

# Hilliard State School Parent Handbook



**TOGETHER WE LEARN, LEAD AND SUCCEED**

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## ADMINISTRATION TEAM

Principal	Andrew Walker
Deputy Principal	Jason Meijboom
Deputy Principal	Anna-Maree Whalley
HOSES	Amanda Girodat
Head of Curriculum	Kirsty Cutajar
Business Services Manager	Gayle Harris

## OFFICE STAFF

Administrative Officer	Lisa Wakeling
Administrative Officer	Donna Krause
Administrative Officer	Karen Loy

## SCHOOL CALENDAR 2019

### TERM DATES

Term 1	29 January – 5 April
Term 2	23 April – 28 June
Term 3	15 July – 20 September
Term 4	8 October – 13 December

### STUDENT FREE DAYS

Term 1	23, 24, 25 January
Term 2	8, 9, 10 April 3 x Flexible Student Free Days April 8, 9 & 10 (additional day 23 Jan & 2 x 1hr twilight sessions tba)
Term 3	nil
Term 4	21 October

### PUBLIC HOLIDAYS

Term 1	28 January (Australia Day)
Term 2	19, 22 April (Easter Friday, Easter Monday) 25 April (ANZAC Day), 6 May (Labour Day)
Term 3	12 August (Redlands Show Holiday)
Term 4	7 October (Queen's Birthday)

### CONTACT DETAILS

Name:	Hilliard State School
Phone:	3820 1666
Absentee Line:	3820 1666 – <b>Option 1</b>
Address:	Cnr Alexandra Circuit & Hanover Drive, Alexandra Hills, QLD, 4161
Email:	<a href="mailto:admin@hilliardss.eq.edu.au">admin@hilliardss.eq.edu.au</a>
School Website:	<a href="http://www.hilliardss.eq.edu.au">www.hilliardss.eq.edu.au</a>
School Facebook page:	search for Hilliard State School
Qschools app:	add Hilliard State School in favourites

### OFFICE HOURS

Monday – Friday	8.00am – 4.00pm
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### BELL TIMES

8.45am	First Bell (students make their way to their classroom)
8.50am	Classes commence
11.00am	1 <sup>st</sup> Break
11.40am	Classes resume
1.40pm	2 <sup>nd</sup> Break
2.20pm	Classes resume
3.00pm	School finishes

**DROP OFF TIME FOR STUDENTS:** In the interest of student safety, a reminder to families that students should arrive at school at 8.30am at the earliest. Families will be contacted if students regularly arrive before 8.30am and will be advised to make arrangements for before school care. Students should make their way to the Tuckshop covered games area to wait quietly for the first bell to ring (no ball games are permitted at this time). All other areas of the school are out of bounds.

**AFTERNOON COLLECTION OF STUDENTS:** Students waiting to be picked up are to wait inside either the gate on Hanover Drive or the gate near the Prep Playground on Alexandra Circuit. They are to be collected from school no later than 3.20pm after which time, parents must sign out their child/ren at the office. Families will be contacted if students are not collected by 3.30pm and will be advised to make arrangements for after school care.

## **ABSENCE**

If your child is absent from school, it is a requirement, under the Education Act, to inform the school. You can inform the school via the school absentee line on 3820 1660 or alternatively send a note with an explanation of the absence to your child's teacher upon their return.

Routine telephone calls will be made to parents/carers of students who are absent for three days and from whom there has been no notification to the school.

If your child will be away 11 days or more, parent/guardian should complete an **Application for Exemption** form and return it to the Principal.

(The Education Act requires that children between the ages of 6 and 15 attend school each day unless there is a valid reason for absence.)

Parents intending to take students for holidays during the school year MUST inform the school in writing stating the dates the student will be absent from school and the reason why the absence is necessary.

**Late arrivals to school:** Students arriving late must enter through the office and have their parent/caregiver sign the register before going to class. The student will be given a late slip to take with them to their classroom. We encourage parents to ensure that students be punctual to school.

**Early departure:** For security and safety reasons, students must be signed out and be collected from the classroom if they have to leave at any time during the day.

## **ACCIDENTS AND SICKNESS**

Whilst the care and protection of your child at school is a priority, accidents may still occur. In the case of an accident or illness, only basic first aid can be administered. Parents will be contacted as soon as possible and advised of the circumstances, usually with the recommendation that the child be collected and taken home. If there is a serious accident, the ambulance will be called to transport the child to hospital.

***\*It is essential that parent contact details, including emergency contacts, are up to date.***

## **ADVENTURE PLAYGROUNDS**

All adventure playgrounds are out of bounds before and after school. Any unauthorised persons seen using this equipment outside the supervised play periods will be asked to leave equipment immediately for workplace health and safety reasons.

## **APPOINTMENTS (also see Reporting)**

Parents / caregivers are always encouraged to discuss their child's progress with his/her teacher. By doing this, all concerned will be working as a team for the benefit of the child. In the first instance, parents are encouraged to meet with their child's teacher at a mutually convenient time. Appointments should be made to allow teachers adequate time to prepare. The most suitable time for doing this would be before or after school. Parents can appreciate the importance of uninterrupted class lessons. If, after meeting with the relevant teacher, parents would like to discuss a matter further, interviews with the Principal or Deputy Principal are available and an appointment should be made through the office on 3820 1666.

## **ASSEMBLY**

Whole school Assembly is held every Tuesday at 2:30 pm in the school hall. Parents are welcome to attend. Assemblies are conducted by students as part of the school leadership program.

## **BANKING (STUDENT)**

Automatic Student Banking (Commonwealth Bank Dollarmite Accounts) has been introduced into schools. Student banking day is Wednesday. Application forms are available at the Office.

The school benefits by way of commission paid for each deposit of more than \$1.00. The more deposits of \$1.00 or more your child makes the more the school benefits in commission.

## BEHAVIOUR MANAGEMENT

At Hilliard State School our vision is to build the capacity between staff, parents and students in the school community to increase appropriate student behaviour and decrease problem behaviour by building a continuum of support for all students through comprehensive systems and a supportive environment.

Our vision is based on research reviews that indicate that the most effective responses to student misbehavior are:

- Teaching behavioural expectations
- Academic restructuring
- Behavioural interventions
- Implementing a school-wide approach

Positive behaviour is taught and promoted through the **Focus 20 Program**. This is a school based program focussing on 20 essential skills for success across the school community. Individual, group, class, year level and whole school language uses explicit skills and strategies for social well-being. Students are rewarded for positive behaviour with **Vivo points**, which can be later used to purchase items from the Vivo shop.

Refer to our school's [Responsible Behaviour Plan for Students](#) 2018-2022.

## BIKES and SCOOTERS

Children riding bikes or scooters must adhere to the following rules:

- helmets must be worn
- bikes and scooters must be road worthy
- bikes and scooters must be walked by the rider whilst in school grounds, on the pedestrian crossings, or in the bike safety zone.

The bike safety zone is along the school perimeter which includes all areas bordered by the school fence. Rules are as follows:

- riders must ride in single file
- riders must be considerate to pedestrians
- once bikes or scooters are parked, children are to leave the enclosure immediately.

The bike parking area in the school has been provided as a service and a privilege for users. It is not a right. Misuse of this area or failure to comply with rules (as above) will result in the privilege being withdrawn.

## BUS SERVICE

Transdev Bus Company run a service from Ferntree Park to Vienna Woods State School each day. Please note the following points:

- common sense, consideration and courtesy are expected at all times
- children will need to flag the driver to pick them up
- please advise the driver where to set down.

Please check periodically with the bus company for price and time changes. Any enquiries or concerns should be directed to Transdev on 3245 3333.

## CAMP

The purpose of school camp is for assisting students to develop interpersonal and physical skills through an integrated program in the outdoor environment. Camps for 2019 are under review and details will be released as early as possible to relevant year levels. The aims and objectives of the camps are:

- To encourage development of problem solving and leadership skills
- To investigate different learning environments through participation in environmental experiences
- To involve students in situations that are challenging and that develop physical capabilities
- To stimulate interest in and appreciation of other learning environments
- To extend students' experience, develop self-reliance and responsibility through expedition work and activities of a more demanding nature than normally encountered
- To provide an opportunity for students to work in larger groups with problem solving and teamwork.

Please see Hilliard S.S. Camping and Excursion Program.

## CALENDAR

The school calendar is provided on our school website and is regularly updated throughout the year. Its purpose is to provide details of dates/times of major school events. While every effort is made to ensure accuracy, please be advised that changes may occur at short notice. Parents can download the QParents app on their mobile device and add Hilliard State School as a favourite. Calendar dates in the QParents app are populated from our school website [www.hilliardss.eq.edu.au](http://www.hilliardss.eq.edu.au)

## CHANGES TO STUDENT DETAILS

It is essential that the school office be informed immediately of any changes to addresses, phone numbers (home or work), custody orders, and current medical requirements for children. Lack of current information can cause serious delays in an emergency. Notification of such changes should be in writing. Please ensure that the emergency contacts supplied for each child are people other than the parents/carers of the child, and are able to collect the child if unwell.

## CHAPLAIN:

A school chaplain is a safe person for children to connect with at school, providing a listening ear, caring presence, and message of hope. They care for students and families struggling with confusing relationships, peer pressure and self-esteem issues, family breakdown, depression, suicide, bullying, drug issues, physical, sexual, and emotional abuse.

Chaplains run positive, fun activities for children, both in and out of school, and foster a supportive, caring school community. This includes support for at-risk students, support for staff and families from the wider school community, and spiritual support and direction for the school community.

## COMPLAINTS

For all complaints or concerns please refer to [Complaints Policy](#). Please see also Resolving Parents concerns in this document.

## CURRICULUM

The Hilliard State School Curriculum Framework will include the National Curriculum for English, Maths, Science, History, Geography and Technologies. Other key learning areas from the existing Qld curriculum include the ARTs, Health and Physical Education and LOTE.

## CUSTODY

In these situations, it is imperative that the Principal be advised in writing as to the custody and access arrangements of the children involved. If a court order has been issued, the school will require a copy of the court order to include in the student's files. This is to ensure that school personnel follow the requests in relation to:

- Granting or refusing access to children during school hours
- Providing certain information to the other party.

## DENTAL HEALTH SERVICE

The opportunity exists for every child who attends the school to receive free, regular dental care. The State Department of Health conducts this service. Treatment may be provided, depending upon the particular dental situation, by dentists or school dental therapist. Please phone 1300 300850.

## DISEASE EXCLUSION TABLE (recommended by Department of Health)

Please refer to the link [http://www.health.qld.gov.au/ph/documents/cdb/timeout\\_poster.pdf](http://www.health.qld.gov.au/ph/documents/cdb/timeout_poster.pdf)

## DOGS

Dogs are not permitted on school grounds.

## DRESS CODE

The Hilliard State School Student Dress Code consists of an agreed standard and items of clothing which include the school Uniform that the students of this school must wear when:

- \* Attending or representing Hilliard State School;
- \* Travelling to and from school; and
- \* Engaging in school activities out of school hours






The Student Dress Code aims to contribute to a safe and supportive teaching and learning environment through:

- \* Ready identification of students and non-students at school;
- \* Fostering a sense of belonging; and developing mutual respect among students by minimising visible evidence of economic or social difference;
- \* Providing functional clothing that enables students to participate actively in the programs of the school, and that is inclusive in nature.

It is expected that all students will wear the school uniform and that they present themselves in a neat and tidy fashion that reflects pride in self, family and school.

***Sports House Shirts are permitted to be worn every Friday and on dedicated sports carnival days.***

## HELP US TO MAINTAIN OUR UNIFORM STANDARDS

<p><b>Shoes to be worn with School Uniform on a daily basis</b></p> <ul style="list-style-type: none"> <li>• Predominately Black, White or Grey (NO fluorescent colours)</li> <li>• Lace up or Velcro – NO coloured laces (laces to match shoe colour)</li> <li>• Shoes must be fully enclosed. Slip on shoes and ballet-type shoes do not provide sufficient protection when students are participating in learning experiences or in the playground</li> <li>• Shoes must be worn at all times unless at the direction of a teacher they are asked to remove them for a particular activity e.g. gymnastics, aerobics etc.</li> <li>• Footwear should be durable, comfortable and long-wearing.</li> </ul>	
<p><b>Hats</b></p> <ul style="list-style-type: none"> <li>• Our Sunsafe Rule is: “No Sunsafe Hat, No Play”.</li> <li>• Students should wear the school broad brimmed hat</li> <li>• Students must NOT wear caps. This is to ensure the protection of students from exposure to the sun.</li> <li>• Please MARK HATS with your child's name.</li> <li>• Double sided hats, school colour one side and House colour the other, are available at the Uniform Shop.</li> </ul>	
<p><b>Winter Uniform</b></p> <ul style="list-style-type: none"> <li>• School issue pullover or jacket (no hoods)</li> <li>• School issue navy blue track pants can be worn</li> <li>• Parents can also purchase PLAIN navy blue jumpers/trackpants from places such as Best &amp; Less and Big W</li> <li>• No undershirts should show outside or through uniform</li> </ul>	
<p><b>Jewellery</b></p> <ul style="list-style-type: none"> <li>• The only jewellery to be worn at school is earrings (studs or sleepers and no more than one per ear) and a watch (camera and internet enabled watches are not permitted). No signet rings are to be worn.</li> <li>• It is against Workplace Health and Safety Regulations to allow any other piercing apart from the ears. Similarly, no bracelets, anklets or necklaces are to be worn.</li> <li>• Upon written request outlining significance, the principal will give consideration for religious, cultural and medical needs.</li> </ul>	
<p><b>Hair, Body &amp; Make Up</b></p> <ul style="list-style-type: none"> <li>• Hair should be neatly trimmed and brushed back off the face.</li> <li>• Extreme hairstyles are not permitted (this means haircuts that are not normally seen within schools of primary age cohorts e.g. tracks, mohawks, streaks etc.)</li> <li>• Hair colour should be the child’s natural hair colour – no streaks.</li> <li>• All hair that is shoulder length or longer is required to be worn pulled back and secured away from the face and shoulders with a scrunchie, band or ribbon (matching to school colours). This also helps reduce the spread of head lice.</li> <li>• Artificial nails are not permitted and fingernails should not be painted.</li> <li>• Make up is not to be worn at school.</li> <li>• No fake tattoos to be on any visible part of the body.</li> </ul>	
<p><b>Uniform Shop Trading Hours: Wednesday 2.00 – 3.30pm and Thursday from 8.00am – 9.30am</b></p>	

## FAILURE BY A STUDENT TO UPHOLD THE SCHOOL DRESS CODE

Where there are individual cases of conflict with the Student Dress Code, or persistent failure of a student to uphold the Code, or a student is inappropriately dressed, the following actions or sanctions may apply:

- The student may be offered the loan of an appropriate item or items of clothing / uniform held at the school, which should be laundered and returned as early as possible or replacement costs will incur;
- Actions may be taken by the Principal to ensure that risk to the student or others is prevented or that normal school operations are maintained;
- The student’s parents / carers will be informed and will be invited to discuss the situation in order to prevent a recurrence;
- Persistent failure of a student to uphold the Code may result in a ‘Major’ behaviour consequence as stipulated in the Hilliard State School Responsible Behaviour Plan for Students.

## EMERGENCY EVACUATION DRILL

Procedures have been adopted which promote speedy evacuations of the buildings in cases of emergency. Regular practice is given in these procedures. All members of the school community on the school grounds at the time of an evacuation drill are requested to participate.

## ENROLMENTS

An enrolment form needs to be completed for every child at the time of their enrolment. When eligibility for enrolment is verified, an interview will be scheduled with the Principal or Deputy Principal. Three regulations of the Education Act to note are:

- I. Children must be 5 by 30 June in the year they enrol.
- II. For the purpose of enrolment of a child, the Principal requires a parent/guardian to produce documentary evidence of the date of birth of this child if the child is from interstate or from a non-state school, or produce a transfer form if the child is from another state school
- III. If a student was born overseas, evidence of Citizenship, Passport and Visa, must be produced prior to the commencement of enrolment.

## EXCURSIONS

Educational excursions are organised to reinforce work being undertaken at school. Students participating in excursions are expected to meet the school's requirements concerning appropriate dress, safety and standard of conduct. Parents may be required to meet costs associated with excursions where applicable. Parent permission notes are required for all excursions and in some cases, medical information forms as well. Detailed information regarding excursions is forwarded home at appropriate times through the year.

The procedure for payment for an excursion must include a permission slip and medical form to be signed by parents. The signed permission slips will be returned to the excursion organiser as proof of payment by the student. ***All payments for excursions must be paid by the due date which is normally 1 week prior to the excursion. Late payments will not be accepted.***

A receipt will be issued for all payments received.

Difficulty making full payments in an allocated period can be discussed with the Business Manager via making an appointment and negotiating a payment plan.

P & C Activity Payments - disco, spring fever tickets, fetes etc. can be placed into the relevant collection bins outside of the school office any school day from 8:30am to 3:30pm. Please clearly mark child's name, class activity and money enclosed to avoid any confusion.

## EXTRA-CURRICULAR ACTIVITIES

Students have the opportunity to become involved in a range of extra-curricular activities at the school. The variety of clubs and activities will be advertised to students each term and provided to parents on the school website. Please encourage your child to join one of the many activities offered e.g. ICT Club, Chess Club, Rope Skipping group, Choir, to name a few. We endeavour to make the most of our wonderful facilities and provide activities to cater for student interests.

## GUIDANCE OFFICER

The Guidance Officer works co-operatively with students, parents and staff to enhance learning outcomes for students through counselling, assessment, program planning and group work. Teachers and parents can refer children to the Guidance Officer through the Special Needs process.

## ICT ELEARNING

Hilliard State School offers our students many opportunities to use ICT to support their learning including access to:

- ✓ All Hilliard SS students can bring their own iPad to school to support them with their learning as part of the World Class iLearn@HilliardSS BYO iPad Program and as an Apple Distinguished School (refer iLearn@HilliardSS iPad program Charter)
- ✓ 100% wireless in all classrooms
- ✓ A Technologies Teacher
- ✓ An additional STEAM room (Science, Technology, Engineering, Arts and Maths) including much Coding and Robotics (other opportunities for learning coding and programming)
- ✓ An Interactive Whiteboard (IWB) in every classroom.

Students must sign an ICT Use Agreement form, on enrolment, and annually, to agree that they will use all ICT for educational purposes only.

## INSURANCE

The school does not carry insurance policies against accident or injury to students or loss or damage of property. This is a parental responsibility.

## INSTRUMENTAL MUSIC

Music has a high profile at Hilliard. It involves many students with different abilities and backgrounds. Students partake in many ensembles such as the Senior and Junior choir, Senior and Junior band and Percussion ensemble.

The instrumental music department consists of Year 4-6 students who participate in a group lesson (2-8 students) and a band rehearsal once a week. During these lessons and rehearsals, students develop responsibility, teamwork self-control, and confidence.

The operation of the Student Resource Levy and Instrumental Music hire fee is discussed annually at a meeting of the Parent's and Citizens' Association and all charges are ratified by the P&C.

## LIBRARY BORROWING

Students are welcome to visit the school library to browse or borrow.

**Opening Times:** 8:30am to 3:30pm

**Borrowing Times:** 8:30am to 8:45am and 1:50pm to 2:15pm

**Borrowing:** Students in Years P-2 may borrow 1 book at a time. Students in Years 3-6 may borrow 2 books at a time. Children in Years Prep to 2 are required to use a library bag.

Loan Period: 1 week.

## LOST PROPERTY

Children will be strongly encouraged to take responsibility for their own belongings. Every effort is made to assist children to recover lost property. This can only happen if everything is CLEARLY marked. You can assist us greatly in this regard by ensuring that all articles of clothing, hats, jumpers, books, pads, pencils etc. are clearly marked with your child's name and class in permanent ink and checked regularly as laundering fades the ink.

Lost property lockers are located in the Tuckshop covered games area next to the Uniform Shop. Please check your child's belongings regularly because items of clothing not claimed within three weeks are donated to charitable organisations.

## MEDICATION

Recommended guidelines set by Education Queensland are as follows: -

- (i) Oral medication is to be given strictly in accordance with instructions supplied by the student's medical practitioner and **needs to be in writing**. Non-prescribed oral medications e.g. analgesics, are not given.
- (ii) Where a staff member is to administer long-term medication, the instructions provided should be typed by a pharmacist at the doctor's discretion. The staff member cannot accept the instructions solely of the parent. The medication container needs to indicate **specific times** at which medication is to be administered as well as the **quantity** or dosage.
- (iii) At no time is any medication provided for one student to be administered to another student.
- (iv) At all times medication is kept in the administration office except for Ventolin inhalers.
- (v) All unused medication will be returned to the parents.
- (vi) Staff members are not able to give intravenous injections. Other injections may only be given by staff members who are experienced in the procedure and are willing to do so. Such injections are only to be given when full written instructions as to administration and possible complications are received from the doctor.

If your child requires the Hilliard Staff to administer medication, please complete the new Department of Education Medical [Form](#) and accompany it with a Doctor's letter detailing condition, medication, dosage and other relevant information. Life threatening medical conditions such as anaphylaxis, asthma, epilepsy etc. require an Individual Action Plan completed by your child's doctor or specialist. All Request to Administer Medication at School forms are to be renewed at the beginning of each school year.

Administration of medication to students by school staff requires:

- A written request from the parent/guardian on the official school request to administer medication [form](#).
- A doctor/specialist letter indicating student's condition, medication, dosage and method of administering (and any other specific instructions)
- Medication supplied in the pharmaceutical /hospital packaging clearly labelled with the student's name, medication, dosage, method of administration and expiry date.

Over the counter medications WILL NOT be administered without a doctor's letter and an official school request to administer medication [form](#).



In view of the regulations, parents are requested wherever possible, to administer medication before and after school rather than during school hours. Please discuss this possibility with your doctor or pharmacist. It is pertinent that student's with life threatening conditions, e.g. [anaphylaxis](#), [epilepsy](#), asthma, diabetes etc. supply an annual medical alert action plan from their medical practitioner to the school office. For further information visit the Education Queensland website: <http://education.qld.gov.au/strategic/eppr/health/hlspr009> or view the Hilliard State School [School Medication Policy](#).

## MOBILE PHONES

Students are not to have mobile phones and other electronic equipment during school time. These are to be handed in to the school Administration Office for safe keeping at the beginning of the day and collected at the end of the day (***we recommend these devices NOT be brought to school***).

Mobile phones and other electronic equipment are used at the owners' risk. No liability will be accepted by the school in the event of loss, theft or damage to any devices. Students should only use their mobile phone before or after school. No photo, video or voice should be recorded on such devices while on school grounds and careful consideration should be made by students when recording other students in uniform outside of school grounds. Breach of this may result in relevant consequences in accordance with the school's Responsible Behaviour Management Plan for Students.

## MONEY COLLECTION (TUESDAYS AND THURSDAYS ONLY)

Children will receive a note requiring payment for all school related activities. ALL money for the class/school collection must be placed in a sealed envelope, clearly marked with the child's name, class, activity and money enclosed. A tax invoice/s will be emailed to parent/s as per our database contact records.

Cash collection will be processed on a **Tuesday or Thursday from 8:00am to 11:00am only** via the cash window in Administration. Any money sent on any other day must be placed in the money collection box in the office foyer. (The school takes no responsibility for loss of money if this occurs). Payment can also be made by direct debit through QParents or BPoint (details on invoice). BPay is not a preferred option.

The procedure for payment for an excursion must include a permission slip and medical form to be signed by parents. The signed permission slips will be returned to the excursion organiser as proof of payment by the student. ***All payments for excursions must be paid by the due date which is normally 2 weeks prior to the excursion. Late payments will not be accepted.***

Payment by cash, cheque and eftpos are accepted. CORRECT MONEY IS REQUIRED FOR CASH PAYMENTS.

A receipt will be issued for all payments received.

Difficulty making full payments in an allocated period can be discussed with the Business Services Manager via making an appointment and negotiating a payment plan.

P & C Activity Payments - disco, performance nights, fetes etc. can be placed into the relevant collection bins outside of the school office any school day from 8:30am to 3:30pm. Please clearly mark child's name, class activity and money enclosed to avoid any confusion.

## MUNCH AND CRUNCH

Students are encouraged to bring Munch and Crunch food to be eaten in the classroom at approximately 10am each morning.

This initiative is designed to support student concentration through the morning session (9.00am – 11.00am) and provides an opportunity for us to promote principles of healthy eating.

The following Munch and Crunch guidelines will be implemented in the classroom:

- Munch and Crunch will take place at approximately 10am each day (time frame for eating is 10 minutes).
- Students are to eat in their classroom and learning should continue during this time through facilitation by the teacher (Munch and Crunch may coincide with shared reading or other classroom activities).
- It is a time when students are encouraged to have a drink and a piece of fruit or vegetable.
- Foods permitted include fresh or dried fruit, vegetable sticks (please ensure fruit is cut into bite size pieces).
- Processed foods such as chips, popcorn, muesli bars, roll ups etc are not acceptable.
- Nuts are not acceptable.

## NEWSLETTERS

Newsletters containing important information, with regard to school matters, are issued via email every Friday fortnightly. All editions of the school newsletter can be accessed on our [school website](#). Electronic e-newsletters can be forwarded directly to your email address. Please download the e-newsletter form on our school website and complete and return it to the school office. The fortnightly newsletter is a major means of communication between the school and home.

## OUTSIDE SCHOOL HOURS CARE

Jabiru Kids are our OSHC provider for 2016. Their contact details are ☎3824 7182, website: [www.jabiru.org.au/kids/](http://www.jabiru.org.au/kids/). We also have some enrolment forms in the school office.

## PARENTS AND CITIZENS ASSOCIATION

All parents and citizens are welcome to attend the meetings of the Association. You can become a member of this association by completing the registration form, available at a meeting of the Association. The objectives of the Association are to promote the interests of and facilitate further development of Hilliard State School. Meetings are held on the second Monday of each month in our Learning Centre building.

## PARENT INFORMATION SESSION

Parent Information Sessions are arranged at the beginning of each new school year for all year levels and classes. All parents are invited and we strongly urge you to attend.

Teachers will have an opportunity to explain their class programs and routines and parents will have an opportunity to ask questions and become actively involved in aspects of their child's school work. They also allow teachers and parents to get to know each other.

## PARENT TEACHER INTERVIEWS

Parent-teacher interviews are an opportunity for you to meet your child's teacher. By asking questions and finding out more about your child's progress at school, you have an opportunity to become more involved in your child's learning and give support where needed.

Here are some tips for getting the most out of parent-teacher interviews:

Before the interview:

- go through your child's previous report card and work out which specific areas you have questions about (the teacher will inform you of their current progress)
- ask your child if there are any questions they would like you to ask or if there are any areas or subjects they feel that they would like more help in (write a list of questions you want to ask your child's teacher). Share comments with your child or other members of the family.

During the interview:

- if you want to know about a specific area of your child's progress e.g. how they are doing in English, let your child's teacher know this at the start so they can focus a part of the interview on this topic
- clarify homework expectations and any upcoming assignments. Ask for suggestions on how you can help your child at home
- find out more about how your child is enjoying school and taking part in class activities and whether there are any general issues with regards to behaviour or discipline that need to be discussed
- ask your child's teacher if they are receiving extra support or extension activities (based on individual needs of students)

After the interview:

- keep in contact with the teacher to follow and support the progress of your child
- talk with your child about what you discussed with their teacher and how you can work together to improve their learning.

## PARKING

Parking in "no standing" areas, across exits to the school and double parking endangers our children's lives.

Please note that the top driveway on Hanover Drive providing access to the car park is not an entry for students and they must use the other gate. IT IS FOR AUTHORISED VEHICLE ENTRY ONLY NO PEDESTRIAN ACCESS.

DO NOT drive into the school grounds to deliver or pick up children. Do not park in the circular driveway. Parking in the school grounds is for staff only. In special circumstances disability permits, will be issued. Parents should request such permits from the School Office first by phoning 3820 1666.

# PAYMENTS FOR SCHOOL ACTIVITIES AND EXCURSIONS

All invoices for school excursions or activities are sent by email. Your child should also bring a note home with details of the activity, what to bring, what to wear and what time. We do endeavour that the invoice and the note get to you on the same day; however this does not always happen. If you get an invoice please ask your child for the class note.

The preferred method of payment is BPoint, which can be accessed through QParents or the BPoint website [www.bpoint.com.au/payments/dete](http://www.bpoint.com.au/payments/dete).

Cash collection will be processed on a **Tuesday or Thursday from 8:00am to 11:00am only** via the cash window in Administration. Any money sent on any other day must be placed in the money collection box in the office foyer. (The school takes no responsibility for loss of money if this occurs). Payment by cash, cheque and eftpos are accepted. **CORRECT MONEY IS REQUIRED FOR CASH PAYMENTS.**

Credit Card details can no longer be taken over the school telephone. The BPoint number for these payments is 1300631073.

The procedure for payment for an excursion must include a permission slip and medical form to be signed by parents. The signed permission slips will be returned to the excursion organiser as proof of payment by the student. **All payments for excursions must be paid by the due date which is normally 1 week prior to the excursion. Late payments will not be accepted.**

A receipt will be issued for all payments received.

Difficulty making full payments in an allocated period can be discussed with the Business Manager via making an appointment and negotiating a payment plan.

P & C Activity Payments - disco, performance nights, fetes etc. can be placed into the relevant collection bins outside of the school office any school day from 8:30am to 3:30pm. Please clearly mark child's name, class activity and money enclosed to avoid any confusion.

## PERSONAL PROPERTY

Students are not permitted to bring toys, electronic devices, internet enabled devices, devices with cameras and trading cards to school, unless requested by the teacher to support learning, with the exception of iPads to support them with their learning (students who bring their own iPad to school must follow the Student Participation Agreement as outlined in the BYO iPad Program Charter). These items are safer at home, preventing loss or damage. We seek your support in this area. Our school policy relating to these items is that if brought to school, the item will be taken from the student and returned to them at 3:00pm.

## PHOTOGRAPHS

Class, individual and group photographs will be taken at some stage during the school year. Students will be photographed in their day uniform. Designated times are arranged with the school photographer and these times will be advertised to parents, closer to the dates.

## PHYSICAL EDUCATION

Hilliard State School has the services of a Physical Education Teacher. We request that parents make a written request if their child is unable to participate in a lesson because of sickness or injury.

**Swimming:** Swimming is an essential part of the Physical Education program for Year 3 students in Term 4 each year. Students are expected to attend the classes. Exemptions will be granted following written advice from parents to the Principal explaining the reason for non-attendance. A school swimming carnival is held each year for students from Years 3 to 6 and all students are expected to attend. Parents are reminded that swimming costumes for girls are of a one piece variety and we strongly encourage the application of sunscreen, hats and rash-shirts.

## PICKING UP CHILDREN DURING SCHOOL HOURS

Should it be necessary for a student to be picked up between the hours of 9:00am and 3:00pm, the following procedures must be adhered to:

1. Send a note to school advising the circumstances and time you wish to pick him/her up.
2. Sign them out in the appropriate register located in the school office.
3. Obtain an Early Departure Slip from the office and then collect your child/ren from their classroom/s.
4. If returning your child to school at a later time, parents will also need to sign them back in.

*[Do not arrange to have your child wait at the gate or any other location as this will not be permitted].*

## RELIGIOUS INSTRUCTION

Religious instruction (RI) is offered at Hilliard State School and is conducted fortnightly. The information you submit on your child's enrolment form is used to place them in either RI or in Other Instruction, unless you have provided additional written advice to the school. Please notify the school, in writing if you wish to change your preference specified in the enrolment form. Students who are not participating in RI will be provided with other instruction in a separate supervised location. Other instruction relates to part of a subject area already covered in class and may include, but is not restricted to, wider reading, personal research, revision / homework tasks. The faith group that currently provides Religious Instructors to deliver an authorised program is the Redlands Ministers Fraternal. They deliver the Connect program. The Connect program offered by the Redlands Ministers Fraternal group involves a curriculum that is content structured, teaching the major events, concepts and doctrines of the Bible.

## REPORTING STUDENT ACADEMIC PROGRESS

Students will be issued with Academic Reports twice yearly, end of Semester One and end of Semester Two. These will be sent to parents electronically via email. Parents will be given a formal opportunity to meet with their child's teacher/s to discuss progress at the end of Term 1 and end of Term 3.

At any other time of the year, do not hesitate to contact your child's teacher/s to discuss any concerns.

## RESOLVING PARENT CONCERNS

During the course of your children's school years, you may have cause to raise a concern about an issue you feel is adversely affecting your child's education. Education Queensland and QCPCA recognise this and have prepared the following guidelines that may assist parents, staff and schools to reach an outcome that is in the best interests of the student.

### 1. Discuss your concern/complaint with the class teacher:

If your concern is with your child's teacher, make an appointment with that teacher as soon as possible. Share the information you have about the problem. Give the teacher an opportunity to tell you all he/she knows about the incident or problem. Together both parent/guardian and teacher should then take steps to resolve the problem at this level. The teacher will, as part of their employment role, report your meeting and any outcomes to the applicable school personnel or School Principal.

### 2. Discuss your concern/complaint with the applicable school personnel or ask the Principal to act as mediator.

#### Tips for successfully resolving issues

- Contact the school to make an appointment to see the appropriate school personnel
- Be careful not to make judgements about the matter, hear both sides
- Make a list of the issues and any questions you have
- Ensure you keep a diary and detailed record of your actions to progress your concerns so that at any stage of the process you are not relying solely on your memory
- Keep a good record of telephone conversations; including the date, time and whom you spoke with.

#### When you meet with a school representative:

- Remember the person you are meeting with has your child's best interests at heart
- State your points as clearly as you can
- Listen to the principal or teachers point of view
- Ask for more information if something is unclear
- Summarise the main points with your contact and work out an action plan together, such as:
  - . What he or she will do
  - . What you will do
  - . What your child will do
  - . By when
  - . How you will keep in contact
  - . When you will talk again

#### Remember:

- Staff members need to know something is worrying you before they can help.
- Events are often seen differently by different people.
- All parties should remain calm and keep an open mind.
- Many problems can be addressed quickly but some take time.
- We are all on the same team.
- Often we have different understandings of what we see and hear.
- Respect for one another plays an important part in problem solving.
- Keep an open mind.

## RESOURCE SCHEME

The purpose of the scheme is to provide the parent/carer with a cost effective alternative to purchasing the prescribed textbooks and/or resources individually, through reduced prices gained from the school's bulk purchasing practices.

The scheme also ensures that students have consistent resources for their education, and access to instruments and tuition, including repairs.

The scheme is not used to raise funds for other purposes and revenue collected through the scheme is applied only to the operation of the scheme.

## RESOURCE SCHEME – INSTRUMENTAL MUSIC

The purpose of the scheme is to provide the parent/carer with a cost effective alternative to purchasing the prescribed textbooks and/or resources individually, through reduced prices gained from the school's bulk purchasing practices.

The scheme also ensures that students have consistent resources for their education, and access to instruments and tuition, including repairs.

The scheme is not use to raise funds for other purposes and revenue collected through the scheme is applied only to the operation of the scheme.

The operation of the Student Resource Scheme (Music) is discussed annually at a meeting of the Parent's and Citizens' Association and all charges are ratified by the P&C.

## SAFETY AND WELFARE OF STUDENTS

In the interest of safety we would like parents to support and reinforce efforts by insisting that their child/ren: - know the basic traffic rules;

- cross the road only at the crossing;
- ride a bicycle or scooter that is in good working condition;
- know that cyclists must wear helmets;
- see their parent's park legally when dropping off and picking up;
- 'walk' their bicycles or scooters across the crossing and into and out of the school grounds and to and from the bike racks;
- do not loiter on the way to school or home from school;
- do not leave the school premises after arrival at school without permission from the Principal;
- be aware of the 'stranger danger' concept;
- do not bring pocket knives, matches, jewellery or other potentially dangerous items to school.

**DROP OFF TIME FOR STUDENTS:** In the interest of student safety, a reminder to families that students should arrive at school at 8.30am at the earliest. Families will be contacted if students regularly arrive before 8.30am and will be advised to make arrangements for before school care. Students should make their way to the Tuckshop Covered Games area to wait quietly for the first bell to ring (no ball games are permitted at this time). All other areas of the school are out of bounds.

**AFTERNOON COLLECTION OF STUDENTS:** Students waiting to be picked up are to wait inside either the gate on Hanover Drive or the gates near the Prep Playground on Alexandra Circuit. They are to be collected from school no later than 3.20pm after which time, parents must sign out their child/ren at the office. Families will be contacted if students are not collected by 3.30pm and will be advised to make arrangements for after school care.

## SCHOOL TIMETABLE

The school day at Hilliard State School is as follows:

First Bell	8:45 am
Classes commences	8:50 am
Morning Tea Break	11:00 am -11:40 am
Lunch Break	1:40 pm - 2:20 pm
Dismissal Time	3:00 pm

We expect students to adhere to the following:

- students may not enter the school grounds prior to 8.30am, unless arriving for an organised activity supervised by a teacher
- students should arrive at school by 8.40am to allow sufficient time to prepare for the day's activities
- on arrival at school, students are expected to engage in quiet, non-boisterous activities in the Tuckshop covered games area. (Playgrounds are out of bounds and ball games are not allowed)
- students must make their way home immediately after dismissal at 3pm unless prior arrangements have been made to participate in an after school activity that is teacher supervised.

## SKATEBOARDS

Students should not ride skateboards to school. Any students who bring a skateboard will need to leave it with their class teacher or with Administration to be collected at the end of the school day.

## SLIDING GATE

A sliding gate has been installed at the entrance to the staff carpark for the safety of our students and to limit traffic in this area. This gate can be actioned by using an app on your mobile device. Staff will be granted access to the carpark.

## SMOKING

**TOTAL BAN ON SMOKING IN GOVERNMENT BUILDINGS.**

A non-smoking policy is effective in Queensland Government Buildings and Offices. Smoking is not permitted in any school building or open area enclosed by the buildings.

## SPECIAL EDUCATION PROGRAM (SEP)

Provision of support for students with disabilities across the school campus in an inclusive learning environment occurs via SEP. Students receive an Individual Support Program (ISP) tailored to meet their educational needs.

Head of Special Education Services (HOSES): co-ordinates support provisions across the school campus. SEP teachers and teacher aides support students with disabilities across the school campus.

## SPECIAL NEEDS

Our Special Needs Team is a group of teachers and visiting specialist staff who provide extra support and/or advice to staff and parents in relation to supporting students who have special needs. If you have concerns about your children's academic, social or emotional well-being at any time an appointment should be made with your classroom teacher to discuss these concerns. If further consultation is needed then the classroom teacher completes a form and this referral is discussed with the Special Needs Team. The Special Needs Team keep a record of all referrals and notes any further actions taken, such as other assessments in the school or referrals on to visiting specialists. Parents are kept informed by the classroom teacher of progress throughout this referral process and as such all concerns raised can be monitored, and advice, assistance and extra support (if necessary) can be relayed to you. All students' needs are prioritised by the Special Needs Team to access services such as:

- The Guidance Officer
- The Speech Language Pathologist
- The ESL Teacher (English as a Second Language)
- Occupational Therapy services
- Vision and Hearing checks
- Student Welfare Service (Chaplaincy)
- Special Education Program service

## SPEECH LANGUAGE PATHOLOGIST

Speech Language Pathologists provide services for students who have special needs in:

- ✓ Language
- ✓ Fluency (e.g. stuttering)
- ✓ Voice
- ✓ Social interaction skills
- ✓ Eating and drinking
- ✓ Speech
- ✓ Alternative and augmentative communication systems

Speech Language Pathologists and teachers work together using an integrated classroom-based program to provide services to students with speech and language impairments. Services include direct therapy with individuals and groups, consultancy services and training for teachers and parents. The Speech Language Pathologist's role extends beyond correcting speech to include working with children with communication disabilities and their families, consulting on language and communication across the curriculum, and liaising with other agencies and community groups. Speech Language Pathologists are specially trained professionals who have knowledge of the development of communication skills and how to identify, evaluate and manage speech and language disorders.

## SPORTS HOUSES

Students are divided into four houses for inter-house athletics, cross country and swimming, they are:

Aston – Blue

Butler - Green

Carlson – Red

Rogers - Yellow

These houses were named after the first School Captains and Vice Captains.

# STUDENT LEADERSHIP PROGRAM

Hilliard State School's Student Leadership Program encourages students in all year levels to become responsible and accountable for their own behaviour. We believe that opportunities for Student Leadership help enhance a positive school culture and harmonious learning environment – making our great school even better.

See the Student Leadership section of our school website for the range of leadership opportunities available at Hilliard SS for all students: [www.hilliardss.eq.edu.au/Ourschool/Studentleadership/Pages/Studentleadership.aspx](http://www.hilliardss.eq.edu.au/Ourschool/Studentleadership/Pages/Studentleadership.aspx)

## STUDENT ONLINE BEHAVIOUR

Student online behaviour at home can be subject to consequences at school, according to the Hilliard State School Responsible Behaviour Plan for Students 2018-2022, if it affects the 'good order and management of the school'. This includes verbal and/or physical threats over group text messaging, posting videos or photos in school uniform, etc.

Online experts recommend parents actively monitor their child/ren using technology and their online interactions, including student messages being sent or received.

DoE Online awareness: Information for parents and caregivers can be found here.

<http://behaviour.education.qld.gov.au/SiteCollectionDocuments/cybersafety/cyberbullying-cybersafetyprintfriendlyguide.pdf>

## SUPPORT TEACHERS

Support teachers enhance and extend program options for students with learning difficulties and to assist classroom teachers to plan and deliver classroom programs which ensure all students achieve their potential.

## TUCKSHOP (Open Monday to Friday)

Ordering is Online through Flexischools.

The tuckshop is run by a team of volunteers made up of parents from the school. Parents are encouraged to volunteer. See the tuckshop convenor or phone 3820 1638. See the [Tuckshop](#) page on our school's website for further information.

## UNIFORMS

The Uniform Shop is open every Wednesday 2:00 – 3:30pm and Thursday morning at 8.00 a.m. until 9:30 a.m.

Price lists are available on the [Uniform Shop](#) page on our school's website. Some second-hand uniforms are available at the Uniform Shop. All of the below items are available from the Uniform Shop:

### Girls

**Day Uniform:** School issue polo shirt with school skirt or unisex shorts.

**Sports Uniform:** Sports house shirt, school skirt or unisex shorts.

### Boys

**Day Uniform/Sport Uniform:** School issue polo shirt, unisex shorts or grey stubbies, ruggers or school shorts available from retail outlets.

**Sports Uniform:** Sports house shirt, unisex shorts or grey stubbies, ruggers or school shorts available from retail outlets.

**Winter Uniform:** Hilliard navy zip jacket available at the Hilliard Uniform Shop, navy track pants available from retail outlets. Hilliard tracksuits (not compulsory) may also be purchased from the Uniform Shop. You can also purchase these separately.

**Hats:** Hilliard bucket hat.

**Shoes:** White socks and non-marking Black School shoes or sports shoes/joggers.

## VISITORS' REGISTER

All general visitors/volunteers in the school are requested to sign the Visitors' Register in the Administration Block Foyer so that the school has a record of all people on the premises in case of emergency. All visitors will be issued with a 'Visitor' badge and will be expected to be familiar with and follow the Student Protection Policy.

## VOLUNTEERS

Many teachers encourage family and community members to become part of the educational program by assisting with the planned program of instruction in the classrooms. People interested in helping in the classroom should speak to their child's teacher. The decision to have voluntary aid in the classroom rests with the individual teacher. Other family or community members who wish to assist in other areas of the school should contact the school office to register their interest as they would need to have a Blue Card (Working with Children Check). Volunteers must also have completed the Volunteers Induction.