



2020 INFORMATION BOOKLET

Incorporates - Sun Safety Strategy,
Attendance and Home Work Policies.

(Campus includes Primary School, Special Education
Program and Before & After School Care Facility)



40 Moreton Street
PADDINGTON QLD 4064

PO Box 444
Red Hill QLD 4059

Sector	Personnel	Contact
Principal	Sandy Hackshall	principal@petrieterracess.eq.edu.au
HOC	Karryn Ryder	Via school administration
Administration	Kylie Seymour Heather Bool Karen Ward	(07) 3259 9333 admin@petrieterracess.eq.edu.au
Student Support	Lesley Brown	Via school administration
P & C Association	Rob Ashby	Via school administration
Jabiru Before & After School Care	Damian Kent	(07) 3369 2566 0409 542 845

Dear Parents and Children

A warm welcome to Petrie Terrace State School

The school community values a student centred environment that places the needs of all learners at the core of all decision-making processes and that every child everyday will be a learner. The school motto, Knowledge, Citizenship and Respect encompass all that we strive for through active demonstration.

Our school community has identified the following school rules to teach and promote our high standards of responsible learning behaviour

Respect for self - self control

Respect for others - co-operation

Respect for place - service to the school

RESPECT FOR SELF



RESPECT FOR OTHERS



RESPECT FOR PLACE



OUR SCHOOL AT A GLANCE

We are a small school community of learners situated on the fringe of the Brisbane Central Business District. We strive to develop the potential of each child within a supportive school environment, which is responsive to change, the individual and the wider community. We prepare our students for the demands of their future lives by ensuring our students experience a curriculum that is aligned with strategic directions but is innovative and responsive to them as individuals. Our community reflects the cultural, economic and religious diversity typical of an inner-city school. Our strength lies in the warm and individually attentive approach we are able to offer each child and his or her family. We adopt a child centred and inclusive philosophy of learning which we believe is best practice in educational choice for the Early and Middle years of schooling. We are particularly proud of our quality curriculum, dynamic Music and Arts culture, information communication technologies and innovative learning spaces.

It is our vision to be the school of choice for primary school age students in the Paddington area. We will do this by committing to the ongoing capacity building of our staff to ensure our curriculum is progressive and featured by relevance, rigour and positive relationships. Our learning environments are student centred where aspirational learning goals are set for every student based on deep knowledge of the child and brain based learning, evidence and research underpin our practices and innovative, digitally rich classrooms engage our young learners. Our learning community is a place of belonging for all as life-long learners. We do this by involving parents and teachers as partners in this endeavour, celebrating and communicating student progress through student portfolios and open classrooms and collaboration with the community to build a school reflective of environmental and social ethics.

STUDENT ENROLMENTS

An Enrolment Management Policy is employed to ensure consistency of student numbers, so that existing resources can support student learning programs effectively. The school frequently receives requests to enrol overseas fee paying students for various periods of time.

A DISTINCTIVE SCHOOLING APPROACH

At Petrie Terrace State School, we maintain a culturally inclusive approach to school operations and curriculum programs and promote multi-cultural school community activities. We have developed an innovative and distinctive approach to schooling that is based on a clear educational rationale reflecting the needs of students, the community, and the identified market segment.

Components of this include:

1. Literacy Block program;
2. Arts program
3. Instrumental Music program;
4. Sports program;
5. Laptop Classrooms;
6. Peer Support program;
7. Playground Buddies program;

GENERAL INFORMATION *(in alphabetical order)*

ADMISSION AGES

Parents wishing to enrol their child at Petrie Terrace State School may do so at any time, however early enrolment will help to ensure your child has a place at this school. Petrie Terrace enrolments are governed by an Enrolment Management Plan which gives automatic entry to students residing inside our catchment area. Students living outside our defined catchment area may be enrolled if there are vacancies and according to criteria explained in the EMP. Please access the school website (<http://petrieterracess.eq.edu.au>) for more details and current catchment map.

For children who have not attended a Queensland State School previously, proof of age is required. Proof may be in the form of a Birth Certificate or passport. This is not necessary if students are transferring from another state school. Entry age into school is:

- Prep – must be 5 years by 30 June
- Year 1 - must be 6 years by 30 June

AMBULANCE

As a school, every person – student or staff, is covered whilst at school during the school day. Every effort will be made to contact the parent/guardian but in an emergency, the ambulance will be called immediately.

ARRIVAL

Students are asked to arrive after 8.30am and move to the oval where they can be supervised until school starts. Students arriving before 8.30am are asked to sit on the seats in the eating area near the administration building until 8.30am when a staff member commences before school supervision.

School commences at 8.50am. Children entering the classroom after that are marked as absent. Students arriving late must collect a late slip from the school office. Parents must sign children out if departing school early and collect an early departure slip from the school office to present to the classroom teacher.



ASSEMBLY

Whole school assemblies are held weekly on Friday mornings at 9.00am in “Bumbletown Hall”. Parents and community members are invited to attend assemblies. These are a vibrant and celebratory occasion providing insight into classroom learning and school activities.

ATTENDANCE POLICY (attached)

Petrie Terrace State School considers consistent school attendance critical to the wellbeing and academic progress of students. Should your child be absent from school please ensure the school office is notified by 9.00am on the student absent line Ph: 3259 9366. A note explaining your child’s absence is also appreciated upon return to school. Should your child be absent unexplained the school will contact you. If your child is to be absent for more than 10 consecutive days an **Exemption from Compulsory Schooling Application Form** must be completed. (Available from the office)

BEFORE SCHOOL/AFTER SCHOOL/VACATION CARE

This facility is offered in conjunction with Jabiru Kids Club- a community based not for profit organisation. Before school care is available from 6:30am – 8:30am. After school care is available from 3:00pm – 6:00pm, Monday to Friday. Vacation Care is also available on all school holidays and pupil free day. Jaburi Kids Club is licensed by the Queensland Government and accredited under the National Quality Assurance System. If you are interested in the service please contact the Program Site Manager, Damian – phone 3369 2566 after 2:30pm or Mobile: 0411 398 941

BEHAVIOUR MANAGEMENT

Petrie Terrace State School has a Responsible Student Behaviour Plan with input from students, staff and parents. The policy is reviewed annually and encompasses the school’s 3 overarching rules; Respect for Self, Respect for Others and Respect for Place.

BICYCLES / SCOOTERS

Bicycles / Scooters /Wheeled toys are not to be ridden inside the school grounds. They are to be pushed to and from the storage area set aside for bikes to be housed during the day. We recommend chains and locks be used.

BOOK FAIR

A Book Fair is run once a year in the Library. It offers quality books for purchase and the Library receives a commission on sales. The Book Fair runs for one week and parents are encouraged to come and browse between the hours of 8am and 4pm. Parents are notified of the book fair through the school newsletter.

BOOK LISTS

Book lists are compiled at the end of each year in preparation for the next year. Booklists are compiled of specific items based on their purpose for use in the classroom and for their usability and quality. Booklists are compiled as a bookpack and must be paid for by the due date.

CALENDAR

The calendar on our school website has our most up to date information for events and times, along with the fortnightly newsletter (<http://petrieterracess.eq.edu.au>). At the beginning of each term a single page parent term calendar is uploaded to the school website, you can access it through this link: [Parent calendar](#) or from the quick links on the bottom right hand corner of the website.

CAMP

At Petrie Terrace State School we offer and encourage participation in camping for students in the middle and upper years. We support a camping program which includes worthwhile & well planned activities. Children are provided with opportunities to experience new activities, interpret new information and develop a range of behaviours in new environments.

As a result of attending camps students should:

- gain pleasure of outdoor adventure activities
- form 'new' community
- develop physical skills
- develop leadership, teamwork, responsibility
- gain confidence
- expand knowledge of environmental issues
- challenge themselves
- value camping as a worthwhile lifelong recreational pursuit

Camp typically occurs in Term 1.

CLASS ALLOCATIONS

On enrolment, students are allocated to classes with consideration given to individual learning needs, class numbers and gender balance. Each year classes are formed in accordance with allocated staffing. Parents are asked for their input during the planning cycle each November. See attached **Student Placement Policy**.

COMMUNICATION

Petrie Terrace State School has an open door policy; we welcome parent participation in the learning programs and a commitment to effective communication. Information is shared in a variety of ways including regular newsletter online, class group emails, school assembly, P&C, Parent Representatives and School Official Facebook page.

If you have an issue that you would like to discuss with a teacher or the Principal, please make an appointment through the office. This does not apply to brief everyday communications with class teachers.

It is not practical to call teachers to the phone or delay the work of the class by seeking an interview during class time. Parents are encouraged to see teachers before or after class time, at a pre-arranged time. We wish to address your concerns so that we can best assist you and your child. We encourage email communication as a way of addressing minor concerns.

CONTRIBUTIONS - TAX DEDUCTABLE FUND

The tax deductible fund is set up for parents, community and local businesses that wish to contribute to the ongoing growth and success of Petrie Terrace State School. The fund is a **Building Fund**. More information regarding the fund is made available by the Principal at the beginning of the school year.

CURRICULUM

Our school caters for students from Prep to Year 6. Our school is committed to an inclusive philosophy of learning and teaching that enables students the opportunity to pursue their interests and work at their level.

Learning areas in the Primary School are English, Maths, History, Science, Geography, Health and Physical Education, Languages Other Than English (Japanese), Information Technology and the Arts (Music/Art). Specialist teachers are appointed for Health and Physical Education, Music and Languages Other Than English (LOTE) and Art lessons each week. The school supports quality teaching by providing teachers with non-contact time to plan and prepare units of work in order to deliver the National Curriculum to our students.

DISTURBANCES AT SCHOOL

Any disturbances at school by parents/carers are against the law. Suspensions and fines do apply. The Principal has the right to immediately restrict access to the school premises of anyone who may be causing a concern to staff or students.

EMERGENCY CONTACTS

Please ensure that addresses, phone numbers and emergency contacts are kept current in case we need to contact you in a hurry. Update them with the office via admin@petrierterraces.eq.edu.au

ENROLMENTS

On enrolment, you will be given a variety of forms and information:-

PLEASE TO RETURN TO SCHOOL	FOR YOUR INFORMATION (keep at home)
• Enrolment form for each student	• Attendance Policy
• P&C Membership application on request	• Homework Policy
• Media Consent Form	• Information Booklet
• Medical Consent form for each student	• Responsible Student Behaviour Plan

* Office needs to sight Birth Certificate

EXCURSIONS & CAMPS

The students participate in a variety of excursions and camps as part of their regular educational program. Parents are provided with written information about any planned excursions. Families experiencing hardship to participate in school excursions can contact the Business Manager to discuss payment options. This is a strictly confidential matter. As a guide 85% of children must participate before the excursion is approved.

FAMILY LAW COURT ORDERS

Some families are bound by Family Law Court Orders. Documentary evidence of these **must** be provided to the school where these exist to provide clear legal guidelines for school authorities in these sensitive issues.

FIRST AID



When students receive minor injuries they report to the office where staff make appropriate decisions in the circumstance. Actions are recorded in the medical register. If a student has a serious accident or becomes ill while at school, medical attention is applied by a first aid officer and parents/caregivers are immediately notified of the incident so they may take further action if necessary. In an emergency situation, where parents/caregivers cannot be contacted, the Principal or Principal's delegate will contact the Queensland Ambulance Service.

FOOD

Petrie Terrace State School operates a regular tuck shop run by our volunteer parents. Please see the current newsletter for the most up to date information.

All Education Queensland schools must abide by the Smart Choices guidelines that restrict foods sold or distributed by schools. Green foods have no restrictions. Green Foods include fresh fruit, vegetables, and whole grain breads.

Orange Foods have some restrictions and may be served up to once per week. These foods include processed foods that have minimal sugar and fat content.

Red foods can only be served twice per year. Red foods include lollies, chips, soft drinks. Although the school cannot restrict what foods are given to students in their prepacked lunches, our school ethos, supported by staff and community, strongly encourages fresh and healthy eating and applauds every effort to reduce food packaging waste.

HOMEWORK GUIDE

Please refer to the PTSS Homework policy.

Year P-3	0 - 15 minutes per night
Year 4-5	30 minutes per night
Year 6	45 minutes per night



HOUSES

There are three houses: - Kerribee – Red – (Wild Horse/Brumby)
Coonawarra – Light Blue – (Emu)
Warramoo – Gold – (Eagle)

House events include swimming carnival, athletics carnival, Cross Country and Thinkspots. The focus is on participation and enjoyment. It is also an opportunity to celebrate the achievements of those students who have an aptitude in these areas of the Arts, Physical Education and Critical and Creative Thinking.

INFECTIOUS DISEASES EXCLUSION TABLE

Disease	Incubation Period	Isolation
CHICKEN POX	For at least 5 days	Exclude until blisters have dried
COMMON COLD	1-2 days	Exclude until well
CONJUNCTIVITIS		Exclude until discharge ceases
DIARRHOEA (including Giardia)		Exclude until diarrhoea has ceased for 24 hours
DIPHTHERIA		Exclude according to Public Health Unit requirements
GERMAN MEASLES	2-3 Weeks	Exclude until fully recovered
IMPETIGO (School Sores)		Exclude until sores have been treated with antibiotics for 24 hours. Must be covered
INFLUENZA	1-3 days	Exclude until well
MEASLES		Exclude for at least 4 days from onset of rash
MENINGITIS	Usually a week	Exclude until well and has received appropriate antibiotics.
MUMPS	Usually 18 days	Exclude for 9 days after onset of swelling
RINGWORM, SCABIES HEADLICE, TRACHOMA		Exclude until the day after appropriate treatment has commenced
WHOOPING COUGH		Exclude for 5 days after starting antibiotic treatment or 21 days from onset of coughing.

INFORMATION COMMUNICATION TECHNOLOGY & ELEARNING

We have a culture of digitally rich learning embedded into our pedagogical practices and learning experiences. We aim to deliver 100% connectivity (internet, file and print) to all workstations throughout the school including Wireless Access Points. Classrooms utilise interactive whiteboards, iPads, laptops and desktop computer technology. We also have portable data projectors available for professional development, classroom, hall and resource centre use.

Students have access to the latest versions of classroom-based age appropriate learning software. Students have access to scanning, specialist music hardware and digital peripherals such as cameras.

All students have individual filtered internet and email accounts, and undertake an Internet Acceptable Use Agreement which acknowledges respectful and appropriate use of school computer and internet facilities.

INSTRUMENTAL MUSIC PROGRAM

Petrie Terrace State School has a strong music program covering classroom music, instrumental music, strings program, school band and choir.

Instruction in playing woodwind, brass and percussion is offered to Year 3 - 6 pupils. Stringed instruments are offered to all students as a user pays basis. To assist students and families, a limited number of instruments are available to hire to the students but after one year parents are encouraged to buy their own. Applications to enter this program are made through the instrumental specialist music teachers early in the school year.



LANGUAGES

Japanese is taught to students in Years Prep to Year 6 as part of the Languages program.

LEARNING SUPPORT

Learning support is provided through specialist teachers, and intervention programs. Access to extra support for identified students is through the Student Support Team, which meets to make decisions on the most effective program for students within available resources. Parents of individual students are consulted and encouraged to participate as part of this process relating to their child's program. Individualised support may be offered in the form of alternative programming, intervention, extension or differentiation of the curriculum for identified students.

LOST PROPERTY

All items of clothing need to be **named**. When so many items are similar, this helps to identify them. Sweaters, shoes and lunch boxes are among items most frequently “lost” and unclaimed. Lost property boxes are placed inside the entrance to teaching blocks ‘B’ and ‘C’. At the end of term, lost property is displayed and any unclaimed items are recycled or donated to charity. Toys and personal items of sports gear are not permitted at school unless special permission is received.

MEDICATION

Should medication prescribed by the student’s medical practitioner be required to be administered while the student is at school or involved in school approved activities, a parent/legal guardian must complete the medication administration forms available from the school office. School staff members, who are authorised by the Principal to give medication to a student, are to administer medication as per the written instructions provided on the medication container by the pharmacist at the medical practitioner’s direction. The instructions on the medication container need to indicate specific times at which medication is to be administered, as well as the quantity of medication to be administered, and be marked for the student requiring the medication. ***i.e. Send only chemist-filled prescriptions to school.*** On written permission from a parent/legal guardian and with the approval of the school Principal, students may be responsible for asthma inhalers. At all other times, asthma inhalers will be stored in the administration office.

NEWSLETTER

The school newsletter is published once a fortnight and contains information about class happenings, school events, date claimers, news from classes and the P & C. You can receive a hard copy upon request.

To receive our fortnightly eNewsletter using our online service, parents can subscribe by using this link:

<https://epublisher.net.au/.../contactl.../subscriptionfrontform...>

ONESCHOOL

OneSchool is the department’s comprehensive software suite that school use to run safe, secure, sustainable and consistent reporting and administrative processes.

OneSchool supports teachers, administrators and students in:

- student management including behaviour and communication with parents and others relating to the student
- curriculum and assessment management
- finance and asset management
- resource management
- Performance, reporting and analysis.

Each Queensland state school student has a secure profile within OneSchool. Individual student information is used by the school to meet its duty of care to all students, and to administer and plan for providing appropriate education and support services.

P & C

The P & C is a representative group, providing regular opportunity for school community members to come together to share information, discuss school activities, and to contribute to school decision-making. As such, the P & C is involved in a variety of school activities, including policy and financial planning, monitoring and evaluation, co-ordinating extra curricula activities (e.g., dance, sports etc), uniform sales, organising school functions and fundraising to support and enhance school activities and resources.

The current P & C comprises parents, teachers and the Principal. All families and staff members can join the P & C, and are welcome to participate in P & C meetings and activities as, and when, they are able (i.e., you can come regularly, or now and then when an item of particular interest to your family is being discussed).

As a legal entity (equivalent to an incorporated association), the P & C has an executive body. The P & C meets on the third Wednesday of each month at 6.30pm, in the School hall. The Annual General Meeting is held during term 1 of the school year. General meetings are kept as brief as possible, generally finishing around 8 – 8.30pm. All members of the school community can raise agenda items for discussion – these can be left at the Office or given directly to a member of the Executive. All general meetings are minuted, and emailed to P&C members. In addition to general meetings, from time to time, sub-committees are formed to explore a particular issue (e.g., religious education, school sports, grounds and technology) and/or organise an event.

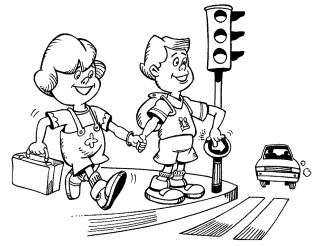
The P & C provides one avenue for you to participate and share in school decision-making. This said, there are other ways that you can participate, including sharing your views at parent forums, completing surveys, talking with teachers and classroom representatives, and just generally sharing in the daily life of our school. If you would like any further information about the P & C, talk with one of the executive members, or, why not come along to a meeting?

PARENT REPRESENTATIVES

Each class has a Parent Representative Volunteer. The role of the Parent Rep is to assist the class teacher with general communication to and from the parents. In addition, they support social connections and community involvement at the school and class level.

PARKING

Due to limited space, there is no parking inside the school grounds during school hours. A short 2 minute pickup and set-down area is available near the front gate on Moreton Street, however this is not a parking area as it is designated for drop offs and pickups and the **driver must remain in the vehicle**. Longer parking can be accommodated in all other street areas around the school. Please **DO NOT** use Dowse Street to undertake temporary drop off and pickup. This is highly dangerous and places lives at risk. Please do not double park as double parking places students at risk when moving between cars. On Suncorp Stadium Event Days, there is restricted parking in the area, so please park against the curb of the school grounds if at school for more than 10 minutes.



PAYMENT TO SCHOOL

BPOINT is the preferred method of payment via the smartphone App or by visiting <http://www.bpoint.com.au/payments/dete> please refer to the student invoice for payment details including invoice number, amount and CRN (customer reference number). Any cash sent to the school must always be in an envelope and marked with your child's name, class and reason for payment. Correct cash would be appreciated as change is not kept in the school office. If paying by cheque, please endorse it payable to Petrie Terrace State School. EFTPOS is available at the office between 8:30am and 3:00pm Monday to Friday.

Q PARENTS is coming

Great news: Petrie Terrace State School will soon be providing our parent community with the opportunity to register for QParents. QParents won't replace the traditional ways you communicate with our school, but it will provide another way to communicate with us.

More information about QParents can be found at <https://qparents.qld.edu.au/#/about>

REFUND POLICY

At Petrie Terrace, we are committed to providing a safe and supportive learning environment for students, staff and volunteers. This commitment includes the health and safety of staff and students when conducting curriculum activities in the school or in other locations.

School excursions and camps enhance a student's learning by providing opportunities for the student to participate in activities, both curriculum-related and recreational, outside the normal school routine. All planned school excursions are approved by the Principal and endorsed by the Parents and Citizens Association.

State schools are able to charge a fee for:

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

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

School fees for extra-curricular activities are calculated on a cost recovery only basis, according to the number of students who have indicated their attendance.

Participation of students in an extra-curricular activity is indicated through payment of the fee and provision of a permission form completed by the parent.

As the school budget cannot meet any shortfalls in funding for an extra-curricular activity due to the subsequent non-participation of a student who had previously indicated attendance of the activity, fees already paid for an extra-curricular activity may be refunded in full or in part or not at all, having regard to the associated expenses incurred and the circumstances of the non-participation.

If a parent wishes to apply for a refund due to their child's non-participation in an extra-curricular activity, they may do so by completing a Request for Refund form available from the school office. Where possible, the request should include the receipt relating to the payment for which a refund is being sought.

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

Department of Education and Training policy references:

Education (General Provisions) Act 2006

School Excursions: <http://ppr.det.gov.au/education/management/Pages/school-Excursions.aspx>

State Education Fees: <http://ppr.det.qld.gov.au/Corp/finance/services/Pages/State-Education-Fees.aspx>

RELIGIOUS EDUCATION

Classes are offered weekly by a Baha'i group. You will receive information about these classes prior to their commencement and given opportunity to decide whether your child will participate. If parents wish to change the lessons the children attend, notice must be given in writing. R.E is not offered to Prep Students.

REPORTS

At the beginning of each year, our school invites parents to meet the class teacher and to share information about the child and discuss expectations for the year- curriculum, homework, code of behaviour...This is held during the evening to accommodate parent working hours.

Reports will be issued at the end of each semester via email. Individual interviews will be offered to all parents via an online booking process. Parents and/or teachers may request interviews at any time of the year to discuss a child's progress.

SCHOOL PLEDGE/CREED

The School Pledge

We ask for your guidance,
On the work we are doing today.
That we may do it well both in school and out,
May we be good to each other
And try to do well in all things,
And be honest, truthful, kind and
Respectful to all.

School Creed

This is our school, let us be proud of it,
Let peace be here, let the rooms be full of contentment.
Let love be here, love of learning, love of each other, love of life itself.
Let us remember that as many hands make a house.
Also many hearts make a school.

SCHOOL DRESS CODE

All students are expected to wear the school uniform. Uniforms across the school are gender neutral and available from the uniform shop.

<https://petrierracess.eq.edu.au/Supportandresources/Formsanddocuments/Documents/uniform-order-form.pdf>

Sports Uniforms for each of the three house colours are available for purchase. Please check with the school office if you are unsure of your child's sports house.

New and some second-hand uniforms are available from the uniform shop between 8.15am – 9.00am Friday mornings. When deciding on our school uniform sun safety and visibility (eg. Road safety) was considered a priority.

Students are required to wear the full school uniform when representing the school – excursions, band, choir and like events.

There may be occasions when dress other than school uniform is worn, for example, a fundraising event. In all circumstances dress should be neat, comfortable and of a nature that:

- ensures Sun Safety
- does not restrict or inhibit participation in full range of school activities
- is not offensive to others
- is acceptable in terms of climatic and hygiene matters



Whilst individuals have rights, they also have responsibilities. The school must accept its responsibilities in relation to a number of legislative and Departmental Policy issues. Everyday students must wear a **school hat** and shoes/sandals (**no thongs, crocs or scuffs.**) Students should wear appropriate footwear for their own foot protection and the general health and hygiene of the whole school community. Students are required to wear sun protective hats (hats that protect face, neck and ears) for all outdoor activities; for example, broad-brimmed or legionnaire hats. **No caps are allowed.** Make-up is not appropriate to be

worn at school. Sunscreens or protectors are actively encouraged. The school encourages children to be neat and tidy at all times and to take pride in their appearance.

- The school strictly enforces a NO HAT NO PLAY policy.
- All items should be clearly marked with the student's name.
- If a student attends school without school uniform, a uniform will be offered to the student and request for reimbursement sent home with the student. If a student is unable to wear the uniform for a particular reason please advise in writing to the class teacher.

SCHOOL PLANNING DOCUMENTS

There are three main documents in the school plan:-

- **School Annual Report:** This is a review of operations across the past 12 months and considers planned and incidental outcomes. It is available on the school website.
- **Annual Operational Plan & Budget** This plan is for the year. It incorporates; Education Queensland goals, school goals, strategies to achieve these goals and budgetary allocations. P&C goals, strategies and budget are considered when developing the school operational plan.
- **Quadrennial School Review:** QSR considers the school's performance across the past 4 years. A broad community consultation process is integral to the development of the Strategic Plan for the next four years.



SMOKING / ALCOHOL / DRUGS

No smoking, taking of drugs, consumption of alcohol or trespassing is permitted on the school premises at any time. These acts are against the law and police will be called should a breach occur. Occasionally a P & C event may be accompanied by the provision of alcoholic beverages. All RSA (Responsible Service of Alcohol) requirements are fulfilled by the P & C in these circumstances.

STUDENT COUNCIL

Petrie Terrace State School practices democracy in action and a key element of this is our student council. All year 6 students are invited to participate in the student council. A Student Council Executive Committee is elected annually. This group meets regularly with the Principal or nominee about matters that make Petrie Terrace State School the best possible for students at the school.

SUNSMART

At Petrie Terrace State School, all students **must** wear hats to be outside. Legionnaire and wide brim hats are acceptable for outside play. Hats can be purchased from the uniform shop. Our school and P&C support the Petrie Terrace State School Sun Safety Strategy (attached).

SUPPORTIVE SCHOOL ENVIRONMENT

The school has adopted the Education Queensland- Code of Student Behaviour and has developed a Responsible Student Behaviour Plan. Our school is for learning and we believe that all people in our school community should demonstrate respect for self, respect for others and respect for place.

SWIMMING

This is an essential part of our school program for all children. Swimming takes place in Term 1 and Term 4 of each year. Costs incurred are kept to a minimum approximately \$100.00 per student for the year. This covers pool admission and tuition. Please have towel, swimming cap and togs in a swimming bag with EVERYTHING named – including the school uniform items they will be changing out of.

TELEPHONES

If students are required to bring mobile telephones to school, these are to be left in the security of the office where students sign this equipment in and out. Students are not to use mobile phones during school hours. A student phone is located in the school office.

TIMES

First Bell and Roll Marking	8:50am
1 st Break	11:00am - 11.45am
2 nd Break	1:30pm – 1.50pm
School finishes	3:00pm

Students not collected by 3.15pm will be directed to wait at the School Office.
If not collected by 3.15pm school staff will contact families.



VOLUNTARY CONTRIBUTIONS

Voluntary contributions of \$70 per pupil go to purchase additional art, craft and science materials for all students to use within the school year. Please consider your contribution to your child's class/es as this is most welcomed by your child/ren's teacher/s.

WITHDRAWAL OF CHILDREN

Any parent/guardian wishing to withdraw children from school during the day must sign children out on the register at the office and will need to be returned via the office to receive a return slip to be given to the classroom teacher. A note to the teacher in the morning is appreciated.

WORKPLACE HEALTH AND SAFETY

The school has a designated Workplace Health and Safety Advisor. All facilities are checked regularly and meetings held with representatives from staff to keep the facilities and grounds as safe as possible. If you detect an unsafe situation, please report this to the school's administration office.

YEARS 3 and 5 TESTS

All children in Year 3 and 5 will undertake assessment activities to determine level of ability on national tests. Parents will be notified of these outcomes. These provide a snapshot of your child's learning on a specific day. This information should be considered along with all other information about your child's learning.

Attendance Policy

Rationale

All schools in Queensland are committed to providing safe and supportive learning environments for all students which address their educational needs. Petrie Terrace State School expects that every student will attend school every day of the school year unless prevented by reasonable circumstances.

Petrie Terrace State School attendance policy aims to maximise participation in learning programs by all students.

School Community beliefs about the importance of attending school

It is important that students, staff and parents/guardians have a shared understanding of the importance of attending school.

Petrie Terrace State School is committed to promoting the key messages that Every Day Counts. Therefore;

- believes all children should be enrolled at school and attend school all day
- every school day;
- monitors, communicates and implements strategies to improve regular school attendance;
- believes truanting can place a student in unsafe situations and impact on their future employability and life choices;
- Believes attendance at school is the responsibility of everyone in the community.

Expectations of School Staff

School Responsibilities

- The class teachers will mark rolls diligently and accurately every morning and afternoon.
- Class absences are recorded and reported electronically using OneSchool, and by paper modes (supply teachers only use paper modes).

Contact is made with parents/ guardians by administration for unexplained absences.

- Contact is made with parents/ guardians by the school administration if a pattern of absence is noted or a student is absent for three consecutive days without explanation by parents/guardians.
- Students who are found to be truant for any part of a school day, are reported to parents/ guardians immediately by the school administration and appropriate consequences are applied.
- Pro-active and supportive strategies are employed with students who demonstrate an unwillingness to attend school.

Expectations of students

Responsibility of students

- Every student will attend every day of school throughout the year.
- Research clearly shows that students who attend very regularly achieve much better results across the long term.
- **If students come late to school, they should present to the office. The students should present a note from a parent/ guardian explaining lateness. Persistent lateness will lead to notification to parent/guardian.**
- Students remain at school for the entire day. Early departure must be accompanied by a parent/guardian completing sign out through the school administration.
- Students ensure their parents/ guardians provide them with a note or telephone call explaining absences.

Responsibility of Parents

- Parents/guardians actively support the school to ensure their child(ren) attend school every day of the year.
- Parents/ guardians provide a note, email or telephone the office if their child(ren) are late for school.
- Parents/ guardians provide notification prior to any planned early departure from school and remind their child(ren) that they must report to the office where they will be signed out before their departure
- Parents/ guardians inform the school of all absences via note, email, phone call or in person as soon as possible (preferably by 9.30 am on the day of the absence)
- Parents/guardians give forewarning of known future absences, in particular long term absences. An application for Exemption from Compulsory Schooling and Participation must be submitted if your child is to be absent for more than 10 consecutive school days (available from the office)
- Parents/ guardians will actively and promptly instruct their child(ren) to follow up with their teachers after all absences to ensure they have all the required work to continue successfully in their classes.

Strategies

At Petrie Terrace State School we promote 100% attendance by:

- Promoting a positive and supportive school environment
- Consistent follow up of absences with parents/caregivers
- Working with students and families to reduce absenteeism

Responses to absences

At Petrie Terrace State School, we are committed to achieving the following targets in improving attendance:

- Reduce the number of students not attending more than 85% of school days to zero in each year level.
- Improve the school's overall attendance to 95%.

Extended Absence Policy

When a student is absent without explanation for three days or a pattern of absences has been identified, the school will take the following actions:

- Office staff or class teacher will notify the Principal
- Principal/Office staff will contact parents, verify reason for absence and record in Oneschool
- Principal/Office staff will monitor for ongoing student absences
- Principal will produce monthly reports to track student attendance

Result of Extended Absence

At Petrie Terrace State School the consequences or impacts of unexplained or unauthorised absences may include the following:

- Referral to Guidance Officer and/or outside agencies;
- Meeting with parents/guardians;
- Development of an Individual Attendance Plan for students;
- Formal processes as per Education Queensland policy up to and including referral by the Director General for prosecution under the Education (General Provisions) Act.

Reporting and monitoring attendance

At Petrie Terrace State School reports of absence or truanting are taken seriously. Parents, members of community and school staff may report an absence in the following ways:

- Telephone/email to the school office (admin@petrieterracess.eq.edu.au)
- Signed/dated note sent with the student
- In person to the office or class teacher

Some related resources

Every Day Counts

<https://education.qld.gov.au/initiatives-and-strategies/initiatives/every-day-counts>

Departmental Policies and Procedures

Managing Student Absences and Enforcing Enrolment and Attendance at State Schools

Roll Marking in State Schools

Homework Policy

Homework provides students with opportunities to consolidate their classroom learning, establish patterns of behaviour for lifelong learning beyond the classroom and involve family members in their learning. The setting of homework takes into account the need for students to have a balanced lifestyle. This includes sufficient time for family, recreation, cultural activities and employment where appropriate.

Homework that enhances student learning:-

- is purposeful and relevant to student needs
- is appropriate to the phase of learning (early, middle and senior)
- is appropriate to the capability of the student

- develops the student's independence as a learner
- is varied, challenging and clearly related to class work
- allows for student commitment to recreational, family and cultural activities.

Purposes of Homework:

1. To reinforce and consolidate concepts and learning occurring at school
2. To develop independence in learning, time management and study skills
3. To inform parents of learning activities done in class and their child's progress
4. To develop specific skills through regular practice

Homework Times:

The following weekly time allocations are recommended in acknowledgement of the range of other pursuits students may be engaged in:

- Preparatory Year – generally no set formal homework tasks in addition to home reading
- Years 1 / 2 / 3 – generally not more than one (1) hour each week in addition to home reading
- Years 4 / 5 – generally not more than two to three (2-3) hours each week
- Year 6 – generally not more than three to four (3-4) hours each week

If your child is taking longer to complete tasks, please discuss this with his/her class teacher. The reasons may vary from organisational and resource issues to the level of difficulty and type of task.

Setting Homework:

Across our school, all classes will provide homework to students on either a daily or weekly basis, dependent on the types of homework task set or year level. Generally homework will be provided to students on Mondays (i.e. with the exception of public holidays and pupil free days) and is to be completed by Friday of that week. All teachers will consider varying levels of student ability, resources required and the close link to work covered in class. Teachers will mark homework either daily or weekly to provide feedback to both students and parents.

Types of Homework Tasks:-

Homework tasks for Years Prep1/2/3 may include:	Homework for Years 4/5/6/7 may include:
<ul style="list-style-type: none">• Daily reading• Sight words and/or phonics revision• Spelling activities• Number facts• Short revision work sheets• Preparation for show and tell	<ul style="list-style-type: none">• Reading• Writing tasks• Spelling activities• Number facts and/or appropriate Maths activities• Activities that contribute to the completion of class assignments and projects• Practise for oral presentations

Expectations:-

To ensure high standards are maintained, a minimum level of expectation has been set for all key stakeholders in relation to the completion of homework:

Students:

- are to attempt homework tasks set by their teacher
- are to ensure that any completed homework is provided to their teachers at the due time
- are to attempt tasks to the best of their ability

Parents:

- are to support and encourage their children to attempt and complete set homework
- are to communicate any difficulties their children may be experiencing with set homework to their child's teacher
- are to inform their child's teacher if set homework is not completed due to extenuating circumstances

Teachers:

- are to set homework that is appropriate for their respective year level, taking in to consideration the broad range of skills and abilities of students
- are to mark and provide feedback to students and parents in a timely fashion
- are to make contact with parents of students who are experiencing difficulties in completing homework within the time allocated

School Student Dress Code Policy

It is an expectation of the Petrie Terrace State School Community – the Parents' & Citizens Association (P & C), the Principal and staff – that all students abide by the School Dress Code Policy.

A parent / caregiver application to enrol at Petrie Terrace State School is taken as acceptance of this policy.

Rationale

Our School Community believes that the Dress Code requirement is important in developing a sense of identity and pride for our students. It aligns with the general expectation in today's workforce where, in most instances, there is an established Dress Code at the work site. For students, this school is their work site.

Our uniform:

- Caters for all students in the school community in a manner sensitive to gender and local cultural and social issues;
- Meets requirements of occupational health and safety, anti-discrimination and equal opportunity legislation;
- Promotes the health and safety of students by identifying items necessary for particular activities eg. Items for sun protection;
- Provides girls and boys with equal access to the full range of school uniforms;

Purpose and code

The wearing of school uniforms by students of Petrie Terrace State School will assist the school community to:

- Define an identity for the school within its community;
- Develop students' sense of belonging to the school community;
- Provide an opportunity to build school spirit;
- Enhance the health and safety of students when involved in school activities;
- Promote a sense of inclusiveness, non-discrimination and equal opportunity;
- Support unnecessary attention being drawn to individual students for a variety of inappropriate hairstyles and clothing;
- Reinforce the perception of the school as an ordered and safe environment;
- Increase the personal safety of students and staff by allowing easier recognition of visitors and potential intruders in the school;
- Make school clothing more affordable for families by eliminating the risk of peer pressure to wear fashionable and expensive clothes.

Healthy and Safety Legislation

The school must ensure that students are not exposed to risks to their health & safety and must take steps to identify and eliminate or control such risks.

Our School Community:

- Requires students to wear appropriate footwear including sandshoes or joggers, sandals, thongs or oversized shoes are not permitted to avoid injury;
- Requires students to wear a hat for outside activities when appropriate;
- Requires that jewellery or other items that could, with reasonable foreseeability, cause an injury to themselves or other students are not worn.

Non-Compliance

The school may impose a sanction in the event of non-compliance which is limited to one of the following:

- Preventing a student from attending or participating in any school activity that is not an essential school educational program;
- Preventing a student from attending or participating in, any activity for which the student is representing the school.
- Parents will be informed of a student's non-compliance through the normal channels of home-school communication.

Uniform Shop

The current range of school uniform items can be viewed and purchased at the school uniform shop. Hours of operation Friday mornings from 8:30am – 9:00am or online.

Not Permitted

Thongs or open footwear which does not permit students to actively participate in lessons or sport or protect feet during educational activities.

Toys and other items from home that disrupt the good order and management of student learning behaviour.

Parents' & Citizens Association Endorsement

The Parents' & Citizens Association (P & C) of Petrie Terrace State School resolves that it supports a student dress code for Petrie Terrace State School because it believes that a student dress code promotes objectives of the Education (General Provisions) Bill 2006. In particular, the P & C of Petrie Terrace State School supports the intention of a student dress code in providing a safe and supportive teaching and learning environment by:

- Ready identification of students and non-students at the school;
- Eliminating distraction of competition in dress and fashion at school;
- Fostering a sense of belonging; and
- Developing mutual respect among students through minimising visible evidence of economic or social differences.

Petrie Terrace State School – Communication Placemat

Please refer to the table below to determine the appropriate method and avenue of communication for any information you require.

Class Teacher	Administration	Newsletter P & C Community Website – Face Book Page
<ul style="list-style-type: none"> ➤ Student issues – learning including reporting and assessment, behaviour, peers (including playground/friendship issues); Please email to arrange a meeting or to express your concerns. ➤ Interviews – Parent Teacher interviews are conducted formally twice per year. ➤ Report Cards – Issued each semester (ie. twice per year) ➤ Classroom routines – home learning; volunteering/class help, organisation. 	<ul style="list-style-type: none"> ➤ Payments – <u>BPoint</u> is an online payment system available to all parents for payment of invoices; please see administration for any issues arising. ➤ Student Absences – Phone the absence line (3259 9366), email admin@petrieterracess.eq.edu.au 	<ul style="list-style-type: none"> ➤ Tuckshop – orders, schedule, volunteers. ➤ Events – school discos, working bees, graduation, special assemblies, school concert. ➤ Celebrations/Commemorations – ANZAC day, Harmony Day, Under 8's Day. ➤ Instrumental Music Program – expressions of interest, general information. ➤ P&C Meetings – scheduled meetings, volunteers, fund raising and social events, car parking.
<p>Principal</p> <ul style="list-style-type: none"> ➤ Student Issues – when the Class Teacher is unavailable or serious matters require a higher referral – Please email or phone to arrange a meeting. 		

Sun Safety Strategy

Queensland has the highest number of diagnosed skin cancer rates in the world. All Queensland State Schools are required to regularly review their strategy for protecting students against the harmful effects of sun exposure.

The development and implementation of this strategy involves a consultative process with the school community, including school staff, students, parents and parents and citizens' association on an ongoing basis.

Our Petrie Terrace State School Sun Safety Strategy incorporates the following actions

- Teachers deliver sun safety and preventive measures education through the Health and Physical Education curriculum
- The school maximises the use of available shade for outdoor activities
- The school provides flexible planning of activities to reduce, as far as practicable, time spent by students in the sun between 10.00am and 2.00 pm
- The P and C considers sun protection when determining or reviewing school uniform designs
- The school requires the wearing of protective clothing, including broad brimmed hats, when in the sun during the school day. School staff enforce a No Hat No Play (outside) rule
- The school requires students to wear swim shirts during all water-based activities, with the exception of competitions and carnivals
- Each classroom is provided with an SPF 30+ broad spectrum water based sunscreen for students to use on uncovered areas of the skin, such as the face and the back of the hands, for all outdoor activities.
- The P and C considers sun protection in relation to parents and citizens' association projects and activities
- The school promotes the importance of parents, teachers, ancillary staff and voluntary helpers as role models for students in relation to sun protection strategies

The following links provide information regarding educational resources and policy

<http://education.qld.gov.au/schools/healthy/wellbeing-guidelines/sun-safety.html>

<https://www.qld.gov.au/health/staying-healthy/environmental/sun/index.html>

STUDENT PLACEMENT POLICY

Outlined below is the process we use at Petrie Terrace State School to place students in their respective classes for the start of the year. Also included are answers to questions that parents may have about class placement. Staff are committed to meeting the educational needs of all students. A great deal of thought, planning and time goes into placing children into classes each year. Every effort is made to place each child in a learning environment that is happy, productive and successful.

What are the criteria that we use to make up class lists?

Factors influencing class structure are:

- the educational needs of the students;
- the projected number of students in each year level;
- the ratio of girls to boys;
- projected enrolments during the year based on past trends;
- the number of teachers employed at the school; and
- resources and facilities.

Factors which are considered in the placement of students include:

- academic performance – judgements over time
- work habits eg ability to work independently
- behaviour
- gender
- social network
- social maturity
- special needs

Classes are not streamed. Should there be more than one class in a particular year level, or the need to form a split grade class, the professional judgement of the principal, administration team and relevant teaching staff will decide the placement of individual students.

Parent input regarding their child's educational needs will be considered. Requests in relation to choice of teacher will not be considered as a placement factor.

What is the process for placing students into classes?

Based on the criteria listed above, teaching staff and administration meet mid-term 4 to establish classes for the following school year. Teachers of the current year level meet with the other year level colleagues to create the class lists (i.e. Year 2 teachers decide Year 3 placements etc.)

Teachers ensure each new class has:

- a balance of academic ability
- gender balance
- socially balanced groups of children from new and existing classes, so new friendships can be formed.
- During this process, changes and adjustments are made. Each change may trigger a chain reaction of other changes.

It is acknowledged by all that friendships are important. However to ensure balanced classes as outlined above, friendship groups are considered but are not a primary determining factor in class placement and this is not part of our Class Placement organisation.

Proposed class lists are submitted to the principal and administration team for final ratification.

Common Questions

Why does the school have some split grade classes instead of having all straight year level classes?

As staffing is dependent upon the enrolment in each grade, multi-aged or combined classes may occur. This practice is well supported by research and our beliefs about how children learn. It is also often a practical necessity with our enrolment numbers.

The class distribution will be considered on the basis of student numbers. The distribution for the class numbers may change each year according to numbers in the school and the effects of different numbers in each class or year group.

Why do we ask parents to leave class placement in the hands of the teaching staff?

As professional educators, we strive to make the right choices taking into account all the information we have to hand. While parents know their children the home context best, when a parent requests a specific placement for their child, they do not have all the relevant information. Teachers, on the other hand, have the academic and social information about all children in a particular year level.

Can I request a particular teacher for my child either in writing or through discussion with my child's present teacher?

No, this is not part of the Class Placement organisation.

Can I request my child's placement with another child in the classroom? Can I request my child not be placed with another particular child?

While some parents make friendship request, the decision is complex. A number of times I have received a request from one family to place particular children together, while the second family requests that same children be placed in separate classes. The final decision on placement rests with the principal.

Often children placed with best friends will work and play exclusively with each other, and this does not promote the social interaction we try to foster. We also find young children change best friends.

When allocating children to classes, we endeavour to foster positive social interaction across a year group, by making socially balanced classes and to help prevent non-constructive relationships.

If your child is having difficulty with a student in his/her class, please inform the teacher or one of the class teachers, so problem solving can take place. This is the aspect of the school experience where students learn to function socially with all kinds of people.

Do teachers request certain student placements into their classes?

No, as teachers are not assigned to a class until after the class placement process. Teachers focus on class balance to ensure a successful year for all classes.

We really like the teacher one of our children had. Now our other child will be entering that year level. Can we assume our second child will get that teacher?

It is a coincidence if this happens as the school does not use historical records when placing children. New relationships are constructive and help us grow. All children are different and may respond well to a different teacher.

When I get my child's class placement, can I request that it be changed?

You may talk with one of the class teacher or principal about your concerns and be assured that those concerns will be shared with the teacher so your child's anxieties will be addressed. Teachers are expected to have the skills to help children adjust.

The class placements are considered final. Changes to placements are rare due to the fact they often cause a chain reaction and impact on the class balance, which in turn is unfair to many students within the group. While we feel we consider the individual child during the placement process, parents must realise their child is part of a complex equation in school placements.

What if my child is having difficulty in his/her new placement after school has started? Can we request a change then?

We will do everything we can to problem solve. Parents need to talk to the teacher, the class teachers or principal, so the child's needs can be addressed.

I have noticed that a small group of my child's friends have been together in classes for a few years in a row, but my child has been in different classes. Is favouritism going on here?

If this were happening, it would be a coincidence. Please inform one of the class teachers or principal if this is the case. Finally, I want to stress that all information about children is valued and heard. Teachers want to construct the smoothest transitions possible for the students for which they care so much.

Parents can help also by being as positive and encouraging as possible to their children in this process.

If you have any more questions please feel free to contact one of the administration staff or your child's teacher.