PARENT HANDBOOK

Current 01/09/2026

Wondall
HEIGHTS STATE SCHOOL

Strive to Excel

SAFE
RESPECTFUL
RESPONSIBLE

07 3906 6444
www.wondallheightsss.eq.edu.au
admin@wondallheightsss.eq.edu.au
260 Wondall Road, Manly West, Q, 4178

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MESSAGE FROM THE PRINCIPAL



Welcome to Wondall Heights State School.

Wondall Heights is a vibrant, inclusive school community catering for students from Prep to Year 6. Our focus is on providing a high-quality teaching and learning environment where every student can achieve personal excellence - academically, socially, and emotionally. We work hard to create a school culture where students are supported, challenged, and inspired to 'Strive to Excel' in all that they do.

Our dedicated staff are committed to delivering excellence in education and building strong, respectful relationships with students and families. We provide a safe, caring and engaging learning environment that allows students to reach their potential and develop into confident, capable learners and active citizens.

With around 610 students, Wondall feels like a family. We value strong partnerships with parents and carers - when we work together, we create the strongest foundations for our children's future success.

Learning at Wondall is purposeful and engaging. Students develop a wide range of skills through rich, meaningful learning experiences including:

- developing self-awareness and social skills,
- working cooperatively with others,
- becoming critical thinkers and creative problem-solvers,
- communicating ideas, feelings and needs effectively,
- and building strong literacy, numeracy and scientific understanding through real-world contexts.

We believe the best outcomes are achieved when parents, teachers and students work together toward shared goals. Thank you for the important role you play in your child's education — we look forward to continuing our journey together.

Amy Brown

Principal



ABOUT WONDALL HEIGHTS STATE SCHOOL

Contact Details

Address	260 Wondall Road MANLY WEST QLD 4179
Office Telephone	07 3906 6444
Absentee line	07 3906 6460
Email	admin@wondallheightsss.eq.edu.au
Website	www.wondallheightsss.eq.edu.au
Facebook	www.facebook.com/WondallHeightsStateSchool

Administration

Principal	Amy Brown
Deputy Principal P-2	Sarah Abbot
Deputy Principal 3-6	Amy Cocciolone
Head of Department - Inclusion	Jule Hogg
Head of Department - Curriculum	Petra von Richter
Business Manager	Adele Moon
Administration Officers	Jennifer Noble
	Karen Withers
	Debrah Despot

Staff

Wondall Heights State School is fortunate to have a competent and professional staff comprised of classroom teachers, specialist teachers and other support personnel. The actual number of staff varies according to school enrolment trends. The full staff list will be published in the newsletter, in Term 1 each year.

Wondall Outside School Hours Care (WOSHC)

Phone:	07 3668 0688
Email:	Info@woshc.com.au
Website	http://woshc.com.au

WOSHC Operating Hours

Office Hours:	8.00am – 3.30pm
Program Hours:	6:00am – 8:40am and 3:00pm – 6:00pm on school days.
	6:00am – 6:00pm on designated Student Free Days
	6:00am – 6:00pm on school holidays.

Please note that the centre closes for two weeks during the Christmas / New Year period each year.

2027 School Term Dates

Term One	Wednesday 27 January – Thursday 25 March	9 weeks
Term Two	Monday 12 April – Friday 25 June	11 weeks
Term Three	Monday 12 July – Friday 17 September	10 weeks
Term Four	Tuesday 5 October – Friday 10 December	10 weeks

School Overview



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

The school has a strong, supportive community that achieves positive outcomes for students. We are an inclusive school and offer a variety of support for all learners.

Wondall Heights State School is a band 9 school with a current enrolment of 630 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, The Arts, Health and Physical Education and Technology.

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. 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.

School Mission

Our school motto is: '*Strive to Excel*'. By setting high expectations, we encourage our students to actively apply themselves to all areas of their schooling and strive to excel in everything they do.

School Values

Wondall learners are:

- Safe
- Respectful
- Responsible



House System

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



Facilities

Wondall Heights State School boast many facilities to enhance student learning and safety. These include:

- The Arena and Undercover Areas
- Age-Appropriate Playgrounds and Ovals
- Performing Arts Hall
- Basketball/Netball Courts
- Library
- Swimming Pool
- Outdoor Learning Areas
- Yarning Circle

Please contact the office regarding hall bookings and use of school facilities. Bookings are managed by our Business 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 – 3308 8100



Enrolment Information

Enrolment Management Plan
Our school has an Enrolment Management Plan to manage the continued growth of enrolments. The purpose of EMP is to manage the school's population through a transparent and consistently applied set of criteria, ensuring the optimisation of the student population in regard to accommodation, facilities and grounds.

Wondall Heights State School recognises as its prime obligation, the provision of access to an appropriate educational service for students whose principal place of residence is within the school's catchment area.

Because of enrolment capacity and growth Wondall Heights State School may be unable to meet this obligation in the future, unless action is taken now to manage enrolments. The Principal must restrict enrolment of out-of-catchment students to ensure in-catchment students can enrol at their local state school, without requiring additional facilities. For more details, please visit the school website.

New Enrolments
The following guidelines are for parents wishing to enrol their child at Wondall Heights State School State School:

- Visit our school website www.wondallheightsss.eq.edu.au and click the enrolments tab.
- Check that you are within our school catchment boundary.
- Complete the application form and return it to the school.

Interview Process
If your application is successful, you will be assigned an interview time. You will be required to provide the following supporting documents:

- Your child's birth certificate/passport (Non-Australian residents) and
- 2 forms of proof of residency to the interview for verification.

Read the information handbook and prepare any questions you have in readiness. Bring your child along to the interview.

Prep Enrolments
For additional information about Prep enrolments at Wondall Heights State School please contact the office for a copy to the **Prep Transition Handbook** or alternatively access the handbook via the school's website.

DAILY PROGRAM

6:00am	WOSHC Before School Care commences
8:00am	School office opens
8:40am	**8:40am** is the optimal time for students to arrive at school. Students arriving **prior to 8:40am** must report to the Arena. This includes students accompanied by a parent. Students will be released at 8:40am to move to their classrooms. Students arriving **prior to 8:15am** must attend WOSHC.
8:45am	Class preparation bell for 8:50am start
8:50am - 10:50am	Morning Session
10:50am - 11:30am	First Break – (25mins play; 15mins eating)
11:30am - 1:00pm	Middle session
1:00pm - 1:40pm	Second Break – (30mins play; 10mins eating)
1:40pm - 3:00pm	Afternoon session
3:00pm	○ Parents/carers collect students from waiting areas ○ WOSHC commences ○ Motorists may collect children from the Stop, Drop and Go via Wondall Road. Stop, Drop and Go at Wondall Road is supervised until 3:30pm.
3:30pm	School office closes – All calls will be diverted to the answering machine.
6:00pm	WOSHC After School Care closes

On arrival at school prior to 8:30am, students are to report directly to Administration, including students who are escorted by a parent or carer. Parents are welcome to wait quietly with their children, and students are expected to sit quietly while waiting outside Administration.

At 8:30am, students waiting outside Administration will move to the hall. Students arriving after 8:30am are also expected to go directly to the hall. The hall is a 'Kiss and Go' zone, where parents are asked to say goodbye at the door.

While in the hall, students will be supervised by staff and will receive important daily messages. Students will be collected by their class or specialist teachers at 8:45am.

Students should not be waiting at their classroom, with or without a parent or carer prior to the commencement of school. Students are also not permitted to play on school equipment before or after school, regardless of whether a parent or carer is present.

Absences

The school operates an absence line and any unexplained absences will be followed up by an administration team member for clarification. If your child is unwell, please call the school office on 3906 6460. If students have an unexplained absence, parents will receive an SMS message that their child is absent from school without an explanation. Parents need to respond with an explanation.

We believe that every school day counts and any prolonged or frequently unexplained absences will be investigated by the Administration Team**. *Children who do not attend regularly are placed at a disadvantage throughout their school life.***

Every day counts! **A day here or there might not seem like much, however…**			
When your child misses just…	*That equals…*	*Which is….*	*So, from Prep to Year 12 that equals…*
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 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 Exemption from Schooling form available from the school office.**

Late arrivals and Early Departures

A little bit late to school might not seem important, however…			
When your child misses just…	*That equals…*	*Which is….*	*So, from Prep to Year 12 that equals…*
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 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.

If you need to collect your child from school before 3pm, you are required to go to the office to sign your child out. Office staff will call for your child to be sent to the office. No children are to be collected from the classroom during school hours. This process is necessary for accurate recording of children present at school in the event of a fire or other emergency.

Travelling To and From School

Parking on School Grounds

There is a car park available for use by parents in the vicinity of Wondall Heights State School. The entrance is located at the bottom of the hill on Wondall Road. This car park must not be used as a drop off/pick up area. Gates to the lower carpark and all other school gates are locked after 3.30pm each afternoon.

The middle carpark is for staff only. This car park must not be used as a drop off/pick up area, and students are not permitted to walk through this carpark to access Wondall Road.

The top carpark is for use by staff; however, can be accessed by OSHC parents when the gate is open – please refer to signage for times. Parents are not to park in designated staff carparks or in positions which block access to other drivers or the fire hydrant.

Parents' cars are not permitted to enter the school grounds without prior permission from the principal.

Street Parking

The limited street parking spaces near the school fill very quickly at peak times. Suggested areas for parking near the school include Wondall Road and surrounding streets. Please be considerate of local residents and do not impede access by parking too close to driveways, nature strips, school crossings, double park, or next to a continuous yellow line.

Walking to school – Pedestrian Crossing

In order to promote safety for all, students and visitors must use a pedestrian entrance to enter and leave the school, whether arriving by car, bicycle or on foot. Students must not take short cuts through the staff car parks. A crossing supervisor is stationed on Radford Road. Students crossing Radford Road are encouraged to use this facility.

Cycling to School

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. Students must dismount when using the designated pedestrian crossings and upon entering school grounds.

It is compulsory for all bicycle riders in Queensland to wear an approved safety helmet. All students are encouraged to wear an approved safety helmet in the correct manner when riding a bike, scooter or skateboard. Bikes and scooters are not to be ridden in the school grounds. Students are to walk the bike / scooter to designated areas.

Drop Off and Pick Up

Waiting in School Grounds

Parents and carers are welcome to enter the school grounds to drop off their children in the mornings and wait for them in the afternoons. It is recommended parents organise a location to meet their children in an undercover space such as the: Library, Outdoor Learning Area, Arena, or Junior Covered Area. Please arrange this meeting place away from classrooms as waiting outside classrooms can be distracting for the class. **Parents who are waiting with younger children must supervise these children and be responsible for their safety while they are on school grounds. Children are NOT allowed to play on the playgrounds.**

Dogs are not permitted inside the school grounds. If parents and carers wish to bring dogs to school, they must remain outside the school grounds.

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

Stop, Drop and GO

The STOP, DROP & GO facility is offered by the school to support the movement and flow of students into parental care after 3pm. The use of this facility is at the discretion of parents, with the understanding that students must be confident and independent in following the STOP, DROP & GO procedures and expectations, as listed below:





- The drop off zone is strictly no parking between 8:00am – 9:00am and 2:30pm – 3:30pm.
- In the morning, parents are asked to drop their children at the drop off zone and move on.
- In the afternoon, students who use the facility come straight from class and sit on the seats in a safe, respectful and responsible manner.
- Students are encouraged to wait until their name is verbally called by the supervising staff member- this indicates that they can then move to the front of the pickup line and then load into their car when directed.

  Students are not to leave the designated waiting area, if their parental arrangement is to use the STOP, DROP & GO facility.

For the drop off zone to move smoothly parents are requested to:

- Practise with your children how to get into the car quickly and buckle up.
- Have patience if the car in front is not ready to move when you are.
- Be prepared to drive safely around the block if your child is not at the drop off zone.
- Display your surname as you pull in to the pick-up zone e.g., by way of a label under your sun visor. This 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.

Prep Students only – *<u>The Stop, Drop and Go is not recommended for Term 1.</u> Commencing in Term 2 only a staff member collects students from the Prep classrooms and delivers them to the drop off area at 3pm. The staff member who manages the movement from the class to the waiting area then leaves. Prep parents/carers must inform the class teacher in advance, for this pickup to occur. Prep students using this facility need to be independent and confident in doing so.*

Uniforms

We take pride in our appearance at Wondall Heights State School. Students wear their uniform every day with pride. 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, interschool sport and other school sporting events. Students are encouraged to wear their house colour on sports carnival days.

In Year 6, a senior shirt may be purchased for wear on days where the sports uniform is acceptable.

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.

Our uniform shop is located in the tuckshop building and can supply all standard uniform items and second hand uniforms.

Opening Hours: Tuesday and Thursday mornings from 8.00am – 9.15am.
Additional opening times (e.g., during the week before return to school each January) will be advised via our school newsletter.

The school uniform is as follows:

Formal Uniform	Option One: • Navy and sky blue striped unisex shirt worn with navy shorts or navy skort • Navy socks, black closed-in shoes • Wondall hat Option Two: • Navy and sky blue striped dress • Navy socks, black closed-in shoes • Wondall hat
Sports Uniform	• Wondall Heights sports polo shirt • Wondall Heights sports shorts • Socks, closed-in sports shoes • Wondall hat
Options for winter	• Wondall sports tracksuit • Navy blue track jacket • Wondall knitted jumper

Wondall Heights State School promotes a neat appearance and students are encouraged to:

- have clean clothes, a clean body and tidy hair.
- wear the school uniform with pride.
- wear no jewellery other than watches and stud/sleeper earrings.

Sun Smart Policy

At Wondall Heights State School we believe that children should be protected from the sun. We enact this by ensuring sun protective clothing and sun safe hats are worn when children are working or playing in the sun. Children must wear protective swim shirts while attending swimming lessons. Students are encouraged to apply sunscreen (SPF 30+) before coming to school each day.
Teachers and parents provide good role models for the children at our school. Teachers are required to wear hats while on playground duty. Children are encouraged to play in shaded areas such as the under covered areas and under shade trees.

During the hottest part of the day, physical activities such as Physical Education Lessons are mostly undertaken in covered areas. Sun smart activities held at our school may include the following:

- planting trees around the school.
- using shade covers for sports days, etc.
- conducting educational programs on Sun Safety.
- planning activities to minimise time spent in the sun.
- conducting Physical Education lessons in the covered play areas and shaded areas during peak sun exposure times.
- ensuring parents are informed of the policy when enrolling their child.
- wearing school uniforms that are Sun Smart compliant.
- wearing Sun Smart clothing on Free Dress Days.

What Parents Can Do
Parents and care-providers can participate in Sun Safety by being a positive role model. Providing children with appropriate broad-brimmed hats, clothing, and 30+ or higher broad-spectrum sunscreen. Reminding children about drinking water as they can dehydrate easily during hot weather. Supporting the school's Sun Smart Policy by purchasing and equipping children with appropriate swim shirts for swimming lessons.

Appropriate Uniforms
The Wondall Heights State School uniform has been designed to provide protection from harmful UV radiation as well as to be cool during hot weather. A collar and sleeves on the shirts offer protection to the neck, upper arms and shoulders. Shorts should preferably reach just above the knees.

Hats
Wondall Heights State School has a broad brimmed bucket hat as part of the uniform. Sun Smart hats provide shade. At Wondall Heights State School, children must wear hats to play outside.

Sunscreen
Sunscreen should be applied at home before school and reapplied as necessary throughout the day. Sunscreens should be at least SPF 30+ broad spectrum.

SCHOOL MANAGEMENT

Money Collection and Activity Permission

Invoices for activities such as excursions, incursions, camps and Student Resource Scheme will be emailed to parents. Moving forward towards a cashless school environment, we encourage parents and other customers to pay invoices via BPOINT (internet and telephone via Integrated Voice Response – IVR) as it is the Department's preferred method of payment. Cash payments will be accepted at the cash collection window, open on Tuesday and Thursday mornings between 8.00am and 10.00am. EFTPOS (Electronic funds transfer as point of sale) facilities are available.

If students need to bring money to school, 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.

QParents

QParents is a DoE app used by schools as another channel of communication with families. Parents are encouraged to sign up for QParents when they receive their invitation code via email. Initial sign up needs to be completed on a PC (not through Safari or iOS), and once approved can be accessed either online or through the app which can be downloaded from app stores for free.

The following information is available to parents in QParents:

- Attendance details
- Upcoming events
- Report cards
- Invoices and payment history
- Consent

The benefits of using QParents includes

- Greater transparency with online access to your child's information
- Ease of viewing and updating your child's details including address and medical conditions
- Anytime, anywhere access on a smartphone, tablet or computer
- Access to the latest information in one centralised place

Improved administration efficiencies and reduced printing and mail outs

Our school uses QParents to gather consent for most incursions and excursions, online third-party services consent and state schools consent.

In line with the Department of Education consent and finance processes beginning this term, families will now be asked to **complete consent in QParents before the school is able to generate invoices.**

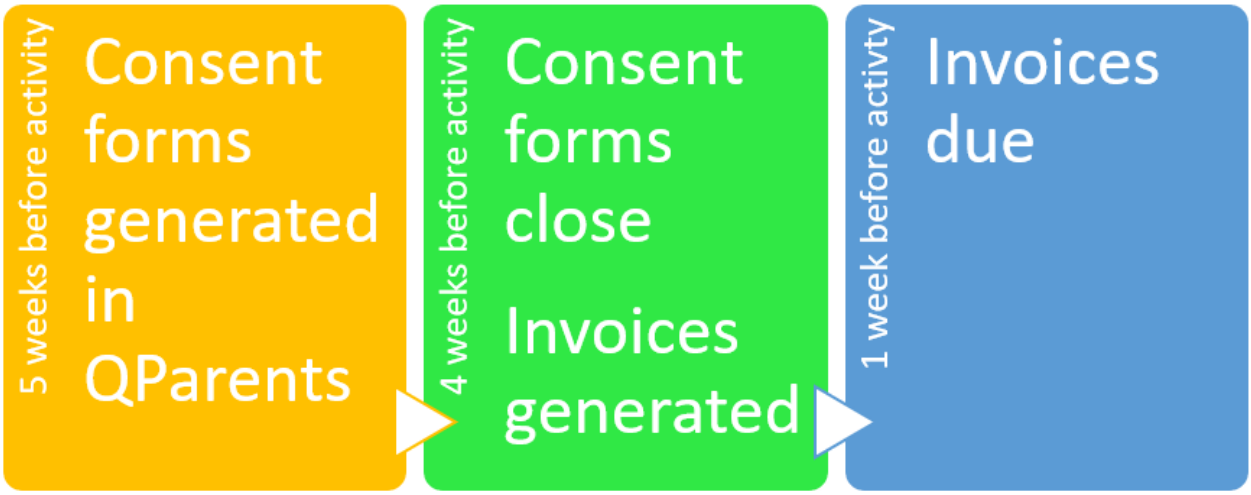
Families will have **one week to complete consent** following the generation of consent forms in QParents. QParents will notify account holders that there is a consent form to be completed via email *(please ensure you have set no.reply@qparents.qld.edu.au as a trusted sender so that emails don't go to spam or junk).*

Families who have not yet signed up to QParents will receive their consent via email. If this relates to you, you will need to complete the consent form and **return it to the Office no later than the morning of the due date**, so it can be entered manually into our consent module.

Consent forms will not be accepted after the due date without exceptional circumstances.

Invoices will then be required to be paid one week prior to the activity date. Where possible, we will give a minimum of three weeks to pay invoices, however, with this change to the process, this timeline is shorter for activities in early August.

Having consent and invoices for activities paid on time is important to allow time for teachers organising the activity to prepare rolls, medical information and equipment necessary for the activity prior to the activity. Families experiencing difficulties with paying for activities by the due date, can contact our Business Manager to arrange a payment plan prior to the due date.



Payment Plans

Wondall Heights State School offers families with financial difficulties to arrange to have school fees, excursions, levies etc. paid off over a period of time. Please call or email the Business Manager if you would like to discuss a payment plan option before the specified due date.

Centre Pay

Centrepay – the easy way to pay your bills and expenses.

Centrepay is a voluntary bill-paying service which is free for Centrelink customers. Use Centrepay to arrange regular deductions from your Centrelink payment. You can start or change a deduction at any time. Contact Centrelink for more information.

BPOINT

BPoint allows parents to pay their child's invoices directly from home and receive a receipt immediately. This system is linked to OneSchool (your child's profile) which means, once the Customer Reference Number (CRN) and invoice number is entered, it automatically links to the school system and marks the invoice as paid. This is a highly effective system which allows parents to be receipted immediately.

Invoices show the CRN number, invoice number and the BPoint link on the bottom left-hand side of the document. These numbers are automatically populated when making a payment using the BPoint link.

Student Resource Scheme

Wondall operates a Student Resource Scheme (SRS)- currently for Instrumental Music. Under the *Education (General Provisions) Act 2006* (Qld) External link (Section 50(2)), the cost of 'instruction', 'facilities' and 'administration' are met by the State. State funding for schools does not extend to individual student resources such as textbooks, equipment for personal use and items used/consumed by the student in the classroom. Parents are responsible for supplying these resources to support student learning. The SRS provides parents with a convenient and cost-effective alternative to individually sourcing:

- curriculum resources
- personal computing devices
- other educational programs.

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.

Visitors and Volunteers

To assist with maintaining a secure and safe environment at Wondall Heights State School, all visitors to the school must first go to the office to sign in and receive a **Visitor Pass**. This pass is required for security as well as in the event of an emergency. Similarly, parents and carers who are volunteering to assist on the school grounds (e.g., classroom activities, PE activities) must sign in at the office.

All volunteers must complete the Mandatory All-Staff Training Key Messages guide issued by the Department of Education each year.

Parent Involvement in Wondall Heights State School
Parents are the first educators of their children and we value and encourage the ongoing participation of parents in their child's education. Parents at Wondall Heights State School are involved in a variety of ways including as members of the P&C Association; as members of committees and working parties; and as helpers in the classroom, tuckshop and on school excursions.

Blue Cards
Parents of children enrolled at the school do not require a Blue Card. If a grandparent is visiting/volunteering at a school (not just WHSS), for less than 7 days in the calendar year, they do not require a blue card, however if they exceed this, they will require a Blue Card. It is the responsibility of the volunteer to ensure they meet this requirement when they complete the MAST – Key Messages Guide.

School Annual Reporting

The Queensland Government requires schools to report on the performance of the students and the school. This policy ensures that Queensland parents can access the information they need to make informed choices about schools and help their children throughout their schooling.

All schools must publish a minimum set of information. The Wondall Heights State School website contains the following documents.

- Annual Implementation Plan (our priority focus areas for the school year)
- School Annual Report
- Parent and Student Code of Conduct

CURRICULUM

Australian Curriculum

Prep to Year 6 teachers implement the Australian Curriculum in each of the learning areas of English, Mathematics, Science, Humanities and Social Studies (HASS), Digital and Design Technologies, The Arts, Health and Physical Education (HPE) and Languages. Details of the Australian Curriculum – V9 can be found at: www.australiancurriculum.edu.au/.

Students at Wondall attend specialist lessons in the following subject areas:

- Technology,
- Languages (Japanese) from Year 3-Year 6,
- Health and Physical Education and
- The Arts (Dance, Music, Drama).

At the beginning of each school year, teachers will outline to parents how curriculum will be delivered in their classrooms throughout the course of the school year. This will be done at Parent Information Sessions which will take place in the first few weeks of the school year. Curriculum Overviews will be emailed to parents at the beginning of each semester and are also available on the school website.

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 TV and a suite of networked computers, iPads and laptops for access by students.

As part of the enrolment procedure, students and parents are required 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.

Languages – Japanese

The additional language taught at Wondall Heights State School is Japanese. All students in Years 3 to 6 participate in weekly language studies, taught by a language specialist teacher.

The aim of the Languages learning area is to introduce students to the Japanese language and the Japanese culture. The course is primarily an oral course with an emphasis on the development of language proficiency in speaking and listening. There are, however, short projects and assignments involving writing and reading.

Health and Physical Education

The Health and Physical Education curriculum promotes the physical, social, emotional, and mental well-being of students. It aims to develop students' knowledge, skills, and attitudes that enable them to make informed decisions and take action to enhance their own health and well-being. Students learn fundamental movement skills and how to apply them in different games, sports, and other physical activities.

Inter-School Sport
Interschool sport occurs on Fridays for 8 weeks of Semester 1. In Semester 2 students participate in an intra-school sport program offering a variety of sports. All students in Years 4 – 6 are expected to participate in the local interschool sport competitions and intra-school sport.

Representative Sport
Wondall Heights State School strives to excel in many forms of sport throughout the school year. From beginner level through to representative players, Wondall Heights State School will encourage your child along their journey to achievement in sport. There are many opportunities for students to represent the school at district competitions. Selection at this level is based on achievement at carnivals and internal sporting events.

Sports Carnivals
Each year the school holds Cross Country and Athletics Carnivals for all students. A Swimming Carnival is held for Years 3 - 6 students, whilst modified Swimming Fun Sessions will be held for Prep - Year 2 students. All events are held here on the school grounds and may be split over multiple days to include all children. For students in the older grades (Years 4 - 6), carnivals act as a pre-cursor to school team selection for representative honours hence, their placement usually falls before these district sport decided dates.

Swimming
We are fortunate to have a pool located within our school grounds. Swimming forms a part of our Physical Education program. All students are expected to participate in swimming. Parents/ guardians are asked to complete a swimming permission slip at the beginning of each school year.
Students need to be equipped with:

- swimming togs (girls - one piece, boys - jammers, euro cut or traditional)
- swim cap
- sun shirt
- towel
- sunscreen
- spare underwear
- bag (plastic or pool bag for wet gear)
  Please mark all equipment with your child's full name.

To ensure adequate supervision ratios in the pool, parents may be required to help with the swimming program. Your child's teacher will send out communication to schedule this support if needed.

The Arts

The Arts program at Wondall Heights State School aims to provide students with opportunities to explore and develop their creativity, imagination, and self-expression through a range of artistic forms. Lessons cover five key areas of the arts: dance, drama, media arts, music, and visual arts.

Our students are offered a wide range of activities and opportunities outside the classroom, where they are able to showcase their talents throughout the year.

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 available to students include:

- Instrumental music program (Junior and Senior Bands)
- Choir (Junior, Intermediate and Senior Choirs)
- Dance Club
- Theatre Club
- Garden Club
- Games Club
- Technology and Innovation interest groups – Robotics, Coding, Minetest.
- Japanese Extension

Instrumental Music
As well as music taught by the Music specialist teacher, students in Years 4 – 6 have an opportunity to undertake the study of a musical instrument through the Instrumental Music Program. Instruments on offer include those from the brass, percussion and woodwind families. Students involved in the program have the option to participate in band at the Senior and Junior level. These groups showcase their abilities at dedicated school music concerts, assemblies and community events.

Entry to the program is via completion of an aptitude test (does not require study) and acceptance of an offer. The majority of students are required to provide their own instrument in the second year of playing and may be asked to do this in the first year depending on instrument type. Larger instruments can usually be loaned from the school for longer than a year.
Participation in the school's Instrumental Program (for students in Years 4 - 6) does incur annual costs. These funds are used to purchase music, upgrade and service equipment, and are essential for participation in the program.

Choir
Choir provides students with the opportunity to develop their vocal and communication skills. Wondall Heights State School offers choir rehearsals for different age groups, during lunch breaks. Students perform at various events throughout the year, providing students with opportunities to showcase their talents and gain experience performing in front of an audience. All students are welcome to join Choir.

Performing Arts Team
The school performing arts program focuses on building students' drama, music, and artistic skills. Rehearsals occur during lunch breaks and aim to promote teamwork, discipline, and creativity. Students collaborate with teachers to choreograph performances for various events throughout the year.

Lunchtime Clubs
There are a variety of lunchtime clubs on offer throughout the year including: theatre, garden, tech and games club. Students develop problem solving skills as they to take on new challenges and responsibilities. They also interact with their peers in a different environment which can improve social skills and develop new friendships.

Japanese Extension
Japanese extension provides students with the opportunity to improve their Japanese skills through immersion in language. Students learn to read, write, speak and listen to Japanese language during one lunch break per week.

Camps and Excursions

School camps and excursions are designed to supplement and enhance classroom learning by providing students with real-world experiences that can help them better understand and apply concepts they have learned in class. All planned school excursions are approved by the Principal and endorsed by the Parents and Citizens Association. Camps are conducted for Year 5 and 6 students.

Excursions
School excursions can help students gain a deeper understanding of a particular topic by providing first-hand experience. 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 must be received prior to each excursion. Please make careful note of payment cut-off dates as advised for each activity, to ensure your child is able to attend. All students are encouraged to attend. If there are any difficulties experienced by families regarding the cost of excursions, they are encouraged to discuss any concerns with the Business Manager.

State schools are able to charge a fee for:

- An educational service including materials and consumables not defined as instruction, administration and facilities for the education of the student;
- An education service purchased from a provider other than the school where the provider charges the school; and
- A specialised educational program.

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

- School fees for excursions and camps are calculated on a cost recovery only basis, according to the number of students who have indicated their attendance in the program.
- Participation of students in an excursion or camp is indicated through payment of the excursion or camp fee and provision of a permission form completed by the parent/carer.
- As the school budget cannot meet any shortfalls in funding for an excursion or camp due to the subsequent non-participation of a student who had previously indicated attendance of the activity, fees already paid for an excursion or school camp may be refunded in full or in part or not at all, having regard to the associated expenses incurred and the circumstances of the non-participation.
- If a parent/carer wishes to apply for a refund due to their child's non-participation in an excursion or camp activity, they may do so by completing a Request for Refund form available from the school office. The request should include the receipt relating to the payment for which a refund is being sought from the school.

It is preferred that refunds be made as a credit against the student's account at the school, and used for any cost in the future.

Parents/carers receive communication regarding upcoming excursions/events via QParents. This email will contain important details about the excursion including event information, dates, departure times, costs involved as well as important due dates. Reminder emails are sent out periodically, weeks before the event, to remind parents about the upcoming event. Please ensure all permission slips are completed via QParents or returned to your child's class teacher and payment is made or a payment plan is arranged with the office before the due date to avoid disappointment as we follow a strict "No pay, No go" policy.



Year 5 and Year 6 Camp

Camps are offered once per year, to students in Years 5 and 6. The camp program endeavours to:

- enhance relationships between students and staff,
- develop curriculum beyond 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.

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. Students are expected to uphold the values of safe, respectful and responsible at all times. ***Inappropriate and/or unsafe behaviour at school may result in a child not being invited to attend camp***.

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 student attending camp, unless engaged in a payment plan.** ***Failure to make full payment or actively participating in a payment plan may result in referral to debt collection agencies for fund collection and removal from future school activities.*** The school can organise a payment plan for any family that is experiencing financial difficulties. An appointment with the Business Manager is essential.

Religious Instruction

Queensland state schools embrace a multitude of cultural, religious and non-religious beliefs and encourage students to grow and develop as a whole person, in particular, in beliefs, values and attitudes. State schools respect the background and beliefs of all students and staff by not promoting, or being perceived as promoting, any particular set of beliefs in preference to another.

Queensland state schools provide religious instruction in accordance with Chapter 5 of the *Education (General Provisions) Act 2006 External link* (EGPA) and Part 5 of the Education (General Provisions) Regulation 2017 External link (EGPR) by making available up to one hour per week for the provision of religious instruction to students (except Prep students) who are members of a faith group that has approval to deliver religious instruction at the school.

A 30-minute non-denominational Religious Instruction lesson is provided to Wondall Heights State School students by volunteers from local churches, weekly for a semester or fortnightly for a year. On enrolment, parents are required to give permission for or decline participation in Religious Instruction. Parents are able to change this permission by sending a signed note to the office, stating what permissions are given.

Library

Our library provides a safe and welcoming environment for students to develop critical thinking and information literacy skills. Students are able to access the library during both breaks as an additional play space where students build a sense of community and belonging.

Classes are allocated a weekly borrowing session in the Library. Students may borrow according to their class allocated timetable and during lunchtimes. Borrowing is not available after school. Students are required to use a library bag when borrowing. Please make sure this is clearly named.

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 become part of our school library collection, available for all children to read.

STUDENT INFORMATION

Student Leadership

We recognise our Year 6 student cohort as the leaders of our school and the importance of being positive role models for all students. In addition to this, students displaying exemplary leadership and behaviour throughout their schooling are welcome to apply for additional leadership positions as listed below.

- School Captain
- House Captain
- Cultural Captain
- Innovation Captain
- Environment Captain
- Prep Representative

Positive Behaviour for Learning - PBL

PBL is a whole-school framework that promotes positive behaviour through a supportive learning environment. Wondall Heights State School strives to facilitate a framework that develops a common behaviour language and implements clear expectations across the school. It encourages acknowledgement of expected behaviours that align with our school values and expectations. Our school values are:

- *Safe*
- *Respectful*
- *Responsible*



It is our aim at Wondall Heights State School to provide a safe, caring environment for all members of our school community. Through a consultation process, school personnel and parents to work together to provide a consistent approach to behaviour management. A set of class rules and playgrounds rules are developed, displayed and reinforced in each classroom.

For additional information refer to our PBL Handbook and Student Code of Conduct.

Student Support Services

Wondall Heights State School has a team of specialist staff who provide targeted interventions to enhance student access through a Multi-Tiered System of Support. This framework includes the following three tiers of support:

- Tier 1: Universal support for all students, which includes high-quality academic instruction and positive behaviour supports in the classroom.
- Tier 2: Targeted support for students who need additional help, which may include small group instruction, tutoring, or interventions that are more focused on specific skills or areas of need.
- Tier 3: Intensive support for students who require more individualised and intensive interventions, which may include one-on-one instruction, counselling, or referral to outside services.

These tiers are implemented by a range of student support staff, led by the **Head of Inclusion**, who can be contacted through the school office.

Inclusion Team
Inclusion staff assist in the development of educationally appropriate programs across the school and support student learning. Under the direction of the Head of Inclusion and school principal, inclusion teachers plan and provide appropriate learning experiences for students with disabilities and diverse

learning needs. The Inclusion teacher is responsible for liaising with a variety of stakeholders to ensure educational, social, and emotional priorities are met. These stakeholders include: parents, classroom staff and therapists. The Inclusion teacher, collaboratively with classroom teachers, creates flexible learning programs, and environments, that provide reasonable adjustments for students with disabilities, such that each student is able to access and engage with the curriculum on the same basis as other students.

Student Well-being Action Team (SWAT)
The Student Well-being Action Team plays a vital role in promoting and ensuring the well-being of students in a school environment. SWAT meets each Tuesday to discuss and develop action plans to support students with particular learning and social emotional needs.

Guidance Officer
The school has the services of a fulltime Guidance Officer. Referrals for Guidance Officer support can be made via the Student Well-being Action Team (SWAT). The Guidance Officer can provide academic, emotional or behavioural support to students. Parental permission must be obtained via the appropriate forms, following approval at the SWAT meeting.

Speech Pathologist
Wondall Heights State School has a speech pathologist who attends school two days per week. Referrals for speech are via SWAT.

School Chaplain - Chappy
Chappy is a safe person with whom young people can connect with 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 Chaplaincy Service is available to everyone in the school community. Permission from parents is sought for students to work 1:1 with Chappy. Referrals for Chappy are via SWAT.





Books and Materials

A school booklist is issued to each child prior to the start of each year to ensure all students have the correct books and equipment needed for their learning. The list items are essential for your child. All items should be clearly named, and brought to school on the first day of the school year. Current booklists are available from the school office.

Lunches

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 as nutrient-rich foods are proven to help with concentration. Chewing gum, bubble gum, lollies and soft-drink are not to be brought to school.

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

Allergies
Allergies can vary in severity and may be triggered by certain foods, insect bites, medications, or environmental factors. We take allergies seriously and strive to create a safe environment for all students. We appreciate your cooperation and open communication in helping us maintain a healthy and inclusive space for every child.

Some students at Wondall have severe reactions to nuts or nut products. As this reaction may be life threatening, in being allergy aware, we ask that nut products are limited and following consumption, students wash their hands. We do not promote the sharing of food between students.

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 on anaphylaxis recognition, prevention, and emergency response.

Tuckshop
Our tuckshop operates from Monday to Friday. Menus are available online via the ordering app or can be collected from the tuckshop. All orders are placed using on online system. The system can be accessed by going to www.quickcliq.com.au.

The 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.

Due to work place health and safety regulations children are not allowed in the tuckshop.

Lost Property

All lost property is kept next to the cleaners' store room under 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.

Mobile Phones, Money and Valuables

We discourage children from bringing valuable items (including toys) and large amounts of money to school. They do so at their own risk. Teachers will not be held responsible for any items lost at school.

Students are discouraged to bring personal technology devices because of the potential for theft and general distraction and/or disruption to good order and management of the school. However, in special circumstances, such as for safety reasons, mobile phones may be permitted. Any student who brings a personal technology device (mobile phones, smart watches, iPads etc.) to school, *must hand the item to the office on arrival to school and collect on departure.* These are signed in and out before being kept in safe storage for the school day.

Homework

Homework provides students with opportunities to consolidate their classroom learning, develop behaviours for lifelong learning beyond the classroom and involve family members in their learning. The setting of homework takes into account the need for students to have a balanced lifestyle. This involves sufficient time for family, recreation and cultural activities.

As per Education Queensland's policy, homework guidelines for our school are:

- In Prep year, generally students will not be set homework other than take-home readers and or reading material
- In Years 1, 2, 3 – up to one hour per week
- In Year 4 & 5 – up to 2-3 hours each week
- In Year 6 – up to 3-4 hours per week

Teachers use their professional expertise when setting homework, so that it is specifically targeted to the learning areas of that class.

COMMUNICATION

Effective communication between the school and parents is crucial for maintaining a strong partnership in supporting students' education and well-being. All concerns or queries, should be directed to 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. Please note that our school operates on a 48 hour response time to parent contacts.

Parents are requested not to approach any student directly. All concerns and issues must be reported to school staff, and will be managed following school processes.

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

Orientation and Parent Information Sessions

Wondall Heights State School has a comprehensive Prep Transition Program for children commencing Prep, the year prior to commencement. These days are designed to help you and your child feel comfortable with the school environment. Students commencing in all other grades receive an orientation program specifically tailored to their individual needs.

At the start of the school year, Parent information sessions are held with classroom teachers. Parents and carers are encouraged to attend in order to meet the teacher and learn about their child's curriculum and activities during the year.

Parent-Teacher Communication

Teachers at Wondall Heights State School are always willing to discuss student progress with parents. In order to ensure that the teacher can provide optimal attention to the discussion, please ensure that you make an appointment by contacting the teacher for a mutually suitable time.

We recommend that you discuss preferred communication methods with your child's teacher, early in the school year, so that both you and the teacher are aware of the best ways to stay in contact. Classroom teachers provide parents with their school email address as a means of communication between home and school. It is important to remember that, due to the nature of teaching, classroom teachers may not be able to respond immediately to your email. Teachers will respond to parent emails within 48 hours. Please be assured that Wondall Heights State School staff will contact parents / carers immediately if they perceive the need to discuss a child's progress or behaviour.

It should be noted that parents should always discuss educational matters with the relevant classroom teacher or specialist teacher **before** an appointment with the Deputy Principal or Principal.

Sharing Information

Text Messages
In the event of a more urgent update to parents, the school is able to send a text message to parents. Please ensure that your contact details are always current.

Newsletter
Our newsletter is a great way to keep up to date with what's happening at school and in the local community. Each newsletter includes an updated school calendar for the term. A newsletter link is emailed home each fortnight, in odd weeks of term. Each newsletter is also uploaded to our website and summary 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 fortnight, regular 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.
https://www.facebook.com/WondallHeightsStateSchool/

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 NOT ENDORSED or monitored by school staff.*** We would encourage caution when accessing non-school managed social media accounts. Posting to these sites is to be in line with online platform requirements, consistent with the Parent and Community Code of Conduct and should be supportive in nature of the school. The privacy of students and staff is the highest priority and these social forums need to be considered. Should material posted not be appropriate, it will be referred to the Department of Education/ media platform for follow up.

School Website
Our website www.wondallheightsss.eq.edu.au provides a wide range of information about Wondall Heights State School, including school Annual Reports, Student Achievement reports, Curriculum, Parent Information Handbook, Enrolment Management Plan and Student Absenteeism.

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. This includes the use of your child's work or pictures of your child for the newsletter or social media.

Reporting

Students will receive a written academic report via email at the end of Semester 1 and Semester 2. Our teachers offer parents the opportunity to formally meet with them to discuss their child's progress at least twice each year. The school will advise parents of such times. Parents are always welcome and encouraged to make contact with teachers to discuss your child's progress.

School Assemblies

Assemblies are held fortnightly on Mondays, unless otherwise specified. Assemblies are held on even weeks during the term at 1:40pm. Students receiving awards on assembly are recognised during the parade and also in the school newsletter.
At times, special assemblies or performances at assemblies will be scheduled. Please refer to the school calendar or website for details. Parents are notified of these in advance and are welcome to attend.

Annual Events

A school calendar is prepared which highlights the major events of the school year. This information is transmitted to parents through the school newsletter and website with upcoming events clearly signalled prior to the date. Regular annual events include:

- School Photographs
- Sporting and Arts events

- Participation in local events such as ANZAC Day services
- Participation of school groups in cultural activities

Complaints Management

During the course of your child's school years, you may have cause to make a complaint about an issue or concern you have with their education. The Department of Education and Training is committed to ensuring that all complaints are dealt with in a fair and equitable manner. There are processes and support networks in place to enable you and your child to work through any issues or concerns you may have.

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

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

You should be aware that if you are making a complaint about a staff member that, in most instances, the staff member will be told of the complaint and offered the right of reply. You also have the right to have a support person participate throughout the process. The following procedure is in place to assist parents/carers and school staff to reach an outcome that is in the best interest of the student.

1. **Discuss your complaint with the class teacher**

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

2. **Discuss your complaint with the Deputy Principal or Principal**

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

If your complaint relates to more general school matters, including issues of school policy and issues of compliance or non-compliance, you should raise your complaint directly with the Deputy Principal or the Principal. The executive staff member will make a record of your complaint and work with you to come to a resolution. Complaints to the Principal may be lodged in person, by telephone, writing or via email.

3. **Contact your local Education Office**

If you have discussed your complaint with the Principal and still feel that you have not reached a resolution, you have the right to contact your local Department of Education office. Complaints may be lodged by telephone or in writing. Your complaint should be specific in detail and outline the steps you have taken to resolve the issue. Ensure your complaint includes your full name and address and that you have signed and dated it. It is also a good idea to keep a copy for your own records. Anonymous complaints will only be acted on if enough information has been provided to allow for follow-up with the relevant school Principal.

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

Addresses and telephone numbers for the Department of Education and Training offices are available through the Schools Directory at www.education.qld.gov.au/directory/

Department of Education



Parent and Community Code of Conduct

Supporting learning, wellbeing and safety in every Queensland state school

We welcome parents[1] and other members of our diverse community into schools across Queensland.

Working together with their school community[2], school staff support the learning and wellbeing of every student, and are entitled to a safe work environment.

Parents and other visitors to schools support safety by ensuring their communications and conduct at the school and school activities is respectful.

Elements of engagement	It is expected that parents and visitors to our school communities will:	Parents and visitors to our school communities demonstrate this by:
Communication	• be polite to others • act as positive role models • recognise and respect personal differences • use the school's communication process to address concerns	• using polite spoken and written language • speaking and behaving respectfully at all times • being compassionate when interacting with others • informing staff if the behaviour of others is negatively impacting them or their family • respecting staff time by accepting they will respond to appropriate communication when they are able • requesting a meeting to discuss any concerns about their child's education — allowing staff time to prepare and appreciating their time may be limited
Collaboration	• (parents) ensure their child attends school ready to learn • support the Student Code of Conduct	• taking responsibility for their child arriving and departing school safely on time every day • reading and encouraging their child to understand and follow the Student Code of Conduct
School Culture	• recognise every student is important to us • contribute to a positive school culture • work together with staff to resolve issues or concerns • respect people's privacy.	• valuing each child's education • acknowledging staff are responsible for supporting the whole school community • speaking positively about the school and its staff • not making negative comments or gossiping about other school community members, including students — in person, in writing or on social media • understanding, at times, compromises may be necessary • considering the privacy of all school community members at all times, and understanding that the school cannot share confidential information.

[1]The term 'parent' refers to parents, carers, guardians and people who exercise parental responsibility for a child.

[2]The term 'school community' refers to staff, students, parents, local business and community organisations and visitors to the school.

Queensland Government

HEALTH AND SAFETY

Accident Procedures

All care is taken to ensure the safety of students and staff at Wondall Heights State School however, accidents and emergencies do occur. In the case of minor accidents or illness at school, parents will be contacted to seek further instructions. For serious accidents, an ambulance is called immediately and parents are advised accordingly. In either case, it is imperative that an up to date record of emergency telephone numbers are stored at school.

Please ensure that the office always has the correct contact numbers for you and your designated emergency contacts. Notify the office if you change your address, telephone numbers or place of employment. Similarly, notify the office of any changes in contact details for your emergency contacts.

Evacuation and Lockdown
Evacuations and lockdowns are safety measures implemented to protect students, staff, and visitors during emergencies or potential threats.

- Evacuation of rooms
  An evacuation is signalled by a continuous siren sounded over the school PA. Staff, students and visitors evacuate all areas of the school and assemble on the senior oval.
- Lockdown of rooms
  A lock down is signalled by the sound of 'jungle drums' 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.

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 when referred to the health room. If a child remains unwell in the health room, the school will contact the child's parents and request the child be taken home. Parents will also be contacted if a child sustains an injury above the shoulders. It is not the responsibility of school staff to care for children who are unwell at school.

First Aid
If your child becomes unwell or is involved in an accident whilst at school, staff will administer basic 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.

Medical Information

Parents are requested to provide the school with accurate and up-to-date medical information to ensure the health and well-being of your child. This information enables staff to understand your child's health needs and allows us to provide appropriate support and care. All medical information is treated with the utmost confidentiality.

Medication
The administration of medications to students is only to occur when there is medical authorisation for its administration. All medication must be accompanied with the appropriate departmental documentation. Medication and notes must be handed in at the school office. School staff will only administer prescribed medications. Please ensure all medications are in their original packaging with a pharmacist label noting the prescribing doctor, the child's name, the date and the dosage.

Asthma
The school maintains a register of all children who may require asthma medication. Parents are required to inform the school if your child suffers from asthma. Please provide detail of the prescribed treatment and any medication listed on your child's asthma management plan. Asthma inhalers are the only prescribed medication that students are allowed to carry with them. All teacher aides are trained annually in the treatment of asthma.

Anaphylaxis
The school maintains a register of all children at risk of anaphylaxis. Please inform the school if your child is at risk of anaphylaxis. Parents must provide a Medical Action Plan completed by your doctor and required medication to ensure we have the necessary information and resources in place to keep your child safe. EpiPens are located with or near the student at all times during the day. All teacher aides are trained annually in anaphylaxis management.

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. A notification letter will be sent home, if headlice are observed or reported to school to alert other families.

Accident Insurance Cover for Students

Some school activities and physical education, particularly contact sports, carry inherent risks of injury.

Parents are advised that the department does not have Student Accident Insurance cover for students.

If your child is injured at school as a result of an accident or incident, all costs associated with the injury, including medical costs, are the responsibility of the child, parent or caregiver.

Some incidental medical costs may be covered by Medicare. If parents have private health insurance, some costs may also be covered through the private health insurance. Any other costs would be borne by the parents.

Student Accident Insurance is an insurance policy that pays certain benefits in certain circumstances should your child have an accident.

It is a personal decision for parents as to the types and levels of private insurance they arrange to cover their child for any accidental injury that may occur.

Parents should contact their insurer or an approved Australian insurance broker for more information about student personal accident insurance cover for their child.

OUR COMMUNITY

P&C Association

The Parents and Citizens Association (P&C) is the overall parent body of the school. P&C members work as a cohesive body group within the school community to improve our children's educational experiences. Membership is open to parents, caregivers and all community members.

The P&C association meetings are held in the WOSHC building on the **Tuesday of Week 3 and Week 8 of each term at 6:00pm**.

The P&C is also responsible for the operation of the tuckshop, uniform shop and Wondall Seagulls swimming club.

Becoming a member of the P&C is easy. Simply download the Membership application form, complete it and lodge the form when you attend the next P&C meeting.

Fundraising
The P&C Association has made a strong commitment to the school over many years to provide a variety of resources. This is done through a varied number of events and projects run within the school community and outside in the broader community.
These events, while earning extra dollars for the school, provide many opportunities for families to join together and form life-long friendships.
Monies are spent on providing resources such as reading books, library books, mathematics, science, sporting, physical education, computer and playground facilities and swimming pool improvements to name a few.



Making a donation to assist the school
Whilst, Wondall Heights State School is unable to issue tax deductible receipts upon the receipt of a donation, the P&C Association is classified with the Australian Taxation Office as a Deductible Gift Recipient. This enables the P&C to issue a tax-deductible receipt. If you would like to make a donation to assist the school provide the very best for our students, then please email the P&C for further information.

Thank you for joining the Wondall Heights State School Community, we look forward to working with you to ensure successful outcomes for your child/ren. Please make sure you reach out to school staff if have any questions or need clarification. Call the office on 3906 6444.


Wondall
HEIGHTS STATE SCHOOL
School Map
WONDALL ROAD
Visitor Parking
Multi Sport Courts
Netball Courts
Pool
Staff Carpark
Entry / Exit
Covered Area
Stop Drop & Go
Main Entrance
Administration Block
Performing Arts Hall
Staff Carpark
Staff Carpark
Upper School Classrooms
Uniform & Tuckshop
Library
Middle School Classrooms
Instrumental Music Room
Music Room / Tech Rooms
Senior Playground
Outside School Hours Care
Upper School Classrooms
Junior School Classrooms
Outside School Hours Care
Junior School Classrooms
Outdoor Learning Area
Junior School Classroom
Middle School Classrooms
Junior School Classrooms
Senior Ovals
Prep Playground
P-2 Sandpit
1-2 Playground
Junior Oval
Sheds
1-2 Swings
Miles Cres
LEWIS PLACE
Tantani Street Park

Queensland Health

Time Out

Keeping your child and other kids healthy!

This poster provides information on the recommended minimum exclusion periods for infectious conditions and will assist medical practitioners, schools, pre-schools and childcare centres to meet the requirements of the *Public Health Act 2005*.[1]

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

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Footnotes

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

Queensland Government

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

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Some medical conditions require exclusion from school, childcare centres and other settings to prevent the spread of infectious diseases among staff and children.[1]

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

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

Time Out

Use this QR Code to access a digital copy of this poster or visit: **www.health.qld.gov.au/publichealthact/contagious**

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