



FERNY HILLS STATE SCHOOL

30-56 Illuta Avenue, Ferny Hills Qld 4055

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Parent Handbook





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School Address: 30-56 Illuta Avenue, Ferry Hills Qld 4055

Contact Details: Ph: School (07) 3550 5444
admin@fernhillss.eq.edu.au
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A/Principal: Mr Brad Geisel

Deputy Principal: Miss Gemma Dunn

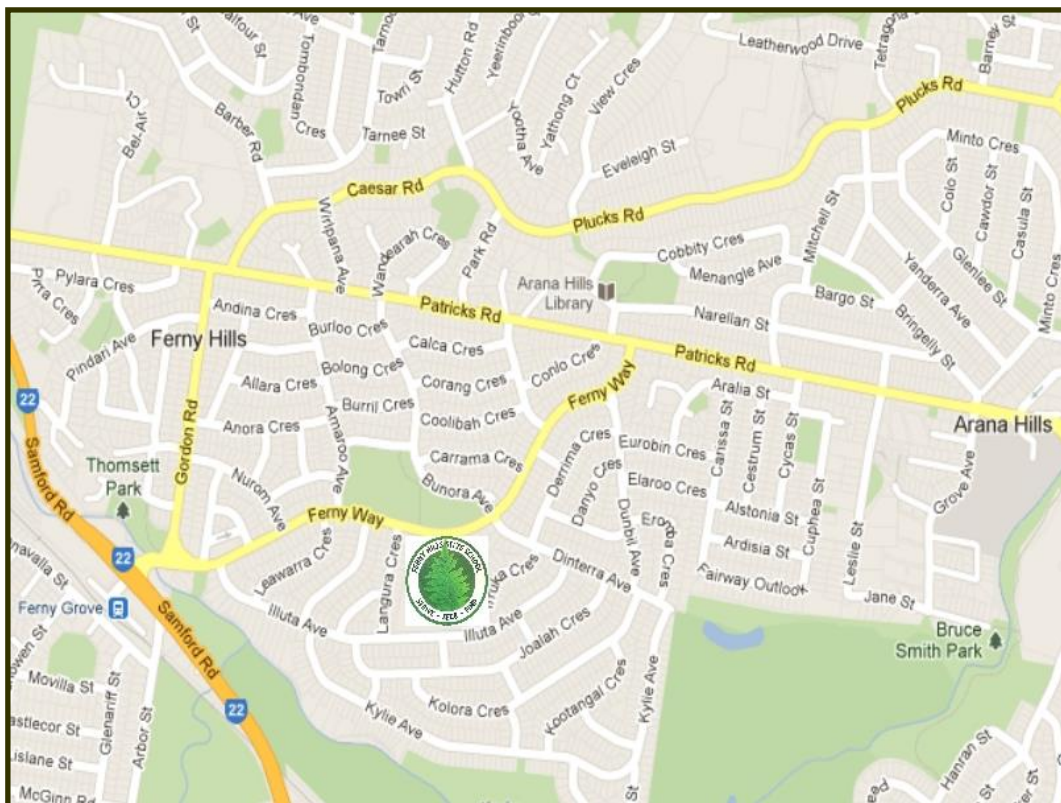
Business Manager: Ms Andrea Simons

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Office Hours: 8.00am – 3.30pm Monday to Friday

Parents & Citizens Association pandc@fernhillss.eq.edu.au

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From the Principal

Ferny Hills State School is a vibrant educational institution committed to providing a supportive and challenging learning environment for all students. Our students are supported and encouraged by their enthusiastic and committed parents, by our dedicated and highly qualified staff and by their peers who contribute significantly to maintaining a pleasant and cooperative atmosphere.

As Principal, it is my pleasure to welcome you to our School Community and to extend to you an open invitation to learn more about our:

- Curriculum programs;
- Supportive school environment;
- Vision for the future; and
- School achievements.

At Ferny Hills State School parents, staff and students are valued. We promote the genuine involvement of parents in the learning process and take pride in celebrating our achievements.

Together we strive to:

- Communicate high expectations for student achievements;
- Develop clear curriculum programs;
- Provide access to a variety of learning resources;
- Enhance our supportive school environment; and
- Report regularly on student progress.

On behalf of our School Community, welcome to Ferny Hills State School.

Brad Geisel

A/Principal

SCHOOL PROFILE



Ferny Hills State School is situated in Ferny Hills, in the north-western suburbs of Brisbane. The school is in the Moreton Bay Shire Council area but is on the edge of Brisbane City Council wards. Our main entrance is in Illuta Avenue, in a quiet and tranquil suburban setting free of distracting traffic noise.

The school was opened in 1970 and features expansive picturesque sloping grounds and ample sporting facilities. Over the years, extensive renovations have been completed to upgrade classrooms, the Hall and the Resource Centre.

The total campus enrolment is approximately 380 students. Our students are drawn from the surrounding suburbs. The suburbs serviced by our school include Ferny Hills, Bunya, Arana Hills, Ferny Grove, Upper Kedron and Keperra. The school caters for students in Years Prep-6 and features strong academic, sporting and musical programs with a focus on inclusion for all students.

The school's motto is:

Strive, Seek, Find

And our school vision is:

Achieving success together, every day.



ABSENCES

If your child is absent, please phone the Absence Line **07 3550 5460** or advise the teacher upon his/her return to school. Absences can also be recorded on the Department of Education's QParents app. In the case of a prolonged absence, please telephone the school on the absentee line as soon as possible. For absences 10 days or more, please collect an Application for Exemption form from the office. It is a Department of Education requirement that all absences from school be explained and be recorded on the school database. If we do not receive a reason for an absence, an SMS message will be generated through an automated system. Please take a moment to text back, otherwise a member of the Administration Team follows up unexplained absences with a phone call.

ACCIDENTS



Children are under supervision from 8.20am until 3:00pm. Every effort is made to minimise risks to the students. When necessary an ambulance is called.

Where possible, parents are notified immediately of their child's medical condition. However, if parents cannot be contacted, the child will still receive treatment. Any treatment provided is at parental expense. In emergency cases, the Ambulance Service will be contacted and the child will be transferred to hospital if a need is determined by the attending Emergency Services staff.

It is essential that parents inform the school when their emergency contact numbers change.

ASSEMBLIES

Face-to-face school assemblies are held every fortnight on a Monday afternoon commencing at 2.15 pm. A virtual assembly is presented on alternating weeks. Assemblies provide us with an excellent forum for celebrating students' achievements and to promote responsible student behaviour.

AWARDS CEREMONY & YEAR 6 GRADUATION

The school hosts an Awards and Graduation Ceremony at the end of each year. At this ceremony a number of awards are presented for outstanding academic achievements, diligence, leadership and contributions to the school community. The commitment of our Year Six students is also acknowledged in this ceremony.



BANKING



Tuesday is school banking day. Children are required to hand banking money and books to the office via the collection box before school. Members of our School Community process all transactions via an electronic data link with the Commonwealth Bank. Bankbooks will be returned to the children via their teacher.

The bank pays a commission per transaction to the school via the P&C Association as well as offering a generous interest rate to the account holder. Please consider supporting the school through this avenue.

BICYCLES

An 'out of bounds' area containing bike racks is provided for those children who ride their bicycles to school. All students are encouraged to use a bicycle lock and chain to ensure the safety of their bicycles. Children are required to wear a helmet whenever they ride their bicycles.

Children are required to dismount from their bicycles upon entering the school grounds. Children are to walk their bicycles out of the school grounds.



BOOKLISTS / SCHOOL REQUIREMENTS



A list of essential stationery, and school supplies is prepared for each year level from Year 1 to Year 6. Lists are available from the office. The school P&C has contracted 'EDSCO' to supply our year levels with their requisites.

It is hoped that parents support the school ordering system as it ensures all students have the appropriate and correct materials.

A Student Resource Scheme (SRS) is offered to our Prep students to cover class requisites. Information about this is sent home to Prep families early in the school year.

Students are required to bring an iPad to school from Year 3 to support their learning. Information sessions are provided to parents each year to support the purchase and management of these devices, including outlining technical specifications required.

BUS SERVICES

Bus services are provided for students attending Ferny Hills State School. The school is part of an initiative to encourage more students to use public transport. For further information, go to <http://www.transinfo.qld.gov.au/> and go to journey planner. This provides you with the latest services and has the latest information.

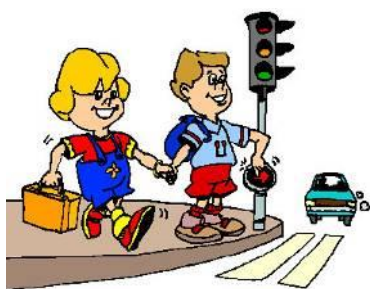


COMPLAINTS

From time to time you may have concerns about your child at school or about the operations of the school. The Department of Education is committed to ensuring that all parent concerns are dealt with in a fair and equitable manner and there are processes and support structures in place to enable parents to work through any issues they may have.

Concerns should initially be directed to the teacher involved or lodged directly to the Principal or Deputy Principal. Concerns of a more serious nature should be made directly to the Principal. If the problem cannot be resolved within the school, you should contact the Department of Education Regional Office (Nundah) on metroexecservices@ged.qld.gov.au. Parents or caregivers may also wish to contact the Queensland Council of Parent and Citizens' Associations (ACPCA) on 07 3352 3900 or visit their website www.qcpca.org.au for help and support.

CROSSING SUPERVISORS



Crossing supervisors operate on the Illuta Street pedestrian crossing each school day between 8:15 am and 9 am, and 2:50 pm and 3:20 pm. These peak activity periods have been set to ensure maximum safety for students attending our school.

Parents and teachers are asked to strongly encourage the children to use these supervised crossings and to set a good example themselves by obeying the supervisor's directions whenever they use the crossings.

The Supervisor will ask all pedestrians, both children and adults, to wait on the footpath. When a suitable gap appears in the traffic from both directions, the supervisor will extend the stop sign to face traffic, proceed to centre of crossing, with STOP sign displayed. The supervisor will blow TWO blasts of the whistle to indicate that pedestrians may then cross. Pedestrians should keep left and walk straight across. When all pedestrians have cleared the crossing, the supervisor then returns to the footpath.

All cyclists are required to dismount and walk their bicycles over the crossing.

The 'No Standing Anytime' signs or 'No Standing 8.00am - 4.00pm' signs serve to protect an area on either side of the crossing. **IT IS IMPORTANT THAT THIS AREA IS KEPT FREE OF ALL VEHICLES so that supervisors have a clear view of approaching traffic.**

All drivers must stop their vehicles clear of the crossing when the supervisor holds up the stop sign. **VEHICLES MUST REMAIN STATIONARY UNTIL THE SUPERVISOR RETURNS TO THE KERB.**

Failure to comply is regarded as a serious offence. Offenders are breaching Regulation 39 of the Traffic Regulations. Supervisors are required to report the registration number and details of offenders' vehicles. Appropriate action will follow. There is no exemption for parents delivering or waiting for children before or after school.

PLEASE ASSIST SUPERVISORS TO PROTECT THE CHILDREN ATTENDING OUR SCHOOL.

CULTURAL EVENTS AND ACTIVITIES

Throughout the year a number of cultural events are organised for the students. These events may include performances by visiting artists. Our school promotes the Performing Arts and cultural activities.



CURRICULUM AREAS

Our staff deliver the Australian Curriculum across all learning areas.

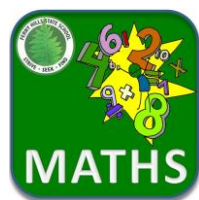
All year level teachers plan and work collaboratively in teams with our Head of Department - Curriculum to teach engaging and inclusive units of work. Assessment tasks are moderated to ensure accurate and valid reporting to parents.

A Term Overview is prepared quarterly for each year level or multi-age class. This is emailed to parents and is available from the school's website. A class newsletter is also prepared by each teacher on a regular basis.

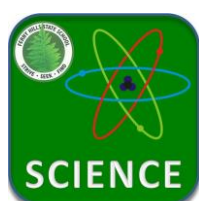
The Australian Curriculum Learning Areas are:



The three interrelated strands of English are language, literature and literacy. Together, the strands focus on developing students' knowledge, understanding and skills in listening, reading, viewing, speaking, writing and creating. Reading and writing are the school's improvement agenda foci. While studied in English, reading and writing is taught across the curriculum.



The proficiency strands: understanding, fluency, problem solving and reasoning are an integral part of Mathematics content across the three content strands: Number and Algebra, Measurement and Geometry, and Statistics and Probability.



The four strands of Science understanding are: biological, chemical, Earth and space, and physical. Students also study Science as a Human endeavour and learn specific inquiry skills related to this subject.



HASS is a subject devised of Humanities and Social Sciences. The content is organised into two strands: knowledge and understanding, and inquiry and skills. The knowledge and understanding strand draws from two sub-strands Prep to Year 4 being, history and geography. In Years 5 and 6 this is expanded to include, civics and citizenship and economics and business.



The Technologies curriculum provides students with opportunities to consider how solutions that are created now will be used in the future. Students will identify the possible benefits and risks of creating solutions. They will use critical and creative thinking to weigh up possible short and long term impacts. There are two strands of Technologies: Digital and Design Technologies.



The Language other than English (formerly LOTE) at Ferny Hills is German. Year 5 and 6 students participate in Language lessons each week. Classes are involved in learning the language and understanding the culture of German speaking countries.



The Arts Curriculum comprises of five strands: Drama, Dance, Visual Arts, Media Arts and Music. Additionally, through the Instrumental Music Program, students have the opportunity to learn to play an instrument and participate in the Band or Strings Ensembles. Students in Year 2-6 are also offered an opportunity to participate in Choir. Participation in each of these groups requires weekly commitment during school to a lesson and/or rehearsal. There is an annual participation fee for students in Choir and/or the Instrumental Music programs.



All students participate in Health and Physical Education (HPE) lessons each week. The curriculum has two strands: Movement and Health. In addition to weekly lessons, there are a number of other HPE focused activities at the school:

- Students in Prep-Year 2 participate in Perceptual Motor Program to develop gross motor skills.
- Students P-6 are involved in swimming lessons in either Term 1 or 4.
- Years 4-6 students may be involved in inter- or intra-school sport.
- Annual events include: Cross Country, Athletics Carnival and Swimming Carnival.

Lunch time clubs are also offered during the year which provide additional opportunities for students to engage in some of these curriculum areas e.g. Art, Robotics, Dance, and Gardening.

DENTAL SERVICE

The school dental service operates the clinic at Ferny Hills State School and free routine dental care and fluoride treatments are available to all primary aged children, 5 years of age and older. Dental treatment cannot be provided if parents have not fully completed a consent form and do not attend the treatment.

A dentist visits the clinic regularly and can give more professional treatment when needed. Emergency treatment can be administered (consent form is necessary).

The number for the area Dental Clinic is 1300 365 997.

DISEASES - INFECTIOUS

Information regarding infectious diseases and times for which children must be excluded are available from the Principal or Business Manager at the school. The following is a summary.

RECOMMENDED MINIMUM PERIODS OF EXCLUSION FROM SCHOOL

CONDITION	PERIOD OF EXCLUSION
Chicken Pox	Notify school immediately. Child to be excluded until blisters have dried.
Conjunctivitis (Acute Infection)	Exclude until discharge from eyes has ceased.
Measles	Notify school immediately. Child to be excluded for at least four days from the appearance of rash or until a medical certificate of recovery is provided.
Mumps	Notify school immediately. Child to be excluded for five days after the onset of swelling.
Ringworm	Exclude until the day after anti-fungal treatment has commenced.
Rubella (German Measles)	Please notify school immediately. Child to be excluded for 4 days after the onset of rash or until fully recovered (whichever is longer).
Scabies	Child will be readmitted the day after appropriate treatment has commenced.
Scarlet Fever	Exclude until 24 hours of appropriate antibiotics have been completed.
School Sores	Exclude until 24 hours of appropriate antibiotics have been completed. Sores on exposed areas must be kept covered with a waterproof dressing until sores are dry.
Viral Hepatitis	Notify school immediately. Exclude until at least 7 days after the onset of jaundice or dark urine, or for two weeks after onset of first symptoms if no jaundice or dark urine.
Whooping Cough	Notify school immediately. Exclude until 5 days after starting appropriate antibiotics or for 21 days from onset of cough.

ENROLMENT

For a standard enrolment, children are aged five by 30 June in the year they enrol into the Preparatory Year. The 'Prep' Year is full time.

Children born between 1 July 2015 and 30 Jun 2016 are eligible to attend Prep in 2021.

Acceptable evidence of your child's date of birth is required before the enrolment will be processed at the school.

Child born	2021	2022	2023	2024
1 July 2014 to 30 June 2015	Year 1	Year 2	Year 3	Year 4
1 July 2015 to 30 June 2016	Prep	Year 1	Year 2	Year 3
1 July 2016 to 30 June 2017	Kindy	Prep	Year 1	Year 2
1 July 2017 to 30 June 2018		Kindy	Prep	Year 1

EXCURSIONS

Each class is likely to participate in a number of excursions and/or incursions throughout their schooling. All applications for excursions/incursions are presented to the Parents and Citizens' Association for approval prior to parents being given provided with a participation consent form.

When parental assistance is required, teachers may approach members of the school community for assistance. The cost and due date of each excursion/incursion will be detailed in a letter, typically emailed, and followed by an emailed invoice.

We are moving to a cashless school in 2021. The preferred method of payment is BPoint. Simply click on the link at the bottom of the invoice to make payment. EFTPOS is also available Monday to Friday between 8:00am and 3:30pm at the office.

HEALTH

If your child is unwell it is best to keep him/her home to avoid risking others' health and prolonging the illness.

In the interest of the student's health and well-being, parents are asked to keep the school informed of changes to their child's medical condition.

If students require urgent medical or dental treatment, it is essential that each student's contact and medical details are accurate. All personal information about you or your child is held in confidence.

HIRE OF SCHOOL FACILITIES

The school has a number of facilities available for hire. Groups or associations interested in hiring school facilities are asked to contact the school. A short or long term Hire Agreement will be drawn up and a fee is charged for the hire of most facilities. All parties wishing to hire school facilities will need to furnish various documents including confirmation of current Public Liability Insurance. Funds raised are used in part to enhance existing facilities.

HOMEWORK



Homework has been hotly debated in recent years and is a source of many and varied expectations, opinions and research-based conclusions that often contradict each other.

Homework is a valued part of all students achieving to their potential at Ferny Hills State School. Our school uses the Department of Education's Homework Guidelines as a framework which will help our students establish a balanced lifestyle allowing time for study and sufficient time for family, recreation and cultural pursuits. These guidelines can be found at <http://education.qld.gov.au/parents/homework.html>.

Well planned homework activities allow for consolidation of classroom learning, the development of pattern behaviours around learning beyond the classroom and the enrichment of knowledge and understanding of classroom learning. The school believes homework should aim to be:

- Family friendly
- Used to inform and guide parents about class work and year level expectations
- Flexible in meeting the needs of children, teachers and parents
- Open to providing opportunities for parent involvement.

Parents and caregivers can help their children by:

- Reading to them, talking with them and involving them in tasks at home including shopping, playing games, household chores and physical activity
- Given them assistance where required to complete tasks
- Encouraging them to organise their time
- Encouraging them to take responsibility for their own learning
- Helping them to balance the amount of time completing home learning tasks, watching television, playing computer games, playing sport and engaging in other recreational activities
- Communicating with their child's teacher to discuss any concerns about the nature of home learning tasks or their child's approach to the learning
- Providing a suitable time and a quiet place for homework
- Communicating any concerns or issues regarding homework to the classroom teacher.

The school's homework policy and procedures may be viewed on the school website www.fernhillss.eq.edu.au

HOURS OF OPERATION

Office Opens	8:00 am
First Session	8:50 am
First Break – Play	11:00 am – 11:20am
First Break – Eating time	11:20 am - 11:35 am
Middle Session	11:40 am
Second Break – Play	1:10 pm – 1:35 pm
Second Break – Eating time	1:35 pm – 1:45 pm
Afternoon Session	1:50 pm
School Finishes	3:00 pm
Office Closes	3:30 pm

All children arriving at school before 8:45 am are required to wait under the Covered Area and in the Mall. Students are supervised from 8:20 am. Students have the opportunity for supervised play on the oval from 8:20 am or as directed by supervising staff.

Parents and caregivers are encouraged to contact the school during the designated office hours. After 3.30pm, members of the professional staff are often involved in meetings and planning activities.

Outside office hours, please leave a message on our answering machine.

Parents and caregivers are asked to refrain from contacting teachers during instruction times.

JEWELLERY and VALUABLES



Students are discouraged from wearing jewellery to school. Similarly, students should not bring valuables to school. The loss of such items can be distressing for the student and his or her family.

The wearing of jewellery is an infringement of the safety codes that cover the operation of school sporting events.

INCLUSIVE EDUCATION TEAM – (IET)



Ferny Hills State School is an inclusive school community. We have a diverse range of students including those from various cultural backgrounds; gifted and talented students; students who require learning support and those with special needs.

The Inclusive Education Team (IET) have expertise across a range of disability areas and have the capacity to network with other specialist teachers, therapists and support personnel.

All students are included in classroom programs and activities as fully as possible. This may vary from student to student depending on individual needs.

LEAVING GROUNDS



Children are not permitted to leave the grounds during the school day unless under supervision of a parent or teacher. Parents/Caregivers must sign their student out at the office before leaving school grounds.

Students will only be allowed to leave the school with a Parent or other person listed as an emergency contact on your child's enrolment form. Please keep these details current.

Children arriving late for school are required to report to the school office to collect a Late Slip before proceeding to class. Per departmental policy, the times and reasons for late arrivals and early departures are recorded.

LIBRARY / RESOURCE CENTRE

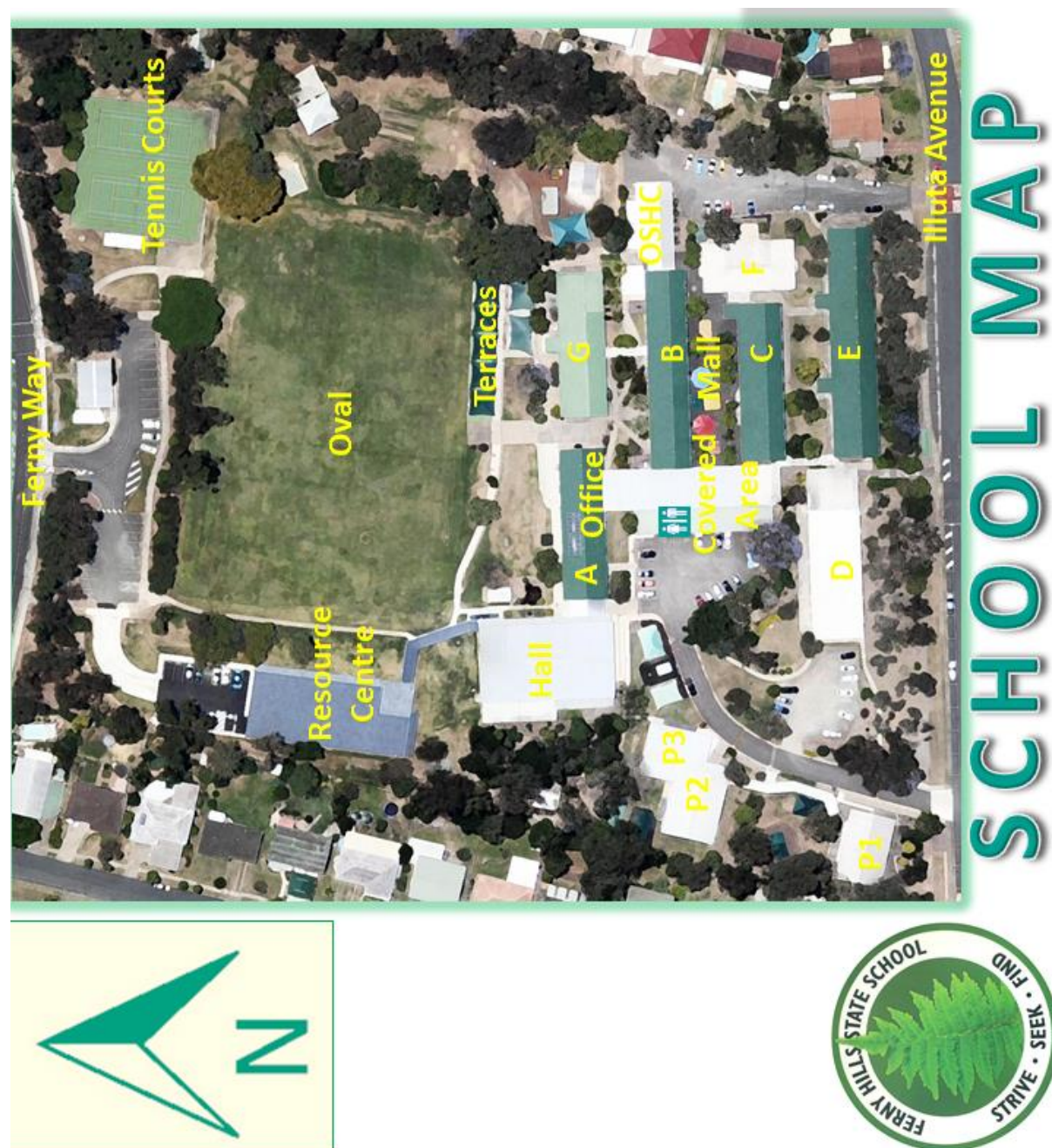
Oliver is the online database of school library resources which students can access from all classrooms and from home. There is a two week loan period for book borrowing. Students are strongly encouraged to use this valuable resource. If borrowed books are not returned, your child may be precluded from taking further library books home.

LOST PROPERTY



School uniforms are expensive. As such, children are encouraged to care for personal property. Misplaced clothing is placed in the "Lost Property Shelves" situated in front of the Toilet Block. Unclaimed lost property is permanently cleared at the end of every term. Names items will be returned to students. Unnamed items will be donated to charity or passed on to the Uniform Shop for resale as Second Hand items.

Parents are asked to name all articles of their children's clothing to assist in returning lost property to the owner as soon as possible.



MEDICATION



The Department of Education has issued strict guidelines for the administering of medication in all state schools.

The Department recognises that all medications, including over the counter (OTC) medications e.g. paracetamol, car sickness medications or alternative medications may be drugs or poisons and may cause side effects.

As such, schools are required to receive medical authorisation from a prescribing health practitioner (e.g. doctor, dentist, optometrist, BUT NOT a pharmacist) to administer ANY medication to students, including those bought over the counter.

The student's prescribing health practitioner has knowledge of the child's medical history to determine the appropriate prescribed or OTC medication to administer and is able to determine dosage and provide advice regarding potential side effects or interactions with other medications. **For this reason, OTC medications will only be administered by school staff if written medical authorisation has been received and the medication is in its original packaging.** This could be in the format of an official prescription label or a letter, on letterhead, from the prescribing health practitioner.

Please contact the school office to obtain the required authorisation forms for all medication to be administered by school staff. Except in authorised cases, all medication must be stored at the school office.

Long term medications held at school must be collected by parents/caregivers at the end of the school year. New authorisation forms will need to be recompleted at the beginning of every school year. Please ensure your medication is within expiry date.

NO CHILD IS TO BRING MEDICINE, PILLS OR SPRAY TO SCHOOL TO BE SELF ADMINISTERED.

MOBILE PHONES and OTHER ELECTRONIC DEVICES



Students who need to bring mobile phones to school must turn them off and hand them in to the office each morning. Phones can be collected at the end of the school day. Keeping the phones at the office ensures their safety.

There should be no need for students to use phones during school hours. If parents and caregivers need to contact children during the day, they should ring the school office.

Electronic devices such as gaming consoles must not be brought to school.

MUSIC

Choir

The school actively supports the activities of our Choir for students in year 2-6. Students are required to attend weekly rehearsals. Members are selected by audition and are expected to remain in the choir until the end of the school year. Throughout the year the students in the choir are provided with opportunities to sing at various functions. Students wear the school's Music uniform for performances. There is an annual fee for participation in Choir.

Instrumental Music

Instrumental music teachers visit our school weekly to teach instruments of the orchestra. Children are withdrawn from normal classes for music lessons and receive group tuition. String lessons are available from Year 3. Brass, percussion and woodwind lessons are available from Year 4. Some string, woodwind and brass instruments may be borrowed from the school for the first year of instruction under a Hire Scheme. There is an annual fee for participation in the Instrumental Music Program.

Information about this program is available from the office or Music Specialist.

Children will participate in the Concert Band or String Ensemble when they have developed sufficient skills. A full dress uniform is required for students who are members of either the Concert Band or Strings Orchestra. This uniform is worn whenever either group performs.

NEWSLETTERS



Our newsletter is published fortnightly as an online service. Parents and caregivers need to register to receive the newsletter. You can do so at:

<https://epublisherapp.com/public/subscription/signupForm/==gM1MTM8>

Our newsletter includes details and information about school events and is an important medium for highlighting the achievements of our students. Special Event features often appear in the newsletter.

PREP INFORMATION SESSIONS

Each year the school hosts a number of parent information sessions for parents of Pre-Prep students. Each session focuses on a different aspect of the school's program. These sessions are advertised through the school's website, newsletter and flyers.

OUTSIDE SCHOOL HOURS CARE

Outside School Hours Care services are provided each day by qualified staff employed by the School Parents' and Citizens Association.

Hours of Operation:

Before School Care: 6:30am to 9:00am

After School Care: 2:30pm to 6:00pm

Vacation Care and Pupil Free Days: 6:30am to 6:00pm

The service provides care for all enrolled children. Afternoon tea and a quality program with a wide variety of sport and craft activities are provided every day. Childcare assistance is available to eligible families.

The Coordinator can be contacted on 07 3851 1573 or by visiting OSHC during opening hours.

A comprehensive information pack is available from the OSHC on request. Meetings are advertised in the Parent area.

PARENTS AND CITIZENS' ASSOCIATION

The Parents and Citizens' Association is an active organisation dedicated to enhancing the learning environment for all students. The staff and students benefit significantly from the support and generosity of the Parents and Citizens' Association.

All parents are strongly urged to become active members of this association. An invitation is extended to attend our monthly meetings that are held on the first Tuesday of each month at 6.45pm for 7.00pm in the Resource Centre.

PARENT-TEACHER INTERVIEWS



Formal parent-teacher interviews are offered twice a year, near the end of Terms 1 and 3.

Parents are very welcome to make an appointment to speak with their child's teacher at other times throughout the year.

At the beginning of each year an information evening is arranged for parents and caregivers to become familiar with classroom procedures and the expectations of each teacher. We value partnerships with our parents and caregivers and encourage genuine and meaningful dialogue.

If our students are to experience success, it is vital that parents, caregivers and teachers work together to develop attainable high expectations for each student.

PARENT WAITING AREAS



These areas are located under the Covered Eating Area and in the Mall. Parents wishing to collect their children within the school grounds after school are asked to meet them at one of these locations.

Parents and caregivers are reminded to refrain from meeting directly outside of classrooms. The presence of people outside of the rooms can be a major distraction to student learning. The teachers appreciate the understanding shown by parents.

PARKING



Parking is available in a variety of locations around the school. Vehicles can be parked in the streets.

Pick up areas include the council owned car park off Ferny Way or designated car parks on Illuta Avenue.

Parking within the school grounds is for staff and authorised vehicles only.

PHOTOGRAPHS

Student photographs are taken each year. Children are required to wear their full uniform on the day of the photos.

Class, individual and family group photographs are taken as well as our student leadership team.

PRIVACY

To enable the Department of Education to provide education services to students, it collects personal information from students, parents and guardians and other third parties.

The Department of Education recognises that an essential part of the school/family relationship is the responsibility to protect the personal information entrusted to it and to ensure that its use and disclosure is carried out in an ethical and lawful way. Currently, the Department is implementing Information Standard 42 – *Information Privacy*, to ensure greater care and respect in the way in which Education Queensland and its officers collect and manage personal information and make it available to parents, students, school staff and other agencies.

Over time you will notice changes to some of the forms you may be asked to complete, eg during the enrolment process, or on the various activity parental permission slips. Each form will be limited to collecting personal information directly related to the function or activity of the school. In some instances, some forms will be stamped with a disclosure notice, which

advises you of persons or agencies that may have access to the personal information you have provided.

In addition to the appropriate collection of information, Information Standard 42 addresses the need for the Department's employees to have responsibility for record keeping, to store personal information securely, to use it appropriately and to take reasonable steps to ensure the record is accurate.

The third part of Information Standard 42 addresses the rights of individuals to access records which contain personal information and the extent that the record keeper is required or authorised to allow, limit or refuse access under the applicable provisions of law. Generally the principal of a school, on written request, will provide you with administrative access to your personal information or advise you when an application under *Freedom of Information Act 1992* is required.

The new Information Standard is being implemented by the Department of Education to ensure that confidential information is not misused and that you and your family are aware of:

- Personal information held by the department and its agencies
- The disclosure and use of this information by other departments and agencies
- Your right to access your personal information

For a more detailed explanation of Information Standard 42 – *Information Privacy*, please visit the website at: <http://www.iie.qld.gov.au/informationstandards> or contact the department's Privacy Contact Officer on email InformationPrivacy@qed.qld.gov.au

RELIGIOUS INSTRUCTION



Religious instruction classes are available at the school. The lessons are timetabled classes for Years 1-6.

Approved instructors from local churches provide an ecumenical program known as 'Godspace', for students whose parents provide permission to attend class.

Students who are not participating in religious instruction do work as directed by their class teacher.

Parents of children attending this program will be advised of any costs associated with providing materials for participation.

RESPONSIBLE BEHAVIOUR PLAN FOR STUDENTS

The Department of Education is committed to provisions that ensure all young Queenslanders have a right to and receive a quality education.

A warm and friendly school environment where children feel secure and valued is paramount to effective teaching and learning. This, along with an engaging curriculum, dedicated, highly organised teachers and a supportive school community, creates a powerful influence on the development of children.

The aim of our Student Code of Conduct is to create a school and classroom environment conducive to high student outcomes, academically and socially and the development of physical fitness. As part of life education, each student needs to work towards responsible self-discipline, high self-esteem and a quality work ethic.

Our approach to the development of responsible self-management is proactive, focusing on encouragement and affirmative responses to appropriate behaviours, modelling of moral social practices and is both reflective and self-evaluative. We believe that the establishment of disciplined, caring relationships between students and teachers is essential to effective classroom management and the development of each student's self-esteem and positive attitude towards peers, work and school.

Our motto is 'Strive, Seek, Find' and this is evidenced in our school philosophy. Effort, hard work and striving for excellence are highly valued and acknowledged in our school community.

Good school management begins with clearly defined standards, rules and expectations. Ferny Hills State School expects high standards of behaviour and work ethic from its students. Certain expectations are placed upon the students, ensuring a positive atmosphere, safe environment and a sense of belonging for all. Ferny Hills's Student Code of Conduct governs behaviour of all students and provides a systematic, consistent method to deal with discipline problems throughout the school. It creates a positive and orderly environment in which effective teaching and learning takes place.

A copy of our Student Code of Conduct is available upon request, and is also available on the school website.

SCHOOL ACCOUNTABILITY

All state schools are regularly required to develop and modify a series of documents for the Department of Education. Each of these is focused on ensuring the school is accountable and is focused on continuous improvement.

The school's improvement agenda outlines the school's specific focus area/s in a given year. Ferny Hills State School is currently working on Reading, Writing, Mathematics and Inclusive Education as our improvement agenda items.

Each year the school also develops an Annual Implementation Plan that includes the School Budget.



Every four years the school undertakes a Quadrennial School Review that involves the collaboration and involvement of the school community to inform the next four-year cycle of planning and review through the School Strategic Plan.

The Department of Education also conducts a School Review for each state school every four years. The results of this review are published on the school's website.

SECURITY




An electronic security system monitored by Queensland Protective Services provides protection of the buildings and contents. Members of the School Community who witness suspicious behaviour are urged to contact Government Security immediately on 07 3224 6666.

The resources that are available for use by the students and staff have taken time and considerable expense to amass. The assistance of the school community is sought to ensure that these resources are protected.

The School has procedures in place for emergencies during school time. These include emergency evacuations and lock down procedures, which are practised during the school year.

All visitors are required to report to the office. A sign-in and out system with distinctive nametags distinguish non-staff members in the school precinct.



 131 788

SPECIAL REQUESTS

Please advise the office staff:

- ☐ If you change your address.
- ☐ If there is a change in your emergency contact number.
- ☐ If any significant changes occur with regards to your child's health.
- ☐ If you feel we should know of any other changes that concern your child please contact the Deputy Principal.
- ☐ If you have any concerns about your child at this school.
- ☐ If you are pleased with what is being done for your child at this school.



SPORT



Participation in school sport is strongly encouraged. The students participate in a variety of sports. As part of the Health and Physical Education program a variety of skills are taught as children move through the years.

Students are able to participate in interschool or intra-school sport at various times throughout the year.

Sports Houses

Banks	Blue
Cook	Yellow
Hicks	Red

House teams for sports and general competitions are organised. Once enrolled, your child is placed in one of three houses. Every effort is made to keep younger siblings in the same house as older brothers and sisters. Students remain in the same house while enrolled.

SPECIALIST STAFF

The students receive support from many highly qualified teaching staff.

Our specialists include our IET teachers, Classroom Music Teacher, Instrumental Music Teachers, Languages Teacher (German), Physical Education Teacher and Guidance Officers. Other specialist staff for curriculum are appointed as the need arises e.g. Arts Teacher, STEM teacher.

A number of Advisory Visiting Teachers and Speech Language Pathologists are based on campus.

We receive regular support from Advisory Visiting Teachers, Orientation and Mobility Specialists, Physiotherapists, Occupational Therapists and Speech Therapists.

SUPERVISION

Students are supervised from 8:20am to 3:00 pm. It is important for parents to ensure that students do not arrive at school too early. Similarly, it is essential that the school be informed of any changes to procedures for collecting students after school. All students are advised to return to the office if their parent or caregiver does not arrive at school at the designated collection time.

All children arriving at school before 8:45 am are required to wait under the Covered Area and in the Mall. Students are supervised from 8:20 am. Students have the opportunity for supervised play on the oval from 8:20 am or as advised by supervising staff.

Parents / caregivers are asked to contact the school if they anticipate being late to meet their children or if they have changed the arrangements for collecting their children.

SWIMMING



Students from Prep-Year 6 are involved in a swimming program each year.

All swimmers are required to sun safe swimmers, swimming cap and 'Rashie'. Thongs are recommended for the walk to and from the pool on Ferny Way. Parents are asked to ensure that all items, including the child's towel, are clearly identified with the child's name.

TRANSFERS

Please advise the office staff of your intention to transfer to another school in order to process the finalisation of the enrolment and clear all accounts. We would appreciate at least 2 – 3 days' notice if possible.

TUCKSHOP

Our students and staff are able to purchase from the tuckshop two days per week (Thursday and Friday). The menu is comprehensive, offering a wide selection of nutritious food and drinks.

The State Government's Healthy Food and Drink Supply Strategy for Queensland Schools, Smart Choices ensures healthy food and drink choices to students. The strategy applies to any area where food and drink is supplied including the tuckshop, fundraising ventures, vending machines, excursions, camps, classroom rewards, sport days, and curriculum activities.

The Strategy is based on the Australian Dietary Guidelines for Children and Adolescents and the Australian Guide for Healthy Eating encouraging fruits and vegetables and severely limiting such items as lollies, fried foods, cakes and soft drinks. The strategy advocates for a balanced approach to health, which encompasses nutritious eating, combined with physical exercise thus promoting an overall healthy lifestyle.

Online ordering is available at <https://tuckshop.schoolshoponline.net.au/fernhillsss/index.aspx>. A link to the online portal is provided on the school website www.fernhillss.eq.edu.au.



UNIFORMS

Our school uniform shop is run by the Ferny Hills State School Parents and Citizens Association and is open Monday and Friday 8am to 9am.

Please refer to our website www.fernhillss.eq.edu.au for order forms and details of items and prices. Volunteers are always welcome; please contact the convenor of the Uniform Shop.

SCHOOL UNIFORM	BOYS	GIRLS
PREP TO YEAR 6		
SUMMER	School polo	School polo
	Bottle green cargo/microfibre shorts	Bottle green skort/microfibre shorts
	Green or white ankle socks	Green or white ankle socks
	Black sandshoes or black school shoes	Black sandshoes or black school shoes
		Bottle green scrunchie/headband
WINTER	School jacket (Year 6 students can order a Seniors Jacket via the office)	School jacket (Year 6 students can order a Seniors Jacket via the office)
	Bottle green track pants/long cargo pants	Bottle green track pants/boot leg pants/tights/full length leggings
SPORT	House shirt (may be worn during the week EXCEPT for excursions, photos and Friday sport)	House shirt (may be worn during the week EXCEPT for excursions, photos and Friday sport)
	Bottle green cargo/microfibre shorts	Bottle green skort/microfibre shorts
		House colour scrunchie/headband
HAT	Bottle green broad brim hat (1-6) Royal Blue broad brim hat (Prep)	Bottle green broad brim hat Royal Blue broad brim hat (Prep)
MUSIC UNIFORM		
CHOIR AND INSTRUMENTAL	Music Polo	Music Polo

Long black slacks	Long black slacks
Black socks	Black socks
Black shoes (must be totally black)	Black shoes (must be totally black)
Bottle green scrunchie/headband	

ORDERING INSTRUCTIONS

Uniforms may be purchased from the uniform shop during normal opening hours or ordered by completing the uniform shop order form available on the school website. Please return the order form and payment to the school office. Orders will be processed as soon as possible and delivered by the selected method.

Phone order may be placed by contacting the uniform shop on 07 3550 5433 during normal opening hours.



VISITORS

A daily **Register of Visitors** to the school is maintained at the office. All persons are required to sign in at reception upon arrival. Upon departure, all visitors should sign out at the office. This procedure assists school staff to maintain a safe environment for our children.

VOLUNTARY CONTRIBUTION SCHEME

In order to provide amenities over and above what the Government provides, the Parents and Citizens' Association asks each family to contribute towards a voluntary contribution scheme.

Funds donated by parents and caregivers are used to provide curriculum resources and other school enhancements identified in the Annual Operational Plan. The Parents and Citizens' Association is proud of the significant contribution it has made to the provision of resources to enhance the learning environment for all students. The School Budget clearly identifies the projects funded by the Parents and Citizens' Association.

VOLUNTEERS

Our School Community values genuine community involvement. Parents and caregivers are encouraged to become involved in school activities. A variety of opportunities exist for parents and caregivers to volunteer their expertise.

Volunteers assist with the implementation of curriculum programs - reading, class excursions and cultural activities and add significantly to the engaging learning environment we provide.

WORKING WITH CHILDREN CHECK

All non-teaching staff, external practitioners, private therapists, contractors, and volunteers other than parents of currently enrolled students, are required to hold a valid Working with Children Blue Card in order to be onsite at Ferny Hills State School.

Blue Cards of regular volunteers and visitors will be linked to the school and for irregular visitors, blue cards will be validated every time you visit the school.

So long as legislative requirements are met, parents can volunteer at their child's school without holding a card.

More information is available at www.bluecard.qld.gov.au



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