



Parent/Carer Handbook 2026





Vision

Empower generations to create a positive and lasting impact on our world.

Mission

Empower every child to lead their own learning by cultivating self-regulation, kindness, responsibility and respect. Anchored in our school values, we create a deep sense of belonging and nurture each child to love learning and excel in both learning and life.



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West End State School Parent/Carer 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

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

As the principal of West End State School, I am privileged to lead a team of highly professional and committed staff, who work diligently to provide an environment that supports each and every student.

A culture of professional collaboration is valued in our school and facilitated by the Leadership Team. Opportunities are provided for team planning, professional learning as well as coaching and mentoring. A strong Professional Learning Community model exists and continues to bring innovative practices into our classrooms and the opportunity for our staff to grow.

Our students flourish in an environment which values creativity, confidence, compassion, challenge and community. Inclusivity is central to our school's ethos – not just in words, but in actions!

We have an amazing, diverse and vibrant community. We take every opportunity to work together with our community to educate our children.

Our school's proximity to the CBD, universities, Brisbane State High School and our city's cultural precinct have resulted in the establishment of partnerships and links which provide our students with additional educational experiences and opportunities.

West End State School is a unique environment and one of which we are very proud!



Tony Maksoud
Principal



School Profile

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 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.




The West End Way









Alongside the WESS School Council, we engaged our whole school community asking what values they would like their child/children to exhibit when they left WESS. From this feedback we developed our five core values—Community, Compassion, Creativity, Confidence and Challenge. Our values are the foundation of everything we do at West End State School and underpins our school Vision—Empower generations to create a positive and lasting impact on our world.



The West End Way



Our Vision	Our Mission
<p>Empower generations to create a positive and lasting impact on our world.</p>	<p>Empower every child to lead their own learning by cultivating self-regulated, kindness, responsibility and respect. Anchored in our school values, we create a deep sense of belonging and nurture each child to love learning and excel in both learning and life.</p>

Our Values	Our Expectations
<div style="display: flex; align-items: center;">  <div style="margin-left: 10px;"> <p>Creativity</p> </div> </div>	<div style="text-align: center;">  <p>READY</p> <p>I am READY when I am open and receptive to learning, and take responsibility for helping to create a positive learning environment.</p> </div>
<div style="display: flex; align-items: center;">  <div style="margin-left: 10px;"> <p>Confidence</p> </div> </div>	<div style="text-align: center;">  <p>KIND</p> <p>I prioritise being KIND by caring for myself, others and the environment.</p> </div>
<div style="display: flex; align-items: center;">  <div style="margin-left: 10px;"> <p>Challenge</p> </div> </div>	<div style="text-align: center;">  <p>SAFE</p> <p>I prioritise the wellbeing of myself and others by practising SAFE actions both in person and online.</p> </div>
<div style="display: flex; align-items: center;">  <div style="margin-left: 10px;"> <p>Compassion</p> </div> </div>	
<div style="display: flex; align-items: center;">  <div style="margin-left: 10px;"> <p>Community</p> </div> </div>	

We All Smile in the Same Language

School Council

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/carers 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/carers 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 2024-2027 is available on our website - [School Strategic Plan 2024-2027](#)

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 – School Council.

Our School Strategic Plan has three priority focus areas:



Priority Focus 1: Excellence in Teaching and Learning

(Equity and Excellence Alignment: Educational Achievement)

Our commitment is to nurture a culture centred on excellence, empowerment, and achievement. At the core of our philosophy is the cultivation of educational excellence, achieved through a personalised approach that empowers staff and students to take ownership of their learning. Our ethos is designed to instil a sense of continuous growth, ensuring success for each individual. By establishing clear expectations and providing tailored support, we are dedicated to guiding staff and students towards realising their potential.



Priority Focus 2: Belonging, Engagement and Wellbeing

(Equity and Excellence Alignment: Wellbeing and Engagement/Inclusion)

Our commitment is to establish a dynamic learning environment that nurtures both engagement and well-being, fostering a positive atmosphere that instils a deep sense of belonging among both staff and students. Central to our commitment is to strengthen our inclusive approach and ensure accessibility across all educational settings, championing our school values of compassion, confidence, challenge, creativity and community. Through our commitment to these principles, we strive to build a thriving school community where everyone feels cared for, understood, empowered and valued.



Priority Focus 3: Culture and Community Partnerships

(Equity and Excellence Alignment: Culture and Inclusion/Educational Achievement)

Our commitment is to embrace the rich tapestry that emerges from a diverse mix of staff, students, and community members, fostering inclusivity and championing equity and excellence throughout our school. The voices of students, parents, carers, community members, and stakeholders are highly valued and prioritised, as their input plays a crucial role in shaping our holistic approach. This collaborative effort ensures a comprehensive, responsive, and reflective approach that embraces the diverse perspectives within our community, promoting a sense of belonging, well-being, and enhancing the quality of teaching and learning. Our unwavering commitment results in the establishment of an educational environment that is not only welcoming but also easily accessible to all.

Policies

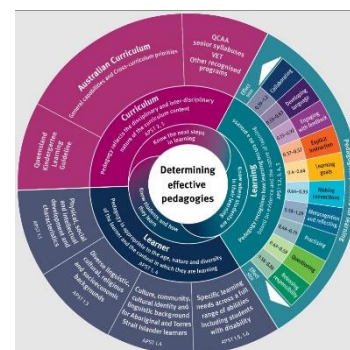
Pedagogical Approaches

The WESS vision is at the heart of *Determining effective pedagogies*. The 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.

The Curriculum considers the disciplinary and interdisciplinary nature of the Australian Curriculum and approaches to pedagogy relevant to each student.

The Learner is developing student agency and understanding 'Learnership'.

The Learning is how learning occurs as a process based on evidence and the nature of learning.



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 - [2024-2027 Student Code of Conduct](#)

Families are encouraged to take the time to read the full document.

Behaviour Expectations

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

Ready
Kind
Safe

These expectations are further defined in our teaching practices. Specific rules shape our Teaching Matrix, known as WESS Expectations.

See *Appendix 1 - WESS Expectations* 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.

Further details can be found on our website - [Communications and Complaints Procedure and Guidelines](#)

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 beliefs, values and attitudes. It respects the background and beliefs of all students and staff by not promoting, or being perceived as promoting, any 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 can attend Religious Instruction classes each Thursday 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	2.20pm - 2.50pm
Years 5 & 6	1.45pm – 2.15pm

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/carer can request in writing that their child attend a religion of their choice for the year. If a parent/carer wishes for their child to cease attendance at the nominated religion during the year, then the parent/carer will need to inform the Administration Office in writing. WESS allows families the opportunity to switch religion once in the year or move to non-religion.

Further details can be found on our website - [Religious Instruction Policy Statement](#). *Please note that our Religious Instruction Policy Statement is currently under review.*

Homework Procedure & Guidelines 2025-2028

The [West End State School Homework Procedure & Guidelines 2025-2028](#) 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
15 minutes a day, up to 60 minutes a week

- **MUST DO**
 - Reading (Pand Year 1 10-15 minutes a day, Year 2 15-25 minutes a day)
 - Literacy revision
 - Sounds/ spelling
 - Numeracy revision
- **CAN DO (embedding of WESS VALUES and expectations where possible)**
 - Family life – games, chores, shopping
 - Cultural/art/music
 - Physical activity for health and wellbeing

Year 3-4
up to 30 minutes a day, not more than 2 hours a week

- **MUST DO**
 - Reading (Year 3 15-25minutes a day, Yr 4 20-30 minutes a day)
 - Literacy revision
 - Spelling through Word Study
 - Numeracy revision
- **CAN DO (embedding of WESS VALUES and expectations 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
up to 45 minutes a day, not more than 3 hours a week

- **MUST DO**
 - Reading (Year 5 and 6 20-40 minutes a day)
 - Literacy revision
 - Spelling thorough Word Study
 - Numeracy revision
- **CAN DO (embedding of WESS VALUES and expectations 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 - [West End State School Homework Procedure & Guidelines 2025-2028](#).

Student Leadership

At West End State School (WESS) all students can 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. WESS provides students with varying opportunities to lead in school initiatives, across different year levels.

Further details can be found on our website - [Student Leadership Guidelines 2021-2025](#). Please note that our Student Leadership Guidelines are currently under review.



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 in Semester 2 in Year 5 will be able to nominate for the formal positions of School Captains, Prefects and House Captains for Year 6. Once the new school year has commenced, all students in Years 4-6 may nominate as a Student Council Representative.

Further details can be found on our website - [Student Leadership Guidelines 2021-2025](#).

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 WESS Expectations
- Uses online resources/tools responsibly
- Shows compassion towards others
- Displays Creativity in problem solving
- Accepts Challenge and shows resilience
- Demonstrates confidence
- Contributes to the WESS community.

Student Dress Code and Uniform

The West End State School [Student Code of Conduct 2025-2028](#) provides guidance to our school community on the agreed uniform and standards for student personal presentation.

The uniform dress code reinforces in students a pride in their own appearance, instils a strong sense of belonging within the West End State School community, and assists in developing pride in representing the school. Issues of equality, health and safety, and expense are also factors that contribute to the establishment of the following Student Dress Code.

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:

Executive Leadership Team

- Principal
- 5 Deputy Principals
- Business Manager

Middle Leadership Team

- 2 Heads of Department – Curriculum
- Head of Department – Inclusion
- Guidance Officer
- 2 Coaches

Teaching Staff

- Classroom Teachers
- Specialist Teachers including HASS (Humanities & Social Sciences), Library Teacher, Music, Physical Education, Inclusion Teachers, Languages, The Arts and Instrumental Music Teachers

Professional Services Staff

- Speech and Language Pathologist (SLP)
- Wellbeing Professional

Administration Team

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

Support Staff

- Teacher Aides
- Cleaning and Grounds Ancillary Staff

We have several 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@westendss.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

P – 6 Timetable	
8:40am – 8:45am	Move to class, roll marked
8:45am – 10:50am	1st Session
10:50am – 11:05am	<i>Eating Time (in class)</i>
11:05am – 11:30am	<i>First Lunch Play</i>
11:30am – 11:35am	<i>Toilet, drink, line-up</i>
11:35am – 12:55pm	2nd Session
12:55pm – 1:10pm	<i>Eating Time (in class)</i>
1:10pm – 1:35pm	<i>Second Lunch Play</i>
1:35pm – 1:40pm	<i>Toilet, drink, line-up</i>
1:40pm – 3:00pm	3rd Session (Roll Marked)
3.00pm	Whole School Dismissed



Absences

All absences must be reported to the Admin 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 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 below), as soon as practicable on that day, allowing time for parents/carers to respond before the end of the school day. Parents can 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.

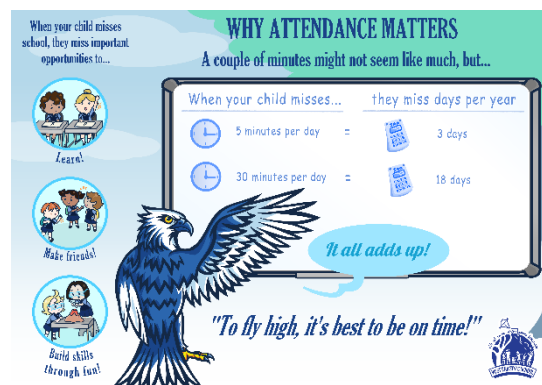
In the case where no explanation is received concerning a student's absence from school, the official school roll will show an unexplained absence. This will be recorded on their written semester reports. Parents/Carers will be contacted officially if a pattern of unexplained absences or truancy is detected.

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

Late Arrivals/Early Departures

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 or Student Services. Your child will be called to meet you at either office. 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 or Student Services 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 or Student Services. Please do not walk around the school grounds or go to the classroom to collect your child. 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). If there is adverse weather, students in Years 2-4 will meet in the Hall. Supervision is provided from 8:15am in these areas only. Children should not arrive at school before 8.15am as there is no supervision. Children arriving at school early are encouraged to enrol at the Outside School Hours Care (OSHC).



Students are not allowed on any veranda areas without class teacher supervision. In the event of wet weather 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 at 3:00pm. Once students are released by their class teacher, 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 will go to the main office where Administration staff will contact families. 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 OSHC and 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, Pick 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 and not to wait, if possible, underneath the L block building with their child.
- Families are welcome to use the Drop Off/Pick up Zone (2 Minute Zone) on Ambleside Street.
- Students in Year P-1 are to wait under L Block until the bell.

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 Zone)
 - Horan Street – OSHC entrance + Drop Off/Pick up Zone (2 Minute Zone)
- Students in Years 2 – 4 are to wait in Dirram Yani until the bell.
- Students in Years 5 – 6 are to wait under M Block until the bell.

Pick up

- **Prep and Year 1** – At 3pm Parents/Carers collect from the L Block undercroft, where they will be sitting in their class groups with their class teachers. Older siblings of Prep students may wait with Prep students in the undercroft. Alternatively, families may use the Ambleside Stop, Drop and Go (access by Amersham Road)
- **Year 2 –6** –Independent departure

Staff will stay with Prep-Year 1 students until they are collected by their parents/carers. Students who have not been collected by 3:15pm will be taken to the WESS Administration Office and where families will be contacted. Students in Year 2 – 6 who have not been collected by 3:15pm should present themselves to the Administration Office, where carers will be contacted. 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 near the classrooms, under the supervision of a staff member. After the play bell at second lunch, 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.

For families experiencing challenges around food insecurity, or who may require support with their morning transition to school, a Breakfast and Lunch Club is available for invited students to support these needs. Please contact the Guidance Officer or your Deputy Principal for further information.

Playground Areas

Students have access to designated play areas across the school that are determined safe and appropriate for their age group. 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 borrow equipment for use in their classrooms. We have the option of iPads, laptops to support our teachers and students to become learners who are creative, innovative, critical thinkers and problem solvers who can communicate and collaborate.

Library

WESS has two much-loved library spaces located in K Block and N Block. Our libraries support learners to develop a positive attitude towards reading, along with skills in comprehension, critical thinking, and research. They are welcoming, friendly community spaces open to all families.

The libraries are open for borrowing Monday to Friday, from 8:15am to 3:10pm. Learners may borrow up to four books at a time across picture books, fiction, and non-fiction. Library books are due back weekly, with lessons scheduled each week to return and borrow books. Families are also welcome to join our borrowing scheme to support their child's love of literature.

The library is open during lunch breaks for quiet reading, borrowing books, and collaborative indoor play.

Students entering Year 5 may apply to become Library Monitors, a valued leadership role that prepares them for further opportunities in Year 6.



WESS uses the library management system Concord Infiniti, where learners can access the online catalogue (OPAC) to search for books in both libraries.

We maintain a strong partnership with our local community bookshop, *Where the Wild Things Are* in West End. Each term, learners receive a Reading Explorers catalogue, which includes discount books, new releases, and a selection of high-quality literature.

Our school actively participates in Book Week, the Premier's Reading Challenge, and the Queensland Readers Cup. Throughout the year, learners also have opportunities to attend author talks, where they can meet authors and have books signed.

Lost Property

Please ensure that **all** 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 the bag racks outside your child's classroom and lost and found area near the K Block Library where lost items are stored in boxes. At the end of each term, the Student Council hold a Lost & Found walkthrough to clean out all 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 form 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 (e.g. 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 several 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 in Student Services (N block).

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 leaving school. 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 because of an accident or incident, all costs associated with the injury, including medical costs are the responsibility of the child's 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 school, parents/carers, students and the community are the foundation for developing and maintaining partnerships.

West End State School's *Communications and Complaints Procedure and Guidelines 2024-2026* serve to set clear expectations and effective strategies for communication and complaints management, while also fostering respectful interactions. By following these guidelines, we aim to nurture open channels of communication between the school and home, promoting collaboration and ultimately improving learning and wellbeing outcomes for all members of our school community. Further details on school communication methods, procedures and guidelines can be found on our website - [Communications and Complaints Procedure and Guidelines 2024-2026](#)

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

School to Home																							
Communication Tool	Description																						
Telephone	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 Please note that office hours are Monday to Friday – 8:00am-3:30pm.																						
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: https://qparents.qld.edu.au</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>																						
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>Whole school newsletter</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>Whole school newsletter</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	Whole school newsletter	4	Year Level newsletter	5	Date claimer newsflash	6	Year Level newsletter	7	Whole school newsletter	8	Year Level newsletter	9	Date claimer newsflash	10	Year Level newsletter
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7	Whole school newsletter																						
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9	Date claimer newsflash																						
10	Year Level newsletter																						

School to Home	
Communication Tool	Description
Website	<p>www.westendss.eq.edu.au</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 (https://qparents.qld.edu.au).</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: admin@westendss.eq.edu.au</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 between the class teacher and your child, 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>
Facebook Page	<p>https://www.facebook.com/WestEndSS/ 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>
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>
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 child's 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, 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 student progress, concerns, goals and/or any other issues.</p> <p>Bookings for these interviews are made online via the link emailed to parents.</p>
Parent/Carer Information Evenings	<p>Parent/Carer Information Evenings occur in early Term 1 to outline the year ahead.</p> <p>Teachers will discuss processes, procedures, expectations and curriculum.</p>
Report cards	<p>Report cards are distributed (via email) twice per year – at the end of Terms 2 and 4.</p>

School to Home	
Communication Tool	Description
	Report cards are also accessible via QParents.
School Opinion Survey	<p>The School Opinion Survey is 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.</p> <p>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.</p> <p>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.</p> <p>Key results of the survey are shared with the School Council and to the broader school community.</p>
Text Message Service	<p>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.</p> <p>WESS may utilise the text message service to contact parents/carers regarding other urgent matters, e.g. school closure due to extreme weather events.</p> <p>Generally, the text message is sent to one parent/carer per student, unless other arrangements are in place.</p>
Electronic Sign	The digital LED sign is 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	<p>Website: https://wesspandc.org/ email: office@wesspandc.org Phone: (07) 3010 8281 Facebook: www.facebook.com/wesspandc/</p> <p>The West End State School P&C meets every second Friday morning 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.</p> <p>The P&C operates the following school facilities:</p> <ul style="list-style-type: none"> • Outside School Hours Care (OSHC) • Uniform Shop • Tennis court hire • Vacation Care • Water Rats Swim Club • Tuckshop
Permission Slips	<p>Electronic permission forms for excursions/incursions will be emailed to families and need to be returned electronically.</p> <p>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.</p>



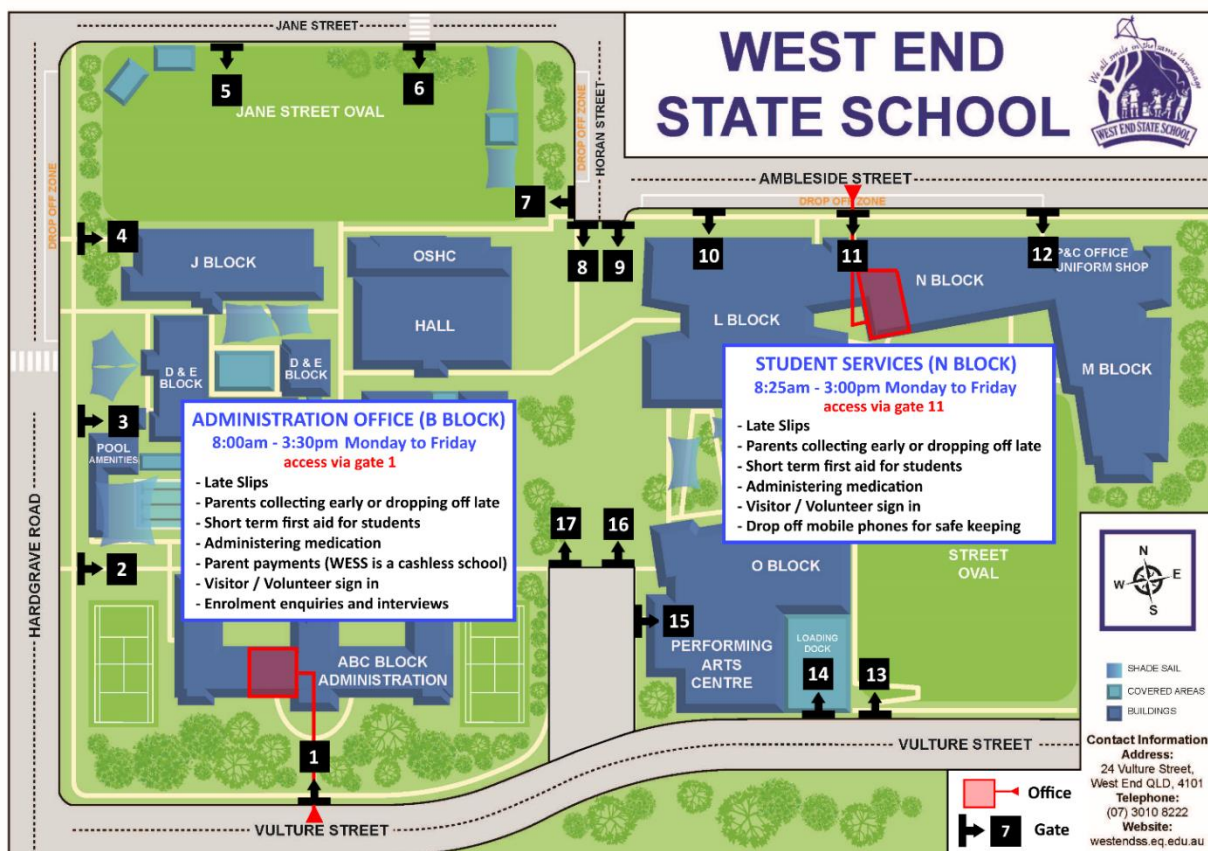
Parent/Carer Involvement

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 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 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 always wear the lanyard 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](#)

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, stretch and enrich our students.

Classroom 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.

Language lessons are conducted on Tuesdays and Wednesdays. Year 5 & 6 students have 80 minutes of lessons each.

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.

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 Term 4). 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 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 everyday 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 tabletop 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

Reading is always a priority at West End. Students are encouraged to read daily— personal books and library books.

The way we teach reading at WESS has changed to align with current research and best practice.

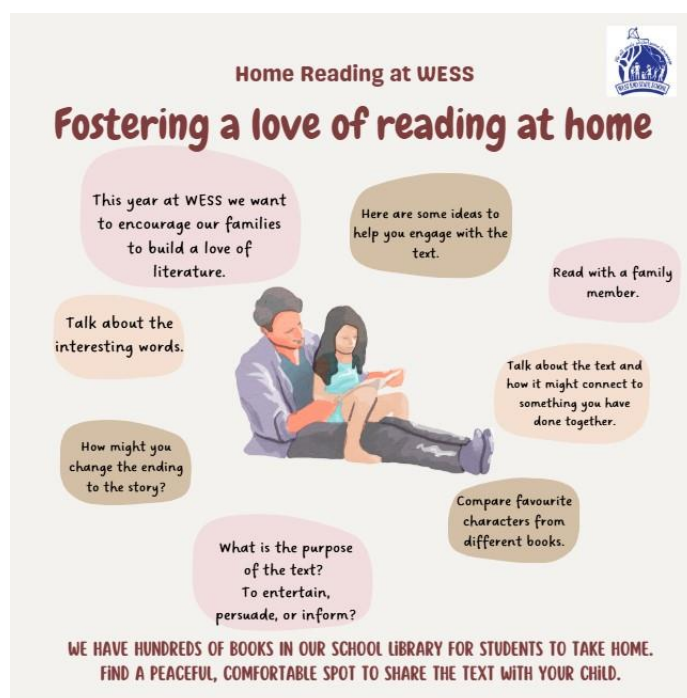
Learning to read is a process that needs step-by-step teaching and plenty of practise at school and at home. Unlike walking or talking, reading is not a skill that we learn naturally — everyone needs to be taught how to read.

Reading requires two very important skills:

- decoding (reading) the words on the page
 - making meaning from the words, sentences and paragraphs that are read
- For children to learn how to decode words, they need to understand how sounds and letters link together. They are taught that:
- words can be broken up into sounds (the word 'cat' is made up of 3 sounds: c-a-t) and that sounds can be blended to form words (the sounds c-a-t blended, forms the word 'cat')
 - the sounds in words can be represented by letters or groups of letters.

As children develop their understanding of letter-sound correspondences and apply this knowledge to reading words and texts, they learn more complex English spellings.

- The same sound can be represented by different letters; the words 'play', 'rain' and 'stage' all contain the sound /ay/ but the spelling is different in each one.
- The same letter can represent different sounds; the letter 'c' can represent a 'k' sound as in 'cat', or an 's' sound as in 'race'.
- Small parts of words can have a meaning all their own; in the word 'walked', the '-ed' tells us that the walk has already happened — it marks past tense.
- Children practise their word reading skills by reading decodable texts that contain only the letter-sound correspondences children have been taught.
- As children develop their decoding skills and their reading becomes more automatic, they will move from reading simple decodable texts to authentic texts. Authentic texts are any texts that are read for enjoyment or learning and that support word reading, language development and engagement.
- Children develop their language skills through the language they hear and read. In the early stages of reading instruction while children are developing their decoding skills, it is very important that they are read to often, so they hear lots of new words and learn about new things that they may not yet be able to read about themselves.



Parents play an important role in helping children learn to read by both:

- listening to your child read aloud to practise decoding words
- reading aloud to your child to build their understanding of language and literacy.

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, 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.



Inclusion Team

Our Inclusion Team meets weekly to discuss the individual needs of students referred to the team for support or students who have the potential to be referred. The members of the team are:

- Deputy Principal (Belonging, Engagement and Wellbeing)
- Head of Department - Inclusion
- Guidance Officer
- Inclusion Teachers P-6 (one per year level)
- English as an additional language and dialect teacher P-6
- Speech and Language Pathologist (SLP)



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

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 Team is sent to the parent/carer by the Inclusion Teacher, as soon as possible after the referral has been processed.

View [Responding to a Student's Learning Needs: Parent/Carer Information](#) (PDF, 524KB)

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, several support programs can be accessed to address individual student's needs. These are listed as follows:

Inclusion Teachers

These 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. 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.

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-aide offer this support to students across all year levels.

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 using 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.

Wellbeing Professional (2 days a week)

The Wellbeing Professional is a qualified social worker who responds to the needs of the student population and school community in an advisory and advocacy capacity. This includes personal and family counselling, therapy and group work, facilitation of referrals to other allied health professionals, and service and care coordination for the purpose of assisting students' wellbeing and mental health.

Speech and Language Pathologist (Part-time)

Speech Language Pathologists (SLPs) are professionals with specialist knowledge in speech, language and communication who work to improve literacy, academic and life outcomes of all students. SLPs work collaboratively with the school team to deliver evidence informed speech pathology practices within a multi-tiered system of support.

Advisory Visiting Teachers (Visiting)

Advisory visiting teachers (AVTs) support students across several 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 takes place in **Term 2**. There is an Inter House Carnival for athletics that takes place at the end of **Term 2**. 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 can 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, alongside the Senior school program in weeks but at a different time.

Dates (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 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.
Winter Inter School Sport may include Soccer - boys and girls Netball - girls Rugby League – boys (girls can play in this competition) Touch Football – girls	Winter Intra school Sport may include 1. Tennis 2. Gym (local area with qualified instructors). 3. Skipping 4. Dance 5. Fencing 6. Yoga
Summer Inter School Sport may include Basketball - boys and girls AFL - boys and girls Touch Football – boys Volleyball – boys and girls	Summer Intra School Sport may include 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. Payment must be completed prior to the commencement of the season.	<u>Approximate Cost</u> A definite cost for the 10-week season will be sent home via invoice prior to the sport commencing. Payment must be completed prior to the commencement of the season.

Uniforms - Inter School Sport only

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. A Tax Invoice will also be issued to families. The permission and payment must be completed 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, several 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 electronically. 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	Tallebudgera	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 at a designate time before or after school, as determined by the teacher and advised to families:

- 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 or Strings@westendss.eq.edu.au, as appropriate.

Choirs

Year 1-6 students have an opportunity to join a choir from Semester 1 each year. Membership to Choirs is annual and must be renewed at the start of each year.

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.

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.



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 ask that students and parents/carers help keep everyone safe by following pedestrian road rules. Please ensure that your children are familiar with these road and safety rules. Everyone should 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.



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



Cyber safety

Cyber safety 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 16 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 2025-2028](#)

Parents and Citizens' Association (P&C)

The West End State School Parents and Citizens' (P&C) Association works in close partnership with the school leadership and wider community to promote the interests of the school and support its ongoing development. Our goal is to help create the best possible outcomes for all WESS students.

P&C ASSOCIATION
WEST END STATE SCHOOL

To achieve this, WESS P&C operates a range of businesses and services that support families, including affordable uniforms, tuckshop and café services, outside school hours care, swimming lessons, and tennis court hire. Profits from these services - together with funds raised through P&C activities - are reinvested into the school. In recent years, the P&C has contributed more than \$1.25 million towards school services, resources, and infrastructure.

The P&C Executive is made up of volunteer parents and carers who generously give their time and expertise to support the school and community. The broader P&C includes both the Executive team and its membership body.

P&C meetings are held in the Teacher Staff Room in N Block and online via Microsoft Teams on Friday mornings from 9:00am (full calendar available [here](#)). All parents and carers are welcome to attend and participate in discussions. Please note that voting is limited to registered P&C members. Membership forms are available on the P&C website [here](#) and at every meeting.

The Annual General Meeting (AGM) is held each March. At the AGM, all Executive positions are vacated and opened for nomination, with voting taking place during the meeting.

Parent & Carer Involvement

Your involvement - in any capacity - helps strengthen our school community and supports the services we provide. Whether you can assist with a one-off task, help run an event, contribute to a project, or volunteer at one of our regular activities, we would love to have you involved.

If you are interested in volunteering your time or resources, please email office@wesspandc.org or keep an eye out for volunteer sign-ups sent via email.

Volunteering is a wonderful way to meet new people, connect with the school, and have fun while giving back. We are always looking for new ideas to bring the community together, so please share your suggestions.

Join us for our WESS Community Chit Chat at the Café, Fridays from 8:00 am, on the same days as the P&C meeting. We look forward to welcoming new faces and having a friendly chat.

Contact Us

For more information about the P&C, the Executive team, our services, Flexischools, or ways to get involved, please contact:

 office@wesspandc.org

 07 3010 8281

Parent/Carer Representative Program

The Parent/Carer Representative Program provides another meaningful way for parents and carers to become actively involved in the WESS community. Originally developed by the WESS School Council and now coordinated by the WESS P&C Association, the program aims to strengthen communication, build social connections, and support engagement across our 1500+ student cohort and their families.

Parent/Carer Representatives play an important role at every year level, particularly in welcoming new families and helping them feel connected. Representatives support positive communication within their class or year level, promote P&C and school activities, and help build an inclusive community environment. The program is supported by the P&C Vice President of Community Engagement, and representatives are invited to attend one meeting per term to discuss role-related matters and upcoming activities.

Examples of responsibilities include:

- Welcoming new families and helping them integrate into the school community.
- Organising social opportunities such as morning teas, picnics, playdates, or parent dinners.
- Encouraging families to participate in school and P&C events and activities.
- Helping moderate parent communication channels in line with Department of Education guidelines.
- Maintaining confidentiality and using contact lists only for their intended purpose.
- Promoting P&C and school activities and sharing relevant information with families.

This is a rewarding and approachable volunteer role that helps strengthen our school community. Representatives build relationships with staff and families, gain insight into school processes, and help create a supportive, inclusive environment for all WESS families.

If you are interested in volunteering as a Parent/Carer Representative for your child's class or year level, please email engagement@wesspandc.org

WESS P&C Services

Some P&C services can be accessed and paid for easily via **Flexischools**, including the Tuckshop, and the Uniform Shop. Flexischools is a secure online platform for ordering, booking, and payment. To get started, download the app or visit flexischools.com.au, search for West End State School and create a profile for each child.



Tuckshop

Providing healthy, affordable meals and snacks for students and staff.

- **Location:** Ground level, O Block (under Performance Arts Complex)
- **Opening Hours:** 8:00am–1:45pm, Monday–Friday (school term)
- **Menu:** Available on Flexischools or on the P&C website [here](#), changing each term.
- **Ordering & Payment:** Orders via Flexischools by 8:30am; classroom delivery provided. Payment via Flexischools, EFTPOS, or credit card (no AMEX or cash accepted for orders). Students may purchase ice blocks with cash during Second Break at the Tuckshop.
- **Volunteering:** Morning (8:30–11:30am) and afternoon (11:30–1:40pm) shifts available.
- **Contact:** 07 3010 8201 | tuckshop@wesspandc.org

Café

A community hub offering barista coffee, beverages and baked treats.

- **Location:** Within the Tuckshop, O Block
- **Opening Hours:** 7:00–11:45am, Monday–Friday (school term)
- **Offerings:** Coffee, other beverages, and baked goods
- **Payment:** Card only (no AMEX)

Uniform Shop

Your first stop for all official WESS uniforms and school apparel.

- **Location:** Lower level of M Block (Gate 12, Ambleside Street)
- **Opening Hours:** Mondays - Wednesdays 7:30–9:00am, Thursdays 2:30–4:00pm (school term)
- **What We Offer:** Compulsory uniforms, additional items and second-hand uniforms. More details at wesspandc.org/uniform-shop
- **Ordering & Payment:** Visit in person or order via Flexischools. Payment can be done via Flexischools, EFTPOS, or credit card (no AMEX or CASH accepted). Uniform orders can be delivered to classrooms, at a fee, Mondays to Thursdays.
- **Lost Property:** under K Block, behind the library
- **Contact:** 07 3010 8202 | uniformshop@wesspandc.org

Outside School Hours Care (OSHC)

WESS OSHC provides **Before School Care, After School Care, and Vacation Care** for primary school-aged children, including Prep. The service is licensed for up to 400 children per session and staffed by a team of passionate, qualified educators.

Our Philosophy:

We value each child as a unique individual and aim to create a warm, inclusive environment that supports social, physical, and emotional development. Programs are age-appropriate, engaging, and reflect the cultural diversity of our community.

Hours of Operation:

- **Before School Care:** 7:00am – 8:40am
- **After School Care:** 3:00pm – 6:00pm
- **Vacation Care & Pupil Free Days:** 7:00am – 6:00pm

What We Provide:

- All craft materials, resources, and activities are included in the fees.
- **Before School Care:** Light, nutritious breakfast (cereal, toast, yogurt) plus occasional treats, crafts, sports, reading, and self-directed activities.
- **After School Care:** Menu options including sandwiches, sushi, pasta, cultural meals, and fresh fruit, followed by arts, sports, cooking, gardening, board games, and quiet activities.
- **Vacation Care:** Breakfast, morning and afternoon tea provided; lunch supplied from home. Excursions and incursions available at additional cost. Nut-free environment for children with allergies.



Enrolment & Fees:

Bookings and registrations are managed via the OWNA app. Permanent bookings are prioritised, casual bookings subject to availability and staff ratios. Child Care Subsidy is available for eligible families via Centrelink. Full information on enrolment, bookings, fees, and programs is available [here](#).

Contact OSHC:

- **Phone:** 07 3010 8282 | Mobile: 0421 558 950
- **Email:** wessoshc@wesspandc.org
- **Website:** wesspandc.org/Outside-School-Hours-Care/

Community Engagement

WESS P&C runs a range of fundraising and community activities throughout the year, including fiestas, fun runs and social events, to support school services and foster community connections. View our calendar of events for 2026 [here](#).

Water Rats Swim Club

Looking for a fun, social evening for the whole family? Join the Water Rats Swim Club every Thursday night during Terms 1 & 4 at the WESS pool. All swimming levels are welcome - from beginners to seasoned swimmers.

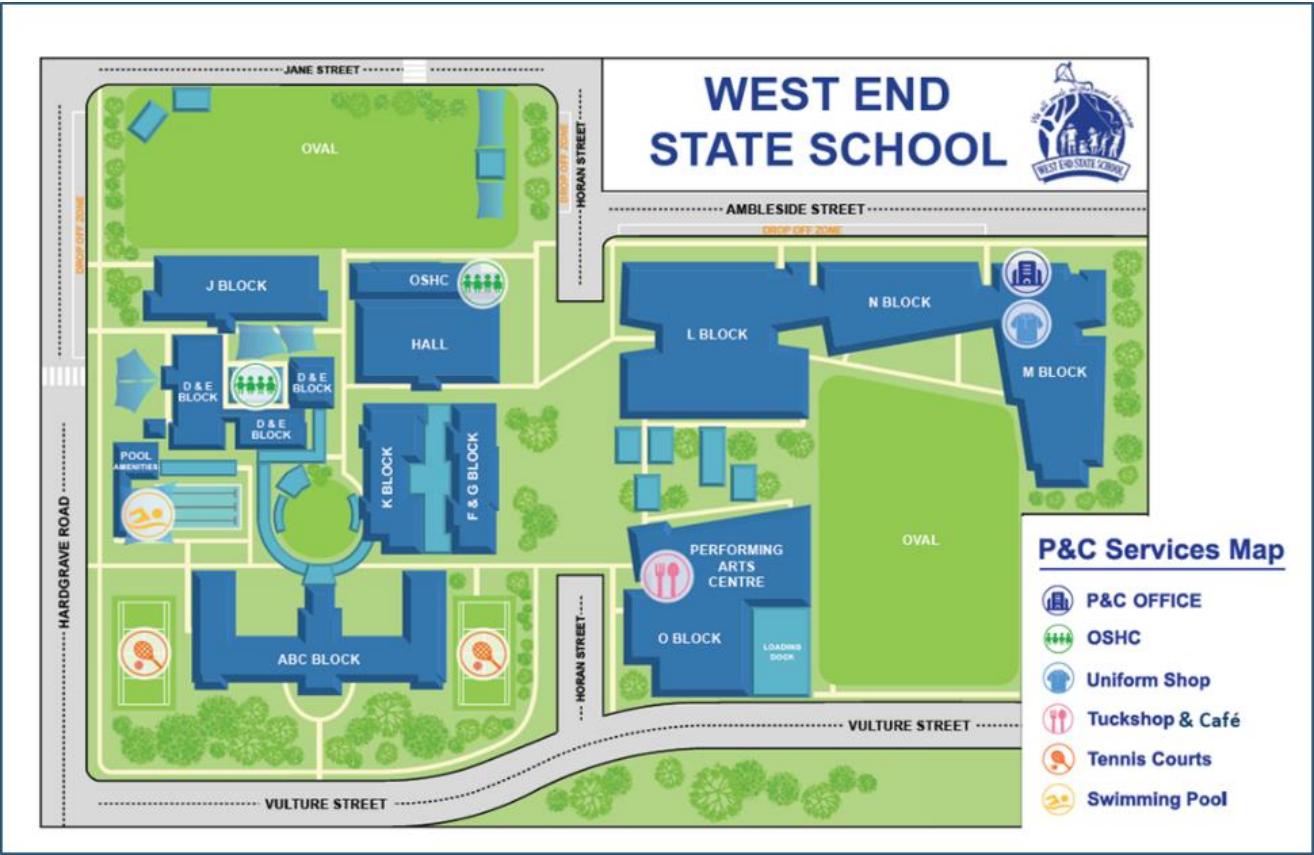
- 6:00pm: First free swim session for kids
- End of session: Second free swim session
- Timed races and free swim opportunities
- BBQ and snacks available for purchase

Volunteers needed: we rely on volunteers to help with race timing, marshalling, starting races, and BBQ/food service. All funds raised support our school. To volunteer, email office@wesspandc.org.






Tennis Court Hire

Public hire of school courts via Tennis for Kids. Daytime \$18/hr, evening (with lighting) \$20/hr. Bookings: info@tennisforkids.com.au. Proceeds go into the fundraising budget that supports the school.

P&C Services Map



Appendix 1 - WESS Expectations

 <h1>WESS Expectations</h1> 				
	 <p>READY</p> <p>I am READY when I am open and receptive to learning, and take responsibility for helping to create a positive learning environment.</p>	 <p>KIND</p> <p>I prioritise being KIND by caring for myself, others and the environment.</p>	 <p>SAFE</p> <p>I prioritise the wellbeing of myself and others by practising SAFE actions both in person and online.</p>	
Toilets	<ul style="list-style-type: none"> ◊ Respect privacy of others ◊ Take a buddy 	<ul style="list-style-type: none"> ◊ Use your area toilets ◊ Return straight to class or eating area ◊ Be in the right place at the right time ◊ One student per cubicle ◊ Keep the area clean ◊ Be water-wise ◊ Report any mess or damage 	<ul style="list-style-type: none"> ◊ Ask for permission before leaving the classroom or eating area to visit the bathroom ◊ Take a buddy and remain with your buddy ◊ Wash hands with soap and water ◊ No playing ◊ Use the toilet for its intended purpose ◊ No vandalism 	
	<ul style="list-style-type: none"> ◊ Follow teacher directions ◊ Be on time and ready for learning ◊ Be organised with your belongings ◊ Know and follow routines ◊ Active listening ◊ Take ownership of your learning ◊ Be on task ◊ Phones/Watches off and away ◊ Enter and exit spaces quietly ◊ Be in the right learning space ◊ Do your best until you know better ◊ Follow the School Dress Code 	<ul style="list-style-type: none"> ◊ Use kind words with a friendly tone ◊ Use kind actions ◊ Respect everyone's right to learn ◊ Use inside voices ◊ Respect spaces and property ◊ Respect others working and I learning in nearby spaces ◊ Uphold online privileges ◊ Ask for consent to take photos ◊ Respect others and follow expectations when interacting in online environments 	<ul style="list-style-type: none"> ◊ Keep hands and feet and objects to yourself ◊ Ask permission to leave the learning space ◊ Use SWITCH IN space to self-regulate ◊ Enter and exit rooms in an orderly manner ◊ Enter learning spaces when adult is present ◊ Walk when transitioning ◊ Use equipment correctly ◊ Follow the Information Technology agreement (BYOD) ◊ Uphold online privileges ◊ Be cybersafe 	
Eating & Playing Spaces	<ul style="list-style-type: none"> ◊ Sit whilst eating ◊ Wait until you are dismissed by staff ◊ Put on sunscreen ◊ Be in the right playing space ◊ Know the game rules to play fair ◊ Wait for Duty Staff to begin playing ◊ Wear your own hat (No hat, No play) 	<ul style="list-style-type: none"> ◊ Follow adult directions ◊ Leave your eating area clean ◊ Return borrowed equipment promptly ◊ Walk around gardens 	<ul style="list-style-type: none"> ◊ Running only on oval and tennis courts ◊ No food sharing ◊ Tuckshop – sit if you need more eating time or bought something ◊ Follow the rules* for your play areas ◊ Report unsafe and unkind behaviours to the staff on duty ◊ Non contact games only ◊ Ask an adult for help if you're feeling scared/unsure ◊ Play only during break times ◊ Use SWITCH OUT space to self-regulate 	
	<ul style="list-style-type: none"> ◊ Wait for family in agreed area only ◊ Wear your uniform correctly 	<ul style="list-style-type: none"> ◊ Leave school promptly ◊ Be mindful of other people within the school grounds ◊ Respect local shops and businesses 	<ul style="list-style-type: none"> ◊ No games after school ◊ Go to the Office if family is late for pick up ◊ Walk bikes/scooter on school grounds ◊ Follow crossing supervisor's directions ◊ Follow road and public transport rules 	
Community Spaces				

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. Families 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.**

School Uniform



Prep – Year 6 SCHOOL UNIFORM (Unisex)		
Note: When selecting the size of uniform items, please ensure that they provide appropriate coverage and maintain personal dignity.		
Item	Detail	Photo
Polo Shirt	Navy and sky blue panelled short sleeved, sublimated, polo shirt with school logo on left chest.	
Shorts / Skorts	Unisex navy shorts with white WESS lettering at the bottom, right-hand side, with a zip pocket on the right side. A skorts option with white WESS lettering is also available.	
Hat	Reversible school and sports' house bucket hat with school logo and house name.	
Prep – Year 6 SPORTS' HOUSE POLO SHIRT (Unisex)		
Baruga (Red)		Chullawong (Green) 
Navy and red panelled short sleeved, sublimated, polo shirt with school logo on left chest, and Baruga house logo on the back.		Navy and green panelled short sleeved sublimated, polo shirt with school logo on left chest, and Chullawong house logo on the back.
Dungar (yellow)		Kurilpa (blue) 
Navy and yellow panelled short sleeved sublimated, polo shirt with school logo on left chest, and Dungar house logo on the back.		Navy and blue panelled short sleeved sublimated, polo shirt with school logo on left chest, and Kurilpa house logo on the back.
Students will be able to wear their house shirts on the following days: <ul style="list-style-type: none"> • Class physical education lessons • Athletics, cross country and swimming carnivals • Intra and inter-school sports' days • other days designated by the principal 		

Prep – Year 6 FOOTWEAR		
Shoes	The only acceptable shoes are black school shoes and/or predominantly black sports joggers/trainers, with black or white laces. Hi-top and mid-cut shoes are not acceptable.	
<div>Acceptable</div> <div></div>	<div>Unacceptable</div> <div></div> <div>Mid-cut</div> <div>Hi-top</div>	
Socks	Plain white socks are <u>preferred</u> , but black or navy blue socks are acceptable.	
Prep – Year 6 WINTER UNIFORM		
Item	Detail	Photo
Jacket and Tracksuit Pants	Navy and sky blue panelled jacket with front zip and school logo on left chest. Plain navy tracksuit pants.	
Undergarments	Plain long sleeve navy shirt and bottoms. These are to be worn under school uniform.	
Prep – Year 6 FREE DRESS DAYS		
Free Dress Days	The principal may designate <u>free dress days</u> . On these occasions, students are expected to wear clothing that is sun-safe, minimise skin exposure, and meets standards of decency.	

Prep – Year 6 MISCELLANEOUS ITEMS

Item	Detail	Photo
Library Bag	Prep – Year 4 only. School branded library bag.	
Hair Ribbon	White, navy or sky blue.	
Head Dress	Head dress e.g. hijab, turban (<i>cultural and religious customs only</i>) may be worn, <u>preferably</u> in school colours.	
Back Pack	School branded backpack is optional.	

Year 6 SENIOR POLO SHIRT (Unisex)

Item	Detail	Photo
Senior Polo Shirt (Year 6)	Option 1: Designated sublimated, school branded senior shirt.	
	Option 2: Designated sublimated, school branded senior shirt, with child's preferred given name and year on the back of the shirt.	

Expectations and Non-Compliance

STUDENT DRESS CODE		
SCHOOL STANDARD	PARENTS ARE ADVISED THAT	CONSEQUENCES/SANCTIONS
Girls and Boys Uniform <i>Students are required to wear the approved uniform daily.</i> ✓ <i>Sports uniform for physical education, sports days and any other days designated by the school.</i>	1. An explanatory note from a parent is required if a student is not wearing the correct uniform. 2. All students must wear the school uniform on all excursions. 3. Board or cargo shorts and jeans are unacceptable.	1. The following consequences will apply if a student does not comply with the dress code: ✓ Student will be given a verbal warning. ✓ Parents will be notified for consistent breaches of the dress code. ✓ Student referred to 'Switch Out'. 2. Unless otherwise notified, students participating in out of school activities (e.g. excursions, sport) must wear the appropriate school uniform. Non-compliance will result in non-participation in the off-campus activity due to safety reasons.
Jumpers and Jackets <i>Students are required to wear the approved winter uniform.</i>	1. An explanatory note from a parent is required if a student is not wearing the correct uniform. 2. All students must wear the school uniform on all excursions.	The following consequences will apply if a student does not comply with these guidelines: ✓ Student will be given a verbal warning. ✓ Parents will be notified for consistent breaches of the dress code. ✓ Student referred to 'Switch Out'.
Undergarments Ankle length navy tights and long sleeve shirts only	Any undergarments must not be worn over the school uniform or visible except for the school approved navy clothing.	The following consequences will apply if a student does not comply with this guideline: ✓ Student will be given a verbal warning. ✓ Parents will be notified for consistent breaches of the dress code. ✓ Student referred to 'Switch Out'.
Hats West End State is a sun safe school and adheres to the guidelines of the Queensland Cancer Society. <i>Students are required to wear the approved sun safe school reversible bucket hat.</i>	Baseball style caps are not permitted.	1. Students who do not have the appropriate sun safe hat will be excluded from activities in the sun. They will be required to stay in shade areas. 2. Students who do not have the appropriate sun safe hat will be ineligible to attend off campus activities in the sun.

SCHOOL STANDARD	PARENTS ARE ADVISED THAT	CONSEQUENCES/SANCTIONS
Footwear and Socks Enclosed shoes ensure maximum safety for everyone. <ul style="list-style-type: none"> Students are required to wear the approved footwear. That is are fully enclosed. Predominantly black school shoes or sports joggers/trainers with black or white shoe laces. Plain white socks are preferred, although navy blue or black are acceptable. 	Multi-coloured, fluorescent-coloured sports shoes, socks or shoelaces are not permitted. <ol style="list-style-type: none"> Shoes with high heels or platforms, thongs and slip-ons are unsafe and not permitted. Hi-top or mid-cut shoes are not permitted. Bright, multi-coloured socks are unacceptable. Footwear must be worn at all times unless the activity necessitates bare feet, or the activity prohibits footwear e.g. swimming 	The following consequences will apply if a student does not wear the appropriate footwear. <ul style="list-style-type: none"> ✓ Student will be given a verbal warning. ✓ Parents will be notified for consistent breaches of the dress code. ✓ Student referred to 'Switch Out'.
Jewellery Students may wear the following approved items: <ul style="list-style-type: none"> Watch. Small plain sleepers or stud earrings. Medical alert bracelet or necklace. Items of significant religious or cultural belief must be (worn under clothing). 	<ol style="list-style-type: none"> Other jewellery may be unsafe and become caught in play equipment or come in contact with another student causing injury. Visible body piercing other than ears is not acceptable. 	<ol style="list-style-type: none"> A student wearing inappropriate jewellery will be required to remove the item and if necessary, give it to the teacher for safe keeping. Repeat offenders will be warned and the inappropriate item will be confiscated and parents are required to collect the item from the school.
Nail Polish / Make-up / Temporary Tattoos Students are not permitted to wear clearly identifiable nail polish, fake nails, cosmetic make-up or have temporary tattoos.	<ol style="list-style-type: none"> Temporary tattoos are not acceptable 	<ol style="list-style-type: none"> Students wearing coloured nail polish will be asked to remove it before returning to school the next day. Parents are contacted and requested to remove the make-up on their child. Students will be required to cover up the tattoo until it fully fades away.
Hair Conservative hairstyles and natural colour.	<ol style="list-style-type: none"> Long hair is to be tied back, braided or plaited. This will minimise the transfer of head lice. Extreme hairstyles (e.g., tracks, spikes, mohawks) or extreme colours (e.g., green, pink or purple rinses) are not permitted. 	<ol style="list-style-type: none"> Students will be required to tie back long hair. Extreme hair styles and dyed hair will result in a breach and a referral to the 'Switch Out'.
Helmet Students riding bikes or scooters are required to wear a helmet.	All students riding to and from school are required to wear a secured bicycle helmet.	Students who fail to wear a helmet will not be permitted to ride their bicycle/scooter to school.
Free Dress Days	The P & C and the Student Council conduct free dress days throughout the	Students who blatantly disregard the free dress guidelines will be:

SCHOOL STANDARD	PARENTS ARE ADVISED THAT	CONSEQUENCES/SANCTIONS
	<p>year to raise funds for the school and for community projects.</p> <p>To participate in the free dress day students must observe the following guidelines:</p> <ul style="list-style-type: none"> • Clothing that meets the schools' sun safe policy. • Clothing that is modest and suitable for regular school activities. • Clothing that has no offensive or obscene language or messages. • Closed-in footwear. • No jewellery, make-up or fingernail polish that is contrary to the schools' dress code. 	<ul style="list-style-type: none"> • Required to return home to change. • Remove offending jewellery items. • Withdrawn from non-curriculum school activities.

Consequences Of Non-Compliance

1ST Offense: Warning and Reminder.

2ND Offense: Dress Code Non-compliance breach note sent home.

3RD Offense: Referred to Deputy Principal – Parents are contacted by the Deputy Principal to discuss reasons and reinforce school expectations.

4TH Offense: Referred to Deputy Principal – Possible suspension (continuous non-compliance).

Notes

1. Non-compliance of the Student Dress Code associated with genuine financial hardship or medical issues or a disability will be considered on a case-by-case basis. The principal or their nominee is the sole authority in this matter.
2. Parents and Carers will be notified in writing if their child consistently breaches the school's student dress code.
3. This policy will be reviewed as part of the Department of Education and school review cycles.

Transitioning from Old School Uniforms

There will be a two-year transition period from January 2025 until December 2026, where the old school uniform will be permitted to be worn by all students (both current and incoming, for all year levels Prep – Year 6), including Senior Shirts. Please note: The intention of the transition period is that existing serviceable uniforms/shoes are acceptable to wear, but that any new items purchased during the transition period conform to the new Dress Code.

UNIFORM SHOP

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

<https://wesspandc.org/uniform-shop/>

Standard Opening hours (Term time), 2026

Monday 7:30am – 9:00am

Tuesday 7:30am – 9:00am


Wednesday 7:30am – 9:00am

Thursday 2:30pm – 4:00pm

Friday CLOSED

Appendix 3 - Infectious Conditions Time Out

Queensland Health



Time Out

Keeping your child and other kids healthy!

- Information for a number of infectious conditions that may require¹ exclusion of children from school, education and care services.
- Additional public health recommendations that apply to children and adults.
- To assist medical practitioners, schools, preschools and childcare facilities to meet the public health requirements¹ and recommendations.


¹Refers to contagious conditions as per the Public Health Regulation 2018.

1. Observing the exclusion period meets the intent of the Public Health Act 2005 for a person to be non-infectious. See schedule 4 of the Public Health Regulation 2018 for a complete list of contagious conditions and their exclusion criteria.

2. Doctors should notify the local Public Health Unit as soon as possible if children or staff are diagnosed with these conditions. Refer to page 2 for Public Health Unit contact details.

Condition	Person with the infection	Those in contact with the infected person (The definition of 'contact' will vary between diseases)
*Chickenpox (varicella)	EXCLUDE until all blisters have dried, and at least 5 days after the onset of symptoms. ¹	EXCLUSION MAY APPLY EXCLUDE non-immune pregnant women and any child with immune deficiency or receiving chemotherapy. Advise to seek urgent medical assessment. <i>Contact your Public Health Unit for specialist advice.</i> Also see Shingles information below.
Cold sores (herpes simplex)	NOT EXCLUDED 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.	NOT EXCLUDED
Conjunctivitis	EXCLUDE until discharge from eyes has ceased unless a doctor has diagnosed non-infectious conjunctivitis.	NOT EXCLUDED
*COVID-19	EXCLUDE until symptoms have resolved, normally 5-7 days.	NOT EXCLUDED
Cytomegalovirus (CMV)	NOT EXCLUDED pregnant women should consult with their doctor.	NOT EXCLUDED pregnant women should consult with their doctor.
Diarrhoea and/or Vomiting including: <ul style="list-style-type: none"> • amoebiasis • campylobacter • cryptosporidium • giardia • rotavirus • salmonella • *gastroenteritis but excluding: <ul style="list-style-type: none"> • *norovirus • shigellosis • toxin-producing forms of E.coli (STEC) <i>See advice for these specific conditions below</i>	<p>Exclusion periods may vary depending on the cause.</p> <p>EXCLUDE a single case until the person, has no symptoms¹ (includes vomiting if applicable), is feeling well and they have not had any loose bowel motions for at least 24 hours or if the person has confirmed norovirus exclude for at least 48 hours.¹</p> <p>EXCLUDE all persons who prepare or serve food until they have not had any diarrhoea or vomiting for 48 hours.</p> <p>NOTE: If there are 2 or more cases with diarrhoea and/or vomiting in the same location, which may indicate a potential outbreak OR a single case in a food handler, notify your Public Health Unit.</p> <p>Diarrhoea: 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.</p> <p><i>See information below if norovirus is confirmed or considered likely as the cause of diarrhoea and vomiting.</i></p>	NOT EXCLUDED
*Enterovirus 71 (EV71 neurological disease)	EXCLUDE until written medical clearance is received confirming the virus is no longer present in the person's bowel motions. ¹	NOT EXCLUDED
Fungal infections of the skin and nails (ringworm/tinea)	EXCLUDE until the day after antifungal treatment has commenced. (No exclusion for thrush).	NOT EXCLUDED
Glandular fever (mononucleosis, Epstein-Barr virus)	NOT EXCLUDED	NOT EXCLUDED
*German measles (rubella)²	EXCLUDE for 4 days after the onset of rash ¹ or until fully recovered, whichever is longer. Pregnant women should consult with their doctor.	NOT EXCLUDED pregnant women should consult with their doctor.
*Haemophilus influenzae type b (Hib)	EXCLUDE until the doctor confirms the person is not infectious and has completed 4 days of appropriate antibiotic treatment. ¹ <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice.</i>
Hand, foot and mouth disease	EXCLUDE until all blisters have dried.	NOT EXCLUDED
Head lice	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).	NOT EXCLUDED
*Hepatitis A²	EXCLUDE until at least 7 days after the onset of jaundice ¹ OR for 2 weeks after onset of first symptoms, including dark urine if there is no jaundice. If a person is asymptomatic contact your Public Health Unit for Specialist advice.	NOT EXCLUDED <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>

November 2022



Condition	Person with the infection	Those in contact with the infected person ¹
Hepatitis B and C	NOT EXCLUDED cover open wounds with waterproof dressing.	NOT EXCLUDED
Hepatitis E	EXCLUDE until at least 2 weeks after the onset of jaundice.	NOT EXCLUDED
Human immunodeficiency virus (HIV/AIDS)	NOT EXCLUDED cover open wounds with waterproof dressing.	NOT EXCLUDED
Influenza and influenza-like illness	EXCLUDE until symptoms have resolved, normally 5–7 days.	NOT EXCLUDED
*Measles ²	EXCLUDE until the doctor confirms the person is not infectious but not earlier than 4 days after the onset of the rash. ¹ <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY NOT EXCLUDED vaccinated or immune contacts. EXCLUDE immuno-compromised contacts (including those receiving chemotherapy) until 14 days after the appearance of the rash in the last case. EXCLUDE non-or incompletely vaccinated contacts, without evidence of immunity. <i>Contact your Public Health Unit for specialist advice.</i>
Meningitis (bacterial)	EXCLUDE until well and has received appropriate antibiotics.	NOT EXCLUDED
Meningitis (viral)	EXCLUDE until well.	NOT EXCLUDED
*Meningococcal infection ²	EXCLUDE until the treating doctor confirms the child is not infectious and at least 24 hours of appropriate antibiotics have been completed. ¹ <i>Contact your Public Health Unit for specialist advice.</i>	NOT EXCLUDED <i>Contact your Public Health Unit for specialist advice about antibiotics and/or vaccination for close contacts.</i>
Molluscum contagiosum	NOT EXCLUDED	NOT EXCLUDED
Mumps	EXCLUDE for 5 days after onset of swelling. Pregnant women should consult with their doctor.	NOT EXCLUDED pregnant women should consult with their doctor.
*Norovirus	EXCLUDE until no symptoms and no loose bowel motions for 48 hours. ¹	NOT EXCLUDED
Roseola, sixth disease	NOT EXCLUDED	NOT EXCLUDED
Scabies	EXCLUDE until the day after treatment has commenced.	NOT EXCLUDED
School sores (impetigo)	EXCLUDE 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.	NOT EXCLUDED
Shiga toxin-producing E.coli (STEC)	EXCLUDE until diarrhoea has stopped and 2 samples have tested negative. <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice.</i>
Slapped cheek syndrome, fifth disease (parvovirus B19, erythema infectiosum)	NOT EXCLUDED pregnant women should consult with their doctor. Note: Children are contagious until 24 hours after the fever resolves. Rashes generally occur after the infectious period has passed.	NOT EXCLUDED pregnant women should consult with their doctor.
Shigellosis	EXCLUDE until there has been no diarrhoea or vomiting for 48 hours. <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice.</i>
Shingles (herpes zoster)	EXCLUDE all children until blisters have dried and crusted. EXCLUDE adults if blisters are unable to be covered. NOT EXCLUDED in adults if blisters can be covered with a waterproof dressing until they have dried.	EXCLUSION MAY APPLY <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)	EXCLUDE until 24 hours of appropriate antibiotics have been completed.	NOT EXCLUDED
*Tuberculosis (TB) ²	EXCLUDE until written medical clearance is received from the relevant Tuberculosis Control Unit.	NOT EXCLUDED
*Typhoid ² and paratyphoid fever ²	EXCLUDE until appropriate antibiotics have been completed. ¹ Stool sample clearance will be required, <i>contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice.</i>
*Whooping cough (pertussis) ²	EXCLUDE until 5 days after starting appropriate antibiotics or for 21 days from onset of cough AND confirmed that they are not infectious. ¹ <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY for contacts of an infected person. <i>Contact your Public Health Unit for specialist advice regarding exclusion of non-or incompletely vaccinated contacts.</i>
Worms	EXCLUDE until diarrhoea has stopped for 24 hours and treatment has occurred.	NOT EXCLUDED

This is an assistive tool, it is not intended to replace clinical assessment, management or judgment.

If you have any medical concerns, contact your healthcare provider or 13 HEALTH (13432584)

For further advice on the information within this poster, contact your nearest Public Health Unit via 13 Health or at www.health.qld.gov.au/system-governance/contact-us/contact-public-health-units

Further information on recommendations:

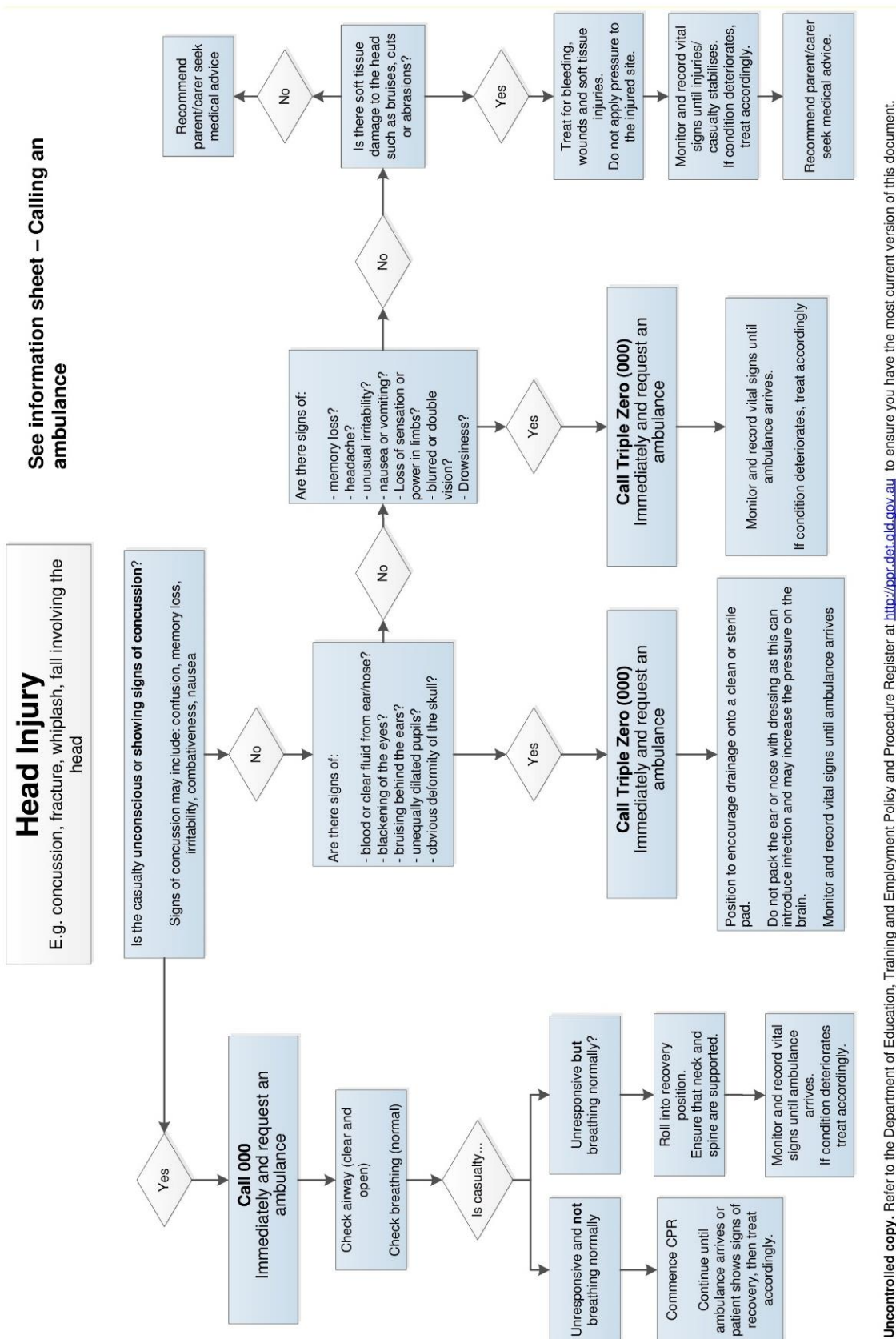
- Communicable Diseases Network Australia (CDNA) guidelines
<https://www1.health.gov.au/internet/main/publishing.nsf/Content/cdnasongs.htm>
- National Health and Medical Research Council publication: Infectious diseases in early childhood and education and care services, 5th edition www.nhmrc.gov.au/guidelines-publications/ch55
- Queensland Department of Health Communicable Disease Control Guidance
<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



Appendix 4 - Head Injuries



Reviewed March 2018 V/2
Uncontrolled when printed

Organisational Safety and Wellbeing

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

At WESS, the Inclusion Team use a collaborative and cyclical process in responding to a student's learning needs through differentiation. This process enables the team 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.

