Welcome to
Shorncliffe State School

2016 Parent Handbook

Please note: this is a current version but is subject to alterations due to changes by the Department of Education and Training. The most recent handbook is available on our website: www.shorncliffess.eq.edu.au / forms and documents / documents / SSS Information and Forms / 2016 Parent Handbook.
Welcome to Shorncliffe State School

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Please Note: Where the word Parent is used the intent is Parent /Guardian
Welcome from our Principal

Welcome to Shorncliffe State School

We hope your association with our school will see your child develop educationally and socially.

We see ourselves as a school for the community and hope to develop within our children a sense of belonging and trust. We want to develop in our children a realistic self-concept with positive views of self and others. We want to nurture their sense of wonder and curiosity.

Our school works hard to develop a climate that supports learning and teaching. We believe it is the right of all children to feel safe and secure within their school environment, to allow individuals to develop their own particular skills and potential. We aim to ensure that the differing needs of each child are recognized and met.

We look forward to a positive relationship with you as we work together through your child’s time at Shorncliffe State School.

Cameron Boal
Principal
About our school

This booklet provides information about Shorncliffe State School. If you have any queries about the school, please contact the school office for additional information.

Shorncliffe State School was opened in 1919. We are very proud of the history and the traditional role the school has played in the local community. Whilst we look back with pride, we are focused on providing opportunities to help our children prepare for their futures.

Education is a partnership between staff, parents/guardians and the local community. Your involvement and interest in our school and the education of your child is very much encouraged. We are proud of Shorncliffe State School and hope that all children and parents/guardians will get to know it well, support it, appreciate it and most importantly become an active part of our thriving life.

Contact details

Office 3631 9222
Facsimile 3631 9200
OHSC (Outside Hours School Care) 3269 9000

Email oshc@shorncliffess.eq.edu.au
Website www.shorncliffess.eq.edu.au
Absentee asbent@shorncliffess.eq.edu.au

Queensland School Vacations

The term dates for all Queensland state schools are published on the school holidays and term dates page of Education Queensland’s website: http://education.qld.gov.au/
A DAY AT

Arrivals
The ‘school day’ officially starts at 8:40am. At this time supervision and responsibility for children at school commences. Children must not be at school before 8:15am as we cannot provide supervision or ensure their safety. Children who arrive between 8:00 and 8:15am must wait quietly under the administration building.

Students and parents should only enter classrooms with teacher supervision. The oval is not to be used at this time. If children do not meet this requirement their parents/guardians will be notified and the student will not be permitted at school before 8:40am.

Bell times
Our school bell times are:

8:15am   Students may take their bags to the bag racks. If classroom doors are open and a teacher is present they may go into their rooms to get organized for the day.

8:40 am   School starting time, visit toilet, report to classes.
11:00 am  Morning tea
11:10am   Play
11:30am   Return to class
1:00pm    Lunch
1:10pm    Play
1:40pm    Return to class
2:45pm    Dismissal, children need to leave the grounds promptly as there is no staff to supervise after this time.

Before and after school care
Kids at the Cliffe Outside Care Program (OSHC) provides before and after school care in a separate building on the school site (entry on Signal Row) Staff from OSHC escort Prep students to and from class. For further information please call the coordinator on 3269 9000.

Play guidelines
Unstructured play is an important part of the learning process. These play times allow children to mix, play, make choices and co-operate with others with a minimum of adult intervention. During play times children are required to play in the correct areas in a safe and responsible manner.

THE RIGHTS OF OTHERS ARE TO BE RESPECTED AT ALL TIMES. Children who are unable to play in a safe and respectful manner may be withdrawn from the playground.
Lunch breaks
Staff supervises children in a designated eating area. Children remain seated to eat their morning tea from 11:00 – 11:10am and lunch from 1:00 – 1:10pm. Students are dismissed in an orderly manner when their eating areas are deemed clean and lunchboxes stored away.

Tuckshop
Our tuckshop provides an important service for the school. Tuckshop is open on Thursday, offering morning tea and lunch. Our tuckshop requires the support of rostered volunteers to operate. The efforts of all our tuckshop volunteers are most appreciated.

- Children are not permitted to leave the school grounds to purchase food.
- Only children making purchases should be at the tuckshop.
- Children are not permitted to buy food for others.
- All food is to be consumed in the allocated eating area.
- All lunches are ordered before school.
- No counter sales are permitted between 11 – 11:10am and 1 – 1:10pm.
- No sales after 11:25am and 1:30pm.
- Manners to be used at all times.
- Line up in an orderly manner.
MANAGEMENT MATTERS

Enrolments

Prep Year
Preparatory year children are fully integrated into our school and as such, are under the policies and procedures of our school.

- Children enrolling in prep must have turned five by 30 June in the year they enrol.
- For information on Early/Delayed entry into Prep, please refer to education.qld.gov.au/school-operations/early-delayed-entry-prep

Enrolment Management Plan (EMP)
Shorncliffe State School has an enrolment management plan. This means we can only take a certain number of students each year. Enrolment is given automatically to students who live in the ‘catchment area’ and then siblings, and after as spaces become available to applicants on waiting lists. See our website for more information about our EMP and catchment map.

Students leaving
Please contact the office as soon as possible to advise of an impending move as we have a waiting list of students wishing to attend Shorncliffe State School.

Class allocations
Classes are formed before the end of the school year for the next year. These are tentative only and may change in the new year once staffing is finalized. Class lists are posted on the information board outside the tuckshop the week prior to school starting. Classes are of mixed ability and are formed after careful consideration of:

- Learning styles
- Additional learning needs
- Behaviour support
- Friendship groups

There will be no adjustments once these classes have been finalized. There may, however, be adjustments made to class structures and makeup after the first week of the school year depending on enrolment numbers and teacher allocations and transfers as per Department of Education and Training policy.

Contributions, fees, fundraising and money collection
There are a number of costs associated with education today. At Shorncliffe we attempt to keep all costs at a reasonable level. While items such as buildings, staff and many teacher resources are provided by Education Queensland, there are a number of items that enhance our curriculum and learning which we request parents to pay or assist to subsidize.

Our annual ‘school fees’ are attached to the booklist each year. Please pay these as stated on the paperwork. Should you be experiencing financial difficulties please contact our Business Services Manager or the Principal to discuss.

Our P & C Association has approved and supports these contributions and they are reviewed annually by this body. Additionally, the P & C runs several annual fundraising activities and events. Refer page 22 for more information.
Money, mobile phones and valuables

Money collection
The arrangements for money collection for events or activities are as follows:

- Shorncliffe State School provides money collection envelopes (available at the office)
- Write the following details on the envelope: student’s name, class, reason for payment or name of activity, amount.
- Payment may be made by EFTPOS, credit card, cash or cheque (made payable to Shorncliffe State School unless otherwise stated)
- Payment envelopes should be sent directly to the school office and placed in the collection box.
- Payment may also be made via internet banking and direct debit; however, please note any payment made this way will automatically be deducted from the oldest invoice.
- Receipts will be issued for payments made at the office and sent home through the student’s teacher.
- The due date for money is usually a week before the event or activity. If money is not paid by the due date the student will be unable to attend the event unless prior arrangements with administration.

Money and Valuables
We discourage children from bringing valuable items to school (e.g. toys, iPods, MP3s, mobile phones, sports gear etc.). If an item is brought for a reason (class talk, special occasion) it should be with the permission of the child’s teacher. If brought to school, items should be kept safely – in the office or your teacher’s care.

Large amounts of money are not necessary at school. We request children bring no more than $10.00 to school for tuckshop.

Money should not be left on or in desks, in bags or other public areas. Children need to learn to look after their money wisely. Money should never be given to other children.

Mobile phones
In the situation where it is essential that a child is required to bring a mobile phone with them to school, the following procedures are to be followed:

- The phone is required to be switched off at school and handed to the office on arrival and collected at 3pm on departure.
- Children misusing mobile phones will be subject to the school’s ‘Responsible Behaviour Plan”
- The school takes no responsibility whatsoever for mobile phones in terms of misuse or security of these if the above procedures are not followed.
- ANY urgent message or information that a parent may need to pass on to a child should be done through the school’s formal telephone system.
COMMUNICATION IS CRITICAL

Absences, late arrivals and early departures
As a matter of safety and to comply with Education Queensland requirements, parents are asked to explain a child’s absence by either:
- Email absent@shorncliffe.eq.edu.au
- Phone 3631 9222
- Note to class teacher

If no explanation is received an ‘absentee letter’ may be sent home asking for details.
Office Staff may contact parents about a child’s absence after three days of unexplained absence. Students who arrive late should report to the office with an explanatory note.

Children are to be electronically signed out by a parent at the school office if they leave the school early for any reason.

Absences for more than 10 days must have Principal approval by completing an “Application for Exemption from Compulsory Schooling”. This document is available on our website under forms and documents.

Family Records – Confidential
It is a parental responsibility to provide the school administration with accurate and up to date data for family records. This is especially important in relation to home and emergency contacts and essential custody and medical information. All information in our school database is confidential.

School decision making
While the Principal is responsible for the decisions made for the school, several consultation processes do occur. These include:
- With staff at staff meetings
- With Parents and P & C meetings
- Through sub-committees.
Parents are encouraged to check agenda items for P & C meetings in our newsletter and attend if they wish to contribute to these consultation processes.

Meetings with teaching staff and/or the leadership team
The Principal, Deputy Principal and teaching staff are happy to meet with parents to discuss student progress or other matters. Please contact the appropriate staff member to make an appointment for a formal interview. This enables staff members to ensure they can give the matter their full attention.

Complaints Management
From time to time parents may have concerns about school matters or their child’s progress. Minor concerns may become bigger issues if you do not talk to the school staff about them promptly. We have found most issues are best resolved through prompt and courteous communication.

Education Queensland and Shorncliffe State School are committed to ensuring that all parents have their concerns dealt with in a fair and equitable manner. Our school processes aim to support parents and school staff to work through issues towards a satisfactory outcome. Our expectation is that parents will contact the school first. Please contact the class teacher in the first instance. Concerns may also be lodged with the principal.

If the issue cannot be resolved through consultation you may wish to contact Brisbane North District Office. District offices also provide access to an officer responsible for parent liaison. As part of this process the Assistant Regional Director will be notified. The Queensland Council of Parents and Citizens’ Associations Inc (QCPCA) can also be contacted on 3352 3900 or visit their website www.qcpca.org.au for information or support. Both the QCPCA and District Office have access to the Office of State Schooling, which administers the operation of all Queensland State Schools, if further issue resolution is required.
TRADITIONS and CELEBRATIONS

Newsletter

Our newsletter is emailed fortnightly on a Thursday. This is a most important part of home/school communication.

The newsletter keeps you informed of school events as well as policy and procedures and interesting activities going on around the school.

Please advise office staff of the email address you would like the newsletter sent to.

ANZAC Day

We invite you to join us for our annual ANZAC Commemorative Service at school. This is organized and run by the students. Our school also participates in the community ANZAC parade and service. We encourage all students and families to attend.

Parade

Parade (assembly) is held on our concrete area under the library on Wednesdays at 2:15pm. These child-centred parades feature announcements, class performances, music items and student awards. Parents/guardians are most welcome to attend parade.

Classroom events

Year levels and individual classes often invite parents/guardians into the classroom for sharing of work that has been a focus in class. Parents/guardians are notified through an invitation sent home with the students.

School events

There are several whole school events held during the year. Some are coordinated by school staff and others by the P & C. Not all activities occur every year. Some examples are:

- Easter Hat Parade
- Book Week
- Biathlon
- Sports Day
- Swimming Carnival
- Country Fair/Fete
- Student Disco
UNIFORM and DRESS CODE

Shorncliffe State School is a strict uniform school. We have the support of our Parents and Citizens Association to promote 100% adherence to the uniform. Our student dress code consists of an agreed standard and items of clothing, which includes a school uniform that Shorncliffe State School students wear when:

- Attending and representing their school
- Travelling to and from their school
- Engaging in school activities out of school hours

Shorncliffe State School P & C supports a student dress code policy because it believes that a student dress code provides clothing that aims to contribute to a safe and supportive teaching and learning environment through:

- Ready identification of students and non-students at school
- Fostering a sense of belonging
- Developing mutual respect among students by minimizing visible evidence of economic or social differences
- Promotes an effective teaching and learning environment by eliminating the distraction of competition in dress and fashion at the school

Shorncliffe student dress code reflects school/community standards and is consistent with occupational health and safety and anti-discrimination legislation.

We actively encourage our students to take pride in themselves and their school. One way in which this can be achieved is through adherence to the school’s dress standards.

Inappropriate dress refers to clothing or apparel worn by students that is deemed to be:

- Offensive
- Likely to disrupt or negatively influence normal school operations
- Unsafe for students or others
- Likely to result in risk to health and safety of student and others

In circumstances where inappropriate or unreasonable dress is worn, appropriate action will be taken.

Maintenance of School Dress Code:

The school community expects all its members will follow this dress code (note agreement on the enrolment form.) Children who are inappropriately dressed will, in the first instance, be reminded of the dress code. Records of reminders issued will be kept. Repeated breaches of the dress code will result in a letter to parents/guardians reminding them of the school’s requirements. If this continues resolution will be attempted through negotiation. Children incorrectly or unacceptably dressed when going on a planned trip or excursion will not be permitted to attend such trip or excursion. Persistent breaches of the school’s code of dress may result in a child being subject to the school’s ‘Responsible Behaviour Plan for Students’
Uniform Shop

The uniform shop is run by the P & C as a service to our parents/guardians. It is open every Friday morning 8:30 – 10am approx. and in the week prior to starting a new year. Second hand uniforms are also available.

<table>
<thead>
<tr>
<th>School Standard</th>
<th>Parents are advised …</th>
<th>Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Girls Uniform:</strong></td>
<td>Shorncliffe State School is a uniform school where students are encouraged to wear the uniform. Clothing that is offensive or likely to disrupt or negatively influence the normal school operations is not permitted. Shorts are to be green in colour with no brand names. Long leg cargo shorts are discouraged. To represent the school on excursions, interschool sport etc all students are to wear the appropriate Shorncliffe uniform. Students not wearing the uniform are required to bring an explanatory letter from their parents.</td>
<td>Red X Students wearing inappropriate clothing or apparel will be asked to dress appropriately. Red X Students not wearing school uniform will be ineligible to represent the school away from the campus.</td>
</tr>
<tr>
<td>* Green check dress:</td>
<td></td>
<td>Red X Students who do not have a hat for PE will be required to sit out of this activity. Red X Students who do not have a sun-safe hat will be excluded from activities in the sun during play breaks. Red X Students who do not have a hat will be ineligible to represent the school away from the campus.</td>
</tr>
<tr>
<td>Hip-line style with Peter Pan collar, pleats and back zip.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Green and gold polo shirt with school emblem on the front.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Green skirt, knit shorts or skorts Winter:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Green track top or jumper with school emblem on front</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Green track pants, green tights or plain black leggings</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Boys Uniform:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Green check shirt</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Green knit shorts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Green and gold polo shirt with school emblem on the front.</td>
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<td></td>
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<tr>
<td>Green knit shorts Winter:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Green track top or jumper with school emblem on front</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Green track pants</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Hats:</strong></td>
<td>Shorncliffe School Hat or legionnaire cap, with school emblem on front.</td>
<td>Red X Students who do not have a hat for PE will be required to sit out of this activity. Red X Students who do not have a sun-safe hat will be excluded from activities in the sun during play breaks. Red X Students who do not have a hat will be ineligible to represent the school away from the campus.</td>
</tr>
<tr>
<td><strong>Footwear:</strong></td>
<td>Non-wearing of shoes could be ‘unsafe for the student or others’. Shoes with high heels or platforms, thongs, slip ons and sandals are not suitable.</td>
<td>Red X A student will be asked to replace his/her shoes and will be excluded from all outdoor activities until suitably attired.</td>
</tr>
<tr>
<td>* Watch.</td>
<td></td>
<td></td>
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<tr>
<td>* Pierced earrings – small, plain sleepers or studs only.</td>
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<td></td>
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<tr>
<td>* Medical alert bracelet or necklace.</td>
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<tr>
<td>* Items of significant cultural or religious belief with notification to administration.</td>
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<tr>
<td><strong>Jewellery:</strong></td>
<td>Other jewellery may be ‘unsafe for the student or others’ as such items could become caught in play equipment or could come into contact with another student causing injury. Students will be requested to remove or tape jewellery during some sport.</td>
<td>Red X A student wearing other jewellery will be asked to remove the item and if necessary give it to the teacher for safe-keeping for the remainder of the day.</td>
</tr>
<tr>
<td><strong>Nail Polish:</strong></td>
<td>Only clear nail polish is to be worn as other colours are likely to disrupt or negatively influence the normal school operations.</td>
<td>Red X Students wearing coloured nail polish will be asked to remove it by the next day.</td>
</tr>
<tr>
<td><strong>Hair:</strong></td>
<td>To reduce the transfer of headlice long hair is to be plaited, braided or tied back Long hair not tied up could be ‘unsafe for the student and likely to result in a risk to health and safety of students and others’. Dyed hair and inappropriate hairstyles could negatively influence the normal school operations.</td>
<td>Red X Students will be encouraged to tie back long hair.</td>
</tr>
<tr>
<td><strong>Helmets:</strong></td>
<td>Helmets must be securely fastened. Non-wearing of helmets is against the law and could be ‘unsafe for the student and others’.</td>
<td>Red X If necessary the police will be contacted.</td>
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</tbody>
</table>
The Australian Curriculum

English, Mathematics, Science, History, Geography and ICT Expectations

All classes from prep to year 6 are implementing the Australian Curriculum in English, Maths, Science and History. The Queensland Department of Education (DETE) has created a detailed school curriculum to follow for each year level. We then adjust and decide on the best way to teach the outlined curriculum for each class and student. Our work is very much about ‘how’ to teach, now the ‘what’ is consistent for all Australian children. Most importantly, there now exists achievement Standards which clearly describe a ‘C’ standard... i.e. what a ‘typical’ Australian child of that age should be able to demonstrate. These are used to frame reporting standards. Students receiving A’s and B’s are therefore demonstrating above year level expectations.

The Queensland Curriculum

The Arts, Technology, LOTE (Language other than English – Japanese), HPE (Health and Physical Education).

The remainder of our curriculum framework is based on the Queensland Essential Learnings. These will gradually be replaced with the Australian Curriculum when all learning areas are rolled out.

eLearning and Digital Technology

Portable computers and other digital tools e.g. cameras, iPads etc are a crucial part of 21st century learning. It is essential that all children exit primary school being able to use such hardware and software to both learn and demonstrate what they know. The student ICT expectations are explicit for each year level and are integrated across the curriculum. We are working on expanding our range of digital tools and have wifi connectivity across the whole school. Significat focus of school levies and fundraising is to provide the level of access students need to effectively learn and participate in the Australian Curriculum.

Safety and responsible use are critical. All children in the school are required to undertake an agreement to use the internet. This is signed annually by parents and students in years Prep – 6.

Reporting: report cards and parent-teacher discussions

Students are reported on progress and achievement against the Australian Achievement Standards for English, Maths, Science and History. Our report cards are issued twice a year – at the end of each semester. Provision is made mid-semester for parents/guardians to meet with teachers to discuss their child’s progress. Parents are also welcome to make appointments to discuss their child’s progress throughout the year.

Students with Additional Needs

We are able to provide some specialist advice to classroom teachers and support to children through our learning support team. We have one STLaN (Support Teacher Literacy and Numeracy) on site two days a week. Together with visiting Speech Language Pathologists, Advisory Visiting Teachers and our visiting Guidance Officer, they work as a team to support staff and students.
Homework / Working at Home

Working at home is an important part of your child’s education. It teaches children to manage their learning, complete work and to practice memory skills like spelling and number facts. It also allows parents/guardians to see what is being taught/learnt in the classroom and assist in areas where difficulties may be experienced. Our homework guidelines meet DETE policy and aim to help children establish a balanced lifestyle that allows for activities with family and friends.

Generally, homework will be set by teachers over a week. It is important for students to also set homework for themselves to help achieve their personal learning goals. Formal homework will not be set for children in Prep; however, reading books will be sent home in semester 2.

Parents/guardians can best help by seeing that the child has a suitable environment and a set time for study. Please support your child’s efforts, but do not do their homework. Encourage your child to read regularly. If a child is experiencing a difficulty bring it to the attention of their teacher.

Recommended times for various year levels are:

- **Prep – 3:** 10 – 15 minutes daily, maximum 1 hour per week
- **Years 4-5:** 15 – 30 minutes daily, maximum 2 hours per week
- **Years 6:** ½ - to 1 hour daily, maximum 4 hours per week

For our younger students, it is important that parents get involved by reading books to them and encouraging them in a range of activities. For the older students, parents can help them balance the amount of time spent completing homework, watching television playing sport and doing part-time work.

Effective communication between teachers, students and parents is also very important.

Specialist lessons and programs

**LOTE – Languages Other than English (Japanese)**

We have a visiting teacher who works one day at our school teaching Japanese to year 4 – 6 students.

**Physical Education Lessons**

We have a specialised Physical Education (PE) teacher two days a week. All students participate in a weekly lesson. Focus areas are athletics, ball games, fitness and swimming. Swimming is an important part of the school curriculum. We provide swimming lessons for all children in either term 1 or 4. All children are expected to participate in these lessons unless they provide a written signed note from a parent/guardian excusing them. Children need togs, a towel, bathing cap and appropriate sun safe top – all clearly named. Students travel by bus to the pool. Our focus is to improve the quality of coaching in school lessons by employing trained swimming coaches to work alongside our PE teacher, coaching the students and developing specific programs to develop their swimming skills and further enhance the quality of time spent in the pool. We also recognise the benefits of parents assisting in the water and around the pool.

**Resource Centre – Library**

Our library is an important school resource. Our range of books, computer software and audio-visual times is extensive. Children are encouraged to use the library at every opportunity. Children can borrow during class library lessons, at lunch times, before and after school.

Parents/guardians are welcome to visit the library and help with tasks such as book covering and shelving. **Parents/guardians are also allowed to borrow our books.** Please see our library staff who will be able to help and to assist with enquiries.
Classroom Music
We have a specialised music teacher two days a week. All students participate in a weekly lesson. Focus areas are music theory, practice and music for enjoyment. Students are engaged in a hands-on program of listening, singing, playing, composing and appreciating.

Instrumental Music
Two instrumental music teachers visit the school to teach woodwind, brass, percussion and strings. If your child is interested in learning a musical instrument, please contact the music teacher to discuss your child’s nomination for one of these programs.

Children can begin the strings program in year 3 and woodwind, brass or percussion programs in year 5. Departmental instruments can be borrowed from the school or instruments can be hired or purchased through local music stores.

Children who are part of the program are expected to participate fully. This includes commitment to regular practice, attending lessons and performances and caring for instruments. A satisfactory rate of progress is expected. Children who do not meet these requirements may be asked to leave the program so that other children may be offered a place in the program. There is a fee involved and is currently $40 per year for lessons with a child’s own instrument or $140 per year for lessons and hire of a department instrument. These fees are payable annually or by term. No refund is available should a student leave a program; all department instruments are professionally cleaned and serviced at the end of each year and the fees cover this expensive cost.

Additional music options:
The school also has choirs and a string ensemble. Once committed to a group a child is expected to attend all practice sessions and recitals for the entire year.

Camps, Excursions, Incursions etc.
We have a comprehensive enrichment program along with appropriate class excursions, incursions and camps. The camps are held for varying durations in a range of settings from years 4 – 6. We are committed to providing a safe and supportive learning environment for staff, students and volunteers at all sites both on and off campus.

All planned school excursion are approved by the Principal and endorsed by the P & C. Camps and excursions appear on our approved term calendar.

Notification will be given and permission sought for the participation of your child. Expenses are charged for these activities and expenses are directed specifically to the purpose for which it is charged.

School charges for camps, incursions and excursions are calculated on a per head price according to the number of students who will be attending.

Participation of students is indicated through payment of the excursion or camp charge and the provision of a permission form completed by the parent/guardian.

All children are expected to attend the year level camps and we attempt to keep costs reasonable. If a child’s behaviour is deemed to have been inappropriate during the course of a school year and the child may be a danger or disruption to other children, the school has the responsibility to exclude the child from the aforementioned.
Refunds:

These activities are carefully costed with no shortfall of funds allowed due to non-attendance of a student who had previously indicated attending; fees may be refunded in full or part or not at all, having regard to the associated expenses incurred and the circumstances of non-attendance. This is at the discretion of the Principal.

If applying for a refund this must be done through a Request for Refund form available from the office. Refunds will be made as a credit against the students account at the school and can be used for any future invoices.

Religious Instruction (years 1 -6)

All children from year 1 may participate in a Christian ecumenical religious instruction program for half an hour each week. This is run by non-teaching personnel from the community.
RI teachers are nominated and approved by a recognised church or denomination through the appropriate departmental processes. The program is co-ordinated by local church representatives and the principal. Children who do not have permission to attend RI lessons will be withdrawn and provided suitable curriculum work to undertake.

Interschool Sport

Sport is part of the school curriculum and all children in years 4 – 6 are encouraged to participate. Children try out in a sport of their choice, but selection is dependent on numbers required. We expect children to be committed to school activities that they undertake. Children must be dressed correctly to participate in sports and they are not permitted to change sport mid-season.
Children who are not involved in interschool sport are provided with fitness/skill activities on Friday afternoons. The cost varies depending on location of events and transport means.

House System

We have a whole school athletics carnival and a swimming carnival for Years 3 – 6 students. For these carnivals students are allotted into one of three houses according to families:
Gilpin – GREEN
Rainbow – RED
Yundah – YELLOW.

With activities ranging from swimming to science to Robotics to The Arts, there’s something for everyone at Shorncliffe State School!
Health and well-being

Accidents

All care is taken with children at Shorncliffe State School; however, accidents still occur. Staff members qualified in first aid attend to minor injuries.

Parents/guardians are contacted immediately about more serious injuries. If we are unable to contact you, we will take appropriate action for the child’s welfare. Head injuries will be reported to parents/guardians by telephone on the day it occurs and as close as possible to the event.

Please ensure that the school has current family phone numbers and vital medical information to facilitate this process.

Immunisation

We strongly recommend that all children receive the full range of immunisation available to children in Queensland. Whilst immunization is not compulsory, the school may decide to exclude children who are not immunised in the event of a severe outbreak of certain illnesses. The only exception to this may be children who have adverse reactions to immunisation. Full details of immunisation programs are available from the Brisbane City Council Health Department.

Dental clinic

There is a dental clinic that visits our school from time to time (approx. every second year) and is operated by Queensland Health staff. A letter advising the availability of this service will be sent home from the dental clinic prior to their arrival.

Medication and illness

If a child becomes ill at school he/she is sent to the sick bay (next to the office). The child may spend some time lying down. If the child appears distressed the parent/guardian is informed and arrangements are made to have the child collected from school.

Education Queensland’s policy guidelines for administering medication to students are very clear.

Staff members are not permitted to give students any medication (including headache and cough medicine) unless:
- Medication is received in its original pharmacy container/packet labelled with the student’s name, dosage and time to be taken
- The Parent/guardian provides written consent
- The student’s doctor provides guidelines (including potential side effects or adverse reactions).

When the medication is no longer required the school needs to receive written advice and the medication must be collected. The exception to the above is when a relief puffer, such as Ventolin is required. Children may carry a puffer provided that:
- A medical practitioner has assessed their need
- Parents/guardians give approval
- The school is satisfied the student can safely assume responsibility for self-medication.

We have found that most children can use puffers safely and when required we are happy to keep these in the office area for children to use if parents/guardians would prefer. Please ensure the administration staff members are aware if children need to self-administer medication.
Chaplain

The role of the chaplain is to provide pastoral care, personal and ethical support to the entire school community including students, parents and staff. Some of the activities of the chaplain include participating in sporting and cultural programs, assisting in classrooms where requested and working with smaller groups of students in programs. School community members may request to see the chaplain on an individual basis for support in personal matters. The chaplain is available two days per week during the school term. Please contact our office to confirm the chaplain's days.

Management of Anaphylaxis Policy and Procedure

Upon enrolment or as soon as possible after diagnosis, parents/guardians are required to inform the school of that their child is at risk of an anaphylactic reaction. They are to provide the school with an Action Plan for Anaphylaxis signed by a medical practitioner with an up to date photo. They are to provide written notification for the school to administer or assist a student with the administration of a prescribed medication e.g. auto-injector. They are to provide the equipment and consumables for carrying out emergency treatment as specified. Parents/guardians are to negotiate with the principal in regards to a student self-administering. The equipment and consumables provided must not be out of date and must be clearly labelled. A minimum of two auto-injectors is required (if prescribed) for effective management procedures. Parents/guardians must notify the school of any medical condition changes and if needed an updated emergency Action Plan.

Healthy, happy kids are good learners.....

so keeping our students physically and mentally safe is the top priority at Shorncliffe State School.
Responsible behaviour plan

The full Shorncliffe State School Responsible Behaviours Plan is available on the school’s website.

Shorncliffe State School is committed to providing a safe, respectful and disciplined learning environment for students and staff, where students have opportunities to engage in quality learning experiences and acquire values supportive of their lifelong wellbeing.

This Responsible Behaviour Plan for Students is designed to facilitate high standards of behaviour so that the learning and teaching in our school can be effective and students can participate positively within our school community.

All areas of Shorncliffe State School are learning and teaching environments. We consider the Responsible Behaviour Plan to be an opportunity for valuable social learning as well as a means of maximising the success of student learning programs.

Our Responsible Behaviour Plan outlines our system for facilitating positive behaviours and responding to inappropriate and unacceptable behaviours. Through our school plan, shared expectations for student behaviour are plain to everyone, assisting Shorncliffe State School to create and maintain a positive and productive learning and teaching environment, where ALL school community members have clear and consistent expectations and understandings of their role in the educational process.

Our school community has identified the following school rules to teach and promote our high standards of responsible behaviour:
- Be safe - Students must act in a safe manner.
- Be responsible – Students take responsibility for our own behaviour.
- Be respectful – Students display courtesy, consideration and a caring attitude towards others.

Our school rules have been agreed upon and endorsed by all staff and our school P&C. They are aligned with the values, principles and expected standards outlined in Education Queensland’s Code of School Behaviour. Shorncliffe State School is committed to provisions that ensure all students have a right to and receive a quality education. Essential to effective learning is a safe, supportive and disciplined environment that respects the rights of all students to learn, the rights of teachers to teach and the rights for all to be safe.
**Property**

Staff members make all attempts to ensure your child’s property is safe. However, children must accept responsibility for their own belongings. As part of their education, children learn to respect others’ property and care for their own. In our experience, very few items at school are actually ‘stolen’ – most are simply lost or misplaced.

All items should be clearly marked with your child’s name.

*Lost property*

Lost property is located on a table located under the main admin building near the underside of the library walkway. They are cleared periodically, with the following management of items:

- Named school uniform clothing will be left for collection and where possible delivered to students
- Unnamed school uniform clothing will be displayed at the end of each term for collection. Any uncollected items will be donated to local charities
- Lunch boxes and water bottles will be displayed at the end of each term for collection. Any uncollected items will be disposed of for hygiene reasons

**Travelling to and from school**

**Car and pedestrians in and around the school**

In the interest of SAFETY for our children and the smooth flow of traffic around our school, please observe the following:

- Children are to go directly home in the afternoons
- Children are not to remain in the school precinct and are to leave the grounds by 3:05pm – at the latest!
- Use pedestrian crossings to cross roads with your children at all times
- Observe 40km per hour speed zones BEFORE and AFTER pick up or drop off
- Pick up children promptly

**PLEASE DO NOT:**

- Stop in Yundah Street except for designated pick up and parking areas
- Use driveways as turnarounds
- Park across driveways as these must be kept clear at all times for emergency and other authorised vehicles
- Drive into the school grounds (without prior permission to do so)

**Bicycles etc. in and around school grounds**

Bicycles, scooters etc. are not to be ridden in the school grounds. They must be walked in and out. Bicycles and scooters are to be left in the bike racks.

Outside the school grounds, riders are bound by the road rules, especially those related to helmets and riding on footpaths
Parents/guardians in the school grounds

Parents/guardians are always welcome at our school and are invited to join in activities. However, under no circumstances should parents/guardians approach children (other than their own) in the playground. If a dangerous or unacceptable situation is observed, parents/guardians should bring this promptly to the attention of the nearest staff member or to the office. We take ALL parents/guardians’ reports seriously.

Your co-operation with this will make our school a safe and pleasant environment.

Visits from parents/guardians/relatives are discouraged during lunch breaks and playtime.

Any parents/guardians visits to the school, including as volunteers require parents to sign in through the office for safety and security.

Parents/guardians are asked not to visit classrooms before 8:30am as this is preparation time for teachers. We also request parents/guardians not to stand outside classrooms for extended periods as this can disturb children and the school routine.

Visitors and volunteers guidelines

Visitors and volunteers play an important role in our school and we greatly value their support and contributions. They assist in classrooms with reading, group work, art activities and help organise events. Volunteers also join students on excursions and support extra-curricular groups and teams, e.g. music, sport and swimming. We appreciate and encourage this.

All visitors and parents/guardians or involved citizens undertaking volunteer duties must sign the visitors’ register, which is kept in the main foyer near the office. Visitors’ badges, available from the office, should be worn.

All volunteers, who are not parents/guardians of Shorncliffe State School children are required to produce a ‘Suitability Card’ (Blue card) which is obtained after completing a ‘Working with Children Check’ through the Commission for Children and Young People.

Just as parents/guardians have expectation of our school staff, we have expectations of our many volunteers. These are:

- Model appropriate language, behaviour, dress and appearance
- Be dependable. If you volunteer for something please be there and on time. Or at least let us know if you can’t make it. Teachers may have organised activities based on your previous availability.
- If you are unclear as to the task, ask the teacher for clear instructions
- Expect high standards from our students in terms of work, behaviour and attitude
- Report any matters of concern in relation to children to the teacher. These include behaviour, children having difficulty with the activities or health/safety matters.
- Be confidential. Information about children or incidents at school is strictly confidential and should, under no circumstances, be discussed outside the classroom with others.
- Remember at all times your role is to support our teachers and our children’s learning
- At excursions and camps, join in and support all aspects of the activity and be directed by teachers
- At sports, we set a high example of sportsmanship, value participation and all children having a go to the best of their ability and enjoyment, recognise the efforts of our and other teams
Fundraising

Fundraising is done through activities endorsed, organised and run by the P & C or Student Council.

The P & C set their fundraising calendar at the beginning of every year. Ideas are generated by P & C members and sub-committees usually established to see them to fruition. Money raised is used to support P & C priorities to improve resources and facilities at our school.

The Student Council, under the guidance of the Chaplain also set their fundraising calendar at the beginning of the year. Their focus is
- Global – has previously been a Cambodian Orphanage – focus changing in 2016
- Local Community – changes annually
- School Community – an improvement / resource important to the student body.

The office often receives requests from individuals/families/groups who wish to run an independent event to raise money for a cause that affects them personally or they are passionate about. We ask our school community to understand that we cannot endorse any of these events.

Volunteering...be a part of it!

Parents and Citizens’ Association

The Parents and Citizens’ Association (P & C) is a very important body of people vital to the functioning of the school. You are invited to attend the meetings, usually on the second Wednesday of the month at 7:00pm in the Resource Centre (library). As a member of the association you have the opportunity of being involved in the decision making at your school.

One of the primary roles of the P & C is improving the learning environment for the students by enhancing facilities and adding resources to the school. Over the past few years the P & C has initiated and funded such projects as:
- Fully air-condition the school
- Further development of the kitchen facilities in the tuckshop
- Purchase of a new PA system for assemblies
- Purchase of larger musical instruments for our music program
- Installation of WiFi throughout the school
- Enhancing the ICT program
Ways parents can volunteer and be part of their child’s school experience:

- In the classroom
- At the tuckshop
- Home baking for tuckshop
- P & C committee
- Events
- Working bees
- Projects
- ...

What are your talents?

Where is your experience?

How can YOU help?