

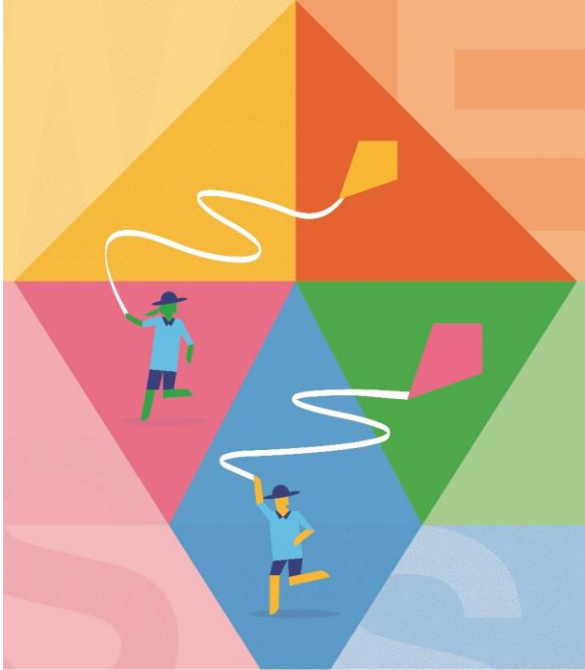
# West End State School

An Independent Public School



**Parents /  
Carers  
Handbook**

**2022/2023**



Our Vision

**Empower every student to  
achieve their personal best to  
make the world a better place.**



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## West End State School Handbook

*"We all smile in the same language"*

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Student Services Office Hours:	8.25am – 3.00pm school days
School Hours:	8.40 am – 3.00pm (Junior School, Prep to Year 2) 8.25am – 2.45pm (Senior School, Year 3 to Year 6)

*This booklet has been prepared to provide a ready source of information for parents/carers who have children at West End State School, or parents/carers who will have children at the school, and for those who are interested in the school. The information in this booklet was correct at the time of publishing but may change as circumstances change.*

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## Principal's Welcome

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On behalf of the West End State School (WESS) community, I would like to welcome you to our school.

Our school motto, *we all smile in the same language*, captures the value we place on our diverse community. Our school values, **Community, Compassion, Creativity, Confidence** and **Challenge**, provide the foundation on which we build a well-rounded education, catering for the needs of all our WESS students.

As principal of WESS, I am privileged to lead a team of highly professional and committed staff, who work diligently to **empower every student to achieve their personal best**.

Our goal is to grow creative, confident and agile learners who are active in their learning.

Our school's proximity to the CBD provides us with the opportunity to link with universities, Brisbane State High School and our city's cultural precinct. These links provide our students with a wide range of experiences and opportunities.

Our school is a happy place, where everyone is part of a connected, compassionate and inclusive community.

We look forward to welcoming you as part of our WESS community.

Kim McNamara  
Principal

## School Profile

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West End State School is a large, inner-city, primary school located just outside the Brisbane CBD.

Our school caters for students from Prep to Year 6. Our current student enrolment total is over 1400 students, with numbers constantly increasing.

Established in 1875, we take great pride in our history and boast many multi-generational families in our school community.

West End State School is an Independent Public School, which delivers high quality educational opportunities for its students.

At West End State School, we aim to provide a happy, safe and inclusive environment for all of our students. Our school has an environment where diversity is valued with our students coming from diverse backgrounds, including over 65 countries and speaking more than 60 languages.



# School Vision and Values

Our WESS School Vision and Values were developed by asking our community what values they would like their child/children to exhibit when they leave WESS. From this feedback we developed our five core values—**Community, Compassion, Creativity, Confidence and Challenge**. Our values, or the 5 C's, are the foundation of everything we do at West End State School and underpins our school vision—**Empower every student to achieve their personal best to make the world a better place.**



Confidence



Empower every student to achieve their personal best to make the world a better place.



Challenge



Creativity



Community



Compassion



# School Council

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Being an independent Public School, WESS is required to have a School Council. The School Council provides an important aspect of School Governance at WESS and has been in operation since 10th June 1998. The School Council's role is to monitor the school's strategic direction. It meets at least twice each semester.

The Education (General Provisions) Act 2006 specifies School Council functions and requires a School Council Constitution.

## **Functions**

The functions of the School Council are outlined in the Act and are to:

- monitor the school's strategic direction
- approve plans and policies of the school of a strategic nature, or other documents affecting strategic matters including the annual estimate of revenue and expenditure for the school
- monitor the implementation of the plans, policies and other documents mentioned above
- advise the school's principal about strategic matters

The council must perform its functions with a focus on improving student learning outcomes.

## **Composition**

WESS Council is proactive in encouraging Council membership to represent the school community.

As per the current Constitution, the number of members of the WESS Council is ten and it is composed of:

- three elected parent/carer members
- three elected staff members (representing teaching, teaching support and non-teaching staff)
- Up to two appointed members who bring specific knowledge and experience to assist the Council to set and monitor strategic direction
- the President of the School Parents & Citizens' (P&C) Association
- the School Principal

One of these members is elected as Chairperson of the School Council, except the School Principal who cannot be elected as Chairperson.

## **Election of School Council Members**

Parent/carer members of School Council are elected through a nomination process. At the completion of a member's term or due to a vacancy, the School Council will call for nominations to the School Council through communication in the School newsletter. Staff members are elected through a process of nomination and voting conducted internally by all staff at WESS.

The nomination and voting process for membership to the School Council is outlined in the School Council Constitution.

A school council cannot:

- interfere with management by the school's principal of day-to-day operations of the school and its curriculum
- make operational decisions about the use of teaching or learning resources at the school
- make decisions about the individual teaching style used, or to be used, at the school
- make a decision that is contrary to law or a written policy of the department
- control funds
- enter into contracts
- acquire, hold, dispose of or deal with property
- sue or be sued
- establish a committee or subcommittee

Further details can be found on our website - [🔗 "School Council"](#).

# School Strategic Plan

The School Strategic Plan 2020-2023 is available on our website - [“School Strategic Plan”](#).

Consultation with the school community of staff and parents/carers is undertaken every four years to develop the school’s priorities to be included in this plan. The plan is endorsed by the West End State School Council.

WEST END STATE SCHOOL

## Strategic Plan 2020–2023



Central to our strategic plan is a commitment to continue to provide our students with a vibrant, diverse and inclusive education, with a focus on the whole child.

### KEY PRIORITY AREAS

#### 1 WESS STUDENTS: CREATIVE CONFIDENT ACTIVE

- Instil the WESS vision and values in all students and their learning
- Create dynamic learning environments which support student wellbeing and a sense of belonging
- Encourage students to be active participants in their learning
- Address the diverse learning needs of all WESS students
- Empower students to take ownership of their learning

#### 2 WESS STAFF: COLLABORATIVE INSPIRING CARING

- Create a culture of high expectations and a sense of belonging for all staff
- Embed a culture of continuous professional improvement and innovation focused on the success of every student
- Build expert knowledge and skills through differentiated and evidence-validated professional learning
- Embed a focus on sustaining a high-performance leadership team which drives school improvement and student achievements

#### 3 WESS LEARNING: CHALLENGING ENGAGING INNOVATIVE

- Promote a learning culture of challenge, growth and deep learning
- Prioritise strong foundation skills in student learning
- Create an innovative curriculum relevant to all WESS learners
- Utilise high quality, evidence-based teaching and learning practices
- Shape teaching and learning experiences to maximise engagement and impact on student learning

#### 4 WESS COMMUNITY: CONNECTED COMPASSIONATE INCLUSIVE

- Foster a positive school culture, inclusive of all members of our diverse community
- Unite our community through our school's vision and values
- Support student learning and wellbeing through genuine partnerships with parents/carers
- Connect home and school through meaningful communication
- Collaborate with community members to make learning authentic for WESS students

### WESS VISION

Empower every student to achieve their personal best to make the world a better place.

### WESS VALUES

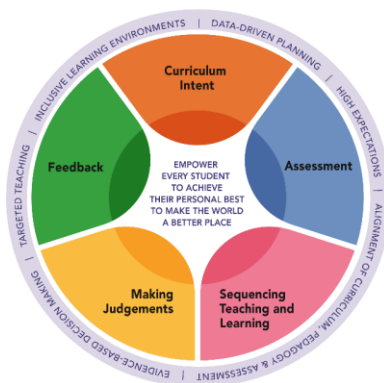


# Policies

## Pedagogical Approach

The WESS vision is at the heart of our Pedagogical Approach.

The WESS Pedagogical Approach is based on improved learning outcomes for all students. It is student centred and focuses on every student learning and achieving every day in the classroom. It involves teachers asking questions about student needs and progress, evaluating evidence and thinking about what/when/how to teach for effective learning for all students.

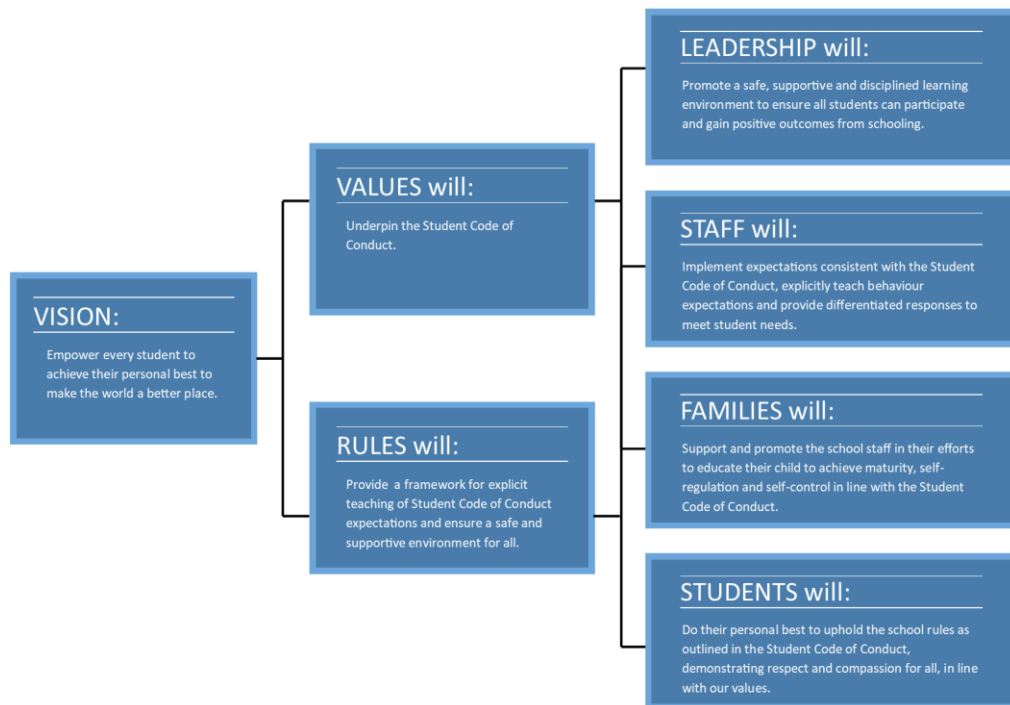


## WESS Student Code of Conduct

West End State School (WESS) is committed to providing a safe, respectful and disciplined learning environment for students and staff, where students have opportunities to engage in quality learning experiences and acquire values supportive of their lifelong wellbeing.

The Student Code of Conduct is designed to facilitate high standards of behaviour so that the learning and teaching in our school can be effective and students can participate positively within our school community.

Further details can be found on our website - ["Student Code of Conduct 2020-2023"](#). Families are encouraged to take the time to read the full document. It will be reviewed by WESS and the School Council in 2023.



### **Behaviour Expectations**

To help protect our rights and to encourage responsibilities, we have 3 rules for our classrooms and for our school community:

Rule One: **Be Responsible**

Rule Two: **Be Respectful**

Rule Three: **Be safe**

These rules are further defined in our teaching practices. Specific behaviour expectations shape our Teaching Matrix, known as The West End Rules.



See *Appendix 1 - The West End Way* and Rules for more information.

### **Parent/Carer Contact with Other Students at School**

It is inappropriate for parents/carers to approach students, other than their own child, about any matters. Instead, any problems related to students' behaviour should be brought to the attention of school staff to enable us to respond effectively and implement practices to maintain a safe learning environment for all.

### **Religious Instruction**

West End State School embraces a multitude of cultural, religious and non-religious beliefs and encourage students to grow and develop as a whole person, in particular, in beliefs, values and attitudes. It respects the background and beliefs of all students and staff by not promoting, or being perceived as promoting, any particular set of beliefs in preference to another.

The school provides Religious Instruction in accordance with Chapter 5 of the Education (General Provisions) Act 2006 and Part 5 of the Education (General Provisions) Regulations 2017.

Students from Years 3–6 have the opportunity to attend Religious Instruction classes each Wednesday afternoon, based on information from their WESS enrolment forms. These classes include Baha'i, Buddhism, Hinduism, Islam, Orthodox/Greek Orthodox, Protestant (Christian) and Roman Catholic:

Years 3 & 4      2.00pm - 2.30pm

Years 5 & 6      1.30pm – 2.00pm

### **No Nominated Religion**

West End is known for its multicultural community which prides itself on tolerance and respect of ethnicity, beliefs and religions. This is enhanced by education and awareness. Families at WESS who have no religion nominated on their WESS Enrolment and Permission Forms, yet wish their children to participate in the religions of the world may contact the school to take advantage of our range of religious instruction options.

If "No Religion" is stated on a student's enrolment form, there are 2 options for parents/carers to choose from:

1. The student can participate in independent work already covered in class including reading, personal research and/or assignments or revision of class work, under the supervision of a teacher in a non-religion class.
2. A parent/carers can request in writing that their child attend a religion of their choice for the year. If a parent/carers wishes for their child to cease attendance at the nominated religion during the year, then the parent/carers will need to inform the Administration Office in writing. Their child will then attend the non-religion class for the remainder of the year.

Further details can be found on our website - ["Religious Instruction"](#).

## Homework Procedure & Guidelines 2020-2024

The West End State School Homework Procedure & Guidelines is aligned with Education Queensland’s Homework Policy requirements. Homework at WESS will be presented at each year level in the form of Homework Grids which are based on the research of educational expert Dr Ian Lillico.

Engagement with homework is encouraged and acknowledged, but not mandated. Parents/Carers can negotiate with the classroom teacher should they need to deviate from the standard homework set.

Each Homework Grid will include ‘Must Do’ and ‘Can Do’ (optional) tasks. Below are some examples:

**Prep – Year 2**

- **MUST DO**
  - Reading
  - Literacy revision
  - Sight words / sounds/ Spelling
  - Numeracy revision
- **CAN DO (embedding of WESS VALUES where possible)**
  - Family life – games, chores, shopping
  - Cultural/art/music
  - Physical activity for health and wellbeing

**Year 3-4**

- **MUST DO**
  - Reading
  - Literacy revision
  - Spelling through Word Study
  - Numeracy revision
- **CAN DO (embedding of WESS VALUES where possible)**
  - Family life – games, chores, shopping
  - Cultural/art/music
  - Physical activity for health and wellbeing
- **NB Instrumental Music practice for those involved in the school’s instrumental program is in addition to class homework.**

**Year 5-6**

- **MUST DO**
  - Reading
  - Literacy revision
  - Spelling thorough Word Study
  - Numeracy revision
- **CAN DO (embedding of WESS VALUES where possible)**
  - Family life – games, chores, shopping
  - Cultural/art/music
  - Physical activity for health and wellbeing
  - Languages – reinforce words/phrases/songs learnt at school
- **NB Instrumental Music practice for those involved in the school’s instrumental program is in addition to class homework.**

Further details can be found on our website - [“Homework”](#).



## Student Leadership

At West End State School all students have the opportunity to take on the role of a leader and the responsibilities that come with it. Leadership does not come naturally, but is developed through many activities and lessons we are involved in, not only at school, but in our everyday lives.

Further details can be found on our website - [“Student Leadership”](#).

The WESS Student Leadership Passport recognises the development and accomplishments on the road to becoming a leader. The Passport is open to all Year 5 students and on successful completion of the Passport, students are eligible to nominate for a leadership position in the Leadership Team for the following school year. Students are presented with a badge that recognises their achievements and the responsibilities that are associated with being a leader.

Only students who successfully complete the Student Leadership Passport by the end of November in Year 5 will be able to nominate for the formal positions of School Captains, Arts Captains, Sport Captain, Environmental Captain and House Captains for Year 6. Once Year 6 has commenced, all students may nominate as a Student Council Representative.

Further details can be found on our website - [“Student Leadership Passport”](#).

### **Leadership Criteria**

It is essential that Student Leaders at WESS demonstrate and reflect through their actions the School's Values. The criteria include:

- Consistently works well with others and displays teamwork skill
- Always willing to participate
- Shows respect to all members of the school community.
- Trustworthy
- Demonstrates the rules of WESS
- Uses online resources/tools responsibly
- Shows compassion towards others
- Displays Creativity in problem solving
- Accepts Challenges and shows resilience
- Demonstrates confidence
- Contributes to the WESS community.

### **Student Dress Code and Uniform**

Students wear the WESS school uniform on a daily basis. It consists of unisex shorts and polo shirts. During winter, the school jackets and school track pants may be worn. Items of the school uniform can be purchased from the Uniform Shop.

The school provides an interschool sport shirt/jersey for students to wear during Friday interschool sporting seasons.

### **Prep Additional Notes**

- It is encouraged that all Prep students wear closed-in shoes (and socks) that are fastened with Velcro or slip on to enable them to independently remove and replace them.
- Each Prep student will be provided with a class specific coloured band that needs to be attached to the hat for easy identification in the playground.

See *Appendix 2 - Student Dress Code* for full details and specifications.



# School Organisation

## Staff

The staff at West End State School includes:

### Senior Leadership Team

- Principal
- 4 Deputy Principals
- Business Manager

### Leadership Team

- Head of Department – Curriculum
- Head of Inclusion
- 2 Pedagogical Coaches

### Teaching Staff

- Classroom Teachers
- Specialist Teachers including Teacher Librarians, Music, Physical Education, Inclusion Teachers, Languages and Instrumental Music Teachers

### Administration Team

- Business Manager
- Finance Officer
- Enrolments Officer
- Executive Support Officer
- Administration Officers

### Support Staff

- Teacher Aides
- Cleaning and Grounds Ancillary Staff

We have a number of staff members who speak Vietnamese, Greek, Cantonese, Mandarin, French, Spanish, German, Japanese and Indonesian. These staff members can interpret for parents/carers or students as required.

## Student Contact Information

It is very important for us to maintain accurate records of your contact details. Please inform the Administration Office via [admin@westends.eq.edu.au](mailto:admin@westends.eq.edu.au) when changes in your contact details or emergency contacts occur, or alternatively you can update the information via QParents (<https://qparents.qld.edu.au>).

## School Timetable

Prep-Year 2	Years 3-6
8:40-8:45 – Transition to class	8:25-8:30 – Transition to class
8:45-10:50 – 1 <sup>st</sup> Session	8:30-10:35 - 1 <sup>st</sup> Session
10:50-11:15 – First Lunch Play	10:35-10:50 – Eating time (in class)
11:15-11:20 – Toilet, drink, line-up	10:50-11:15 – First Lunch Play
11:20-11:35 – Eating time (in class)	11:15-11:20 – Toilet, drink, line-up
11:35-12:55 – 2 <sup>nd</sup> Session	11:20-12:40 – 2 <sup>nd</sup> Session
12:55–1:20 – Second Lunch Play	12:40–12:55 – Eating time (in class)
1:20-1:25 – Toilet, drink, line-up	12:55-1:20 – Second Lunch Play
1:25– :40 – Eating time (in class)	1:20-1:25 – Toilet, drink, line-up
1:40-3:00 – 3 <sup>rd</sup> Session	1:25-2:45 – 3 <sup>rd</sup> Session



## Absences

All absences must be reported to the office. The **QParents** App is the preferred method to report absences. An answering machine is also available 24 hours a day for messages advising of student absences on 07 3010 8222.



### **SMS Same Day Student Absence Notification**

The safety of each and every student every day is paramount so if a student is absent the school needs to be sure that they are safe. Parents/Carers will receive an SMS advice when their child is absent without explanation or without signing in (see Late Arrivals/Early Departures section), as soon as practicable on that day, allowing time for parents/carers to respond before the end of the school day. Parents are able to reply very simply via the SMS sent advising the school of the reason for the absence. Once the school has received the reply SMS advising why the student is absent, the student attendance record will be updated.

In the case where no explanation is received concerning a student's absence from school, the official school roll will show an unexplained absence. This will be recorded on their written semester reports. Parents/Carers will be contacted officially if a pattern of unexplained absences or truancy is detected.

Number of absences is automatically included on all Education Queensland official School Reports in June and December.

### **Late Arrivals/Early Departures**

There are two different start times, depending on the year level. Any student arriving after their start time will be marked as ABSENT by the classroom teacher. The school operates an electronic roll marking system that requires ALL LATE STUDENTS to report to either the Administration office or the Student Services office where the Administration Officer will override the absent entry and give the student a Late Slip. Students will then proceed to their classroom and report to the class teacher with their Late Slip.

If you need to collect your child early and they are not returning to school for the rest of the day, please sign them out at the Administration Office before proceeding to your child's classroom. You will be given a Departure Slip that needs to be given to the classroom teacher, before the child is released. If you are taking your child off school grounds, but they will return before the end of the school day, you must sign them out and back in at the Administration Office each time.

### **Access to Students**

Should you require access to your child/children during school hours, all enquiries **must** be made through the Administration Office. This procedure is necessary to ensure the safety of all students.

### **Leaving the Grounds**

Once students arrive at school, they are not to leave at any time before dismissal without the permission of their teacher or the Principal, and unless an authorised adult accompanies them.

### **Before School Arrangements**

All students arriving before their start time must sit in the Prep Zone in L Block (Prep-Year 1), Dirram Yani (Years 2-4) or M Block (Yr 5/6) where a teacher on duty will supervise them. Children should not arrive at school before 8.15am. Children arriving at school early are encouraged to enrol at the Outside School Hours Care (OSHC), located in the school hall's kitchen area.

Students are not allowed on any veranda areas without class teacher supervision. In the event of wet weather or conditions, students will be supervised in the school hall or other allocated areas. When their designated start bell rings, students move either straight to class or to supervised activities on the oval or swimming pool.

## After School Expectations

Each school day will conclude no later than 3.00pm, depending on the year level. Once students are dismissed they are expected to go straight home, to OSHC or to any after school extra-curricular activities that they may be enrolled in.

If students are going to extra-curricular activities after school, it is expected that students sit and wait quietly at these activities and not play unsupervised in the school grounds.



Students whose parents/carers have not arrived to pick them up, must come to the office so that Administration staff can assist to make alternative arrangements. Outside School Hours Care (OSHC) is available until 6pm for families in situations where children need to be collected later in the afternoon.

The school buildings and grounds are licensed to various external providers before and after school. Families are not permitted to remain on the grounds outside of school hours unless accessing the resources of these external providers.

## Dropping Off, Picking up and Parking

**PLEASE NOTE: As the need arises, additional school communications will be sent that will override the usual procedures below.**

### Drop off: Prep & Year 1

- All students may arrive at school **from 8.15am**. (NB Any student arriving before this time should access OSHC)
- Prep/Year 1 students may access the school grounds **via the gate located on Ambleside Street**. To support a smooth transition into student's daily learning, parent/carers are asked to drop and go at the gate and not to wait underneath the L block building with their child.
- Students will be met at the gate by staff members and directed to the undercroft area.
- Families are welcome to use the Drop Off/Pick up Zone (2 minute) on Ambleside Street.

NB – Prep/Year 1 students accompanied by siblings or older students may choose to enter through alternative gates and older siblings of Prep/Year 1 students may use the L Block gate if they are accompanying younger siblings.

### Drop off: Year 2 – Year 6

- All students may arrive at school from 8.15am. (NB. Any student arriving before this time should access OSHC.)
- Students may access the school grounds via the following entry points.
  - Jane Street – oval gate
  - Vulture Street – front gate (Administration Building) and oval gate (Performing Arts Centre)
  - Hardgrave Road – pool gate
  - Hardgrave Road – oval gate + Drop Off/Pick up Zone (2 minute)
  - Horan Street – OHSC entrance + Drop Off/Pick up Zone (2 minute)
  - Ambleside Street – L Block and M Block gates + Drop Off/Pick up Zone (2 minute)
- Students in Year 2 – 4 to wait in Dirram Yani until the bell.
- Students in Year 5 – 6 to wait under M Block until the bell.

### Pick up

- **Prep** – At 3pm parents/carers collect from the L Block undercroft, where they will be sitting in their class groups with their classroom teachers. Older siblings of Prep students may wait with Prep students in the undercroft. Alternatively, parents may use the Ambleside Stop, Drop and Go (access by Amersham Road)
- **Year 1–2** – Parent/Carers/Siblings meet student on the senior oval.
  - Year 1 – Blue Shed & Year 2 – Red shed
- **Year 3–6** – Independent departure

Teachers will stay with Prep-Year 2 students until they are collected by their parents/carers. Students who have not been collected will be taken to the WESS Administration Office. Students in Year 3 – 6 who have not been collected should present themselves to the office. Refer also to *After School Expectations* section above.

### **Drop off/Pick up Zones & Parking**

**PARKING AND STOPPING CLOSE TO THE CROSSINGS OR ACROSS SCHOOL ENTRANCES ENDANGERS THE LIVES OF CHILDREN.**

Please note: The only cars allowed access to the school grounds are the cars belonging to the staff members of this school.

We encourage the use of the 2-minute zones in Horan Street, Hardgrave Road and Ambleside Street to drop off and collect children where possible. **It is against the law to leave your vehicle parked in this zone between 7-9am and 2-4pm.** The zone should work like a rolling taxi rank, and your child must get in and out of the car on their own. In the interest of student safety, the Ambleside Stop, Drop and Go is reserved for Prep students.

Limited pick-up and set-down areas in Horan Street, Hardgrave Road, Jane Street and Scott Street may be available. Given this situation, we recommend that parents/carers use Active School Travel options where possible. If you are parking, please read carefully all parking signs and follow their directions as parking officers and police regularly patrol this area.

### **Lunches**

We like to encourage students to eat healthy food at school and we ask – encourage parents/carers not to include lollies, chocolates or soft drinks in school lunches. It is a good idea to pack two lots of food separately – one for first lunch and one for second lunch, and to make sure your child knows which is which. Most students also like to bring a container of water to drink and fruit for lunch. Some classes will also have a very short fruit break at approx. 10am to re-energise and refocus. Please ensure that all lunch containers are clearly named. There are no facilities to reheat or refrigerate student lunches.

### **Lunches containing nut products**

**Products such as peanut paste, satay sauce, pesto sauce and Nutella may endanger the lives of children who have severe allergies to nut products. We encourage families not to send these products in lunchboxes.**

Lunches are eaten in the classrooms, or nearby, under the supervision of a teacher. After the play bell, students can eat ice blocks and other claimable items from the tuckshop or finish their own lunch, only in the area adjacent to the tuckshop.

### **Students Without Lunches**

If your child does not bring lunch to school, the school will endeavour to contact a parent/carer to check if lunch can be brought to school or if a simple sandwich should be prepared by the tuckshop. If the latter is required, your child's details will be recorded for invoicing by the Tuckshop, and they will be provided with a lunch.



### **Playground Areas**

<b>Year Level</b>	<b>Play Area*</b>
Prep/Year 1	L Block, Junior Playground, Nature Play and Vulture St Oval.
Years 2	Junior Playground, Dirram Yani, Art Room (rostered days), Library and Vulture St Oval.
Years 3-4	Senior Playground, Dirram Yani, Art Room (rostered days), Library and Jane St Oval.
Years 5-6	Tennis Court, Kurilpa Trail, Dirram Yani, Art Studio (rostered days), Library and Jane St Oval

\* These playground areas are subject to change to meet safety and supervision requirements.

## ICT in the School

At WESS our ICT purpose is to build the ICT capability of our students. We have a dedicated Tech Hub where teachers can take their classes and also borrow equipment for use in their classrooms. We have the option of iPads, laptops and desktop computers to support our teachers and students to become learners who are creative, innovative, critical thinkers and problem solvers who are able to communicate and collaborate.

## Library

WESS has two libraries. One located in K Block and another located in N Block.

The WESS libraries are a much-loved space and helps our students in the development of a positive attitude to reading, and also helps in the development of comprehension, thinking skills and research skills. The library is a welcoming and friendly community space open to all.

- The library is open Monday to Friday, from 8.15am in the morning and until 3.10pm in the afternoon.
- Students may borrow up to 4 picture books, fiction books and non-fiction books at one time. Usually they borrow 2 books in their lesson or borrowing time and are free to borrow up to 2 extra books at other times (lunch time, before or after school)
- Students in Prep to Year 3 borrow their home readers weekly (3 to 4 extra books) during library lessons.
- If they forget their home readers on their library day, don't panic! They can come in the following morning or lunch time to exchange.
- If you would like more home readers, the students are allowed to change them at any time before or after school – except on their library day as it is best done during their lesson.
- Families can also join the library scheme and borrow resources to support their child's enjoyment of literature. The library is open during most lunch breaks for reading, writing, drawing, board games, and quiet collaborative indoor play such as the wooden train set construction, Lego, puppet play, dolls house, origami or puzzles.
- Students may borrow books during their library lesson, during lunch breaks or before school from 8.15am.
- The library iPads are available for student use at lunchtimes. The library staff are aware that a balanced life is important so they do monitor students' use of the iPads to one lunch time per week.
- Students may apply to become library monitors when they enter Year 5. This important role helps them to prepare for further leadership roles in Year 6.
- The library is a community space and as such we do not issue fines. If you believe that your child has lost a book please send an email or note to let us know, or pop in to the library in person. Although there are no fines, the library appreciates a few gold coins as a donation to help us buy a replacement book.



## Lost Property

Please ensure that **all** of your child's clothes and belongings (swim bag, lunch boxes, drink bottles etc.) are named clearly with a permanent marker. If items are lost, check with the class teacher and nearby areas first, then check the area outside the school uniform shop where lost items are stored in boxes. At the end of each term, the P&C will clean out all of the unnamed items for donating to charity or selling as second hand uniforms.

## Payments for School Activities

WESS is a cashless school. Payments can be made to the school in four ways.

- Pay Online via BPOINT (including over the phone payments)
- Pay Online via QParents (<https://qparents.qld.edu.au>)
- Pay Directly into the school bank account
- In Person at the Administration Office (card only), Monday to Friday 8am – 3.30pm
- Payment plans can be negotiated with the Business Manager, if required.

## Student Resource Scheme (SRS)

### **For Prep – Year 6**

Families have the option of joining our (SRS). Participation is for the life of enrolment unless you complete another SRS from to “opt out”. Parents/Carers choosing not to participate may be required to independently source the additional resources not included on the annual year level booklist, alternatively, invoices for additional resources may be requested throughout the year.

The SRS covers the costs of any additional stationery and classroom resources not included on the annual year level booklists (eg cooking, art, music, printing, photocopying and technology resources), or provided through the available allocated school funding. Excursions and incursions will be invoiced separately as they occur throughout the year.

## Health and Safety

There are a number of children at WESS with significant health care needs and health management plans. If your child develops or has a health concern, please contact the Administration Office, not the classroom teacher, so the appropriate processes can be actioned.

### **Infectious Medical Conditions**

Infectious medical conditions may require a time of absence by the child until the infectious stage has passed. Please refer to *Appendix 3 - Infectious Conditions Time Out* or contact the school for further information.

These details can also be found online - [“Time Out Poster - Queensland Health”](#).

### **Head Injuries**

Please see *Appendix 4 - Head Injuries* for the flowchart outlining school procedures for managing head injuries.

Further details can be found online - [“Managing Head Injuries – Education Queensland.”](#)

### **Medication**

Education Queensland’s policy requires parents/carers to give written permission for children to take medication at school. We are required to see proof that all medication (including over-the-counter medication) is prescribed by a doctor, i.e. medications to be administered at school must be provided in the original packaging with pharmacy label, including the prescribing doctor’s name, and within the expiry date. For safety reasons, children are not allowed to take any medication without adult supervision. (Self administered Ventolin is the only exception.) Please bring appropriately labelled medication to the school Administration Office and complete the appropriate paperwork if your child is required to take any medication during school hours.

## Illness/Accidents at School

The school has two First Aid Rooms. One is located on the first level of the Administration building (B block) and the second is located on the ground level of N block in Student Services.

If a staff member assesses an illness or injury, where necessary they will send the student to the nearest First Aid room. Following recovery/treatment time, where possible students may return to their classroom. If illness/injury persists, an Administration Officer will contact the parents/carers to arrange collection of the student from the specific First Aid room they are in.. The student needs to be signed out prior to you taking them home. In more serious situations, the accident procedure below will be followed.

In case of an accident, we will follow the procedure below:

- The seriousness of the accident will be assessed and normal first aid procedures will be followed. The student’s safety and well-being are our first concern. Parents/Carers will be notified accordingly.
- If the accident is serious an ambulance will be called and a parent/carer or an emergency contact person will be telephoned.

Ambulance cover is free in Queensland which allows the child to be transported to the hospital at no cost, should the need arise.

### Accident Insurance for Students

Some school activities and physical education, particularly contact sports, carry inherent risks of injury. We have been asked to advise parents/carers that the Department of Education does not have Student Accident Insurance cover for students. If a child is injured at school as a result of an accident or incident, all costs associated with the injury, including medical costs is the responsibility of the child, parent / carer. Medicare may cover some incidental medical costs. If parents/carers have private health insurance, some costs may also be covered through the private health insurer. Any other costs would be borne by the parents/carers.

Student Accident Insurance is an insurance policy that pays certain benefits in certain circumstances should your child have an accident. It is a personal decision for parents/carers as to the types and levels of private insurance they arrange to cover their child for any accidental injury that may occur. Parents/Carers should contact their insurer or an approved Australian insurance broker for more information about student personal accident insurance cover for their child.

Further details can be found online - [🔗 "Accident insurance cover for students - Education Queensland"](#).




## Communication

At WESS we are committed to providing a safe, inclusive and supportive environment which promotes open communication, respect, fairness and positive relationships between all stakeholders. Effective communication between schools, parents/carers, students and the community is the foundation for developing and maintaining partnerships.

The WESS Communication Framework provides our school community with guidelines for effective school communication. Communication in schools is complex due to a range of issues including privacy, security and the availability of information. Further details on school communication methods, procedures and guidelines can be found on our website - ["Communication Framework"](#).

The following table outlines the formal communication mediums at West End State School.

School to Home																							
Communication Tool	Description																						
Telephone	<p>For urgent matters, student absences, enrolments, changes to contact details, and to arrange time to meet with teachers or the School Leadership Team please contact the office by telephone: Phone: (07) 3010 8222</p> <p>Please note that office hours are Monday to Friday – 8:00am-3:30pm. Please refrain from contacting teaching staff on their personal mobile phones.</p>																						
 QPARENTS	<p>QPARENTS is a secure, online portal that has been created by the Department of Education to provide parents/carers of Queensland state school students with 24-hour access to their child's information. The QPARENTS portal is located online: <a href="https://qparents.qld.edu.au">https://qparents.qld.edu.au</a></p> <p>The portal allows you to securely access information about your child and communicate directly with your child's school.</p> <p>You are also able to update your child's details including address and medical conditions, submit reasons for unexplained absences, notify the school of future absences, and make online payments against school invoices.</p> <p>Once registered, parents/carers can login to the portal using their secure account details.</p> <p>You can access QPARENTS through a: smartphone (mobile browser, or download the QPARENTS app from the iTunes App Store or Google Play Store); Tablet; or personal computer</p>																						
West End State School Newsletters/ Date Claimers	<p>Below is the distribution schedule of newsletters and date claimers.</p> <p>The WESS Whole School Newsletter is published online utilising Australian Newsletter Publishing which provides for translation into many languages.</p> <table border="1"> <thead> <tr> <th>Week</th> <th>Communication</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Date claimer newsflash</td> </tr> <tr> <td>2</td> <td>Year Level newsletter</td> </tr> <tr> <td>3</td> <td><b>Whole school newsletter</b></td> </tr> <tr> <td>4</td> <td>Year Level newsletter</td> </tr> <tr> <td>5</td> <td>Date claimer newsflash</td> </tr> <tr> <td>6</td> <td>Year Level newsletter</td> </tr> <tr> <td>7</td> <td><b>Whole school newsletter</b></td> </tr> <tr> <td>8</td> <td>Year Level newsletter</td> </tr> <tr> <td>9</td> <td>Date claimer newsflash</td> </tr> <tr> <td>10</td> <td>Year Level newsletter</td> </tr> </tbody> </table>	Week	Communication	1	Date claimer newsflash	2	Year Level newsletter	3	<b>Whole school newsletter</b>	4	Year Level newsletter	5	Date claimer newsflash	6	Year Level newsletter	7	<b>Whole school newsletter</b>	8	Year Level newsletter	9	Date claimer newsflash	10	Year Level newsletter
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9	Date claimer newsflash																						
10	Year Level newsletter																						

School to Home	
Communication Tool	Description
WESS Website	<p><a href="http://www.westendss.eq.edu.au">www.westendss.eq.edu.au</a></p> <p>Contains access to information about the school including important policy, contact information, school reporting documentation and links to other resources and communication tools.</p> <p>A digital calendar can also be found on the website that highlights the most current upcoming events and should be checked in case of date changes to events.</p>
Email	<p>All families are requested to provide their email details on enrolment. Updates can be made by contacting the Administration Office or via QParents (<a href="https://qparents.qld.edu.au">https://qparents.qld.edu.au</a>).</p> <p>Newsletters are distributed via email.</p> <p>Staff have Department of Education email addresses and usually access their emails daily.</p> <p>Teachers will respond to parent/carer emails <u>within two (2) school days</u>.</p> <p>The administration email address is: <a href="mailto:admin@westendss.eq.edu.au">admin@westendss.eq.edu.au</a></p> <p>Administration Officers and the Leadership Team will access their emails at various times throughout the day and will respond to parents/carers also <u>within two (2) school days</u>.</p> <p>For urgent matters please telephone the school (07) 3010 8222.</p> <p>Parents/Carers may use email contact or QParents to advise of short-term student absences through illness or to submit organisational information.</p> <p>Please avoid using email to pass on messages about going home arrangements as staff may not always be able to access emails during the school day.</p> <p>Please refer to the email guidelines outlining expectations for parents/carers.</p> <p>Invoices related to school excursions and activities are distributed via email.</p>
WESS Facebook Page	<p><a href="https://www.facebook.com/WestEndSS/">https://www.facebook.com/WestEndSS/</a> West End State School Facebook page is used to provide updates on events and activities for the school.</p> <p>The WESS Facebook Page is a public page. Please adhere to the Queensland Department of Education Acceptable Use Guidelines and the Social Media Guidelines set out in the Communication Framework when contributing or commenting on the Facebook page.</p> <p>The Facebook page is an excellent place to check for any last minute updates, e.g. changes to sporting events due to inclement weather.</p> <p>Please note that the WESS Facebook page is also able to be viewed and accessed via the school website (homepage).</p>
West End State School Parent/Carer Handbook	<p>The Parent/Carer Handbook provides an overview of school policies and procedures. The Handbook is available on the WESS Website</p> <p><a href="https://westendss.eq.edu.au/supportandresources/formsanddocuments/documents/enrolments/parents%20carers%20handbook%202021.pdf">https://westendss.eq.edu.au/supportandresources/formsanddocuments/documents/enrolments/parents%20carers%20handbook%202021.pdf</a></p>
Contact with Teachers	<p>Appointments with teachers can be made via email or through the office. Teachers will provide contact email information at the beginning of the year, through class newsletters and parent/carer information evenings.</p> <p>If you wish to discuss your students' needs with the class teacher, it is important to remember that teachers are busy with the students in their classes from 8:40am to 3:00pm (Junior School) or 8.25am to 2.45pm (Senior School), therefore meeting times will be outside these hours. Remember that communication between parents/carers and staff is always welcomed and encouraged.</p>
Formal Parent/Teacher interviews	<p>Formal parent/carer and teacher interviews take place in Term 1 and Term 3 to discuss students' progress, concerns, goals and/or any other issues.</p> <p>Bookings for these interviews are made online via the link emailed to parents.</p>

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School to Home	
Communication Tool	Description
Parent/Carer Information Evenings	Parent/Carer Information Evenings occur in early Term 1 to outline the year ahead. Teachers will discuss processes, procedures, expectations and curriculum.
Report cards	Report cards are distributed (via email) twice per year – at the end of Terms 2 and 4. Report cards are also accessible via QParents.
School Opinion Survey	School Opinion Surveys are undertaken annually and are designed to obtain the views of parents/carers, students and school staff from each school on what they do well and how they can improve. Opinions on the school, student learning, and student wellbeing are sought from a parent/carer in all families and a sample of students from the school. Opinions on the school as a workplace are sought from all school staff and principals. There are additional questions for teaching staff on their confidence to teach and improve student outcomes. Key results of the survey are shared with the School Council and to the broader School Community via the School Newsletter.
Text Message Service	WESS utilises an automated text message service to notify parents/carers of unexplained student absences. These messages are usually sent by 10am in the event that a student has not attended school and the school has not been notified of this absence via telephone, QParents or other means. WESS may utilise the text message service to contact parents/carers in regard to other urgent matters, e.g. school closure due to extreme weather events. Generally the text message is sent to one parent/carer per student, unless other arrangements are in place.
Electronic Sign	The P&C funded the installation of a digital sign on the corner of Vulture Street and Hardgrave Road. This sign is updated by the School Administration team to provide information, updates and reminders for school events, activities and initiatives.
P&C Association	Website: <a href="https://wesspandc.org/">https://wesspandc.org/</a> email: <a href="mailto:office@wesspandc.org">office@wesspandc.org</a> Phone: (07) 3010 8281 Facebook: <a href="http://www.facebook.com/wesspandc/">www.facebook.com/wesspandc/</a> The West End State School P&C meets every second Tuesday of each month and consists of parents/carers and friends, who have created a warm and caring community within our school. They work closely together with the teaching staff to give our students the best education possible. The P&C operates the following school facilities: <ul style="list-style-type: none"> <li>• Outside School Hours Care (OSHC)</li> <li>• Uniform Shop</li> <li>• Tennis court hire</li> <li>• Vacation Care</li> <li>• Water Rats Swim Club</li> <li>• Tuckshop</li> </ul>
Permission Slips	Electronic permission forms for excursions/incursions will be emailed to families and need to be returned electronically. Please note that payment of an invoice related to an activity is not a proxy for a signed permission form. School protocols require signed documentation.



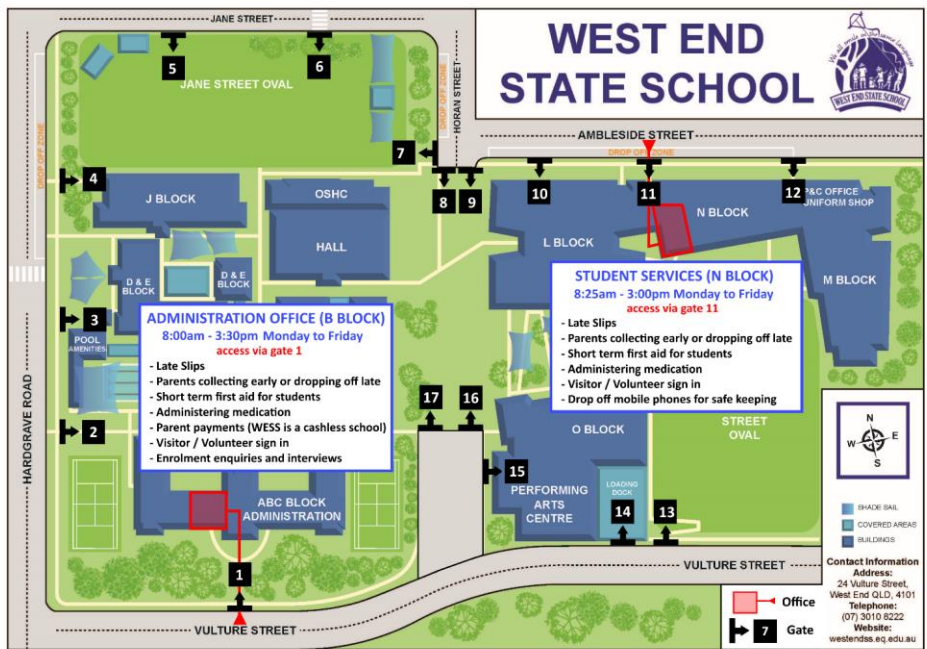
# Parent/Carer Involvement

We encourage parents/carers to be part of their child's education at home and in the classroom. We look forward to parents/carers sharing in the formal education of their children.

Parents/Carers are invited to participate in the Class Representative Program (see P&C section), classroom activities, to help out as a volunteer, or to offer personal skills or talents. Your involvement in classroom activities is of significant benefit to both the teacher and your child. Grandparents and community members are also most welcome to volunteer, but will need to obtain a Working with Children (Blue) Card. The cultural richness our visitors and volunteers add to our student learning is highly valued. All volunteer involvement within the classroom must be negotiated with, and is at the discretion of, the classroom teacher.

Visitors and volunteers are required to sign in and out each time they visit. A sign in desk is located inside the Administration Office foyer in B Block and also at Student Services in N Block. All VISITORS need to sign in on the iPads and collect a lanyard. They are to use the lanyard number to complete the sign-in information on the iPad and must wear the lanyard at all times whilst on campus. All VOLUNTEERS need to sign in through the iPads also, so that they are covered for insurance purposes.

Please also refer to the *Parents and Citizens' Association (P&C)* section in this handbook for more ways to be involved.



# Teaching and Learning

Further details can be found on our website - [“Curriculum”](#).

## Early Years

Prep lays the foundation for a child’s learning and on-going success at school. Our Prep – Year 1 Curriculum aligns the Australian Curriculum and Age-Appropriate Pedagogies to maximise children’s engagement in learning and to enhance student outcomes.

Prep – Year 2 are implementing the Australian Curriculum in all Learning Areas: English, Mathematics, Science, Humanities and Social Sciences, Technologies, Health and Physical Education and The Arts (Music, Visual Art, Drama, Media and Dance).



### **Shared Vision for the Early Years at WESS**

At WESS, we are passionate about fostering the development of the whole child (academic/cognitive, physical, social, emotional) using Age Appropriate Pedagogies to improve learning outcomes and inspire our students to believe they have the capacity to achieve. We are committed to providing a learning environment where students are actively engaged in purposeful learning experiences. The Australian Curriculum clearly defines what is to be taught, and teachers use their knowledge of children’s interests, strengths and capabilities to identify the most effective ways to teach curriculum content.

## Whole School Curriculum

At West End State School our aim, in partnership with parents/carers and families, is to ensure that every day, in every classroom, every student is learning and achieving.

At West End State School we teach to the Australian Curriculum. For more information, please refer to our website - [“Teaching and Learning”](#).

Optimising every student’s opportunity to achieve to their full potential lies at the heart of West End State School’s commitment to all students. At West End State School all teachers plan and implement the curriculum in such a way that each child can access the curriculum and be successful learners.

Our shared understanding of individualised and differentiated education at West End State School involves knowing the learner through the identification of student needs and responding to them in a planned approach so they are challenged, supported and encouraged to reach their potential.

We offer many programs to support, extend and enrich our students.



# WESS Signature Practices

The full set of WESS Signature Practices can be accessed on WESS Share.

## GUIDED READING

Engaging students to process increasingly challenging books with fluency and comprehension.



## AGE APPROPRIATE PEDAGOGIES

Shaping the teaching and learning in early years by inspiring young minds through age-appropriate pedagogical approaches.



## COMPLEX INSTRUCTION

Utilising group-worthy tasks and pedagogical moves that support all learners, drawing on a variety of mathematical smartnesses.



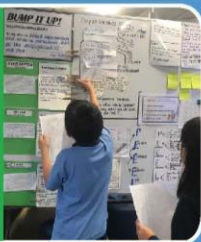
## QUICK WRITES

Engaging students in short, focused, creative and cross-curricular writing.



## BUMP IT UP

Immersed in authentic and visible learning, students see the learning intent, the next steps for improvement and the criteria required for success.



## PEDAGOGICAL DIFFERENTIATION MEETING (PDM)

Meeting the needs of students by discussing data and pedagogical differentiation.



## Music

Music is a strand of The Arts Curriculum. Classroom Music has a valuable role in our students' learning. Students from P-6 have one lesson each week with the Classroom Music Specialist, who provides them with opportunities to demonstrate core-learning skills and understandings from The Arts Curriculum. The music program is based on hands on learning, with all classes learning the ukulele and percussion instruments in addition to singing and music notation.

Opportunities to extend these skills are provided in the Instrumental Music Program and in each of the choirs. Evening concerts are held at the end of each semester to provide opportunities to gain performance skills. Dates for these are in the school calendar, found on the school website.

Additional information about the WESS Music Program can be found in the WESS Music Program Handbook on our website - [🔗 "Music"](#).



## Languages

West End State School is unique in that it offers 4 Language programs, including French, Spanish, Japanese, and Chinese, for all students in Years 5 and 6. Academic English is offered to English as an Additional Language students who are already bi-lingual or multi-lingual and is a selective entry program.

Students in Year 4 have the opportunity to experience each of the Language Programs in a rotation. At the end of Year 4, they select a Language, to commence further study.

Language lessons are conducted on Tuesdays and Wednesdays. Year 5 & 6 students have 80 minutes of lessons each week and the Year 4 students have 30 minute lessons.

The Language program aims to teach a variety of skills including:

- communication in the various languages
- linguistic awareness
- socio-cultural awareness
- general knowledge and
- learning-how-to-learn skills

## Health and Physical Education (HPE)

There are 2 components to the Australian Curriculum HPE program: (1) Personal, Social and Community Health and (2) Movement and Physical Activity. All students are expected to participate in learning through the HPE program. These lessons are delivered by our HPE Specialist Teachers.

In Term 1 and Term 4, our HPE Specialist Teachers conduct swimming and water safety lessons in our school pool supported by qualified swim coaches (Swimming lessons for Prep classes commence mid Term 1). In Term 2 and Term 3, the Movement and Physical Activity program includes ball skills, team sports, cross-country and athletics to explore movement concepts and skill development. In swimming, students with particular cultural or religious beliefs are catered for outside the normal lesson plan. Please see the HPE Specialist Teachers if this applies to your child.



## Prep Gross Motor Program

All prep classes participate in gross motor activities.



What are gross motor skills? Gross motor (physical) skills are those which require whole body movement and which involve the large (core stabilising) muscles of the body to perform everyday functions, such as standing and walking, running and jumping, and sitting upright at the table. They also include eye-hand coordination skills such as ball skills (throwing, catching, kicking) as well as riding a bike or a scooter and swimming.

Why are gross motor skills important? Gross motor skills are important to enable children to perform every day functions, such as walking and running, playground skills (e.g. climbing) and sporting skills (e.g. catching, throwing and hitting a ball with a bat). However, these are crucial for everyday self-care skills like dressing (where you need to be able to stand on one leg to put your

leg into a pant leg without falling over) and climbing into and out of a car or even getting into and out of bed.

Gross motor abilities also have an influence on other everyday functions. For example, a child's ability to maintain appropriate table top posture (upper body support) will affect their ability to participate in fine motor skills (e.g. writing, drawing and cutting) and sitting upright to attend to class



instruction, which then impacts on their academic learning. Gross motor skills impact on endurance to cope with a full day of school (sitting upright at a desk, moving between classrooms, carrying your heavy school bag). They also impact a child's ability to navigate their environment (e.g. walking around classroom items such as a desk, up a sloped playground hill or to get on and off a moving escalator).

Without fair gross motor skills, a child will struggle with many day-to-day tasks.



# Reading



## Home Reading

Reading is always a priority at West End. Students are encouraged to read daily– personal books and library books that are age and level appropriate.

A sequential home reading programme for Prep - Year 3 is also an integral part of a student's literacy development. Its purpose is to build confidence, fluency and comprehension of the text. We ask you as a parent/carer to play an important role by listening to and encouraging your child's reading development on a daily basis.

Prep – Year 2 readers are organised in Reading Levels from 1-30, with children progressing through levels after a wide range of text types are covered at each level. The progression through the levels will be based on an individual

Reading Assessment done by the teacher at regular intervals. The books, given as Home Readers, will be aimed at an easy level to promote confidence, fluency and the enjoyment of sharing a reading book. This means that students will be reading home readers at their independent reading level, which is usually **one level lower** than their Reading Assessment.

From Year 3 students move to a new series of books, which are levelled by reading age. The teachers use a reading assessment tool to determine their levels. As these books are longer and more complex, students will borrow 3 books per week rather than 4.

- All students from Prep – Year 3 will require a Home Reading Bag, available from the school uniform shop in order to receive their books each week.
- These bags are durable and usually last them throughout their primary school years. They are also used for homework and notes.
- Home readers are processed through the library as part of their weekly lesson.
- Prep students receive home readers from mid Term 1.
- At times, home reading is arranged through specialist staff e.g. STLaN, EAL/D.
- If students forget their home readers on their library day they will still receive one reader and they can bring in their home readers the next day for changing.
- The library is open before school from 8.20, at second lunch time and after school until 3.10pm.
- If you would like your child to read more books for home reading, they may bring in their books at any time during the week for changing.

Years 4-6 students are encouraged to read for both leisure and research during home reading time. They are able to borrow up to 4 books from the school library during their weekly borrowing time.

The Library facilitates the borrowing system for home readers. The best contact for misplaced or lost home readers is [library@westendss.eq.edu.au](mailto:library@westendss.eq.edu.au).

Teachers inform the library staff of students' instructional reading levels and therefore any queries in this regard should be directed to classroom teachers.



# Assessment and Reporting

## Assessment

Assessment and moderation processes take place throughout the year in many forms. To decide a final grade for reporting purposes, your child is involved with a series of assessment tasks. There are different types of assessments that our students and teachers engage with:

- **Standardised Assessment** is designed so that the questions, conditions for administering, scoring procedures and interpretations are consistent and administered and scored in a predetermined, standard manner, e.g. National Assessment Program — Literacy and Numeracy [NAPLAN] and the Progressive Achievement Tests in Reading [PAT-R] and Maths [PAT-M]
- **Diagnostic Assessment** is designed to identify areas of weakness and strength. Diagnostic assessment may include: checklists, running records (PM Benchmarks for reading in Prep to Year 2, IPI – Informal Prose Inventory for reading in Years 3-6), continua and formal assessment tools. It measures a student's current knowledge and skills for the purpose of identifying a suitable program of learning.
- **Formative Assessment** is used to map/monitor learning progress during a unit of work. Formative assessment provides ongoing feedback to teachers and students. The assessment provides information on progress, and identifies and addresses areas that require further development e.g. writing folios, work conferencing, teacher questioning, learning journals, portfolios, digital portfolios, reading logs, observations, interviews, and continua.
- **Summative Assessment** is generally completed at the end of a unit of work to document the level of achievement. Summative assessment may include: written tests, oral presentations, concept maps, problem solving activities, project work, essays, formal assignments and exams. This assessment can provide feedback to the teacher about the effectiveness of the unit of work. It provides evidence of student learning against the relevant achievement standard for each learning area or subject.
- **Moderation:** to ensure consistency of teacher judgment we rely upon consistent interpretation of assessment tasks and an understanding of how the standard is demonstrated in student responses. Across each year level, our teachers implement processes, such as moderation, to support consistency of teacher judgments and comparability of reported results. They ensure that there is a common understanding about the process for developing assessments, making judgments and determining overall levels of achievement across each year level.

## Reporting

Report cards are distributed twice per year – at the end of Terms 2 and 4.

## Parent/Carer-Teacher Interviews

An opportunity will exist in Term 1 and in Term 3 to discuss your child's progress with their teacher. The School Online Booking System (SOBS – link on the school website) is utilised for parents/carers to book their preferred interview time. If you have any questions or concerns regarding your child's progress, this is the time to discuss these concerns. It is a valuable time for parents/carers and teachers to share information. Please note that it is school policy that only one interview time is provided per child during this interview period.



## Learning Enhancement Team (LET's Succeed)

Our Learning Enhancement Team (LET) meets weekly to discuss the individual needs of students referred. The members of the team are:

- 1 Deputy Principal
- Guidance Officer
- Head of Inclusion
- Inclusion Teachers
- Student Support Worker (SSW)

NB. Meetings may also be attended by Advisory Visiting Teachers (AVT) – Hearing Impaired, Physical Impairment, Speech and Language, Vision Impairment

Students may be referred for any of the following reasons:

- Academic
- Social and/or emotional difficulties
- Disability
- Speech and language difficulties
- English as an additional language and dialect



The team makes recommendations based on the information and data presented by the referring staff member. A letter outlining the recommendations by the committee is sent to the parent/carer by the Chairperson, as soon as possible after the referral has been processed. See also *Appendix 5 - Responding to a Student's Learning Needs: Parent/Carer Information*.

Classroom teachers generally refer students to the team; however, it is possible for parents/carers to bring their concerns to the team via the classroom teacher. At times, a referral may be requested by the School Leadership Team. In addition to classroom differentiation which is used by teachers to cater for individual needs, a number of support programs can be accessed to address individual student's needs.

### Whole School Curriculum Differentiation

#### **Guided Reading**

Guided Reading is a minimum two hour a week differentiated approach to teaching reading comprehension from Prep to Year 6.

#### **Inclusion Teachers: Literacy and Numeracy Support**

Inclusion Teachers work with classroom teachers and other members of the school and local community to improve student outcomes with a focus on literacy and numeracy. A team approach ensures that all students have access to the curriculum regardless of their differences. The Inclusion teacher in consultation with classroom teachers and the Leadership Team, plan and manage year level and classroom intervention, based on current data.

In addition, the Inclusion Teachers assist classroom teachers to identify, plan learning programs for identified students and support learning in the classroom. This may include:

- working in the classroom
- teaching individual and small/large groups of students
- withdrawing individual students for focused instruction

#### **Inclusion Teacher –Transition**

The Inclusion Teacher – Transition supports students in Prep before, during and after their transition to Prep. They work closely with teachers, parents and our local Early Years Education Centres to ensure a great start to school for all students.

### ***Inclusion Teacher: Students With Disability***

Inclusion Teacher – SWD supports students with disability to access classrooms and programs, providing differentiated plans and processes. They support the inclusion of students within the school community and assist parents and staff to meet these students’ needs.

### ***Inclusion Teacher: English as an Additional Language/ Dialect (EAL/D)***

West End State School offers English support to students who speak another language, who may be newly arrived in Australia or born in Australia and have English language needs. EAL/D teachers work within school teams to support EAL/D learners to develop the English language required to access and achieve across the school curriculum. EAL/D teachers help classroom teachers to work with EAL/D learners in whole class contexts as well as providing intensive teaching to small groups or individual EAL/D students if required.

Our EAL/D teacher and teacher-aides offer this support to students across all year levels.

### ***Inclusion Teacher: Gifted Education Mentor***

The Gifted Education Mentor collaborates with teachers to provide rigorous, relevant and engaging learning opportunities for gifted and talented students that align with their individual needs, strengths, interests and goals.

### ***ELEV8***

The West End State School ELEV8 program identifies and supports highly capable students. ELEV8 provides opportunities for further learning in every subject area and is designed to expand student knowledge and develop new skills. ELEV8 aligns with the School Strategic Plan by promoting creativity, collaboration, challenge and connection to the real world.



ELEV8 projects are relatively short courses based around a single topic. Most school developed courses last one term, though some external opportunities and competitive events last longer. ELEV8 projects are for students who need the challenge of a curriculum with rigour and high expectations. The curriculum is enriched and designed to meet the students’ learning through the use of problem-based learning in a small group, with hands-on lessons and analytical thinking skill units. Students are stretched, allowing them to take risks and discover new and challenging ideas.

Students are identified or selected for the ELEV8 program by teachers and the Leadership Team based on

- teacher evaluation and recommendation
- class performance (most recent grades and assessments)
- standardised testing
- auditions, trials or submissions
- student interests and experiences

### ***Guidance Officer***

The Guidance Officer collaboratively negotiates, develops and implements programs for students that have a focus on preventative and early intervention strategies that are responsive to identified personal, social, emotional and educational needs. In addition, the Guidance Officer provides counselling, psycho-educational assessment and/or individual student support, recommendations and advice to students, teachers and parents/carers concerning educational, behavioural, mental health and family issues.

### ***Student Support Worker (Part-time)***

The Student Support Worker is employed part time, by an outside not-for-profit organisation and is based at West End State School to offer extra support to students and their families. The SSW’s objective is to use play, activities, games, stories, books and worksheets to enhance students’ social-emotional skills and development and monitor their own behaviour.

### ***Speech and Language Pathologist (Part-time)***

Speech–language therapy services can support individuals with difficulties in the areas of language, speech, voice, fluency, oro-motor functioning, or complex communication needs.

### ***Advisory Visiting Teachers (Visiting)***

Advisory visiting teachers (AVTs) support students across a number of schools. AVTs mainly specialise in one or more of the six Education Adjustment Program (EAP) disability categories:

- autism spectrum disorder (ASD)
- hearing impairment (HI)
- intellectual disability (ID)
- physical impairment (PI)
- speech-language impairment (SLI)
- vision impairment (VI)



# Extra-Curricular Opportunities

## Sport

### Inter House Carnivals

Participation in sports carnivals occurs throughout the year. Swimming carnivals occur in **Term 4** for all year levels. Cross Country/Trials/P-3 Obstacle Fun Run take place in Term 2. There is an Inter House Carnival for athletics and this usually takes place at the end of **Term 2** (Years 4-6), and early in **Term 3** (Prep-Year 3). These carnivals are designed to maximise participation by all students. Students are allocated to one of four sports Houses for inter house sport education activities on enrolment:



House Name	House Colour	Native animal named after
Baruga	Red	Kangaroo Rat
Chullawong	Green	Mountain Magpie
Dungar	Yellow	Pelican
Kurilpa	Blue	Water Rat

### Inter School Sport and Intra School Sport

There are four levels of participation (School, District, Region and State) and students participate in one or all four of these levels, providing them with multiple opportunities to further develop their skills. Should your child achieve selection at Regional/State level, financial assistance may be available through the P&C.

We also have a parallel intra school Sport Education program available for students not participating in the inter school competitions.

Each activity in each program incurs a cost and families can choose an option that suits. Students and their parents/carers need to select preferences from the options provided. These will be collated in Week 2 of Term 1 and Term 3, so sports buses and coaches can be organised. Some of these sports/activities have limited spaces available, hence the request for preferences.

Our school participates in the Mt Gravatt and Ekibin District Inter School Sports competitions. Should any of our teams finish in top position of the District or Regional competition and have the opportunity to compete at the next level of competition, our school will follow the District & Regional Guidelines for selection of school representatives in the finals. The children chosen to play in this new competition will be at the discretion of the school coach in consultation with the school Leadership Team. These children may not have played in the regular season.

### Eligibility for Inter School Sport Program

- All children in Years 5-6 are eligible for the inter school sport program.
- Year 4 students participate in a skills development program in preparation for participation in inter school sports in Years 5-6.



### Dates (These dates may vary due to term lengths)

The Winter season starts in approximately Week 5 of Term 1 and finishes in approximately Week 5 of Term 2.

The Summer season starts in approximately Week 5 of Term 3 and finishes in approximately Week 5 of Term 4.

The sports that may be offered on Fridays for Years 5-6 School Sports are as follows:

Inter School Sports	Intra School Sports
Children travel to compete against other schools in the Mt Gravatt and Ekibin District Sports Competition.	Children participate in activities that are non-competitive within the school grounds or the immediate local area. All of these activities are supervised by teaching staff. Some staff may also be from outside agencies. The children also learn rules and safety aspects of the activities.
<b>Winter Inter School Sport may include</b> Soccer - boys and girls Netball - girls Rugby League – boys (girls can play in this competition) Touch Football – girls	<b>Winter Intra school Sport may include</b> 1. Tennis 2. Gym (local area with qualified instructors). 3. Skipping 4. Dance 5. Fencing 6. Yoga
<b>Summer Inter School Sport may include</b> Basketball - boys and girls AFL - boys and girls Touch Football – boys Volleyball – boys and girls	<b>Summer Intra School Sport may include</b> 1. Tennis 2. Gym (local area with qualified instructors). 3. Skipping 4. Dance 5. Fencing 6. Yoga
<u>Approximate Cost</u> A definite cost for the 10 week season will be sent home via invoice prior to the sport commencing. <b>Payment must be completed prior to the commencement of the season.</b>	<u>Approximate Cost</u> A definite cost for the 10 week season will be sent home via invoice prior to the sport commencing. <b>Payment must be completed prior to the commencement of the season.</b>

### **Uniforms - Inter School Sport only**

Thanks to our sponsors, the school supplies team jerseys. These jerseys are not to be taken home by students individually but are collected at the end of each game and a team roster of parents/carers is organised to wash and return them. The unisex navy shorts with sky blue side strips are also the sports shorts and **MUST** be worn for all inter school sport and intra school sport going out of the school. The navy blue football/soccer socks **MUST** be worn for rugby league, soccer and AFL.

See *Appendix 2 - Student Dress Code*.



### **Safety**

Shin pads must be worn for soccer (Regional Sports Office directive). Mouth guards are **compulsory** and head guards are highly recommended for contact sports such as AFL and Rugby League.

### **Training**

The commitment your child makes to a team sport involves training. The skills are important, as is the responsibility to the coach and other team members. Developing a sense of teamwork is a valuable lesson that is learned in sport. A roll will be kept by the coach.

**Permission**

A digital permission form will be provided to allow your child to participate and travel by bus (for inter school sport) to his/her chosen sport. This must be signed and dated before your child will be allowed to participate. A permission form needs to be signed by parents/carers for intra school sport activities also.

**Sport Selection**

Selections are finalised for both winter and summer sport/activities by Week 3.  
ONCE A SPORT/ACTIVITY HAS BEEN CHOSEN CHANGES WILL NOT BE PERMITTED.

Throughout the year, a number of before or after school sport clinics are run by external providers, at West End State School, to promote interest and skills in particular sports, and a cost is usually involved. These are advertised through our school newsletter. School Incursions and Excursions

Students will have the opportunity to participate in various incursions and excursions during the school year. These have been planned to enrich their knowledge of the curriculum .

Excursions or incursions require permissions and usually a payment for students to be able to attend. Parents/Carers will be sent an email outlining costs, venues, times and any travel arrangements; as well as a Tax Invoice. Permissions slips will need to be completed either electronically or on paper. Payments of Tax Invoices can be made via BPoint, QParents, through the Administration Office or by direct bank transfer (on request). Payment plans can be negotiated with our Business Manager if required.

**School Camping Program**

The school has a camping program for Years 4-6. Parents/Carers are encouraged to send their children on these educational experiences. Parents/Carers will be given advance notice of these camps.

Year	Location	Duration	Focus
Year 4	Currimundi	3 days / 2 nights	Be Strong
Year 5	Luther Heights	4 days / 3 nights	Leadership
Year 6	Yandina	4 days / 3 nights	Preparing for a New Frontier



## Instrumental Music

Instrumental music is offered to students in a range of brass, woodwind, percussion and strings instruments. This program has a limited number of places available and recruitment takes place in Term 4 for the following year. If accepted into the program, students are expected to fulfil their commitment to practise, attend lessons and be part of the school ensemble and regular school performances. The Instrumental Music Teachers coordinate the ensemble practice times. This is a user-based program, whereby students are required to purchase some music books and instrument accessories such as valve oil, reeds or strings. All ensemble music, use of stands and other music equipment, entry to competitions and special excursion performances are covered by the annual levy. This levy is payable by Week 4 each year.

Instrumental Music Teachers give 30 minute instruction once a week, during school time, in woodwind, brass, and percussion from Year 4 and strings from Year 3. There are instruments available for hire. Please note students undertaking viola, violin and cello must provide their own instrument from the start of learning. Students playing instruments such as Flute, Clarinet, Alto Saxophone, trumpet, Trombone and Bass Guitar are required to provide their own instrument after the first year of hiring. More expensive instruments such as Bases, Euphoniums, Tubas, Bass Clarinets, French Horns, Tenor Saxophones and Baritone Saxophones may be hired for the duration whilst participating fully in the Instrumental Music Program at West End State School.

There are 4 instrumental music groups which are conducted by specialist Instrumental Music Teachers, with rehearsals once a week from 7.30am:

- Senior Band
- Junior Band
- String Orchestra
- Senior String Ensemble

Any questions regarding the school instrumental music programs can be directed to [Band@westendss.eq.edu.au](mailto:Band@westendss.eq.edu.au) or [Strings@westendss.eq.edu.au](mailto:Strings@westendss.eq.edu.au), as appropriate.

## Choirs

Year 2-6 students have an opportunity to join a choir from Semester 1 each year. Year 1 students are welcome to join from Semester 2. There is an annual levy per student to cover the costs of music, choir microphones, speaker systems etc., payable within 4 weeks of joining the choirs. Any questions regarding the school choir program can be directed the [Choir@westendss.eq.edu.au](mailto:Choir@westendss.eq.edu.au).

The school has 3 choirs and the formations will be advised each year when the details are finalised. This information will be made available through the school newsletter.



Commented [CS(2)]: Coralie is this correct??

## Active School Travel (AST)

Brisbane City Council's (BCC) Active School Travel (AST) program is designed to educate and motivate students; parents/carers and teachers to leave the car at home and actively travel, reducing traffic in and around school areas. Active School Travel promotes sustainable and healthy travel modes such as walking, cycling, scootering, carpooling and public transport.

Since 2007, West End State School has been part of the Brisbane City Council Active Schools Travel Program. As a school community we are encouraging all parents/carers to reduce the traffic congestion around the school and support their children to walk to school. If this is not possible, try to park 500m away from the school and walk the last part. Many students walk to school. We expect students and parents/carers to follow pedestrian road rules. Please ensure that your children are familiar with these road and safety rules. We expect students to cross Vulture Street at the lights situated at the corner of Vulture Street and Hardgrave Road. At the crossings on Hardgrave Road and Jane Street, we have the services of our Crossing Supervisors. EVERYONE, including adults, should use the crossings provided, and follow the directions of our Crossing Supervisors to ensure the safety of our community.

If your child rides a bike or a scooter, please ensure he/she wears a helmet and is familiar with road safety procedures. Developmentally, children under 12 should ride to school with an adult using footpaths, rather than the roads. Bike and scooter racks are provided in the school grounds. All bikes and scooters should be clearly named. Providing a chain or locking mechanism for your child to use while the bike/ scooter is at school, is very beneficial.

The Active School Travel Parent/Carer Committee meets each term. The group helps in the planning and implementing of strategies to promote Active School Travel. New members and new parents/carers are always welcome to join the working group.



## Use of ICT Facilities and Devices

### What is Acceptable/Appropriate Use/Behaviour by a Student?

Students are expected to comply with school rules and expectations both on and offline. This includes compliance with Education Queensland's "Code of School Behaviour", the school's Student Code of Conduct and Communication Framework.

### What is Unacceptable/Inappropriate Use/Behaviour by a Student?

It is unacceptable for students to: download, distribute or publish offensive messages or pictures; use obscene or abusive language to harass, insult or attack others; deliberately waste printing and Internet resources; damage ICT equipment; violate copyright laws which includes plagiarism; use unsupervised internet chat or email services (e.g. Hotmail), send chain letters or Spam email (junk mail). Usernames and passwords are to be kept by the student and not divulged to any other individual (e.g. a student should not give their fellow students their username and password). Students cannot use another student or staff member's username or password to access the school's network, including not trespassing in another person's files, home drive or email. Additionally, students should not divulge personal information (e.g. name, parent/carer's name, address), via the internet or email, to unknown entities or for reasons other than to fulfil the educational program requirements of the school.

### What Awareness is Expected of Students and Their Parents/Carers?

Students and their parents/carers should:

- understand the responsibility and behaviour requirements that come with accessing the school's ICT network facilities and ensure they have the skills to report and discontinue access to harmful information if presented via the internet or email
- all the ICT facilities should be utilised with good behaviour as stipulated under the school Student Code of Conduct
- students breaking these rules will be subject to appropriate action by the school which may include restricted network access for a period as deemed appropriate by the school

### Cybersafety

Cybersafety refers to online behaviour that is safe, appropriate and responsible.

To help prevent cybersafety incidents, students are taught how to:

- use technology appropriately and responsibly
- behave in ways to enhance their own safety

Parents/Carers are reminded that **children 12 years and under should not** have a social media account, including Facebook, Instagram or Snapchat. We encourage parents/carers to monitor the contacts their children make and the information/images they share when they access all forms of social media.

These are some links to help you to support your child to be cybersafe:

<https://www.qld.gov.au/education/schools/health/cybersafety>

<https://www.esafety.gov.au/parents>

<https://behaviour.education.qld.gov.au/resources-and-publications/resources>

<https://behaviour.education.qld.gov.au/resources-publications/Documents/cyberbullying-parents-caregivers-guide.pdf#search=cybersafety>

Refer also to our website - 🌐 "Student Code of Conduct 2020-2023".



## Parents and Citizens' Association (P&C)

The West End State School Parents and Citizens' (P&C) Association works in productive partnership with the school principal and the community to promote the interests of the school, and facilitate its development and further improvement, to achieve the best possible outcomes for students.

To support this, the WESS P&C businesses and services support WESS families, by providing affordable uniforms, tuckshop and café services, outside school hours care, swimming lessons and tennis court hire, etc. Any profits from these businesses and services, along with P&C fundraising, support additional services and infrastructure of the school. Over the past few years, the P&C has delivered over \$1.25 million in support of the school.

This includes the following over 2019-2022 to date:

- \$335,000 IT devices for student use, library books, etc.
- \$265,800 New storage & office area for OSHC
- \$ 50,000 Water Rats coaches for in-class swimming lessons
- \$ 30,000 PE teacher salary contribution
- \$ 15,000 School Values / Vision Branding
- \$ 17,700 Kitchen appliances for new tuckshop
- \$ 49,600 New fence to Horan Street and Hardgrave Road
- \$239,700 P&C Office and Uniform Shop
- \$ 32,000 Nature play area
- \$ 62,000 Oval maintenance / grounds keeping
- \$ 51,700 Air conditioning
- \$ 65,000 Hepa Air Purifiers

The P&C Executive team is run by parent and carer volunteers of WESS - all of whom generously donate their time and energy to help improve our school and community.

The P&C is made up of the P&C Executive team and its membership body.

The P&C Executive team consists of the following positions:

- President
- 4 x Vice Presidents (Outside School Hours Care, FUNdraising, Community Engagement and Grounds & Facilities)
- Treasurer
- Secretary

The following areas are coordinated by Liaisons:

- Uniform shop
- Tuckshop and Café
- Swim club
- Grants

Our P&C meets in person at the Teacher Staff Room in N Block or online (via Bluejeans) on the second Tuesday of each month at 6.00pm. Everyone is welcome to attend and to be involved in discussions at a P&C meeting, however, voting is limited to members only. Membership forms are available online at the P&C website [www.wesspandc.org](http://www.wesspandc.org) and at every P&C meeting.

The Annual General Meeting is held in March of each year. At the AGM, all executive and convenor positions are vacated and become available for election. Nominations are then taken for each position and voted upon.



## Parent/Carer Involvement

Your help will go a long way to making our P&C services more efficient and you will reap the benefits of getting to know the school and its community better. We would love for you to get involved. Any amount of time you can offer is precious. You could help run an event, do a one-off task, take on a bigger project or just help out at one of our events. If you are keen to volunteer your time or resources in support of any of the P&C ventures, please email [office@wesspandc.org](mailto:office@wesspandc.org) or look out for our email volunteer sign up.

Volunteering is a great way to make new friends and support your school as well as having loads of fun. We are always looking for new ways to bring the community together so let us know if you have any ideas. Come along to one of our WESS Community Morning chit-chat and fundraising meetings every 1st Wednesday of the month from 8.30am onwards at the Café. We always look forward to meeting new faces and having a chat.

Contact the P&C Operations Manager at [office@wesspandc.org](mailto:office@wesspandc.org) or 07 3010 8281 for further information about the P&C, Executive, services on offer, using Flexischools or how to get involved.

## Parent/Carer Representative Program

The Parent/Carer Representative Role is another way for parents and carers to become involved in our school community. The Parent/Carer Representative Program was developed by the WESS School Council to enhance involvement and is coordinated by the WESS P&C.

The purpose of the Parent/Carer Representative is to help foster good communication in the school community by engaging parents and carers and building social networks within the school. This is an important role at every year level and is particularly helpful for new parents and carers to the school. The Class Representative is assisted by the Vice President of Community Engagement. Class Representative meetings are held once per term. These meetings provide an opportunity to discuss any issues relating to the role and to share information about upcoming events and class/year level activities. Any parent or carer can volunteer for this role.

Examples of this role:

- Welcoming new families to the class and assisting them in getting to know other families and to feel part of the school community.
- Organising opportunities for parents and carers to get to know each other outside of school, e.g. morning teas and dinners for parents/carers, picnics, group play dates for the children.
- Encouraging and supporting parents and carers of the class group to get involved in the school community, including activities and events, e.g. School Fete, Colour Fun Run, Parents'/Carers' Day Stall.

Being a Parent/Carer Representative is a great way to get to know other parents and carers in the school and to make new friends. It is a relatively easy volunteer role. If you are interested in volunteering for your child's class or year level, please email [engagement@wesspandc.org](mailto:engagement@wesspandc.org).



### Flexischools

Some of the P&C services can be accessed by Flexischools e.g. the Tuckshop, the Uniform Shop and donations to the P&C.

Flexischools is an easy online service that lets you pay, book and order directly for these services. To get started with Flexischools you need to download the app or go to the website, enter in our school name and then create a profile for each child attending the school. It is very easy and secure to use. <http://www.flexischools.com.au/>

## Uniform Shop

The Uniform Shop is most likely the first point of contact with the P&C for new families. Our Uniform Shop team are very welcoming and have a wealth of knowledge to share as well as extensive retail experience.

### Location

The Uniform Shop is located on the lower level of M Block (Gate 12, Ambleside Street).

### Opening Hours

Mondays 8.00am-9.30am and Thursdays 2.00pm-3.30pm during the school term.

### What We Supply

The Uniform Shop stocks the compulsory school uniform and additional items. Please visit our website for a full catalogue: <https://wesspandc.org/uniform-shop/>

### How to Order

You can visit the shop during opening hours or order online at <http://www.flexischools.com.au/>. Orders will be delivered to classrooms on Monday or Thursday for your child to take home.

### Payment

Payment can be made by Flexischools, EFTPOS or credit cards.

### 2nd Hand Uniforms / Lost Property

We gratefully accept donations of clean 2nd hand uniforms in good condition for resale. The lost property bins are located near the Uniform Shop and we assist with returning named lost property items to their owners.

### Contacts

The Uniform Shop can be contacted by phone: 07 3010 8202, by email: [uniformshop@wesspandc.org](mailto:uniformshop@wesspandc.org) or in-person.

## Tuckshop

The multi-award winning WESS Tuckshop provides high quality, affordable food to the school staff and students. The Tuckshop is run by dedicated managers and volunteers from the P&C community.

The Tuckshop follows the guidelines of [Smart Choices – Healthy Food and Drink Supply Strategy for Queensland Schools](#). Most of the food sold at the Tuckshop is made on site using only the freshest and best quality ingredients.

### Location

The Tuckshop is located on the ground level of O Block (underneath the Performance Arts Complex).

### Opening Hours

The Tuckshop's hours of operation are from **8.00am to 1.40pm, Monday to Friday** during the school term.

### Menu

The Tuckshop menu is available on [Flexischools \(www.flexischools.com.au\)](#), the [school website \(https://westendss.eq.edu.au/facilities/tuckshop\)](#), or from the Tuckshop counter. The menu changes each term, so please visit Flexischools or the school website for the current menu.



### **How to Order**

Ordering from the Tuckshop is easy with an online ordering system [Flexischools \(www.flexischools.com.au\)](http://www.flexischools.com.au). All orders need to be placed by 8.30am. Food orders are collected by each class at the beginning of each break and taken to the classrooms. Iceblocks may be ordered through Flexischools for 2<sup>nd</sup> lunch and are sent in class tuckshop baskets. Iceblocks\* may be purchased over the counter during 2<sup>nd</sup> lunch playtime only.

\*Please note there is a limit of one iceblock per child for over counter purchases. There is no limit for iceblock orders on Flexischools.

Orders can be cancelled through Flexischools if your child will not be attending school that day. If you are unable to cancel an order, please call the Tuckshop for assistance before the 8.30am cut-off time.

### **Payment**

Payment is made when ordering online with [Flexischools \(www.flexischools.com.au\)](http://www.flexischools.com.au) or by EFTPOS, credit card and cash prior to 8.30am. Payment for iceblock sales by cash only.

### **Volunteering**

Volunteers are essential to the successful operation of the Tuckshop. There are two shifts per day – the morning shift from 8.30am to 11.30am and the afternoon shift from 11.30am to 1.40pm. Please contact the Tuckshop if you would like to join the team of volunteers.

### **Contacts**

The Tuckshop can be contacted by phone: 07 3010 8201, by email: [tuckshop@wesspandc.org](mailto:tuckshop@wesspandc.org) or in-person.

### **Café**

The WESS P&C Café opened in February 2022 and caters to the school's teachers, parents/carers and staff. The Café offers barista style coffee and other beverages. There is also a selection of delicious baked goods available for purchase. The Café is the newest addition to the P&C services which aim to bring the WESS community together.

### **Location**

The Café is located within the Tuckshop at O Block (underneath the Performance Arts Complex).

### **Opening Hours**

The Café is open from **7.00-11.45am Monday to Friday** during the school term. Please note opening hours may be subject to change.

### **Payment**

Payment can be made by card only.



## Outside School Hours Care (OSHC)

The OSHC Service is licensed and operated by the Executive of the West End State School Parents and Citizens Association, offering Before School Care, After School Care, and Vacation Care for our school families. We provide care that, while meeting the compliance requirements and the National Quality Framework, creates a unique service which reflects the diverse community of West End. WESS OSHC is licenced for 300 children to attend each session. As we have many children attending each day, we have a large team of passionate and qualified staff.



### **Our Philosophy**

We accept each and every child as a unique individual. We have respect for each family's needs and considerations. We aim to create a warm inviting environment that will nurture and support the children as they grow and develop. Each and every child will be encouraged to develop socially, physically as well as emotionally through our age-appropriate, stimulating activities and environments. We aim to offer interesting programs which celebrate our cultural diversity and which promote gender equity.

### **Hours of Operation**

Our service caters specifically for primary school-aged children including prep-aged children during these hours:

- Before School Care (7.00am – 8.40am)
- After School Care (2.45pm – 6.00pm)
- Vacation Care (7.00am – 6.00pm)
- Pupil Free Days (7.00am – 6.00pm)



### **What is provided?**

All resources, crafts and activities (other than extra-curricular activities) are included in the fees. ***The WESS OSHC program is based on the interests, ideas and needs of the children attending the service. We strive to assist the children in becoming life-long learners and community members by engaging in play.***

The Before School Care program provides a light, nutritious breakfast such as cereal, toast, milk, and yogurt in the mornings. The service cook, often surprises the children by making them something extra in the mornings, including muffins, scones, pikelets and more. Activities include crafts and sports options, as well as reading, construction, and self-directed activities.

***The After School Care Program provides rotating termly menus. Our menu includes sushi, sandwiches, tacos, homemade muffins, cakes, biscuits, pasta and cultural meals. Fruit is always provided to children with these meals at after-school care. The service follows Nutritional guidelines and is guided by PANOSH, a health and wellbeing-related service run by QCAN. You will find our menu on the service website.***

This is followed by a range of activities with a variety of arts and crafts, sports, construction, board-games, cooking, gardening, reading, relaxing, self-directed activities, and much more.

During Vacation Care, breakfast, morning tea, and afternoon tea are provided. Lunch is required to be brought from home. The service aims to be a nut-free zone for children with allergies. Vacation Care program is run during the school holidays and Student Free Days. On these days we are open from 7AM till 6PM. During Vacation Care, excursions or incursions are undertaken at an additional cost.

### **Enrolment, Bookings and Fees**

The Service is often full with permanent bookings, and can only cater for casual users when vacancies, and staff to child ratios permit. Additionally, there are waitlists for afternoon permanent bookings on most days. The Child Care Subsidy is available to eligible families. Please register with Centrelink directly – Phone: 13 61 50. Please check out the OSHC information regarding enrolment, bookings, fees, and all other service related information via the P&C website [www.wesspandc.org](http://www.wesspandc.org)

### **Contact us**

For any enquiry, , please contact the OSHC Management Team:

Landline: 07 3010 8282                      Email: [wessoshc@wesspandc.org](mailto:wessoshc@wesspandc.org)  
Mobile: 0412 153 706                      Website: [www.wesspandc.org](http://www.wesspandc.org)

### **Swim Club**

Club night is held on Thursday evenings during Terms 1 and 4 and offers a non-competitive environment for your child to refine or show off their swimming ability. Club night gives you a chance to cheer them on and meet other parents/carers. Club nights start at 6.00pm and finish around 8.00pm, with a \$5.00 entry fee per family. A BBQ dinner and drinks are available. Please contact the club night coordinator ([swim@wesspandc.org](mailto:swim@wesspandc.org)) or the P&C Operations Manager if you have any questions or if you would like to be involved.



### **FUNdraising Activities**

The P&C hold several fund raising activities throughout the year. These can include School Fete, Colour Fun Run, Movie Nights on the school oval, Mothers'/Carers' Day Stall, Fathers'/Carers' Day Stall and food/beverage stalls at the annual school WEcreate Arts Showcase. All these events are organised and run by volunteers and raise much needed funds required by the P&C to maintain the various services as well as making regular donations to the school in the form of teacher support material and IT hardware.

Parents and carers of the school can also contribute through the P&C Voluntary contribution appeal.

For more information about fundraising activities or to offer your time, please email our VP of Fundraising at [fundraising@wesspandc.org](mailto:fundraising@wesspandc.org).

### **Tennis Court Hire**

The P&C manages the public hire of the school tennis courts via Tennis for Kids, and the proceeds from the court hire are directly invested in our school. Availability will depend on existing bookings.

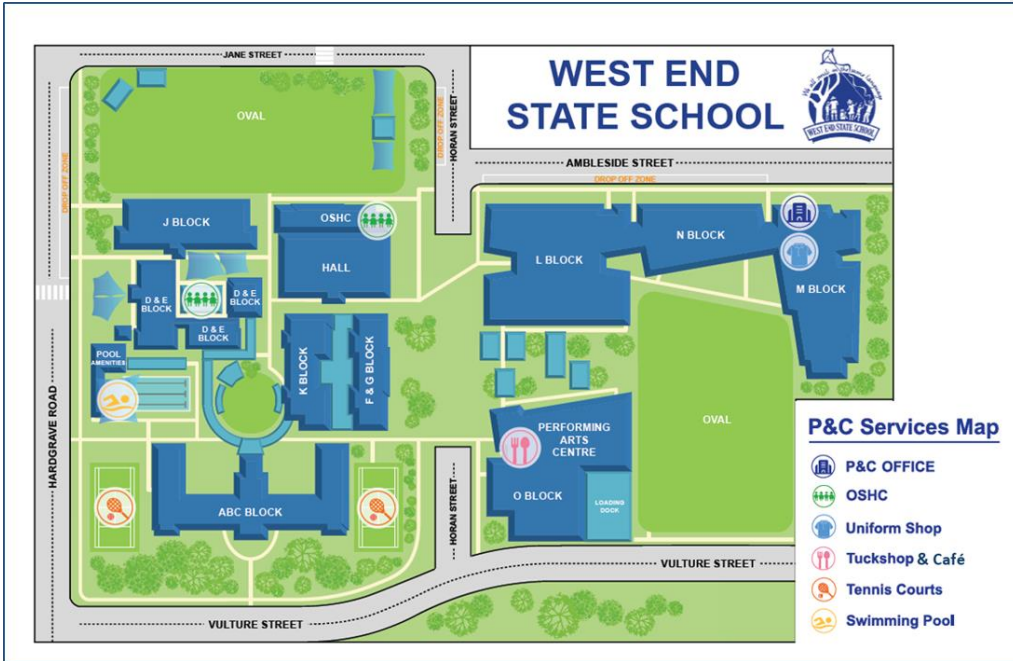
### **Fees**

The courts are available during the daytime at \$18 per hour and \$20 per hour for evening sessions requiring lighting.

### **Bookings**

To make a booking, please email: [info@tennisforkids.com.au](mailto:info@tennisforkids.com.au).

P&C Services Map



## Appendix 1 - The West End Way and Rules



# The West End Way

### Our Vision



Empower every student to achieve their personal best to make the world a better place.

Our Values	Our Rules	Our Practices
 <p><b>Creativity</b></p>		
 <p><b>Confidence</b></p>	<p><b>Be Respectful</b></p>	
 <p><b>Challenge</b></p>		<p><b>Growth Mindset</b></p>
 <p><b>Compassion</b></p>	<p><b>Be Responsible</b></p>	
 <p><b>Community</b></p>		
	<p><b>Be Safe</b></p>	

## We All Smile in the Same Language

# The West End Rules



## Be Respectful



## Be Responsible



## Be Safe

	Be Respectful	Be Responsible	Be Safe
Whole School	<ul style="list-style-type: none"> <li>Always greet and be respectful to staff</li> <li>Follow adult directions</li> <li>Respect others' personal space and property</li> <li>Care for equipment</li> <li>Use polite language</li> <li>Show pride in yourself and the school</li> <li>Wear the correct school uniform</li> </ul>	<ul style="list-style-type: none"> <li>Ask permission to leave the classroom</li> <li>Be on time</li> <li>Be in the right place at the right time</li> <li>Follow instructions straight away</li> <li>Be a responsible role model</li> <li>Use good manners</li> </ul>	<ul style="list-style-type: none"> <li>Use equipment appropriately</li> <li>Keep hands, feet and objects to yourself</li> <li>Never leave the school grounds without permission</li> <li>Stay out of restricted areas</li> </ul>
Learning Areas	<ul style="list-style-type: none"> <li>Respect other's right to learn</li> <li>Raise your hand to speak</li> <li>Talk in turns and use a quiet voice</li> <li>Be a good listener</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrate a Growth Mindset</li> <li>Be prepared and have all equipment</li> <li>Be a persistent learner and complete tasks</li> <li>Take an active role in class activities</li> <li>Keep work space tidy</li> <li>Be honest</li> <li>Enter classrooms only if a teacher is present</li> </ul>	<ul style="list-style-type: none"> <li>Walk</li> <li>Sit appropriately</li> <li>Enter and exit rooms in an orderly manner</li> </ul>
Play Areas	<ul style="list-style-type: none"> <li>Play fairly – take turns</li> <li>Invite others to join in</li> <li>Follow rules</li> <li>Use Getting Along strategies</li> <li>Care for the environment</li> </ul>	<ul style="list-style-type: none"> <li>Be a problem solver</li> <li>Return equipment to correct place</li> <li>Before school wait quietly and sit in the appropriate AstroTurf area for your year level</li> <li>Seek help from a staff member if needed</li> </ul>	<ul style="list-style-type: none"> <li>Participate in school approved games</li> <li>Wear shoes and socks at all times</li> <li>Run on the oval only</li> <li>Always wear your hat</li> <li>Do not climb on equipment or trees</li> <li>No hard balls, bats or tackling</li> <li>Chasing games only on the oval</li> </ul>
Stairs	<ul style="list-style-type: none"> <li>Walk quietly and orderly so that others are not disturbed</li> <li>Use designated stairwells</li> </ul>	<ul style="list-style-type: none"> <li>Move peacefully</li> </ul>	<ul style="list-style-type: none"> <li>Rails are for hands</li> <li>Walk one step at a time and stay to the left of the stairwell</li> <li>Carry items safely</li> <li>Keep passage ways clear at all times</li> </ul>
Toilets & Pool	<ul style="list-style-type: none"> <li>Respect privacy of others</li> <li>Use facilities appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Use toilets during breaks</li> <li>In class time, go in pairs (all year levels)</li> <li>Return straight to class</li> <li>Report any mess or damage</li> </ul>	<ul style="list-style-type: none"> <li>Wash hands</li> <li>Walk</li> <li>Ask permission and take a buddy</li> </ul>
Active Travel	<ul style="list-style-type: none"> <li>Wait your turn</li> <li>Keep your belongings nearby</li> <li>Respect other's belongings</li> <li>Wait respectfully at the council bus stops</li> </ul>	<ul style="list-style-type: none"> <li>Leave school promptly in an orderly way</li> </ul>	<ul style="list-style-type: none"> <li>Use own bike and scooter only</li> <li>Walk bike and scooter to and from the gate</li> <li>Wait inside the gate until the car stops</li> <li>Follow crossing supervisor's directions</li> <li>Use traffic light/signals</li> <li>Follow Road Rules</li> </ul>
Online	<ul style="list-style-type: none"> <li>Think before posting online</li> <li>Communicate kindly and respectfully</li> <li>Ask permission before sharing anything</li> </ul>	<ul style="list-style-type: none"> <li>Say and share online what you would say to others face to face</li> <li>Follow the Student Computer &amp; Internet Use Agreement</li> <li>Use technology as instructed</li> </ul>	<ul style="list-style-type: none"> <li>Keep personal information private</li> <li>Keep passwords secret</li> <li>Report unwanted contact to a trusted adult</li> </ul>

**We All Smile in the Same Language**

## Appendix 2 - Student Dress Code

### School Uniform and Dress Code

<https://ppr.qed.qld.gov.au/attachment/student-dress-code-procedure.pdf>

According to Procedure – “Student Dress Code”, the wearing of the school uniform is compulsory in all Qld State Schools and our school uniform is endorsed by the Parents and Citizens Association. Parents/Carers are required to support the school’s Dress Code. Students neatly attired in school uniform are a source of pride for themselves, the school, their families and their community.

We aim to ensure that our uniform contributes to a safe and supportive teaching and learning environment through:

- Ready identification of students and nonstudents at school
- Fostering a sense of belonging
- Developing mutual respect among students by minimising visible evidence of economic or social differences
- Reflecting local community standards
- Consistency with occupational health and safety and anti-discrimination legislation
- Uniform guidelines incorporate Sun Smart requirements and Workplace Health and Safety requirements.

Inappropriate dress for WESS students is:

- Offensive
- Likely to disrupt, or negatively influence normal school operations
- Unsafe for student or others and/or
- Likely to result in a risk to health and safety of student or others

### **UNIFORMS**

Our student dress code consists of an agreed standard and items of clothing, which includes a school uniform that WESS students wear when:



- Attending or representing their school
- Travelling to and from school
- Engaging in school activities out of school hours

### **PLEASE NOTE:**


- School uniform must be worn correctly – undershirts/singlets may be worn but should not be visible.
- Neat, clean appropriate attire must be worn at all times.
- Fully enclosed footwear must be worn at all times.
- **Please ensure that all articles of clothing are clearly named.**




**THE WESS UNIFORM CONSISTS OF:**

Item	Detail	Photo
Summer	Unisex navy and sky blue short sleeved polo shirt with school logo or Unisex navy and sky blue long sleeved polo shirt with school logo Unisex navy shorts with sky blue side strips	
Winter	Unisex navy and sky blue baseball jacket with pockets and school logo Long fleecy navy pants with elasticised ankles Long pants with double knee and pockets Navy tights/stockings/leggings may be worn under unisex navy shorts with sky blue side strips.	
Hats	A wide-brimmed hat in navy blue with school logo printed on front.	
Socks	Plain white or navy	

**YEAR 6 STUDENTS:**

Item	Detail	Photo
Senior Shirt	Unisex navy and sky blue short sleeved polo shirt with school logo and SENIOR on back. To be worn as an alternative to the unisex navy and sky blue short or long sleeved polo shirt.	

**SPORTS UNIFORM:**

Item	Detail	
Friday Afternoon Sport	Team jerseys provided if required, to be worn with school shorts and school football/sports socks, otherwise full school uniform.	
Football/Soccer Socks	Navy blue football/soccer socks for the appropriate sports	
Swimming Lessons	Any colour speedos or swim trunks (boys) or any colour one piece swimsuit (girls), with a sun-safe 'rash' shirt. A swimming cap is essential. Goggles are optional.	
School Sports Carnivals	Plain house coloured shirt. To be worn as an alternative to the unisex navy and sky blue short or long sleeved polo shirt.	

**PERFORMANCE UNIFORM:**

Item	Detail
Senior Choir	For certain performance events, the members of this choir will be required to be wear the WESS School Uniform Polo Shirt (Unisex navy and sky blue short sleeved polo shirt with school logo) with long black pants and black closed-in shoes. Long pants and shoes not provided. Otherwise Senior Choir will wear their WESS uniform.
All other music/band/choir groups.	For any performance events, full school uniform is to be worn unless advised otherwise.

**Non-Compliance with Dress Code**

A student's non-compliance with the school's student dress code requirements is not grounds for suspension, exclusion or cancellation of enrolment from school but it may lead to the Principal:

- Imposing a detention
- Preventing a student from attending, or participating in, any activity for which the student is representing school
- Preventing a student from attending, or participating in, any school activity that is not an essential school education program

Consideration would be given to:

- Families requiring sufficient time to purchase items of dress.
- Economic hardship requiring special arrangements, or an extended period of time, to purchase new items of dress
- Students with physical impairments requiring great flexibility in interpretation of dress codes
- Conscientious objections, for example, objections raised on any reasonable religious or cultural grounds

Conflict around wearing the West End State School uniform could be resolved through:

- Alternative arrangements for a set period of time upon receipt of written request from parent/carer and opportunities to wear relevant items of dress code from a bank of items held at school
- Offering appropriate item/s from a bank of clothing/uniforms held at school
- Taking action that prevents risk to student or others, or action that maintains normal school operations.
- Informing student's parents/carers of incident and discuss further with parents/carers, representatives of school and student to prevent a recurrence and implementing a process of conflict resolution or mediation if student persistently wears inappropriate dress after discussions have been held with parents/carers.

### Hat Policy

We have a sun safety policy NO HAT, NO PLAY. The wide brimmed school hats must be worn during lunchtimes, at any time during Specialist Physical Education lessons, excursions or class lessons outdoors.

### Hair Accessories

The school encourages all hair accessories be of WESS uniform colours (light or navy blue).

To comply with Workplace Health and Safety Regulation, long hair (past the collar) must be tied up.

### Jewellery and Valuables

The wearing of jewellery, except for stud or sleeper earrings, watches and medical/allergy jewellery, is not permitted as in some situations it may be dangerous or a hazard under the Workplace Health and Safety Regulation.

Parents/Carers seeking an exemption to wear religious or cultural items are required to apply in writing to the Principal, who will consider the application and make the final decision. It is a factual decision based on evidence of whether there are reasonable cultural or religious grounds to permit the exemption. This written request to the Principal for exemption to the dress code will be kept on record to allow a student to wear devotional jewellery.

It is advisable that no valuable personal items (including mobile phones, electronic games, music players) be brought to school for security reasons. Please also see the "Mobile Phone Policy" available on our school website.

### UNIFORM SHOP

Uniforms are available from the WESS Uniform Shop, which is operated by the WESS P&C.

Please access the *Parents and Citizens' Association (P&C): Uniform Shop* section or the P&C website for further details: <https://wesspandc.org/>



# Appendix 3 - Infectious Conditions Time Out

Queensland Health

## Time Out

Keeping your child and other kids healthy!

This poster provides information on the recommended minimum exclusion periods for infectious conditions and will assist medical practitioners, schools, pre-schools and childcare centres to meet the requirements of the Public Health Act 2005<sup>1</sup>.

Condition	Person with the infection	Those in contact with the infected person <sup>2</sup>
<b>Chickenpox (varicella)</b>	<b>EXCLUDE</b> until all blisters have dried. For non-immunised children, this is usually 5 days after the rash first appears, and less for immunised children.	<b>EXCLUSION MAY APPLY</b> <b>EXCLUDE</b> non-immune pregnant women and any child with immune deficiency or receiving chemotherapy. <i>Contact your Public Health Unit for specialist advice.</i> Varicella can be reactivated in older children and adults as Shingles. See below.
<b>Cold sores (herpes simplex)</b>	<b>NOT EXCLUDED</b> if the person can maintain hygiene practices to minimise the risk of transmission. Young children unable to comply with good hygiene practices should be excluded while sores are weeping. Sores should be covered with a dressing where possible.	<b>NOT EXCLUDED</b>
<b>Conjunctivitis</b>	<b>EXCLUDE</b> until discharge from eyes has ceased unless a doctor has diagnosed non-infectious conjunctivitis.	<b>NOT EXCLUDED</b>
<b>COVID-19<sup>3</sup></b>	<b>EXCLUDE</b> for at least 10 days after the onset of illness and until they have not had any symptoms for 3 days. <i>Contact your Public Health Unit for specialist advice.</i>	<b>EXCLUSION MAY APPLY</b> <i>Contact your Public Health Unit for specialist advice.</i>
<b>Cytomegalovirus (CMV)</b>	<b>NOT EXCLUDED</b> Pregnant women should consult with their doctor.	<b>NOT EXCLUDED</b> Pregnant women should consult with their doctor.
<b>Diarrhoea<sup>4</sup> and/or Vomiting including:</b> <ul style="list-style-type: none"> <li>• amoebiasis</li> <li>• campylobacter</li> <li>• cryptosporidium</li> <li>• giardia</li> <li>• rotavirus</li> <li>• salmonella</li> <li>• viral gastroenteritis</li> </ul> <b>but excluding:</b> <ul style="list-style-type: none"> <li>• norovirus</li> <li>• shigellosis</li> <li>• toxin-producing forms of E.coli (STEC)</li> </ul> <b>See specific information below</b>	<p>Exclusion periods may vary depending on the cause.</p> <p><b>EXCLUDE</b> a single case until 24 hours after the last loose bowel motion and the person is well.</p> <p><b>EXCLUDE</b> all persons who prepare or serve food until they have not had any diarrhoea or vomiting for 48 hours.</p> <p>If there are more than two cases with diarrhoea and/or vomiting in the same location, or a single case in a food handler, notify your Public Health Unit.</p> <p><i>See information below if norovirus is confirmed or considered likely as the cause of diarrhoea and vomiting.</i></p>	<b>NOT EXCLUDED</b>
<b>Enterovirus 71 (EV71 neurological disease)</b>	<b>EXCLUDE</b> until written medical clearance is received confirming the virus is no longer present in the person's bowel motions.	<b>NOT EXCLUDED</b>
<b>Fungal infections of the skin and nails (ringworm/tinea)</b>	<b>EXCLUDE</b> until the day after antifungal treatment has commenced. (No exclusion for thrush).	<b>NOT EXCLUDED</b>
<b>Glandular fever (mononucleosis, Epstein-Barr virus)</b>	<b>NOT EXCLUDED</b>	<b>NOT EXCLUDED</b>
<b>German measles (rubella)<sup>4</sup></b>	<b>EXCLUDE</b> for 4 days after the onset of rash or until fully recovered, whichever is longer. Pregnant women should consult with their doctor.	<b>NOT EXCLUDED</b> Pregnant women and female staff of childbearing age should check their immunity with their doctor. <i>Contact your Public Health Unit for specialist advice.</i>
<b>Haemophilus influenzae type b (Hib)</b>	<b>EXCLUDE</b> until the person has completed a course of appropriate antibiotic treatment. <sup>5</sup> <i>Contact your Public Health Unit for specialist advice.</i>	<b>EXCLUSION MAY APPLY</b> <i>Contact your Public Health Unit for specialist advice.</i>
<b>Hand, foot and mouth disease (EV71)</b>	<b>EXCLUDE</b> until all blisters have dried.	<b>NOT EXCLUDED</b>
<b>Head lice</b>	Exclusion is not necessary if effective treatment is commenced before next attendance day (i.e. the child does not need to be sent home immediately if head lice are detected).	<b>NOT EXCLUDED</b>
<b>Hepatitis A<sup>4</sup></b>	<b>EXCLUDE</b> until at least 7 days after the onset of jaundice or dark urine, or for 2 weeks after onset of first symptoms if no jaundice or dark urine.	<b>NOT EXCLUDED</b> <i>Contact your Public Health Unit for specialist advice about vaccination or treatment for children and staff in the same room or group, children transferring to another centre and new enrolments.</i>

1. Observing the exclusion period meets the intent of the Public Health Act 2005 for a person to be non-infectious.

2. The definition of 'contact' will vary between diseases and is sometimes complex. If unsure, contact your local Public Health Unit.

3. Diarrhoea definition is 3 or more loose stools or bowel movements in a 24 hour period that are different from normal and/or escapes a child's nappy.

4. Doctors should notify the local Public Health Unit as soon as possible if children or staff are diagnosed with these conditions.

5. Appropriate antibiotic treatment: this will vary between diseases. If unsure, contact your Public Health Unit.

**Queensland Government**

Condition	Person with the infection	Those in contact with the infected person*
Hepatitis B and C	<b>NOT EXCLUDED</b> Cover open wounds with waterproof dressing.	<b>NOT EXCLUDED</b>
Hepatitis E	<b>EXCLUDE</b> until at least 2 weeks after the onset of jaundice.	<b>NOT EXCLUDED</b>
Human immunodeficiency virus (HIV/AIDS)	<b>NOT EXCLUDED</b> Cover open wounds with waterproof dressing.	<b>NOT EXCLUDED</b>
Influenza and influenza-like illness	<b>EXCLUDE</b> until symptoms have resolved, normally 5–7 days.	<b>NOT EXCLUDED</b>
Measles <sup>4</sup>	<b>EXCLUDE</b> for 4 days after the onset of the rash. <i>Contact your Public Health Unit for specialist advice.</i>	<b>EXCLUSION MAY APPLY</b> Vaccinated or immune contacts <b>NOT EXCLUDED</b> . <b>EXCLUDE</b> immuno-compromised contacts (including those receiving chemotherapy) until 14 days after the appearance of the rash in the last case. <b>EXCLUDE</b> non- or incompletely vaccinated contacts, without evidence of immunity. <i>Contact your Public Health Unit for specialist advice.</i>
Meningitis (bacterial)	<b>EXCLUDE</b> until well and has received appropriate antibiotics.	<b>NOT EXCLUDED</b>
Meningitis (viral)	<b>EXCLUDE</b> until well.	<b>NOT EXCLUDED</b>
Meningococcal infection <sup>4</sup>	<b>EXCLUDE</b> until 24 hours of appropriate antibiotics have been completed. <i>Contact your Public Health Unit for specialist advice.</i>	<b>NOT EXCLUDED</b> <i>Contact your Public Health Unit for specialist advice about antibiotics and/or vaccination for close contacts.</i>
Molluscum contagiosum	<b>NOT EXCLUDED</b>	<b>NOT EXCLUDED</b>
Mumps	<b>EXCLUDE</b> for 5 days after onset of swelling. Pregnant women should consult with their doctor.	<b>NOT EXCLUDED</b> Pregnant women should consult with their doctor.
Norovirus	<b>EXCLUDE</b> until there has been no diarrhoea or vomiting for 48 hours.	<b>NOT EXCLUDED</b>
Roseola, sixth disease	<b>NOT EXCLUDED</b>	<b>NOT EXCLUDED</b>
Scabies	<b>EXCLUDE</b> until the day after treatment has commenced.	<b>NOT EXCLUDED</b>
School sores (impetigo)	<b>EXCLUDE</b> until 24 hours of appropriate antibiotics have been completed. Cover sores on exposed areas with a waterproof dressing until sores are dry, and encourage handwashing.	<b>NOT EXCLUDED</b>
Shiga toxin-producing E.coli (STEC)	<b>EXCLUDE</b> until diarrhoea has stopped and two samples have tested negative. <i>Contact your Public Health Unit for specialist advice.</i>	<b>EXCLUSION MAY APPLY</b> <i>Contact your Public Health Unit for specialist advice.</i>
Slapped cheek syndrome, fifth disease (parvovirus B19, erythema infectiosum)	<b>NOT EXCLUDED</b> Pregnant women should consult with their doctor.	<b>NOT EXCLUDED</b> Pregnant women should consult with their doctor.
Shigellosis	<b>EXCLUDE</b> until there has been no diarrhoea or vomiting for 48 hours <i>Contact your Public Health Unit for specialist advice.</i>	<b>EXCLUSION MAY APPLY</b> <i>Contact your Public Health Unit for specialist advice.</i>
Shingles (herpes zoster)	<b>EXCLUSION MAY APPLY</b> if blisters can be covered with a waterproof dressing, until they have dried <b>NOT EXCLUDED</b> . <b>EXCLUDE</b> if blisters are unable to be covered and until no new blisters have appeared for 24 hours.	<b>EXCLUSION MAY APPLY</b> <i>Contact your Public Health Unit for specialist advice, including advice for pregnant women and any person who is immuno-compromised (including receiving chemotherapy).</i>
Streptococcal sore throat (including scarlet fever)	<b>EXCLUDE</b> until 24 hours of appropriate antibiotics have been completed.	<b>NOT EXCLUDED</b>
Tuberculosis (TB) <sup>4</sup>	<b>EXCLUDE</b> until written medical clearance is received from the relevant Tuberculosis Control Unit.	<b>NOT EXCLUDED</b>
Typhoid <sup>4</sup> and paratyphoid fever	<b>EXCLUDE</b> until diarrhoea has stopped and two samples have tested negative. <i>Contact your Public Health Unit for specialist advice.</i>	<b>EXCLUSION MAY APPLY</b> <i>Contact your Public Health Unit for specialist advice.</i>
Whooping cough (pertussis) <sup>4</sup>	<b>EXCLUDE</b> until 5 days after starting appropriate antibiotics or for 21 days from onset of cough. <sup>3</sup> <i>Contact your Public Health Unit for specialist advice.</i>	<b>EXCLUSION MAY APPLY</b> for those in contact with the infected person. <i>Contact your Public Health Unit for specialist advice regarding exclusion of non- or incompletely vaccinated contacts.</i>
Worms	<b>EXCLUDE</b> until diarrhoea has stopped for 24 hours and treatment has occurred.	<b>NOT EXCLUDED</b>



Some medical conditions require exclusion from school, childcare centres and other settings to prevent the spread of infectious diseases among staff and children.



**For further information or advice about diseases or conditions not listed here:**

- \* Contact your nearest public health unit at: [www.health.qld.gov.au/system-governance/contact-us/contact/public-health-units](http://www.health.qld.gov.au/system-governance/contact-us/contact/public-health-units)
- \* National Health and Medical Research Council publication: infectious diseases in early childhood and education and care services, 5th edition [www.nhmrc.gov.au/guidelines-publications/ch55](http://www.nhmrc.gov.au/guidelines-publications/ch55)
- \* For fact sheets about various communicable diseases visit the Queensland Department of Health website at: <http://disease-control.health.qld.gov.au>

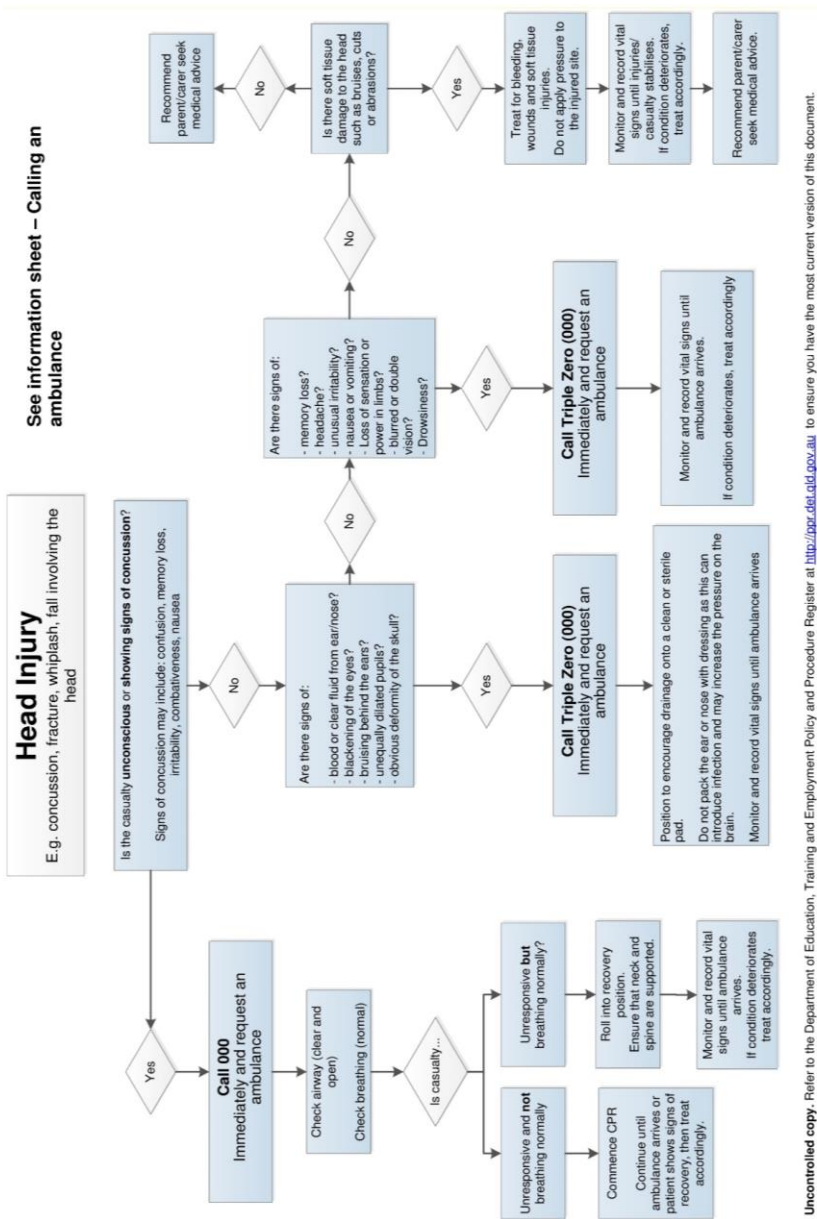


Use this QR Code to access a digital copy of this poster or visit [www.health.qld.gov.au/public-health/schools/prevention](http://www.health.qld.gov.au/public-health/schools/prevention)



MAR 2020

# Appendix 4 - Head Injuries



Uncontrolled copy. Refer to the Department of Education, Training and Employment Policy and Procedure Register at <http://ppr.det.qld.gov.au> to ensure you have the most current version of this document.

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Organisational Safety and Wellbeing

# Appendix 5 - Responding to a Student's Learning Needs: Parent/Carer Information

 **Responding to a student's learning needs**  
**Parent/Carer Information Flowchart**

At WESS, the Learning Enhancement Team (LETeam) use a collaborative and cyclical process in responding to a student's learning needs through differentiation. This process enables the LETeam and classroom teachers to monitor the process and academic achievement of students and build on good practice. It is important that parents/carers are an integral part of this process. Please see below how you can be involved in the process.

