PRINCIPALS WELCOME

Dear Parents/Caregivers

Welcome to Alexandra Hills State School. This Prospectus will inform you of the aims of our school and provide information about procedures, which are used to successfully aid our operations. By sharing this information we strengthen the links between parents and teachers. We believe this is a critical influence in the learning process for your child.

At Alexandra Hills State School, we have the opportunity to guide children through the early formal years of their education. These years provide the foundations for later learning and achievement. We know that children have different learning intelligences and potentials. Our goal is to ensure that individual potential is achieved. Teachers implement classroom programs, which emphasise continual accomplishment of a general curriculum, set out by both Education Queensland and the Federal Government (ACARA) as well as provide additional opportunities where children can develop their talents or achieve their potential intelligences. Non-traditional classroom groups may be used at times to provide for this.

Alexandra Hills State School constantly seeks improvement and aims to provide a blend of explicit teaching of foundation skills with innovative methods, which embrace newly emerging knowledge about learning. We offer and integrate the latest Information and Communication Technologies into programs and each year we expand this further to ensure currency.

I encourage you to become actively involved in your school and visit to discuss your child and their progress with the teacher. This involvement demonstrates the valuing of education in all our lives. This is particularly important as we venture onwards in a world of rapid change and new challenges.

We aim to make your child’s years at Alexandra Hills State School enjoyable, stimulating and academically rewarding.

Yours Sincerely

Wayne Fletcher
Principal
PURPOSE OF STATE EDUCATION

The purpose of state education is to meet the needs of different students pursuing high levels of educational attainment. This will be achieved by:

- Creating a safe, tolerant and disciplined environment for students
- Preparing young people to be active and reflective Australian citizens
- Developing the skills and desire for lifelong learning in students
- Supporting students to become active in community, economic and political life
- Building students’ confidence in their relationships with other cultures in Australia and abroad.

SCHOOL PROFILE

Learning Framework

*Alexandra Hills State School* offers a comprehensive multi-age curriculum. The plan includes a Whole School Literacy Strategy, which promotes literacy as an essential component integrated into each of the key learning areas.

A program using criteria-based assessment operates within each classroom. Data is added as students achieve core-learning outcomes. At the end of each semester reporting to parents is held. Criteria sheets help teachers provide easily accessible data to guide reporting.

The school staff are actively developing innovative units of work incorporating *Information & Computer Technology* (ICT). These units are developed as a whole school and teachers share ideas, activities and assessment/criteria sheets. Planning incorporates higher order thinking skills across key learning areas. Students identified as needing extra support or extension have programs developed cooperatively by the school based Support Teacher Learning Difficulties, class teachers, Guidance Officers, Speech Pathologist, and Advisory Visiting Teachers.

The school has an instrumental music program focusing on Brass, Woodwind and Percussion.

The LOTE (Language Other Than English) language taught is Italian and includes students in Year 5 and 6. A face-to-face mode operates.

The sporting program at the school encourages maximum participation. Students engage in soccer, netball, athletics, perceptual motor skills, skipping, football, touch football, cricket, tennis, tee ball, softball, gymnastics and dance. Athletics is usually conducted in Term 2, with swimming occurring in Term 4.
**The Learning Environment**

The school has a comprehensive behaviour management program. This was reviewed in 2016, with the school moving towards a *Positive Behaviour for Learning (PBL)* framework in 2016. A vital component of the schools behaviour management program is the introduction of mandatory weekly lessons for all students, focusing on the schools behaviour expectations. This is a school-home-community approach to helping young people achieve the best of their ability and experience positive social-emotional well-being.

As part of our *Positive Behaviour for Learning* approach, the school provides an *Investing in Parents* program to walk parents through what they can do to support their children’s achievement and social/emotional wellbeing.

The Guidance Officer and Behaviour Specialist Teacher are used to provide extra support and strategies to assist students who display antisocial behaviour. All staff have been trained in the mandated *Student Protection Policy*.

**Additional learning areas at Alexandra Hills State School include:**
- 2 large ovals which students use regularly at recess along with a tennis courts, basketball courts and netball courts.
- 2 large playgrounds
- A new, innovative Resource Centre, which is well resourced and provides students and teachers with an area to research, use computers and read a variety of literature.
- 2 undercover play areas
- A large shaded area, which is utilised for outdoor learning and social activities.
- A large computer lab
- A Science, Art and Technology Centre (*SAT Room*)
- A performing Arts Centre (the Lester Centre)

**School Chaplain**

In 2007, the Federal Government established the *National School Chaplaincy Program* to provide greater pastoral care and support students’ spiritual well being. Our school was successful in applying for funding and has appointed a school chaplain (Terry Keen) who is an integral part of the schools focus to provide a safe and caring learning environment.

Chaplains play a valuable role, not only by offering religious and ethical guidance, but also by also helping students explore the spiritual dimensions of life and assisting them to deal with personal issues. The school chaplain respects the range of religious views and affiliations, and cultural traditions in the school community, and is approachable by students of all faiths.
School Staff
Staff is as follows:
• Principal
• Head of Curriculum
• Special Education Support Teacher
• 1 Special Education Teacher Aide
• 9 Classroom Teachers
• 4 general Teacher Aides
• 1 Teacher Librarian
• 1 Learning Support Teacher
• 1 Guidance Officer
• 1 Behaviour Management Specialist Teacher
• 1 One School based Chaplain
• 1 One Instrumental Music Teacher
• 1 Specialist Arts Teacher
• 1 Specialist Physical Education Teacher
• 1 LOTE (Italian) Teacher
• 1 Administration Officer (AAEP - AO2)
• 1 Part Time Office assistant (AAEP)
• 3 Cleaners
• 1 Schools Officer
• Advisory Visiting Teachers in the areas of Speech Language Impairment (SLI), Visual Impairments (VI) and Intellectual Disabilities (ID).

Alexandra Hills State School is in the enviable position of having a large contingent of experienced staff, many of whom are recognised by Education Queensland as Experienced Senior Teachers (having taught for more than 10 years). Our staff is stable, enthusiastic and committed to implementing a responsible curriculum.

A considerable portion of the school’s budget targets professional development in the areas of curriculum and behaviour management. Many professional development activities are mandated and are part of the school's ongoing plan for the growth of professional expertise of teaching staff. All staff are provided with opportunities to participate in management operations.
**ABSENTEEISM**
For legal reasons governed by the Education Act it is necessary for parents or guardians to contact the school to advise of the circumstances regarding any absence of a child from school. This advice can be by written note, talking to the class teacher or by a phone call to the office.

Preference is for a written note if possible. Verbal messages from other students are not acceptable. It is preferred that parents ring the Absentee Hotline if their child is sick or absent from school. This service is automated and can be accessed 24 hours a day, 7 days a week by phoning 3820 0360.

Regular or accumulated absences and lateness for class produces a high relationship with low academic achievement. Maximising attendance is vital and a parent advising us about absences clarifies matters. Regular unexplained absences are reported for investigation.

**ADMISSIONS**
Admissions can be made at any time during the school year. Prep/Year 1 students generally are admitted at the end of the previous year so classrooms can be organised for the commencement of the school year.

**ADMISSION FORMS**
A confidential Admission Form is kept on file. This is filled in by parents as they enrol their child at the school and is updated yearly. It carries personal, health, and family data. Should parents wish to alter any information supplied previously on the Admission Form, they may do so by advising the school at any time during the year. A Privacy Statement is attached to the Admission Form. For additional information, please refer to Privacy Information section.

**NOTE** - Address, phone numbers and emergency contacts must be current at all times. Inaccurate details may cause serious delays in being able to contact parents/guardians in the case of an emergency. Please notify the Office of any changes on 3820 0333.

**AFTER SCHOOL DUTY**
Each afternoon there is a waiting period before the arrival of parents collecting children. A staff member is rostered to supervise the conduct of these students during this period.

Students need to be picked up no later than 2:45. Students who have not been picked up by 2:45 will be moved to sit in the Office. Parents/guardians will need to collect them from there.

All students waiting for transport (private transport and/or buses) are expected to remain at the assembly point leading into the front car park. To ensure student safety, all parents are requested to use the front car park when setting down and picking up students. Students must remain inside the school fence until all cars are stationary and directed to move by the supervising teacher.

**AFTER SCHOOL MEETINGS**
Children accompanying their parents/guardians to after school meetings are to wait outside the classroom where they are to read, complete homework, do quiet activities or play handball.
BEFORE SCHOOL SUPERVISION
Traditionally teachers have not been expected to be on duty before school. This time is vital for work preparation, meetings with parents, and specialist personnel as well as general before school organisation.

Teachers in discussion with the P&C have jointly formulated a policy to ensure safe and acceptable before school practices.

- Students are expected to arrive at school between 8.15 and 8.30. Upon arrival, students are to remain in the eating area. Other early arrivals must be organised through the Principal prior to the day. No students are permitted to play anywhere within the school grounds before 8.30.
- All belongings are placed safely in port racks after 8.15.

BELLS

<table>
<thead>
<tr>
<th>TIME</th>
<th>BELL</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:15</td>
<td>♫</td>
<td>Students not to arrive at school prior to this time. Once students hear the music being played, they are to move to their classroom and prepare for the school day.</td>
</tr>
<tr>
<td>8:25</td>
<td>☻</td>
<td>First Bell Preparation for school 5 minutes to go to the toilet, wash hands, have a drink and move to line-up area.</td>
</tr>
<tr>
<td>8:30-10:30</td>
<td>☻</td>
<td>First Session</td>
</tr>
<tr>
<td>10:30</td>
<td>☻</td>
<td>Morning Break</td>
</tr>
<tr>
<td>10:40</td>
<td>☻</td>
<td>First Bell Preparation for second session 5 minutes to go to the toilet, wash hands, have a drink and move to line-up area.</td>
</tr>
<tr>
<td>11:00-1:00</td>
<td>☻</td>
<td>Second Session</td>
</tr>
<tr>
<td>1:00</td>
<td>☻</td>
<td>Lunch Break</td>
</tr>
<tr>
<td>1:10</td>
<td>☻</td>
<td>First Bell Preparation for third session 5 minutes to go to the toilet, wash hands, have a drink and move to line-up area.</td>
</tr>
<tr>
<td>1:40-2:30</td>
<td>☻</td>
<td>Third Session</td>
</tr>
<tr>
<td>2:30</td>
<td>☻</td>
<td>School concludes PREP students collected from PREP Students dismissed by classroom teacher</td>
</tr>
</tbody>
</table>

BIKES
A number of students ride bikes to school. During the day these remain locked in the bike racks, which are ‘out of bounds’ areas. No other students touch the bikes of students who ride to school. Bikes must be walked in and out of the school grounds.
BIRTH CERTIFICATES (For children starting PREP)
The Registry of Births, Deaths and Marriages is encouraging parents to apply for birth certificates now to avoid the new school year rush.

To apply for a standard or commemorative birth certificate you can:
Download an application form from www.justice.qld.gov.au/bdm
Visit the registry at 110 George Street, Brisbane or your nearest court house.
Further information for parents and carers wanting to enrol their Prep-aged children in a state school in Queensland is available on the Department of Education and Training website at www.education.qld.gov.au/studentservices/inclusive/prep/

BOOK CLUB
The school, in conjunction with Scholastic Australia conducts a Book Club, which offers you a choice of books to purchase approximately every six weeks during the school year. The school library benefits from Book Club sales in bonus books.

All orders are to be completed by parents on-line. Circulars will be sent home with details as they arrive. There is no obligation to purchase from Book Club if you do not wish to do so.

BUS SERVICES ELIGIBILITY
Buses provide transport to and from school for a group of our students. For information on busses travelling to and from our school, please contact:
Veolia Transport
Redland Bay Rd
Capalaba
Phone: 3248 6100
Email: admin@vtb.com.au
Web: www.veoliatransportbrisbanr.com.au

A Code of Conduct applies to students who travel by bus. Children who misbehave on the buses, at bus stops or at the school waiting for the bus can have their right to travel by bus withdrawn. Parents will be notified accordingly and will be required to arrange alternative transport for their children.

CLASS MEETINGS
These are called on a needs basis and involve the class parents, the teacher and the Principal. The agenda may include an outline of the curriculum programs for the class over the ensuing weeks. These meetings provide opportunities to discuss expectations, and to clarify various points. They also facilitate ongoing communication between parents and teachers and contribute significantly towards the development of school and classroom policies.

COMPLAINTS
From time to time strong feelings exist on various topics. The staff are happy to discuss these to ensure each person’s perspective has been included. Complaints or emotive topics must be aired, however, in a constructive manner.
The following is unacceptable:
• Confrontations in front of students
• Yelling
• Physical violence
• Offensive language
• Threats and bullying
• Unauthorised entry into classrooms
• Confronting other students on school property
• Searching student's property

Issues such as these will require voluntary exiting until the matter can be calmly discussed. Police can also be called if this does not occur and in severe instances charges can be laid. If complaints need to be lodged on other than minor easily solved issues they must be through the Principal. The Principal will then arrange a meeting with relevant parties so the issue can be constructively dealt with.

CURRICULUM DETAILS
At Alexandra Hills State School, we teach all the Key Learning Areas within the perimeters of the Alexandra Hills State School 3 year Curriculum Plan.

These include:
• English
• Mathematics
• Science
• Digital Technologies
• History
• Geography
• Health & Physical Education
• The Arts (Visual & Performing Arts including specialist Dance, Drama and Music lessons)
• Technology (Includes design technology and information technology)
• Languages Other Than English (LOTE – Italian).
• Additional enrichment programs are added to the above including Program Achieve and Investing in Parents program, Better Buddies Program, Smith Family's S2S Reading Program, PASS Program and the Learning Club, I Can, I Will Student Mentor Program, school camps and co-operative skills.

Many of these subjects, including technology, are integrated across subject areas where possible.

In our Step up Literacy Program, students are grouped according to functioning level rather than year level in the area of our reading focus. Explicit teaching of these foundation skills occurs across years Prep- Year 6, four times a week. Students are also grouped for guided reading lessons and STRIVE vocabulary lessons. This supports the school’s belief in individualised progress and students progressing beyond traditional year levels.
FIRE DRILL PROCEDURES
Students are taken through the fire drill procedures early in Term 1. A fire drill and a lock-down is conducted once per term. Visitors to the school are to proceed through the nearest exit to the top oval.

FIRST AID
In the case of an accident while your child is at school, only basic first aid can be administered. There are staff members with the appropriate first aid qualifications. We often ‘err on the side of caution’ and if doubt exists, parents and caregivers will be contacted.

Where an emergency occurs, we will contact the appropriate medical personnel first and then the parent or designated contact. Whilst we hope this does not ever happen, these procedures are designed to protect the well being of our students.

GIFTED AND TALENTED PROGRAM
A Gifted and Talented Program will be implemented in 2017. Students from Years 2 to 6 who meet the criteria will be withdrawn once a week to participate in the program.

GROUNDS MAINTENANCE
We have one paid Schools Officer employed at Alexandra Hills State School. Daniel displays an outstanding work ethic and takes a great deal of pride in his work. Our grounds are beautiful as a result of the hard work put in by our dedicated groundsman.

HATS
The incidence of skin cancer in Queensland is very high but much of this can be avoided by covering up sensibly from the harmful rays of the sun. Parents are urged to ensure that their children have headwear suited to the Queensland weather cycles. This school’s Sun Safe policy and Uniform Policy stipulate that students are to wear a wide-brimmed hat. Caps are not acceptable.

Children not wearing suitable headwear will not be permitted to take part in outdoor activities beyond the shaded areas. The P&C strongly supports the school's policy where high priority is placed on hat wearing.

HEAD LICE
Head lice are a constant problem in social settings where many children interact. Schools, Day Care Centres etc. are by their very nature, unavoidably conducive to head lice. Alexandra Hills State School has developed a Whole School Head Lice Program, allowing us to do all we can to minimise head lice infestation and follow set procedures when they are detected. No guarantees are given nor responsibility accepted that schools fulfil this role.

We will

• Contact the child’s parent requesting he/she be collected from school to be returned following effective treatment. This action is in accord with Education Queensland regulations.
• Supply letter notifying head lice are present and provide advice regarding treatment.
• Notify others via a general warning in our school newsletter if head lice infestations appear more prevalent.
• Offer the services of our support network staff member.
NB It is well documented that many myths and misinformation surrounds the spread of head lice. Help us to minimise the disruption caused by notifying the school promptly if head lice are detected.

HOMEWORK PROCEDURES
It is a policy of this school to set homework as it promotes:
• responsibility
• time management/organisation
• habits, which will be continued on into secondary and tertiary levels.
• independent work habits.
• interaction between students and parents on work being studied at school.

Homework sheets are generally not issued on the first and last week of each term. Individual teachers may however choose to issue homework at these times as an individual preference.

HOMEWORK GUIDELINES
It is important that homework is presented in a neat manner and is handed in on a daily or end of week basis. (Individual class teachers will determine this) A reasonable amount of time for homework has been set so as not to create stress within already family routines. Mathematics and English are the key learning areas covered as part of the homework program. A gradual increase in the time spent on homework has also been adopted to create more demand and challenge as the children move through the year levels. For each year level there is a maximum expectation for the time to be spent on homework tasks, based on Education Queensland Homework Policy.

<table>
<thead>
<tr>
<th>YEAR 1</th>
<th>YEAR 2&amp;3</th>
<th>YEAR 4&amp;5</th>
<th>YEAR 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sight words</td>
<td>Sight words/spelling</td>
<td>Spelling</td>
<td>Spelling</td>
</tr>
<tr>
<td>Counting</td>
<td>Tables/math revision</td>
<td>Tables/math revision</td>
<td>Math revision</td>
</tr>
<tr>
<td>Reading</td>
<td>Reading</td>
<td>Reading</td>
<td>Reading</td>
</tr>
<tr>
<td>Maximum time/day</td>
<td>Maximum time/day</td>
<td>Maximum time/day</td>
<td>Maximum time/day</td>
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<tr>
<td>15minutes</td>
<td>15minutes</td>
<td>35minutes</td>
<td>50minutes</td>
</tr>
<tr>
<td>60 minutes/week</td>
<td>60 minutes/week</td>
<td>2 hours, 20 minutes/week</td>
<td>3 hours, 20 minutes/week</td>
</tr>
</tbody>
</table>

No set time allocation for Prep. Regular reading and real-life numeracy activities are advisable.

Teachers may also send home any classwork that was incomplete during that day or project work that is current. Students will be required to complete this work as part of their homework routines.

HOURS OF OPERATION
School commences at 8:30am and concludes at 2:30. Lunch recess is from 10:30 to 11.00. Afternoon recess is from 1:00 to 1:40. Children should not be at school before 8.15, nor should they remain after 2:45 (unless for sporting practices, waiting for buses etc.). Where parents have difficulties keeping within these times, they should contact the office. If children (school age or Prep) accompany their parents for meetings etc. they are the responsibility of their parents. The school does not accept responsibility for their supervision.
HOUSING & SPORTING TEAMS
All children belong to one of the two house teams, chiefly for the purpose of inter-house sport. The two teams are Banksia and Wattle. Brothers and sisters are placed in the same house team. Colours are:

- Banksia: BLUE
- Wattle: RED

Staff are allocated to houses, to act as marshals and supervisors when required.

ILLNESS
If your child is unwell he/she should be kept home. Unwell children are unable to operate effectively and contagious illness is also quickly spread to other children. The school also does not have facilities to care for ill children.

When students are obviously ill, parents or emergency contacts will be called and will be required to collect their child from school. At times students will indicate they are unwell but either the teacher or parents may note a pattern perhaps indicating avoidance. Parents will be contacted and offered the option of monitoring for 1 hour with a possible re-entry to class or parent collection. Contact will be made with parents to discuss the situation further if students are regularly accessing the sick room.

As with absenteeism, missing classroom sessions seriously affects academic performance and needs to be minimised.

INFORMATION COMMUNICATION TECHNOLOGIES
2017 will see a continued focus on Information and Computer Technology. 2015-16 saw a significant monetary injection into the area to upgrade equipment to provide state-of-the-art facilities, enabling the school to deliver an inspired and current ICT curriculum. All staff members are actively developing innovative units of work, which incorporate information and computer technology. These units incorporate higher order thinking skills across key learning areas.

Information Communication Technologies encompass a variety of hardware e.g. computers, digital still & video cameras, scanners, projectors, iPods, iPADS, interactive panels and 3-D printers that support infrastructure such as a school network and online resources. Interactivity with ICT is an important component of our school’s teaching and learning. Each year we commit to purchasing additional resources to the school environment that will support and encourage classroom innovation and experimentation with ICT.

Computers are utilised as a teaching tool across key learning areas as opposed to a stand-alone subject. Each classroom has access to interactive whiteboards, which are utilised as a valuable teaching/modelling tool. The boards promote interactivity and creativity. Each classroom has at least three networked computers; the middle and upper classes have a maximum of 6 computers. All classes have access to a computer lab, which enables every student 1:1 access, and a pod of laptops in the library, all of which are wireless enabled. A range of programs are available as needed to support curriculum needs. Teachers are regularly provided in-service opportunities to build on their knowledge and to be introduced to innovative new programs.
INTERNET AND EMAIL
All computers are Internet connected and each student has email access under teacher guidance. Usage of the Internet has been given a high priority as a communication and information tool. Significant accountability also rests with this area.

Students and parents are required to sign a Computer Access Agreement that incorporates the use of Internet, USBs and email each year. Misuse or infringements can result in withdrawal of access. Student usage is only with teacher permission and for school purposes.

JEWELLERY
Jewellery, other than watches and sleepers or stud earrings, is not an acceptable part of the school uniform.

LATE ARRIVAL/EARLY DEPARTURE REGISTERS
Whilst we recognise that it is necessary at times for student/s to leave the school for various appointments e.g. medical, dental etc., the school needs to keep a record of the comings and goings of students. Parents/guardians are required to fill out the “Early Departure Register” which is situated in the school office should you need to take your child/ren from the school for a period of absence during the day and repeat the process upon their return. Please notify the school if another person is picking up your child/children.

An “Early Departure Register” will be available at sporting and other venues, with the teacher supervising the event.

STEP UP READING PROGRAM
Alexandra Hills State School runs a Step up Literacy Program for all students.

This Step Up Reading Program is designed to provide a balanced program of explicit, small-group reading instruction for each student. All class teachers, teacher aides, Teacher Librarian, STLaN and SEP teachers and provide instruction and/or practice activities which are planned to differentiate for each particular group of students. The aim of the Step Up Reading Program is to support students to become proficient at using a range of strategies to solve words and to comprehend the text. Word recognition (including high frequency words), translation of letter to sound (letter to sound knowledge), word solving actions, comprehension strategies (including knowledge around text purpose, text types and author intent) and fluency are essential when reading.

The Step Up Reading Program at Alexandra Hills State School has been designed to be comprehensive and balanced, supporting students to understand the relationship that exists between oral language and reading.

LOST PROPERTY
There is a lost property area situated in the Student Entrance of the Office. At the end of each term, any unclaimed lost property is given to charity. To minimise loss, parents are asked to name all items that come to school.

LOTE – ITALIAN
Lessons are provided by a trained LOTE (Languages Other Than English) teacher to students in 5 and 6. This teacher visits the school each week and services are supplied by Education Queensland.
MEDIA PUBLICATIONS
It is a legal requirement that parent/caregiver permission must be obtained prior to publication of photographs/videos etc. in any media publications such as newsletters, newspapers or television productions.

The admission form requires you to indicate whether or not you give permission for this to occur.

MEDICATION
Prior to the school administering any medication to children, Education Queensland has explicit guidelines that parents/caregivers must follow. These include:

Prescription Medication:
• All medication must be handed to the school in the original dispenser or packaging.
• Medication must have a pharmaceutical sticker and/or an accompanying letter from a Medical practitioner indicating dosage and administration procedures.
• Parents are required to fill out a Medication Form.

“School staff must not administer over the counter medication, including analgesics, homoeopathic or prescribed medications unless they meet the accountability of a written request from the parent/caregiver accompanied by written advice from a medical practitioner and with the medication in the original labelled container. The exception is the reliever puffer, such as Ventolin that is included for the treatment of asthma.”

Parents do have the option to personally administer medication at the school without following the above guidelines.

INSTRUMENTAL MUSIC PROGRAM
Music, as one of the Arts, provides opportunities for aesthetic development. Alexandra Hills State School offers an Instrumental Music Program to interested students. Meetings take place each year with parents and the specialist teachers who provide instruction. A number of musical instruments are made available to students for use in this program. As students progress, extension workshops and performances are also offered.

Instruction during normal class time is presently provided focussing on woodwind, brass and percussion instruments.

NEWSLETTER
The school’s newsletter is published every second Friday.

Notices and reports of school events or situations are included, along with student items, photos and notice of awards. Input from community members is encouraged. Items must be submitted to the Principal prior to publication.

The newsletter is issued to the eldest student in each family. Whilst we expect these students to pass it over each fortnight, parents need to request it if this doesn’t routinely happen. The newsletter is also available on the Alexandra Hills State School website.
NIBBLES PROGRAM
Students are able to eat a quick snack while working in class as a part of our Nibbles Program. Research has shown that often students need a snack by mid-morning to lift energy levels and help brain function. This is particularly important if students do not eat breakfast or eat very little for breakfast. These snacks are kept in their desks and at 9.00 students will be able to quietly eat them.

The following foods are recommended:

- Rice crackers (not cakes) Nibbles mix Fresh Fruit
- Plain popcorn Fruit mix Dried fruit
- Fruit balls Cheese Sticks Yogurt
- Foods such as apples and oranges are not suitable and should be left till lunch break.

This program has been very effective when used in other schools. Snacks will need to be in a small container which students can readily manage themselves while teachers continue teaching. The quantity is not to be large.

The aim of this program is to:

- Improve students’ participation in learning
- Improve learning outcomes for students
- Reduce inappropriate classroom behaviour
- Improve children’s awareness of nutrition

OFFICE OPERATIONS
The Office is generally attended between 8:00–3:00. Routine inquiries are best made before and during school hours. At various times, the school will need either written responses or payments made for different activities and functions. All responses/payments are to be given to the ladies in the Office for processing. These responses need to be in an envelope (old/pre-used envelopes are acceptable). At times, a closure date will be put on activities e.g. school camps and excursions. This is required as the school has to comply with ordering deadlines, booking arrangements and closure dates.

Once this date has passed late payments and/or forms will not be accepted and students will be unable to participate in the activity.

Please be aware that the office does not hold change so correct monies are appreciated.

ONGOING MEDICAL CONDITIONS
It is the responsibility of parents to provide a Management Plan for major conditions (Asthma, Diabetes, allergies etc.) for the school to follow.

It is a requirement that all such plans have input from relevant medical practitioners.

ORIENTATION PROGRAM
An orientation program is held late in Term 3 and early in Term 4 for families with children about to commence Prep the following year. Prospective parents are able to contact the school at any time with enrolment queries.
P&C ASSOCIATION
This is an important component of our school community and all parents are encouraged to become members. Forms are sent home at the beginning of each year and we urge you to become involved.

Meetings are held at 6:30 on the first Tuesday night each month in the school Staff Room. Meeting dates are advertised in the Alexandra Hills State School newsletter. Reports are also circulated to the wider community after these meetings.

The P&C actively supports many initiatives within the school each year. It also provides financial support, which all students benefit from.

PARENT EDUCATION OPPORTUNITIES
Throughout the year opportunities arise for parents to be involved in training programs/resources or seminars, and access selected resources. Parents are urged to take advantage of these opportunities as they arise.

Opportunities may include:
- Numeracy
- Literacy
- Technology
- Swimming
- Parenting
- Availability of Literature/videos etc.
- Parenting, bullying, safety, self esteem

PARENT PARTICIPATION
Parents are often involved in a variety of ways at Alexandra Hills State School. These include:

- In classrooms where parents work with students and help with activities e.g. cooking, craft, in class reading programs, reading, various classroom activities.
- Outside the classroom – excursions, book covering, Tuckshop, sport, fundraising etc.
- School based decisions – attending class meetings, P&C meetings, review groups, input into the Annual Operational Plan, School Budget, School Vision and the Strategic School Plan.

Parents are encouraged to take advantage of opportunities to involve themselves in school activities, which are advertised through the school newsletter or class updates. Any involvement by parents with children other than your own necessitates confidentiality for the protection of students. No discussion should take place with others about student behaviour or academic standards. This breaches this school’s Code of Confidentiality and Code of Conduct for volunteers.

Volunteers are asked to sign in at the Office each time they assist at the school and collect a Volunteers badge. This ensures that we have only authorised people on site and have knowledge of who they are. This is designed to protect students and ensure their safety.
PARKING FACILITIES
Parking is not permitted in school grounds without permission. The car park at the front of the school Office is allocated for school-based staff only (not for public use).

A pick up/drop off zone is located at the front of the school. Parents and the public are encouraged to use this facility as a first preference when delivering/picking up children. It also offers a safe and convenient roundabout route. Please use the parking bays if stopping for any length of time.

Service vehicles accessing the school grounds are required to do so at walking pace (5kph maximum).

*Education Queensland* accepts no liability for damage to motor vehicles parked within the grounds or parking areas.

PLAYGROUND SUPERVISION
Playground supervision both at Morning Tea and at Lunchtime is carried out by staff on regular rostered duties.

Students are required to sit in the covered area for an eating period from 10:30 to 10:40 and 1.30 to 1.40 before the play bell rings.

Students are encouraged to play in a safe and sensible manner with staff monitoring playground activities and halting unsafe behaviours.

PREP
Prep is a specially designed educational program for schools offered on a full-time, compulsory basis. The introduction of a full-time, non-compulsory Preparatory Year in 2007 and an increase in the starting age for Year 1 from 2008 has changed the face of early education in Queensland. Research shows that children attending these classes develop positive attitudes to learning, and develop skills and knowledge through active, hands-on learning and problem solving.

Prep will ensure that students at *Alexandra Hills State School* make a smoother transition to Year 1 and set the foundation for lifelong learning.

PRIVACY INFORMATION
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 and 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, e.g. 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, which may have access to the personal information you provided.

In addition to the appropriate collection of information, Information Standard 42 addresses the need for Education Queensland and employees having 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 rights to access your personal information

For a more detailed explanation of Information Standard 42 – Information Privacy, please contact Education Queensland’s Privacy Contact Officer on telephone 3237 0546 or email InformationPrivacy@qed.qld.gov.au.

REPORTING PROCEDURES
Parents are encouraged to keep in regular contact with their child’s teacher. Letter or telephone can arrange consultations between teachers and parents regarding the progress of individual students. Prior arrangement often allows for uninterrupted time to be given to discussion of issues.

Report cards are issued at the end of each semester; parent/teacher interviews take place at the end of Term 1 and Term 3. This consists of comments on a student’s progress and performance in a number of areas including academic achievement and social development.

Year 3 and 5 National Testing in Literacy and Numeracy (NAPLAN) is carried out in Term 2 with results arriving early in Term 3. Results of these tests are forwarded to parents when received.

RESOURCE CENTRE
The school Resource Centre is an important learning environment of our school. It houses both student and teacher resources. Students have access to mobile information and computer technology with wireless connectivity. It is an innovative learning space, which provides ready access to reading materials, mobile ICT devices and a wide variety of teaching and learning resources.
SCHOOL ASSEMBLIES
A whole school assembly takes place each Friday afternoon starting at 2:00. This assembly is conducted by the Student Leaders each week. Presentation of student awards, class/choir performances, notices, guest speakers, the singing of the national anthem and the school song are regular features of each parade.

Parents are encouraged to attend the school parades whenever possible.

SCHOOL CAMPS
Overnight camps are undertaken in Years 5 and 6. More detailed information regarding venues, specific activities and costing’s are made as early as possible.

Individual class teachers will arrange local day visit/field trip opportunities to assist in classroom learning’s throughout the year. Specific details The class teachers will communicate regarding these excursions who are involved.

SCHOOL FUNCTIONS
A variety of school functions occur during the course of the school year. Parents will be invited to these including social, sporting or educational activities. We very much appreciate your support on these occasions.

SPORTING PROGRAM
Students in Years 1-3 participate in school-based sport. Students in Years 4-6 are eligible to participate in both school and district based sport.

STUDENT LEADERS
Two School Captains, two Vice-Captains and two House Captains are elected each school year. Only students in Year 6, who have been at this school for at least 6 months can nominate for a leadership role.

STUDENT PARTICIPATION
Student learning is extended by participation in: lecturettes, show displays, camp/excursions, ANZAC Day, Leadership Conference, sporting events, Quandamooka Camp, Beginners Music Camp, Concerts and sports trials.

SWIMMING
At Alexandra Hills State School, we see the development of water confidence as an essential life skill for all students. As a school, we co-fund swimming classes once a week for approximately nine weeks in Term 4. These classes are part of the school’s Physical Education program.

Non-swimmers, beginning swimmers and advanced swimmers are catered for according to their abilities. Qualified instructors teach basic stroke techniques, water safety and life saving techniques. Parents will be informed through the school newsletter, as to swimming times. There is no cost for students to participate in the swimming program. Parents are asked to ensure that their child has a bag for towel, clothes, etc. All items should be clearly named so that these are not lost.

The co-operation of all parents to continue the effectiveness of swimming instruction is requested.
SUPPORTIVE SCHOOL ENVIRONMENT
A major goal of *Education Queensland* is to provide a quality education for all students in their schools.

We, at *Alexandra Hills State School*, strive to create a supportive school environment for members of our school community through provision of:
- Learning support programs for disabilities and difficulties
- Learning support for gifted and talented.
- Social skilling programs and co-operative skill program in classrooms.
- Ongoing training for staff. All staff have undergone training in the area of ‘Student Protection’ (For additional details see *Responsible Behaviour Plan for Students*).

SUPPORT SERVICES
A variety of specialists support students at *Alexandra Hills State School*. Weekly visits are provided by Music (Instrumental), LOTE, the Arts and HPE.

Services are also available for students with learning disabilities, difficulties or social problems. Class teachers work closely with a variety of personnel including Guidance Officers, Learning Support Teachers and Advisory Visiting Teachers (various areas of disability). Most service the school on a weekly basis.

Speech/Language services are available for students of *Education Queensland* schools or can be accessed privately through the hospital or other private providers.

Support agencies outside those listed may also be available if requested. If you wish to request these, contact the school and we will endeavour to provide information to you.

TELEPHONE CALLS
Telephone calls to teachers cannot be accepted during lesson times but messages will be relayed at breaks. Telephone calls to students are not accepted. Messages, which are important, can be left at the Office and passed along but students are not brought to the telephone.

TOYS
Toys are not to be brought to school. At times, they are brought for *Show and Tell* sessions in the lower grades. If this happens there is a potential risk of damage or loss. With this comes upset and disappointment. We, therefore, discourage this where possible and accept no responsibility for property where this advice is ignored.

Note – Collector cards must not be brought to school or swapped at school. Where problems present, property will be confiscated and stored in the office for parent collection.

TUCKSHOP
This facility is run by the P&C. Lunches (1st & 2nd break) are sold every Monday and Friday. A menu sheet is available to students and these are to be returned each morning, so ordering can occur. Parents are encouraged to volunteer to help; it is a fun and social opportunity to be an active part of our school community.
UNIFORMS
Children of Alexandra Hills State School wear their uniforms with pride. The Parents and Citizens Association and the staff have endorsed this attitude and practice over many years. It is policy that children representing this school be dressed in the appropriate uniform. Please refer to the Alexandra Hills State School Uniform Policy for a comprehensive overview of the school uniform and school expectations.

Boys Uniform
- Day uniform: Red, white and blue school polo shirt with royal blue shorts. White socks and black shoes.
- Sports uniform (Thursday): Sport house polo shirt with royal blue shorts. White socks and sports shoes.

Girls Uniform
- Day uniform: Red, white and blue school polo shirt with royal blue shorts, skort or pleated skirt. White socks and black shoes.
- Sports uniform (Thursday): Sport house polo shirt with royal blue shorts, skort or pleated skirt. White socks and sports shoes.

Students in Year 6 are permitted to wear a Senior Shirt. These can be purchased at school and can be worn every Monday. Alexandra Hills State School P&C sell the Day Uniform, the Sports Shirt, school bags and school jackets at the Tuck Shop.

When travelling to events out of the school students should wear the full day uniform.

UTILISING SCHOOL FACILITIES
Permission from the Principal must be obtained before unauthorised community members enter the school grounds outside of school hours. All accompanying children must be supervised by the attending adult/s.

Children and young teenagers wishing to use school facilities must be under the supervision of an adult. They are not to be in the school grounds unsupervised.

All unauthorised visitors will be asked to leave the premises immediately.
We are asking community members to help ensure our facilities remain safe and undamaged. (You can help by reporting suspicious behaviour to the Principal or to the Police).

VOLUNTEERS AND VISITORS
A set of guidelines has been established for voluntary workers and visitors on site at the school in line with accountabilities such as duty of care & confidentiality. Through discussions, a Code of Practice has been adopted. The core belief behind this Code of Conduct is the provision of a safe, healthy learning environment.

It is a requirement that all visitors, parent helpers or volunteers acknowledge and follow this Code. By signing a register people will acknowledge a commitment to following these guidelines. Volunteers and Visitors Registers are kept in the Office for people to use.
WATER BOTTLES
Students may keep water bottles on their desks. They will not be permitted to fill them up during class time. The use of these items should be occasional rather than constant throughout lessons e.g. (continual sipping). Their use should not disrupt the implementation of the normal classroom program.