

# Wavell Heights State School



# Information Handbook



## PRINCIPAL'S WELCOME

Welcome to Wavell Heights State School.

On behalf of our school community, we would like to extend a warm welcome to you and sincerely hope that your association with us will be a rewarding experience. Wavell Heights State School opened in 1948 and has a rich history of educating generations of families during this time.

At Wavell Heights State School, we believe it is our responsibility to provide a well-balanced education with a wide range of coordinated and stimulating learning experiences in a supportive and caring environment.

Wavell Heights State School truly values the partnership between home and school. We encourage you to form positive connections with our school community to ensure a collaborative approach is established to achieve our goals. We look forward to working with you to prepare our students for the challenges of the future.

The purpose of this booklet is to help you to become familiar with our practices and procedures and to assist your transition into our school community. We would like to invite you to contact us with any queries and ideas as we are keen to provide quality educational services to all our families.

Yours in Education,



Graham Rickuss  
Principal

## SCHOOL INFORMATION

Address: 62 Minore Street  
Wavell Heights QLD 4012

Telephone: 07 3624 2888

Email: [admin@wavellheightsss.eq.edu.au](mailto:admin@wavellheightsss.eq.edu.au)

Absence Line: 07 3624 2866

Absence Email: [absences@wavellheightsss.eq.edu.au](mailto:absences@wavellheightsss.eq.edu.au)

Website: [www.wavellheightsss.eq.edu.au](http://www.wavellheightsss.eq.edu.au)

Facebook: [www.facebook.com/WavellHeightsSS/](https://www.facebook.com/WavellHeightsSS/)

Office hours: 8:00am – 3:30pm

School Times:	8:45am	First bell
	8:50am	Lessons commence
	11:00am – 11:45am	First break
	1:15pm – 1:45pm	Second break
	3:00pm	School dismissed

The information in the handbook is current at 17 May 2024 and may be updated as necessary.

## SCHOOL PROFILE

Wavell Heights State School is situated in a quiet location in the suburb of Wavell Heights. The school opened in 1948 following the post war expansion of Brisbane into the Northern suburbs. Wavell Heights State School has an enrolment management plan and the majority of students live within Wavell Heights and Chermside. Our student population comes from diverse cultural, linguistic and socio-economic backgrounds. Our families are characterised by a range of family structures and all our students bring with them a rich tapestry of prior learning experiences to our school.

The positive relationships between students and staff is central to harmony and success in the classroom. Staff, students and parents hold a high regard for the value of learning and the staff have a strong belief that every student can learn. We provide an inclusive curriculum based on the Australian Curriculum. The teachers collaboratively planning for differentiated learning experiences, which empower students to take responsibility for their learning. The community at Wavell Heights has high expectations for student learning and standards of acceptable behaviour. Our Responsible Behaviour Plan for Students is taught to students. The staff possess and utilise skills and knowledge, and work collaboratively with parents, to ensure common understanding of the expectations of the behaviour that we are teaching.

The staff at Wavell Heights State School use our Signature Pedagogies to inform teaching and learning practices within our school. Staff are regularly involved in researching and implementing innovative and evidence-based teaching and learning techniques to assist students to achieve their best learning outcomes. Assessment is recognised as an integral and natural element of the teaching and learning cycle. We use the data collected to learn about and tailor our pedagogy and programs to enhance learning for the individual. Students are well prepared and aware of assessment criteria and expected standards, prior to the commencement of units. A variety of assessment opportunities cater for individual learning styles. Our staff meet regularly, at school and with teachers from cluster schools, to discuss the achievements of our students and help us make consistent judgments using state wide and national standards as a benchmark. We offer regular opportunities to meet with the students and their parents or caregivers, to discuss the student's achievements and progress.

The staff, students and parents at Wavell Heights State School share our vision of 'Every Child Matters'. Diversity is embraced and the school community appreciates and values the diverse backgrounds of the students and families. All staff and students live up to the high level of our shared school values. We celebrate the achievements of our students and promote these throughout the community. Our staff, students and parents are proud to be part of the Wavell Heights State School community.

## SCHOOL VISION

Every student Matters

## SCHOOL VALUES

Wavell Heights State School is committed to delivering an inclusive, positive and disciplined learning environment where diversity is embraced. We prioritise four expectations that form the standards expected of all members of our school community. These are Be Safe, Be Responsible, Be Respectful and Be a Learner.

Wavell Heights State School delivers the Australian Curriculum through the Curriculum Into The Classroom resources developed by the Department of Education. With the introduction of the version of the Australian Curriculum 9 in 2024, teachers are developing unit with the support of our Head of Department – Curriculum.

**English** is central to the learning and development of all young Australians. It helps create confident communicators, imaginative thinkers and informed citizens. It is through the study of English that individuals learn to analyse, understand, communicate and build relationships with others and with the world around them. The study of English plays a key role in the development of reading and literacy skills which help young people develop the knowledge and skills needed for education, training and the workplace. It helps them become ethical, thoughtful, informed and active members of society.

**Mathematics** provides students with essential mathematical skills and knowledge in Number and Algebra, Measurement and Geometry, and Statistics and Probability. It develops the numeracy capabilities that all students need in their personal, work and civic life, and provides the fundamentals on which mathematical specialties and professional applications of mathematics are built.

**Science** provides opportunities for students to develop an understanding of important science concepts and processes, the practices used to develop scientific knowledge, of science's contribution to our culture and society, and its applications in our lives. It provides an understanding of scientific inquiry methods, a foundation of knowledge across the disciplines of science, and develops an ability to communicate scientific understanding and use evidence to solve problems and make evidence-based decisions. The curriculum supports students to develop the scientific knowledge, understandings and skills to make informed decisions about local, national and global issues and to participate, if they so wish, in science-related careers.

**Humanities and Social Sciences** aims to ensure that students develop a sense of wonder, curiosity and respect about places, people, cultures and systems throughout the world, past and present, and an interest in and enjoyment of the study of these phenomena.

**The Arts** (dance, drama, media arts, music and visual arts) have the capacity to engage, inspire and enrich all students, exciting the imagination and encouraging them learn how to create, design, represent, communicate and share their imagined and conceptual ideas, emotions, observations and experiences.

**Music** knowledge, understanding and skills ensure that, individually and collaboratively, students develop the confidence to be creative, innovative, thoughtful, skillful and informed musicians. Students learn the skills to compose, perform, improvise, respond and listen with intent and purpose, developing aesthetic knowledge and respect for music and music practices across global communities, cultures and musical traditions. Students gain an understanding of music as an aural art form as they acquire skills to become independent music learners.

**Technology** draws together the distinct but related subjects of Design and Technologies, and Digital Technologies. It ensures that all students benefit from learning about, and working with, traditional, contemporary and emerging technologies that shape the world in which we live. In creating solutions, as well as responding to the designed world, students will contribute to sustainable patterns of living for themselves and others.

**Languages (Japanese)** is designed to enable all students in Australia to learn a language in addition to English. Students acquire communication skills in Japanese, an intercultural capability, and an understanding of the role of language and culture in communication.

**Health and Physical Education (HPE)** offers experiential learning, with a curriculum that is relevant, engaging, contemporary, physically active, enjoyable and developmentally appropriate. Integral to HPE is the acquisition of movement skills, concepts and strategies that enable students to participate in a range of physical activities confidently and competently. In HPE, students develop the knowledge, understanding and skills to support them to be resilient, to develop a strong sense of self, to build and maintain satisfying relationships, to make health-enhancing decisions in relation to their health and physical activity participation, and to develop health literacy competencies in order to enhance their own and others' health and wellbeing.

Wavell Heights State School P&C Association, welcomes you to our school. The aim of the P&C is a simple one: to support the school and the community. We do this through fundraising events, supporting school functions and providing a conduit between parents and the school.

The P&C operate the school Tuckshop. Annually the P&C proudly award the school's academic achievers.

Parents are encouraged to attend our meetings to learn more about our planned ventures and about the school. Meetings are held Tuesdays of week 3 and 8 of each school term. All interested parents are invited to come along and help us to keep improving our school.

The P&C look forward to seeing you at various events that have been planned for each year.

Jen O'Brien  
President

**SCHOOL  
CALENDAR**

The dates for 2025 are as follows:

First Semester	First term	-	28 January to 28 March
	Second term	-	22 April to 27 June
Second Semester	Third term	-	14 July to 19 September
	Fourth term	-	7 October to 12 December

Term Student Free Days & Public Holidays for 2025 are:

- Monday 27 January (Australia Day Holiday)
- Friday 18 April (Good Friday Holiday)
- Monday 21 April (Easter Monday Holiday)
- Friday 25 April (Anzac Day)
- Monday 5 May (Labour Day)
- Wednesday 13 August (Brisbane Show Holiday)
- Friday 5 September (SFD Term 3)
- Monday 6 October (Queen's Birthday Holiday)

The dates for 2026 are as follows:

First Semester	First term	-	27 January to 2 April
	Second term	-	20 April to 26 June
Second Semester	Third term	-	13 July to 18 September
	Fourth term	-	6 October to 11 December

Term Student Free Days & Public Holidays for 2026 are:

- Monday 26 January (Australia Day Holiday)
- Friday 3 April (Good Friday Holiday)
- Monday 6 April (Easter Monday Holiday)
- Saturday 25 April (Anzac Day)
- Monday 4 May (Labour Day)
- Wednesday 12 August (Brisbane Show Holiday)
- Friday 4 September (SFD Term 3)
- Monday 5 October (King's Birthday Holiday)



## SCHOOL DIRECTORY

Telephone Number: School Office 3624 2888  
Website: [www.wavellheightsss.eq.edu.au](http://www.wavellheightsss.eq.edu.au)  
School Email: [admin@wavellheightsss.eq.edu.au](mailto:admin@wavellheightsss.eq.edu.au)  
Principal: Mr Graham Rickuss  
Deputy Principal: Mr Cameron Brown  
Business Manager: Mrs Elena Anders  
Administrative Officer: Mrs Kellie Watson  
Administrative Officer: Mrs Wendy Thomas

### Please Note:

All staff members may be contacted by telephone, through the school office number. If the person you wish to speak to is not available, a message will be taken and passed on for you. Requests to speak to teachers directly will only be granted outside teaching sessions or for urgent matters.

## ENROLMENTS

Enrolments will be taken at all times during the school year. Parents must provide an original birth certificate for children enrolling in Prep and for those not previously enrolled in a Queensland state school. A child must turn five (5) by 30th June to be eligible for enrolment in Prep in that year.

Please contact the school office to arrange an appointment to complete the enrolment process.

Due to increasing enrolments an Enrolment Management Plan is in place. We must offer enrolments to students that reside in our catchment area. You are able to see if you are within our school catchment by checking your address at <http://www.qgso.qld.gov.au/maps/edmap/>

Students requesting enrolment that reside out of our catchment can be accepted if there are places available in the required year level. We can place interested families on a wait list for when a place becomes available.

## CHANGE OF DETAILS AFTER ENROLMENT

If there are changes to your enrolment information such as change of phone number, email or address, the school should be notified. Your cooperation in maintaining current records is essential. You can contact the school office on 3624 2888 or update your details on the QParents app or email the school.

## ABSENCE PROCEDURES

If a student is absent from school, we require notification of the absence outlining the details of the absence. This can be done by:

- Using the QParents app to record the absence.
- Calling the absence line on 3624 2866 and leaving details of the student absence;
- Emailing [absences@wavellheightsss.eq.edu.au](mailto:absences@wavellheightsss.eq.edu.au) with details of the absence;
- Calling the office on 3624 2888 during office hours;
- Responding to the school text message when sent;

The school maintains a record of absences and explanations, a requirement of The Department of Education. Any unexplained absence will be followed up by the school and entered on the student's records. Persistent unexplained absences will result in the school contacting the parents.

## UNEXPLAINED ABSENCES

These must be resolved using the QParent app or email to the office as soon as possible after the absences.

## BEHAVIOUR MANAGEMENT

At Wavell Heights State School we believe that essential to effective learning is a safe, supportive and disciplined environment. A comprehensive policy document has been developed call the Student Code of Conduct. A copy of this policy will be provided to parents at enrolment time and is available on the school website.

### School Rules

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

- Be safe
- Be responsible
- Be respectful
- Be a learner

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

Our Student Code of Conduct outlines our system for facilitating positive behaviours, preventing problem behaviour and responding to unacceptable behaviours. Our shared expectations for student behaviour assist Wavell Heights State School to create and maintain a positive and productive learning and teaching environment, where ALL school community members have clear and consistent expectations and understandings of their role in the educational process.

As we strive to attain high standards of conduct, speech and appearance, we look to parents for their cooperation and support.

### Positive Rewards

Our school rewards students demonstrating appropriate behaviour and our focus behaviours with WOWs. Students collect these each term. There are milestones at 25 (class rewards), 50 (certificate on parade), 75 (extra fee time with Principal or Deputy Principal) and 100 (end of term activity).

### Bullying

Bullying is a problem that exists in all social contexts. Every member of the school community has the right to be free from bullying. Please see the school's Student Code of Conduct for a definition of bullying and our proactive strategies to promote an environment free of bullying and responsive strategies to address incidents of bullying.

## BICYCLES/ SCOOTERS

Students using bicycles and scooters must dismount at the gate and walk their bicycles/scooters to the bicycle rack. This is located inside the school on the corner of Kuran Street and Thornton Parade. Bicycles and scooters are to be padlocked to the racks. For the safety of other pedestrians, children are directed not to ride on the footpath near school entry/exit gates.

## CAR PARKING AND ROAD RULES

Parents are asked to observe the road rules and street signs while around the school. There is ample parking in the streets around the school. Parents parking around the school are asked to observe the "No Standing" and "Restricted Standing" signs. It is also important to parents to note that a 40km/h zone is enforced around our school and all schools in Queensland from 7:00am – 9:00am and 2:00pm to 4:00pm.

Parents and students are asked to follow the instructions of the Crossing Supervisor when approaching the pedestrian crossings on Minore Street and Burradoo Street. Both crossings are supervised from 8:15am to 9:00am and 2:55pm until 3:20pm each school day.

## CLASS PHOTOS

Class photos are taken each year. Parents will be provided with information as it is received.

## **COMPLAINTS or CONCERNS**

From time to time you may have concerns about your child at school or the operation of the school. These concerns may grow into bigger issues if you do not talk to the school staff about them.

At Wavell Heights State School we are 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 directed to the teacher involved.

If the problem cannot be resolved through the teacher, you should contact the office to make an appointment to see the Principal or Deputy Principal.

Should the concerns relate to conduct of other students, parents/carers are asked to refer the matter directly to school staff. Students are not to be approached or questioned by parents/carers about incidents.

## **DENTAL CLINIC**

A mobile Dental Clinic is based at the school regularly for a period of time. The dates for visits are communicated to parents as we are notified. Parent consent is necessary before treatment is provided.

Should your child require dental treatment during the time the clinic is not in attendance at our school, you can access clinics at other schools. If an emergency should occur, you can contact the dental van on 1300 300 850

## **EARLY DEPARTURE**

If students are to be collected before the conclusion of the school day, the adult collecting them must report to the school office. The office staff will ascertain if the child is able to go with this person and the child will be called to come down from the classroom. If an adult arrives at the classroom, they will be directed to the office. As a courtesy, please remember to send a note to the teacher the day before if possible or enter into the QParent app. This will assist you and school staff to ensure that time for collection is minimised.

## **EMERGENCY EVACUATION POLICY**

Evacuation and lockdown drills are conducted at regular intervals throughout the year. In the event of you arriving at school during one of these drills and no one is in the office, please assist us by moving quickly to the oval (checkpoint area) and announce your arrival to staff.

If you are helping in the classroom or tuckshop, or are visiting the school for any reason during a drill, please follow the directions of the classroom teacher, tuckshop convenor or supervising adult. Remember that it is very important that you sign in via the iPad at the office so that you can be accounted for should there ever be a real emergency.

## **ORGANISED ACTIVITIES SUCH AS EXCURSIONS, INCURSIONS, SPORTS, TRIPS and SCHOOL CAMPS**

Throughout the year a wide variety of social and educationally worthwhile activities are organised to enhance the curriculum and the educational experience of our students. These activities can include excursions, camps, art show, musicals, arts council shows, book week celebrations, discos and other organised activities.

A Curriculum Newsletter from your child's teacher will be provided early each term outlining excursions and activities.

When such an activity is organised, the teacher will advise parents of the details and gain permission required by letter. On those occasions when activities involve a cost to students, such as admissions and bus fares it will be necessary to collect this money from students. An invoice will be emailed to parents with a due date. The teacher organising the activity will also



send home a letter outlining the activity and the cost involved. Preferred method of payment can be made via Q Parents app, Bpoint (details on invoice) or eftpos at the school office.

Sporting activities, excursions, special school activities and school camps are regarded as playing a very valuable part in providing a balanced and exciting educational program for our children.

Children will only be permitted to participate in such activities when electronic Qparent consent and payment is received. Our expectation is the children will participate in these events only when they have consistently demonstrated the expected behaviour while at school. When there is a cost to parents, please be assured that every effort has been made to keep that cost down.

When accidents occur at school, first aid is administered by trained and experienced staff. Where the injury is deemed by staff to be serious, the following action will take place:

1. Parents and/or guardians will be notified.
2. An ambulance will be called. Once this has been done, the responsibility rests with the parents and/or doctor.

Students feeling ill report to the first aid room where they are cared for and monitored for a short period of time or parents notified. It is the parent's responsibility to make arrangements for another person to collect their child if they are unable to attend promptly. It is also essential that parents inform the school of any changes to contact details.

At Wavell Heights State School homework aims to:

- revise, practise and reinforce work done at school.
- prepare and collect materials to be used in class.
- provide opportunities for parents to support their children's learning.
- promote future worthwhile recreations such as reading for pleasure, reading the newspaper, reading for research and accessing the internet.

At Wavell Heights State School the attitude to and prescribed levels of homework reflect the intent of the guidelines of the Department of Education. The school recognises the worth of homework from an early age but respects that there must be a balance with other outside of school activities such as sport, play, watching TV, etc. Good communication between the home and school will ensure that students' learning is optimised. Students can expect homework each night from Monday to Thursday. The suggested time limits per night

- Prep to 2 up to 15 minutes: parent support is essential to complete homework
- Year 3 and 4 up to 20 minutes: parents support may be needed to complete homework
- Year 5 and 6 up to 20 minutes: students should be able to complete homework independently.

A Homework Club is offered each term from week 3 to week 8 on Tuesdays from 3:00pm to 4:00pm. Please let the class teacher know if you are interested in your child attending.

Our school has routines around handwashing when entering classrooms, before and after eating, after going to the toilet and after using school or shared resources. Children are taught to sneeze or cough into their elbow and then wash their hands. Each sink has a poster outlining appropriate hand washing techniques. Hand sanitiser is available in areas where sinks are not present. We encourage you to keep your children at home if they are sick.

Children suffering from an infectious disease should be kept at home till the risk of infection to other children is past. A table giving relevant information is included.

Parents are asked to advise the school at the earliest opportunity when a child has been diagnosed by a doctor as suffering from an infectious disease. Written information from the doctor needs to be sent to the school for verification with Public Health unit of Queensland Health.

## FIRST AID & HEALTH ROOM

## HOMEWORK POLICY

## HYGIENE

## INFECTIOUS DISEASES

DISEASE	PERIOD OF EXCLUSION
Chicken Pox	Child excluded for at least five days after the beginning of the illness and until the last lesion has healed.
Mumps	Child excluded for at least 9 days or until swelling goes down.
Conjunctivitis	Child excluded until discharge from eyes has ceased.
Whooping Cough	Child excluded for 14 days from onset of coughing or until child has been treated by antibiotics.
Ringworm	Child excluded until day after approved treatment has commenced and are covered on return to school.
Hepatitis A	Child excluded until 7 days after the onset of illness or jaundice. Child is re-admitted with a medical certificate on recovery.
Hepatitis B/C	Not excluded.
Measles	Child excluded for at least four days after the rash first appears.
Rubella (German Measles)	Child excluded for at least four days after the rash first appears.
Impetigo (School Sores)	Child excluded until treatment has started. Sores on exposed skin should be covered.

## INSURANCE COVER FOR STUDENTS

The Department of Education does not have Personal Accident Insurance cover for students. It is advised that parents organise their own personal accident insurance cover if they deem it necessary.

## INTERNET / EMAIL

The school is linked to the Internet and has an email address and web page. The email address is for school business only and NOT for personal messages to students. Both parents and children are expected to sign the school's internet agreement when enrolling.

## INTERSCHOOL SPORT

Interschool sports or Gala Days are generally organised for 3 consecutive Fridays in terms 2 and 3/4 for students from Years 5 and 6 who are selected to represent the school. A fee to cover transport, costs of equipment replacement and registration fees are required. Students receive coaching from volunteer teachers and parents.

## LATE ARRIVAL

Students are expected to arrive at school no later than 8:45am. Students arriving after 8:50am are marked as absent on the roll. Students who arrive after 8:50am should be escorted to the office by an adult to receive a late slip or students should take a note (explaining why they are late for school) to the office. This is a legal requirement of the Department of Education's Enrolment in State Primary, Secondary and Special Schools Procedure. Parents may be contacted if late arrivals are frequent. Please support your child and the school by ensuring that your child is at school on time.

## LEAVING THE SCHOOL GROUNDS

Students are not permitted to leave the school grounds once they arrive at school. If your child needs to leave the school during the day, they must be collected from the school office by you or your nominated person (See Early Departure). Students are not permitted to wait for parents at gates during school time as they would be unsupervised.

## LIBRARY

All students have the opportunity to borrow books. It is the borrower's responsibility to ensure books are looked after and should be replaced by the borrower if damaged or lost. Library bags are essential for borrowing. Our library is a bright welcoming place with lots of great books and activities. Our children are able to use this facility during lunch hours as well as organised class times.

## LOST PROPERTY

The lost property bins are kept under the stairs leading to the office. Parents are asked to check regularly for any item belonging to their child. Lost property items are displayed for all classes to check before the end of each term. Items not claimed will then be donated to local charities. Please ensure all your child's possessions are named so that, if lost, they can be easily returned.

## LUNCH BREAKS

First break is from 11:00am – 11:45am and second break is from 1:15pm – 1:45pm. The first 15 minutes of each break is supervised eating time. The remaining time is for play. During the morning session some classes may stop for a short fruit or vegetable break in the classroom. As this is only a short break we encourage you to provide peeled or cut fruit or vegetables.

No glass jars or bottles should be used as containers for drinks or fruit juice. We would prefer that students bring a healthy lunch to help sustain them through the day. Your assistance is sought in encouraging your child to consume all of his/her food and to return home with any uneaten food. We discourage students from throwing uneaten food in the bins, so that you are aware of your child's eating habits at school. Please label all lunch boxes and drink bottles.

## MATERIALS AND BOOK LISTS

On enrolling, parents will be advised of the books and materials required. At Wavell Heights we use 'Schoolstuff' to supply our classroom requirements and through their website [www.schoolstuff.com.au](http://www.schoolstuff.com.au). They provide an on-line service for parents to order their child's books and materials. Once ordered, the books will be sent to your nominated address for delivery.

## MEDICATION

School staff cannot administer prescription medications, unless they meet the accountability of a written request from a parent/carer and the medication includes an original pharmacy label detailing the name of the person authorised to take the medication, dosage, time to be taken and medical practitioner's name.

The parents/carer must come to the office to complete required paperwork. The office is opened the Friday before school starts to organise the required for medication given during school hours.

**\*\*PLEASE NOTE: DO NOT SEND MEDICATION INTO SCHOOL WITH STUDENTS\*\***

**The administration of over-the-counter medications will not be administered to the student unless it has an original pharmacy label prescribed by the doctor.**

For asthma relieving medications such as Ventolin, parents/carer are to notify the school in writing if their student has been prescribed this medication by a medical practitioner.

All medication is administered to students from the Office. Our staff members who administer medication to students will keep records of all dosages given and times administered as required by the Department of Education.

## MOBILE PHONES & OTHER ELECTRONIC EQUIPMENT

Students are discouraged from bringing mobile phones to school. If a student does have a mobile phone it should be turned off and handed to the class teacher or in to the office before school as part of the Department of Education's mobile phone policy.

Inappropriate use of a mobile phone will result in it being confiscated and given to the school office to be collected after school has finished. The school is not held responsible for the damage to or loss of a mobile phone or other electronic equipment.

## MONEY

The school requests that cash is used as a last option when paying for excursions. We request that parents use EFTPOS, QParent app or BPoint invoices when they are received.

The tuckshop does accept small amounts of cash for over the counter purchases such as drinks and snacks.

## NEWSLETTER

Every fortnight our school newsletter is emailed to each family. Our newsletter keeps parents informed about coming events, school policy, class activities and other items of general interest to parents and friends of the school. The newsletter is an important information link between the school, P&C, and our wider parent community. The newsletter can be found on our website. Current newsletters and school updates are also available via the QSchools app.

## OUTSIDE SCHOOL HOURS CARE

(Before and After School Care and Vacation Care)

Outside School Hours Care is not operated by Wavell Heights State School. There are services within the community to assist us with this service. These are

The Prince Charles Hospital Early Education Centre: 3511 8800 [princecharles@qccs.com.au](mailto:princecharles@qccs.com.au)  
Chermside Early Learning Centre: (Kuran Street) 3359 1899 [chermside@qccs.com.au](mailto:chermside@qccs.com.au)  
Centacare Wavell Heights: 3359 2599 <http://centacarebrisbane.net.au/wavell-oshc-wavell-heights/>

## PARENT VOLUNTEERS

Our school is committed to involving parents in classroom activities through our Classroom Volunteers program. We believe that students, teachers and parents benefit from the contribution of volunteers. Volunteers also undergo an induction process by completing the training package prepared by the Department of Education. If you would like to become involved as a Classroom Volunteer, please speak to your child's teacher. Please note all volunteers are required to sign in and out at the office.

## PARENTS AND CITIZENS ASSOCIATION (P&C)

The Parents and Citizens Association plays an important part in the life of the School.

The Parents and Citizens Association contributes significantly to the quality of education which the school is able to provide. It needs and deserves your support. It provides an important forum for parents to discuss and resolve issues, which are relevant to the school. The P&C enables parents to have a collective voice and ensures that decisions made are representative of the majority view. Meetings are usually held at 6:00pm Tuesdays of week 3 and week 8 each school term in the school library. You are most welcome to attend. You can contact the P&C on their email address of [pandc@wavellheightsss.eq.edu.au](mailto:pandc@wavellheightsss.eq.edu.au)

The P&C helps to ensure that our school events are catered by purchasing or making food and providing volunteers to make these a success. At times they have been able to provide finances for purchasing resources as required by the school.

The P&C is responsible for the running of the tuckshop.

## PERSONAL POSSESSIONS

All clothing and school items should be clearly LABELLED with the child's name. Encourage your child to look after his/her property. This is part of training in the skill of social responsibility. It is not possible for teachers to return any lost belongings that are unlabelled (Refer Lost Property Section).

## PLAYGROUND SUPERVISION

Teachers and teacher aides are rostered to perform playground supervision duties during both breaks.

Before school students are required to sit quietly in the hall. A staff member supervises the students from 8:30am and releases the students to move to class at the first bell. If necessary please use our Outside School Hours Care providers if you are not able to supervise your children before 8:30am. Prep students arriving prior to 8:45am are to be taken to the hall where they will be supervised. Parents are welcomed to sit with their children in the area surrounding the hall. Please note that this is a courtesy that we offer to families in the morning.

**Parents should note that supervision is not provided after school finishes at 3.00pm.**

## REPORTING TO PARENTS

We take every opportunity to communicate with parents and carers about the progress of their children. This may take place informally, by request of the parent or by request of the parent or Administration. Oral and written reporting for the year is as follows.

End Term 1	Parent / Teacher interviews – Interim Report
End Term 2	Written report
End Term 3	Parent/Teacher Interview – Interim Report
End Term 4	Written report

It is wise to compare a child's growth only with respect to their own ability and not with the achievements of other members of the family or a neighbour's child.

Throughout the year, Parent / Teacher interviews may be arranged as the need arises and should be held outside school hours by appointment, so the teacher can give the parent his/her undivided attention. Twice during the year, the school will offer formal interviews with parents. These interviews serve as the prime vehicle for the communication of the progress of your child.

## RELIGIOUS INSTRUCTIONS

We do not currently provide religious instruction.

## SCHOOL PARADES

Please refer to the school newsletter to the frequency of parade. They start at 9:00am in the hall. This parade includes an item presented by students as well as opportunities to celebrate the achievements of students and to pass on relevant messages. Parents are very welcome to join us.

## SCHOOL HEALTH NURSE

A School Health Nurse visits the school to assess hearing, vision and other health issues relating to growth and development. Parent consent is required.

## SPORTING HOUSES

To foster team spirit, to promote healthy competition and to create opportunities for children to participate in sport, the school population has been divided into three house teams:

Bribie	(Green)
Moreton	(Red)
Stradbroke	(Yellow)

These house names were taken from Moreton Bay Islands, which are visible on a clear day from our school verandahs.

## SEXUAL HARASSMENT

Any complaints of sexual harassment should be referred to a teacher, the Principal or Deputy Principal.

## SMOKING

Government Regulations prohibit smoking on school premises and within 5m of the fence line. Parents are asked to observe this ban.

## SWIMMING POOL

Wavell Heights State School is fortunate to have our own swimming pool. The pool is used by the Physical Education teacher for class lessons. After school swimming lessons will be available during Term 1 and 4.

## TUCKSHOP

Tuckshop is a service for the students who attend our school and is run by the P&C. It is open three days a week (Wednesday, Thursday, Friday). However operation of our school Tuckshop depends upon the support of parent volunteers. Volunteers are the backbone of the tuckshop. If you are able to give some time, please contact the tuckshop.

Orders must be placed at the tuckshop before school. Online ordering available through [www.quickcliq.com.au](http://www.quickcliq.com.au)

## UNIFORMS

The school uniform is accepted as normal attire for students attending Wavell Heights State School. The wearing of uniforms has many advantages in that:

- it assists the promotion of a healthy school climate.
- school spirit and a sense of identity can be encouraged.
- students are not discriminated against with respect to the quality or fashion of their clothes.
- uniforms are generally hard wearing and practical in design.

Parents are requested to support the school by ensuring that all students wear their uniform to school every day. It is a requirement that children wear school uniform when going on excursions.

### Uniform

Tartan dress, blouse or shirt with royal blue skort, skirt or shorts worn with black shoes and white socks. Students are to wear a royal blue broad brim hat. During winter add a blue jumper or tracksuit.

To be worn on most days at school and on school excursions.

### Sports Uniform

School polo shirt with blue skort, skirt or shorts worn with black joggers and white socks. Students are to wear a royal blue broad brim hat. During winter add a blue jumper or tracksuit.

To be worn on day with PE lessons or representing the school at sporting events such as Gala Days or District sports.

### Sports Carnivals

House colour shirt with blue skort, skirt or shorts with black joggers and white socks. Students are to wear a broad brim hat. Hats from the uniform shop are reversible with house colour showing.

To be worn at Cross Country Carnival, Athletics Carnival and Swimming Carnival

### Code of Dress

It is desirable that students wear the school uniform unless they have been informed otherwise.

On all occasions children should be clean and neatly attired with sun safe clothing which covers shoulders, mid-drift and pant legs, skirts or skorts that reach close to the knee.

Hair should be clean and neatly groomed and long hair should be tied up with hair ribbons or clips in school colours.

Where a uniform is not available, children should endeavour to wear clothing which is blue.

Children may wear a wrist watch. Jewellery, fingernail polish and other adornments should not be worn. Pierced ears should have studs or sleepers only.

### Hats

We are all aware of the dangers of over exposure to the sun. We need to ensure that children understand this danger and the importance of proper protection. All children must wear a broad brimmed hat if they are to play on the sports oval or playground. This policy applies to play time under all conditions to encourage children to bring a hat and wear it.

“no hat – no play in the sun”

Please mark all school uniform items clearly with your child’s name.

## UNIFORM SHOP

Uniforms are available from the Uniform Shop at the times posted near the door. A private company called P&C Uniforms run the uniform shop. It is essential to buy or place orders for uniforms prior to the end of the school year as limited stocks are held - they can take up to six weeks to be supplied if not ordered until school resumes. Payments can be made in cash or by eftpos.

Order online at: [www.whssuniformshop.com.au](http://www.whssuniformshop.com.au)