

# VICTORIA PARK STATE SCHOOL



## PARENT HANDBOOK

2023

*Educating today's Students to be tomorrow's Citizens*

### OUR SCHOOL MOTTO "LOYALTY AND TRUTH"

This rule of conduct captures the essence of our aspirations: loyalty to friends, family, school, the community and country; and at the same time, truth in matters of knowledge and attitudes, feelings and sensitivities. The school emblem of a torch and an eternal flame surrounded by laurel leaves symbolises the goal for children to always act and abide by the motto, now and throughout their life.

**PHONE NUMBERS:**

PRIMARY SCHOOL	4951 6333
EARLY CHILDHOOD DEVELOPMENT PROGRAM (ECDP)	48981411
TUCKSHOP	4951 6337
DENTAL CLINIC	4951 4745
AFTER SCHOOL CARE PROGRAM	4951 1489
EARLY YEARS HEALTH & WELL-BEING CENTRE	4957 7222
MACKAY TRANSIT COACHES	4957 3330
AMBULANCE	13 12 33

**OTHER CONTACT INFORMATION:**

SCHOOL ADDRESS	Cnr Shakespeare and Goldsmith Sts MACKAY 4740
POSTAL ADDRESS	P O Box 4024 SOUTH MACKAY 4740
EMAIL	<a href="mailto:principal@victoriaparkss.eq.edu.au">principal@victoriaparkss.eq.edu.au</a>
WEBSITE	<a href="http://www.victoriaparkss.eq.edu.au">www.victoriaparkss.eq.edu.au</a>

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**SCHOOL STREAM APP**

No.1 Communication tool for parents. Notes, messages and reminders.

Go to the APP STORE or GOOGLE PLAY search for [School Stream](#) and download it. Enter Victoria Park State School Mackay and follow instructions.

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**QPARENTS**

Our school is a CASHLESS school. Qparents is the preferred method for all school payments. Look out for an email from [no.replay@qparents.qld.edu.au](mailto:no.replay@qparents.qld.edu.au). Please ask your child's teacher for your child's EQ ID to register.

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**FLEXISCHOOLS**

Flexischools is our P&C online tuckshop ordering system. GO to [www.flexischools.com.au](http://www.flexischools.com.au) click Register Now and enter your email address. You will be emailed a link.

From Our Past .....Historical insight ....

Victoria Park State School was named after the adjoining Queen Victoria Park. The school was officially opened on July 1, 1926 by Mackay MP and Minister for Agriculture, the Hon. William Forgan Smith.

Moves to establish the school had come in the years prior to this due to parental responses to overcrowding at the Mackay State School (now Mackay Central State School) and concerns for children's safety because of the growth in the number of motor cars and other vehicles. On January 27, 1970, Victoria Park State School was divided into two schools – the State School and the Infants School. These schools were housed on two sites, with the Infant School established on land bounded by Shakespeare, Macrossan and Hague Streets.

On January 1, 1995, the two schools were united as one school, when the Infant School moved back to its original site following the completion of new buildings in June 1996. Land from Queen's Park was made available for extra playground space. This land was previously the Queen's Park tennis courts. This additional land for playground space was provided by the Mackay City Council under a joint agreement between the Council and the Education Department.

## FOREWORD

PRINCIPAL'S WELCOME  
TO VICTORIA PARK STATE SCHOOL  
D.I.V.E. into Learning – Achieve Your Personal Best  
(Diversity, Inclusivity, Values, Excellence in Endeavour)

Welcome to Victoria Park State School. At our school we strive to provide students with a “personalised education.” We offer a strong culture of support to ensure that students grow and develop in a safe, supportive and caring environment. Students are provided with opportunities that allow them to grow and develop academically, socially and physically.

This is reflected in our school vision **D.I.V.E. into Learning – Achieve Your Personal Best**, which encourages students, staff and the school to focus on the continual improvement in student learning, high quality classroom teaching and a curriculum that is developmental, engaging and relevant.

The quality of the relationships that students form at the school between themselves, other students, school staff and the community are underpinned by our central values respect. This is mirrored within our four school rules:-

- **Be a Learner**
- **Be Safe**
- **Be Respectful**
- **Be Responsible**

Our purpose is “**Educating Today's Students to be Tomorrow's Citizens**”. When students enrol at Victoria Park State School they embark on a journey that lays the foundations for the future. School life is greatly enhanced when there is fun and enjoyment involved in children's learning. Involvement in life outside the classroom enriches students' school experiences. There are so many treasured memories for students who are involved in school concerts, Instrumental Bands and Ensembles, active on the sporting field or through a leadership role. The staff of Victoria Park State School and I look forward to working with you as we share the enormous responsibility for the education of your child.

## **WHY ENROL AT VICTORIA PARK STATE SCHOOL?**

### **1. Great facilities**

- ✓ Air- conditioned, computer networked classrooms
- ✓ 25m refurbished swimming pool
- ✓ Refurbished classrooms and library
- ✓ Multi-Purpose hall
- ✓ Computer Lab

### **2. Excellent Student Support**

- ✓ Early Childhood Development Unit
- ✓ Learning Support for Literacy and Numeracy
- ✓ Trained 'Gifted Education Mentors'
- ✓ Guidance Officer services- Three days a week
- ✓ School Chaplaincy
- ✓ Breakfast Club
- ✓ Visiting Speech Therapist
- ✓ English as a Second Language Support
- ✓ Visiting disability advisory teachers (AVTs) are available on request.

### **3. Outstanding results in extra- curricular activities**

- ✓ 2022 MOB Competition – Beginner Strings – Gold
- ✓ 2022 MOB Competition – String Ensemble – Gold
- ✓ 2022 MOB Competition - Concert Band – Gold
- ✓ 2022 Eisteddfod – Concert Band - 2nd, Recorder Ensemble - 1st, Small String Ensemble- Highly Commended, String Ensemble – 1st, Grade 1 Choir - Gold, Grade 2 Choir – Silver & Trophy, Grade 3 Choir - Silver, Grade 6 and Under Choir - Silver.
- ✓ 2022 Eisteddfod – Runner up Primary Choral Championship.
- ✓ Fanfare Concert Band – Gold, String Ensemble – Gold. Both participating in Regional Finals.

### **Strong sense of community**

- ✓ 'Rats of Tobruk' school
- ✓ Strong P&C
- ✓ School Council who are regularly involved in school decision –making.
- ✓ Whitsunday Chess Competitions
- ✓ Instrumental students involved in State Honours Ensemble Program

### **4. Range of extra- curricular activities offered**

- ✓ Excursions and school camps
- ✓ Cluster and district sports team selections across a number of sports.
- ✓ Participation in district interschool academic competitions eg. Chess, Optiminds, McDonald Maths Tournament
- ✓ Participation in cultural activities such as Eisteddfod, Mackay Orchestra and Bands, Mackay Choral Festival, Music Camp, Sing Out, School Concert, Christmas Fair.
- ✓ Strong music program- Choirs, Recorder band, String Program, Woodwind, Brass and Percussion Program.

## **This handbook outlines important information regarding school policy and procedures.**

### **Prep Year 2023**

Children born 1 July 2017 – 30 June 2018 will be eligible for Prep in 2023 and Year 1 in 2024.

Children born 1 July 2018 – 30 June 2019 will be eligible for Prep in 2024 and Year 1 in 2025.

## **SCHOOL HOURS**

### **State School (Prep & Years 1-6)**

First Bell:	8:30a.m.
Second Bell / School commences:	8:50a.m.
Lunch:	10:50am – 11:35a.m.
Afternoon Tea:	1:10pm – 1:35p.m.
School Concludes:	2:50p.m.

## **SCHOOL CALENDAR**

School commences on:	Monday 23 January 2023
April Vacation:	1 April – 16 April 2023
Easter Weekend:	7 April – 10 April 2023
Winter Vacation:	24 June – 9 July 2023
Spring Vacation:	16 September – 1 October 2023
Summer Vacation:	9 December 2023 – 21 January 2024

*Other significant dates will be on the School Stream App (Events), in the School Newsletter and on the School Website.*

*Last Update:- 07/11/2022*



## TRAVELLING TO AND FROM SCHOOL

**Cars:** Due to the Workplace, Health and Safety Act (1989), no child is allowed to be picked up or be delivered inside school grounds. Children who are driven to school should be dropped off and picked up in places that are safe and do not contravene parking regulations. Please be aware of the NO PARKING ZONE in Shakespeare Street and its times of operation. Bus Zones must be kept free. Parents are asked to use the STOP DROP & GO Zone in Goldsmith Street.

**Pedestrians:** Children who need to cross the road on arrival and departure from the school must use the traffic lights located on the corner of Goldsmith and Shakespeare Streets.



**Bicycle Riders:** Bicycles should be ridden in bike lanes. Bicycles must not be ridden on footpaths.

Legally it is expected that all children and adults are to observe the compulsory wearing of bicycle helmets. All children are to walk their bikes or scooters inside school grounds and along footpaths. Children should use a security lock on their bike when leaving it in the school bike racks. The bike racks are located at the Shakespeare Street side of the school near the entry gates. Scooters are stored in the scooter racks provided by the school.

### Bus

Bus transportation is provided by the bus operators Mackay Transit Coaches (Phone 4957 3330).

Parents should contact the bus proprietor directly to organise transport and then notify the school by phone or email of the child's transportation plans. If your child is not travelling on a bus on a particular day, please notify the school by phone or email.

## ARRIVAL TIME

School commences each day at 8.50a.m. Children are expected to arrive at school in ample time for them to prepare for the day's work. Children are encouraged to arrive at school after 8.30a.m. **No student should be on school grounds prior to 8a.m.** unless participating in a school activity supervised by a staff member, for example, Instrumental Music practice. Parents who are unable to care for their own children until this time are requested to make alternative arrangements before school. Students who arrive before the 8.30a.m. are requested to report to the Junior Covered Games area.

Children are dismissed at 2.50p.m. and should leave the grounds immediately after this time, unless they are participating in school organised activities. P-2 parents are asked to wait in the Junior Covered Games area.

## COMPULSORY ATTENDANCE

Children are required to attend school on a regular basis. Every day is important, so when an absence does occur, your child's teacher needs to be informed. Please use the Qparent App to notify the school of your child's absence. However, it is acceptable to call into the office personally, telephone the school on 4951 6333.

Late arrivals should be avoided as this impacts on student learning.

## CLASSROOM / LEARNING EQUIPMENT

A book list is provided when a child is enrolled and at the end of each year for children continuing their enrolment. All books and equipment should be clearly marked.

## **DRESS CODE**

A student dress code consists of an agreed standard and items of clothing, which may or may not include a school uniform that State school students wear when:

- attending or representing their school;
- travelling to and from school; and
- engaging in school activities out of school hours.

Victoria Park State School provides its Student Dress Code policy to parents at the time of enrolment as part of the Enrolment Package.

1. ***In developing a student dress code we:***

- consulted with parents/carers of children enrolled at their school, school staff and students;
- considered relevant legislation, both State and Commonwealth;
- incorporated issues of availability, and affordability and functionality of items of clothing ;
- considered maturity of students, gender, disability, religious and cultural beliefs, socio-economic circumstances and students' sense of individuality and self-esteem in personal appearance;
- developed a process for managing special circumstances of particular students;
- developed and documented strategies for managing and sanctions for managing students not complying with dress code requirements; and
- emphasised enforceable aspects of the students dress code related to safety such as safe footwear, eye protection and hats, as required.

2. ***In resolving matters of student dress code, we considered:***

- mobile families requiring sufficient time to purchase items of dress;
- economic hardship requiring special arrangements, or an extended period of time, to purchase new items of dress;
- students with physical impairments requiring greater flexibility in interpretation of dress code ; and
- conscientious objections, for example, objections raised on any reasonable religious or cultural grounds.

3. ***Victoria Park State School has developed a system that provides:***

- exemption process ( a written note from parent);
- alternative arrangements for a set period of time upon receipt of written request from parent; and
- opportunities to wear relevant items of dress code from a bank of items held at the school.

4. ***Resolve conflict:***

Where there are individual cases of conflict with student dress codes, or persistent failure of a student to uphold the code or a student is inappropriately dressed, Victoria Park State School will:

- offer appropriate item/s from a bank of clothing/uniforms held at the school;
- take action that prevents risk to student or others, or action that maintains normal school operations;
- inform student's parents or carers of incident and discuss further with parents or carers, representatives of school and students to prevent a recurrence; and
- implement a process of conflict resolution or mediation if student persistently wears inappropriate dress after discussions have been held with parents or carers.

***Where a student is reasonably dressed, but does not conform to student dress code, Victoria Park will:***

- offer appropriate item/s from a bank of clothing/uniforms held at the school;
- inform parents or carers of incident and, if necessary, discuss further; and
- use, together with representatives of school community, appropriate conflict-resolution or mediation if student persistently fails to observe student dress code.

***5. Victoria Park State School monitors and evaluates the code via:***

- making available a copy of the student dress code (written and/or electronically) for inspection, free of charge, by interested persons at the administration office, school's webpage of enrolment;
- reviewing and evaluating student dress code periodically for any issues, appropriateness or enhancements in consultation with students, parents, staff, parents and citizens association; and
- advising students, staff, parents/carers and parents and citizens association of any changes or amendments to the student dress code in writing before changes are implemented.

The Parents and Citizens Association of Victoria Park State School has formally endorsed our school's student dress code as it promotes the objectives of the Education (General Provisions) Bill 2006 and is consistent with Workplace Health and Safety and Anti-Discrimination Legislation.

In particular, the Parents and Citizens believe our student dress code, as outlined below, contributes to a safe and supportive teaching and learning environment by:

- being sun safe;
- providing ready identification of students and non-students at school;
- eliminating distraction of competition in dress and fashion at school;
- fostering a sense of belonging and encouraging pride in our school;
- developing mutual respect among students through minimising visible evidence of economic or social differences.

**Uniform choices**

**Girl's Uniform:**

- Polo shirt (available from School Uniform Shop)
- Sports Polo shirt (available from School Uniform Shop)
- Navy blue unisex shorts, gored skirt or skort (no basketball shorts)
- In winter, navy tracksuit pants or leggings.
- Closed in shoes and socks.
- Hats: Prep: Yellow bucket hat. Yrs. 1-6: Navy blue wide brimmed
- Jumpers: Must be navy blue in colour
- Swimming: Girls wear a swimsuit. Children must wear a T Shirt and or Rashie at swimming lessons as part of a sun-safety program. No jewellery to be worn in the pool at any time due to safety. (Teachers will not take out earrings.)

**Boy's Uniform:**

- School Polo shirt. (Polo shirt available from School Uniform Shop.)
- Sports Polo shirt (available from School Uniform Shop)
- Navy blue unisex shorts (no basketball shorts)
- In winter, navy tracksuit pants
- Closed in shoes and white socks
- Hats: Prep: Yellow bucket hat. Yrs 1-6: Navy blue wide brimmed



- Jumpers: Must be navy blue in colour
- Swimming: Boys wear shorts for swimming. A T Shirt must be worn at swimming lessons as part of the sun-safety program. No jewellery to be worn in the pool at any time due to safety.

Jewellery and Body Adornments: Sleepers and studs can be worn. Tattoos of any kind are not to be visible – permanent or temporary. Hair should be natural in colour and tied up if long to prevent head lice. Wearing of a wrist watch is acceptable. (smart watches need to be handed into the office each morning as per the mobile phone policy.)

UNISEX SHORTS: Navy blue with “Victoria Park” embroidered on left lower leg. These shorts are also worn for sport and physical education activities.

All students are asked to wear their school uniform **everyday**. The uniform includes the wearing of socks and **fully enclosed shoes**, such as sandshoes or joggers, as well as wearing a **broad brimmed hat** when participating in outdoor activities. Jewellery is to be kept at a minimum and must not pose any risk to personal safety. Dangly earrings, rings, necklaces and wrist bands (with the exception of medical alert bracelets) are considered to be potential safety risks so are not encouraged. Fake nails and nail polish are not to be worn.

The school has a policy of ‘No Hat, No Play’. The same applies for students who are not wearing fully enclosed shoes. The student will not be allowed to participate in outdoor activities if they are not wearing fully enclosed shoes as this is a Workplace Health & Safety issue.

Students are also expected to be in full school uniform whenever participating in activities outside the school grounds (eg. excursions, inter-school competitions) and may be prevented from participating, if a full school uniform is not being worn.

#### **School Representative Uniform:**

- BOYS: School Polo shirt. (Polo shirt available from School Uniform Shop.), navy blue unisex shorts (no basketball shorts),
- GIRLS: Sports Polo shirt (available from School Uniform Shop) with navy blue unisex shorts (no basketball shorts) gored skirt or navy blue skirt. Dress:
- Black closed in shoes and white socks
- Hats: Navy blue wide brimmed
- Jumpers: Must be navy blue in colour

Uniforms are available for purchase from the P&C at the Uniform Shop which is located near the Tuckshop. Please ring the office for current opening times.

All personal possessions **MUST** be clearly marked with the child’s name. Lost Property is kept near the Uniform Shop. Any unclaimed articles will be handed to a charitable organisation at the end of each semester. You are welcome to inspect the lost property at any time to check for your child’s possessions

#### **TUCKSHOP AND LUNCH**

Our Tuckshop is open every day for both breaks and the school uses online ordering through Flexischools. Go to [www.flexischools.com.au](http://www.flexischools.com.au) on your computer or mobile device for more information and to register. Typing ‘Victoria Park State School’ in the green box marked “enter school here” will bring up our tuckshop menu and a demonstration mode so you can see how it works. If more information is needed, please ask at the tuckshop or call Flexischools direct on



1300 361 769. Orders must be placed by 9am on the day required but can also be done in advance e.g. the night before.

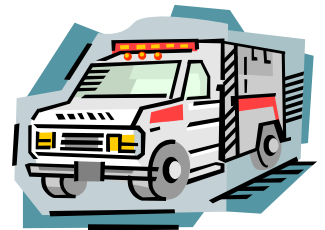
**Please Note:** Students are not permitted to leave the school grounds at either break without permission. Should a student go home for lunch, written authority from the parent is necessary.

We cannot run the tuckshop without voluntary help so if you would like to volunteer please call into the tuckshop and talk to our convenors to arrange times. We are very appreciative of any help you are able to give and the students love seeing their family member behind the counter! Unfortunately children are not permitted in the tuckshop due to workplace health and safety requirements.

More information about the tuckshop and a copy of the current menu can be found on the school's web page at [www.victparkss.eq.edu.au](http://www.victparkss.eq.edu.au)

## ILLNESS AND ACCIDENT

In case of illness, you should keep your child at home. Report your child's absence the day he/she is away by using QParents or by phoning the school and advising the office of your child's absence. In the event of illness or accident at school, every effort is made to contact the parent/guardian of the child.



For serious illness or injury, should we not be able to contact a parent or guardian, an ambulance is called and/or medical attention is sought.

NB. Parents/guardians should ensure that the address and contact numbers for their children are up to date, this can also be updated using the Qparents App.

## MEDICATION AT SCHOOL

Regulations governing the practice for school personnel to administer medication to students have been gazetted. The following are key points that parents should note and follow:

- A parent/legal guardian must first make a written request indicating that such medication has been prescribed and is absolutely necessary to be administered during school hours or school approved activities.
- Medication must be provided in the container which shows clearly the written instructions from the pharmacist at the direction of a medical practitioner. Instructions must indicate specific times at which the medication is to be administered, as well as the quantity of medication to be given. All unused medication will be returned.
- At no time will medication provided for one child be administered for others, even if they are brothers or sisters of a child for whom the prescription was made.
- Medication provided under these conditions must be delivered with instructions to administer.
- Non-prescribed oral medication such as Analgesics, Panadol, Cough lollies or over the counter medication **will not** be administered by the school staff.

The Education Department has laid down strict guidelines, which all schools are obliged to follow.

## **BEHAVIOUR MANAGEMENT**

Victoria Park State School is a 'Positive Behaviour School' and 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. This aligns with our school vision, 'Dive into learning to achieve your personal best', as well as our school purpose of 'Educating today's students to be tomorrow's citizens'.

All areas of Victoria Park State School are learning and teaching environments. We consider behaviour management to be an opportunity for valuable social learning as well as a means of maximising the success of academic education programs.

Our school community has identified the following school rules to teach and promote our high standards of responsible behaviour:

- Be a Learner
- Be Safe
- Be Responsible
- Be Respectful.

The first step in facilitating standards of positive behaviour is communicating those standards to all students. At Victoria Park State School, we emphasise the importance of directly teaching students the behaviours we want them to demonstrate at school. Communicating behavioural expectations is a form of universal behaviour support - a strategy directed towards all students designed to prevent problem behaviour and provides a framework for responding to unacceptable behaviour.

At Victoria Park State School communication of our key messages about behaviour is backed up through reinforcement, which provides students with feedback for engaging in expected school behaviour. A formal recognition and monitoring system has been developed. This reinforcement system is designed to increase the quantity and quality of positive interactions between students and staff. All staff members are trained to give consistent and appropriate acknowledgement and rewards.

### **Consequences for Positive Behaviour**

Staff members hand 'Gotcha cards' out each day to students who they observe following school rules in both classroom and non-classroom areas. This reinforcement occurs continuously throughout the day. When they 'catch' a student following the rules, they may give them a Gotcha card. When students are given a Gotcha card, they take it home, get it signed then drop the card into the relevant year level box in the front office.

Each week, one Gotcha card is drawn from each year level box. This student then wins a \$2 Tuckshop voucher to spend at the tuckshop. The cards in the year level boxes are then counted and if a target of 1500 cards is achieved, the whole school receives an additional 30 minutes play break in weeks 5 or 10.

Other positive rewards include 'Student of the Week' certificates, levelled Sid certificates, annual class awards, attendance Gotcha cards, eligibility to perform leadership roles and an invitation to participate in extra-curricular activities, weekly attendance cups. Teachers also have their own class reward system such as the use of praise, stickers, prizes and special activity options. At the end of each term, students who have consistently displayed the school rules will be invited to a year level reward activity.

### **Differentiated and Explicit Teaching**

Victoria Park State School is a disciplined school environment that provides differentiated teaching to respond to the learning needs of all students. This involves teaching expected behaviours and providing

opportunities for students to practise these behaviours. Teachers reinforce expected behaviours, provide feedback and correction, and opportunities for practise.

Teachers at Victoria Park State School vary what students are taught, how they are taught and how students can demonstrate what they know as part of this differentiated approach of behaviour. These decisions about differentiation are made in response to data and day-to-day monitoring that indicates the behavioural learning needs to students. This enables our teachers to purposefully plan a variety of ways to engage students; assist them to achieve the expected learning; and to demonstrate their learning.

There are three main layers to differentiation, as illustrated in the diagram below. This model is the same used for academic and pedagogical differentiation.



When a student exhibits low-level and infrequent problem behaviour, the first response of school staff members is to remind the student of expected school behaviour, then ask them to change their behaviour so that it aligns with our school's expectations through the use of the Essential Skills for Classroom Management.

Each year a small number of students at Victoria Park SS are identified through our data as needing extra support. In most cases, the problem behaviours of these students may not be immediately regarded as severe, but the frequency of their behaviours may put these students' learning and social success at risk if not addressed in a timely manner.

A case meeting is held for an identified student to discuss behaviour goals and effective support measures. When a student's behaviours are identified as Tier 2, they are placed on the Check In/Check Out program. Student data is analysed and adjustments are made to the classroom programs through academic support, adult mentoring or intensive social skills training.

Please refer to the Student Code of Conduct located on the school website ([www.victparkss.eq.edu.au](http://www.victparkss.eq.edu.au)) for more information.

## CURRICULUM

Our school has fully implemented the Australian Curriculum from Prep to Year 6 to provide students with the necessary knowledge and understanding to fully participate in and contribute to society now and in the future.

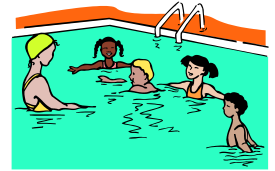
Each term, year level teachers cooperatively plan programs and moderate assessment tasks to ensure consistency across our classes. Throughout the term, teachers regularly monitor each student's progress by collecting data and conferencing with students about their learning. Students set individual goals that they work towards achieving.

Our teachers use a range of age-appropriate teaching methods based on their students' ability and interests and the context and purpose of the learning experiences, to develop a deep knowledge and understanding across learning areas. Our teachers differentiate their instruction to cater for all students' abilities.

Each term, a parent brochure is sent home to outline the content that will be taught and the assessment for the term.

### **SWIMMING INSTRUCTIONS**

The Swimming Program is conducted at our pool in the first and fourth terms of each year. Your assistance in the Swimming Program would be appreciated to ensure adequate supervision, a minimum requirement is 2 parent volunteers to ensure your child's class swims. Swimming is a compulsory part of our school curriculum, it is important for students to participate so they can be assessed at the end of each term. These lessons are provided Free of charge all we ask are volunteers to supervise.



### **INSTRUMENTAL MUSIC AND STRINGS**

Brass, Woodwind and Strings Instrumental Music is offered at Victoria Park State School. The program is offered to years 3,4,5 & 6 students (Year 3-6 Strings, Year 4-6 Woodwind, Brass and Percussion). The whole purpose of Instrumental Music is to develop School Ensembles. If your child has been involved in an Instrumental Music Program, please indicate on the enrolment form as it is policy for these children to continue if the student and parent desire. Please contact the Music Teacher if you would like to discuss your child's participation in the program.



### **BYOX E-LEARNING PROGRAM**

What is BYOX? Bring Your Own "x" means exactly that: students bring their own digital devices to school for the purpose of learning. So instead of using school-owned ICT, students use their own. The "x" in BYOX represents more than just a privately-owned device, it also includes software, applications, connectivity and appropriate behaviours. At Victoria Park State School, students are able to bring an IT device that best supports their learning needs and meets the school's specifications and requirements.



At Victoria Park State School, we have an eLearning vision which ensures technology is a tool used to enhance teaching and learning. Technology facilitates the creation and sharing of knowledge. It is more than a method of retrieving information. IT devices are a powerful means of differentiating and personalising a student's education, and allow student-owned devices facilitate student choice over which application or configuration suits their learning and communication style. It also ensures that learning is anywhere, anytime.

Victoria Park State School is committed to moving students and staff forward in a contemporary learning environment. Parents and students are given greater choice in device selection, functionality and budget. Families have control over the choice of an IT device to bring to school.

### **HOMEWORK POLICY**

Homework in Primary School is a way of ensuring that by the time students have reached High School they have had an opportunity to establish sound study habits. Homework supports our school goal of promoting independent learning. All children should be able to complete homework activities successfully. Homework comments where appropriate should be constructive.

## GUIDELINES FOR HOMEWORK

1. At Victoria Park State School, the Principal recommends the following guidelines for homework time per night:
  - Yr 1-3: up to 15 mins per night
  - Yr 4-6: up to 30 mins per night
2. Homework set during the day requires as careful planning as the lessons taught during the day.
3. Homework should arise naturally out of consolidation of lessons taught.
4. Each classroom should have a consistent plan for homework each week. This plan should be shared with families via the classroom policy at the beginning of each year.
5. Teachers should devise alternative strategies for students who fail to complete homework.
6. Families should support their child in completion of homework by:
  - i. having a set place and time for homework
  - ii. providing the opportunity for homework to be done
  - iii. signing the homework to signify it has been sighted
7. Home Reading homework should involve all year levels. (All students should have a reading log.)
8. Homework could include for all year levels:
  - i. Appropriate learning of spelling, basic facts and follow up work from the classroom.
  - ii. Appropriate assignment/project work.
  - iii. Appropriate “Thinking Skills” which involve multiple answers and open ended responses.
9. Homework expectations should be modified for students experiencing Learning Difficulties.

## REPORT CARDS

A written Report Card is emailed to every student’s parent at the end of each Semester they are also available on the QParents Secure Portal. Parent teacher interviews are conducted at the end of Term 1 and 3. Interviews at other times can be arranged. Parents should contact their child’s teacher for an appointment.

## STUDENT COUNCIL

The Student Council consists of class captains and school and sports captains who have been selected by the teachers and their peers as leaders of the school.

## SPORTS HOUSES

On admission to school, children are placed in Sports Houses. Children from the same family are placed in the same Sports House. A swimming carnival is held at the beginning or end of the year and an athletics carnival is held mid-year. Sporting Houses are: NEPTUNE (Yellow), MERCURY (Green) and JUPITER (Red). Victoria Park State School’s Uniform Shop sells the School Sports Polo’s.

## SCHOOL SPORT



The educational value of School Sport justifies its place within the primary school curriculum as it contributes to physical growth, mental stability, character development and social adaptability. Sport develops interests and skills in recreational activities that continue

into adult life. It gives children who are not academically gifted the opportunity to achieve personal success. All pupils will be given the opportunity to participate in sporting activities. Victoria Park State School participates in all Subdistrict/District/Regional/State Trials.

## BOOK CLUB

The school acts as a distribution agent for Scholastic Australia Book Club. The great majority of books made available through this club are good value. The school benefits by providing this service as it receives a number of free books dependent on the number purchased. Book Club is now distributed only once per term.



## RELIGIOUS INSTRUCTION

We currently offer Religious Instructions to some year levels. The provision of religious education is dependent on local volunteers. Further information can be found on our school website.

## THE SMITH FAMILY

**About The Smith Family:** The Smith Family is a national, independent children's charity, helping disadvantaged Australian children and young people to get the most out of their education, so they can create better futures for themselves. Its mission is to create opportunities for young Australians in need by providing long-term support for their participation and success in education. Community-based program coordinators enact this commitment through the *Learning for Life* program.

**About *Learning for Life*:** The *Learning for Life* program provides emotional, practical and financial support to help disadvantaged children and young people with their education. This support starts in the early years of learning development and continues through primary and secondary school, with recipients expected to maintain excellent attendance, sound behaviour and academic effort. The program helps build skills, knowledge, motivation, self-belief and a network of positive relationships with parents, peers and significant others. This support increases a student's likelihood of remaining engaged with school, completing Year 12 and developing realistic and informed study and career pathways for life beyond the school gate.

*Learning for Life* comprises of:

- financial scholarships awarded throughout the primary, secondary and tertiary education years;
- programs comprising evidence-based national programs that support attendance, advancement and engagement, and short-term local activities that support access and inclusion; and
- support to families to the address barriers to educational achievement and provide access to local community services.

## SCHOOL COMMUNITY

### YOUR PARENTS AND CITIZENS ASSOCIATION

The P & C Association would like to welcome new and existing families to Victoria Park State School. It is the aim of the P&C Association to encourage parents to actively participate in the development of our school. We encourage parents to become part of our active P&C that is dedicated to the ongoing development of our school to make a better learning environment for our students and your children to learn.



We require a balanced approach and involvement of parents from all year levels to make decisions that affect your children. To be involved in the P&C include: School policy decisions and development, Financial planning and budgeting, Tuckshop management, Fundraising activities, School and classroom functions & Grant writing.

As a school community, we have been most fortunate in that our parents have been generous and the organised activities are well supported. However, with ongoing improvements and replacement, the P&C is in need of consistent revenue to meet these needs and rely on fundraising for this where 100% of profit go directly back into the school.

We do not lose sight of the fact that the generosity of the parents is the most important limiting factor in what we can and should achieve. The Association for its part has endeavoured to read the thoughts of parents through survey and discussion and to establish the order of priority for the major projects.

The part you play in the P & C Association rests entirely with you; however, we encourage you to adopt an active role. You may be assured that the workload is made lighter because of the number of individuals who choose to participate and your children do benefit in more ways than one by your active involvement.

### **OUR GOALS**

- ♦ P&C activities and information
- ♦ Making people feel they are part of the community.
- ♦ Welcoming parents who cannot commit time, but would be happy to give 'bite sized' help
- ♦ Tapping into the skills of parents to support/improve school activity e.g PR, photography, web development
- ♦ Involving parents through classroom activities e.g helping students with reading, art, etc
- ♦ Encouraging positive stories – 'word of mouth' is a most powerful form of advertising
- ♦ Highlighting through the school newsletter the implications of not having an operational P&C Association

### **P & C MEETINGS**

All parents and school community members are welcome to participate in P & C activities – meetings and events. Monthly meetings take place in the school staff room on the 2<sup>nd</sup> Wednesday of each month commencing at 6pm. Please show your support for our P & C Association.



### **VOLUNTARY HELPERS**

In recent times, numerous educationalists have determined that a school, if it is to play an effective role in the education of a child, can no longer be an isolated institution. In the teaching and training of a young child, it is this school's firm belief that a cooperative teacher/parent relationship is not only desirable, but essential. Because of the predominant influence of the three-way communication process, involving teacher, parent and child, interested parents are always welcome at our school. In fact, many mothers and fathers enjoy helping as voluntary school helpers.

#### **Ways you can volunteer in our school:**

- Tuckshop
- Swimming
- Class Activities



- Reading Groups in Class
- P&C General Help
- Working Bees

These people help teachers with preparation of materials, assisting with small groups of children and sharing their special skills and abilities. If you feel you would like to assist the school in this way, please contact your child's teacher.

## SCHOOL COUNCIL

The School Council is a committee of nominated members of the school community who work towards improved student learning outcomes by exercising specified functions and are guided by the broad strategic direction of the school.

## SCHOOL COMMUNICATION AND PAYMENT SYSTEM

### SCHOOL STREAM APP & QPARENT APP



Please download both of these Apps from the 'App store' or 'Google Play'

The **SCHOOL STREAM APP** is the No.1 form of communication between the School and our parents.

The School Stream App provides:

- All Parent Information notes and messages from the Teachers and the School.
- Teacher's contact email addresses
- Curriculum Newsletters for parents each term.

We would like parents to get as much access to information as possible and the School Stream APP is our way.

**We need you to download it NOW:**

Go to the 'App Store' or 'Google Play' and search School Stream and download enter Victoria Park State School and follow instructions.

**QPARENT APP** is used as our No. 1 Online Parent Payment System for all school invoices. Victoria Park State School is a **CASHLESS** School. **NO CASH** will be accepted for any school invoices. Once you have enrolled at the school you will receive an email invitation from the school from

[no.reply@qparents.qld.edu.au](mailto:no.reply@qparents.qld.edu.au), once you have your invitation code go into the Qparents login page and follow the prompts. Your child's teacher will be able to provide you with their EQ ID number.

QParents provide parents with a secure Online Parent Portal where you can:-

- Access your child's invoices.
- **Make payments online and receive a receipt instantly by email.**
- View history of past payments you have made to the school.
- Notify the school of your child's absence and check past attendance history.
- **Keep your family Emergency Contact Details up to date.**
- View Academic Report Cards

Parents are expected to use the Qparents App for all school payments (invoices) once they are registered.

QParents is a time saver and provides parents with the conveniences to:-

- View or update their child's details pay invoices and report absences without having to ring or come into the office.
- Secure 24/7 online access.
- Access anytime, anywhere – access QParents on your smart phone, tablet or computer on a web browser or using the app (iphone or Android)

Great transparency of information is provided to allow:-

- Improved accountability between parents and schools by providing parents with timely access to their child's information online.
- Allows parents to engage more deeply in their child's schooling.

### Telephone

The school telephone number is 4951 6333. School Office hours are 8:00a.m and 3:30pm and calls should be made between these times.



Messages to teachers may be given to Administrative Officer/Assistant who will pass them onto the person concerned. It would be appreciated if teachers were not interrupted during teaching periods, unless the matter is considered urgent. Please discuss afternoon pick up arrangement with your child prior to dropping them off at the start of the school day. If messages need to be left with the office please **make them by 1:10pm.**

**Students may not be in their room, therefore messages can't be passed on.** Preferred way of communication with your child's classroom teacher is by email.

### School Website

Our school website is regularly updated with news including the school newsletter and important school documents. The website can be found at [www.victoriaparkss.eq.edu.au](http://www.victoriaparkss.eq.edu.au)

### CONCERNS

Should you have any concerns regarding your child or school decisions, please contact the Executives Assistant on 4951 6340 so that an appointment can be scheduled with the Principal or the Deputy Principals. Concerns brought forward immediately can usually be resolved positively.

### STUDENT RECORDS

A computer record on each child is maintained at the school. It contains vital information concerning address, telephone, emergency contacts and instructions from parents relating to health problems. It is imperative for your child's health and safety that all information is kept up to date as soon as it changes e.g. telephone numbers, address, and health and family circumstances.

## TRANSFERS

Should your child need to transfer from our school, the parents/guardians must notify the school so that arrangements can be made internally with the new school and arrangements will be made to send through any relevant documentation. Please ensure all library books and other school items are returned.

## SMOKING

All areas of the school grounds are **SMOKE FREE ZONES**.



## CASHLESS SCHOOL

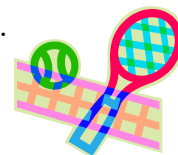
Victoria Park State School is a CASHLESS school. You may still pay by eftpos or alternatively you can pay by Direct Deposit into our School Bank Acct details are BSB: 064-707 ACCT: 00090730 please use students Customer ID number which you will find on the bottom of Tax Invoice or students name. Victoria Park State School preferred way of payment is through QParents . QParents is a secure portal where you can see the balance and pay for invoices on your account. There is more information on QParents in the QParents section.

## ANIMALS IN THE SCHOOL GROUNDS

For the safety of our students and community, dogs etc are not permitted in the school grounds.

## COMMUNITY ACCESS

School facilities can be hired after school and on weekends for sporting or other activities. The riding of skateboards, bicycles or motor bikes is definitely not allowed in the school grounds. For hire of the school grounds and / or facilities, please contact the school Facility's Officer on 4951 6333 or by email [facilities@victoriaparkss.eq.edu.au](mailto:facilities@victoriaparkss.eq.edu.au).



## GUIDELINES FOR THE CONTROL OF HEADLICE IN SCHOOLS

Victoria Park State School and Education Queensland acknowledges responsibility for minimising the risk to all school community members being affected by head lice while on the school premises. Victoria Park State School and Education Queensland also accept that parents have the responsibility for the prevention, detection and treatment of head lice.

Control of head lice is a community issue that requires a cooperative approach between parents, students and the school with assistance from Queensland Health or other local health service provider.

## SUN PROTECTION POLICY

**We are an accredited Sun Smart School.**

**“NO HATS NO PLAY”** - All children will wear a hat for outdoor activities. Wide brim hats are mandatory. Base ball caps offer little protection and are banned as a form of headwear and should not be brought to school.

## **EVACUATION/LOCKDOWN**

All children attending the school must become familiar with the school's Fire Drill and Lockdown Procedures.



Visiting personnel should also be familiar with procedures. All regular visitors to the school can peruse the Fire Drill & Lockdown Procedures in the office and staffroom. All classes must congregate as quickly as possible on the school oval near the pool after the alarm is sounded. The alarm is a continuous ringing of the school electronic bells.

## **MEDICAL AND DENTAL APPOINTMENTS**

Children who are required to attend Medical or Dental appointments may do so provided parents report to the office first and sign the 'Early Departure' register in the office.



## INFECTIOUS DISEASES

Diseases spread quickly in schools. We can do much to limit the spread of infection by regarding hygiene as of prime importance at all times. Parents should stress the need for good hygiene practices.

Children suffering from infectious diseases may be excluded from attendance at school for varying lengths of time. Parents should be guided by the advice of their doctor or by details of exclusion, as listed below:

CONDITION	EXCLUSION OF CASES	EXCLUSION OF CONTACTS
Amoebiasis / Campylobacter (Entamoeba Histolytica)	Exclude until diarrhoea ceases.	Not excluded.
Chicken Pox / Shingles	Excluded until fully recovered or for at least five days after the eruption first appears. Note that some remaining scabs are not a reason for continued exclusion.	Any child with an immune deficiency (e.g. leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded.
Conjunctivitis	Exclude until discharge from eyes has ceased.	Not excluded.
Cytomegalovirus Infection	Exclusion is not necessary.	Not excluded.
Diarrhoea	Exclude until diarrhoea ceases.	Not excluded.
Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later.	Exclude family / household contacts until cleared to return by an appropriate health authority.
Glandular Fever (Mononucleosis)	Exclusion not necessary.	Not excluded.
Hand, Foot and Mouth Disease	Exclude until all blisters have dried.	Not excluded.
Hemophilus	Exclude until medical certificate of recovery is received.	Not excluded.
Influenza Type B (Hib)		
Hepatitis A	Exclude until medical certificate of recovery is received, but not before seven days after the onset of jaundice or illness.	Not excluded.
Hepatitis B	Exclusion is not necessary.	Not excluded.
Hepatitis C	Exclusion is not necessary.	Not excluded.
Herpes (Cold Sores)	Young children unable to comply with good hygiene practices should be excluded while sores are weeping. Sores to be covered by dressing where possible.	Not excluded.
Hookworm	Exclusion is not necessary.	Not excluded.
HIV AIDS Virus	Exclusion is not necessary unless the child has a secondary infection.	Not excluded.
Impetigo (School Sores)	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.	Not excluded.
Influenza and Influenza like illness	Exclude until well.	Not excluded.

CONDITION	EXCLUSION OF CASES	EXCLUSION OF CONTACTS
Leprosy	Exclude until approval to return has been given by an appropriate health authority.	Not excluded.
Measles	Exclude for at least 4 days after onset of rash.	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with first case, they may return to school.
Meningitis (bacterial)	Exclude until well.	Not excluded.
Meningococcal Infection	Exclude until adequate carrier eradication therapy has been completed.	Not excluded if receiving rifampicin.
Molluscum Contagiosum	Exclusion not necessary.	Not excluded.
Mumps	Exclude for 9 days or until swelling goes down (whichever is sooner).	Not excluded.
Parvovirus (Erythema Infectiosum, Fifth Disease)	Exclusion is not necessary.	Not excluded.
Ringworm, Scabies, Pediculoses (Lice) Treatment	Re-admit the day after appropriate treatment has commenced.	Not excluded.
Rubella (German Measles)	Exclude until fully recovered or for at least 4 days after the onset of the rash.	Not excluded.
Salmonella, Shigella	Exclude until diarrhoea ceases.	Not excluded.
Streptococcal infection (including Scarlet Fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the person feels well.	Not excluded.
Tuberculosis	Exclude until a medical certificate from an appropriate health authority is received.	Not excluded.
Whooping Cough (Intestinal)	Exclude the child for 5 days after starting antibiotic treatment.	Exclude unimmunised household contacts aged less than 7 years for 14 days after the last exposure to infection or until they have taken 5 days of a 14 day course of antibiotics. Exclude close child care contacts until they have commenced antibiotics.
Worms (Intestinal)	Exclude if diarrhoea is present	Not excluded.