious offences involving access to, use of, offensive materials.

Cyclists

Some children prefer to cycle to school and, should this be the case, the usual warnings should be given by parents. Queensland State law dictates that all cyclists **must** wear safety helmets conforming to strict standards. This safety requirement is supported by the P & C Association. Children who choose not to wear helmets should not ride their bicycles to school. Bicycles must be parked in the bicycle rack located near the office. Please ensure your child uses a padlock to secure the bicycle. All care concerning bicycle safekeeping is practised, but parents should ensure that they can provide all other security measures.

STUDENTS MUST WALK THEIR BICYCLES WHEN IN THE SCHOOL GROUNDS NO SCOOTERS OR SKATEBOARDS PERMITTED

Entry to School Grounds

In order to ensure the safety of students at School, most of the gates will be locked for the School day with the Office gate number 3 (Arthur Street) being the main point of entry. This will enable the School to monitor visitors coming to site as they will need to sign in at the Office as they arrive.

Student arrival between 8am and 8.30am and departure from 2.30pm can be made through the gates listed below:

- Gate numbers 3 and 4 (Arthur Street)
- Prep gates number 10 (Connection Road near C&K) and number 12 (North Road) will be open until 8.30am and unlocked between 2.10pm and 3pm
- Afternoon exit to North Road will be via gate number 12

These arrangements are subject to change according to COVID regulations.

The Office will co-ordinate entry to Prep during the course of the day in the event of illness or injury. Please contact the Office on 3380 6333 should you require emergency access or if you have any other queries.

Access to the Community Hub is via Lindley Street gate number 9. Silja, the Community Hub Leader, will ensure parents have access to the Hub throughout the day. She can be contacted on 3380 6337.

Parking - Parents' Cars

It is requested that Parents observe the **NO PARKING** signs and that only **AUTHORISED** vehicles should enter the school grounds.

Please do not park in the administration or the staff car park to ensure access for emergency vehicles.

Parking facilities for parents' cars are available in the Council car park. Entry is via Mawson, Lindley and Arthur Streets.

Parents are asked to observe the parking signs and to ensure students use designated pedestrian crossings.

Payments - Student Resource Scheme and Excursions Payment Methods

Payment of Invoices (emailed to home email address)

BPOINT

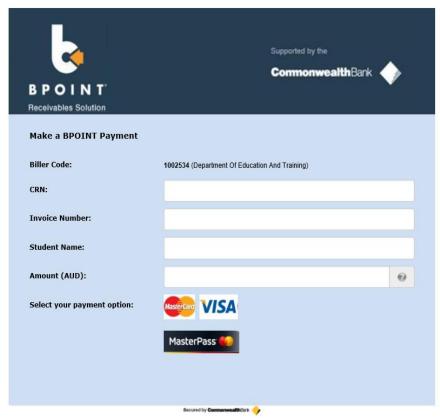
- Emailed invoice click on link on bottom left hand side to auto populate fields on BPOINT screen OR
- Paper invoice go to <u>www.bpoint.com.au/payments/dete</u> and enter CRN, invoice number, student name and amount paying.
- Visa or MasterCard (debit or credit card) accepted.

BPOINT BY PHONE

- Call the Queensland State School Bill Payment Service 24/7 on 1300 631 073.
- Enter CRN, invoice number and amount paying.
- VISA and MasterCard (debit or credit card) accepted.

BPOINT OR CENTREPAY REGULAR DEDUCTIONS

- Contact the Office on 3380 6333 to set up regular weekly or fortnightly deductions.
- BPOINT transfer from bank account.
- Centrepay (camp payments) deducted from benefit.



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Payment of Non Invoiced items

INTERNET BANKING

Account Name: Woodridge North State School General A/C
 BSB Number: 064-168 (CBA Branch Logan Central)

Account Number: 00090298

• Reference/Details: Student's Name, Year AND Reference/Item Code

(on your invoice)

eg. JSMITHYR2SWIM

If insufficient details are supplied, payments will be applied to the oldest debt for that Family/Customer.

Refund Policy

Refunds on payments eg excursions, levies, can only be made (subject to Principal approval) if the school has not paid for the activity. A refund will be paid directly to the parent/carer's account or if paid by credit card, paid back onto the card. Please see the office to complete the Request for Refund form. Alternatively, credits can remain on accounts and be used for future excursions.

Other Expenses

Items for which Parents may be asked to contribute through the year include:

- Drama/Theatre Performances
- School Photographs
- Class Excursions arranged by the class teacher
- Book Club order
- Instrumental Program levy

- Sporting Trips
- Camp
- Swimming
- Laptop Program

Swimming, Sports, Excursions

From time to time classes leave the school grounds to attend swimming classes, participate in sporting teams and visit places of interest in the district. Children will always be well supervised by teachers on these occasions and your permission will always be required.

Gross misbehaviour may lead to exclusion from school excursions. Consideration will be given to removal of the student on the basis of facts presented by individual teachers. Such exclusion will be at the discretion of the Principal.

Instrumental Music Program

An Instrumental Music Instructor visits our school each week and provides tuition to children wishing to learn stringed instruments. Children from Year 3 upwards are eligible to be included in the Strings Program. Students who participate will be invoiced with an Instrumental levy. Students may bring their own instrument. Alternatively, the school has instruments available for hire, in which case a hire fee will be added to the Instrumental levy.

The school choir rehearses once weekly during lunch break and performs at various venues both in and out of school precincts. On some occasions, parents may be asked to provide the necessary transport.

Infectious Diseases

Exclusion Table

The following is the Exclusion Table of Infectious Diseases approved by Education Queensland. Siblings or other school age children in the same residence as the patient do not need to be excluded.

A QLD Health Time Out guide can be found at https://www.health.qld.gov.au/ data/assets/pdf file/0022/426820/timeout poster.pdf

Disease	Period of Exclusion for Sufferers
Chicken Pox	At least 5 days after the rash first appears and until all blisters have dried.
Covid-19	At least 10 days after the onset of illness and until they have not had any symptoms for 5 days.
Diarrhoea and/or Vomiting	At least 24 hours after last loose bowel motion and the person is well.
Influenza and influenza-like illness	At least 5-7 days until symptoms have resolved.
Measles	At least 4 days from the appearance of rash.
Mumps	At least 5 days after the onset of symptoms.
Rubella (German Measles)	At least 4 days after the onset of rash or until fully recovered.
Whooping Cough	Until 5 days after starting medication or 21 days from onset of cough.

Disease	Period of Exclusion	Remarks									
School Sores - Impetigo	Not to be excluded if lesions are covered.	Impetigo is contagious. Lesions must be covered. On the face the lesions must be under treatment, and a layer of ointment or paint is accepted as a 'cover' in this situation only.									
Ringworm	Until day after treatment has commenced.	Ringworm is contagious. If an ointment is being used, a dressing must be applied.									
Scabies	Until day after treatment has commenced.	Return to school is permitted if (a) a medical certificate of clearance is produced, or (b) there is adequate evidence that the child has been adequately treated.									
Head Lice	Until treated	Untreated cases of head lice infestation should be excluded from school. With proper treatment the period of exclusion may be as brief as one day.									

Medicines

Education Queensland policy requires that, before medication is administered:

- (a) A parent has completed a permission form.
- (b) The label on the medication clearly states:
 - 1) the name of the child;
 - 2) the dosage and times of administration.

Please ask your pharmacist or doctor for this information when he issues the medication, as **only prescribed medications will be administered to your child.** Please provide medication in **original containers or packaging** that has the **pharmacy label attached** as well as the **expiry date**. **No loose medication** can be accepted by the office, including topping up earlier supplies.

Parent/Caregiver's authority forms for medication are available from the school office for your convenience. Medication is housed and administered in the office.

Asthmatic students who are responsible for taking their own medication at home should have ready access to their asthma medication during school hours, provided that written permission from a parent or legal guardian is presented to the school initially. These students are responsible for their inhalers at all times. An inhaler for emergency situations is included in the school first aid kit.

Library

Borrowing

Classes are allocated an in-school time every week to borrow from the collection. Borrowing can also occur during break times or before school. Loans are for one week only. All students **must** have a library bag.

Years 1-3 One book Years 4-6 Two books

Jewellery

For various reasons, the only jewellery a child is permitted to wear is a watch and one pair of small studs or small sleepers for children with pierced ears. A bracelet or medallion or chain bearing medical information may be worn, unless, it would constitute a safety risk during a particular activity. No other jewellery will be allowed, and where considered dangerous, teachers may ask children to remove items. The Principal reserves the right to make an exception upon request and interview with parent.

Labelling of Belongings

Please label your child's clothing, books etc. clearly with the child's name. This applies to such items as school bag, hat, jumper, raincoat, shoes and purses. A lost property box is set up near the office and if your child loses something do follow this up by checking the contents of this box. Frequently, large amounts of unclaimed clothing and other items are donated to local charities.

Forbidden Items

Water pistols, guns (all types) and caps, matches, all knives including pocket knives, sling shots, chains, chewing gum, water bombs, mobile phones, iPads/tablets, and any other objects the school considers dangerous or offensive will be confiscated by any teacher or teacher-aide.

If a parent wishes their child to bring a mobile phone to school, they must be turned off and handed to the front office until 2.30pm. Any emergency calls need to come through the school telephone system (3380 6333). Students bring phones to school at their own risk and staff do not take responsibility for loss or damage to these items.

News and Communication

Information and updates are regularly posted to our Facebook page:



facebook.com/woodridgenorthss

Adjusted Curriculum Educational Support (ACES)

ACES is located in the two classrooms at the end of the Administration Block. ACES supports students with Speech-Language Impairment, Intellectual Impairment, Physical Impairment, Hearing Impairment, Autistic Spectrum Disorder and those students who require additional support or curriculum adjustments. The centre also liaises with Teacher Advisors who develop programs for student with hearing, physical and visual impairment.

Woodridge North State School focuses on inclusive education and ACES provides programs that enable these students to participate in classroom activities.

ACES has teachers and teacher aides who support the students from Prep to Year 6. If you would like more information about ACES, please contact Helen Stewart through the school office.

Additional services include:

- Visiting Guidance Officer
- ❖ Visiting Advisory Teachers English as a Second Language (ESL), Behaviour
- ❖ Hearing Impairment (PI), Physical Impairment (PI) and Visual Impairment (VI)
- ❖ Part-time Speech Language Pathologist
- Visiting Occupational and Physiotherapists

Requests for assistance from any of the above personnel can be made through any of the school administrators.

Parent/Teacher Reporting

Written and oral reporting occurs in June and December. If you have any concerns regarding your child, please communicate them to your child's teacher or an administrator as soon as convenient. Parents can arrange a suitable time to meet with teachers or administrators through the office.

Parents & Citizens Association

Currently the school does not have a functioning P&C Association.

Further enquiries can be directed to the office team.

School Records

When you change your address, home, work or mobile telephone numbers, etc., please notify the school office as soon as possible to ensure that we have up to date and accurate details on hand should an emergency arise. Please also review the emergency contacts and advise the office promptly of any changes.

Sport

Your child will be assigned to a Sports House based on surname, as follows:

	HOUSE	HOUSE COLOURS
A – H	Booran	Blue
I – P	Pearson	Red
Q – Z	Woolton	Yellow

Student Council

The Student Council meets regularly to ensure students have a voice in what happens at our school. Students will be involved in fundraising activities that support either a chosen charity or a school project.

Valuables and Toys at School

We discourage children from bringing valuables and toys to school. Children should not bring any more money than is necessary. Should it become necessary for a child to carry a large amount of money to school, a note from parents would be appreciated.

Volunteers

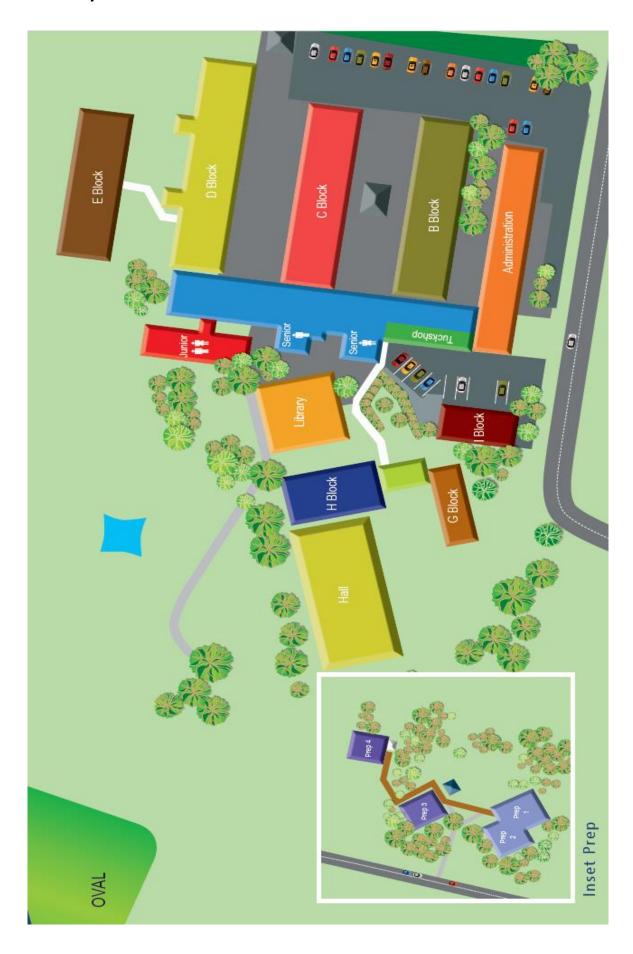
We are grateful for any amount of time that can be spared to help with library duties. Please contact the office if you wish to assist.







School Map



2023 School calendar Queensland state schools

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Part public holiday after 6 pm

There are 195 school days in 2023.

School terms

Semester 1, 2023 commences for teachers on 19 January and for students on 23 January 2023.

School holidays

Public holidays

STAFF PROFESSIONAL DEVELOPMENT DAYS

Staff professional development days for teachers are 19 and 20 January, 13 and 14 April and 1 September 2023. Schools are able to decide when they undertake the required hours for professional development for the flexible days, as long as they are on the flexible days, in the school holidays or out of school hours.

PUBLIC HOLIDAYS

Queensland public holidays are set by the Industrial Relations Minister

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

FINAL DATES FOR STUDENT ATTENDANCE

Staff professional development/student free days

17 November is the final date for Year 12 attendance for receipt of a Senior Statement. 24 November is the final date for student attendance in Years 10 and 11.

Some schools in regional, rural and remote areas will close for the summer holidays on 1 December.

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

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

www.education.qld.gov.au

