



Parent Handbook

2019

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MESSAGE FROM THE PRINCIPAL

Welcome to Wondall Heights State School where we strive for excellence in education.

The information in this handbook is presented to outline to you our school, our ways of operation and our vision for education.

At Wondall Heights, we have a team of professional and caring staff who are committed to the provision of a safe, nurturing school environment that supports students to reach their potential and develop into active and productive members of society.

We look forward to providing your child with a rewarding school experience in which they will grow and develop their skills and knowledge through exciting and challenging learning.

Details of the school organisation, policies and routines can be found on the following pages. Further details can be found on our website: www.wondallheightsss.eq.edu.au where you can access such documents as our Strategic Plan, School Annual Report, Annual Implementation Plan, weekly newsletters and curriculum newsletters.

If you have any concerns about your child's education, please do not hesitate to contact us.

Our school motto is: *Strive to Excel*. By setting high expectations we encourage our students to try their best and *strive to excel* in everything they do. **Strive to Excel – because we can and we do!**

Majella Frith
Principal

SCHOOL OVERVIEW

Wondall Heights State School has been an integral part of the Wynnun-Manly community since 1966 and thus celebrated 50 years of education in the community in 2016.

The school has a strong, supportive community and achieves good outcomes for students.

Wondall Heights State School is a band 9 school with a current enrolment of 702 students. The school has a culture of high expectations in learning and behaviour. The curriculum reflects the Australian Curriculum from Prep to Year 6, with all eight Australian Curriculum Learning areas explicitly taught in all year levels. Our learning programs include Japanese, Dance, Music, Physical Education and an inclusive Special Education program.

The three areas of focus for our school are – academic, sporting and performing arts including Concert Band, Choir and Dance.

We regularly take part in district, state and national programs in the academic, performing arts and sporting arenas to extend individual student learning. Teams and individuals are active participants at inter-school, district and state level sporting activities, and our very strong dance group of 80 students participates and succeeds in state competitions such as Wakakiri and performs at many local events. The purpose-built Performing Arts Centre showcases our musical and dance groups and school performances.

Parents enjoy a close association with our school and their support through the P&C provides additional human and educational resources across the school.

Strive to Excel is the school motto and this drives our vision for all students to be successful lifelong learners, who are competent members of the community and able to participate to their full potential.

Our staff are committed to quality teaching and learning and we value the strong home - school partnerships that exist. We work together to set high expectations to ensure that every day, in every classroom, every student is learning and achieving. We believe that getting to know your child's teacher is important, and we invite you to attend the parent information session in the first weeks of school. Parent teacher interviews during the year will help you support your child to reach their full potential.

ABSENCES

Every day counts!			
A day here or there might not seem like much, however...			
<i>When your child misses just...</i>	<i>That equals...</i>	<i>Which is....</i>	<i>So, from Prep to Year 12 that equals...</i>
1 day each fortnight	20 days per year	4 weeks every year	Nearly 1½ years of learning missed.
1 day a week	40 days per year	8 weeks every year	More than 2½ years of learning missed.
2 days a week	80 days per year	16 weeks every year	Over 5 years of learning missed.
3 days a week	120 days per year	24 weeks every year	Almost 8 years of learning missed.

If your child is unwell, please call the school office on 3906 6460. The school operates an absence line and any unexplained absences will be followed up by an administration team member for clarification. We believe that every school day counts and any prolonged or frequently unexplained absences will be investigated. **Those children who do not attend regularly are placed at a disadvantage throughout their school life.**

If your child needs to be absent from school for an extended period, prior advice must be given to the school. **Absence of ten school days or more must be applied for in writing on the Education Queensland form available from the school office.**

ARRIVALS AND DEPARTURES

A little bit late to school might not seem important, however...			
<i>When your child misses just...</i>	<i>That equals...</i>	<i>Which is....</i>	<i>So, from Prep to Year 12 that equals...</i>
10 minutes per day	50 minutes per week	Nearly 1½ weeks each year	Nearly ½ a year of learning missed.
20 minutes per day	1 hour 40 minutes per week	Over 2½ weeks each year	Nearly 1 year of learning missed.
Half an hour per day	Half a day per week	Four weeks each year	Almost 1½ years of learning missed.
One hour per day	One day per week	Eight weeks each year	Over 2½ years of learning missed.

Students should not arrive at school until 8.15am. On arrival at school at or after 8.15am students are to report directly to the performing arts hall. This includes students who are escorted by a parent. Parents are welcome to wait in the hall area quietly. While in the hall students are expected to sit quietly and read. Students are released from the hall at 8.40am. At 8:40am, students return to their classrooms or assembly points and wait for their teacher. Lessons commence at 8:50am. **Students arriving after 9.00am must report to the office to receive a late slip. If students arrive at class after this time without a late slip they will be directed to return to the office.**

Students arriving before 8.15am must report to the school office where they are required to sit and wait quietly. No student is to be waiting in any area of the school grounds.

The area at the front of the school is a two minute set down and pick up area. Please remain in your car when using this area to reduce congestion. In the afternoon, children will be seated in the undercover area inside the school gates and will be released by the duty teacher. This pick up area has been designed with the safety of our children as a priority.

It is expected that all children will be collected from school by 3.30pm. To use the 2-minute passenger zones correctly:

DO	DO NOT
<ul style="list-style-type: none"> Plan your trip to avoid arrival at peak times: 8.30am – 8.45am and 3.00pm – 3.15pm. Pull in to the pick-up zone. Move to the head of the queue. Pick-up or drop-off children via the car's curb-side doors. Move out safely. If your children are not at the arranged spot, please move off and re-join the back of the queue. 	<ul style="list-style-type: none"> Leave your car. Double-park. Stay more than 2 minutes. Arrive early in the afternoon and sit in the zone.

Displaying your child/ren's name/s as you pull in to the pick-up zone, eg by way of a label under your sunvisor, assists our staff to ensure smooth flow through the zone. Please see the office staff if you would like us to provide a suitable sign for you.

We encourage students to travel to school where possible in an active way; walking, cycling or riding a scooter. Actively travelling to school is a simple way to promote a healthy lifestyle and reduce traffic congestion around the school. A crossing supervisor is stationed on Radford Road and students crossing Radford Road are asked to use this facility. If students ride a bike or scooter to school, they must wheel their bikes or scooters through the school grounds, and must arrive and depart using one of the pedestrian school gates.

Parents' cars are not permitted to enter the school grounds without prior permission from the Principal. Gates to the lower carpark and all other school gates are locked after 3.30pm each afternoon.

Whether students arrive by car, bicycle or on foot, in order to promote safety for all students and visitors must use a pedestrian entrance to enter and leave the school. Students must not take short cuts through staff car parks.

ASSEMBLIES

Assemblies are held on a regular basis each Monday. Assemblies are arranged so that the first and last assembly of each term is a full school assembly, with the remaining assemblies alternating between year P - 2 one week and Year 3 -6 on the next week. Full school assemblies begin at 2:00pm, and year level-specific assemblies at 2:30pm. Refer to the school calendar or website for dates.

Students receiving awards are acknowledged at assembly and we encourage all parents to attend.

ASSESSMENT AND REPORTING

ASSESSMENT.

Assessment at Wondall Heights State School is an integral part of classroom practice. Assessment is used by teachers for a number of purposes:

- **To plan units of learning.** Teachers use assessment to find out where students are, so that we can ensure that learning experiences suit their needs. We use assessment to effectively plan the next steps in student learning. Assessment also helps teachers to determine how their students best learn.
- **To give students feedback.** Explicit feedback from the teacher to each student helps the student to understand what they are doing effectively, and what they need to learn or master next.
- **To report to parents.** Effective assessment allows for authentic information to be given to parents. Is your child achieving at a standard appropriate to his / her learning ability? What is the next step in your child's learning?
- **To track student learning.** Data is collected on all students, to ensure that they continue to achieve at a standard appropriate to their learning ability.

Types of assessment at Wondall.

At Wondall, four types of assessment are used.

1. **Pre-Assessment.** Often, a small assessment task is conducted before the students begin a new unit of work. This allows the teacher to plan each new unit to suit the learning needs of all students.
2. **Formative Assessment.** Formative assessment occurs daily throughout each unit of work and includes activities such as observations, questioning, work conferences, use of checklists, quick quizzes etc. Formative assessment monitors learning progress and provides ongoing feedback to students and teachers.
3. **Summative Assessment.** Summative assessment occurs at the end of a unit of work to document each student's level of achievement. Activities such as written tests, oral presentations, writing tasks, projects etc are examples of summative assessment.
4. **Diagnostic Assessment.** At Wondall we use a number of formal assessment tools to identify areas of weakness and strength in students. Formal Diagnostic Assessments are currently conducted in Reading, Spelling and Mathematics.

REPORTING:

Student report cards will be issued at the end of Term 2 and Term 4. These written report cards are emailed home. Please ensure that your email address is up-to-date.

Formal parent/teacher interviews are conducted during term 2 and a formal interview again will be offered in term three/four.

Parents are encouraged to have open and regular contact with their child's teacher.

BEHAVIOUR MANAGEMENT

It is our aim at Wondall Heights State School to provide a safe, caring environment for all members of our school community. We believe that it is most effective for school personnel and parents to work together to provide a consistent approach to behaviour management.

Our school values are:

- Working Respectfully,
- Working Responsibly,
- Working Safely.

Wondall Heights State School strives to provide a framework that develops and implements a common behaviour language and common expectations across the school. It encourages acknowledgement of expected behaviours and very clearly outlines the school expectations. The Responsible Behaviour Plan for Students includes a comprehensive range of school-wide positive behavioural support strategies and a clearly scaffolded range of consequences. We encourage parents to access this on the school webpage. Each classroom displays, teaches and enforces a set of classroom rules and school playground rules.

A copy of our Responsible Behaviour Plan is available on our website.

BICYCLES AND SCOOTERS

Children riding bicycles or scooters to school must store them in the racks provided. To prevent theft it is advisable for cyclists to lock their bicycles or scooters to the racks. Children are permitted in the bike rack area only when going to and from their bicycle or scooter. While in the school grounds, children **are not permitted to ride their bicycle or scooters. This includes both at the start and end of the school day** - bikes and scooters must be wheeled once inside the school grounds. Children riding bicycles or scooters must wear an appropriate bicycle helmet, and must enter and leave the school grounds via one of our pedestrian gates.

BOOK CLUB

Book Club brochures from Ashton Scholastic are distributed to the students several times a year. These books are very popular and reasonably priced. Participation is optional. An advantage of this scheme is that the school receives free books based upon the total number of books purchased by the students. These free books are then kept in the library for all children to read.

BOOK LISTS

To ensure all students have the correct books and equipment needed for their year's learning, a school booklist is issued to each child. The list items are essential for your child. Current booklists are available from the school office.

BRAIN BREAK

Each morning during the first session, classes will offer a brain break for all students. Brain break is an opportunity for students to have a small healthy snack, go to the toilet and get a drink of water. The purpose of brain break is to keep the students focussed and on task. Please pack your child something small and healthy such as fruit. Brain Break is conducted in classrooms, often while children continue working on their current task.

CAMPS

A camp program has been designed for students in Years 5 and 6. Our camp program endeavours to:

- enhance relationships between staff and students,
- enhance curriculum in the classroom,
- provide students with personal development, social and educational experiences,
- foster team and individual skills, and
- encourage a sense of belonging to, and unity within the school community.

Inappropriate and/or unsafe behaviour at school may result in a child not being invited to attend camp.

The structure of the camp program is as follows:

Year	Duration of Camp/Activity	Location of Camp/Activity
5	3 days /2 nights	PGL Kindilan Adventure Camp, Redland Bay
6	5 days / 4 nights	Tallebudgera Beach Outdoor Education Centre

Full consideration is given to the educational benefits for students, cost for parents, student management and safety issues before decisions are made about a camp.

In order to establish that student numbers will be sufficient to justify each of the proposed camps, parents will be asked to commit to the camp by paying a deposit early in the year. Remaining costs will be invoiced closer to the date of camp. **All camp payments must be made prior to the child attending camp. Failure to make full payment or be actively participating in a payment plan will result in non-attendance at camp.**

The school can organise a payment plan for any family that is experiencing financial difficulties. An appointment with the Business Services Manager is essential.

CHAPLAIN

The school currently has a chaplain for two days each week. Chappy Edgar works at Wondall on Thursdays and Fridays.

A School Chaplain is a safe person with whom young people can connect at school. A Chaplain provides a listening ear, a caring presence, and a message of hope. Chaplains run positive, fun activities for students and assist in fostering supportive, caring school communities.

Working with members of the school's support team, the chaplain cares for students struggling with issues such as social interaction, low self-esteem, low self-confidence and worries about home.

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

The Chaplaincy Service is available to everyone in the school community. Permission from parents is sought for students to work in small groups with the chaplain. The chaplain can be contacted through the school office.

CLASSROOM HELP

We greatly appreciate the help given by parent volunteers. If you are interested and are able to share your valuable time and skills to assist with curriculum activities and excursions, please contact your child's teacher.

If you are volunteering in a classroom, please sign in and out of the office. At all times, when at the school please wear the visitor pass provided.

COMMUNICATION WITH THE SCHOOL

If you have a concern or query, please consult your child's teacher in the first instance. If you require clarification or need further assistance, please contact the school office and make an appointment with one of our administration team.

Parents are requested not to approach any student directly. All concerns and issues must be dealt with by the school.

COMMUNITY USE OF SCHOOL FACILITIES

Many of the school facilities are available for community use. Please contact the office regarding hall bookings and use of school facilities. Bookings will be managed by our Business Service Manager.

Whilst we encourage community members to make use of our wonderful facilities, there is to be no unauthorised access to the school grounds outside school hours without written permission of the Principal.

To report suspected trespass, please call:

- Protective Services – 3224 6666
- School Watch – 131 788
- Wynnum Police – 3131 2121

CONTACT DETAILS

It is important that the school has up-to-date contact details for parents / guardians and alternative emergency contacts in case you are unavailable. If any of your details or circumstances change, please contact the school.

CURRICULUM

Wondall Heights State School is a Prep to Year 6, co-educational State Primary School. Our teachers and support staff work together to set high expectations to ensure that every day, in every classroom, every child is learning and achieving.

Work programs have been developed to closely align with the Australian Curriculum. Details of the Australian curriculum can be found at: www.australiancurriculum.edu.au/

Students at Wondall Heights attend specialist lessons in these subject areas:

- Languages (Japanese) in the upper school,
- Physical Education,
- The Arts (Dance, Music, Drama),
- Health in our Prep – Y3 classes.

All classes visit our school library weekly. This session includes time allocation to borrow books for students for home reading.

DAILY ROUTINE

Morning Session – 8.50am – 10.50am

Morning Tea – 10.50am – 11.30am

Middle Session – 11.30am – 1.00pm

Lunch – 1.00pm – 1.40pm

Afternoon Session – 1.40pm – 3.00pm

DENTAL CLINIC

Queensland Health now operates a dental call centre for all dental emergencies and appointments. Please call 1300 300 850 to make an appointment. The Dental Van does not visit the school.

EMERGENCY RESPONSE PROCEDURES

Emergencies lead mainly to two types of response:

- An evacuation of rooms. An evacuation is signalled by a continuous siren sounded over the school PA. All students evacuate all areas of the school and assemble on the senior oval.
- A lockdown of rooms - A lock down is signalled by a 'jungle drums' signal over the school PA. Students move to a supervised classroom and remain until the danger has passed.

Regular drills are performed so that the students are familiar with the procedures for each type of emergency response.

ENROLMENTS

Proof of age is required in the form of a birth certificate or passport for all students enrolling into the Queensland State Education system. If you are enrolling a child, please contact the school office.

All new enrolments to the school require an interview with a member of school administration and all enrolments are subject to the School's Enrolment Management Plan. The Enrolment Management Plan and map of the catchment areas can be found on the school's website.

EXCURSIONS

During the year at varying times, students may be given the opportunity to attend incursions and excursions. These are planned to ensure they enhance the delivery of the curriculum.

If your child is invited to participate in an incursion or excursion you will be notified of the location, time and cost. You will also be informed of the purpose of the excursion and links to curriculum. Costs are kept to a minimum. Your written approval and payment of costs will be required for each excursion. All excursions are endorsed by the P and C.

EXTRA CURRICULAR ACTIVITIES / ENRICHMENT

EXTRA-CURRICULAR ACTIVITIES:

To complement and enhance our students' educational journey, our staff endeavour to provide a variety of extra-curricular activities. Some of the activities that are available to students include:

- Instrumental music program (Junior and Senior Bands)
- Choir (Junior, Intermediate and Senior Choirs)
- Dance Team
- Japanese host program
- Student Leadership Teams
- Technology and Innovation interest groups - Tinkering (incl robotics, coding); Minetest.
- Inter- school sport: Interschool sport occurs on Fridays for 10 weeks of Semester 1, while in Semester 2 students participate in sport training each Friday at school with Gala Days for inter-school competition at the end of each term. Please note that all children are expected to participate in the local interschool sport and Gala Day competitions in Years 4 – 6

ENRICHMENT PROGRAMS

Wondall Heights seeks to ensure all students are provided with challenges in their academic learnings. Throughout the year the school will invite students to participate in a range of additional activities such as:

- Rotary Public Speaking
- Program Alive
- ICAS testing in Maths, Science, Technology, Spelling, Writing and Reading
- Extension days within our local cluster schools
- STEM, HPE and The Arts Enrichment Programs at Brisbane Bayside State College
- Enrichment Programs developed in consultation with the Moreton Bay Environmental Education Centre, eg STEM Horizons, Writing Enrichment programs

Please note: Permission and information notes are sent via the students. Please ensure you check your child's bag for notes and permission forms.

HEALTH

Health Room: A Health Room is located in the main office area of the school. Children who become unwell during the day or have an accident at school are referred to the health room. Every care is taken to ensure children's well-being if they are referred to the health room. If a child remains unwell in the health room, the school will contact the child's parents and ask that the child be taken home. It is not the responsibility of school staff to care for children who are unwell at school.

Medication: All medication must be accompanied by a note from a parent/ guardian explaining the reason for the medication, dosage and times. Medication and notes must be handed in at the school office. School staff will administer only prescribed medications. Please ensure all medications are in their original packaging with a pharmacist label noting the child's name and date.

Head lice: If you detect head lice on your child, please provide effective treatment before your child returns to school. Information on the treatment of head lice is available from the school office.

Exclusion times:

Disease	Period of Exclusion
Chicken Pox	Should be excluded for at least seven days after the beginning of the illness and until the last lesion has healed.
Measles	Should be excluded for at least seven days from the appearance of rash or until a Medical Certificate of Clearance is produced.
Rubella (German Measles)	Should be excluded for at least seven days from the appearance of rash or until a Medical Certificate of Clearance is produced.
Whooping Cough	Should be excluded for four weeks unless a Medical Certificate of Clearance is produced.
Impetigo (School Sores)	Not to be excluded if lesions are covered. Impetigo is contagious. Lesions on any part of the body except the face 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.
Conjunctivitis	Exclude until discharge from eyes has ceased.

Head Lice	Effective treatment must be commenced before the next attendance day at school. Untreated cases of head lice or scabies infestation should be excluded from school.
Diarrhoea and/or vomiting	Student are to stay away from school until at least 24hours after the last loose bowel motion or vomit.

Please consult the school if you have any queries about infectious conditions.

Asthma: The school maintains a register of all children who may require asthma medication. Please inform the school if your child suffers from asthma, and detail their prescribed treatment. Asthma inhalers are the only prescribed medication that students are allowed to carry with them. Staff are trained annually in the treatment of asthma.

Anaphylaxis: The school maintains a register of all children at risk of anaphylaxis, and epipens are located with or near the student at all times during the day. Please inform the school if your child is at risk of anaphylaxis, and provide a Medical Action Plan to ensure we have the information we need to keep your child safe. Staff are trained annually in the treatment of anaphylaxis.

First Aid: If your child becomes unwell or is involved in an accident whilst at school, staff will administer first aid. Students may be referred to our health room in the administration building if further treatment appears necessary. Contact with a parent/ guardian will be made if the student is unable to return to class.

HOMEWORK

Homework provides students with opportunities to consolidate their classroom learning and to develop good study habits. It promotes independence and helps children to practise effective time management. We recommend that you use homework as an opportunity to become involved in your child's learning – encourage them to complete their homework to their best, support them to overcome challenges, and ask them questions to show that you are interested in their learning. Most importantly, please encourage home reading. All children should be reading for at least ten minutes every day. Please contact your child's teacher if you have any concerns about your child's homework.

The actual amount of work varies from class to class and time spent on it also varies. Expectations from class teachers may be as follows:

- Lower grades up to 15 minutes per night.
- Middles grades between 20- 30 minutes per night.
- Upper grades between 30 minutes and 1 hour, increasing for Year 6 students during the last semester.

INFORMATION AND COMMUNICATION TECHNOLOGIES (ICTs)

Technology is used to enhance student learning in all classrooms. All classrooms and the library are equipped with an interactive whiteboard and a suite of networked computers, and we have tablets, iPads and laptops located throughout the school for access by class groups.

As part of the enrolment procedure students and parents are requested to sign an Internet Access form which outlines the code of conduct for the use of ICTs within the school, and a Third Party Website Consent form to gain parental consent for website access. Please refer to the school website for further information.

INFORMATION SHARING: NEWSLETTER / QSCHOOLS APP / FACEBOOK / TWITTER

Newsletter: Our newsletter is a great way to keep up to date with what's happening at school and in the local community. Each weekly newsletter includes an updated school calendar for the term. Our newsletter is emailed home each week, and each newsletter is uploaded to our website. A link is posted on our Facebook page.

QSchools App: You can download this App to your phone or mobile device. It allows quick and easy access to happenings here at school and also allows the school to send 'Push' notifications to all parents.

Facebook: Wondall Heights State School maintains an official school Facebook page, on which we post information and updates about events, activities and routines. We post a link to our newsletter each week, and stories and photos to celebrate the achievements, successes and activities of our students. This is one of our methods of communication with our wider community. Follow us on Facebook to access our regular posts.

We are aware that some parents choose to set up class or year-level parent Facebook pages, inviting other Wondall parents to join these groups. These pages are excellent platforms for parents to clarify information and confirm details for school events. We thank the parents who are choosing to support our community in this way.

Our expectations for these parent-managed pages are as follows:

- The 'owner' of the page will advise the school at the beginning of each year that the page is active.
- For privacy, the name of the page will not include the teacher's name but instead should be named according to class or year level (eg Wondall Heights Year 3 parents, 2019).
- Posts to the site will not include student names or photos, unless these are posted by the child's own parents.
- We would appreciate positive, supportive comments. If any ongoing concerns are identified, please remember to contact your Class Teacher or Deputy Principal so these issues can be discussed.

Twitter: Follow us on Twitter for additional news on the latest happenings here at school.

Please be aware that the Office of the ESafety Commissioner advises that many social media services and apps including Facebook, Twitter, Instagram and Snapchat, require users to be at least 13 years old to join or hold an account. Children 12 years and under should not be using these sites.

INSTRUMENTAL MUSIC

As well as the class music programs organised by the teachers and the Music Specialist teacher attached to the school, children in Years 4 – 6 have an opportunity to undertake the study of a musical instrument (brass, percussion and woodwind). A Departmental Instrumental Music Teacher is based at school and conducts Instrumental Music lessons on nominated days.

Some instruments are available at the school, but unfortunately the number of instruments available at any one time is limited. As an ever increasing number of parents are providing their children with their own chosen instrument, more students are enjoying tuition. A waiting list is maintained for children who are interested in joining the program. These children then get the opportunity to join the school's Concert Bands which perform at functions such as concerts, fetes and assemblies.

Participation in the school's Instrumental Program (for students in Years 4 - 6) incurs annual costs as follows:

Instrumental Music fee: \$50

Instrument Hire: \$50

Payment of levies and hire fees are essential for participation in the program.

LIBRARY

Our library provides a friendly, supportive environment for our students. Classes are allocated a weekly borrowing session. Please refer to the table below for borrowing allowances:

Year Level	Books	Duration
Prep, 1 and 2	1	1 week
3, 4	2	1 week
5, 6	3	2 weeks

Students may borrow according to their class allocated timetable, and may also borrow at lunchtimes. Borrowing is not available after school.

Students are required to use a library bag when borrowing. Please make sure this is clearly named.

Students are able to access the library during both breaks as an additional play space. At certain times of the year (eg during our hot days in summer) student access to the library may be divided between year levels for breaks, eg Prep – Year 3 1st break and Year 4 – 6 2nd break.

LOST PROPERTY

All lost property is kept next to the cleaners' store room in C block. Parents and students are encouraged to check here for lost items. At the end of each term, all items are displayed in the Arena for collection. Any items not claimed will be donated to charity.

MEDIA RELEASE

A media release form is included in the school enrolment documentation. Your preferences for the use of your child's work or images are stored on our system and will be referred to when necessary.

MONEY

The cash collection window is open on Tuesday and Thursday mornings between 8.00am and 10.00am. EFTPOS facilities are available. Parents are encouraged to pay by BPoint. Instructions are included with all invoices.

If students need to bring money to school for tuckshop, book club, uniforms, excursions etc, please enclose it in an envelope or bag that is clearly labelled with the student's name and the amount and purpose of the money.

NUT MINIMISATION and ALLERGIES

Some students at Wondall Heights have severe reactions to nuts or nut products. As this reaction may be life threatening, we ask that children do not bring nuts or nut products to school.

Some students at Wondall Heights may also have other allergies such as to dairy products, egg or insects. Students at risk of anaphylaxis may have reactions which require medical intervention. Children with severe allergies requiring medication such as Epipens have a plan that is developed in consultation with the child's parents and medical practitioner. Staff are trained in the administration of such devices.

OFFICE HOURS

Office hours are from 8.00am to 3.30pm. An answering machine is activated from 3.30pm.

OUT OF SCHOOL HOURS CARE

Out of School Hours Care is provided through the Wondall Heights Out of School Hours Care (WOSHC) program. The program is operated by the P and C of the school.

The program runs each day from 6.00am in the morning and until 6.00pm in the afternoon. The program also offers Vacation Care. Please contact the program direct on 3668 0688.

PARENTS AND CITIZENS ASSOCIATION

At Wondall Heights we encourage the active participation of all families. We value parents' skills and experience and encourage all parents to become involved in the P and C and their activities, including the tuckshop and uniform shop. Parents and Citizens Association meetings are held every 3rd Tuesday in the WOSHC rooms.

PLAYGROUND AREAS

There are two times during the day where students are given the opportunity to play.

Students are able to access the following play areas:

- Prep – Year 2: Junior Playground at the rear of the school and Library.
- Year 3 – 6: Large oval, Arena and Library.

Please note that no students should be using the school play equipment before or after school.

RELIGIOUS EDUCATION

A weekly 30-minute non-denominational Religious Education is provided by volunteers from local churches.

On enrolment parents are required to give or decline permission for participation in Religious Instruction. Parents are able to change this permission by sending a signed note to the office, stating what permissions are given.

SCHOOL BANKING

Children have the opportunity to bank with the Commonwealth Bank. Banking is collected at the office on Tuesdays before school and books are returned via classroom teachers.

SCHOOL LUNCH

Students eat lunch together in a designated eating area for the first ten minutes of each break. Students are to sit during this time. We encourage students to eat a healthy lunch. Nutrient-rich foods are proven to help with concentration. Chewing gum, bubble gum, lollies and soft-drink are not to be brought to school.

SMOKING

Parents are advised that in accordance with government regulations, Wondall Heights State School has a total ban on smoking.

SPECIAL EDUCATION PROGRAM

Wondall Heights Special Education Program is for students who have been verified with a disability. Specialist staff support students in their classrooms providing a variety of programs to enhance their schooling. The Head of Inclusion can be contacted through the school office.

SPORTING HOUSES and SPORTS CARNIVALS

Your child will be allocated a sporting house on enrolment at the school. They will represent this house at all sporting carnivals. Siblings are placed in the same house. The houses are:

Spartans - Red
Trojans - Blue
Romans - Green
Vikings – Purple

Throughout the year the school will hold a Cross-Country event, an Athletics Carnival and a Swimming Carnival for all students in the school. All events are held here on the school grounds and may be split over two days to include all children.

STUDENT OF THE WEEK

Wondall Heights State School values all students working to the best of their ability in all areas of school life. To acknowledge this, on assembly each week the school presents Students of the Week Awards, known as the 'Working the Wondall Way' certificates. Students receiving this acknowledgement are asked to come forward to receive their certificate. Recognition of Achievement is linked to one of our three school values: Working Respectfully, Working Responsibly and Working Safely.

STUDENT RESOURCE SCHEME

The school operates a student resource scheme (SRS). With a SRS the school provides a range of resources and materials that children use in class and for assessments and these items are taken home by the child at the end of the activity, term or semester. Operating a SRS reduces the cost to parents for materials used in class throughout the year as the school is able to bulk purchase materials. All parents will be invited to join the SRS. Once the invitation is accepted parents will be invoiced and required to pay the specified amount. All children participating in the SRS will receive the materials as required. If parents decide not to join the SRS they are required to purchase the materials for their children to use and take home during the year.

STUDENT SUPPORT

Wondall Heights State School has the following student support staff:

Support Teachers, Literacy and Numeracy (STLaN) support students and work with teachers to support students with particular learning needs.

A Guidance Officer supports students by completing cognitive assessments and providing counselling. Our Guidance Officer is on site five days each fortnight.

A Speech Pathologist is at the school two days per week.

The school can also access English as a Second Language (EAL/D) support when needed.

An Indigenous Teacher Aide is employed at the school to support indigenous students.

Each Monday a **Student Well-being Action Team (SWAT)** meets to discuss and develop action plans to support students with particular learning needs.

SWIMMING

We are fortunate to have a pool located within our school grounds. Swimming is a key part of our Physical Education program in Term 1 (Years 1 – 6) and Term 4 (Prep – Year 6). All students are expected to participate in swimming.

Students need to be equipped with:

- their own swimming costume
- sun shirt
- swimming cap
- towel

Please mark all equipment with your child's full name. Parents/ guardians are asked to complete a swimming permission slip at the beginning of each school year.

Parents are also required to help with the swimming program. Your child's teacher will send out notes requesting support.

TIMETABLE

Each teacher works to a weekly timetable. Time allocations for each Learning Area are set out by Education Queensland in accordance with the Australian Curriculum. Please be aware that the teaching day commences at 8.50. All students are expected to be in class at this time.

TUCKSHOP

Our tuckshop operates from Monday – Friday and is open for counter sales at both breaks. A new menu is sent home at the beginning of each term. Copies of the menu can be collected from the tuckshop and can be viewed on our website.

Our tuckshop is run by a convenor who relies on the generosity of parents to donate their time to work in the tuckshop. Please contact our convenor on 3906 6412 to volunteer your time - even once per month would be a great help. Unfortunately, due to work place health and safety regulations children are not allowed in the tuckshop.

All orders are placed using an online system. The system can be accessed by going to www.quickcliq.com.au

UNIFORM

We take pride in our appearance at Wondall Heights State School. Students wear their uniform every day with pride. We are a Sun Smart school and require students to wear a Wondall Heights wide brimmed hat when outside. **Caps are not permitted.** We have a No Hat – No Play rule. Jewellery, except for a watch and sleepers or stud earrings, is not permitted.

Students are expected to wear their sky blue striped shirt or school dress every day. The sports uniform should only be worn on days when they have a scheduled Physical Education lesson, to interschool sports and other school sporting events. Students are encouraged to wear their house colour on sports carnival days.

Our uniform shop is located in the tuckshop building and can supply all standard uniform items. It is open at the following times: Tuesday and Thursday mornings from 8.00am – 9.15am. Additional opening times (eg during the week before return to school each January) will be advised via our school newsletter.

The school uniform is as follows:

Formal Uniform	<p>Option One:</p> <ul style="list-style-type: none"> • Navy and sky blue striped unisex shirt worn with navy shorts or navy skirt. • Navy socks, black closed-in shoes. • Wondall hat. <p>Option Two:</p> <ul style="list-style-type: none"> • Navy and sky blue striped dress. • Navy socks, black closed-in shoes. • Wondall hat.
Sports Uniform	<ul style="list-style-type: none"> • Wondall Heights sports polo shirt. • Wondall Heights sports shorts. • Socks, closed-in sports shoes.
Options for winter	<ul style="list-style-type: none"> • Wondall sports tracksuit • Navy blue track jacket • Wondall knitted jumper

VALUABLES AT SCHOOL

Expensive items, toys and large amounts of money are not to be brought to school. Students must accept responsibility for items they bring to school. The school takes no responsibility for personal items that are lost, broken or stolen whilst at school.

If it is necessary for your child to bring a mobile phone to school, it must be handed in to the office before school. Students use a sign-in register and phones are kept locked up until the end of the school day. This policy includes watches and other devices capable of making phone calls, taking photos or making sound recordings.

