

PROSPECTUS 2025

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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: -

Respectful, Responsible, Resilient, 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

Kelly Jeppesen
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 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
Woodford P-10 State School P&C

GENERAL INFORMATION

School Details

Principal	Kelly Jeppesen
Deputy Principal	Bronwyn Raponi
Head of Department (Curriculum)	Simon Pendergast Caleb Gough
Deputy Principal- Diverse Learning	Tony Aldis
Head of Department (Curriculum)	Kerry Larson
Business Manager (BM)	Erin Stemm
Administrative Officers	Juleen Friedrich Leah Sundquist, Karen Dowling & Emma Brabham
Address	171 Archer Street WOODFORD QLD 4514
Postal Address	PO Box 1012 WOODFORD QLD 4514
Telephone	07 54225333
Email	principal@woodfordss.eq.edu.au
Web Address	www.woodfordss.eq.edu.au
Facebook	www.facebook.com/woodfordP10SS
Office Hours	7.30am to 3.30pm Answering Machine activated after school hours.
P & C Meetings	Monthly (Wednesday – dates TBA)

VISIONS AND VALUES



TODAY'S EFFORT, TOMORROW'S SUCCESS

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

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

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 Diverse Learning Program (DL) 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:

- The Edge Program
- Lego Robotics
- Art & Food Festival
- CAR (Careers and Relationships)
- Year 10 Work Readiness Program
- Culminating Events
- Dance Program (Primary)
- Wonder of Science
- Drones
- iPad Program
- Prep Transition Program

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
- Indigenous Perspectives
- Lions Christmas Parade

SCHOOL CALENDAR

Term 1

Tuesday 28 January – Friday 4 April

Term 2

Tuesday 22 April - Friday 27 June

Term 3

Monday 14 July - Friday 19 September

Term 4

Tuesday 7 October - Friday 12 December

Year 10 finish school on Friday 28 November

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

PUBLIC HOLIDAYS

26	January	Australia Day
18-21	April	Easter
25	April	Anzac Day
5	May	Labour Day
11	August	City of Moreton Bay Ekka Show Holiday
5	September	Student Free Day
6	October	King'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 – Monday 9:00am in Hall

Secondary Assembly – Monday 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 **Monday, Tuesday, Wednesday, Thursday and Friday** for lunch and afternoon tea with a comprehensive range of food. **All orders are to be placed no later than 9:15am.** A Tuckshop price list will be issued at regular intervals throughout the year and updated on the school website and Facebook page.

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 in. 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 the school. Volunteers can apply for their own Blue Card through Blue Card Services. Frequency of contact that a volunteer has with children and young people is irrelevant. Further information is available through the school office.

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 for 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

Supervision:

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 before 8.40am.**

Compulsory Schooling:

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 2022 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. If possible, early departures are preferred to take place during break times to reduce disruptions to classroom learning.** Parent/Carers will need to collect a departure slip from the office to collect students from classrooms before leaving the school grounds.

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 for primary students and at the school farm gates for secondary students. 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.

EXTREME WEATHER PROCEDURES

Wet Weather/Extreme Heat:

To ensure the safety and well-being of every student and all staff in the event of heavy rain, lightning, heat and unsafe grounds, Administration will decide whether to continue with normal break procedures or to call a "Wet Lunch" or "Hot Weather Lunch".

Severe Storm Weather:

Parents concerned about storms and your child/ren's wellbeing are reminded to collect them from school earlier in the day. If the storm is what we deem as dangerous - electrical, wind gusts or hail, we will be placing the school in lockdown. Parents who come to the school during this period will be required to wait in the office as students will be safe in lockdown until danger has passed.

APPOINTMENTS

In a school it is often not possible to see our Leadership Team unannounced. All parents who wish to speak to these 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.

Parent Teacher Interviews are organised by the school in Semester 1 & 2 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 the year, the school office will be open between Monday to Thursday 9.00am – 2.00pm during the week before school commences for Term 1. The Office will not be open on this Friday; this is a PD day for all staff. Please contact the school for further details regarding enrolments.

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 (Wks 5 & 10 of each term) • Facebook Page
- QParent: Online Parent Portal • Email
- Parents' and Citizens' Association Meetings
- Reports/Student LED Conferences (7-10)
- Parent/Teacher Interviews
- Career/Subject Selection Evenings
- Special Events e.g. Awards Presentations
- Handbooks e.g. Prospectus/Curriculum Overviews
- School Website: www.woodfordss.eq.edu.au

SCHOOL DRESS CODE – UNIFORM

Woodford P-10 State School and community support the importance of a compulsory student dress code. This encompasses uniforms, jewellery and other matters relating to general appearance. The uniform policy is fully supported by the Education (General Provisions) Act 2006.

The Uniform Shop will be open Monday and Friday 8:30am to 9:00.

ALL STUDENTS MUST COMPLY WITH THE STUDENT DRESS CODE POLICY

Uniforms may be purchased from the Uniform Shop

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. Woodford P-10 State School acknowledges and permits religious/cultural items in consultation with parents/carers.

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.



SCHOOL DRESS CODE – UNIFORM CONT'D

Hair: Neat, clean and tidy.

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

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/Skorts: Primary – Navy Blue; Secondary – Navy blue, or Formal Uniform

Shorts/Pants: Primary – Girls - navy blue, if leggings must be worn- navy skirt or shorts are to be worn over the top; Boys - navy blue shorts or tracksuit pants.

Secondary – Navy or black trousers, tracksuit or jeans. N.B Leggings are not acceptable.

Jumpers: Primary – plain navy blue; Secondary – plain navy

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.

Hat: School hat, wide brimmed or bucket hat – no caps



Formal Uniform: The formal uniform is worn by students when participating in excursions and for very important occasions at school e.g. Awards Presentations. 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 8.30-9.00am Mondays and Fridays.

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. Sunscreen to be supplied by parents to avoid any adverse reactions on students' application. A hat is expected to be worn by students when participating in excursions.

SCHOOL DRESS CODE – UNIFORM CONT'D

Uniform Procedure

- Parents are requested to write a note of explanation if students are unable to wear correct uniform.
- These are presented to the Support Teacher Aide prior to school commencing.
- Such students will be issued with the correct clothing for the day (in exchange for their personal clothing) from the HUB.
- If appropriate clothing is not available from Uniform store, students will be issued with an exemption slip for the day.

Note: Parents will be contacted if their child is frequently attending the support room for uniforms. Particular circumstances may arise where a medical condition, recent transfer, genuine poverty or religious or cultural backgrounds can be shown to warrant an exception to this procedure. All staff will be notified via staff daily notices.

What Cannot Be Worn?

Inappropriate dress is clothing which is deemed by our school community to be: offensive, likely to disrupt, a negative influence on normal school operations, unsafe for the student or others, or at risk to the health of the student or others.

ITEM	REASONS
Clothing	
<ul style="list-style-type: none">• Offensive pictures/language (drug, sex connotations)• Youth sub-culture clothes Secondary <ul style="list-style-type: none">• Leggings	<p>Socially unacceptable: avoids competition, security risks, minimise stereotyping</p> <p>Unprofessional look that will draw negative attention</p>
Jewellery	
<ul style="list-style-type: none">• Dangly, loose earrings, spacers• Facial piercing must be clear or covered by tape – no rings	Workplace health and safety
Footwear	
<ul style="list-style-type: none">• Bare feet• Thongs• Platform/high heels• Scuffs	Workplace health and safety; uphold community expectations.
Other	
<ul style="list-style-type: none">• Heavy Make-up, e.g. eye-liner and shadow, bright lipstick	Promote good image of Woodford; uphold community expectations.

SCHOOL DRESS CODE – UNIFORM CONT'D

Free Dress Days

The Student Council may organise a "Free Dress Day" to raise funds for a charity or school need. Teachers are requested to monitor the following dress code and direct non-compliant students to the uniform store, before entering the class.

Every student must apply to Health and Safety standards and this includes during free dress days. Students are required to wear:-

- **Closed** in shoes (Suitable for HPE / Man. Arts/Science/ Home Ec)
- a shirt with **sleeves**
- shirt that cover the midriff, clothes free of offensive slogans, etc.

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/carer prior to medication being administered. Non-prescribed medicines will not be administered by staff unless labelled and accompanied by a doctor's letter.

Covid-19: In line with Queensland Health advice, state schools will continue to adhere to hygiene measures in order to provide COVID safe facilities and protect the health, safety and wellbeing of students, staff and the school community.

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 follow school procedures.**

ILLNESS AND INJURY CONT'D

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 24 hours after 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 24 hours after appropriate antibiotics 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 24 hours of appropriate antibiotics have been completed.
Mumps	Exclude for five days or until swelling goes down (whichever is sooner).
Fungal Infections (Ringworm/Tinea)	Exclude until the day after antifungal treatment has commenced.
Scabies	Exclude until the day after treatment has commenced.

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

Queensland Health's annual School Immunisation Program (SIP) provides school students the opportunity to be vaccinated against a range of diseases (e.g. Measles, Mumps, Rubella etc.) Free clinics are scheduled 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.

BEFORE & AFTER SCHOOL CARE (OSHC)

Helping Hands Woodford provides an Outside School Hours Care Program for both before and after school, school holidays and pupil free days for primary students enrolled at our school. Further information can be obtained from the school office or contacting Helping Hands via their website **www.helpinghandsnetwork.com.au** or email **woodford@helpinghandsnetwork.com.au**

NEWSLETTER

Our newsletter is emailed home to families in weeks 5 and 10 of each term. 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 is also available on the school website and a link can be found on the school Facebook page.

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	*	Smoking implements including vapes

MOBILE PHONES

Primary students must hand in their mobile phones to the school office on arrival and collect them when departing.

Secondary students must have phones turned off and stored in their school bags as soon as they enter school grounds until they depart at the end of the day.

SMOKING/VAPING

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

CURRICULUM

At Woodford P-10 State we believe that partnerships between home and school are not only important, but are part of the vital link in ensuring that we connect with each other and the broader community. Strength in community partnerships means that our students are supported and provided with many opportunities to develop and reach their potential, as active and engaged citizens.

We have a dedicated and experienced staff, who through collaboration with cluster schools and professional learning opportunities work to ensure that the Australian Curriculum is delivered with rigour in a fun and engaging way, ensuring all our learners are given the best opportunities to learn in a supportive and challenging environment.

Our teachers embed the notion of 'every student reaching their potential' everyday, ensuring students have access to a variety of support measures. Support measures cover a wide range of services, from emotional and social support, Literacy and Numeracy Support, support for Gifted and Talented students, well-being support, support for Diverse Learners with additional needs, or support through the 'Closing the Gap Initiative' for First Nations Peoples.

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.

HOMEWORK POLICY CONT'D

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

Home learning should take into account the demands of contemporary family life.

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 depending on the availability of instruments. There is also a fee to participate in the program. Further information can be obtained through the school office regarding the instrumental program.

PARENT INTERVIEWS AND REPORTING

'Parent Information Sessions'

Parent Information Sessions 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. Parent Teacher interviews are conducted twice a year, at the beginning of Term 2 and the beginning of Term 4. Should you wish to have a parent/teacher interview outside of these allocated times, please arrange these with your child's classroom teacher directly.

The student reports are emailed to parents, so please advise the office staff of any changes to your email address.

Primary

Junior school students will receive a written report at the end of Semester 1 and 2 with a Parent Teacher interview during Terms 1 & 3.

Secondary

Years 7–10 students are issued with two Progress Reports (End of Term1 & End of Term 3) and two End of Semester Reports. Parent Teacher interviews will occur at the beginning of Term 2 and Term 4.

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 Internet 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. Primary students also engage in a sporting program to develop skills needed to participate in a range of sports/physical activities.

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

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 Student Support Services. 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 1-4 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 school office.

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 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.

Students have access to the Library at first lunch. During this time, they can do independent research for homework and assignments, read or on nominated days, play board games.

LIBRARY CONT'D

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.

Each month an email will be sent to parents indicating which books are overdue. If you are unable to return overdue/lost books please contact the school office to organise reimbursement for the cost of the books.

SCHOOL STRUCTURE

Woodford P-10 State School is structured into three curriculum schools:

Early Years School (Prep-2);

Middle School (3-6) and Secondary School (7-10).

Curriculum at Woodford P-10 State School

The Australian Curriculum is designed to teach students what it takes to be confident and creative individuals and become active and informed citizens. It sets goals for what all students should learn as they progress through their school life.

Learning Areas of the Australian Curriculum

From Prep Year to Year 10, students develop knowledge and skills in eight learning areas:

- English
- Mathematics
- Science
- Health and Physical Education (HPE)
- Humanities and Social Sciences (HASS)
- The Arts
- Technologies
- Languages (Years 5 & 6)

In the early years, priority is given to literacy and numeracy development as the foundations for further learning. As students make their way through the primary years, they focus more on the knowledge, understanding and skills of all eight learning areas.

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

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 2 – Student Work Placement: Students can choose to undertake a structured work experience for 1 weeks in this term.

DIVERSE LEARNING

The Woodford P-10 Diverse Learning Program caters for all students who meet the National Consistent Collection of Data (NCCD). The program 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** – Diverse Learning Teachers may team teach, assist with design, implementation and evaluation of programs. Teacher Aides may assist in accessing the classroom activities by rephrasing, scribing, reading, assisting students with behaviour management/social skills.
- **Diverse Learning support** – withdrawal to focus on individual needs and functional skills. Some students take part in programs that focus on functional literacy/mathematics, social skills, work ethics and literacy intervention.
- **Supervised Play** – Teacher Aides provide support to those students who require supervision in the playground.

Communication between Parents/Carers and the Diverse Learning Team is strongly encouraged as it assists the students to achieve to their full potential.

LITERACY AT WOODFORD P-10 STATE SCHOOL

As the world changes around us, so do the literacy demands on our children.

The literacy requirements of the future are increasing and students now need to be literate in ICTs and other modern technical advances. Students need to know how to interpret and understand a variety of literary devices, both in print and on screens. At Woodford we aim to integrate ICTs and other technology through all curriculum areas to provide students with the skills they need to learn, work and be successful in a 21st century environment.

Students literacy skills are regularly monitored and teachers employ a varying range of teaching styles and supports to help all students reach their potential.

NUMERACY AT WOODFORD P-10 STATE SCHOOL

Numeracy is a curriculum priority area for our school. Our mathematical instruction provides relevant and purposeful mathematical learning experiences, allowing students to develop the knowledge and skills required to solve mathematical problems. ICTs and technologies are integrated into the mathematics curriculum where relevant and appropriate. At Woodford P-10 State School our teachers regularly monitor student mathematical progress. All students are supported to reach their mathematical potential.

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 may include: Art Groups, Instrumental Music, Singing Groups and Dance Lessons.

Sports:

Students are also encouraged to participate in sporting activities throughout the year eg; Swimming Carnivals, Valley Championships, Gala Days (Netball and Football), Athletics Days, Cross Country, Auskick Program, Netball/NRL Coaching.

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.)

EXTRA CURRICULAR OPPORTUNITIES/ACTIVITIES

CONT'D

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.

In November every year a Secondary Awards Ceremony 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 week block where students 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

Woodford P-10 State School is aiming to become a cashless school. This will save parents and the school an enormous amount of time, effort and processing. Please see below for payment options.

Making a Payment:

- **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.
- **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. Please contact the school office for more information.

- **CENTREPAY** – (Eligible Parents) Want to make life easier? Join Centrepay to pay for the student resource scheme, subject Levies, uniforms and curriculum based activities. Please contact the school office to meet with the Business Manager.
- **EFTPOS** at the office.
- **DIRECT DEPOSIT** - Direct Deposit into the school bank account
BSB 064-405
Account No. 00090241
Use reason for payment as reference (example: Yearbook, Use: YB) and your child's name (Michael Jones) " eg: "YB M Jones"

School Resource Scheme

The Resource Hire Scheme is open to all secondary students. 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 on commencement of Secondary enrolment. This contract is issued to all new secondary students and is current for the term on your student's enrolment. Invoices for participation in the scheme will be forwarded to parents/carers.

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).

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.**

Please contact the school office for further information regarding subject levies. Invoices for subject levies are forwarded to parents/carers during the year.

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 or accessed through the school Facebook Page. Online ordering of booklists is available and further information is sent home with lists. Please contact the school office for more details.

Other Expenses

Activities that may incur minor additional expenses for parents include:

- Swimming
- School Photographs
- Class activities e.g. Cooking
- Extension activities e.g.
- Debating, Competitions
- Swimming Carnival
- Book Club
- Fundraising
- Sporting competitions (Gala Days, etc)

Activities that may incur substantial additional expenses for parents include:

- School Camps
- Class Excursions

Early notification of such events is given to parents. It is advised that a saving plan be organised, if necessary, by families of students wishing to participate. Please contact the school office if you would like to discuss any concerns relating to finance.

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 Department - Curriculum
<ul style="list-style-type: none"> • Concerns/issues with students with disabilities 	Deputy Principal- Diverse Learning
<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"> • School Information, forms, letters • Enrolments • Payments • General Enquiries, student medication • Collecting students for early departure • Updating Student Information 	Office Staff

STUDENT LEADERSHIP

Leader Role Descriptions:

Position	Description & Duties
School Leaders 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 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 Presentation 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*	2-3 School Leaders	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 *	2-4 Primary School Leaders	Self-Nomination <ul style="list-style-type: none"> • Interview • Election Speech • Peer Vote (Yr. 4, 5, 6) • Teaching Staff Vote (present at speech)
Year 10*	6 House Leaders (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) • Interview with Principal, P&C and current School Captain
Years 9, 8, 7, 6 & 5*	1 Student Council Representative <ul style="list-style-type: none"> • Primary per class • Secondary per Form class 	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.

STUDENT CODE OF CONDUCT

The Student Code of Conduct 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;

- ***Respectful***
- ***Responsible***
- ***Resilient***
- ***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.

