



Waterford West State School

Learning for Life



Parent Handbook

Waterford West State School

Learning for Life

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Office hours:
Monday to Friday 8.00am – 4.00pm



A school map is provided at the end of the parent handbook (appendix 1)

PRINCIPAL'S FORWARD

Waterford West State School continues to work towards its goal of improving students reading and attendance rates. Regular school attendance will mean that your child has a better chance in life. Your child will achieve better when they go to school all day, every school day.

- they learn better
- they make friends
- they are happier
- they have a brighter future

School absenteeism and truancy can impact significantly on students' learning and wellbeing. Research shows that in Queensland, higher student attendance is associated, on average, with higher student achievement. Additionally, attending school every day helps children to build social and emotional skills such as communication, teamwork and resilience. We work in partnership with our families to promote positive school experiences and we maintain high expectations around student attendance.

Through targeted use of resources, including the appointment of additional teacher aides and professional development of staff we are focussing on reading and reading comprehension strategies and skills to ensure that our students are equipped to progress through schooling and successfully transition into being productive future members of society. In addition, we have built an intensive program to deliver strong results in the upper two bands in NAPLAN reading and numeracy through targeted teaching and accessing on-line programs.

To ensure that our school has a positive school climate, and that all students are given the best opportunity to learn, the continued implementation of Positive Behaviour for Learning (formerly known as School Wide Positive Behaviour Support) and the targeted implementation of social skills programs support our continuous improvements in behaviour and learning attitude. Waterford West has continued to provide results that demonstrate that our Indigenous students have equal opportunity to achieve academically and are supported culturally.

Enrolment has shown a steady increase over the last 3 years with the school hovering above the 620 mark annually in number of students. A rich mix of cultural characteristics, socio-economic backgrounds and ability levels ensures that our school provides diversity that reflects the community our student's live in. We deliver a number of welfare initiatives that flag a holistic approach towards student development including some free lunch time programs, a breakfast program and a daily fruit break. A part time Chaplain also supports target groups to achieve to the best of their ability. All students, whatever their needs, interests and ability levels, are catered for at Waterford West State School.

I look forward to working with your family.

Kind regards,



Allison McClean
Principal

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ATTENDANCE

Under Queensland law, you must make sure your child of school age is enrolled and attends school all day, every school day unless you have a reasonable excuse. Our school believes that regular attendance is the foundation upon which learning can take place. As a school we recognise, encourage and reward regular school attendance.

SUPPORTING REGULAR ATTENDANCE

If there are issues that impact on a student's regularly attending school, contact the school immediately to discuss how we can work together.

Information for parents and carers outlining the importance of regular school attendance is located at <https://education.qld.gov.au/initiativesstrategies/Documents/parent-fact-sheet.pdf>

ABSENCES

If your child is absent from school for any reason, the parents and guardians must advise the school of the reason by:

- Leaving a message on the student absences line (Ph: 3442 0366)
- Emailing admin@waterfordwestss.eq.edu.au
- Providing a note to the classroom teacher on the first day that your child returns to school

If there is to be an extended period of absence of 10 days or greater, contact the office.

LATE ARRIVALS

Students who arrive after 8:45am must report to the office to collect a late pass. It is essential that student arrival at school is punctual, as learning commences when school starts.

EARLY DEPARTURES

Parents and carers must report to the office if they are collecting a student before the end of the school day. The office will provide the parent with a pass to show that the student has been signed out from the school. A classroom teacher will not allow a student to leave the classroom without sighting and receiving this pass.

Parents and carers are asked to avoid, wherever possible, early departures from school as this significantly interrupts learning.

COMPULSORY SCHOOL-AGE

A child is considered to be of compulsory school age from 6 years and 6 months until they turn 16, or they complete Year 10 (whichever comes first).

Parents of compulsory-school-aged children must:

- enrol them at a school
- ensure they attend school on every school day, unless the parent has a reasonable excuse.

BEHAVIOUR MANAGEMENT

CODE OF SCHOOL BEHAVIOUR

At Waterford West State School we are committed to following Education Queensland's Code of School Behaviour. The code defines the responsibilities all members of the school community are expected to uphold and recognise the significance of appropriate and meaningful relationships.

Behaviour is managed in accordance with the school's Responsible Behaviour Plan for Students. A parent brochure of the Responsible Behaviour Plan for Students is at the end of the parent handbook (appendix 2).

A full copy of the document can be obtained from the office or online at

<https://waterfordwestss.eq.edu.au/Supportandresources/Formsanddocuments/Documents/Responsible-behaviour-plan-for-students.pdf>

SCHOOL RULES

- Be a Learner
- Be Safe
- Be Respectful
- Be Responsible

Every rule has a set of behaviour expectations. These expectations are explicitly taught to all students in all classrooms. Every week there is a different behaviour focus.

BEHAVIOUR PROCEDURES

The following procedures have been developed to ensure consistency throughout the school. All teachers use the following format therefore ensuring the students have been provided with ample opportunity to amend their behaviour.

<u>Step One</u>	Warning
<u>Step Two</u>	Time out in classroom
<u>Step Three</u>	Time out in buddy room – up to 10 minutes
<u>Step Four</u>	Peace Room – two Peace referrals in the same day may result in voluntary withdrawal.
<u>Step Five</u>	Administration Referral

At the Peace Room staff teach social skills and self-awareness to encourage responsible self-management.

Awards for excellent and highly commended behaviour are given to deserving students on weekly assemblies and at student of the month assemblies.

COMMUNICATION

CONTACT DETAILS

It is vital that parents and carers notify the school immediately of any changes to phone numbers, emergency contacts or postal addresses that were supplied upon enrolment. Accurate contact details are essential during emergency situations.

ASSEMBLIES

Assemblies are held every Monday, excluding public holidays and student free days, at 2.10pm in the hall. Parents, carers and members of the community are strongly encouraged to attend. Assemblies are used to:

- communicate and remind students, parents and carers about upcoming events,
- reinforced behaviour expectations, and
- celebrate student achievements.

Student of the month assemblies are held on the first school Monday of each month. Assembly dates are provided on the school website calendar.

PARENT AND TEACHER

Regular and respectful communication with your child's teacher helps in your child's education. Teachers prepare for lessons before the start of the school day, so if there is a matter that requires time to discuss, schedule an appointment with the classroom teacher. This can be done by contacting the classroom teacher directly, or by leaving a message at the office. An appointment will make for a much more productive and effective discussion.

NEWSLETTER

Reading the newsletter is an ideal way of keeping up with what is happening. An online newsletter is created alternative Fridays to inform the school community about important aspects that relate to the school. Parents and carers wishing to have the newsletter emailed directly to them need to contact the office and provide an active email address. The newsletter is uploaded to the school website and onto school facebook page.

WEBSITE AND FACEBOOK PAGE

The school website and facebook page provides the school community with strategic and current information about the school. Parents and carers are strongly encouraged to access these online sources of information.

School website: <https://waterfordwestss.eq.edu.au/Pages/default.aspx>

School facebook page: <https://www.facebook.com/pages/Waterford-West-State-School/229788670523275>

COURT ORDERS

The school must be notified immediately when a court order is issued. All court orders need to be sighted by the Principal or Deputy Principal. A copy of all legal orders will be placed in the student's confidential file. Relevant staff, including the child's classroom teacher, will be informed by the Principal or Deputy Principal of the details relating to the court order.

Court orders are not given for the school to enforce the orders or arrangements, but so that the school is fully informed of familial arrangements that may impact on the health, safety and welfare of the student, school staff and parents.

MAKING A COMPLAINT

Below is a summary of the Department of Education and Training's information to parents and carers about dealing with a complaint.

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.

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 four-step 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
2. Discuss your complaint with the principal
3. Contact your local education office
4. Independent review

A full copy of the steps in *Making a complaint* can be obtained from the office or online at <https://education.qld.gov.au/parents-and-carers/parent-participation>

DRESS CODE

Waterford West State School is very proud of the way students wear the school uniform. The uniform is approved by our Parents and Citizens association and represents the shared values of the wider community. The school uniform promotes a sense of belonging, pride in our school and enables us to easily identify our students.

Waterford West State School expects the approved school uniform to be worn every day. Full school uniform must also be worn on all excursions and during interschool sporting activities.

We understand that at times unforeseen circumstances can occur which result in a child being unable to wear the approved school uniform. In the case of a student being unable to wear the approved school uniform parents and carers are required to provide the school with a letter outlining the reason.

Information about the school's dress code is located online at <https://waterfordwestss.eq.edu.au/Supportandresources/Formsanddocuments/Documents/Dress-code.pdf>. The uniform shop opening hours and pricing is also located online at <https://waterfordwestss.eq.edu.au/Facilities/Uniformshop/Pages/Uniformshop.aspx>. A copy of these documents can also be obtained from the office.

On behalf of the staff at Waterford West State School we would like to thank the parents and carers who send their child to school in the correct school uniform.

ENROLMENTS

Waterford West State School is highly regarded within our local and wider community for its high expectations for the success of all students at our school. This has caused a growing number of enrolments from outside our local area.

ENROLMENT MANAGEMENT PLAN

Waterford West State School now operates under an enrolment management plan that sets out the conditions under which students may be enrolled at our school. The conditions of the enrolment management plan can be obtained from the office or online at <https://education.qld.gov.au/parents-and-carers/enrolment/management-plans/waterford-west-state-school>

CATCHMENT MAP

A catchment map defines the geographical area from which Waterford West State School is to have its core intake of students. A copy of the catchment map can be obtained from the office or online at <http://www.qgso.qld.gov.au/maps/edmap/>

PROOF OF RESIDENCY

Parents or legal guardians who wish to enrol their child at Waterford West State School will need to confirm the student's principal place of residence. Current proof of residency at the address indicated can be provided by way of one of each of the following:

- One primary source - a current lease agreement, or rates notice, or unconditional sale agreement, and
- One secondary source - a utility bill (e.g. electricity, gas) showing this same address and parent's/legal guardian's name

Out-of-catchment students applying for enrolment at Waterford West State School are placed on a waiting list.

Enrolment forms and information about enrolling at Waterford West State School can be obtained from the office or online at <https://waterfordwestss.eq.edu.au/Enrolments/Pages/Enrolments.aspx>

ENROLMENT MEETINGS

Enrolment meetings are conducted every Thursday at 8.30am. Parents and carers will need to contact the school to:

- make an appointment for an enrolment interview
- collect school-based enrolment documentation
- Clarify any additional enrolment documentation that is required

At the enrolment interview the relevant Deputy Principal will:

- discuss your enrolment application
- outline uniforms and stationery requirements
- discuss and ask parents to complete the enrolment agreement

A student cannot start until an interview has taken place, the student is in uniform and enrolment documentation has been completed.

ADMISSIONS

It is compulsory for Queensland children to undertake Prep prior to Year 1. Prep is a full-time program in primary schools. Children attend Monday-Friday, from 8.45am-2.45pm.

Children must be 5 by 30 June in the year they enrol. Check the table below to see when your child can start Prep.

Information about enrolment age can be obtained from the office or online at

<https://www.qld.gov.au/education/earlychildhood/prep/pages/enrolments.html>

HEALTH AND WELL-BEING

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 of Education and Training 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.

AMBULANCE

Should a serious injury occur to your child and we are unable to contact you, an ambulance will be called.

MEDICATION

Schools require medical authorisation to administer any medication to students (including over-the-counter medications such as paracetamol or alternative medicines). Medication will only be administered if it is:

- prescribed,
- in the original container, and
- has a pharmacy label.

If the medication is more complex with specific administration requirements then a letter from the medical practitioner should be provided.

To administer medication to students, parents and carers will need to complete section 1 of the appropriate record sheet:

- Administration of medication record sheet (routine/short-term)
- Administration of medication record sheet (emergency medication)

Copies of these record sheets can be obtained from the office or online at <http://ppr.det.qld.gov.au/education/management/Pages/Administration-of-Medications-in-Schools.aspx>

A medication record sheet will need to be completed when medication changes or for newly prescribed medication.

HEALTH PLANS

Health plans are an overarching term describing documents completed by medical practitioners or qualified health practitioners which provide the school with directions or guidelines to support students with specialised health needs. Health plans include Action Plans, Emergency Health Plans and Individual Health Plans.

OVER-THE-COUNTER MEDICATION

All medications, including over-the-counter (OTC) medications, e.g. paracetamol or alternative medicines, may be drugs or poisons and may cause side effects. As such, schools are required to receive medical authorisation from a prescribing health practitioner (e.g. doctor, dentist, optometrist, but not a pharmacist) to administer any medication to students, including those bought over-the-counter. OTC medications will only be administered to students at school if medical authorisation has been received.

Parents may administer OTC medications to their child without medical authorisation.

RECEIVING, TRANSPORTING AND STORING MEDICATION

Parents and carers are encouraged to provide and collect student's medication in person if possible. At all times, medication must be given to the office for storage. One exception is that of inhaler therapy for asthma. On written permission from the parent/legal guardian, and with the approval of the Principal, the student may be responsible for the inhaler.

INFECTIOUS CONDITIONS: EXCLUSION TIMES

Some medical conditions require children to be excluded from school to prevent the spread of infectious diseases among other children and staff, as well as the broader community.

If a child in your care has or may have a contagious condition, you must meet certain obligations under the Public Health Act 2005. Some conditions may require clearance by your doctor or local public health unit before returning to school.

Below is a list of conditions that may require exclusion from school:

- Chickenpox (varicella)
- Cold sores (herpes simplex)
- Conjunctivitis
- Diarrhoea and/or vomiting
- Diphtheria
- Enterovirus 71 (EV71) neurological disease
- Haemophilus influenza type b (Hib)
- Hand, foot and mouth disease
- Influenza and influenza-like illness
- Measles
- Meningitis (viral)
- Meningitis (bacterial)
- Meningococcal infection³
- Mumps
- Norovirus
- Pertussis (whooping cough)
- Poliomyelitis
- Rubella (German measles)
- Ringworm, tinea, scabies
- School sores (Impetigo)
- Shigellosis
- Streptococcal sore throat (including scarlet fever)
- Tuberculosis (TB)
- Typhoid and paratyphoid fever
- Worms

Current information about contagious conditions and minimum exclusion periods are best provided by your doctor.

Information about contagious conditions and minimum exclusion periods is available online at <http://conditions.health.qld.gov.au/HealthConditions/2/Infections-Parasites/192/Immunisation-Vaccination/721/Exclusion-times-for-infectious-childhood-conditions>
https://www.nhmrc.gov.au/files/nhmrc/publications/attachments/ch55e_exclusion_period_poster_130701.pdf

SUN SAFETY POLICY

Our school has a sun safety strategy to help protect students from the dangers of over-exposure to the sun. This strategy has been developed in consultation with our school community. Central to our sun safe strategy is the universal no hat, no play expectation. Your child is expected to come to school with a hat that they will wear during break times, during outside activities and during health and physical education lessons. If a student does not have a hat, they will have to remain in the covered areas or library for the breaks.

Sun safety is promoted during the swimming program (Prep – Year 3) by all students wearing a sun safe swim shirt and the application of sunscreen prior to undertaking swimming lessons.

PARENTS AND CITIZENS' ASSOCIATION

The Waterford West State School P & C Association is a very active group who are always seeking support. Meetings are held on the third Wednesday of each month and start at 3.00pm in the resource centre.

FUNCTIONS OF THE P&C ASSOCIATION (from the *P&C Model Constitution*)

- To foster community interest in educational matters.
- To encourage closer cooperation between the parents of students attending the school, other members of the community, staff and students of the school.
- To provide advice and recommendations to the principal of the school on issues and concerns in respect of students and the general operation and management of the school.
- To provide or assist in the provision of financial or other resources or services for the benefit of students of the school.
- To perform any other functions, not inconsistent with the Act, as the Minister may decide.

Additional information about P&Cs can be located online at <https://education.qld.gov.au/parents-and-carers/parent-participation/p-and-c>

STUDENT BANKING

Student banking operates through the Commonwealth Bank. Deposit folders should be handed to the office every Tuesday morning. Commission from student banking is paid to the school.

BOOK CLUB

To promote and encourage reading, the school is a member of the Scholastic Australia Book Club. Throughout the year brochures are supplied to students with titles available for parents and students. Book Club caters for the various stages of the child's reading development and interests. Orders are placed with the Book Club co-ordinator.

VOLUNTEERING

Parents and family members are encouraged to assist in school activities. Your assistance and support is highly valued. All volunteers, including parents, are required to sign in and out at the visitors' register which is located in the office.

Some volunteers require a blue card before they can commence volunteering within the school. Contact the office to find out if this applies to you and if needed application forms will be provided to you by the office. Information about the blue card system is located online at <https://www.bluecard.qld.gov.au/index.html>

You may like to assist in the classroom by:

- listening to reading
- helping with activities
- changing home reading books
- making classroom resources
- supervising during excursions

UNIFORM SHOP

School uniforms may be purchased from the uniform shop. The uniform shop is normally open every Tuesday and Thursday from 8.15am until 9.00am.

Current price lists and uniform items can be obtained from the office or online at <https://waterfordwestss.eq.edu.au/Facilities/Uniformshop/Pages/Uniformshop.aspx>

A small quantity of second hand uniforms may also be available for purchase from the uniform shop.

TUCKSHOP

The school tuckshop is operated by Lyn Goulding, convenor, with the valuable help from volunteers. Tuckshop opening hours and price lists are available from the tuckshop on online at <https://waterfordwestss.eq.edu.au/Facilities/Tuckshop/Pages/Tuckshop.aspx>

Ordering tuckshop is strongly encouraged to be done online through <https://www.munchmonitor.com/>

If required orders can be done before school via brown paper bag or in person.

The tuckshop provides food to students in accordance with Smart Choices - Healthy Food and Drink Supply Strategy for Queensland Schools. Information about smart choices can be obtained from the office or online at <https://education.qld.gov.au/students/student-health-safety-wellbeing/student-health/smart-choices>

TEACHING AND LEARNING

STUDENT RESOURCE SCHEME

A parent is directly responsible for providing the student with textbooks and other resources for a student's use while attending school.

To assist parents with the cost of these educational resources, the school operates a student resource scheme. The purpose of the student resource scheme is to provide the parent with a cost effective alternative to purchasing textbooks, resources, consumables and/or materials from elsewhere, through reduced prices gained from the school's bulk purchasing processes.

Participation in the student resource scheme is voluntary.

Participating in a student resource scheme requires the parent to enter into a written agreement with the school and the payment of a participation fee. Information about the participation fee can be obtained from the office.

Parents who choose to supply their own child's requirements, will also be responsible for their replacement throughout the year.

Payments towards the participation fee can be made through Centrelink deduction, EFT, EFTPOS, credit/debit card, cheque and cash. Payments can be made at the office any school day from 8.00am to 10.30am.

CURRICULUM

Queensland schools are currently implementing:

- the Australian Curriculum for English, Mathematics, Science and History in Prep to Year 10
- the Queensland curriculum for the remaining areas of the curriculum in Prep to Year 10

Parents and carers can obtain information about the curriculum from the classroom teacher or online from the links below:

Australian Curriculum
<http://www.australiancurriculum.edu.au/>

Queensland curriculum
<https://www.qcaa.qld.edu.au/p-10/qld-curriculum>

PLANNING

1. We will facilitate learning within an inclusive environment
2. Children's best interests will be paramount in our decision-making
3. Decisions will be made in consultation with all relevant stakeholders
4. Teaching will be according to each child's strengths and needs
5. We will encompass the positive attributes and values of the community and society
6. Every child has the right to learn in a safe, challenging and non-judgemental environment

ASSESSMENT

The primary purpose of assessment is to improve student learning. Assessment is used to promote learning through timely feedback that informs future teaching and learning and builds students' confidence in their ability to learn. Systems, principals, teachers, students and parents all use assessment information to support improvements in student learning.

REPORTING

Reporting is part of communicating with parents and building the school-parent partnership to improve student learning. We recognise the importance of the role of the parent in the education process and the powerful impact a positive parent/teacher relationship can have on student

Reporting is aligned to what is taught in the classroom. Reports are based on student achievement against the relevant achievement standards for each learning area/subject.

Written reports are provided twice a year at the end of each semester. The school formally offers parent-teacher interviews in term 1 and 3 to discuss their child's educational performance at the school with the classroom teacher. Teachers and parents are encouraged to communicate personally as the need arises to discuss a child's educational performance.

HOMEWORK

Homework consolidates, revises and/or applies students' classroom learning and is balanced across all learning areas. Homework assists students to prepare for upcoming classroom learning. Homework is targeted to meet the needs of the learner, and it is monitored by the teacher.

The Melbourne Declaration on Educational Goals for Young Australians (MCEETYA, 2008) recognises literacy as a significant skill for students and as the key to success in all learning areas. While literacy encompasses a range of skills, Waterford West State School has identified reading as a common homework component across all year levels.

Waterford West State School, and the school community, believe that homework should allow sufficient time for family, recreational, and community and cultural activities. The duration required to complete homework activities increases throughout the year levels and reinforces the skills, knowledge and attitudes of being a self-directed learner. Parents and carers communicate directly with their child's classroom to build a shared expectation of homework that reflects the individual needs of each family.

SPECIAL EDUCATION PROGRAM (SEP)

Specialist staff work collaboratively with parents, classroom teachers, therapists and other community services to provide a wide variety of class, small group and individual programs. Each program is designed to meet individual needs and bring about the best possible educational outcomes for each student.

An inclusive education is one in which students are able to be active participants accessing the curriculum at their own level. Student inclusion in classroom activities and/or alternate programming is determined by the student's individual needs. An Individual Curriculum Plan (ICP) may need to be developed in partnership with families, teachers and specialists to meet student needs. This plan outlines individualised academic goals and which year level in the curriculum they are found.

Other programs/services provided to SEP students include:

- Functional Academics; Maths and English. Students access the curriculum at the year level they are currently functioning at.
- Functional Life Skills: Social skills, social language skills, travel training, shopping, cooking (meal preparation), personal care, road safety training.
- Specialist Programs: Speech Language Therapy, Gross Motor Programs, Fine Motor Programs, Sensory Integration
- Individual Social Participation and Access Support Plans: Devised and reviewed according to student needs.

New programs are constantly being designed and current programs are reviewed regularly to meet the identified individual needs of our students.

SCHOOL CAMPS

School camps are offered to specific year levels throughout a student's schooling. School camps provide students with an additional opportunity to further develop their social, physical, relational skills and independence.

The school aims to maximise student participation with school camps, and as such the school plans camps well in advance to give parents as much notice as possible. Camp venues may vary from year to year in order to make camps as cost-effective and engaging as possible. All camps include a non-refundable deposit from families as part of the standard booking process.

INSTRUMENTAL MUSIC PROGRAM

Education Queensland provides a program of instrumental tuition in many primary and secondary schools and Waterford West is included in this program. At present, woodwind, brass, percussion and strings instrumental programs are available for students.

Students in Year 2 and 3 are tested mid-October each year and results of the test provide information about those students who may possess the musical attributes for the program. The parents of these pupils will be invited to an afternoon or evening meeting to have the program explained to them. After this evening, parents may make applications for their child to become part of the program for next year.

Students can be involved in two different programs. The string program is open to students from Year 3 onwards and the band program is open to students from Year 4 onwards.

Students will be selected for the program according to various criteria – students' keenness to learn, musical aptitude, physical characteristics pertinent to a particular instrument, homework record, team work skills, attitude, behaviour, parental support, commitment of both student and parent to daily practice and regular attendance at lessons and rehearsals. Due to the limited number of instruments available, some students will be required to purchase or hire instruments. Students will be given the opportunity to perform to an audience.

PHYSICAL EDUCATION

The physical education (PE) program aims at developing students' concepts and skills in physical activity. The focus is on enhancing students' physical performance in games, sport and other physical activities, which in turn will have a positive influence on their every-day living.

Throughout the program a strong emphasis is placed on social skills such as co-operation, sportsmanship and respect for rules. This helps students develop an understanding of themselves in relation to others in play as well as in competitive situations. Physical activity provides the opportunity to discover new interests and abilities which help improve self-concepts and promote positive relationships.

SUPPORT PERSONNEL

Guidance Officer

The Guidance Officer works with students, staff and parents to support the academic, social and emotional development of the student. Parents and carers provide written consent for their child to regularly meet with the guidance officer.

Speech Language Pathologist

A Speech Language Therapist visits the school on a weekly basis. Classroom teachers refer students once a semester and services are provided and prioritised to students on a highest needs basis. Services by the SLP may come in the form of individual assessment, individual or small group intervention, class or year level intervention to name a few.

SPORTS AT WATERFORD WEST

SPORTS HOUSES

Shortly after enrolment all students will be placed into a sporting house team. Siblings will be placed into the same sports house. Students will be required to proudly display their house colours at athletics carnivals and during cross country.

House name	House colour	House meaning
Dinjerra	Green	WEST
Kumbooran	Yellow	EAST
Gurburra	Blue	NORTH
Nurubuan	White	SOUTH

ATHLETICS CARNIVAL

The athletics carnival for both junior and senior students at Waterford West State School gives all students the opportunity to have fun and represent their house.

Students in Prep – Year 3 have an athletics carnival with sprints and fields events based on traditional indigenous games.

Students in Year 4 – 6 have an athletics carnival with sprints and field events. During this carnival, students who are 10 years of age or older can also be selected to represent the school for track and field events at district trials.

CROSS COUNTRY

Students in Prep – Year 6 represent their sporting house team during cross country. The school's cross country carnival is an all-inclusive carnival giving every student a chance to have a go. It also acts as the selection trial for older students to make the school cross country team.

INTERSCHOOL SPORTS

Students in Year 4 – 6 are provided with an opportunity to be selected to represent the school in various sports. Interschool sports is offered in semester 1 and semester 2.

Semester 1

- boys (rugby league and soccer)
- girls (netball and touch rugby).

Semester 2

- boys (AFL, mixed touch and basketball)
- girls (mixed touch and basketball).

Interschool sports occurs on Friday afternoon with students playing both at school and at other venues within the community. Participating in interschool sports requires the payment of a fee to cover transportation costs. Students who participate in interschool sports are expected to represent the school showing a high standard of behaviour, dress and sportsmanship.

REPRESENTATIVE SELECTION

Waterford West State School is part of Logan District School Sport. Students who are 10 years of age or older have the opportunity to attend trials for various sports which include rugby league, soccer, tennis, cricket, basketball and numerous other sports. From these trials students then progress through other trials to obtain selection for a Queensland School Sport Team.

SWIMMING PROGRAM

All Prep to Year 3 students are offered the opportunity to develop their water confidence through the school's swimming program. Participating in this program incurs a fee and permission from parents and

carers. Students who participate in the swimming program will be required to wear a sun safe swim shirt and apply sun screen prior to swimming lessons, as outlined in the school's sun safety policy.

TRANSPORTATION

BUSES

Students who catch a bus at the end of the school day must go straight to the Year 1/2 undercover area when they are dismissed from school. Students line up and walk to the bus stop under the direction of the staff member on duty.

To keep other passengers and bus drivers safe and comfortable, all school students are required to comply with the Code of Conduct for School Students Travelling on Buses. The code sets out the expected behaviour of students while travelling on the bus and the consequences for breaching the code.

Parents and carers can obtain a copy of the Code of Conduct for School Students Travelling on Buses from the office or online at

<http://translink.com.au/travel-with-us/school-travel/getting-to-and-from-school/code-of-conduct>

Details of the school bus services are available from the respective bus companies:

Logan Coaches (07) 5546 3077

Logan City Buses (07) 3200 9606 or (07) 3200 6754

PARKING

The school staff car park is only to be used by staff and service vehicles. Collecting or dropping off students from the staff car park is prohibited because of the increased danger to students.

The school has clear signage and parking areas around the school. Drivers are required to following the parking regulations as identified by the signage. Parking regulation is regularly enforced by police and council parking officers. Following the parking signage helps make the area around our school safer for our students.

OTHER

CHAPLAINCY

The Chaplaincy service at Waterford West State School provides students and staff with:

- social and emotional support
- an additional adult role model in the school
- enhance engagement with the broader community, including parents.

The role of the chaplain reflects the specific needs of our school and community. Student involvement in any activities offered as part of a school's chaplaincy program is voluntary. All activities and events provided are non-discriminatory and equally available to students of all beliefs. Parental permission is obtained prior to a student having any ongoing involvement with the chaplain.

EATING TIME

Children eat their lunch, under the supervision of staff, for the second 15 minutes of the first break in designated eating areas. Parents and carers are encouraged to provide a nutritious, well-balanced meal for their child. The staff may use eat times as an opportunity to discuss nutrition and healthy eating.

LOST PROPERTY

It is best practice to clearly name all property. Students are encouraged to check the lost property outside the administration block whenever an item is lost. All unclaimed clothing is cleared regularly and given to a charitable organisation. Small items of lost property, such as purses, wallets and other valuable items are held in the office. Contact the office if valuable items become lost.

PERSONAL TECHNOLOGY DEVICES AT SCHOOL

Bringing personal technology devices to school is not encouraged because of the potential for theft and general distraction and associated disruption.

Should a situation occur when a mobile phone is needed it must be registered and left at the office before school and collected from the office when the student leaves school grounds or at the end of the school day. Mobile phones are not permitted on camps, school excursions, sporting events or in the classroom or used at lunch breaks.

Additional information about the school's policy on personal technology devices at school can be obtained from the office or online at

<https://waterfordwestss.eq.edu.au/Supportandresources/Formsanddocuments/Documents/Responsible-behaviour-plan-for-students.pdf>

SCHOOL-AGED CARE

Crestmead PCYC offers before and after school care and vacation care, which is located within the Waterford West State School grounds. All fees are eligible for Childcare Rebate if applicable.

The before school program is available from 6.00am to 9.00am each school day, and includes breakfast if arrival is prior to 7.45am. A qualified staff member will take all Prep children to their classroom at the start of the school day.

The after school program is available from 2.45pm to 6.00pm each school day, and is inclusive of afternoon tea. The program includes both indoor and outdoor experiences. A qualified staff member will collect all Prep children from their classroom at the end of the school day. Older students will be required to meet PCYC staff in the Year 1/2 undercover area at 2.45pm.

Vacation care operates from 6.00am to 6.00pm and is fun packed with excursions, sports programs, fun gala days, cooking and craft. We also have various performances and shows visit us on site throughout the year.

Please contact PCYC Crestmead on, 3805 8651 or 3805 4100, if you require any further information regarding our programs.

SCHOOL PHOTOGRAPHS

School photographs are taken each year by a visiting professional photographer. Whole class, groups, sibling and individual photographs are taken. Parents and carers are provided with an opportunity to order photos. Purchasing school photos incurs a fee.

Responsible Behaviour Plan for Students

Parent Brochure

At Waterford West we strive to provide an inclusive, supportive environment that enhances every child's belief in his/her self to be lifelong learners and active members of society.

Waterford West State School is a Positive Behaviour for Learning (PBL) school to guide students to develop effective self-management practices.

THE CODE OF SCHOOL BEHAVIOUR

At Waterford West State School we are committed to following Education Queensland's *Code of School Behaviour*.

The code defines the responsibilities that all members of the school community are expected to uphold and recognizes the significance of appropriate and meaningful relationships.

All members of school communities are to abide by the *Code of School Behaviour* in accordance with the following standards.

Members of the school communities are expected to:

- Conduct themselves in a lawful, ethical, safe and responsible manner that recognizes and respects the rights of others.

Students are expected to:

- Participate actively in the school's education program
- Take responsibility for their own behaviour and learning
- Demonstrate respect for themselves, other members of the school community and the school environment
- Behave in a manner that respects the rights of others, including the right to learn
- Cooperate with staff and others in authority

Parents/Carers are expected to:

- Show an active interest in their child's schooling and progress
- Cooperate with the school to achieve the best outcomes for their child
- Support school staff in maintaining a safe and respectful learning environment for all students
- Initiate and maintain constructive communication and relationships with school staff regarding their child's learning, well-being and behaviour
- Contribute positively to behaviour support plans that concern their child

Schools are expected to:

- Provide safe and supportive learning environments
- Provide inclusive and engaging curriculum and teaching
- Initiate and maintain constructive communication and relationships with students and parents/carers
- Promote the skills of responsible self-management

Principals are expected to:

- Play a strong leadership role in implementing and communicating the Code in the school community
- Ensure consistency and fairness in implementing the school's Responsible Behaviour Plan for Students
- Communicate high expectations for individual achievement and behaviour
- Review and monitor the effectiveness of school practices and their impact on students learning
- Support staff in ensuring compliance with the Code and facilitate professional development to improve the skills of staff to promote responsible behaviour.

SCHOOL RULES

- Be a Learner
- Be Safe
- Be Respectful
- Be Responsible

CLASSROOM PROCEDURES

- Step One** Warning
- Step Two** Time out in classroom
- Step Three** Time out in buddy room – up to 10 minutes
- Step Four** Peace Room – two Peace referrals in the same day may result in voluntary withdrawal.
- Step Five** Administration Referral

Administration will contact parents when a student has been to class time peace more than 2 times. Behaviour Key Teacher/Deputy Principal will contact parents when a student has had multiple behaviour referrals that have resulted in several lunch time peace visits.

WEEKLY RULE

Teaching rules is a most holistic approach to preventing violence and ensuring a happy, safe environment. This creates a culture of character, an atmosphere of inclusive friendliness, mutual trust, caring and kindness where behaviours are valued as much as academic achievement.

POSITIVE BEHAVIOUR FOR LEARNING SUPPORT

The Positive Behaviour for Learning (PBL) program assists schools to create positive learning environments by developing proactive whole-school systems to define, teach and support appropriate student behaviours.

THE NETWORK OF STUDENT SUPPORT

For students who are experiencing difficulty in self-managing their behaviour, there is a network of support that is readily available. As well as our proactive programs such as Peace Reflection Room for the whole school and Rainbow Room for lower school play, the Guidance Officer and Behaviour Advisory teachers as well as outside agencies are able to support those students. Aboriginal and Torres Strait Islander students also have a network of support which is co-ordinated by our Liaison Officer.

MINOR BEHAVIOURS

Minor behaviours are those that:

- Are minor breeches of the school rules
- Do not seriously harm others or cause you to suspect that the student may be harmed
- Do not violate the rights of others in any other serious way
- Are not part of pattern of problem behaviours
- Do not require involvement of specialist support staff or Administration

MAJOR BEHAVIOURS

Major behaviours are those that:

- Significantly violate the rights of others
- Put others/self at risk of harm
- Require the involvement of school Administration

Major behaviours will result in an immediate referral to Peace Room/Administration. At Waterford West major behaviours would, at the discretion of Administration, result in participation in Peace Programs and/or suspension. Major behaviours may also prevent the student from attending special school functions e.g. school discos, end of year activities. With extreme major incidences, suspension pending exclusion may be necessary.

SCHOOL REWARD SYSTEM FOR POSITIVE BEHAVIOUR

- | <u>Classroom Teacher Rewards</u> | <u>Weekly Parade</u> | <u>Monthly Parade</u> | <u>End of Semester Awards</u> |
|--|--|--|---|
| <ul style="list-style-type: none">• As determined by individual teachers• School rule 'Gotcha' vouchers | <ul style="list-style-type: none">• 2 'Gotcha' awards drawn per class— ice block award• Purple Slip— Ribbon | <ul style="list-style-type: none">• Student of the Month | <ul style="list-style-type: none">• 'A' grade for behaviour certificate• 'B' grade for behaviour certificate• 'C' grade for behaviour certificate |