PARENT HANDBOOK

This handbook aims to provide parents with the necessary information for you and your child at Windsor State School.

Telephone : 3866 4333
Student Absences : 3866 4360
Fax : 3866 4300
Email : admin@windsorss.eq.edu.au

Absences : If your child is absent from school, it is necessary to telephone the school in the morning on the Student Absences line – 3866 4360 or email admin@windsorss.eq.edu.au. Teachers and the administration appreciate advance notice if your child is going on holidays and will miss school.

Accidents/ Illness: If an accident or illness occurs with your child while at school, every effort is made to contact parents. Sick children are to be collected from the office by a parent or a nominated adult listed as an emergency contact. An emergency contact should be prepared to take on the responsibilities of a parent in the parent’s absence.

In the case of a serious accident, an ambulance will be called. A member of the School’s administrative team will travel with the child, if a parent cannot be immediately contacted.

It is vital that any change of address or telephone number (work and home) be given to the office so that contact details may be kept up to date.

School Hours: Our school hours are 8.50am to 3.00pm. Teachers are not on duty to supervise children before school. Children at school before 8.30am should be enrolled in Outside School Hours Care. From 8.30am children must sit under the Main Building until 8.50am.

Parents are asked to ensure all children are at school prior to the commencement of lessons. Late arrival impacts not only on your child but interrupts the learning of all other students in the class. Children arriving after 8.50am must report to the school office to receive a late slip.

Children are not permitted to leave the school grounds during school hours without permission. Parents who want their children to leave school early must be signed out by a parent/guardian from the office.

The school's bell will ring at the following times:

<table>
<thead>
<tr>
<th>Time</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:50am</td>
<td>School Commences</td>
</tr>
<tr>
<td>11:00am</td>
<td>First Break (10 minutes of supervised eating)</td>
</tr>
<tr>
<td>11:10am</td>
<td>Play Bell</td>
</tr>
<tr>
<td>11:40am</td>
<td>Prepare for Class</td>
</tr>
<tr>
<td>11:45am</td>
<td>Classes recommence</td>
</tr>
<tr>
<td>1:10pm</td>
<td>Second Break (10 minutes of supervised eating)</td>
</tr>
<tr>
<td>1:20pm</td>
<td>Play Bell</td>
</tr>
<tr>
<td>1:45pm</td>
<td>Prepare for Class</td>
</tr>
<tr>
<td>1:50pm</td>
<td>Classes recommence</td>
</tr>
<tr>
<td>3:00pm</td>
<td>End of School Day</td>
</tr>
</tbody>
</table>
Dress Code: The PETC Association of Windsor State School strongly supports a student dress code policy because they believe it:

(a) Promotes a safe environment for learning by enabling ready identification of students and non-students of the school;
(b) Promotes an effective teaching and learning environment by eliminating the distraction of competition in dress and fashion at the school;
(c) Promotes a supportive environment at the school by fostering a sense of belonging; and
(d) Fosters mutual respect among individuals at the school by minimizing visible evidence of economic, class or social differences and promotes a supportive environment at the school by fostering a sense of belonging.

The PETC Association has designed our uniform to consist of the following:

<table>
<thead>
<tr>
<th>Boys Uniform</th>
<th>Girls Uniform</th>
<th>Sports Uniform</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check Shirt</td>
<td>Check Dress</td>
<td>Polo Shirt</td>
</tr>
<tr>
<td>Royal Shorts</td>
<td>Check Shirt</td>
<td>Royal Shorts/Culottes</td>
</tr>
<tr>
<td>Slouch Hat</td>
<td>Royal Shorts/Culottes</td>
<td>Swimming Cap</td>
</tr>
<tr>
<td>White Socks</td>
<td>White Socks</td>
<td>Swimming Togs</td>
</tr>
<tr>
<td>Black Shoes</td>
<td>Black Shoes</td>
<td>Sun Shirt</td>
</tr>
</tbody>
</table>

All students are expected to wear the full school uniform daily. Students must wear the school’s formal uniform (not sports uniform) when leaving the school on an excursion.

School hats must be worn at all times outside of the classroom. All hair that falls over the collar should be tied back to help minimise the spread of head lice. Sun shirts and swimming caps must be worn for all swimming lessons and activities.

If a child cannot wear the proper school uniform for the day or for a particular activity, parents are requested to inform the school in writing or via email.

Assemblies: Whole school assemblies are held weekly on a Monday morning beginning at 9.00am. Assemblies are led by the school’s student leaders and provide the opportunity for recognising student work and effort, sharing of information, recognizing individual and group achievement in sport and culture and celebrating special events.

Parents and carers are invited to join us each week for this important part of our school culture.

Behaviour Management: The school maintains a belief in promoting a strong school culture, focusing on individuals accepting responsibility for their own behaviours and learning. Our sense of community and belonging are key drivers in shaping our high expectations and our culture of excellence.

Windsor State School is committed to developing a positive school culture, one in which students, parents and staff feel they are part of a safe and welcoming school community. Our school culture is based on three values:

Respect for Self
Respect for Others
Respect for the School

These values are the foundation of our school culture and are embedded within a variety of proactive programs that assist and enable all members of our school community to accept responsibility for their actions. Our School Pastoral Care Program is underpinned by the “You Can Do It” social/emotional development program which is based around the 5 keys to Success & Happiness – Confidence, Persistence, Organisation, Getting Along and Resilience.
Book Lists and Stationery: The school has co-ordinated the purchasing and delivery of annual book lists which are required by each year level. This proves to be an efficient and cost-effective service, which is provided by the company – Schoolstuff. You can visit their website [www.schoolstuff.com](http://www.schoolstuff.com) for information on how to order. Parents may wish to purchase books at alternative book sellers. Some levies are also applicable in relation to Maths, Reading and Comprehension. There is also a voluntary financial contribution which is used to support ICT, Art and Craft and resources for the National Curriculum.

Complaints or Concerns: Any complaints, concerns or questions relating to classroom activity need to be firstly directed to the class teacher. Concerns or issues relating to school policy or procedures need to be addressed to the administration. The school follows the guidelines for complaint management outlined in the “Putting it Right” policy, a guide of managing complaints developed by Education Queensland.

Excursions: Excursions are an integral part of the curriculum. Children in all classes participate in excursions to a variety of education locations. Parents will be notified of an excursion and the costs involved. Parents will be required to complete a permission form before their child participates in any excursion that requires the children to leave the school.

All children must wear formal school uniform when participating in a school excursion.

Family Contribution: The P&C Association supports the school the school’s voluntary levy system. Families are asked to make a voluntary contribution each year. These funds are used to enhance resources in classrooms. Windsor State School P&C Association also asks for contributions to the building fund. A tax deductible donation may be made to the Windsor State School Building Fund which will support the P&C Association goals that are outlined in the School Master Plan. Much of the development of the school is possible because of the generosity of parents.

Houses: The school has three Sports’ Houses. Children are assigned a House when they enroll. Brothers and sisters will be in the same House. Pastoral care groups, which are small multi-age groups, are formed within each house.

Sports Houses are as follows:

- **Lutwyche:** (house colour red) named after the first Chief Judge of the Queensland Supreme Court
- **Maynard:** (house colour green) named after the School Principal 1873-1911
- **Wilson:** (house colour yellow) named after the School Principal 1927-1946

House Shirts (every Friday) and for any House sporting event.

Internet: Windsor State School provides free access at school to the Internet for students. The provision of Internet access provides students with connections to worldwide resources, and facilitates local, regional and worldwide communications. As part of the school’s computer program, we offer students supervised access to the Internet. Parents and caregivers are required to indicate their approval for the child to have this privilege by signing the Internet Agreement.

Lost Property: All belongings need to be clearly marked with your child’s name and class, eg, clothing, lunchboxes, drink bottles, school bags. Lost items are put in the “Lost Property” bins which are located near the school office. Lost property bins are cleared at the end of each term. Names items are returned to owners, where possible, and unnamed items are donated to local charities.

Medication: School staff must not administer over-the-counter medication, including analgesics, homeopathic or prescribed medications unless we have written consent from a parent/caregiver together with the appropriate labeled medication.
Mobile Phones/ Electronic Equipment: Any student that has either a mobile phone or other electronic equipment must hand these in to the office before the commencement of the school day. These items can be collected when students are ready to leave school at the end of the day.

Music: Windsor State School offers students exciting opportunities to become involved with music in a variety of ways. During weekly half hour sessions, all students within the school experience music through singing, games, movement, playing instruments, improvising, listening, rhythm and melodic activities. The central focus of the program is to engage students in explorative music making activities that involve the core areas of responding to music, creating, performing, writing and reading music.

Newsletter And Notices: The school newsletter is produced every second Wednesday. The newsletter is published via the school's website (www.windsorss.eq.edu.au). Alternatively, you may visit the office to receive a hard copy. The newsletter will keep you informed about school and community activities and important matters affecting your children. Please also visit our website for updated information.

The newsletter is also available on QSchools app when downloaded from itunes.

Parent/Teacher Information Night: This evening is held in the third or fourth week of the school year. It gives teachers and parents the opportunity to get to know each other better. Teachers share their work plans for the year, behaviour expectations and homework routines.

Parent/Teacher Interviews: Interviews are held after school with your teacher to discuss your child’s progress and to view their work samples. Any issues can be raised at these meetings. These meetings will go for no longer than 15 minutes.

Parking: Parking within the school grounds is very limited. Parents are not to enter the school car parks between the hours of 8.00am and 3.30pm. Our children’s safety is always a priority. We ask all members of our school community to adhere to the following guidelines with respect to parking:

- Observe the two minute rule in the school drop off zone;
- Observe Brisbane City Council road signs;
- Respect our neighbours and do not park across driveways or entrances;
- Do not park in Harris Lane.

Physical Education: Our specialist physical education teacher conducts lessons for all students from Prep to Year Seven. All students are expected to participate in all lessons. Terms One and Four focus on swimming, while Terms Two and Three focus on skill development for sport and dance.

Parents’ and Citizens’ Assoc (P&C): The P&C is a dedicated group of parents and interested citizens working to support Windsor State School in its growth and development. Windsor State School P&C has a proud tradition of supporting the school in its planning and future direction. The P&C seeks to ensure that students receive the best resource materials and support and this approach ensures that student learning activities are maximized, a real sense of community is generated and planning is undertaken to enhance and develop facilities for the future.

In 2015 Windsor State School became an Independent Public School. A school council consisting of staff, parents and nominated community representatives has been formed. The P&C President is the Chair of the Board.
The P&C welcomes all new parents and citizens to the school and holds meetings on the third Monday of each month. The meetings commence at 7.30pm. The swimming club, tuckshop, uniform shop and music committee are all sub-committees of the P&C. We encourage you to become involved in the school, whether it’s through the P&C, being a Parent Representative or generally helping out at school fundraisers. Parents can become members of the P&C by completing an Application for Membership Form.

SunSmart Policy:

All State Schools must implement a Sun Safety Strategy. It is compulsory for all students from Prep to Year Seven to wear a sun shirt during all water-based activities including swimming lessons. Broad-brimmed hats are also to be worn when in the sun. A No Hat-No Play policy is in place in the school. Our school provides a broad spectrum, water resistant sunscreen.

Parents should send their own sunscreen if their child is affected by general sunscreens.

Telephone Calls:

The school telephone is attended during office hours between 7.30am and 3.30pm. Our office staff will take messages and convey details to teachers, children and other personnel as soon as possible. Please note, however, that it is not always possible to get a message to a child if a parent rings just before 3.00pm or on a Friday afternoon when a senior child is at sport. It is also very difficult for teachers to take a call during class time as this interrupts the children’s learning time. Calls will, of course, be directed to teachers if a matter is urgent.

Please ensure your child is aware of after school care and transport arrangements before your child arrives at school in the morning. This minimises confusion when a child is preparing to leave school for the day.

Tuckshop:

The school tuckshop is run by the P&C Association and encourages children to eat a nutritious, balanced diet.

To provide this service to our school, we need an ongoing reliable roster of volunteers. If you can help, even in a small way, please contact the convenor on 3866 4306.