

PROSPECTUS 2019
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PRINCIPAL'S WELCOME

Dear Parents/Carers

On behalf of our school community, staff, students, and parents I take this opportunity to extend a warm welcome to you and your family. We look forward to a wonderful year of learning for your child/ren as we continue to develop positive and productive community partnerships, fostered by mutual respect and understanding.

Our school vision of "Today's Effort, Tomorrow's Success" epitomises the attributes of a lifelong learner. The notion that, strong commitment to being the best person you can possibly be, coupled with an effective, relevant engaging curriculum will generate a culture of acceptance, achievement and success.

Our school offers all students the following advantages:

- Small school setting
- Productive partnerships
- Zero tolerance of harassment and bullying
- A safe school environment
- Quality, caring staff
- High standards and expectations
- Firm, fair and consistent student management
- Small classes
- Breadth of subject choices
- Pre vocational experiences

As we embed the foundations of the "Responsible Behaviour Plan for Students" into the ethos of our school community we support our students to embrace the School Expectations of:-

Being Respectful, Being Responsible, Being Resilient, and Seeing Results.

At Woodford P-10 State School we believe these attributes will prepare your children to become well rounded citizens ready for life's challenges.

Have a wonderful year.

Regards

Ronnie Hill
Principal

P & C PRESIDENT'S WELCOME

On behalf of the Parents' and Citizens' Association, I welcome both new and existing members of our school community to Woodford P-10 State School.

The School Prospectus is designed to give both parents/carers and students a clear, concise understanding of the goals, and expectations of the Woodford P-10 State School.

The P & C actively supports the goals of both the school and the aspirations of each individual student. The P & C believe that Woodford P-10 State School has a supportive learning environment that provides students with every opportunity to achieve their potential and goals in future life.

The Principal, Ronnie Hill, and teachers encourage input from parents/carers, students and the general public and believe in, and practice, an open style of learning.

The P & C meets once a month and we endeavour to keep the meetings as brief as possible, while still addressing the important needs of the school, the students and the community. We look forward to your contribution to the future of your school community.

Good luck to all students as you continue your learning experience with us here at Woodford P-10 State School.

President

GENERAL INFORMATION

School Details

Principal	Ronnie Hill
Deputy Principal	Bronwyn Raponi
Head of Department (Curriculum)	Karli Drzystek
Head of Special Education Services (HOSES)	Sharon Oakes
Head of Curriculum (HOC)	Angela Burgess
Business Manager (BM)	Joanne Bliesner
Administrative Officers	Jill Burns, Carol Dodds, Julie Friedrich & Angela Jackson
Address	171 Archer Street WOODFORD QLD 4514
Postal Address	PO Box 1012 WOODFORD QLD 4514
Telephone	07 54225333
Facsimile	07 54225300
Email	principal@woodfordss.eq.edu.au
Web Address	www.woodfordss.eq.edu.au
Office Hours	7.30am to 3.30pm Answering Machine activated after school hours.
P & C Meetings	Monthly (Wednesday night – dates TBA)

VISIONS AND VALUES

*Every student has the right to learn. Every teacher has the right to teach.
Everyone has the right to feel safe.*

At Woodford P-10 State School

"TODAY'S EFFORT IS TOMORROW'S SUCCESS"

Being Respectful

We speak kindly and politely to each other.
We follow directions promptly and positively.
We care for each other, our school and environment.

Being Responsible

We are accountable for our actions, consequences and belongings.
We make amends.
We make decisions that help us be successful and happy.

Being Resilient

We choose our attitude.
We reflect on all experiences.
We are open to critical feedback.

Seeing Results

We set goals.
We are organised and prepared.
We participate and give our best.

SCHOOL PROFILE

Our School Community "Today's Effort, Tomorrow's Success"

Situated on the north western border of the Moreton Bay Regional Council, Woodford P-10 State School is a co-education campus which provides quality educational opportunities from Prep to Year 10 for around 400 students from the town and surrounding semi-rural areas. Our curriculum is organised in integrated units around the KLAs (Key Learning Areas) with a solid foundation in Literacy and Numeracy being a priority. Our distinctive learning groups, consisting of Prep-2 (Early Phase of Learning), 3-6 (Middle Phase of Learning) and 7,8,9 (Junior Secondary) and 10 (Senior/Pathways Phase of Learning) are uncompromising in their pursuit to provide excellence in education which encompasses an engaging, relevant curriculum that encourages all students to reach their maximum potential.

Our school also has a Special Education Program (SEP) on site to support students with disabilities.

Our school community is committed to promoting the following fundamental rights;

- Every student has a right to learn
- Every teacher has a right to teach and
- Everyone has the right to feel safe

Affording students every opportunity to succeed in their schooling will enhance their journey to becoming lifelong learners.

Community participation is encouraged and welcomed as our school endeavours to provide a curriculum which is engaging and relevant through:

- Farm Project
- Paddock to Plate
- The Edge Program
- Lego Robotics
- Talent Quests
- CAR (Careers and Relationships)
- Year 10 Work Readiness Program
- Culminating Events
- Footsteps Dance Program (Primary)

The school also enjoys Community Awareness Initiatives such as:

- Breakfast Program
- Woodford Show
- Supporting Colour/Shave for a Cure, Disability Week, Jeans for Genes Day, Day for Daniel
- Anzac Day, Vietnam Veterans Day, Remembrance Day
- Carols by Candlelight
- Indigenous Perspectives

SCHOOL CALENDAR

Term 1

Tuesday 29 January – Friday 5 April

Term 2

Tuesday 23 April - Friday 28 June

Term 3

Monday 15 July - Friday 20 September

Term 4

Tuesday 8 October - Friday 13 December

Year 10 finish school on Friday 30 November

They must be in attendance up to and including this date to qualify for full attendance.

PUBLIC HOLIDAYS

19 –22 April – Easter

25 April – Anzac Day

6 May – Labour Day

14 August – Ministerial Show Holiday

7 October – Queens’s Birthday

DAILY SCHOOL ROUTINE

Years P-6 Daily Lesson Times

Session	Monday	Tuesday	Wednesday	Thursday	Friday
Warning Bell	8:55	8:55	8:55	8:55	8:55
Morning Session	9:00 – 11:10	9:00 – 11:10	9:00 – 11:10	9:00 – 11:10	9:00 – 11:10
LUNCH 11:10 – 11:50					
Warning Bell	11:45	11:45	11:45	11:45	11:45
Middle Session	11:50 – 1:20	11:50 – 1:20	11:50 – 1:20	11:50 – 1:20	11:50 – 1:20
Afternoon Tea 1:20 – 1:50					
Warning Bell	1:45	1:45	1:45	1:45	1:45
Last Session	1:50- 3:00	1:50 – 3:00	1:50 – 3:00	1:50 – 3:00	1:50 – 3:00

Years 7-10 Daily Lesson Times

Session	Monday	Tuesday	Wednesday	Thursday	Friday
Warning Bell	8:55	8:55	8:55	8:55	8:55
Form	9:00	9:00	9:00	9:00	9:00
Lesson 1	9:10	9:10	9:10	9:10	9:10
Lesson 2	10:20	10:20	10:20	10:20	10:20
LUNCH 11:30 – 12:10					
Lesson 3	12:10	12:10	12:10	12:10	12:10
AFTERNOON TEA 1:20 – 1:50					
Lesson 4	1:50	1:50	1:50	1:50	1:50
3:00 BELL					

Assembly Times

Whole School Assembly – Tuesday 9:00am in Hall

Secondary Assembly – Tuesday 9:10am in Hall

Years 3-6 Assembly – Wednesday 2:30pm in Hall

Years P-2 Assembly – Friday 9:00am at P-2 Covered Area

TUCKSHOP

The Tuckshop Sub-Committee operates on **Wednesday, Thursday and Friday** for lunch and afternoon tea with a comprehensive range of food. **All orders are to be placed no later than 9:30am.** Ice blocks are sold on Wednesday, Thursday and Friday at both breaks. A Tuckshop price list will be issued at regular intervals throughout the year and updated on the school website.

Volunteers are always welcome to assist with tuckshop duties.

VISITORS AND VOLUNTEERS

Our school welcomes and values the support and assistance of community members in our classrooms, grounds, library etc. To ensure the safety of our visitors, volunteers, students and staff, all visitors and volunteers are requested to call first at the office to sign the Visitor Register. Staff may redirect any person on the grounds to the office to sign in.

Parents who volunteer their services or conduct activities at their child's school do not require a Blue Card. Other Volunteers are required to hold a Blue Card prior to commencing activities in/arranged by a school e.g. camps, sports or excursions. Volunteers can apply for their own Blue Card through the School Office. Frequency of contact that a volunteer has with children and young people is irrelevant.

SCHOOL AND STUDENT MANAGEMENT

ATTENDANCE

Every Day Counts

Regular and punctual attendance is essential. Woodford P-10 State School has implemented same day notifications advising parents/carers when a child has an unexplained absence from school

- 9:10am - School rolls will be marked. If your child is not at school by 9:10am you/your child will need to proceed to the PBL Hub (uniform shop room) to get a late slip.
- 9:20am – School staff will reconcile explained absences and late slips to ascertain a list of unexplained absences.
- 9:30am – A text message will be sent to inform parents/carers of students who are away and have not been explained.

To ensure this process can be carried out in the shortest time possible to ensure the safety of all the children in our care we are requesting that first and foremost you report your child/ren's absence daily on our QParent App on your smart phone or the QParent Website, or our school phone absence line (ring 54225333 and follow prompts) or go to absence app on our website.

SCHOOL AND STUDENT MANAGEMENT CONT'D

The School Administration makes provision for the supervision of the school grounds at morning tea, during lunch breaks and while boarding buses. **Parents who drive students and students who walk or ride are asked not to arrive at school until 8.40am.**

From 2006, the Youth Participation in Education and Training Act 2003 makes it compulsory for young people to remain at school until they finish Year 10 or turn 16, whichever comes first.

Unless they are in full-time work, young people who have finished Year 10 or turned 16 will then be required to participate in education and training for:

- A further two years, or
- Until they have gained a Queensland Certificate of Education,
- Until they have gained a Certificate III vocational qualification, or
- Until they have turned 17.

Vacations and Student Free Days for 2018 are outlined on page 7. Parents will be advised through the School Newsletter or by special notice of any unscheduled holidays.

Late Arrival:

All students who arrive at school after 9:00am must go to the PBL Hub and obtain a "*Late Slip*" to be given to their teacher. Students arriving later than 9:20am must be accompanied by an adult or bring a note of explanation.

Early Departure:

All students needing to leave early **must be signed out at the office by their parent/carer.** Students can be collected at the school office or Parents can obtain a departure slip from the office to collect students from their classrooms.

Bicycle/Scooter use and storage:

Students must **walk** their bikes/scooters along the footpath in front of the school and into the school grounds. Bike racks are provided at the front of the school and it is recommended that bicycles are locked or chained. Scooters are to be stored at the bike racks as well, not taken into classrooms or any other room or left on the port racks.

APPOINTMENTS

In a school it is often not possible to see the Principal, Deputy Principal, Head of Department, Head of Special Education, Head of Curriculum or the Guidance Officer unannounced. All parents who wish to speak to the above personnel are advised to phone and make an appointment. Tuesday and Thursday are preferable to meet with the Principal and Deputy Principal due to their duties throughout the school week.

A Parent Teacher Interview Evening is organised by the school in Semester 1 of each year. Parents are also encouraged to visit the school to discuss a student's progress or any other concerns that may impact on student learning. For interviews with the class or subject teachers, it is advisable to arrange an interview a few days in advance so that information can be gathered relating to the particular student.

NEW ENROLMENTS

All students under the age of 18 must be enrolled by a parent or legal guardian. An appointment needs to be made beforehand. These enrolments are carried out by members of the Administration team.

For new enrolments at the beginning of 2019, the school office will be open between 9.00am – 2.00pm on 21, 22, 23 and 25 January in the week before school commences for Term 1. The Office will not be open on Thursday 24 January; this is a PD day for all staff. Please contact the school to arrange an appointment.

TRANSPORT

The following bus companies service Woodford P-10 State School, providing student transport to and from various locations in Woodford and surrounding areas. Please contact them for your individual arrangements.

Christensen's Buses: 5497 1478 or Coast & Country: 5496 6589

COMMUNICATIONS BETWEEN SCHOOL AND HOME

Teachers are expected to inform parents early of any concerns or problems regarding a student's progress or behaviour. We encourage parents to contact the school immediately if they have any concerns regarding progress at school. We also appreciate being informed of any circumstances which may affect a student's progress or behaviour at school. A wide range of avenues exists to provide parents with the opportunity to access staff and information about the school.

- Newsletter and Facebook Page
- QParent: Online Parent Portal
- Parents' and Citizens' Association Meetings
- Reports
- Parent/Teacher Interviews
- Career/Subject Selection Evenings
- Special Events E.g. Awards Night
- Handbooks e.g. Prospectus / Curriculum Guides
- School Website: www.woodford.eq.edu.au

SCHOOL DRESS CODE – UNIFORM

ALL STUDENTS: To achieve our school goals, there must be expectations and standards maintained with regard to uniform and personal presentation. Students attending Woodford P-10 State School are required to wear the correct school uniform at school, including excursions and sport and while going to and from school.

Under Part 10 of Chapter 12 of the Education (General Provisions) Act 2006, the Parents' and Citizens' Association of Woodford P-10 State School promotes the objectives of the Education (General Provisions) Act 2006, and in particular that it:

- Promotes a safe environment for learning by enabling ready identification of students and non-students of the school;
- Promotes an effective teaching and learning environment by eliminating the distraction of competition in dress and fashion at the school;
- Promotes a supportive environment at the school by fostering a sense of belonging; and
- Fosters mutual respect among individuals at the school by minimising visible evidence of economic, class or social differences.

Any student genuinely unable to comply with the school uniform requirements is expected to furnish a note of explanation from their parent or guardian; arrangements will be made at school to assist the student to comply with the dress code. The determination about school student dress code policy also includes standards regarding jewellery, hairstyles and make up.

Hair: Neat, clean and tidy.

Jewellery: 2 x stud or sleeper earrings in each ear, 1 x watch.

Please note: **No visible body piercing e.g. nose rings or studs.**

Make Up: Heavy eye makeup and lipstick is not permitted. Foundation needs to be lightly applied. Students wearing nail polish will be asked to remove it for the next day of instruction.

Skirts: Primary – Royal Blue; Secondary – Formal Uniform

Shorts/Pants: Primary – Girls - royal blue, if leggings must be worn- blue skirt or shorts are to be worn over the top; Boys - royal blue shorts or tracksuit pants. Secondary – black trousers, tracksuit or jeans. N.B Leggings are not acceptable.

Jumpers: Primary – plain royal blue; Secondary – plain black → logos and designs are not acceptable

Shoes: **Black hard leather or vinyl multi-purpose with black laces. Below are examples for acceptable footwear for Years 7-10.**



SCHOOL DRESS CODE – UNIFORM CONT'D

Formal Uniform: The formal uniform is worn by students when participating in excursions and for very important occasions at school e.g. Awards Night. All school leaders are expected to wear the formal uniform on whole school parade days. ***For specific uniform details, please refer to the Uniform Guide (Secondary or Primary).*** Uniforms can be purchased at the school between 8.15-9.00am daily.

Sun Protection Policy: It is a Woodford School policy that all students wear a school hat, broad brimmed or bucket hat to participate in outdoor activities. Supplies of sunscreen are also readily available for students. A hat is expected to be worn by students when participating in excursions.

ILLNESS AND INJURY

Facilities available to students who become ill while attending school are very limited. If your child has shown symptoms of any illness before leaving for school, it is recommended that he/she spend the day at home. If a student is ill at school, parents will be notified by telephone and will be requested to come to the school to take him/her home. It is vital that we have current contact details for all students.

Parents should inform the school of allergies or physical limitations or disabilities, both temporary and permanent, which may affect a student's wellbeing or progress at school.

If your child has been prescribed medication, please ensure it comes to school in the original packaging from the Pharmacy plus the Pharmacy labelling. An *Administration of Medication* form **must** be completed by a parent prior to medication being administered. Non-prescribed medicines will not be administered by staff.

Head lice are an ongoing concern at schools. Please use a treatment on child's hair before returning them to school (sometimes it will take more than one treatment). **Head lice cause parents great frustration so please ensure you do the right thing.**

Time Out of Class – Recommended Action

Condition	Recommended Action
Chicken Pox	Exclude until fully recovered or for at least five days after the eruption first appears. Note that some remaining scabs are not a reason for continued exclusion.
Conjunctivitis	Exclude until discharge from eyes has ceased.
Diarrhoea	Exclude until diarrhoea has ceased.
Hand, Foot & Mouth Disease	Exclude until all blisters have dried.
Herpes (cold sores)	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible.

Impetigo (school sores)	Exclude until appropriate treatment has commenced. Sores on exposed areas must be covered with a watertight dressing.
Influenza and Influenza like illnesses	Exclude until well.
Measles	Exclude for at least four days after onset of rash.
Meningitis (Bacterial)	Exclude until well.
Meningococcal Infection	Exclude until adequate carrier eradication therapy has been completed.
Mumps	Exclude for nine days or until swelling goes down (whichever is sooner).

If your child is seriously injured/ill at school and requires hospital attention, an **ambulance will be called**. Every effort will be made to contact parents. A staff member will accompany the student if a parent is not present.

Parents wishing to follow other procedures must advise the school in writing. Procedures requested must be acceptable to the school. **AT NO TIME WILL INJURED STUDENTS BE KEPT UNTREATED IN THE SCHOOL.**

IMMUNISATION

The Moreton Bay Regional Council conducts free clinics at the school for immunisation against disease (e.g. Measles, Mumps, Rubella etc.) at various times during the year. Parents will be notified of these as necessary.

SCHOOL DENTAL SERVICES

The School Dental Service has a dental clinic and can be contacted on 0419 778637.

NEWSLETTER

Our newsletter is emailed home to families fortnightly on **Friday**. If you are unable to provide an email address copies are available at the Office. Each newsletter celebrates students' learning outcomes and informs community members about upcoming events, staffing news etc. The newsletter will also be placed on the school website.

P & C ASSOCIATION

The P & C is the parent representative body for the school. The role of the P & C is to work with the School Principal and staff to develop school policy and direction, give approval for variations in the school routine, and support the school through the raising of funds to provide equipment and facilities not covered by state funding and provide an avenue for community involvement in the school.

The primary goal of the P & C is to see every student given the maximum opportunity to achieve their best, whilst fairly providing for all.

Each year the P & C in conjunction with the school executive sets the calendar for the year. A part of this process is the approval of projects for the year and what fundraising will take place. A lot of effort is put into seeking to improve the school's equipment, grounds and facilities. Another major activity of the P & C is the school Tuckshop. The Convenor, staff and a wonderful group of volunteers provide a wonderful and healthy service. **Volunteers are always appreciated.**

CARE OF SCHOOL PROPERTY

It is clearly the task of all students to keep clean and tidy the place where they live for 5 or 6 hours each day – their school. School grounds and equipment should be treated with respect and care. Chewing gum is not permitted inside the school grounds. Marker pens, correction fluid, "white out" and spray deodorants are not to be brought into the school grounds by students. **Any student found damaging property will be invoiced for the cost of repair.**

POSSESSIONS

All personal property needs to be clearly marked with the owner's name. Lost property can be claimed from the PBL Hub. Each term unclaimed property will be donated to charity. Below is a list of items that have been banned from our school to ensure the health and safety of our school community members. Items may be added to this list as issues arise.

- | | |
|----------------------|----------------------|
| * Weapons | * Marker pens |
| * Illegal substances | * Alcohol/cigarettes |
| * Trading cards | * Glass bottles |
| * Chewing gum | * Lighters/matches |
| * Aerosol cans | * Offensive material |
| * Liquid paper | |

MOBILE PHONES

Mobile phones have become a widely used method of communication. Many families give their children a mobile so that contact can be easily and readily maintained. This is often essential in the busy lifestyles of many families. In response to this situation, it is not our intention to ban the use of mobile phones at school. Primary students are encouraged **not** to bring mobile phones to school. However, if mobiles are brought to school they are to be handed in to the office for safe keeping and collected each afternoon.

Secondary students are permitted to have a mobile phone at school if they have signed a mobile phone and electronic device agreement form. Students are not to use phones in class unless instructed by their teacher (e.g. use of calculator). Students can only use their phones at break times in the designated Secondary area of the school. If students are seen using a mobile phone inappropriately at any stage, it will be confiscated for collection at the end of the day.

SMOKING

Smoking underage is illegal. Whilst attending school/school functions or wearing school uniform, students are not to have cigarettes, matches or lighters in their possession.

CURRICULUM

At Woodford P-10 State School, our students have the opportunity to reach their potential. Our staff is dedicated and capable and we offer them on-going opportunities to develop their professional skills.

We foster home/school partnerships, collaboration with cluster schools, and links with the broader community to support our students.

We model and acknowledge respect and personal integrity. At Woodford P-10 State School, we offer every child the best possible learning opportunities for their individual needs in a supportive, challenging environment. We strive to ensure children enjoy coming to school and that every day in every classroom every student is learning and achieving.

We take a whole-school approach to literacy, numeracy and to information and communication technology (ICT), offering professional development for all teachers in these areas throughout the year.

Student support services will give extra support to students who have English as a second language; those who are gifted and talented; those who have learning support or social and emotional well-being needs; Indigenous student under the *Closing the Gap* initiative and students with disabilities.

Our curriculum offerings and design reflects the intent of the Australian Curriculum.

FRUIT BREAK

Each day primary students have the opportunity to break for a piece of **fresh** fruit or vegetable. This provides the students with a range of vitamins and minerals that enhance their learning and overall health.

HOMEWORK POLICY

Primary: Homework is an essential component of your child's learning as it gives them an opportunity to revisit their class work. The duration of set homework may vary depending on factors like year level and individual ability. However, the following guidelines have been set:

- Prep:** Students will not generally be set homework
- Years 1-3:** Could be up to but generally not more than 10-15 minutes a night, 4 times a week
- Years 4-5:** Could be up to but generally not more than 20-30 minutes a night, 4 times a week
- Years 6:** Could be up to but generally not more than 30-40 minutes a night, 4 times a week

Secondary: We believe that regular homework and home study are valuable aspects of the learning process:

- a) Building confidence and success in subjects;
- b) Re-enforcing class work;

- c) Motivating students to achieve and to become more independent learners;
- d) Developing regular study habits, and
- e) Providing information about each student's progress.

▪ **What is Homework?**

Homework is set by teachers for students to practise work already dealt with in class or for them to cover a certain section of the course on their own.

▪ **What is Home Study?**

Home Study is set by the students themselves. It is in this area that the students show responsibility by developing good habits. Developing consistent home study habits will pay off in the long run.

▪ **Types of Homework:**

1. The amount of homework set in each subject will vary according to age and learning needs.
2. While the amount of homework will vary according to age and learning needs, every student will be assigned some homework regularly, with an emphasis on the curriculum in Years 7, 8, 9 and 10.
3. Different subjects often have the need to set different types of homework, and at different intervals. **The focus in Years 7, 8, 9 and 10 however, is the development of literacy and numeracy.** Also, depending on the theoretical or practical nature of the unit or subject being studied, the amount of "written" homework will vary.

The main types of homework are:

1. Finishing work commenced in class
2. Doing practice exercises to reinforce work being done in class (e.g. spelling, number facts, reading, problem solving)
3. Assignment or project work (which generally requires work done over a number of nights)
4. Set reading e.g. for class discussion.

▪ **Types of Home Study:** The main areas of home study requiring student application are:

1. Revising work covered that day (e.g. making summaries)
2. Revising work done in previous weeks
3. Preparing for tests and exams (**not** left to the last few days)
4. Learning formulae, rules etc. (this is a continual process)
5. Doing extra reading (research) and note-taking to support information learnt in class.

▪ **How Much Homework and Home Study?**

As a general rule the following are the recommended amounts of home **and** study that a student can be regularly expected to do as a **MINIMUM** each night.

- Year 7/8 - 40 min–1 hr
- Years 9 & 10 - 1½hrs

INSTRUMENTAL MUSIC PROGRAM

The Instrumental Music Program at Woodford P-10 State School provides an extra dimension to the school's music program ensuring that educational outcomes are maximised for all students through instrumental instruction on a group basis.

The Queensland Instrumental Music Program is a comprehensive tuition program in which students are provided instruction on orchestral or band instruments.

At Woodford P-10 State School, students from Year 4 through 10 are able to select brass, woodwind or percussion instruments.

Instruction is organised on a group basis and all students are required to participate in practice sessions, workshops, concerts and school ensembles as soon as they are technically ready.

Admission is on an audition selection process. Some instruments may be borrowed from the school for a small yearly fee of \$30.00 depending on the availability of instruments.

PARENT INTERVIEWS AND REPORTING

'Meet the Teacher'

An evening will occur in the first few weeks of school. Parents are invited to meet with their child's teacher to gather information on the class routines, expectations and programs offered.

'Reporting'

Incidental formal interviews can be arranged by parents and teachers should the need arise, and are useful in monitoring your child's progress. To arrange these, contact the teachers directly.

Primary

Junior school students will receive a written report at the end of each semester with a Parent Teacher interview during Terms 1 & 3.

Secondary

Years 7–10 students are issued with two Progress Reports (April/September) and two End of Semester Reports (July/December). The student reports are emailed to parents, so please advise the office staff of your email address. A Student Led Conference will take place in the third week of Term 1 to set goals for Secondary students. A review Student Led Conference for Secondary also occurs after the Semester 1 report to address any concerns students are encountering.

Parents are invited to phone the school to request an interview at other times during the year if they wish to have further discussions concerning any aspect of their child's progress.

Parents of students with disabilities will also be asked to attend meetings twice a year to develop their child's Individual Support Plan (ISP) or Individual Curriculum Plan (ICP). Parental input is very important to this process.

INTERNET

The World Wide Web is an important source of information for students and email is a common and accepted form of communication. Most computers in the school have Internet access.

Use of the Internet is now a common and necessary information skill integral to many subjects. The student enrolment form has a clause for parental approval of their child's use of the Internet.

SPORT/PHYSICAL ACTIVITY

Sport is timetabled weekly for Years 7, 8, 9 and 10 students. Throughout the year, students compete in an Interschool competition in a range of summer and winter sports.

Woodford P-10 State School also has a number of Interhouse Sporting competitions through the year, particularly Swimming, Cross Country and Athletics.

Our Middle School students engage in a sports skills development program each Friday afternoon. Through this program, students develop the specific skills needed to participate in a range of sports/physical activities. These skills are then put to the test at various Interschool Carnivals.

STUDENTS WITH LEARNING DIFFICULTIES AND SUPPORT SERVICES

Our Support Teacher – Literacy and Numeracy can assist students with specific learning difficulties (for example, difficulties in reading, spelling or an inability to cope with basic Mathematics) by collaboratively designing and implementing educational programs more suited to a student's individual needs.

Students identified with learning difficulties may receive:

- in class support
- an individual support program
- withdrawal sessions
- individual student support with class work and assignments

All options are aimed at increasing the student's competency in Literacy and Numeracy skills.

Teachers can refer students who have difficulties academically to the Inclusive Education Committee. Teachers can also refer students who may need to see a Guidance Officer, the School Nurse, or the Speech and Language Pathologist.

PRIMARY RELIGIOUS INSTRUCTION

Religious Instruction Classes are provided at the school on a co-operative basis by the local Christian Churches. The program and teachers are approved each year by the local Ministers' Fraternal. All teachers are suitably checked and trained and students remain with their class group and teacher for the lesson.

Year 1-3 students will usually have a weekly in-class lesson while the senior primary and high school students may be catered for in a seminar format.

All students are included in Religious Education classes. Should parents wish to exempt their child, a written notice must be provided to the class teacher.

SCHOOL CHAPLAIN

Woodford P-10 State School participates in the Federal School Chaplains Program. The Local Chaplaincy Committee represents both Woodford and Delaney's Creek Schools.

The school chaplain runs group programs such as "Unlimited" or may see students individually for voluntary spiritual conversations. Parental approval must be sought if students wish to participate in chaplaincy programs.

LIBRARY

At Woodford P-10 State School, we have a strong commitment to developing our library for the use and benefit of students and staff. However, parents can arrange to use the centre in their own name.

Hours of opening: 8.30am - 3.15pm

Students have access to the Library at first lunch between 11.20-11.50am. During this time, they can do independent research for homework and assignments, read or on nominated days, play board games. Computer access is also available.

Each student from Prep - Year 3, must have their own Library bag in order to take home books from the Library. This decreases the amount of damage that may occur. Nylon Library Bags are available for purchase from the Tuckshop.

If a book is lost, it is expected that it will be replaced. This may be done by purchasing and forwarding to the school a copy of the lost item or by forwarding to the school the amount of the replacement cost of that item so that the school may replace it, or an item to the same value and of similar type. No student may borrow further material until all overdues (including lost items) are returned or a lost book is replaced.

SCHOOL STRUCTURE

Our school is structured into three curriculum schools; Early Years School (Prep- 2); Middle School (3-6) and; Secondary School (7-10).

Early Years School - Prep

The Prep Curriculum is designed to promote children's learning through play. Students engage in units to cover the Australian Curriculum in the areas of English, Mathematics, Science, History and Geography. The Early Years Curriculum Guidelines uses three learning areas to describe what children will learn. These early learning areas are derived from the factors associated with school readiness and success at school. The Early Learning Areas are:

- Social and Personal Learning
- Health and Physical Learning
- Active Learning Processes

SCHOOL STRUCTURE CONT'D

Prep is integrated fully into the rest of the school and the children attend full-time (Monday – Friday 9:00am - 3.00pm).

Early Years School - Years 1-2 and Middle School Years 3-6

Students engage in units to cover the Australian Curriculum in the areas of English, Mathematics, Science, History and Geography. The Queensland Curriculum, Assessment and Reporting (QCAR) Framework aligns what is taught, how it is taught and how your child's learning is assessed and reported. The following Key Learning Areas are covered by this framework.

- | | |
|---------------------------------|--|
| * Design and Technology | * The Arts |
| * Health and Physical Education | * Languages Other Than English (LOTE) covered in Years 5 & 6 |

During 2018, Education Queensland will be implementing the Australian Curriculum learning areas of Health and Physical Education, Humanities and Social Sciences, The Arts and Technologies.

Junior Secondary (Years 7-9) and Senior Secondary (Year 10):

The Junior Secondary curriculum builds on the knowledge, processes and skills developed in the eight Key Learning areas studied in the Middle School. These key learning areas are considered essential for a sound, general education. The curriculum is structured according to the following table with Years 7 & 8 students studying a broad range of subjects and Years 9 & 10 students specialising in a number of electives. Year 10 students are also given an opportunity to choose between an academic pathway and a more vocational one.

SECONDARY CURRICULUM

	YEAR 7	YEAR 8	YEAR 9	YEAR 10	
				Vocational Pathway	Academic Pathway
Core Subjects	English	English	English	English	English
	Maths	Maths	Maths	Maths	Maths
	Science	Science	Science	Science	Science
	Social Sciences	Social Sciences	Social Sciences	History	History
	HPE	HPE	HPE	HPE	HPE
	LOTE	LOTE		EDGE	Geography
Non-Core Subjects	Information Communication & Technology (ICT)	Information Communication & Technology (ICT)	Information Communication & Technology (ICT)	Information Communication & Technology (ICT)	Information Communication & Technology (ICT)
	Industrial Technology & Design (ITD)	Industrial Technology & Design (ITD)	Industrial Technology & Design (ITD)	Industrial Technology & Design (ITD)	Industrial Technology & Design (ITD)
	Home Economics	Home Economics	Home Economics	Home Economics	Home Economics
			LOTE	LOTE	LOTE
			Farm	Farm	Farm
	The Arts – Music & Visual Arts	The Arts - Music & Visual Arts	Visual Arts	Visual Arts	Visual Arts

The Core Subjects promote the development of literacy, numeracy, thinking, technology skills, lifelong health and well-being. These core subjects are mandatory and prepare students for success in Years 11 and 12.

In the Non-Core Subjects students get an opportunity to sample elective areas of study.

- In Years 7 & 8 students will study all of the non-core electives for one term each.
- In Years 9 & 10 students are able to choose 2 electives to study for one semester each. Please note that there are four levels of learning in each elective area therefore each level is a prerequisite for the next. It is possible for a student to study one elective subject for their remaining two years at Woodford.

* The Edge Program consists of vocationally oriented units of work that focus on construction and operating a café. Each unit lasts for one semester.

Term 3 – Student Work Placement: Students can choose to undertake a structured work experience for 2 weeks in this term.

SPECIAL EDUCATION PROGRAM

The Woodford P-10 Special Education Program is a part of the Mountain View Cluster Special Education Program. This program caters for students with a diagnosed disability including Intellectual Disability (ID), Autistic Spectrum Disorder (ASD), Speech Language Impairment (SLI) and Physical Impairment (PI) and Hearing Impairment (HI). The SEP functions under an inclusive model, whereby students are provided with programs both in class and/or withdrawal that allows them to achieve to their full potential in the least restrictive environment.

Support is provided in numerous ways:

- In class support – SEP Teachers may team teach, assist with design, implementation and evaluation of programs. SEP Teacher Aides may assist in accessing the classroom activities by rephrasing, scribing, reading, assisting students with behaviour management/social skills.
- SEP support – withdrawal to focus on individual needs and functional skills. Some students take part in programs that focus on functional literacy/mathematics, social skills and work ethics.
- Supervised Play – SEP Teacher Aides provide support to those students who require supervision in the playground.

Communication between parents and SEP Teachers is strongly encouraged as it assists the students achieve to their full potential.

LITERACY AT WOODFORD P-10 STATE SCHOOL

The definition of "Literacy" changes as the world changes: literacy is now understood to include listening, reading, speaking, viewing (still and moving images) and writing, for a range of purposes in a variety of contexts.

The literacy demands of the future cannot be predicted accurately, hence there is an emphasis on the need for our students to gain a repertoire of literacy skills and to have flexibility in selecting, applying and recombining those skills to meet the challenges of changing times, new texts and literacy technologies. At Woodford P-10 State School, literacy skills are taught in each Key Learning Area, to enable students to become competent to take more informed and critical control of their workplace, public and domestic lives.

NUMERACY AT WOODFORD P-10 STATE SCHOOL

Numeracy is the other identified priority curriculum area for our school. The focus of the mathematics program is to provide relevant and purposeful mathematical learning experiences, so that students will develop the knowledge, skills and positive dispositions required to operate confidently and competently in the areas of number, algebra, measurement, space and chance and data.

All students' progress in English and Mathematics is monitored to ensure that they are meeting benchmarks in these areas. Those students who do not meet the benchmarks are supported by our learning support team.

EXTRA CURRICULAR OPPORTUNITIES/ACTIVITIES

The Arts:

Each year Woodford P-10 Campus showcases the students' talents in the Arts in numerous ways. Students can become involved in different activities that take place during different times of the year. These include:

- Art Group
- Instrumental Music
- Choirs/Singing Groups
- XFactor
- Dance Lessons

Student Council:

The Student Representative Council is an important forum for students to express through their class representatives, opinions and resolve student issues. Student Council links directly with the Administration Team.

The Student Council raises funds by holding Themed Dress days to support various charities both local and global. The Student Council has been responsible for some excellent initiatives at Woodford. (Students from Years 4-10 are represented.)

Awards and Celebrations:

Throughout the year, teachers present awards and certificates to students on the school parades to celebrate individual achievement. At the end of each term, class teachers enjoy celebrating student success by providing different activities.

EXTRA CURRICULAR OPPORTUNITIES/ACTIVITIES

In November every year an Awards Night is held for Years 7-10 to recognize outstanding achievement in all aspects of school life.

At the end of the year, the primary school enjoy an awards day and concert items.

Camps/Excursions:

Students may be offered the opportunity to participate in camps and one-day excursions throughout the year depending on curriculum expectations. (e.g. Australia Zoo, Stanley Rivers EEC, Sunday Creek Camp etc.). Information is provided to parents and students throughout the year.

Work Experience/Work Placement:

Students in Year 10 have an opportunity to participate in Work Experience. This will be a two week block where students will job shadow and engage in a possible future career. The experience is invaluable and helps the student to decide on their pathway before choosing their senior subjects or applying for traineeships/apprenticeships.

FINANCE

Making a Payment:

- **QParents** – An online parent portal which can be accessed by the QParents website or smart phone app. The QParents portal is a convenient way to view unpaid invoice details, payment history and make payments. You can follow the payment link to make a secure online payment through the BPoint facility.
- **BPoint – This is the schools preferred method of payment.** Parents will notice a change to the way they can pay school invoices. **BPoint** is now available as an online payment system. **BPoint** can be accessed via **ANY** Computer or Smart Phone. Payments are accepted via MasterCard or VISA and are a secured payment method. Parents can log into: www.bpoint.com.au/payments/dete. Once you have logged in you will need the information from the school invoice (CRN# and Invoice#) to complete the **BPOINT** payment page. Please contact the Office if further advice is needed.
- **EFTPOS** at the office.
- **CENTREPAY** – For parents/guardians on any Centrelink payment this is a very easy way to pay the Student Resource Scheme. Please contact the Business Services Manager to complete a form.
- **CASH** via envelope (with correct amount) to the payment box at the office.

School Resource Scheme 2019

The Resource Hire Scheme is open to all secondary students. The cost to join in 2019 will be \$150 per student. This scheme has the approval of the school's Parents' & Citizens' Association and provides parents with the following general benefits:

- minimises costs of providing textbooks and other resource materials for their children;
- ensures that an adequate bank of resources is available to provide a good quality education.

The Resource Scheme at this school operates under the policy and guidelines of Education Queensland. Parents wishing to take advantage of the services provided by the scheme pay an annual joining fee and sign a contract agreeing to the conditions herein. This contract is distributed to students in Term 4 of the previous year.

The scheme does not cover exercise books, writing paper, pens etc. Stationery lists are distributed to continuing students before school finishes for the year or are available upon enrolment.

Parents who choose not to take part in the Student Resource Scheme are required to supply all necessary textbooks and resources at their own expense, (list at office). There is a base cost of \$60.00 for non-participants to cover teacher reprographics and teacher made resources. This is to be paid by week 2 of Term 1.

Resource Levy for Elective Subjects

Elective subjects where students produce a product to take home using consumable resources will incur a levy. This levy covers the cost of the materials used in the product. Students who do enrol in the class but do not pay the resource levy will learn the techniques and procedures taught as part of the unit and will be given materials to practice on. These students, however, will not complete the full product and will not take home their practice materials.

**Elective subject levies ARE NOT REFUNDABLE should the student change class or leave the school.

Elective Subject	Year 7	Year 8	Year 9	Year 10
Home Economics	\$15.00	\$15.00	\$15.00	\$15.00
ITD	\$15.00	\$15.00	\$80.00	\$90.00
Visual Art	\$20.00	\$20.00	\$40.00	\$70.00

Stationery Lists

These are provided in Term 4 of the year before, and are distributed to each year level. Additional lists may be collected from the office.

Other Expenses

Activities that may incur minor additional expenses for parents include:

- Swimming
- School photographs
- Class activities e.g. cooking
- Extension activities e.g. choir, debating, competitions
- Swimming Carnival
- Book Club
- Fundraising
- Sporting competitions i.e. gala days

Activities that may incur substantial additional expenses for parents include:

- School camps
- Class excursions

Early notification of such events is given to parents. So it is advised that a saving plan be organised, if necessary, by families of students wishing to participate.

REFUND POLICY: WOODFORD P-10 STATE SCHOOL

Participation of students in an excursion or camp is indicated through payment of the excursion or camp fee and provision of a permission form completed by the parent/carer.

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

OTHER

Who do you ask?

Concern or Issue	Who to ask for
<ul style="list-style-type: none"> • Issues related to the operation of the school • School community relations, concerns about teaching • If you are unhappy with the resolution of any problem 	Principal
<ul style="list-style-type: none"> • General problems not easily resolved by others (day to day organisation, travel to and from school, disputes, theft, confidential issues etc.) • Serious behaviour concerns 	Principal or Deputy Principal
<ul style="list-style-type: none"> • Course and subject selection (7-10) 	Head of Department - Curriculum
<ul style="list-style-type: none"> • Curriculum (P-6) 	Head of Curriculum
<ul style="list-style-type: none"> • Concerns/issues with students with disabilities 	Head of Special Education Services
<ul style="list-style-type: none"> • Finance matters • Use of school facilities during or out of school hours 	Business Manager
<ul style="list-style-type: none"> • Sports matters 	Health and Physical Education Teacher
<ul style="list-style-type: none"> • Issues with results, tests, progress or homework • General progress, behaviour, settling in problems, minor school conflicts, attitude to school and life 	Class Teacher or Form Room Teacher
<ul style="list-style-type: none"> • Issues with results, tests, progress or homework 	Subject Teacher - secondary school Class Teacher - primary school
<ul style="list-style-type: none"> • Serious personal or family issues, job guidance 	Guidance Officer
<ul style="list-style-type: none"> • Problems associated with student health and/or well-being 	School-based Nurse (high school only) School Chaplain
<ul style="list-style-type: none"> • Copies of notes • Collecting students for early departure 	Office Staff

STUDENT LEADERSHIP

Leader Role Descriptions:

Position	Description & Duties
School Captains Primary School Leaders	<ul style="list-style-type: none"> • Role model standards and behaviour • Initiate help to others in need • Encourage others to make good choices • Organise events with help from others • Delegate tasks to others as required • Communicate information to school community members (students, staff and parents through assemblies, meetings and newsletter articles) • Listen to issues from others and share with appropriate personnel • Support other students and staff with various school duties • Decision making in collaboration with other school captain/ leaders • Chair secondary awards night • Conduct parades • Write the captains report for the year book
House Captains/House Leaders	<ul style="list-style-type: none"> • Role model standards and behaviour and encourage others to make good choices • Organise events with help from others and delegate tasks to others as required • Communicate information to school community members • Participate in all House events and encourage others to do the same • House reports for the year book(House Captains)

Student Council – President and Vice President	<ul style="list-style-type: none"> • Advertise upcoming SC meetings • Chair meetings • Prepare agenda for meetings • Assist other SC members in fundraising activities • Year book report • Awards Night report
Student Council – Secretary	<ul style="list-style-type: none"> • Record minutes of SC meetings • Manage the correspondence addressed to the SC
Student Council – Treasurer	<ul style="list-style-type: none"> • Maintain financial records • Prepare summary of receipts and payments for submission at each meeting
Student Council Representative	<ul style="list-style-type: none"> • Represent their respective classes at SC meetings • Share relevant information with respective classes

Election Process- Leadership Positions

Year Level	Position	Process
Year 10*	2 School Captains	Self-Nomination (Prior Year) <ul style="list-style-type: none"> • Interview • Election Speech • Peer Vote (Yr. 6, 7, 8 & 9) • Teaching Staff Vote (present at speech)
Year 6 *	2 Primary School Leaders	Self-Nomination <ul style="list-style-type: none"> • Interview • Election Speech • Peer Vote (Yr. 4, 5, 6)
Year 10*	6 House Captains (2 per team)	Self-Nomination <ul style="list-style-type: none"> • Election Speech • Peer Vote (Yr. 6,7, 8, & 9)
Year 6*	6 Primary House Leaders (2 per team)	Self-Nomination <ul style="list-style-type: none"> • Election Speech • Peer Vote (Yr. 4, 5, 6)
Year 10*	5 Student Council Executive Members (President, Vice President, Secretary, Treasurer, Public Relations Officer)	Self-Nomination <ul style="list-style-type: none"> • Election Speech • Peer Vote (Yr. 10)
Years 9, 8, 7 & 6*	1 Student Council Representative <ul style="list-style-type: none"> • Primary per class • Secondary per house per year level 	Self-Nomination <ul style="list-style-type: none"> • Election Speech • Class Vote

- *Non gender specific
- All students nominating for positions will have their behaviour reviewed.
- All successful students will need to maintain a suspension free level of behaviour for the duration of their position.

Leader Induction:

The achievement is celebrated through an induction process involving:

- Receiving a badge denoting name and position -School Captains, Student Council Executive Positions, House Captains
- Receiving a badge denoting position- Primary Leaders, Student Council Representatives, Primary House Leaders
- Undertaking a Student Leader Oath led by the School Captains
- Attending an Induction Ceremony held in Term 1 each year with official guests followed by a morning tea for invited guests and parents.

POSITIVE BEHAVIOUR FOR LEARNING

The Positive Behaviour for Learning is the framework Woodford P-10 State School has adopted to promote student success and positive behaviours within the school. We are committed to the belief that: -

- ***every child has a right to learn***
- ***every teacher has the right to teach***
- ***everyone at our school has the right to feel safe.***

To ensure we uphold these values our school operates on 4 key expectations;

- ***Being Respectful***
- ***Being Responsible***
- ***Being Resilient***
- ***Seeing Results***

Specific behaviours are identified and taught to all students. The key overall behaviours apply to all settings across the school. On the following pages is our school's behaviour matrix, identifying the key behaviours students at Woodford Prep-10 State School are expected to display.

Students who display appropriate behaviour are rewarded throughout the year. Prizes are awarded weekly for class and playground recognition. Celebration days are held at the end of each term to acknowledge positive behaviour.

Students in Years 7-10 who consistently display positive behaviour are invited to an end of semester PBL excursion. There is usually a small cost to the student for the excursion but the event is heavily subsidised by the school.



WOODFORD P-10 STATE SCHOOL BEHAVIOUR MATRIX

***Every child has a right to learn
Every teacher has the right to teach
Everyone at our school has the right to feel safe***

TODAY'S EFFORT IS TOMORROW'S SUCCESS

Being Respectful	We speak kindly and politely to each other. We follow directions promptly and positively. We care for each other, our school and environment.
Being Responsible	We are accountable for our actions, consequences and belongings. We make amends. We make decisions that help us be successful and happy.
Being Resilient	We choose our attitude. We reflect on all experiences. We are open to critical feedback.
Seeing Results	We set goals. We are organised and prepared. We participate and give our best.