Parent Information Handbook

Shorncliffe State School

Address:
Yundah Street
Shorncliffe Qld 4017

Phone:
(07) 3631 9222

Email:
admin@
shorncliffess.eq.edu.au

Website:
shorncliffess@
eq.edu.au

“A year’s worth of growth, for every student, every year.”
Welcome to Shorncliffe State School,

It is with great pleasure we welcome you to the Shorncliffe State School community. Since 1919 our small community oriented school has offered quality programs to grow our students academically, socially and emotionally to high standards using innovative teaching practices. Our motto, *Persevere and Progress* underpins all that we do from the classroom to the Arts to the sporting fields.

The staff of Shorncliffe State School are committed to:

- Nurturing academic, cultural and sporting excellence;
- Creating respectful and caring learning environments;
- Ensuring high standards in literacy and numeracy;
- Fostering strong partnerships with parents and the wider community;
- Utilising digital technologies and design thinking to build critical and creative thinkers.

As your Principal I look forward to building a strong and lasting partnership with your family as I believe ‘it takes a village to educate a child’.

*Melanie Rehm*

*Principal*
Shorncliffe State School has an Enrolment Management Plan (EMP) to manage enrolment growth and ensure places are available for students who live within our catchment.

**ENROLMENT PROCEDURES**

Prior to completing an enrolment application families need to provide the following documents:

- **Proof of date of birth** for Prep and Year 1 students and any student enrolling from interstate, overseas or a non Queensland State School;
- **Evidence of student's principle place of residence** being within SSS catchment that is one primary source and one secondary source (please refer to our website).

Enrolment packages can be obtained from the school’s website or from the school office.

All enrolling students and their families will have an interview with the Principal or Deputy Principal prior to commencement.

Shorncliffe State School was opened in 1919. We are very proud of the history and the role the school has played in the local community. Whilst we look back with pride, we are focused on preparing our students for their future.

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.
Prep

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.

Classes are formed before the end of the school year for the following year. Finalisation of classes does not occur until after day 8 of each new school year, when staffing allocations are confirmed. Classes are of mixed ability and are formed after careful consideration of:

- Learning styles
- Learning needs
- Social/emotional factors
- Friendship groups

Parents are provided an opportunity to share information with the Principal to be taken into consideration as part of the planning of class placements. This is offered in Term 3. Requests for specific teachers will not be accommodated.

Enrolment Management Plan (EMP)

Shorncliffe State School has an enrolment management plan. Enrolment is given automatically to students who live in the ‘catchment area’ and then siblings, and after as spaces become available to applicants out of our catchment area. 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. Formal requests for student records may be made directly to administration by your child’s new school.

Family Records – Confidentiality

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.
“Education is not the filling of a bucket but the lighting of a fire.”

William Butler Yeats

A Day at Shorncliffe

A day in the life of a Shorncliffe student is a busy one!

At Shorncliffe State School students participate in:

- Physical Education
- Inter and intra school sport
- Writers’ Collective
- Maker Space and Robotics Clubs
- Camps, incursions and excursions
- Assembly (Wednesday at 2:00pm)
- Instrumental Music
- Choir / Music
- Japanese
- Student Council
- STEM
- Arts
- Enrichment
- School Event Days

Bell Times

No students should be at school prior to 8am. If you require care for your child before school please contact OSHC.

Before
8:15am  Children sit under admin (no play)
8:15am  Children may either sit under admin or play handball under the library
8:40am  Children move to class
Learning begins

10:45am  Eating
10:55am  Playtime
11:10am  Line up
Return to learning
1:00pm  Eating
1:10pm  Playtime
1:40pm  Line up
Return to learning
2:45pm  Home time
Leave promptly
Unstructured play is an important part of the learning process. Play time allows children to mix, 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.

Staff supervise 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.

Our tuckshop is open every Thursday for students to order their morning tea and lunch or to purchase items. Lunches can be ordered online: quickcliq.com.au.

Our tuckshop supports the Smart Choices philosophy and is operated with the support of volunteers.

- 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 online
- 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
- Students are to line up in an orderly manner
School Fees

There are a number of costs associated with education. 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 the Department of Education and Training, there are a number of items that enhance our curriculum and learning which we request parents to pay or assist to subsidise.

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 Manager or Principal to discuss.

Payments

We have several different options for fee payment to make it easy and convenient for families. These include:

- Collection envelopes which are available from the office
- EFTPOS, credit card, cash
- Internet banking and direct debit

Invoices are issued to families for the school fees. The due date will be stated on the invoice. Receipts will be issued when payments are made. If money is not paid by this date the student will be unable to attend the event unless prior arrangements have been made with administration.

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, depending on associated costs. All refunds are at the discretion of the Principal.

When applying for a refund it 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.

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 the 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.
ARRIVALS & DEPARTURES

As a matter of safety and to comply with the Department of Education and Training requirements, all student absences must be explained. You can notify the school of an absence by either:

- Email absent@shorncliffess.eq.edu.au
- Phone 3631 9222
- Advise Admin staff in person
- Note to class teacher

Children are to be electronically signed out by a parent at the school office if they leave the school early for any reason. If your child leaves early due to illness and he/she is away the following day you must advise the school of the absence.

Teachers are required to mark class rolls at 8:45am, any student arriving after this time is required to obtain a late slip from the office. As soon as possible after 8:45am admin staff will produce a report of any ‘unexplained absences’ for that day. The parents of students on this list will receive a text message similar to:

‘Shorncliffe SS - your child has been recorded as being absent this morning without explanation. Please contact the school 3631 9222 IMMEDIATELY.’

Communication

Communication with families and the community plays a key role in the successful education of all students. We have a range of mediums that we use to share information about students and the school. These include:

- Newsletters—Fortnightly sent via email
- News Flashes sent via email
- Weekly Assemblies—Every Wednesday at 2:00pm under the library
- Email—information shared by class teachers and administration
- Notices—sent home with students
- Parent Teacher Interviews—Term 1 & Term 3
- Report Cards—email home in Term 2 & Term 4
- Phone Calls & SMS
- Social Media
- Class Teachers & Classroom Events
Travelling to and from School

In the interest of the SAFETY of 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 3pm – at the latest
- Children are to use pedestrian crossings to cross roads 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, 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.

“Education is the most powerful weapon which you can use to change the world.”

Benjamin Franklin
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 who visit the school, including as volunteers are required to sign in at 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 in at the office each day. Visitors’ stickers must be worn by visitors at all times. 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, and undertake a volunteer induction. **ALL VOLUNTEERS MUST COMPLETE AN INDUCTION RUN BY THE SCHOOL PRIOR TO COMMENCING** (Student Protection and Code of Conduct Policies and Emergency Evacuation Procedures).

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 please 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, set an example of good 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.
The Australian Curriculum

The Australian Curriculum is the overarching set of consistent national standards that guide the learning outcomes for all students as they progress through Shorncliffe State School. The Australian Curriculum has been written to provide all students with opportunities to be successful learners, confident and creative individuals, and active, informed citizens.

The curriculum plans for all classes from Prep to Year 6 include learning areas that are developmentally sequenced, and are organised into: **English, Mathematics, Science, Health & Physical Education, Humanities & Social Sciences (HASS), The Arts, Technologies and Languages.**

Teachers plan, teach, assess and report on these eight learning areas. Achievement standards are used to describe the depth of understanding, knowledge and skills expected of our students at the end of each reporting juncture. Precise content descriptors specify what each student will learn.

The planning document *P-12 Curriculum, Assessment and Reporting Framework* is the key reference for our staff when delivering the curriculum. It specifies the requirements for each Queensland State School to deliver a world-class education and improve the progress and academic achievement of all our students.

Digital Technologies

In order to best prepare our students for a rapidly changing and evolving future in the 21st century, all students will engage in quality learning through and with a range of digital technologies. Students will develop the skills to solve problems, create, communicate, inquire, investigate and develop code using a range of digital tools such as: iPads, computers, laptops, robots.

Students from Prep to Year 6 will use a range of digital technologies to enhance their learning experiences in a variety of contexts and learning areas.

Safe and responsible use of digital technologies are critical. All students and parents sign an agreement for acceptable use of technology (including email and internet) annually.
**Classroom Music**

We have a specialist music teacher two days per 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 & String Ensemble**

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 4. Departmental instruments can be borrowed from the school or instruments can be hired or purchased through local music stores.

**The Arts**

Arts Education engages, inspires and enriches student learning, fostering imagination, creativity and expression of ideas, thoughts and opinions. Students learn to create, design, represent, communicate and share their ideas, emotions and experiences.

At Shorncliffe State School with the support of our P&C, we provide a specialist Arts Teacher to deliver a quality program in Drama and Visual Arts for our students. Our specialist Arts Teacher teaches and assesses students in alignment with the Australian Curriculum.

- **Drama**
- **Visual Arts**
- **Dance**
- **Expressive Arts**

**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.
Our library plays an essential role in the education of our students. It provides access to an extensive range of books, houses our computer lab, two extra teaching spaces and has an open air multi-use deck. The layout and design allows for flexible use of the space to cater for a range of learning settings. The library is also a place for students to come and relax, play board games and enjoy some colouring and craft. Students can borrow books during allocated library class time and are also encouraged to use the library before school and at break times. Check the library door for current opening hours. Parents/guardians are also welcome to borrow our books.

The library staff welcome any enquiries and can be contacted at library@shorncliffess.eq.edu.au

Languages—Japanese

We value languages as a key part of our learning program at Shorncliffe. All students, from Prep—Year 6 are taught Japanese by a specialist teacher as part of the school’s curriculum plan.

Physical Education

We have a specialist Physical Education (PE) teacher three days a week. All students participate in a core weekly lesson with early years students receiving an additional session focusing on the development of gross/perceptual motor skills (PMP). In PE, focus areas of learning include athletics, ball games, fitness and swimming. Swimming is an important part of the school curriculum. We provide swimming lessons in term 4 for students in Prep to year 3 and a life saving program in conjunction Queensland Surf Life Saving for years 4-6 students. All students are expected to participate in these lessons unless they provide a written signed note from a parent/guardian excusing them. Students 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 provide quality lessons so we employ trained swimming coaches to run our swimming program in consultation with our PE teacher. We encourage parent support during our swimming program.

Report Cards & Parent Teacher Interviews

Students’ progress and achievement is reported on against the Australian Curriculum Achievement Standards. Report cards are issued twice a year — at the end of each semester. Provision is made mid-semester (Term 1 and 3) for parents/guardians to meet with teachers to discuss their child’s progress. Parents are also welcome to make appointments with the class teacher to discuss their child’s progress at anytime throughout the year.
Sports is part of the school curriculum and all children in Years 4 – 6 are expected to participate. Students participating in inter-school sport will participate in trials for a place on a team. We expect children to be committed to the school activities 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 requirements.

House System

All students are assigned a school house team. Students from years 3-6 compete as part of these teams in the cross country; athletics & swimming carnivals each year.

- Gilpin – GREEN
- Rainbow – RED
- Yundah – YELLOW

School 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 children are expected to attend the year level camps and we attempt to keep costs reasonable. School charges for camps, incursions and excursions are calculated on a per head price according to the number of students who will be attending. These activities are an additional cost for families. 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.

There is an expectation, as with all school based activities, that students will at all times, demonstrate a high level of expected behaviour.
Homework

Our Diverse Learning Team works collaboratively with Class Teachers to help provide quality, inclusive education for all of our learners with diverse learning needs. This includes students who require focussed or intensive learning support, advanced learners and students with a disability. Our teachers provide support through evidence based practices with a focus on all students learning and achieving, no matter where their starting point.

Students with Additional Needs

Homework is set so children learn early habits of study. Homework teaches children to manage their time and provides opportunities to practice essential skills in literacy and numeracy. Home tasks usually reflect the learning and teaching conducted in a school week and children should be able to be complete tasks independently in a reasonable amount of time.

Families can support students by providing a suitable environment and a set time for study. We encourage families to support students’ efforts, but ask that you do not complete their homework for them. If your child is experiencing difficulties in completing homework please contact his/her teacher. Recommended times for various year levels are:

- **Prep—Year 3**: 10—15mins daily, max 1 hour per week
- **Year 4 & 5**: 20—25mins daily, max 2 hours per week
- **Year 6**: 30 mins daily, max 4 hours per week

Reading is an essential component of homework for all students. Formal homework will not be set for children in prep; however, daily reading with your child is encouraged. For our younger students, it is important that parents get involved by reading books daily.

Research indicates in the early years students need to read approximately 1600 words per week (of both familiar and new words) to progress.

We encourage families to balance time spent completing homework with other tasks (such as outside school activities).

Religious Instruction

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

Currently, we do not have RI lessons in our classrooms.
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.

The Department of Education and Training’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 including the Doctor who has prescribed the medications name along with the student’s name, dosage and time to be taken;
- The Parent/guardian provides written consent;

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.

Immunisation

We strongly recommend that all children receive the full range of immunisation available to children in Queensland. Whilst immunisation 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.
Management of Anaphylaxis Policy and Procedure

Upon enrolment or as soon as possible after diagnosis, parents/guardians are required to inform the school if their child is at risk of an anaphylactic reaction.

Parents are required to:

- Provide the school with an Action Plan for Anaphylaxis signed by a medical practitioner with an up to date photo.
- Provide written permission to the school to administer or assist a student with the administration of a prescribed medication e.g. auto-injector.
- Provide the equipment and consumables for carrying out emergency treatment as specified.
- Discuss with the principal self-administering of medication.
- Ensure all equipment and consumables provided must be in date and clearly labelled.
- Provide a minimum of two auto-injectors (if prescribed) for effective management procedures.
- Notify the school of any medical condition changes and if needed an updated emergency Action Plan.

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 in the event of more serious injuries. If we are unable to contact you, we will take appropriate action to ensure 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.
Responsible Behaviour Plan

The full Shorncliffe State School Responsible Behaviour Plan for Students 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.

The 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 explicit to everyone, assisting in creating and maintaining of positive and productive learning and teaching environments. This plan outlines clear and consistent expectations for all community members and each of the roles 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 act in a safe manner**
- **Be responsible – Students take responsibility for their 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 The Department of Education and Training’s Code of School Behaviour.

Shorncliffe State School is committed to ensuring 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.
From time to time, parents/carers may have concerns about school matters or their child’s progress that they may wish to raise with the school. The Department of Education and Training along with Shorncliffe State School are committed to ensuring that all parents/carers have their concerns dealt with in a fair and equitable manner. Our school processes aim to support parents/carers and school staff to work through issues towards a satisfactory outcome.

Minor concerns may become bigger issues if they are not discussed with school staff promptly. We have found most issues are best resolved through prompt and courteous communication. When raising a concern please ensure that you:

- Provide complete and factual information in a timely manner;
- Communicate in a non-threatening and non-abusive manner.

Our expectation of parents/carers is to always raise a concern with the school in the first instance.

The process we request you follow is:

- Make an appointment to discuss your concern with the class teacher. The teacher will make a record of your complaint and report your meeting and any outcomes to the school principal;
- If you feel the matter has not been resolved after meeting with the teacher make an appointment with the Deputy Principal (Prep to Year 3) or Principal (Year 4-6);
- If after meeting with a member of the School Leadership team, you have not reached a resolution contact you may wish to contact the Regional office. You can lodge your concern by telephone 3634 0500 or in writing MetroEx.ecServices@det.qld.gov.au. The complaint should outline the steps taken to resolve the issue, include your full name and address and be signed and dated. We encourage you to keep a copy of any correspondence for your own records. Your name and the nature of your complaint will be sent to the principal of your school. Regional office staff will then work with you and your school to seek a resolution. Anonymous complaints will only be acted on if enough information has been provided to allow for follow-up with the relevant school principal.
- Independent Review: If you have not been able to resolve your complaint/issue through these formal processes, you can lodge your complaint with the Queensland Ombudsman. The Ombudsman may be contacted at: Office of the Ombudsman—GPO Box 3314 Brisbane Qld 4001 Phone—07 3005 7000 or 1800 068 908

Please be aware that if the concern is made about a staff member, in most instances the staff member will be informed of the matter and offered the opportunity to respond.

The role of the Parents & Citizens’ Association (P&C) - Complaints about services that are run or managed by the P&C, for example, after school care, tuckshop or uniform shop, should be directed to the P&C in the first instance.

While the Principal is responsible for the decisions made for the school, several consultation processes do occur where appropriate. These include:

- with staff at staff meetings;
- through teams and our local consultative committee;
- with parents at P&C meetings;
- and through sub-committees.
The Parents and Citizens’ Association (P&C) is a very important body of people vital to the functioning of the school. All members of the community are invited to attend meetings, usually held 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 to be involved in the decision making of our school.

One of the primary roles of the P&C is improving the learning environment for students by enhancing facilities and adding resources to the school. Over the past few years the P&C has initiated and funded projects such as:

- Fully air-conditioned the school
- Tuckshop kitchen facilities
- Purchase of a new PA system for assemblies
- Purchase of larger musical instruments for our music program
- Installation of Wi-Fi throughout the school
- Enhancing the ICT program
- Supported an Arts Specialist Program

Ways parents can volunteer and be part of their child’s school experience:

- In the classroom
- At the tuckshop
- P & C committee
- Events
- Working bees
Fundraising is undertaken 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 in our school.

The Student Council, under the guidance of a teacher also set their fundraising calendar at the beginning of the year. Their focus is:

- Global – has previously been a Cambodian Orphanage
- 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.
Shorncliffe State School has a strict uniform policy. Shorncliffe State School Parents and Citizens’ Association supports 100% adherence to compulsory wearing of uniforms.

Shorncliffe State School Parents and Citizens’ Association 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 minimising visible evidence of economic or social differences;
- Promoting an effective teaching and learning environment by eliminating the distraction of competition in dress and fashion at the school.

Shorncliffe State School’s student dress code reflects school community standards and are consistent with occupational health and safety, the sun-safe guidelines of the Queensland Cancer Society and anti-discrimination legislation.

For the safety and hygiene of students, Shorncliffe State School P&C Association supports the following:

1. Students who do not have a hat for PE will be required to sit out of this activity if the activity is in the sun;
2. Students who do not have a hat will be excluded from activities in the sun during play break;
3. Students who do not have a hat will be ineligible to represent the school away from the campus;
4. All students who ride a bike to or from school, or for a school activity must wear a bike helmet;
5. Hair longer than collar-length must be tied back (plaited, braided with appropriate accessories).

The student dress code consists of an agreed standard and items of clothing, which includes a school uniform that Shorncliffe State School students wear when:

1. attending or representing their school
2. travelling to and from school
3. engaging in school activities out of school hours
**Property**

Staff members make all attempts to ensure your child’s property is safe. However, students are responsible for their own belongings. As part of social and emotional capability development, children learn to respect others’ property and care for their own.

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

Lost property is located on a table under the main admin building near the underside of the library walkway. Property is periodically cleared 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

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**Formal Uniform**

(to be worn on all school days and when representing the school excepting PE days or activities that specify alternative clothing)

- Green check dress - Hip-line style with Peter Pan collar, pleats and back zip
- Zip-up track suit style top with school emblem
- Dark green or white socks
- Green check shirt
- Dark green skorts
- Dark green knit shorts
- Dark green bucket hat with emblem (sun-safe)
- Black leather or leather-look shoes
- Dark green knit pants
- Grade 6 T-Shirt (Grade 6) optional

**Sports Uniform**

(to be worn on PE days or when representing the school playing sport)

- Green and gold polo shirt with school emblem
- Inter-school Sport T-shirt (Grades 4-6)
- Zip-up track suit style top with school emblem
- Dark green or white socks
- Black or dark coloured sports shoes
- Dark green bucket hat with emblem
- Dark green knit shorts
- Dark green knit pants
- Grade 6 T-Shirt (Grade 6) optional

Shorncliffe State School also allows the following;

- A wristwatch
- Plain sleeper earrings or studs (maximum of one in each ear)
- Medical Alert bracelet or necklace
- If riding a bike, a bike helmet must be worn
- Clear nail polish
- Items of significant religious or cultural importance