



FERNY HILLS STATE SCHOOL

Illuta Avenue, Ferny Hills Qld 4055

T: (07) 3550 5444 | F: (07) 3550 5400

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PARENT HANDBOOK






FERRY HILLS STATE SCHOOL

School Address:

Illuta Avenue, Ferry Hills Qld 4055

Contact Details:

 **School (07) 3550 5444** **Absence Line (07) 3550 5460**

 **(07) 3550 5400**

 **info@fernhillss.eq.edu.au**

 **fernhillss.eq.edu.au**

President:

Parents & Citizens Association

 **pandc@fernhillss.eq.edu.au**

Mrs Aisha Romilly-Rowe

Principal:

Mr Frank McLoughlin

Deputy Principal:

Miss Gemma Dunn

Business Services Manager:

Ms Andrea Simons

Administration Officer:

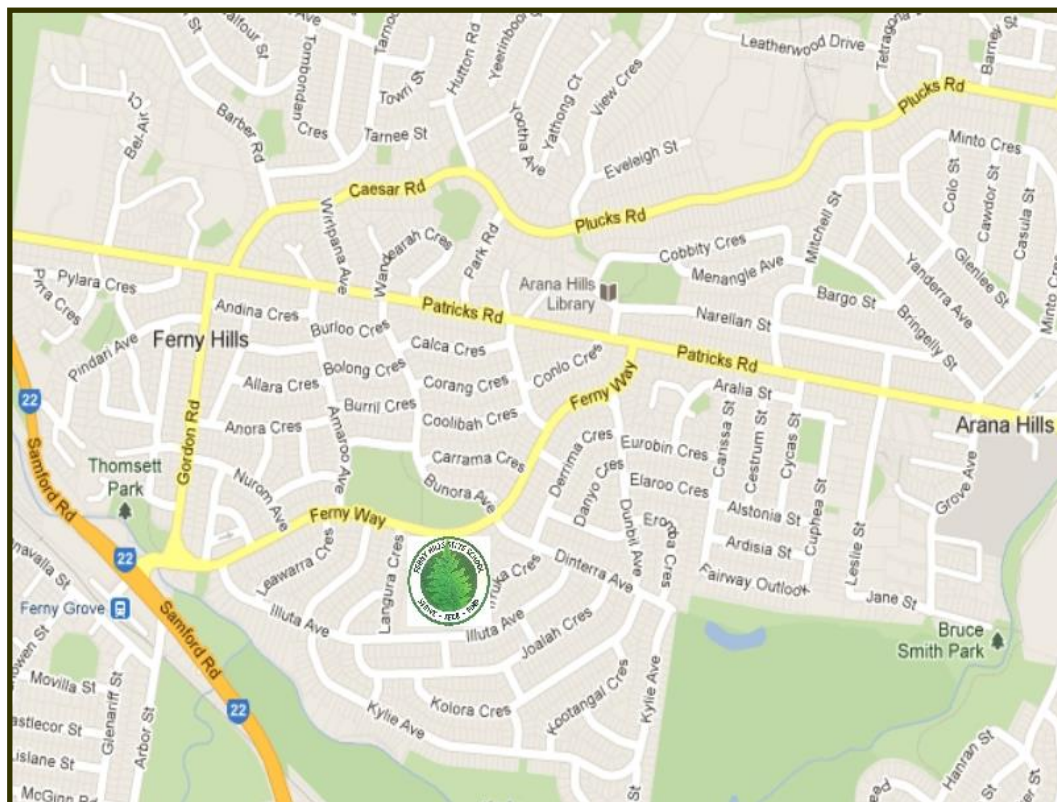
Mrs Michelle Blackburn

Mrs Suellen Wiseman

Mrs Anzelle Ingram

Office Hours:

8.00am – 3.30pm Monday to Friday



WELCOME TO OUR SCHOOL

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:

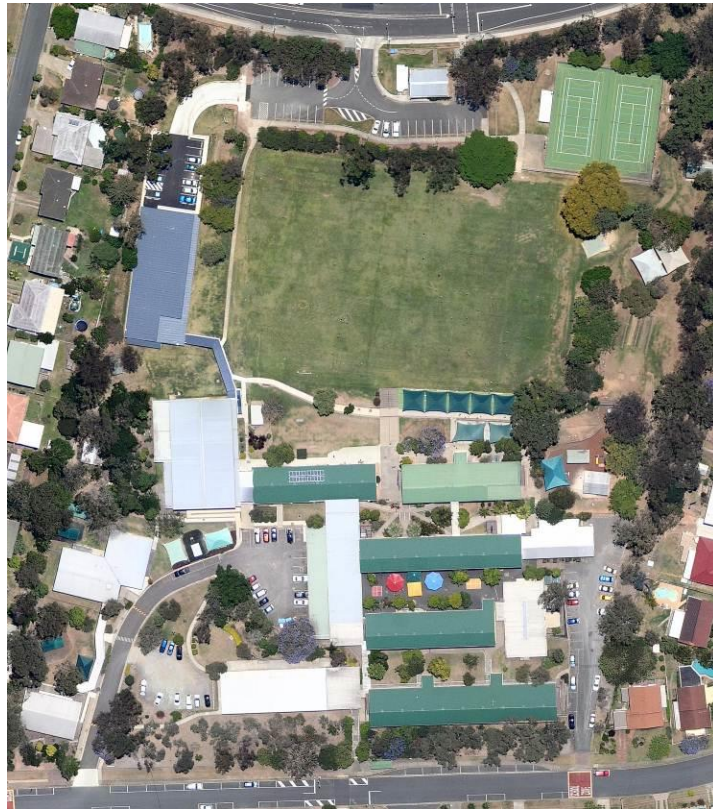
- Communicate high expectations for student achievements;
- Develop clear curriculum programs;
- Provide access to a variety of learning resources;
- Enhance our supportive school environment; and
- Report regularly on student progress.

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

Frank McLoughlin

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 Library Resource Centre. In 2011, we opened the new Resource Centre. With these renovations completed, our School Community now has attractive and very functional buildings and facilities. The school boasts a large hall specially fitted out for Musical performances, Physical activity and gymnastics. The hall was built by the P&C in the early eighties and has just recently had its floors repainted.

Interactive Whiteboards, the latest innovation to support Teaching and Learning, have been installed in all classrooms.

The total campus enrolment is just over 350 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 P-6 and features a strong sporting and musical program. The school also supports the inclusion of students from our Special Education Cluster Program for students with identified needs.

The school's motto is

Strive Seek Find

OUR VISION

Achieving success together, every day.



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Correct at time of publication

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ABSENCES

If your child is absent, please phone the Absence Line **07 3550 5460** or advise the teacher by letter upon his / her return to school. 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 the Application for Exemption form from the office. It is a requirement of Education Queensland that all absences from school be explained and be recorded on the school database. If we do not receive a reason for an absence a 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 8.50 am 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 cases where the family doctor is not known or cannot be contacted, the child will be treated by a local doctor or transported to the Royal Children's Hospital by ambulance.

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

ADMISSION

Children will need to be aged five by 30 June in the year they enrol in the Preparatory Year. The Preparatory Year is full time.

Children born between 1 July 2012 and 30 June 2013 are eligible to attend Prep in 2018. Children need to be five by 30 June in the year they enrol in Prep.

EVIDENCE OF YOUR CHILD'S DATE OF BIRTH IS REQUIRED BEFORE THE ENROLMENT WILL BE COMPLETED.

Child born	2016	2017	2018	2019	2020
1 July 2008 to 30 June 2009	Year 2	Year 3	Year 4	Year 5	Year 6
1 July 2009 to 30 June 2010	Year 1	Year 2	Year 3	Year 4	Year 5
1 July 2010 to 30 June 2011	Prep	Year 1	Year 2	Year 3	Year 4
1 July 2011 to 30 June 2012	Kindy	Prep	Year 1	Year 2	Year 3
1 July 2012 to 30 June 2013		Kindy	Prep	Year 1	Year 2
1 July 2013 to 30 June 2014			Kindy	Prep	Year 1
1 July 2014 to 30 June 2015				Kindy	Prep
1 July 2015 to 30 June 2016					Kindy

ASSEMBLIES

School assemblies are held every week on a Wednesday afternoon commencing at 2:30pm.

Assemblies provide us with an excellent forum for celebrating students' achievements and to promote responsible student behaviour.

BANKING



Tuesday is 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. Bendigo Bank customers also drop the money and books via collection box before school where a member of Administration will take bank books to Bank. Bank books will be returned to the children via their teacher. The bank pays a commission per transaction to the school as well as generous interest rate to the account holder. Please consider supporting the school through this avenue.

BICYCLES

A locked 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.

BOOKS / BOOKLIST and STATIONERY



A list of essential stationery, workbooks and textbooks is prepared for each year level. Each list is 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.

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

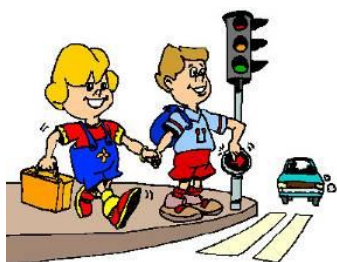
From time to time you may have concerns about your child at school or the operations of the school. These concerns may grow into bigger issues if you don't talk to the school staff about them.

Education Queensland is committed to ensuring that all parents have their concerns 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 directly to the teacher involved or lodged directly to the Deputy Principal. Complaints 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 local Education Office at 257 Gympie Road, Kedron on 07 3350 7866. Parents or caregivers may also wish to contact the Queensland Council of Parents and Citizens' Associations (QCPCA) on 3352 3900 or visit their website www.qcpca.org.au for help and support.

CROSSING SUPERVISORS



The Queensland Government has officially appointed our crossing supervisors. They supervise the pedestrian crossings each school day between 8:15 am and 9 am, and 2:50 pm and 3:20 pm.

The periods when supervisors are on duty should ensure maximum safety for pupils 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 can expect to be breached under Regulation 39 of the Traffic Regulations. Supervisors are required to report the registration number and details of offenders' vehicles. Appropriate action will follow. Parents delivering or waiting for children have no exemption.

PLEASE ASSIST SUPERVISORS TO PROTECT YOUR CHILDREN AND THEIR FRIENDS.

CULTURAL EVENTS AND ACTIVITIES

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



CURRICULUM AREAS

Our curriculum programs are organised to demonstrate a strong commitment to the eight Key Learning Areas as specified by Education Queensland.

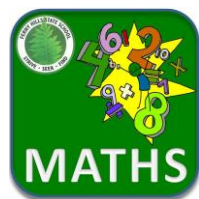
All year level teachers plan and work collaboratively in teams with our Curriculum Coordinator to teach engaging units of work and assessment. Assessment tasks are moderated to ensure accurate and valid reporting to parents.

We are implementing the Australian Curriculum in all subject areas required this year. Each term, a term overview is available from the school website to inform parents and students of the teaching and learning program.

The eight Key Learning Areas at present include:



The school program reflects the full intentions of the English Syllabus. An extensive collection of resources is available to teachers to ensure the implementation of challenging and exciting English programs focussing on writing and shaping, reading and viewing and speaking and listening. Our school focus this this year is reading and we are supporting this through a range of learning activities.



As with English, the school has a detailed school program that clearly defines the expectations for each year level. Students make extensive use of a wide variety of resources to assist them to develop mathematical understanding.

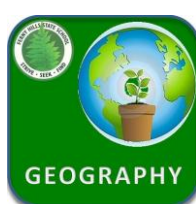


Our Science program reflects the importance we place on science as a Key Learning area and a field of study and interest for both boys and girls.

Areas of study include: Life and Living, Natural and Processed Materials, Science and Society, Earth and Beyond and Energy and Change.



History is a disciplined process of inquiry into the past that develops students' curiosity and imagination. Awareness of history is an essential characteristic of any society, and historical knowledge is fundamental to understanding ourselves and others. At Ferny Hills we will promote the understanding of societies, events, movements and developments that have shaped humanity from earliest times.



Geography is a structured way of exploring, analysing and explaining the characteristics of the places that make up our world, through perspectives based on the concepts of place, space and environment. A study of geography develops students' curiosity and wonder about the diversity of the world's places and their peoples, cultures and environments.



The School is very proud of its effective use of learning technology to enhance learning outcomes. All students from Prep to Year Six have access to the Internet via an ADSL connection. The school has achieved a 1:5 Computer to Student ratio with all classroom computers connected to our Local Area Network allowing the sharing of resources and programs.

All lower school classes have access to iPads for learning.



The Language Other Than English at Ferny Hills is German. Year levels Five and Six participate in LOTE lessons. Classes are involved in learning the language and understanding the German culture.



Both the visual and performing arts are very well supported. The school supports a Concert Band, Strings Ensembles and Choirs. The Instrumental Music program incorporates strings, brass, woodwind and percussion instruction. Students in all year levels have weekly music and art lessons. The Arts syllabus includes the strands of Dance, Drama, Media, Music and the Visual Arts.



All students participate in weekly physical education lessons. Our current program is structured over four terms and includes swimming, ball skills, co-ordination activities, dance and athletics. The annual sports days are very well supported and enjoyed by all members of our School Community. Students in Years Four to Six are

encouraged to participate in either the inter-school or intra-school sporting program. The intra-school program is enhanced by the various skills clinics conducted by representatives from numerous sporting associations.

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 children 5 years of age and older. Dental treatment cannot be provided if parents have not completed a consent form.

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 Services Manager at the school.

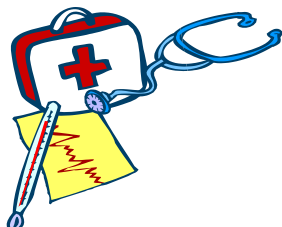
RECOMMENDED MINIMUM PERIODS OF EXCLUSION FROM SCHOOL

CONDITION	PERIOD OF EXCLUSION
Chicken Pox	Child to be excluded until fully recovered.
Conjunctivitis (Acute Infection)	Until discharge from eyes has ceased.
Measles	Child to be excluded for at least four days from the appearance of rash or until a medical certificate of recovery is provided.
Mumps	Child to be excluded for nine days or until swelling goes down.
Ringworm	Child will be readmitted when appropriate treatment has commenced supported by a medical certificate. Lesions (sores) must be covered. Except in the case of the scalp, a lesion under treatment with paint is accepted as being covered. If an ointment is being used, a dressing must be applied.
Rubella (German Measles)	Child to be excluded until fully recovered.

Scabies	Child will be readmitted when appropriate treatment has commenced.
Scarlet Fever	Child to be excluded until appropriate medical treatment and a medical certificate of recovery is provided.
School Sores	Until sores have fully healed. The child may return to school, provided that appropriate treatment is being applied and that sores on exposed surfaces such as scalp, face, hands or legs are properly covered with suitable dressings.
Viral Hepatitis	Child will be readmitted on receipt of a medical certificate of recovery or on subsidence of symptoms, but not before seven days after onset of jaundice.
Whooping Cough	Child to be excluded for four weeks from onset of illness and until a medical certificate of recovery is provided.

NOTE: If the sick child has a brother or sister attending another Centre and that brother or sister has not had Whooping Cough, he or she is to be excluded for 21 days after the last exposure to infection.

HEALTH



If your child is unwell it is best to keep them home to avoid risking others health and prolonging their illness.

In the interest of the students' health and well-being parents are asked to keep the school informed of changes to their children's medical conditions.

If students require urgent medical or dental treatment it is essential that each student's confidential details are accurate.

EXCURSIONS

Each class is likely to participate in a number of excursions throughout their schooling. Parents are always given notice of impending excursions.

When parental assistance is required, teachers will approach members of the School Community for assistance. The cost and due date of each excursion will be detailed in a letter.

Monies are deposited in the collection box in the school foyer. Eftpos is available at 9.00am Tuesday and Friday.

All applications for excursions are presented to the Parents and Citizens' Association for prior approval.

GRADUATION

Each year the commitment of our Year Six students are acknowledged by hosting a formal Graduation Ceremony.

An awards day is also held in the final week of school to acknowledge outstanding academic achievements, diligence, leadership and contributions to the School Community.



HIRE OF SCHOOL FACILITIES

The school has a number of facilities available for hire. These include various rooms suitable for meetings. Groups or Associations interested in hiring school facilities are asked to contact the school. A modest fee is charged for the hire of most facilities.

Funds raised are used to enhance existing facilities.

To hire school facilities please phone the school office on (07) 3550 5444

To hire the school tennis courts on a permanent basis please phone on (07) 3550 5444

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 allows 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. We believe 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
- Giving 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
- Communication 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 web site www.fernhillss.eq.edu.au.

HOURS OF OPERATION

Office Opens	8:00 am
Classroom Doors Open	8:45 am
Lessons Start	8:50 am
Morning Tea	11:00 am – 11:10am
Morning Recess	11:10 am - 11:35 am
Lessons Resume	11:40 am
Afternoon Tea	1:10 pm – 1:20 pm
Afternoon Recess	1:20 pm – 1:45 pm
Lessons Resume	1:50 pm
School Finishes	3:00 pm
Office Closes	3:30 pm

All children arriving at school before 8:30 am are required to wait under the Covered Area unless a parent accompanies them.

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 times set down for instruction.

JEWELLERY and VALUABLES



Students are discouraged from wearing jewellery to school. Similarly, students **should not** bring valuables (including toys) to school. The loss of such items is both distressing for the student and his or her family, as well as being an unnecessary disruption to the good order of the school.

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

LEARNING SUPPORT – LITERACY and NUMERACY



Our school community is committed to providing a supportive school environment for all students. One of the many ways this is achieved is through individualised support programs for students with particular needs. Some of these programs are made possible through Education Queensland funded initiatives.

The quality of the programs depends on the quality of the training for aides and volunteers. Training programs in Oral Language programs, fine and gross motor coordination programs conducted throughout the year.

LEAVING GROUNDS



Children are not permitted to leave the grounds during the school day unless under supervision of a parent or teacher, or unless parental permission to leave the grounds has been received in writing by the teacher. Students must be signed out at the office before leaving school grounds.

Parents collecting children are required to visit the office to collect their child and sign them out.

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

LIBRARY

The school library moved into new facilities in 2011. The new Resource Centre is fully automated with the latest technology. Children can access the library resources from their classrooms.

The School Resource Centre is air conditioned and has an extensive collection of books and significant collection of other materials.

On the shelves are many resources that parents may like to borrow. Parents are very welcome to avail themselves of this facility.

Books can be borrowed for a two-week period. Children are strongly encouraged to use this valuable resource.

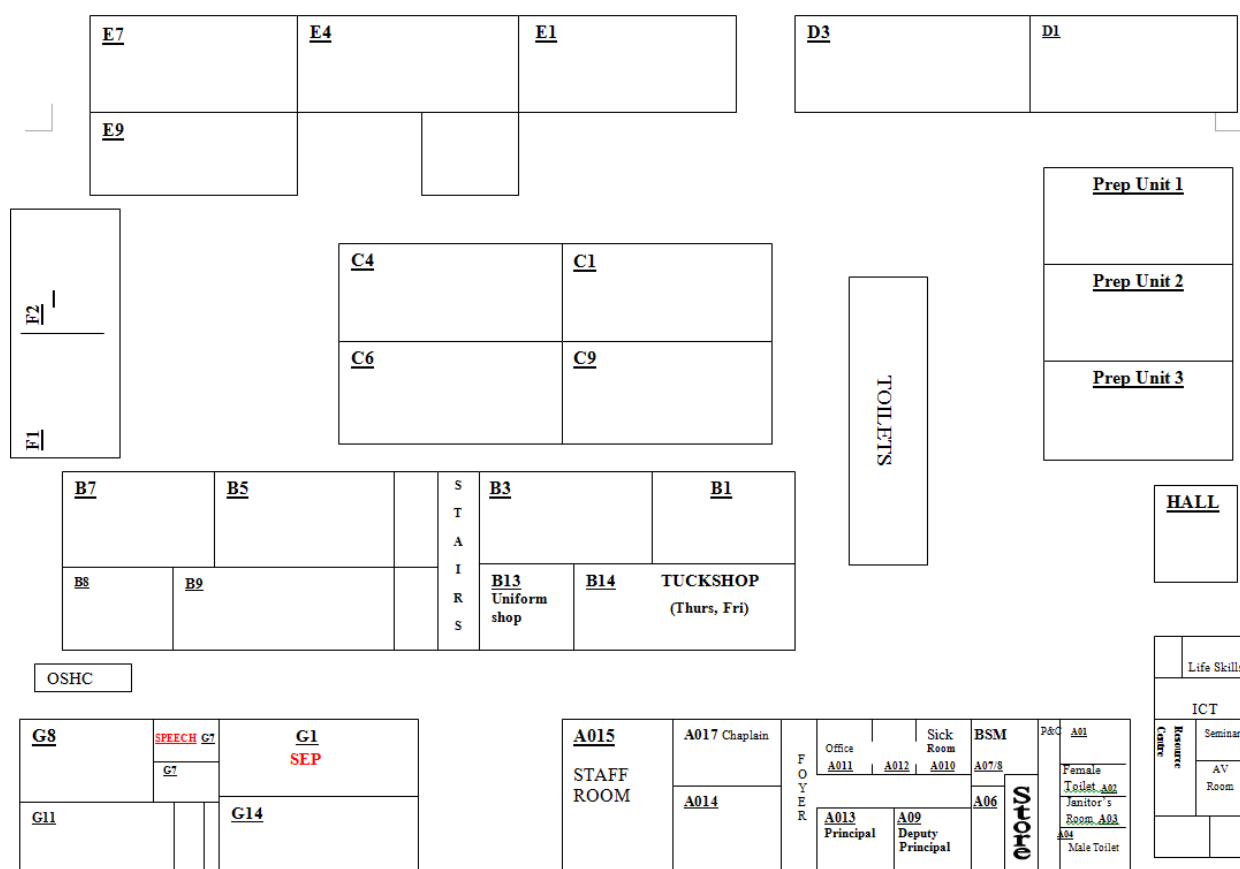
LOST PROPERTY



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 the stairwell in the centre of B Block.

Parents are requested to ensure that all of the children's clothing is named as this ensures that lost property can be returned as soon as possible.

MAP - CLASSROOMS





MEDICATION

Education Queensland has issued strict guidelines for the administering of medication in all State Schools.

The procedures for our school are as follows:
Education Queensland guidelines state that long-term medication may be administered only after receipt, by office staff, of written instructions from a pharmacist at a doctor's direction. Office staff will provide a form to be filled out and signed.

The medication container needs to indicate specific times at which medication is to be administered as well as the quantity to be taken.

Short-term oral medication may be administered provided it is given strictly in accordance with instructions by the student's medical practitioner and is requested by the parents in writing.



Medication forms are available from the office and are required to be completed before any medication can be administered.

Education Queensland staff at school will not administer non-prescribed oral medication.

(The school is required by the Education Queensland to keep a record of all occasions when medication is administered at the school or on school excursions. This record must include copies of the necessary letters from parents and medical practitioners.)

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

An exception is made for asthma sufferers. Children may keep their asthma medication with them at all times if their parents wish.

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. 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 i-Pods, MP3 players and gaming consoles must not be brought to school unless they are needed for a school talk or other school activities. The reason for this is that the items can be stolen, broken or used inappropriately. Students who disregard this rule cannot expect our time to be spent sorting out issues that may arise.

MUSIC

Choir

The school actively supports the activities of our Choir. Students are required to attend practice.

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.

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

Children are encouraged to join the Concert Band and Strings Orchestra 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:

<http://mailouts.austnews.com.au/subscription/F/fernyhills-ss-signup.html>

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.

The students assist with the provision of copy for the newsletter. Students make extensive use of the school's many digital cameras to record important school events. These digital images often appear in the school newsletter.

ORIENTATION DAY

In July each year, an Orientation Day is held for the parents and caregivers of students entering school for Preparatory year.

The students, parents, caregivers and staff host this day. It is an extremely important day on our school calendar as it provides us with an opportunity to showcase the school and the students' achievements. Students are selected to assist with the presentations on Orientation Day. Members of staff take great pleasure in hosting visiting parents and caregivers to morning tea.

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 ☎ 3851 1573 or by visiting OSHC during opening hours.

A comprehensive information pack is available from the OSHC on request. Parents can become involved in the service by joining the OSHC Committee. 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 second Tuesday of each month at 6.45pm for 7.00pm in the Resource Centre.

A membership application form is at the back of this booklet.

PARENT-TEACHER INTERVIEWS



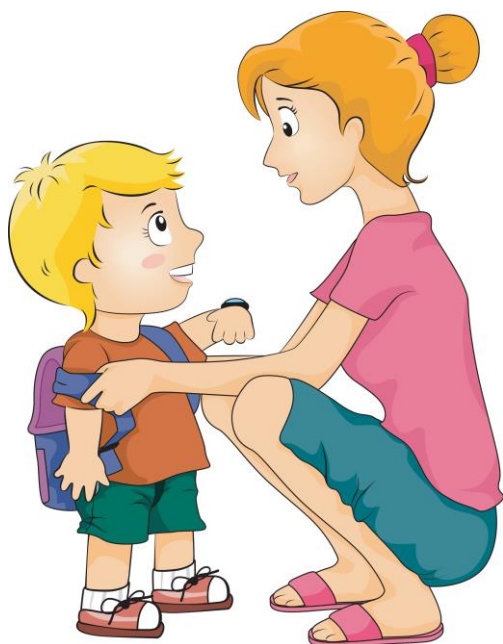
Formal parent-teacher interviews will be offered twice a year, in Semester One (near the Easter break) and at the end of Term Three.

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 Parent/Teacher evenings are 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.

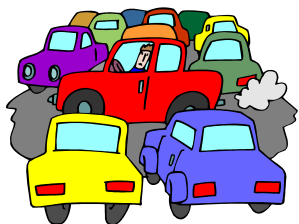
PARENT WAITING AREAS



These areas are located under the Covered Eating Area and outside Year 1 Classrooms. Parents wishing to collect their children within the school grounds are asked to meet them at one of these locations or near one of the many garden settings situated in the school grounds. This allows the children an unimpeded passage from their classrooms.

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 the students. The teachers appreciate the understanding shown by parents and caregivers.

PARKING



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

Pick up areas include the car park off the 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 Education Queensland to provide education services to students, the Department collects personal information from students, parents and guardians and other third parties.

Education Queensland 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, Education Queensland 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 Education Queensland and 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 Education Queensland 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 Education Queensland's Privacy Contact Officer on telephone 3237 0546 or email InformationPrivacy@qed.qld.gov.au

RELIGIOUS EDUCATION



Religious instruction classes are available at the school. These classes are timetabled classes for Years 1 to 6.

Approved instructors from local churches provide an ecumenical program known as 'Godspace', for students that indicate a religious affiliation on enrolment or parents provide permission to attend classes.

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

Parents of child/ren participating in these programs will be advised if it requires funds to cover the expense of materials used by their child/ren.

RESPONSIBLE BEHAVIOUR PLAN FOR STUDENTS

Education Queensland 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 Code of Responsible Student Behaviour 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 Responsible Behaviour Plan 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 Responsible Behaviour Plan for Students will be available upon request, and is also available on the school website.

SCHOOL DEVELOPMENT

Members of the School Community worked very hard to produce a School Annual Implementation Plan that includes the School Budget. The aim of each document is to provide a framework for the continued development of Ferny Hills State School.



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.

Parents and staff work together to monitor, review and reshape our vision for the school to ensure we provide a supportive and challenging learning environment for all students.

SECURITY



A 'state of the art' electronic security system monitored by State Government Security provides protection of the buildings and contents. Members of the School Community who witness suspicious behaviour are urged to contact Government Security immediately on 3224 6666.


The School has procedures in place for emergencies during school time. These include emergency evacuations and lock down procedures.

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

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 and are always available to provide a supportive and challenging learning environment.

The security lights are controlled by a sophisticated timer and are set on a variable sequence. For members of the School Community wishing to use the facilities at night, the timers can be reprogrammed to ensure all necessary security lights are operating.



 131 788

SPECIAL EDUCATION PROGRAM (SEP)

General Information

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 (e.g. vision, hearing, physical, intellectual, Speech-Language Impairment and Autism Spectrum Disorder).

Special Education Program (SEP) staff have expertise across a range of disability areas and have the capacity to network with other specialist teachers, therapists and support personnel. The program supports a range of students from Years Prep to Six.

Programs

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

Students associated with the SEP have an Individual Education Plan (I.E.P.) that outlines the specific needs of the individual student and how these needs may be addressed. SEP staff members coordinate specialised or adjusted programs. Various students may become involved in these, depending on individual need. These programs are usually undertaken in (or as close as possible to) the child's classroom.

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 Programs, a variety of skills are taught as children move through the years.

Students are able to participate in interschool or intra-school sport one afternoon per week.

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 their elder brothers and sisters.

Class teachers are allocated a house to offer guidance, assistance and encouragement. Students remain in the same house while enrolled.

SPECIALIST STAFF

The students receive support from many highly qualified professional support staff.

Several of our specialists are based at the school including our Learning Support Teacher, Music Teacher, Instrumental Music Teachers, LOTE Teacher (German), Physical Education Teacher and Guidance Officers.

A number of Advisory Visiting Teachers in the areas of Vision Impairment, Autistic Spectrum Disorder (ASD) Speech language Impairment and Intellectual Impairment are based on campus.

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

SUPERVISION

Teachers supervise children at school from 8.45am 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.

Students who arrive at school before 8:30 am will be required to sit in the Covered Eating Area.

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



The Physical Education Specialist, with the support of the class teachers and parent volunteers, conducts a comprehensive whole school swimming programme.

All swimmers are required to wear suitable togs (not board shorts) and a suitable bathing cap. Rash shirts must be worn to maximise protection from the sun. Parents are asked to ensure that all items including the child's towel are clearly identified with the child's name.

TRANSFERS

When a child is transferring to another State School within Queensland, he / she is required to obtain a transfer certificate. Please advise the office staff of your intention to transfer so a transfer file can be processed and forwarded to the new school. We would appreciate 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.

"Meal Deal Days" also provide the students with different menu selections.

A class ordering system operates for students in all year levels. A current tuckshop menu can be found on our school website www.fernhillss.eq.edu.au.

Volunteer

Volunteer support for all aspects of tuckshop operations is always appreciated. Parents interested in providing assistance in the tuckshop are asked to contact the Tuckshop Convenor.



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 9:00am.

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 Lesley in the Uniform Shop.

SCHOOL UNIFORM	BOYS	GIRLS
PREP		
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
	Royal blue broad brim hat	Royal blue broad brim hat
WINTER	School jacket	School jacket

	Bottle green track pants/long cargo pants	Bottle green track pants/boot leg pants/tights/full length leggings
YEARS 1 TO 3		
SUMMER	School polo or Check shirt	School polo
	Bottle green cargo/microfibre shorts	Bottle green skort/microfibre shorts
		School dress
	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
	Bottle green broad brim hat	Bottle green broad brim hat
WINTER	School jacket	School jacket
	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
YEARS 4 TO 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
	Bottle green broad brim hat	Bottle green broad brim hat

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
MUSIC UNIFORM		
CHOIR AND INSTRUMENTAL	White polo with music logo	White polo with music logo
	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		
<p>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.</p> <p>Phone orders may be placed by contacting the Uniform Shop on 3550 5433 during normal opening hours.</p>		

VISITORS

A daily **Register of Visitors** to the school is maintained at the office. All persons are required to enter their name into the Visitor's Book upon arrival and wear a distinctive nametag. Upon departure, the nametag should be returned as part of the

sign-out procedure. 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.

VOLUNTEER HELPERS

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, swimming, class excursions and cultural activities and add significantly to the supportive and challenging learning environment we are striving to provide.

WORKING WITH CHILDREN CHECK

Parents who volunteer to work with children are required to hold a suitability 'blue' card issued by the Commission for Children and Young People and Child Guardian.

Parents and caregivers may work in a classroom or group which involves their own child without holding a card.

Applications for blue card can be obtained from the office or check website www.bluecard.qld.gov.au





FERRY HILLS STATE SCHOOL P&C ASSOCIATION

Can You Lend A Hand?



HELP OUT WITH A SCHOOL COMMUNITY VOLUNTEER GROUP

A number of groups require help during 2017.

TUCKSHOP

Your kids will just love Mum or Dad or Grandma or Grandad helping out in the tuckshop. The tuckshop is a great social area of the school and the friendly convenors always look forward to welcoming new volunteers. You don't need to be a chef – there is a job for everyone!

UNIFORM SHOP

The Uniform Shop is run solely by volunteers and needs your support to remain open. By helping out you can also learn retail industry skills. It is also an ideal way to meet other parents and develop friendships.

AUXILIARY

Do you have some craft skills? We'd love your help with the Mother's Day, Father's Day & Christmas Stalls!

Do you have some finance skills? We'd love your help with student banking and book club.

Can you bake, BBQ, sell drinks, organise events? There is always something happening around the school and you may like to lend a hand.

MUSIC SUPPORT GROUP

Do you love music? The Music Group would love some new members to assist with the bands and choirs. You don't need to have special musical talent to help in this area – just a love of music and children!

OUTSIDE SCHOOL HOURS CARE

We provide a before school care, after school care and vacation care program. Parents can be involved in the OSHC committee and have some input to the programs their children participate in.

Ferry Hills State School has an active P&C involved in a range of activities to improve school and student facilities.

You can participate in enhancing your child's education in a number of ways.

*Come along to the
P&C Meeting.*

*6.45 pm – Second Tuesday each month
FHSS Resource Centre*

*For more information contact:
Charmaine Tame, President
pandc@fernhillss.eq.edu.au*

THE TANGIBLE RESULTS OF THE P&C

Interactive Whiteboards in classrooms for students

Upgrade of the Junior Playground

Shade tents in House and School colours

Sporting equipment

Equipment for the school Music Program

Supply of science and art consumables for all classes

Financial support for school sporting representatives

Upgrading OSHC equipment

Upgrading Tuckshop equipment

Seating for students and parents around the school

Air conditioning



FERRY HILLS STATE SCHOOL

PARENTS AND CITIZENS ASSOCIATION

Celebrating over 40 years of Primary Education in our Community

VOLUNTEER FORM

NAME: _____

CHILD'S NAME: _____

CHILD'S CLASS: _____

CONTACT PHONE NO.: _____

EMAIL ADDRESS: _____

COMMITTEES INTERESTED IN:

Please tick all the areas you would like to assist with in 2013.

A committee member will contact you early in the new year.

- | | | |
|---------------------------------------|--|---|
| <input type="checkbox"/> Tuckshop | <input type="checkbox"/> Uniform Shop | <input type="checkbox"/> Outside School
Hours Care |
| <input type="checkbox"/> Fundraising | <input type="checkbox"/> Gift Stalls –
Mother's Day etc | <input type="checkbox"/> School Banking |
| <input type="checkbox"/> Working Bees | <input type="checkbox"/> General P&C membership | |

Please return the completed form to the school office or email to pandc@fernhillss.eq.edu.au.

Notes

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Illuta Avenue, Ferny Hills Qld 4055

T: (07) 3550 5444 | F: (07) 3550 5400

E: info@fernhillss.eq.edu.au | W: www.fernhillss.eq.edu.au